

# TRACDAT

Manual for Documenting  
Master Plan Results at  
Southern Arkansas University  
Tech



**Spring 2011**

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## Introduction/Purpose

The manual is a step-by-step guide to assist TracDat users at SAU Tech on the different functions 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, providing 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

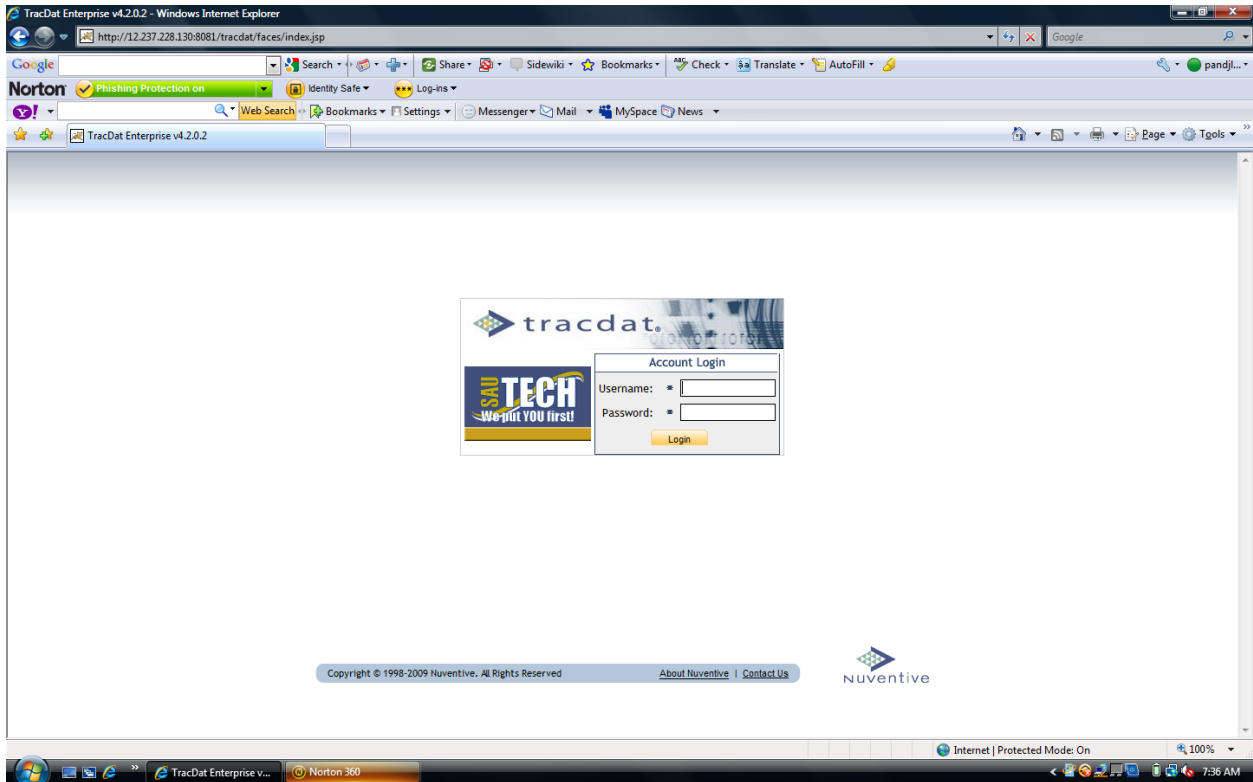
[plewis@sautech.edu](mailto:plewis@sautech.edu)

## TracDat Uses

## TracDat 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 will be given to each department during training.)
4. Username & Password are very “case sensitive”.

