

Edit or Add SLO Statements

Instructions for creating and evaluating Learning Outcomes are provided in the [Learning Outcomes Handbook](#). The following instructions relate primarily to navigating TracDat screens and inputting the information into TracDat.

Faculty who are responsible for creating and modifying the SLO statements for a course will be assigned special permissions in TracDat for that purpose. Most Faculty members will not be adding or changing the SLO statements, but only working with SLO Analysis of Assessment Results, Application of Results, and Follow-up.

Select the **Courses** unit which corresponds with your subject area (Courses (DIV) – Subject name) from the drop-down box.

The screenshot shows the TracDat interface for 'Courses (BAITS) - Business Administration'. The top navigation bar includes the TracDat logo, a dropdown menu for 'Courses (BAITS) - Business Administration', and a user profile for 'Welcome, tduquette'. The left sidebar contains a navigation menu with options: Home, Program Review, Course Planning, Course SLOs, Results, Mapping, Reports, and Documents. The main content area displays a table titled 'Course Planning Summary - Owned' with the following data:

		Courses	SLOs	Means of Assessment and scoring criteria	Results	Application of Results	Follow-Up
	▶ ✓	BUAD-10 - Introduction to Business	1	1	38	32	0
	▶ ✓	BUAD-106 - Business Mathematics	1	1	17	16	0
	▶ ✓	BUAD-12 - International Business	1	1	4	0	0
	▶ ✓	BUAD-120 - Starting a Small Business - The Entrepreneur	1	1	10	2	0
	▶ ✓	BUAD-15 - Business and Society	1	1	9	7	0
	▶ ✓	BUAD-166 - Business English	1	2	14	12	0
	▶ ✓	BUAD-176 - Retail Management	1	1	3	2	0
	▶ ✓	BUAD-40 - Entrepreneurship and Small Business	1	1	2	2	0
	▶ ✓	BUAD-41 - Leadership and Supervision	1	1	10	6	0
	▶ ✓	BUAD-42 - Financing a Small Business	1	1	4	4	0
	▶ ✓	RIAD-43 - Introduction to Grant Writing	0	0	0	0	0

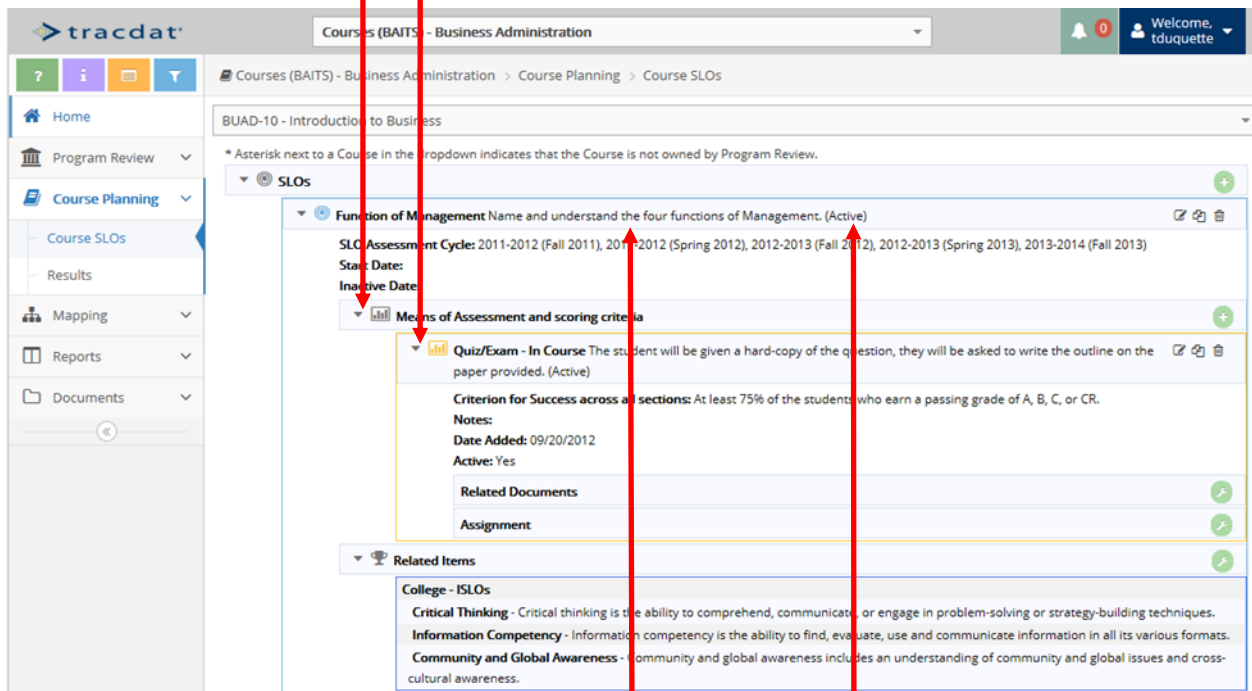
This is the Home Screen for the discipline you are working with. It is also a “Landing Page”, meaning you may click on the course name, or expand the course name with the Expand Arrow, and click on the SLO to work on.

