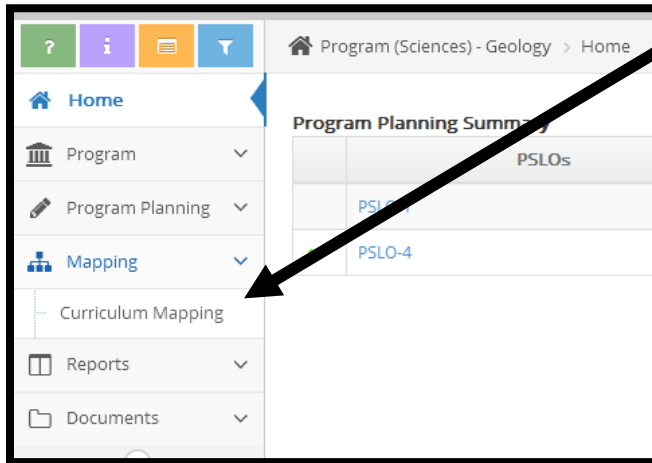# PROGRAM MAPPING IN TRAC-DAT

Mapping the courses in your program to the PSLOs is done through your Program Unit in Trac Dat. The concept of mapping is matching the PSLOs to the courses in which that PSLO is *introduced*, *practiced* or *mastered* (measured).

1. Select your program's unit.

2. Click on the **"Mapping"** menu then choose **"Curriculum Mapping"**.

3. You will then see a grid with your courses along the top row and your PSLOs in the left column.

4. All of the courses included in your program should be listed there. The list will include only courses from your discipline.

5. Select the PSLO that you wish to map.

6. Select the course in which that PSLO is introduced, practiced and/or mastered. When you select the course, the mapping options will appear as seen in the illustration below.

7. Map each PSLO by clicking on the 1, 2, and/or 3 for each course that is related to it. When you map the course, a check mark will appear above the numbers.

8. If a course does not map to that PSLO, do not map it.

9. Select the next PSLO, and repeat the above steps.

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You may wish to print a mapping document to ensure that you have properly mapped your courses to PSLOs. Follow these steps to print the map.

1. **Go to the Reports** menu and choose **"Standard Reports"**.
2. Select the report titled "*Curriculum Mapping*" by clicking on the name of it. It will open to a selection screen. You may edit the report or just click **"Open Report"** in the upper right corner.
3. Review it by checking for the following items:
   - Each row should have **at least** one Introduced (1), Practiced (2), and Mastered (3). More is fine but you should only have limited courses mapped as Mastered (3). These should be courses that are able to measure whether students have really achieved this program outcome.
   - Each column represents a course. Each of these columns must map to **at least** one PSLO. That means that the course contributes to the program outcome by introducing, practicing and/or mastering that outcome.
4. You may print the report or save it as a pdf document.