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)

The screenshot displays the TracDat Enterprise v4.2.0.2 web application interface. The browser window title is "TracDat Enterprise v4.2.0.2 - Windows Internet Explorer". The address bar shows the URL: <http://12.237.228.130:8081/tracdat/faces/assessment/home/dashboard.jsp>. The page header includes the TracDat logo, the text "Selected Unit: Master Plan - AA01 - Academic Affairs", and a user profile for "admin" with a "[log out]" link. A navigation menu contains "Home", "Assessment Unit", "Plan", "Results", "Data Tools", "Reports", and "Documents". The main content area is titled "Summary | Calendar | Profile" and shows a breadcrumb "Master Plan - AA01 - Academic Affairs > Home > Summary".

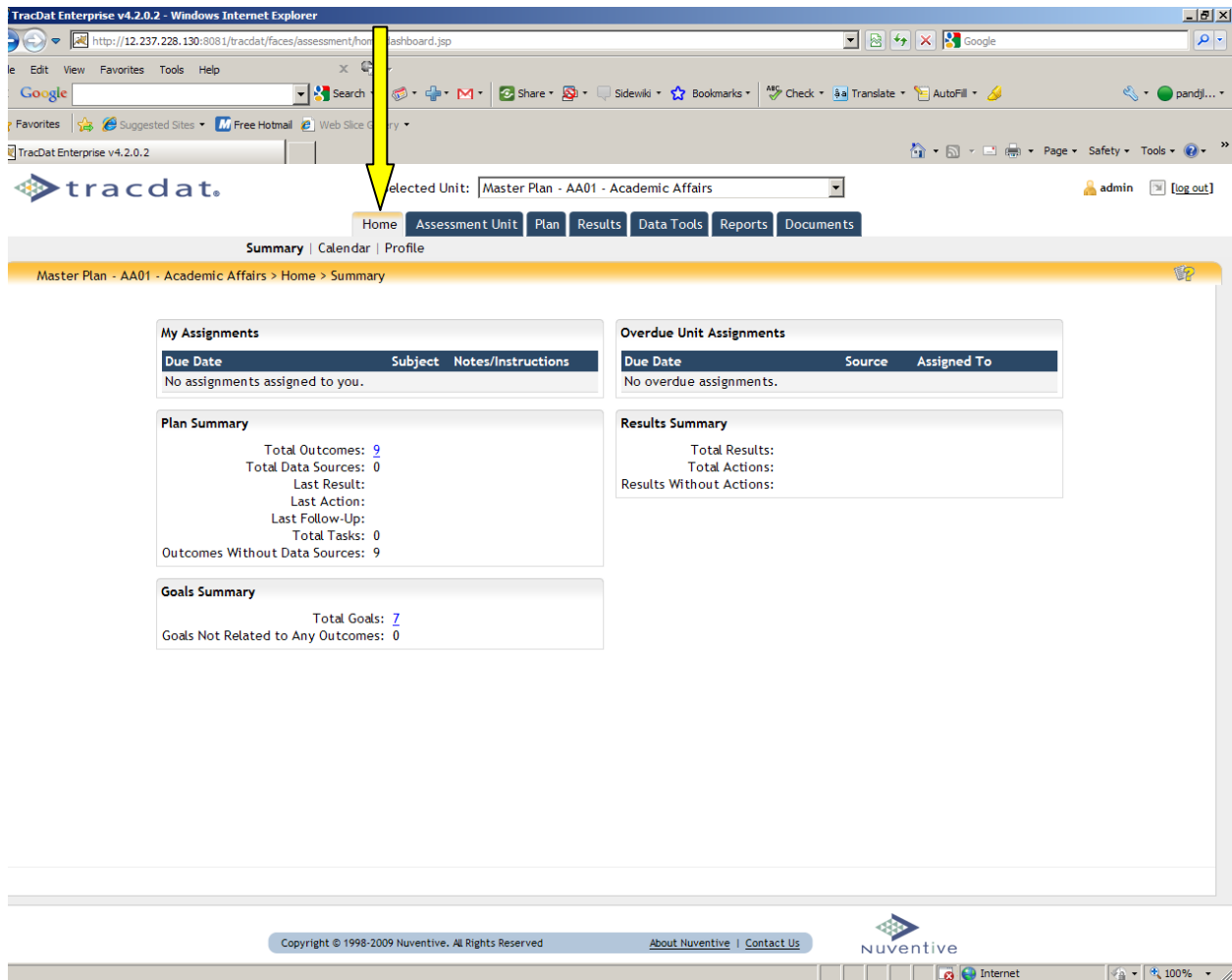
The dashboard contains several summary boxes:

