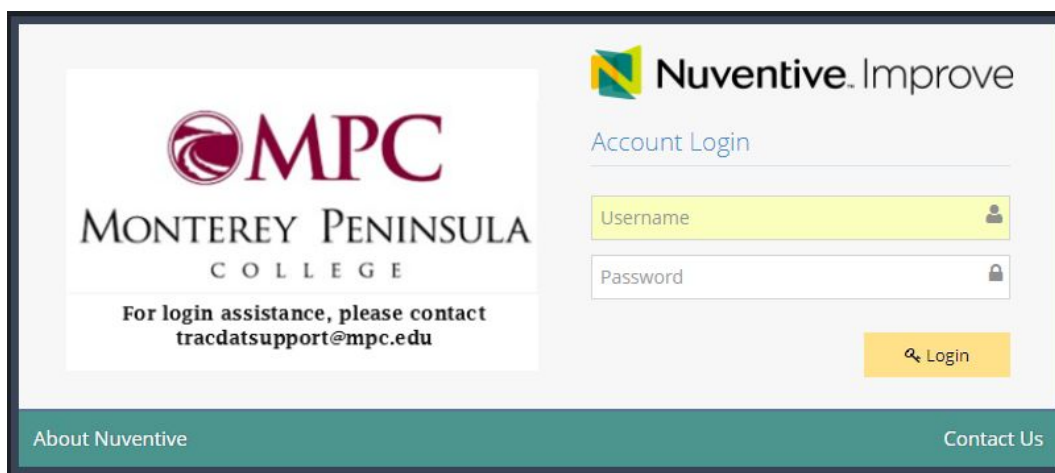


How to Map PLOs In TracDat/Improve

Step One: Logging into TracDat/Improve and Accessing a Program

- 1) Log in at mpc.tracdat.com
 - a. Username: your MPC network username
 - a. E.g. jsmith NOT jsmith@mpc.edu
 - b. Password: your MPC network password



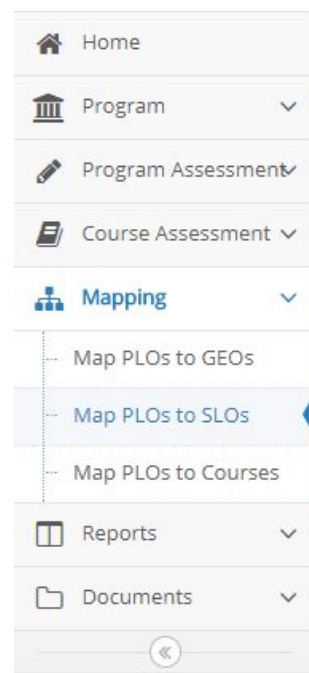
- 2) After logging in, you will see a screen with a long, white drop-down box across the top. Click into the box, scroll down and select the **Program** that you will be reflecting on. A list of all courses in that discipline will appear in the Course Assessment Summary grid. For example:

The screenshot shows the dashboard for 'Program: CHEM - Chemistry AS Transfer Prep'. The top header includes the Nuventive Improve logo, the program name in a dropdown, a notification bell, and a user profile 'Welcome, jtaylor'. A sidebar on the left contains navigation options: Home, Program, Program Assessment, Course Assessment, Mapping, Reports, and Documents. A purple notification banner reads: 'For instructions on how to write a PLO, please refer to this document: Checklist for Writing PLOs. If you need to update or change a PLO, please contact the TracDat Support Team (TracDatSupport@mpc.edu) for help.' Below this is the 'Program Assessment Summary' table.

Program Learning Outcomes	Assessment Methods	Assessment Results	Action Plans
ARCHIVED - PLO 1	0	0	0
PLO 1	1	0	0
PLO 2	0	0	0
PLO 3	0	0	0
PLO 4	0	0	0
PLO 5	0	0	0
PLO 6	0	0	0
PLO 7	0	0	0

Step Two: Choose your Mapping Option

- 1) Click on the down arrow next to "Mapping" in the left hand navigation. The area will expand and show three mapping options: Map PLOs to GEOs, Map SLOs to PLOs and GEOs, and Map PLOs to Courses. Click on the mapping option you would like to complete. Map SLOs to PLOs and GEOs and Map PLOs to Courses will be most useful for program review.



