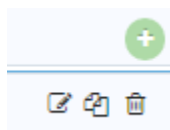


## Updated TracDat Guide (April 2017)

- **Do NOT use Internet Explorer with TracDat!!**
- Go to Inside the Haven tab at top right of LHU homepage
- Click TracDat portal and log in.
  - If log in issues are present, email or call Shane Jones for access (sjones or x2570)
- Look at the left navigation bar for the area in which you will work in TracDat
  - Assessment Unit is where you update program information
  - **The main areas will be Assessment Unit Planning (assessment plan or results)**
    - More on this area is described down below in this guide
  - **Reports**
    - Click Standard (and the blue link “Assessment Unit Four Column”
    - For a clear report of ACTIVE outcomes, enter the dates of the academic year(s) to be reported and make sure the Active box is selected and unchecking any box at the bottom that will report missing assessment data unless you wish to see that.
    - The drop down selection at the top allows a report to be saved and printed in pdf, word, or html format. PDF is typically used unless copy and paste functions are needed.
  - **Mapping**
    - Click drop down for Strategic Plan Goals or University Learning (Gen Ed)
      - The new Strategic Plan Goals will be options once available
    - Check the grids at the right which are related
    - Contact Shane Jones if you wish to add courses with outcomes or assessments to map for your program.
- **For adding or editing Outcomes and Means of Assessment, click Assessment Unit Planning on left navigation bar**

**The green plus icon and edit pencil icon will always ADD new outcomes and assessments and allow users to edit and change existing outcomes and assessments.**



- To Add New Outcomes or Means of Assessment, click green plus sign (to the right) on the row with which it is associated.
- For new outcomes, enter a short title of the outcome that will be clear to viewers when reviewing report tables. For “Outcome Name,” enter a brief title of the outcome. For “Outcome,” describe the outcome in measurable language.

- Be sure to select Active near the top when you are ready for an outcome to be active. If an outcome is not active for a given academic year due to an assessment schedule rotation, make it INACTIVE for that cycle so reports will not include it for that cycle.
- Select the TYPE of outcome.
  - For learning, select either Academic or Program Learning as well as General Education for Gen Ed student learning
  - For outcome status, if an outcome is to be included in the annual TracDat report for a given year, select ACTIVE. It is possible to select INACTIVE if the outcome is not included in the reporting cycle for a year or if a problem with the outcome exists.
- NOTE: Do not select End Date unless the outcome will no longer be used. Do not delete outcomes so that we can keep the assessment history for the academic program. Click No Longer an Outcome if an end date needs to be entered.
- SAVE
- Means of Assessment can be added or edited in the same way by clicking the Green Plus Sign or the Edit Pencil Icon. Make sure the icon is in the row associated with what is to be added or edited.
  - Click the drop down menu.
  - If a relevant type is not in the list, email or call Shane Jones (sjones or x2570) and request a specific type to be added for your academic program. Otherwise, find the specific relevant type and select it.
  - Describe the assessment and include the associated course in the description and how the assessment is measured. Include rubric details or indicate if a section of a test is used or if the entire test on a certain topic is used for the assessment. Relate (attach) any rubrics used as well as the course syllabus if an assessment takes place in that course.
  - Under Criterion, indicate the level for which passing the assessment occurs. Refer to a rubric or test, competency tool or other assessment means.
  - For schedule, if the assessment is on a rotation every other year or more, indicate such.
  - Click ACTIVE if ready to include the assessment in the reporting cycle. Don't click ACTIVE if the assessment is not part of the reporting cycle or if a problem exists with it.
  - Click Relate Courses sub-tab near the top to check courses in which specific assessments are collected/administered. Do this for each individual means of assessment in the assessment plan. Request for Shane Jones to add any courses to the list or update it if necessary.
  - Click Related Goals near the top to align with the strategic plan elements, university learning outcomes, or accreditation standards.

## RESULTS

- Click the Results link on the left navigation bar.

- For adding new results, click the green Plus icon at the right.
- The result date should be within the academic year of the assessment taking place.
  
- For editing results already entered, click the Pencil Edit icon within the list of results.
- To Add Action, scroll below the result in question and see the Add Action link.
- For Editing or Adding Results, simply write the number of and percent of students that met the criterion for success. Some folks opt to break it down more according to performance levels.
- **For Result Type**
- Only select Annual Report one time per year .... This is only for the Academic Program Review Summary Form and accompanying documents (budget, worksheet, etc...).
- Select the following types:
  - Action driven by learning assessment - if results or the process of assessment generate the need to change the course, assessments, syllabi, processes, etc....
  - Action driven by non-assessment needs - if the change is driven by something else other than trying to improve student learning and associated processes
  - No action required: Will monitor - if this is selected due to criteria met or more data needed, please make sure it is not selected every year for the particular means of assessment in question. It is possible to meet the criteria for success and still have an action that indicates the faculty feel that change is necessary anyway for some specific reason. If that happens, select the Action Driven by Learning Assessment. It could be to change the syllabus, the assessment, increase the rigor in some way so that improvement continues to happen regardless of meeting criteria for success.
  - Add Follow-ups to previous years' actions to share progress (see Add Follow-up link below where Actions were added)
  
- If you wish TracDat to provide data aggregation in a given year, ask for a Data Tools Tab to be added for your program in TracDat. Shane Jones can add this for you. The rubric will need to be built manually for this to happen but it is not too complex to do. Once in, it will allow coordinators to collect rubric data in TracDat. However, we are checking to see if the new D2L Analytics LHU purchased will allow you to do it without building in TracDat.

### **REPORTS**

- Select the 4-column report for generating reports on student learning or program outcomes. Refer to the to of this guide for generating reports.
- Filter the report the way that is best.
- It is best to select boxes that hide inactive or missing assessments/outcomes.
- The dates are very important to consider based on when items were entered in TracDat or the year of the assessment report.
  - Dates for completing reports are subject to the required dates communicated by the Provost Office.

Financial Operations > Assessment Unit Planning > Results

Home

Assessment Unit

Assessment Unit Planning

- Annual Updates
- Assessment Plan
- Results

Course Planning

Mapping

Reports

Documents

Financial Operations - Public Funds Ensure proper recording and reporting of Public Funds (revenue and expenses.)

Financial Operations - Grants Accounting Ensure compliance with financial and accounting terms of grants from external sources.

Other Distribute budgets in timely manner once grant is received. 06/30/2016

Criterion Met

Completed with one week of receiving Grant Approval Notice from Grantor. Monitoring done by department at the beginning and end of each grant. [more]

Actions

Action Simplify Grant Approval / Routing Form and educate employees on the requirement of the form. (06/30/2012)

Follow-Up

Assignment

Related Documents

Related Results

Annual Report No Action Needed Annual Report 06/30/2016

Completed A133 report as well as each individual grant report as request. [more]

Actions

Related Documents

1516 A133.xlsx 1516 A133

Related Results

Action Complete Criterion Met 06/30/2015

Completed A133 report as well as each individual grant report as request. Nothing out of the ordinary occurred in 1415 to report. [more]

Actions

Related Documents

1415 A133 1415 A133

Related Results

Use the plus symbol to add new results and actions.

Click to show or hide results and related documents and actions

Outcomes and results can be found here

Use this to edit information that was entered previously

Use this to view and add related documents

The standard 4 column report can be found here