

So you wish to alter the outcome statement!

After completing an assessment cycle, some might have concluded that a different learning outcome statement might lead to more meaningful assessments. In anticipation of this we wish to delineate the steps to be taken.



Step 1

The old:

DO NOT DELETE THE EXISTING SLO/PLO/AUO/SSLO STATEMENT!!!!!

Choose Edit Symbol

The screenshot shows the Tracdat interface for the department 'Dept - (B/CS) Computer Information Systems'. The breadcrumb trail is 'Dept - (B/CS) Computer Information Systems > Course/Service Planning > Course Assessment Plan'. The current page is 'CIS 2 - Computers and the Internet in Society'. A note states: '* Asterisk next to a Course/Service in the dropdown indicates that the Course/Service is not owned by Department.' The 'Student Learning Outcomes (SLOs)' section is expanded, showing three active SLOs:

- ▶ **CIS2_SLO_1** Analyze the effect of the Internet, computers, and cellular communications on individuals, culture, and society. (Active)
- ▶ **CIS2_SLO_2** Analyze the effects of the Internet, computers, and cellular communications on institutions, including education, business, economics, and politics. (Active)
- ▶ **CIS2_SLO_3** Judge the effect of the the Internet and computers on law and ethics. (Active)

A red arrow labeled 'Step 1' points to the edit icon (pencil) next to the first SLO entry.

Step 2

The old:

DO NOT DELETE THE EXISTING SLO/PLO/AUO/SSLO STATEMENT!!!!

Choose “Archived SLO Statement”

The screenshot shows the Tracdat interface for editing a Student Learning Outcome (SLO). The breadcrumb trail is: Dept - (B/CS) Computer Information Systems > Course/Service Planning > Course Assessment Plan > Edit Student Learning Outcome (SLO). The course is identified as 'CIS 2 - Computers and the Internet in Society'. The form contains the following fields:

- * Student Learning Outcome (SLO) Name: CIS2_SLO_1
- * Student Learning Outcome (SLO): Analyze the effect of the Internet, computers, and cellular communications on individuals, culture, and society.
- SLO Status: Archived SLO Statement (dropdown menu is open, showing options: Active, Archived SLO Statement, Course Not Currently Taught, Course To Be Deleted, Cross-Listed Non-Parent Course, Lab Connected with Co-requisite Course, Special Projects)
- Planned Assessment Quarters: Active
- Outcome Creation Date
- Outcome Inactive Date

A red arrow points to the 'Archived SLO Statement' option in the dropdown menu, with the text: Step 2: the Old: Choose “Archived SLO Statement”

* Required field

Step 3

Add the **new one** keeping the same naming scheme and choose the next higher number: **CIS2_SLO_4**

The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a dropdown menu for 'Dept - (B/CS) Computer Information Systems', a notification bell with a red '0', and a user profile dropdown for 'Welcome, instructortrac...'. The main content area displays the breadcrumb path: 'Dept - (B/CS) Computer Information Systems > Course/Service Planning > Course Assessment Plan'. Below this, a dropdown menu shows 'CIS 2 - Computers and the Internet in Society'. A note states: '* Asterisk next to a Course/Service in the dropdown indicates that the Course/Service is not owned by Department.' The 'Student Learning Outcomes (SLOs)' section is expanded, showing a list of three SLOs: 'CIS2_SLO_1', 'CIS2_SLO_2', and 'CIS2_SLO_3'. A red circle highlights a green plus icon in the top right corner of the SLOs list, indicating where to click to add a new SLO.

SLO ID	Description	Actions
CIS2_SLO_1	Analyze the effect of the Internet, computers, and cellular communications on individuals, culture, and society. (Active)	✎ 📄 🗑️
CIS2_SLO_2	Analyze the effects of the Internet, computers, and cellular communications on institutions, including education, business, economics, and politics. (Active)	✎ 📄 🗑️
CIS2_SLO_3	Judge the effect of the the Internet and computers on law and ethics. (Active)	✎ 📄 🗑️

Step 4 & 5

Add the **new one** keeping the same naming scheme and choose the next higher number: **CIS2_SLO_4**

tracdat

Dept - (B/CS) Computer Information Systems

Dept - (B/CS) Computer Information Systems > Course/Service Planning > Course Assessment Plan > Add Student Learning Outcome (SLO)

Home

Department

Department Planning

Course/Service Pla...

Course Assessment Plan

Assessment Data Summaries

Mapping

Reports

Documents

Save

Return

Enter department course ID with no followed by "_SLO_" followed by a number

CIS 2 - Computers and the Internet in Soci

* Student Learning Outcome (SLO) Name **CIS2_SLO_4**

* Student Learning Outcome (SLO)

SLO Status

Planned Assessment Quarters

Outcome Creation Date

Outcome Inactive Date

Step 4: If previous highest SLO was CIS2_SLO_3, new will be CIS2_SLO_4

Step 5: Choose "Active"