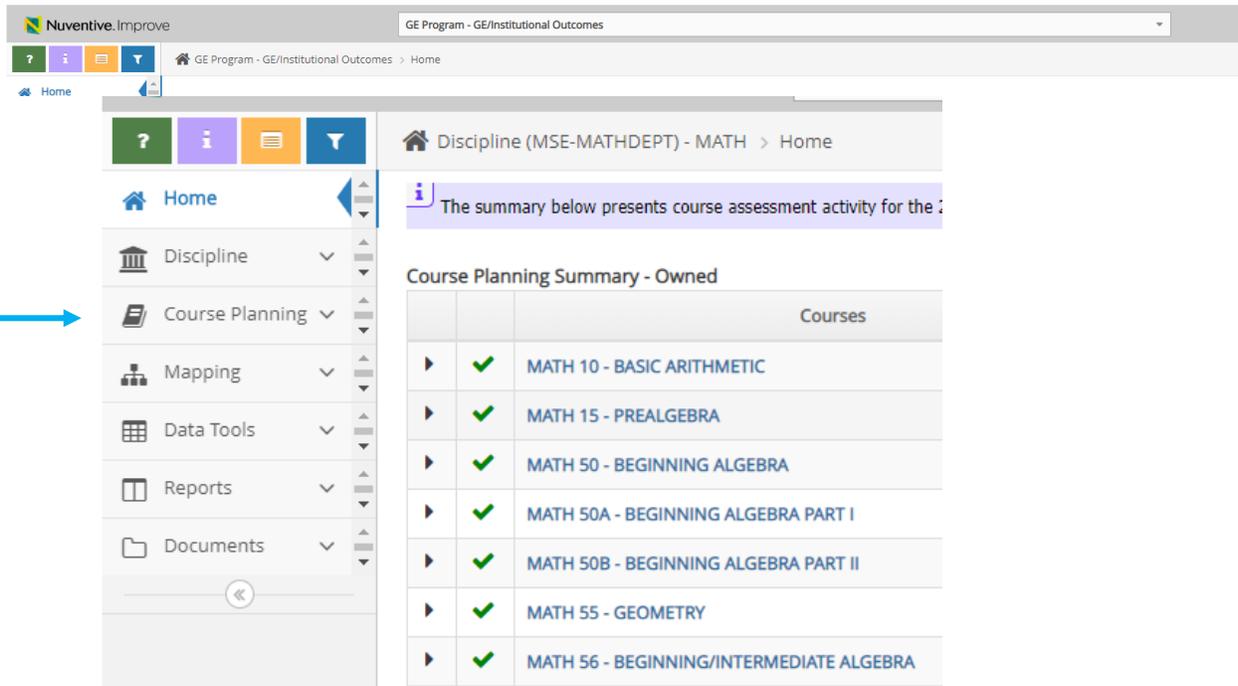
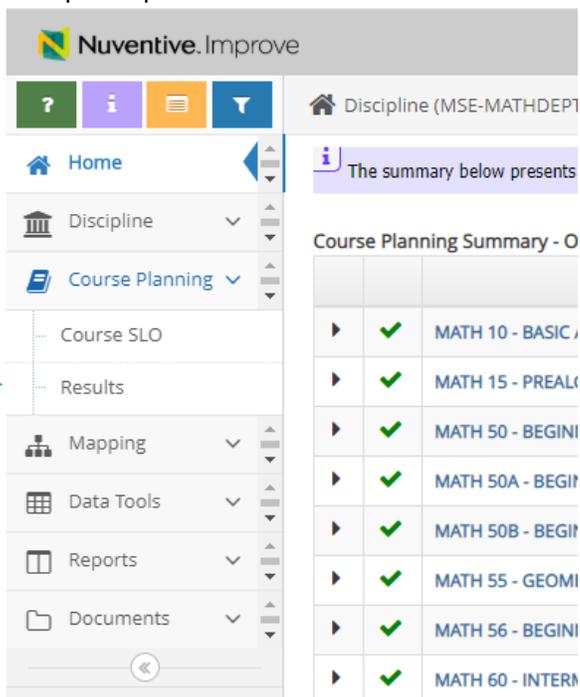


How to Enter Course SLO Assessment Results

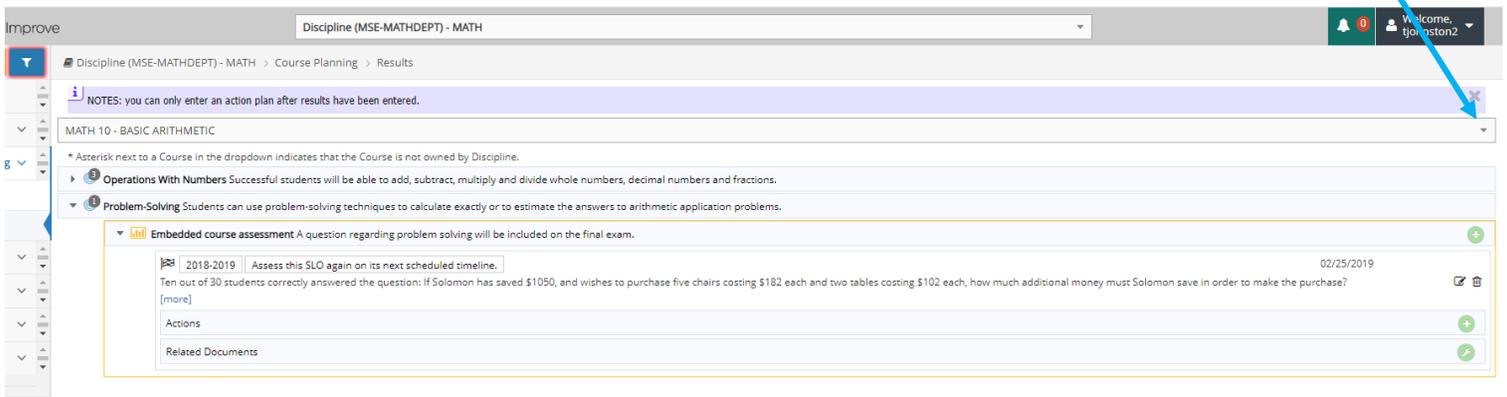
1. Access Nuventive (TracDat) from the Palomar Single sign-in page.
2. Check this area first to make sure you have selected the correct Discipline for Course SLOs. Program SLOs are found in the program units.
3. Find “Course Planning” on the left side of the screen. Click on it.