- My Assignments:** A table with columns "Due Date", "Subject", and "Notes/Instructions". It states "No assignments assigned to you."
- Overdue Unit Assignments:** A table with columns "Due Date", "Source", and "Assigned To". It states "No overdue assignments."
- Plan Summary:**
  - Total Outcomes: [9](#)
  - Total Data Sources: 0
  - Last Result:
  - Last Action:
  - Last Follow-Up:
  - Total Tasks: 0
  - Outcomes Without Data Sources: 9
- Results Summary:**
  - Total Results:
  - Total Actions:
  - Results Without Actions:
- Goals Summary:**
  - Total Goals: [7](#)
  - Goals Not Related to Any Outcomes: 0

The footer contains copyright information: "Copyright © 1998-2009 Nuventive. All Rights Reserved", links for "About Nuventive" and "Contact Us", and the Nuventive logo. The browser status bar shows "Internet" and a zoom level of "100%". A yellow arrow points to the top right corner of the browser window.

## 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.



Dropdown Box will show you the Master Plan you are representing. Select the unit you will be entering information. Some representatives may have access to more than one program. Example: If you represent both Student Life and Financial Aid.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

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

Selected Unit: **Master Plan - AA01 - Academic Affairs**

admin [log out]

Home | Assessment Unit | Plan | Results | Data Tools | Reports | Documents

Summary | Calendar | Profile

Master Plan - AA01 - Academic Affairs > 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.		

**Plan Summary**

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

**Results Summary**

- Total Results:
- Total Actions:
- Results Without Actions:

**Goals Summary**

- Total Goals: 7
- Goals Not Related to Any Outcomes: 0

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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:

- ◆ Home
- ◆ Assessment Unit
- ◆ 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 email by clicking the button at the bottom of the page.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment

TracDat Enterprise v4.2.0.2

Summary | Calendar | Profile

Master Plan - AA01 - Academic Affairs > 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.		

Plan Summary

Total Outcomes: [9](#)  
Total Data Sources: 0  
Last Result:  
Last Action:  
Last Follow-Up:  
Total Tasks: 0  
Outcomes Without Data Sources: 9

Results Summary

Total Results:  
Total Actions:  
Results Without Actions:

Goals Summary

Total Goals: [7](#)  
Goals Not Related to Any Outcomes: 0

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

## Master Plan Actions in TracDat

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

## Steps to Plan/Action Screen:

1. Login to TracDat
2. Select your Master Plan area by using the 'Select Unit' Drop Down menu
3. Select 'Plan' Tab

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

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

Selected Unit: Master Plan - AA01 - Academic Affairs

admin [log out]

Home Assessment Unit **Plan** Results Data Tools Reports Documents

Outcomes | Action | Related Activities | Tasks | Related Goals

Master Plan - AA01 - Academic Affairs > Plan > Outcomes

Outcome Name	Outcome	Outcome Status
Outcome I-1	Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome II-1	Comply with program development processes as determined by ADHE.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome II-2	Coordinate annual review of Academic Programs as prescribed by ADHE.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome III-1	Curricular development will emphasize teacher education, career academy programs, technical programs, adult education, Environmental programs, and Fire programs.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome IV-1	Review annually these programs to assure quality and consistency.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome V-1	Meet regularly with the program coordinator to review programs and activities required by FAA.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome VI-1	Meet regularly with Academy Director and Assistant Director to assure consistency and quality of partnership activities as prescribed by Arkansas Law Enforcement standards and SAU Tech.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome VII-1	Attend meetings as requested to keep other administrators informed of programs and activities associated with Academic Affairs.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Outcome VII-2	Meet with outside individuals and /or groups as requested by the Chancellor to seek support of the college and academic programs.	<a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

