

# TRACDAT

Manual for Documenting  
Student Learning at  
Southern Arkansas University  
Tech



**Fall 2010**

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## Introduction/Purpose

The manual is a step-by-step guide to assist TracDat users at SAU Tech on the different function of TracDat. TracDat is an assessment management tool designed to meet the assessment and planning needs necessary to overcome common assessment obstacles. TracDat allows for institution-wide viewing of assessment plans and uniform reporting across departments. Each Unit is responsible for entering/maintaining their Action Plans and assessment results in TracDat.

The TracDat manual provides step-by-step instruction on all functions and provides a wide assortment of information to ease the learning process. It shows how to log in, enter plans and data, run reports etc.

Please contact the office of Planning, Accountability, and Development if you have questions about this manual or if you would like additional TracDat assistance.

### **System Administrator:**

Patricia Lewis

Assessment Coordinator/Statistician , PAD

(870) 574-4716

[plewis@sautech.edu](mailto:plewis@sautech.edu)

## TracDat Uses

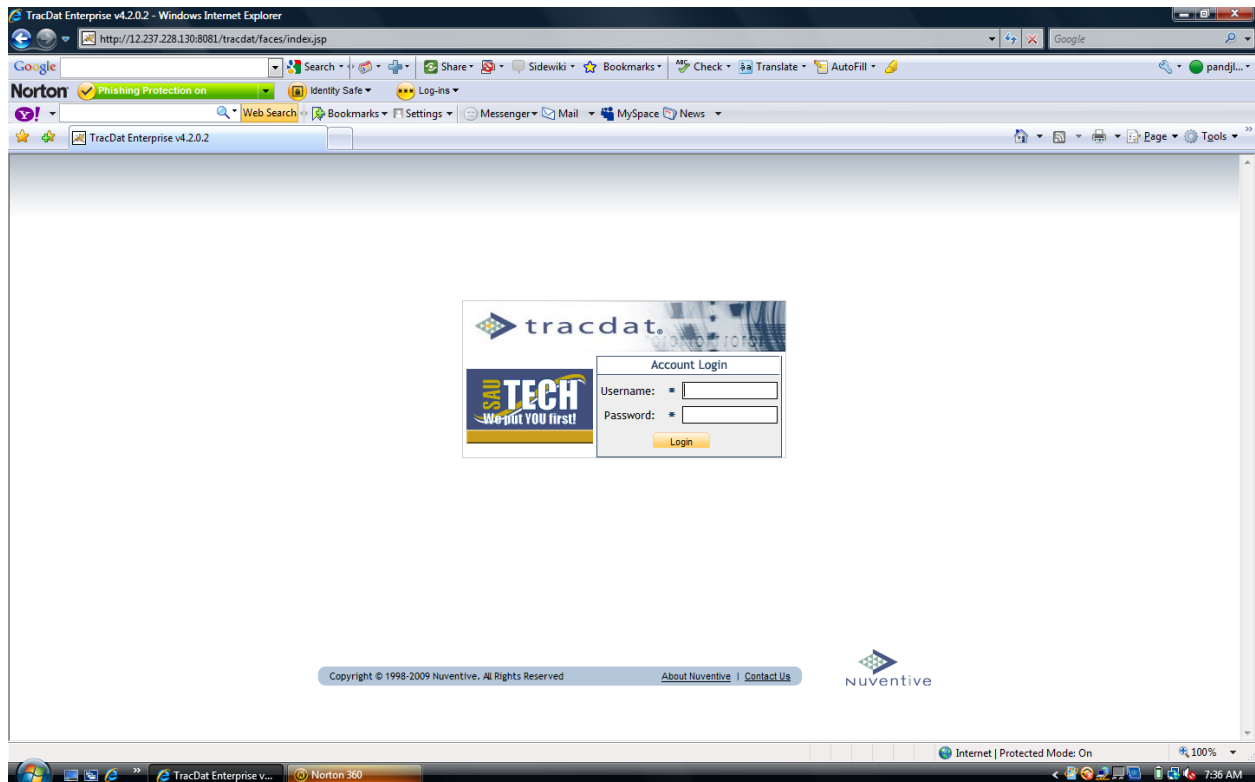
TracDat can be used to manage and document the following institutional effectiveness activities at Tech:

- ◆ Manage assessment plans
- ◆ Manage action plans
- ◆ Show strengths and weaknesses
- ◆ Document student learning objectives and results
- ◆ Document planning objectives and results
- ◆ Link to the University mission, vision, and goals
- ◆ Access to Strategic Planning & Assessment related reports

# TracDat Login

## Logging in to TracDat:

1. Go to the SAU Tech webpage from [www.sautech.edu](http://www.sautech.edu) , go to ‘Campus Administration’, and select PAD
2. Click on TracDat login



3. Enter Username & Password (Original User name and password are both your last name and 3 digit instructor number, ex: Lewis001)
4. Username & Password are very “case sensitive”.
5. Please see TracDat Navigation section of manual to see how to change your password.

Contact Stacey Rutledge (870-574-4716) if you need a username and password.

# TracDat Logout

## Logging out of TracDat:

1. Click on the logout link (it is located in the upper right hand corner of the toolbar)

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/home/dashboard.jsp

Google

Norton Phishing Protection on Identity Safe Log-ins

TracDat Enterprise v4.2.0.2

Selected Unit: Program - Arts & Sciences

Gunnels030 [log out]

Home Program Assessment Plan Course Assessment Plan Results Data Tools Reports Documents

Summary Calendar Profile

Program - Arts & Sciences > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Overdue Unit Assignments**

Due Date	Source	Assigned To
No overdue assignments.		

