

## TracDat 101

### How to Add a New Course SLO

The screenshot shows the TracDat web application interface. At the top left is the TracDat logo. To its right is a dropdown menu for 'Selected Unit' with 'Skydiving SLOs - Sample Program' selected. Below this is a navigation bar with tabs: Home, Program, Program SLOs, Course SLOs (circled in red), Results, Reports, and Documents. Underneath the navigation bar are sub-tabs: SLOs (highlighted in yellow), Means of Assessment, Related Program, Program SLOs, and Related Goals. The breadcrumb trail reads 'Skydiving SLOs - Sample Program > Course SLOs > SLOs'. A green arrow points to a 'Course:' dropdown menu containing 'SKY-9999 - Sky Diving 101 (FAKE COURSE)'. At the bottom center, the 'Add New SLO' button is circled in blue.

To add a course SLO:

1. Click on Course SLOs tab (red circle)
2. Select the course for you want to add a new SLO from the drop down box (green arrow)
3. Click on “Add New SLO” at the bottom of the page (blue circle)

(\*Note – If you do not see the course you want, please email Molly Senecal at [msenecal@yccd.edu](mailto:msenecal@yccd.edu) and include the name of the course(s) you want added to your list.)

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### How to Add a New Course SLO

Selected Unit: Skydiving SLOs - Sample Program ▾

Home Program Program SLOs Course SLOs Results Reports Documents

SLOs | Means of Assessment | Related Program Program SLOs | Related Goals

Course SLOs > SLOs > Add New SLO

Course: Sky Diving 101 (FAKE COURSE)


SLO Name: \*  ?


\*

SLO:

Assessment Cycles: 2010-2011 ▲  
2011-2012  
2012-2013  
2013-2014  
2014-2015 ▼

Course Outcome Status:  ▾

Start Date:  

Inactive Date:  

1. SLO Name: Enter a name that will help you keep track of your SLOs (i.e. "SLO 1" or "Critical Thinking 1".) Don't use the same name for more than one SLO.
2. SLO: Type in the full SLO statement (i.e. "Students will be able to...")
3. Assessment Cycle: This is optional. You can leave this blank.
4. Course Outcome Status: Select "active" from the drop down box
5. Start Date: Enter today's date
6. Inactive Date: Leave blank  
(\*Note – when you no longer wish to use this SLO, you will "retire" this SLO by selecting a date in the inactive date field.)
7. Save Changes