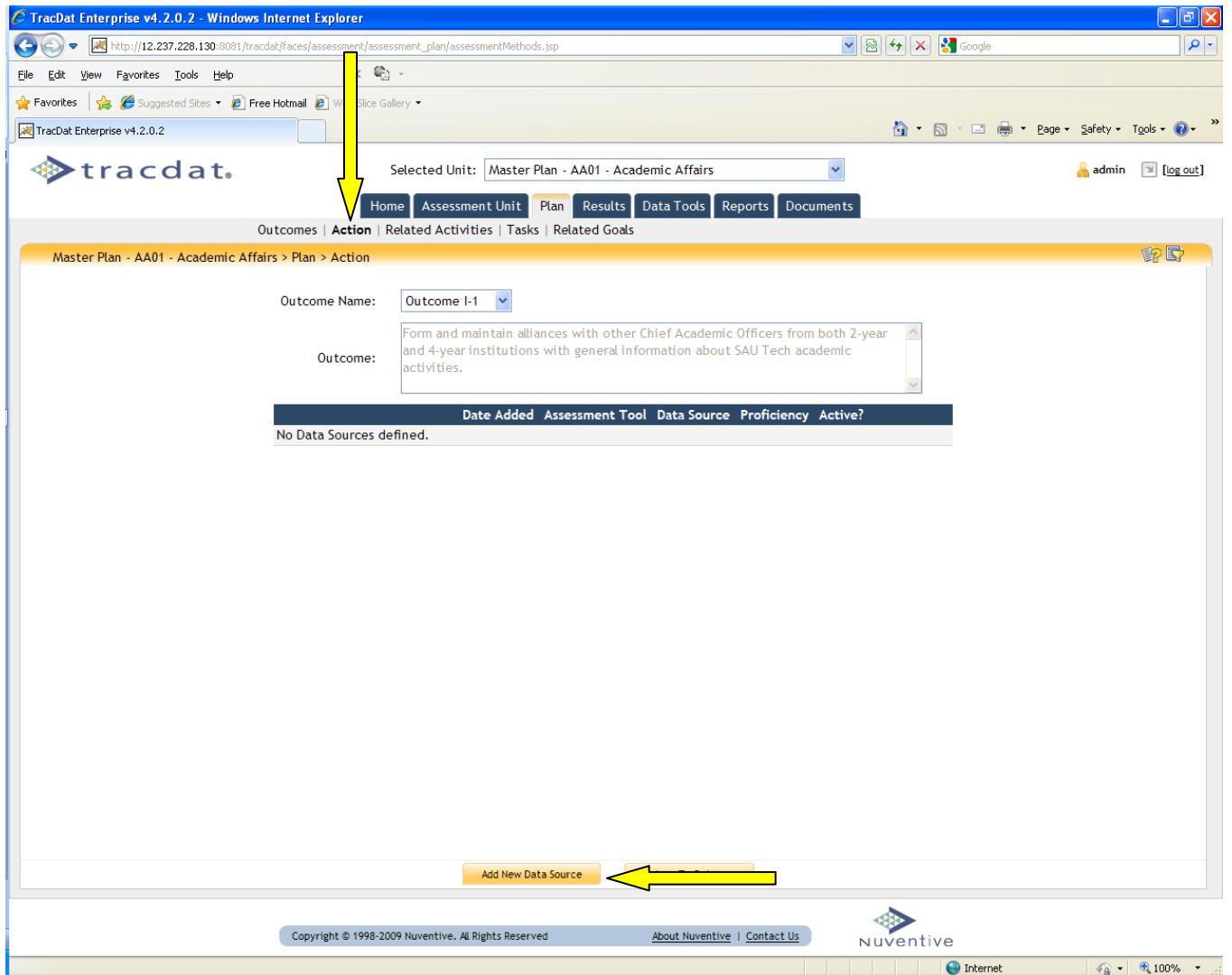
Add New Outcome

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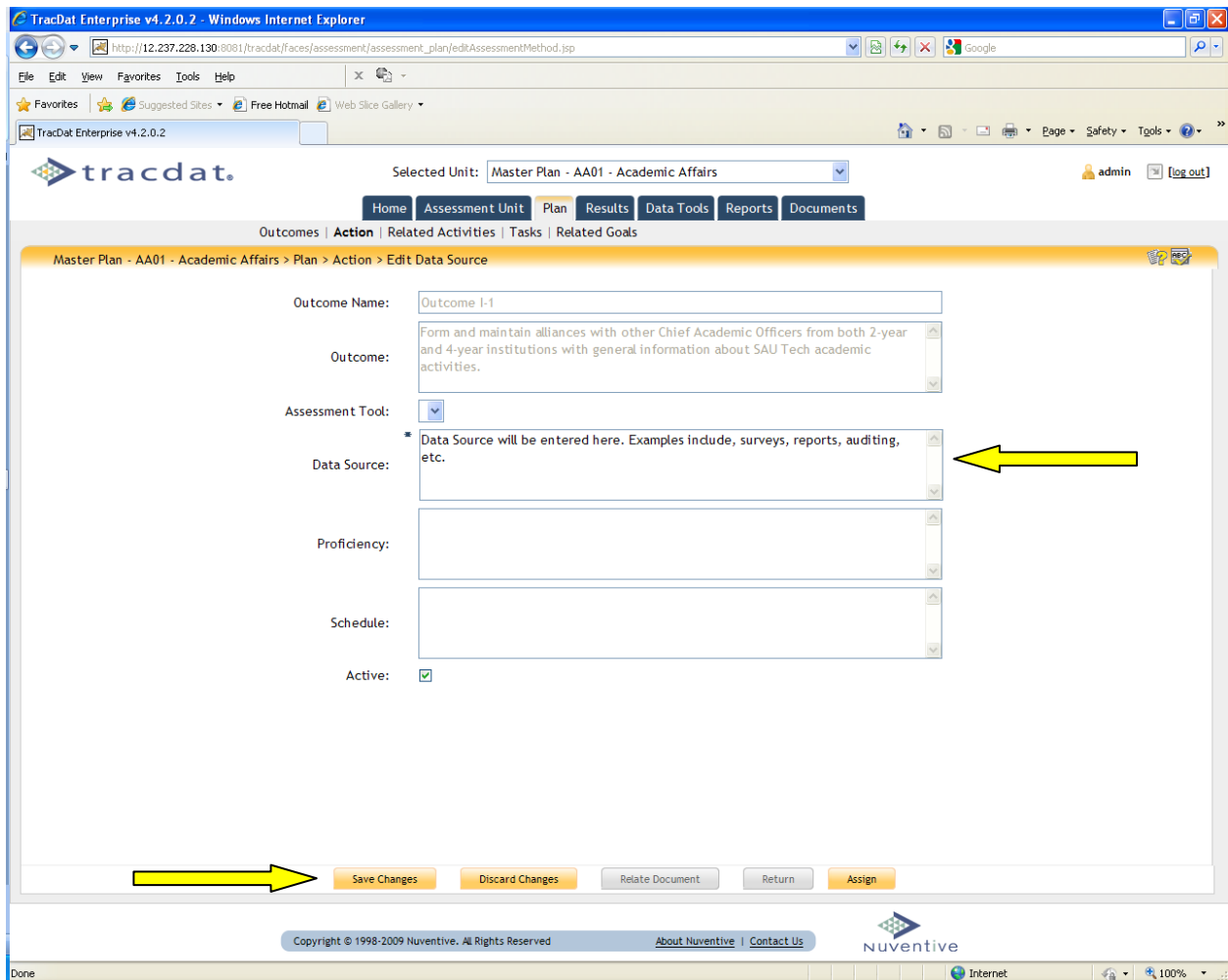
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4. Click 'Action' Heading
5. Click 'Add New Data Source' at bottom of screen



6. Add your source in provided box. Examples of data sources are surveys, reports, auditing, etc. When a source is entered, click 'save changes' and then return.