**Program Assessment Plan Summary**

- Total Outcomes: 9
- Total Data Sources: 16
- Last Result:
- Last Action:
- Last Follow-Up:
- Total Tasks: 0
- Outcomes Without Data Sources: 0

**Results Summary**

- Total Results: 1
- Total Actions: 0
- Results Without Actions: 1

**Goals Summary**

- Total Goals: 4
- Goals Not Related to Any Outcomes: 0

**Course Assessment Plan Summary**

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7:39 AM

# Home Screen

The “Home Screen” is a new feature which serves as a dashboard showing when my assignments are due, overdue unit assignments, assessment plan summary, and observation summary.

The screenshot shows the TracDat Enterprise v4.2.0.2 Home Screen dashboard. The browser window title is "TracDat Enterprise v4.2.0.2 - Windows Internet Explorer" and the address bar shows "http://12.237.228.130:8081/tracdat/faces/assessment/home/dashboard.jsp". The dashboard is for the "Program - Arts & Sciences" unit. A yellow arrow points to the "Home" button in the navigation menu.

**Navigation Menu:** Home, Program Assessment Plan, Course Assessment Plan, Results, Data Tools, Reports, Documents

**Summary | Calendar | Profile**

Program - Arts & Sciences > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Overdue Unit Assignments**

Due Date	Source	Assigned To
No overdue assignments.		

**Program Assessment Plan Summary**

- Total Outcomes: 9
- Total Data Sources: 16
- Last Result:
- Last Action:
- Last Follow-Up:
- Total Tasks: 0
- Outcomes Without Data Sources: 0

**Goals Summary**

- Total Goals: 4
- Goals Not Related to Any Outcomes: 0

**Results Summary**

- Total Results: 1
- Total Actions: 0
- Results Without Actions: 1

**Course Assessment Plan Summary**

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Dropdown Box will show all your programs. Select the unit for which you will be entering information. Some instructors may have access to more than one program. Example: If you teach both Physical Science and Industrial Electricity, you will need to access “Program- Arts & Sciences” from Selected Unit dropdown to complete your Physical Science course assessment, and “Program- Industrial Technology” to complete your Industrial Electricity course assessment.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer  
http://12.237.228.130:8081/tracdat/faces/assessment/home/dashboard.jsp

Google Search Share Sidewiki Bookmarks Check Translate AutoFill

Norton Phishing Protection Identity Safe Log-ins

Web Search Bookmarks Settings Messenger Mail MySpace News

TracDat Enterprise v4.2.0.2

Selected Unit: Program - Arts & Sciences

Home Program Assessment Plan Course Assessment Plan Results Data Tools Reports Documents

Summary Calendar Profile

Program - Arts & Sciences > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Overdue Unit Assignments**

Due Date	Source	Assigned To
No overdue assignments.		

**Program Assessment Plan Summary**

- Total Outcomes: 9
- Total Data Sources: 16
- Last Result:
- Last Action:
- Last Follow-Up:
- Total Tasks: 0
- Outcomes Without Data Sources: 0

**Goals Summary**

- Total Goals: 4
- Goals Not Related to Any Outcomes: 0

**Results Summary**

- Total Results: 1
- Total Actions: 0
- Results Without Actions: 1

**Course Assessment Plan Summary**

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# TracDat Navigation

The Navigation Bar is located across the top of the TracDat Screen. TracDat is broken into seven main areas:

- ◆ Program
- ◆ Program Assessment Plan
- ◆ Course Assessment Plan
- ◆ Results
- ◆ Data Tools
- ◆ Reports
- ◆ Documents

Under the “Home” tab the summary heading will show your dashboard of information. The calendar heading allows for you to enter activity due dates. Under the profile heading you can change your password and email by clicking the button at the bottom of the page.

The screenshot displays the TracDat Enterprise v4.2.0.2 interface in a Windows Internet Explorer browser. The navigation bar at the top includes tabs for Home, Program Assessment Plan, Course Assessment Plan, Results, Data Tools, Reports, and Documents. The selected unit is "Program - Arts & Sciences" and the user is "Gunnels030".

The main content area shows the "Summary" dashboard for "Program - Arts & Sciences > Home > Summary". It contains several summary boxes:

- My Assignments:** A table with columns "Due Date", "Subject", and "Notes/Instructions". It shows "No assignments assigned to you."
- Overdue Unit Assignments:** A table with columns "Due Date", "Source", and "Assigned To". It shows "No overdue assignments."
- Program Assessment Plan Summary:** Total Outcomes: 9, Total Data Sources: 16, Last Result, Last Action, Last Follow-Up, Total Tasks: 0, Outcomes Without Data Sources: 0.
- Results Summary:** Total Results: 1, Total Actions: 0, Results Without Actions: 1.
- Goals Summary:** Total Goals: 4, Goals Not Related to Any Outcomes: 0.
- Course Assessment Plan Summary:** (Empty box)

The footer includes copyright information for Nuventive (1998-2009), a "Protected Mode: On" warning, and the system clock showing 7:39 AM.

Make sure any changes you make are **SAVED** by selecting “Save Changes”.

# Assessment Results in TracDat

This section provides step-by-step instructions for recording results of assessment into TracDat.

## Steps to Course Assessment Screen:

1. Login to TracDat
2. Select your course Program area by using the 'Select Unit' Drop Down menu

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/course\_assessment/objectives.jsp

Selected Unit: Program - Arts & Sciences

Home Program Assessment Plan Course Assessment Plan Results Data Tools Reports Documents

Course Outcomes | Means of Assessment | Related Program Outcomes | Related Goals

Program - Arts & Sciences > Course Assessment Plan > Course Outcomes

Course: ART 2013 00 - Art Appreciation

Course Outcome Name	Course Outcome	Outcome Status
Outcome 1	Students will achieve a minimum 70% proficiency on the ability to recognize elements and artists from various eras in Art History.	Active
Outcome 2	Students will achieve a minimum 70% proficiency on the ability to demonstrate an understanding of the importance of art in the development of all areas of man's history.	Active

Add New Course Outcome

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3. Select 'Course Assessment Plan' Tab

