

## YUBA COLLEGE Student Learning Outcomes (SLOs)

Contact your department Administrative Assistant to find out how your department reports SLO data at the end of each semester. If you are required to report your own data in TracDat, use the instructions below to access the data management system.

### How to Access Program and Course SLOs

1. Access the [TracDat Log-in Screen Here](#).

Use the following login:

- **Username:** lower case first letter of first name and first seven letters of last name
- **Password:** Either first four letters of your last name (first letter capitalized) and the last four digits of your social security, or *changeme*.

If you forgot your password, or have not received it, contact the IT Help Desk at [helpdesk@yccd.edu](mailto:helpdesk@yccd.edu).

2. Click drop down menu next to "Selected Unit." Select "YC – [Your Program Name] SLO's." Program SLOs and Course SLOs are two of the tabs that are available.

### How to Add New Course SLOs

1. Select the course you wish to edit.
2. Select the green plus sign button at the top of the screen.
3. Enter Course SLO Name, Course SLO, and then select the Status (Active). Next, select the bar next to "Course SLO Assessment Schedule" to indicate which semesters you plan to assess the SLO. (You must assess each SLO at least once within the 4-year program review cycle). Select the "Course Implementation Date," and then, select the golden "Save" button at the top of the screen. Once you have saved your data, select the "Return" button at the top of the screen.
4. Select the green plus sign in the "Assessment Methods" bar. Then use the dropdown menu to select the "Assessment Type" and enter the "Assessment Method" and "Criteria for Success" in their respective text boxes. Next, select the golden "Save" button at the top of the screen. Once you have saved your data, select the "Return" button at the top of the screen.

Note: See the Course SLO Handbook on the [YC SLO website](#) for more details about how to complete the assessment cycle for CSLOs.

### How to Record Course SLO Results

1. Select "Results" in the left navigation menu under "Course SLOs."
2. Use the drop-down menu to select the specific course.
3. Select the small gray arrow on the left to open the specific CSLO you want to add results for. Select the green plus sign on the right to open the results text boxes. Note: If the CSLO is not marked as "active" you won't see the green plus sign. This means you need to go back to the "Course SLOs" page using the navigation menu on the left to make the CSLO "Active."

5. Type the results in the "Assessment Results Summary" field. Select the "Reporting Semester" from the dropdown menu, and indicate the "Result" from the drop-down menu. Next, enter "Number of Students Assessed," and enter the "Number of Successes." Select "Delivery Method" from the dropdown menu. Then click the golden "Save" button at the top of the screen.

6. Once you have had your "closing the loop" discussion, you will want to record a plan of action for continuous improvement. To record your plan of action, select the green plus sign on the right side of the "Plan of Action" bar at the bottom of the page and write a detailed plan of action based on an analysis of your results during your "closing the loop" meeting.

7. Click the golden "Save" button at the top of the screen again.

8. Click the "Related Documents" tab at the bottom of the page to attach documents, such as your "closing the loop" handouts.

10. Click the green "Complete" button at the top of the page when you are finished adding documents.

For additional assistance, contact the SLO Coordinator. The Office of the Vice President (530-661-5712) can inform you of the coordinator's name and contact information.