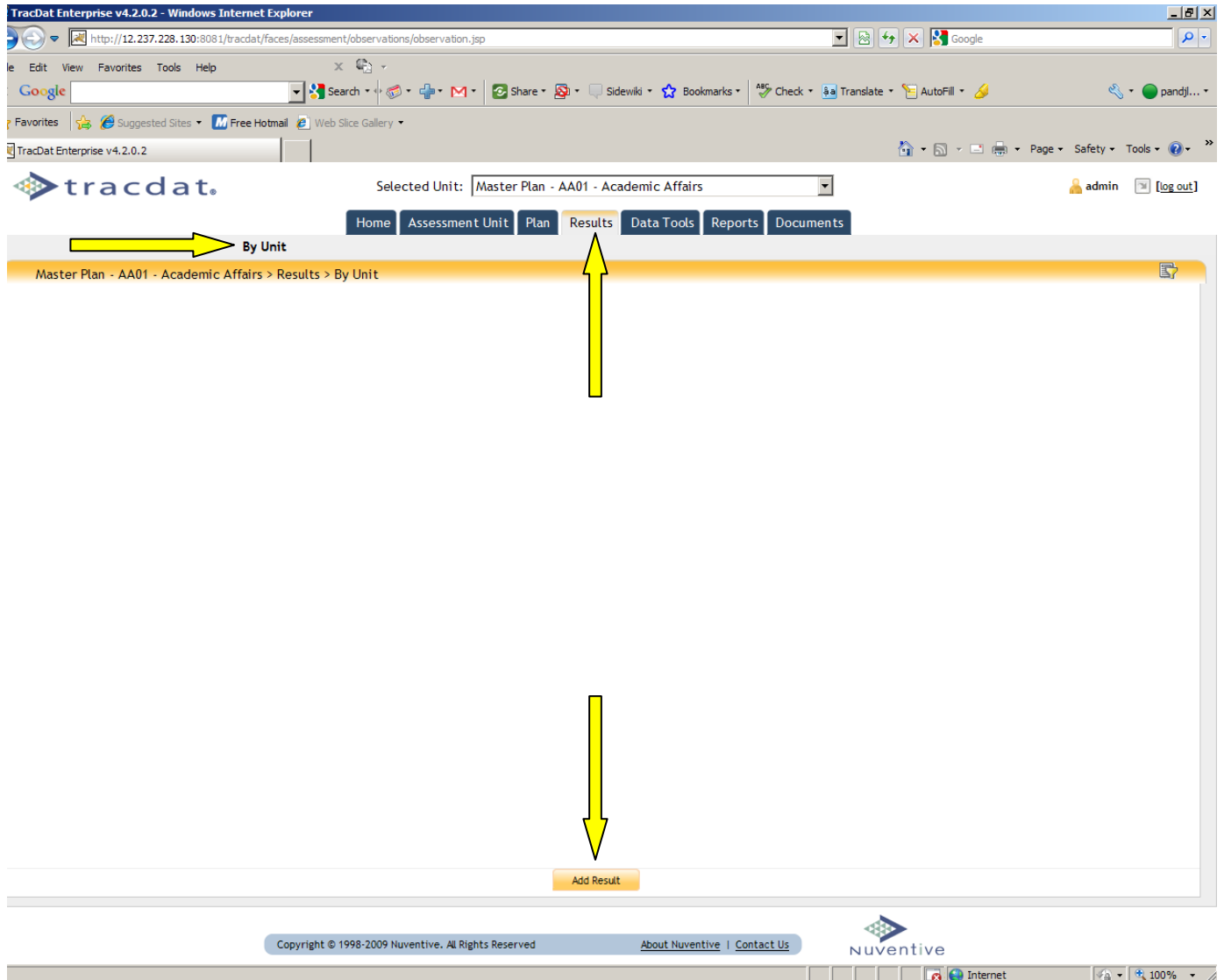
7. Continue steps 5 and 6 for each source used.