The screenshot shows the TracDat Enterprise v4.2.0.2 interface. The browser address bar displays [http://12.237.228.130:8081/tracdat/faces/assessment/course\\_assessment/objectives.jsp](http://12.237.228.130:8081/tracdat/faces/assessment/course_assessment/objectives.jsp). The 'Selected Unit' dropdown is set to 'Program - Arts & Sciences'. The navigation menu includes 'Home', 'Program Assessment Plan', 'Course Assessment Plan', 'Results', 'Data Tools', 'Reports', and 'Documents'. The 'Course Assessment Plan' tab is highlighted. Below the navigation, the breadcrumb trail reads 'Program - Arts & Sciences > Course Assessment Plan > Course Outcomes'. The 'Course' dropdown is set to 'ART 2013 00 - Art Appreciation'. A table lists two course outcomes:

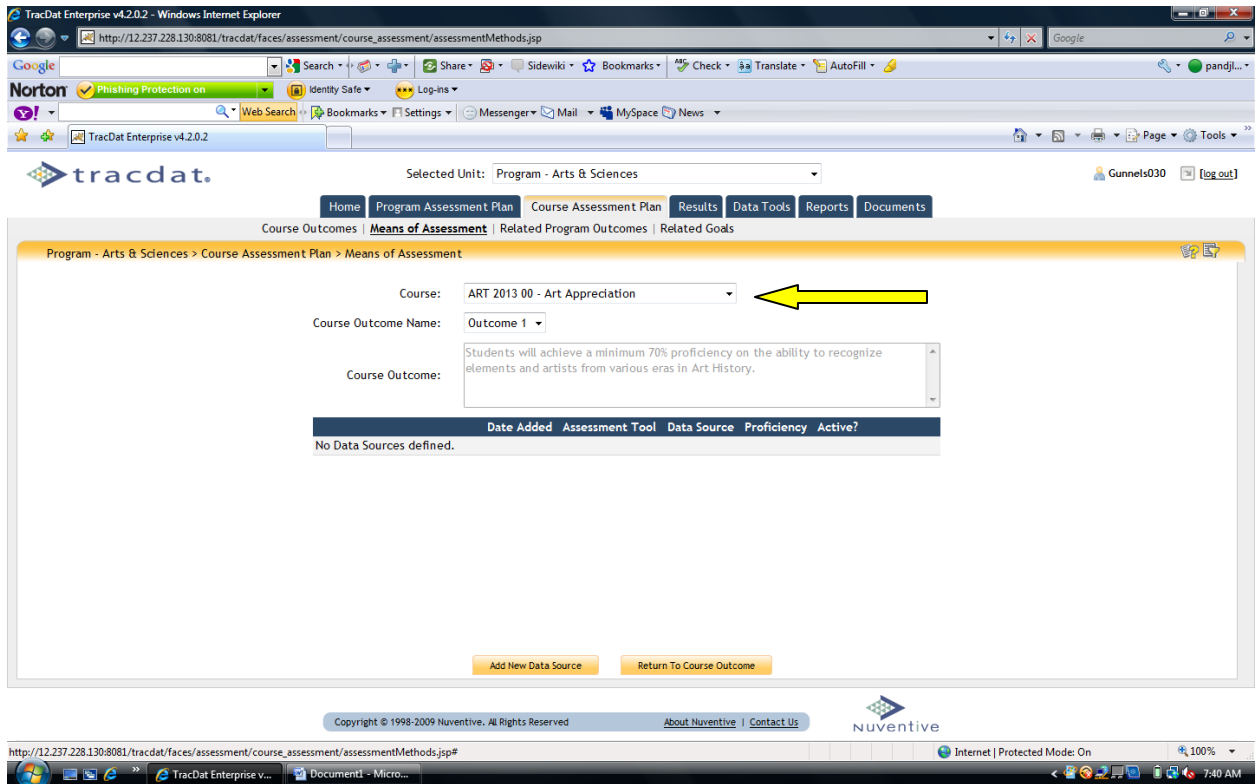
Course Outcome Name	Course Outcome	Outcome Status	
Outcome 1	Students will achieve a minimum 70% proficiency on the ability to recognize elements and artists from various eras in Art History.	Active	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome 2	Students will achieve a minimum 70% proficiency on the ability to demonstrate an understanding of the importance of art in the development of all areas of man's history.	Active	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

At the bottom of the table area, there is an 'Add New Course Outcome' button. The footer includes 'Copyright © 1998-2009 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo.