Step Three: Complete Your Mapping

Option 1: Map PLOs to SLOs

- 1) After clicking on Map PLOs to SLOs in the left hand navigation, you will be taken to a grid like this:

Program: CHEM - Chemistry AS Transfer Prep	CHEM 12A - Organic Chemistry I*			
Program Learning Outcomes	SLO 1 Predict chemical and physical properties of organic compounds given the structure of the ***	SLO 2 Use common laboratory techniques to synthesize, isolate, purify, and identify compounds.	SLO 3 Outline synthetic methods for the synthesis of organic compounds.	SLO 4 U concept reaction
ARCHIVED - PLO 1 Use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain ...				
PLO 1 Successfully execute chemistry experiments using standard laboratory equipment, modern instrumentation, and classical purification ...		✓		
PLO 2 Describe the particle nature of matter, explain the attractions and/or bonds between chemical units, and predict the physical and chemical properties th ...	✓			
PLO 3 Solve chemistry-specific problems by identifying the essential parts of the problem, formulating a strategy for solving the problem, ...			✓	
PLO 4 Describe chemical compounds and their reactions using the fundamental language of chemistry, including the use of proper chemical ...				
PLO 5 Predict the likelihood and extent of a chemical reaction by analyzing the kinetic and thermodynamic properties of the system.				
PLO 6 Communicate the concepts and results of chemistry experiments through effective writing and/or oral communication using the discipline ...				
PLO 7 Follow the proper procedures and regulations for safe handling and use of chemicals.				

As you can see, this program has already started mapping its SLOs to its PLOs.

Note: This grid auto populates to the program and the the lowest number course. See Step 5 to learn how to change map from the program to a different course.

- 2) Click inside the individual squares where row and column of the PLO and SLO that you wish to associate, or map, intersect. In this case, the PLO 2 was mapped to CHEM 12A's SLO 1, as indicated by the black check mark.
- 3) Once you have made all the associations that you wish, press "Save" on the right hand side of the screen.



- 4) **Congratulations**, you have now mapped the SLOs from one course to your program's PLOs! If you would like to map SLOs for a different course to your PLOs, continue to Step 5.
- 5) To map the SLOs from a different course, click on the down arrow in the box that lists the course number and title, then select the course you wish to map. Repeat steps 1-4 to map the new course's SLOs to your program's PLOs.

Program: CHEM - Chemistry AS Transfer Prep CHEM 12A - Organic Chemistry I*

CHEM 12A - Organic Chemistry I*

- CHEM 12A - Organic Chemistry I*
- CHEM 12B - Organic Chemistry II*
- CHEM 1A - General Chemistry I*
- CHEM 1B - General Chemistry II*
- MATH 20A - Calculus With Analytic Geometry I*
- MATH 20B - Calculus with Analytic Geometry II *
- MATH 20C - Calculus of Several Variables*
- PHYS 3A - Science and Engineering Physics I*
- PHYS 3B - Science and Engineering Physics II *
- PHYS 3C - Science and Engineering Physics III *

Option 2: Map PLOs to Courses

- 2) After clicking on Map PLOs to Courses in the left hand navigation, you will be taken to a grid like this:

Program Learning Outcome	Courses 1 - Beginning, 2 - Developing, 3 - Mastery			
	COMM 5 - Mass Media Methods*	ENGL 2 - Argumentative Writing and Critical Thinking*	PSYC 1 - General Psychology*	SOCI 1 - Introduction to Sociology*
PLO 1 Explain and apply communication theory as it relates to interpersonal, small group, public speaking, intercultural, and mass media contexts.	✓ 1 2 3			
PLO 2 Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate th ...	✓ 1 2 3	✓ 1 2 3	✓ 1 2 3	✓ 1 2 3
PLO 1 (Inactive) Critically examine and comprehend human nature and behavior, social traditions, and institutions.				

As you can see, this program has already started mapping its courses to its PLOs.

- 4) Click inside the individual squares where rows of the PLO and SLO that you wish to associate, or map, intersect. In this case, the PLO 1 was mapped to COMM, as indicated by the black check mark.



- a) OPTIONAL: After you have associated a course and PLO, you may click one of the numbers in the square to indicate what level of master of the PLO will have been achieved through the course. 1 indicates beginning mastery; 2 indicates developing mastery; and 3 indicates complete mastery.
- 5) Once you have made all the associations that you wish, press "Save" on the right hand side of the screen.



- 6) **Congratulations**, you have now mapped the SLOs from one course to your program's PLOs!

Useful Documents

*Available on the Academic Senate website under Student Learning Outcomes/Reflections

[MPC Assessment Toolbox](#) (change to PDF version)

[MPC Course and Program Cycle of Assessment](#)