You may also use the Left Menu bar to navigate to **Course Planning**, and Course SLOs.

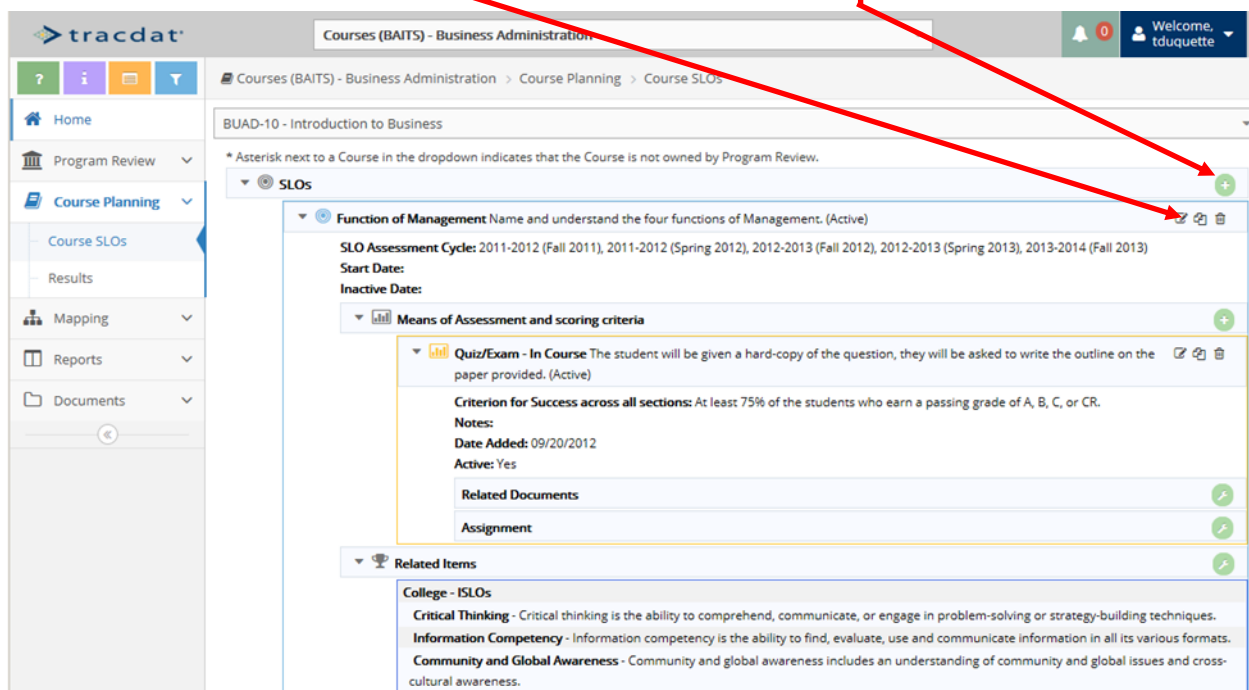
The image shows a close-up of the left navigation menu. The menu items are: Home, Program Review, Course Planning, Course SLOs, and Results. A red arrow points to the 'Course Planning' item, which has a dropdown arrow next to it.

Review current list of SLO statements.

Select Course Planning, Course SLOs. Select the course from the Dropdown box, and expand use the expand arrows to see all information for an SLO.



Review the SLO statement for your course and confirm the status is active, and review the Means of Assessment and Scoring Criteria. These can all be reviewed on one screen by using the Expand arrows to open each level. To change the SLO, click on the Edit icon. To add a new SLO, use the green plus icon.



The **Edit SLO** screen will display.

The screenshot shows the 'Edit SLO' interface in Tracdat. The breadcrumb trail is 'Courses (BAITS) - Diesel Technology > Course Planning > Course SLOs > Edit SLO'. The course title is 'DIES-160 - Diesel Engine Electronic Control'. The form contains the following fields:

- * SLO Name:** Circuit Testing
- * SLO:** Upon successful completion of this course, a student should be able to properly and accurately test for voltage drops in an electrical circuit.
- SLO Status:** Active
- SLO Assessment Cycle:** 2011-2012 (Fall 2011), 2011-2012 (Spring 2012), 2012-2013 (Fall 2012), 2012-2013 (Spring 2013), 2013-2014 (Fall 2013)
- Start Date:** (empty)
- Inactive Date:** (empty)

Buttons for 'Save' and 'Return' are located at the top right. A legend at the bottom indicates that an asterisk (*) denotes a required field.

SLO Name: Enter a short name for the SLO.

SLO: Enter the actual SLO statement here.

SLO Status: Please select **Active** or **Inactive**.

SLO Assessment Cycle: Select the assessment cycle you will use for this SLO. More than one cycle may be selected.

Start Date: Enter the date the SLO will become active for assessment.

End Date: Enter the date the SLO statement will no longer be active.

Click **Save** and **Return** to complete editing or adding the SLO.