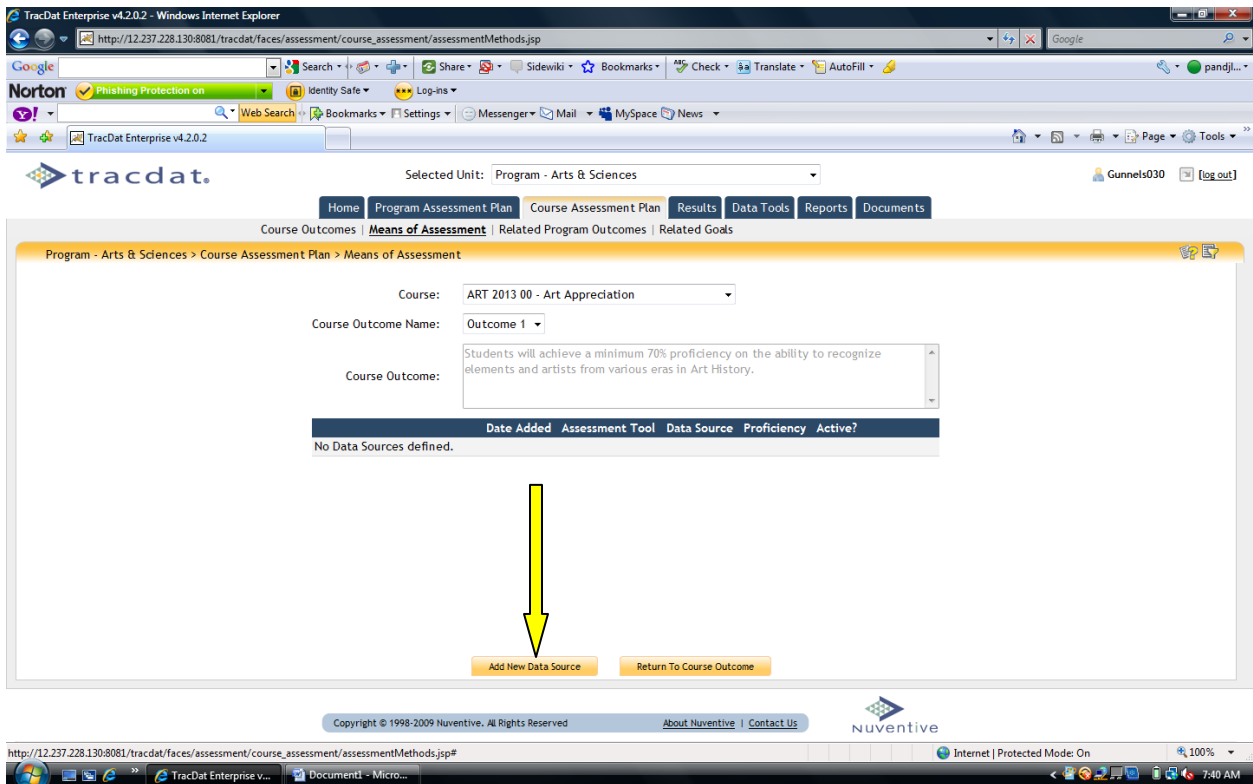
4. Click 'Means of Assessment' Heading

The screenshot shows the TracDat Enterprise v4.2.0.2 interface. The browser address bar displays [http://12.237.228.130:8081/tracdat/faces/assessment/course\\_assessment/assessmentMethods.jsp](http://12.237.228.130:8081/tracdat/faces/assessment/course_assessment/assessmentMethods.jsp). The 'Selected Unit' dropdown is set to 'Program - Arts & Sciences'. The navigation menu includes 'Home', 'Program Assessment Plan', 'Course Assessment Plan', 'Results', 'Data Tools', 'Reports', and 'Documents'. The 'Means of Assessment' heading is highlighted. Below the navigation, the breadcrumb trail reads 'Program - Arts & Sciences > Course Assessment Plan > Means of Assessment'. The 'Course' dropdown is set to 'ART 2013 00 - Art Appreciation'. The 'Course Outcome Name' dropdown is set to 'Outcome 1'. The 'Course Outcome' text area contains the text: 'Students will achieve a minimum 70% proficiency on the ability to recognize elements and artists from various eras in Art History.' Below the text area, there is a table with columns: 'Date Added', 'Assessment Tool', 'Data Source', 'Proficiency', and 'Active?'. The table content is 'No Data Sources defined.' At the bottom of the table area, there are 'Add New Data Source' and 'Return To Course Outcome' buttons. The footer includes 'Copyright © 1998-2009 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo.

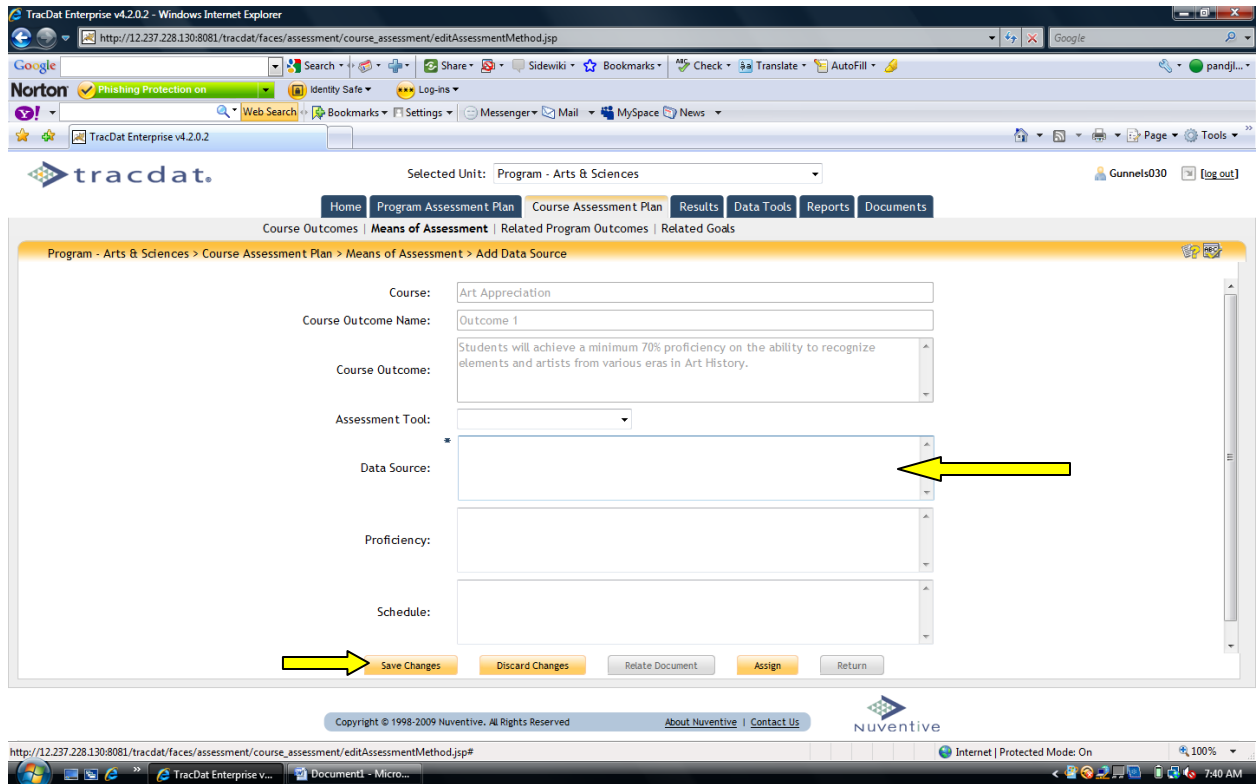
5. Choose the your Course and Outcome from Drop Down