4. This opens up a sub-menu. Click on “Results”.

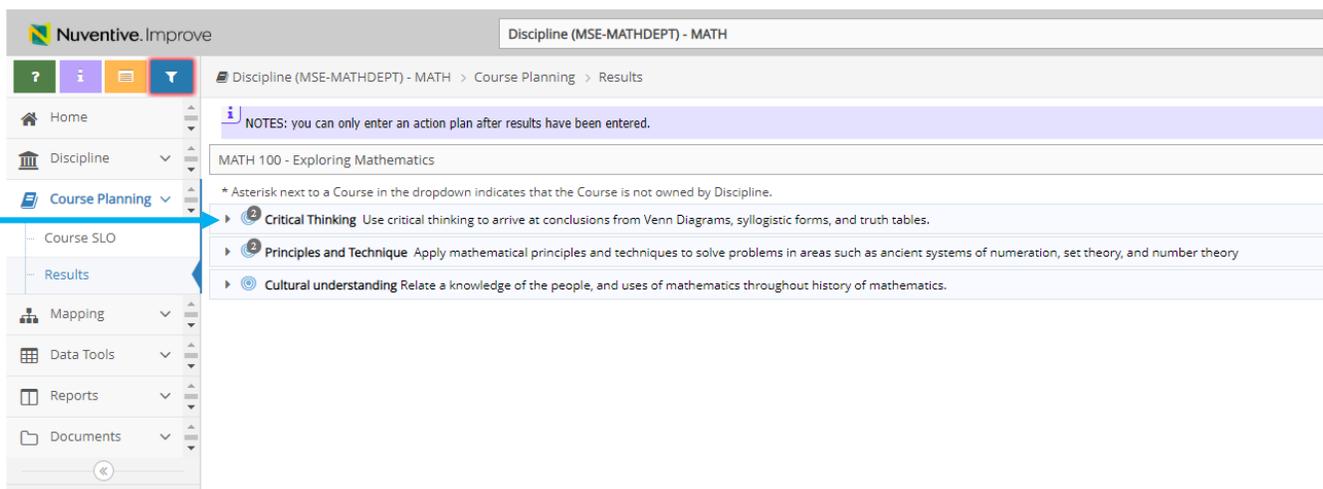


5. If the class you have the assessment results for does not immediately show up, click on the drop-down triangle on the right side of the screen to get the list of classes. Then click on the class you want.



The screenshot shows the Nuventive Improve interface. At the top, there is a header with the text "Improve" and "Discipline (MSE-MATHDEPT) - MATH". Below the header, there is a navigation breadcrumb: "Discipline (MSE-MATHDEPT) - MATH > Course Planning > Results". A blue arrow points to a dropdown menu on the right side of the screen, which is currently open, showing a list of courses. The selected course is "MATH 10 - BASIC ARITHMETIC". Below the dropdown, there is a note: "NOTES: you can only enter an action plan after results have been entered." The main content area displays several assessment items, including "Operations With Numbers" and "Problem-Solving". An "Embedded course assessment" is highlighted with a yellow border, showing a question about Solomon's purchases and a table with columns for "Assess this SLO again on its next scheduled timeline" and "02/25/2019".

6. The class you choose has the individual SLOs listed. If the details of the SLO are not showing, click on the drop-down triangle next to it to expand it.



The screenshot shows the Nuventive Improve interface. At the top, there is a header with the text "Nuventive.Improve" and "Discipline (MSE-MATHDEPT) - MATH". Below the header, there is a navigation breadcrumb: "Discipline (MSE-MATHDEPT) - MATH > Course Planning > Results". A blue arrow points to the "Course Planning" menu item in the left sidebar. The main content area displays a list of SLOs for "MATH 100 - Exploring Mathematics". The SLOs are: "Critical Thinking", "Principles and Technique", and "Cultural understanding". Each SLO has a dropdown triangle next to it, indicating that it can be expanded to show more details.

7. If the individual SLO assessment details don't show up, just the assessment type, click on the drop-down triangle next to it to expand it.

10. It might help to review the previous results to help you see how to word things and what actions to enter.
11. Repeat the process for each SLO.
12. You can upload a copy of your assessment documents into the Relevant Documents area. This means it is easier to find in the future.

A special thank you to Tracy Johnston for creating these instructions!!!!