6. Click 'Add New Data Source' at bottom of screen



7. Add your source in provided box, click 'save changes' and then return

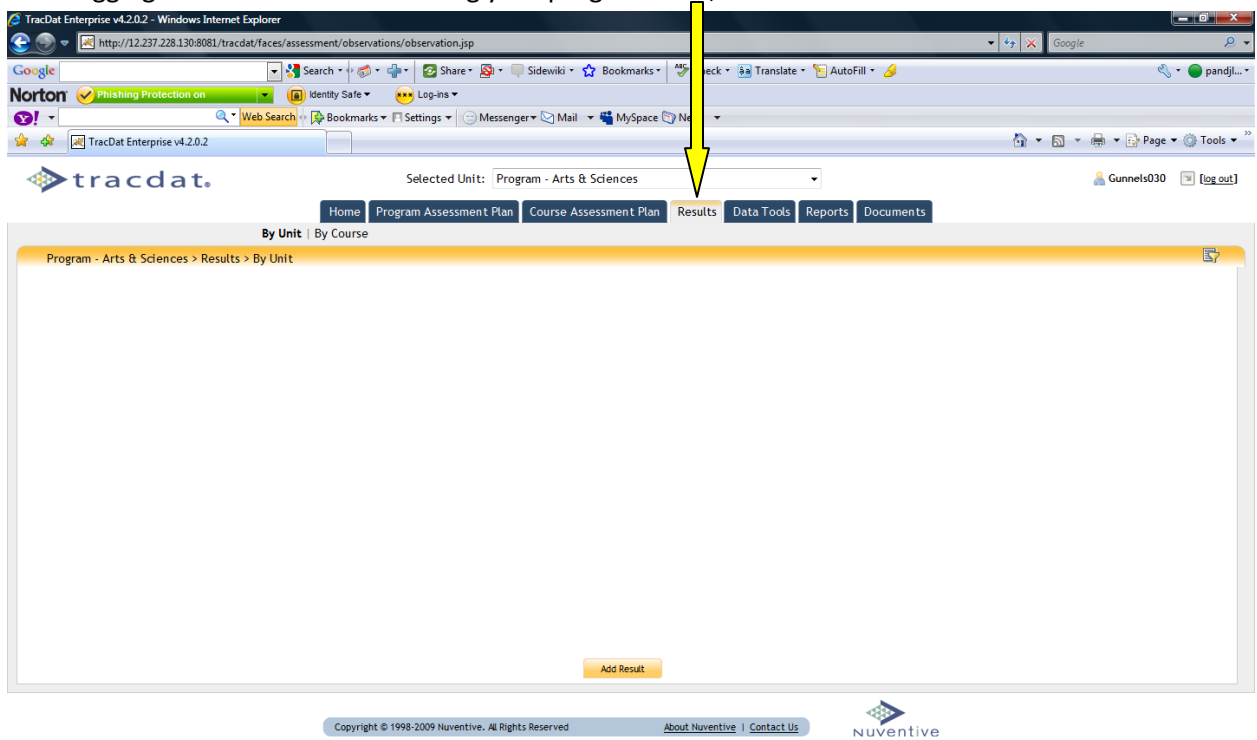


8. Continue steps 6 and 7 until all data sources are added

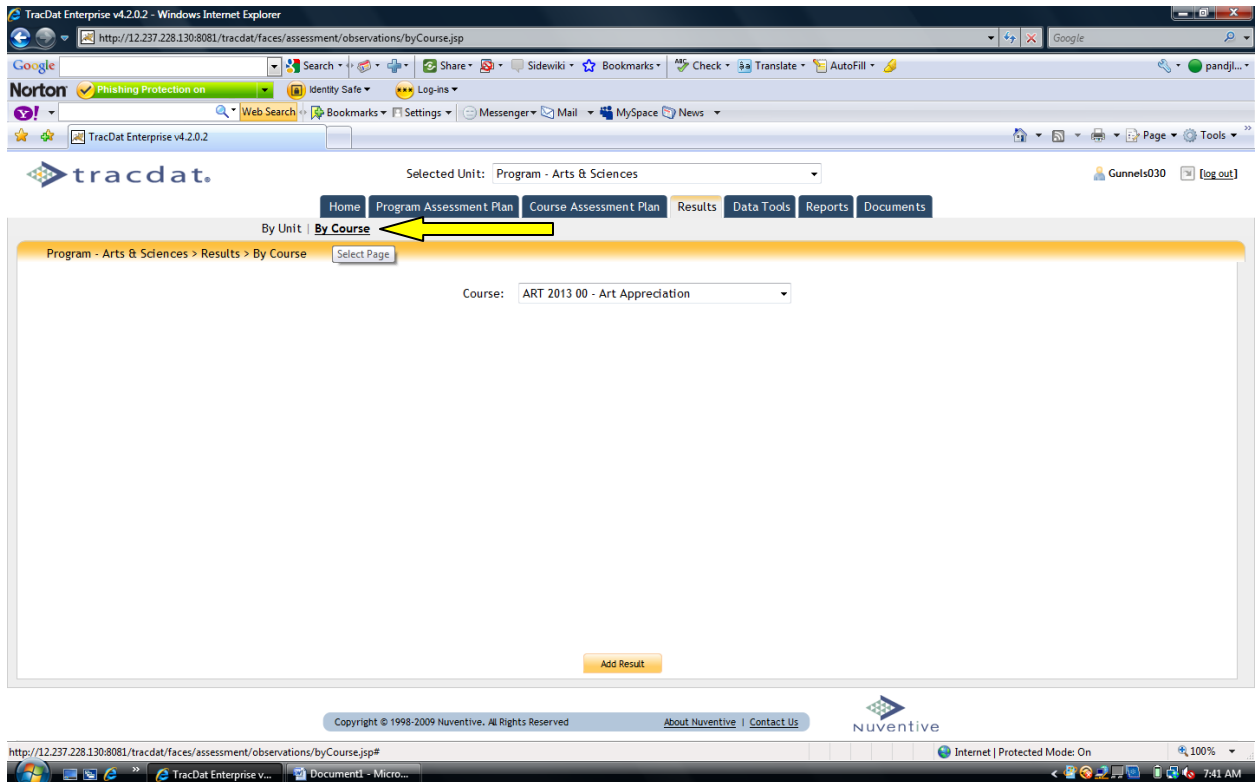
**ALWAYS SAVE CHANGES**

## Steps to Results Screen:

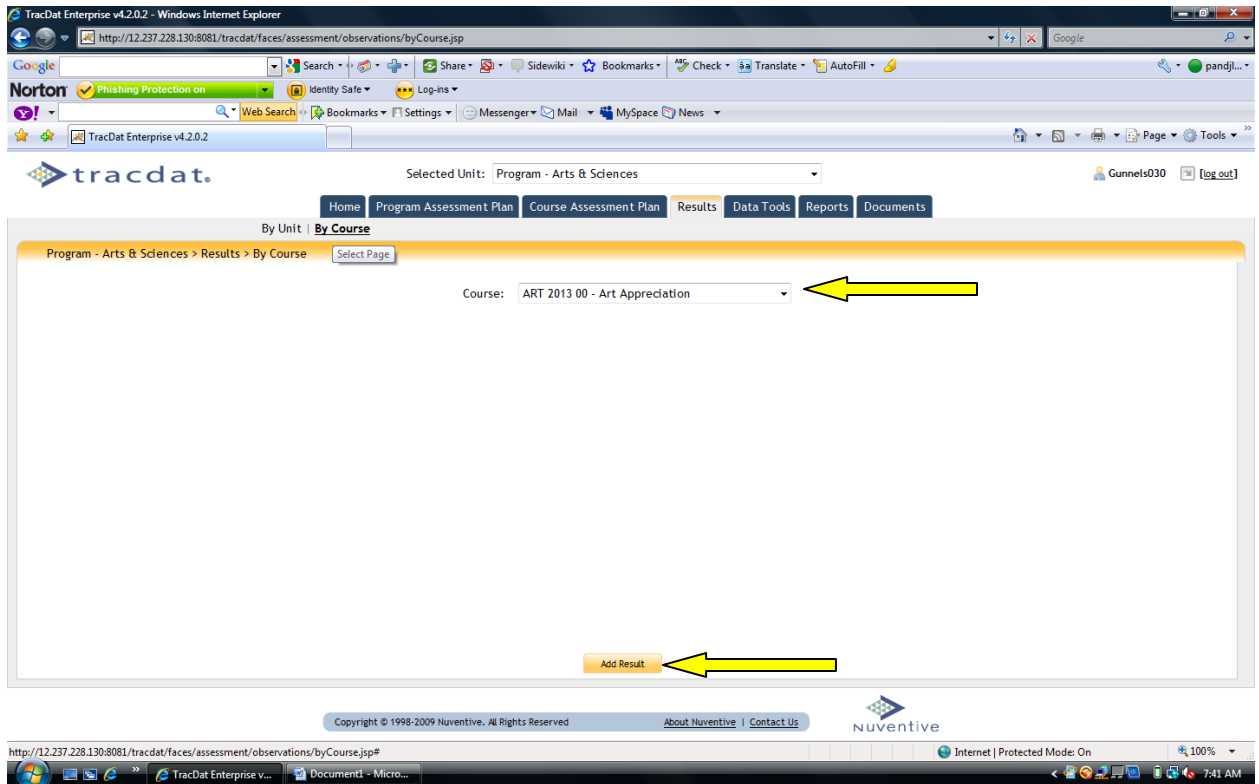
1. After logging in to TracDat and selecting your program area, select the 'Results' tab



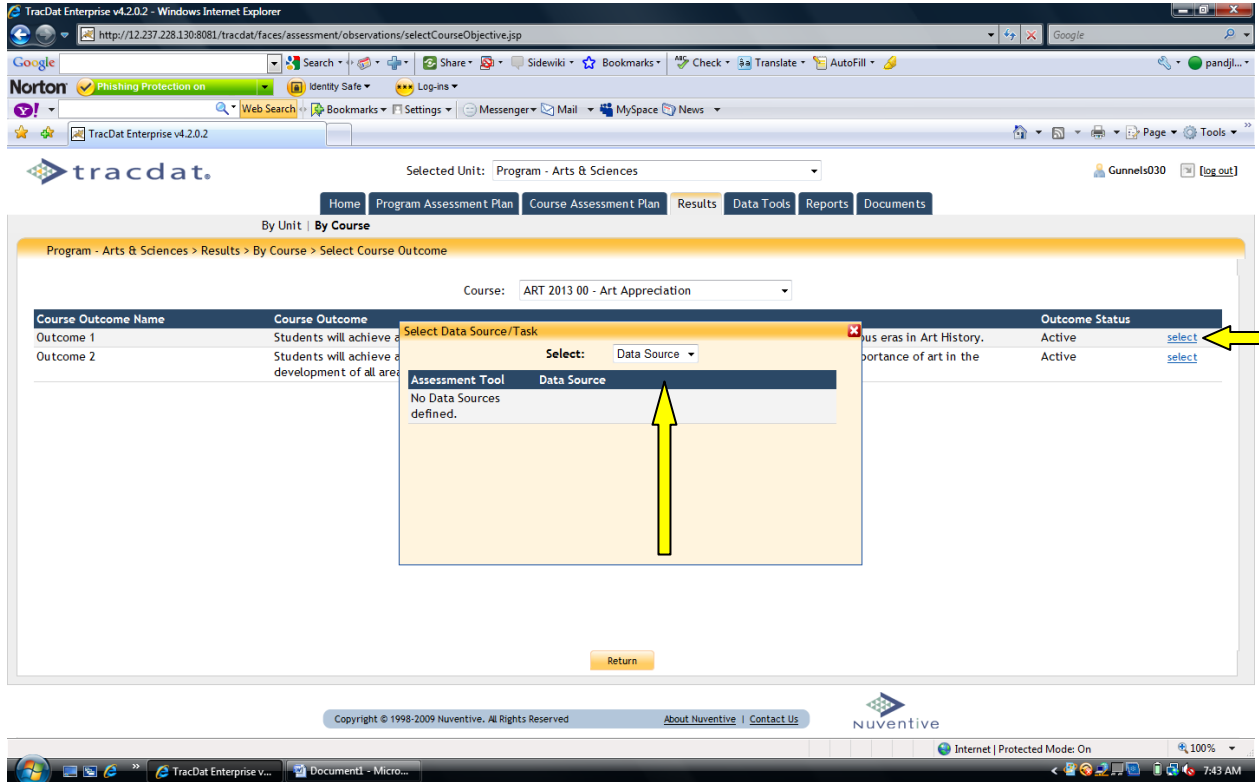
2. Click the 'By Course' Heading



3. Select your course from the drop down menu and click 'Add Result'



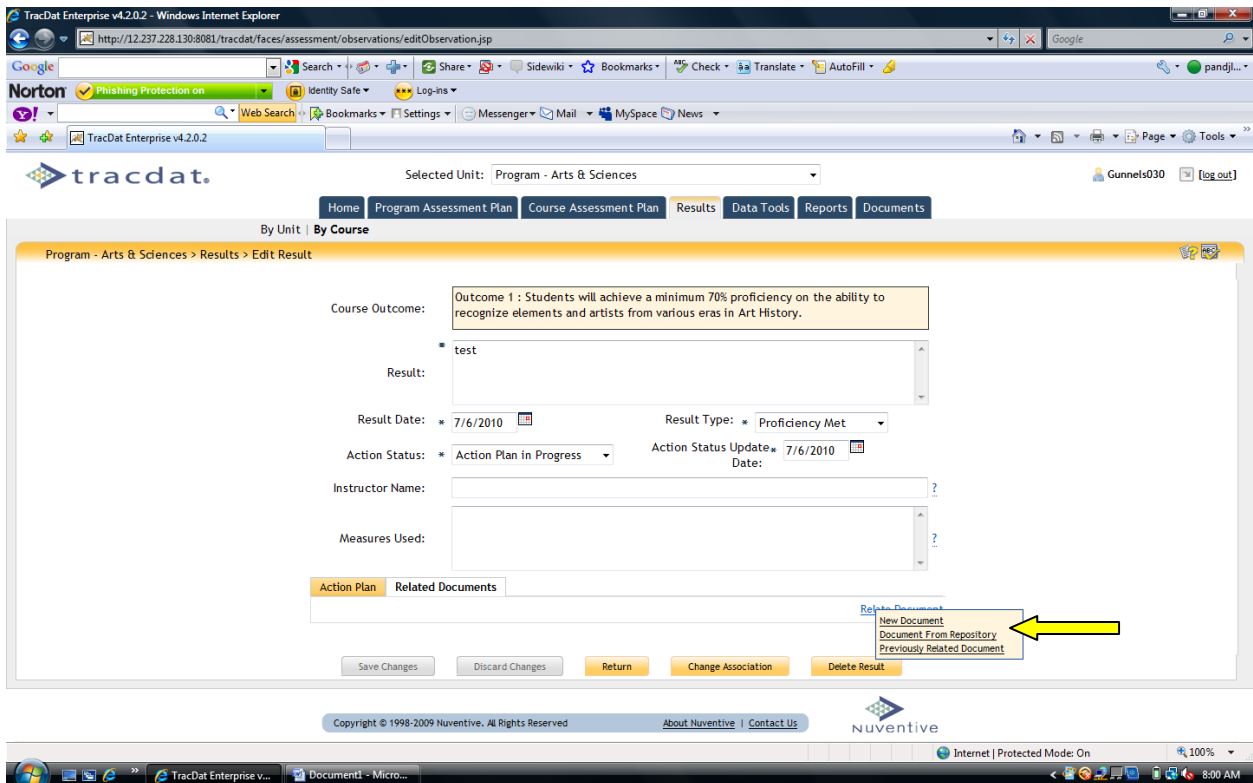
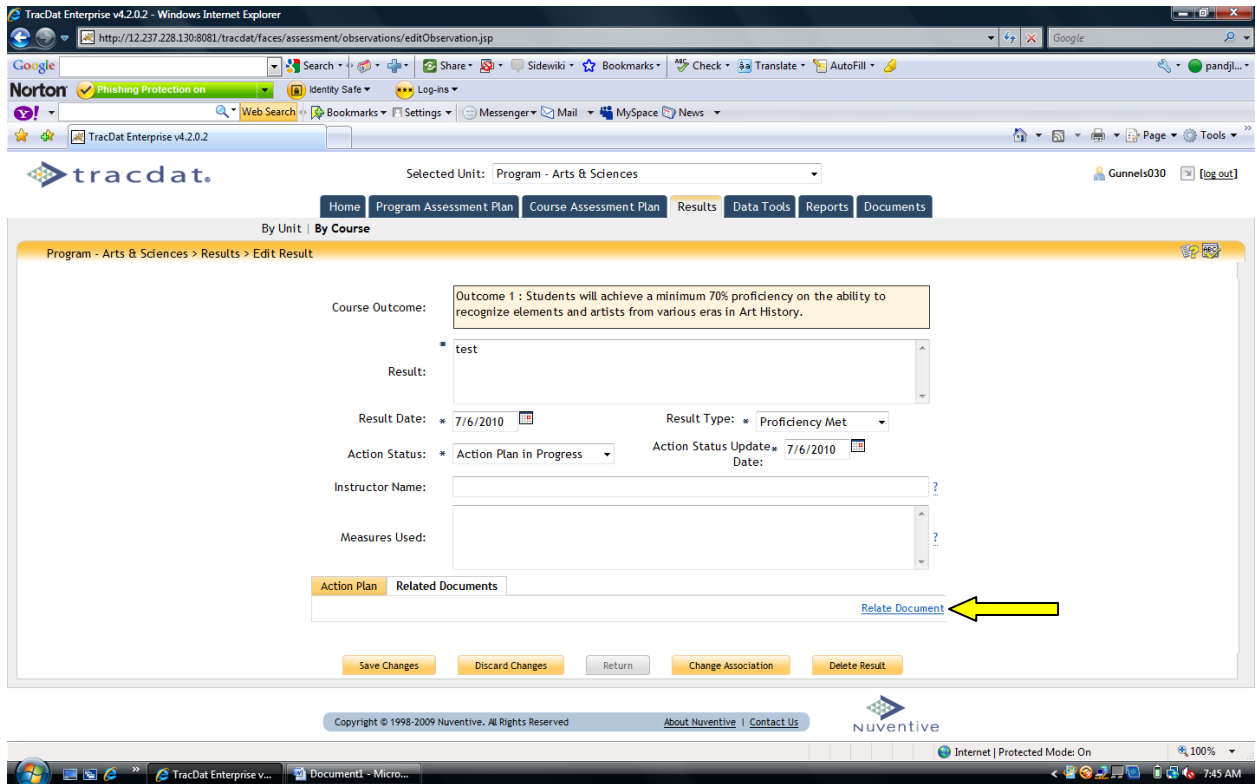
4. Select an outcome then Choose the data source used for the result



5. Complete all text boxes

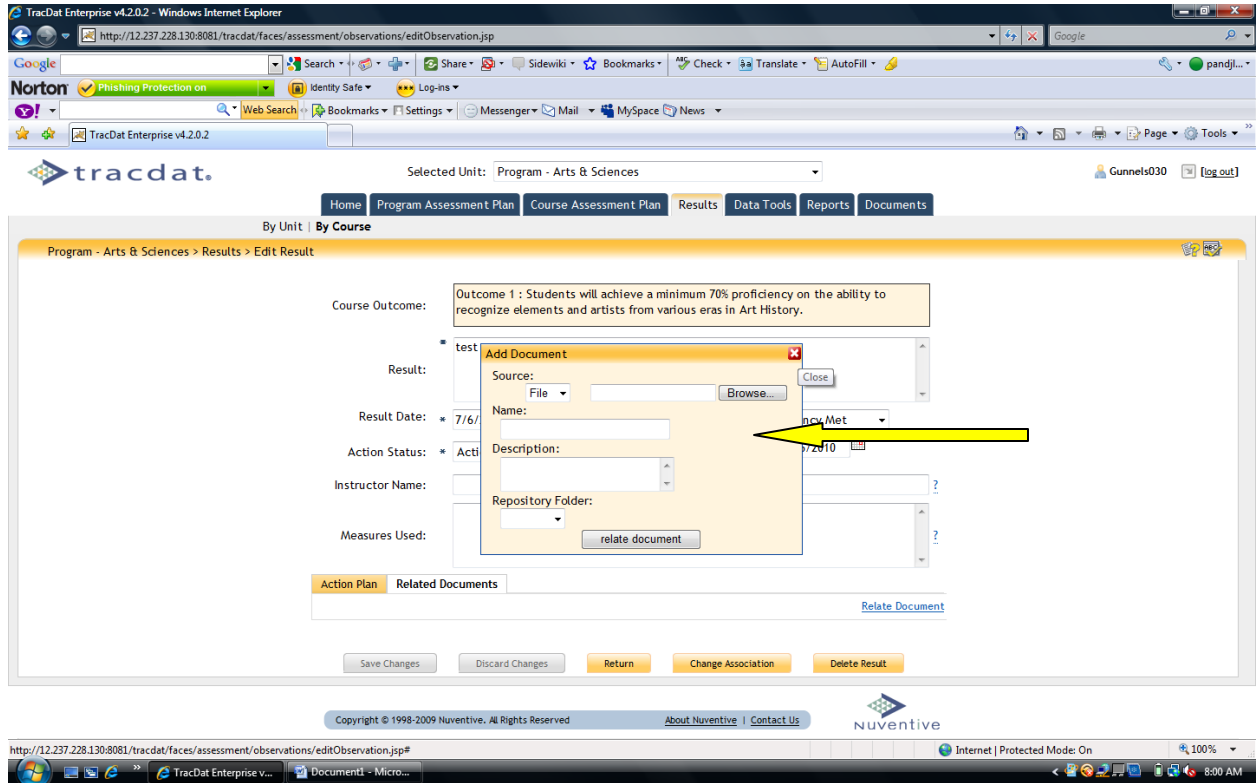
6. In 'Instructor Name' text box please remember to type your name! (This will not show on reporting, but it will help us keep up with the person inputting specific data.)
7. 'Save Changes'
8. If proficiency is not met and an action plan is needed, click 'add action'
9. If proficiency is not met and documentation is needed, click 'related document' tab within the result window.

10. Click 'relate document', choose 'new document'



11. This selection allows you to upload documents, websites, and files from your computer.

12. Select 'Browse' and find the document you wish to upload
13. 'Relate the document' and it will be added to your results page



14. Click return to continue to another outcome result, and repeat steps for each course and result.

**ALWAYS SAVE CHANGES**

## Maintaining a Historical Record in TracDat

It is very important to maintain a historical record in TracDat. Departments that have changes in course outcomes or degree plans should contact the PAD office. Outcomes and plans should **NEVER** be deleted.

**DO NOT DELETE OLD DATA**