**ALWAYS SAVE CHANGES**

**Master Plan Results in TracDat**

### Steps to Results Screen:

1. After logging in to TracDat and selecting your program area, select the 'Results' tab
2. Click the 'By Unit' Heading
3. Select 'Add Result' at bottom of page



4. Select an outcome

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/observations/selectObjective.jsp

Selected Unit: Master Plan - AA01 - Academic Affairs

admin [log out]

Home Assessment Unit Plan Results Data Tools Reports Documents

By Unit

Master Plan - AA01 - Academic Affairs > Results > By Outcome > Select Outcome

Outcome Name	Outcome	Outcome Status
Outcome I-1	Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities.	<a href="#">select</a>
Outcome II-1	Comply with program development processes as determined by ADHE.	<a href="#">select</a>
Outcome II-2	Coordinate annual review of Academic Programs as prescribed by ADHE.	<a href="#">select</a>
Outcome III-1	Curricular development will emphasize teacher education, career academy programs, technical programs, adult education, Environmental programs, and Fire programs.	<a href="#">select</a>
Outcome IV-1	Review annually these programs to assure quality and consistency.	<a href="#">select</a>
Outcome V-1	Meet regularly with the program coordinator to review programs and activities required by FAA.	<a href="#">select</a>
Outcome VI-1	Meet regularly with Academy Director and Assistant Director to assure consistency and quality of partnership activities as prescribed by Arkansas Law Enforcement standards and SAU Tech.	<a href="#">select</a>
Outcome VII-1	Attend meetings as requested to keep other administrators informed of programs and activities associated with Academic Affairs.	<a href="#">select</a>
Outcome VII-2	Meet with outside individuals and /or groups as requested by the Chancellor to seek support of the college and academic programs.	<a href="#">select</a>

Return

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5. Choose data source or task

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/observations/selectObjective.jsp

TracDat Enterprise v4.2.0.2

Selected Unit: Master Plan - AA01 - Academic Affairs

admin

Home Assessment Unit Plan Results Data Tools Reports Documents

By Unit

Master Plan - AA01 - Academic Affairs > Results > By Outcome > Select Outcome

Outcome Name	Outcome	Outcome Status
Outcome I-1	Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities.	<a href="#">select</a>
Outcome II-1	Comply with program development processes as determined by ADHE.	<a href="#">select</a>
Outcome II-2	Coordinate annual review of Academic Programs as prescribed by ADHE.	<a href="#">select</a>
Outcome III-1	Curricular development will emphasize teacher education, teacher academy programs, technical programs, adult education, Environmental programs, and fine programs.	<a href="#">select</a>
Outcome IV-1	Review annually	<a href="#">select</a>
Outcome V-1	Meet regularly	<a href="#">select</a>
Outcome VI-1	Meet regularly activities as pre	<a href="#">select</a>
Outcome VII-1	Attend meeting Academic Affair	<a href="#">select</a>
Outcome VII-2	Meet with outst academic progr	<a href="#">select</a>

Select Data Source/Task

Select: Data Source

Assessment Tool	Data Source
	Data Source will be entered here. Examples include, surveys, reports, auditing, etc. <a href="#">select</a>

Return

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6. In the 'Result' section you will put the information gathered about your outcome

- Under 'Action Status', choose 'No Action Plan Needed' if proficiency was met. If proficiency was not met, choose 'Action Plan in Progress'. If the outcome had an action plan from the previous semester, but is now meeting proficiency, select 'action plan complete'.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/observations/editObservation.jsp

TracDat Enterprise v4.2.0.2

Selected Unit: Master Plan - AA01 - Academic Affairs

Home Assessment Unit Plan Results Data Tools Reports Documents

By Unit

Master Plan - AA01 - Academic Affairs > Results > Edit Result

Outcome: Outcome I-1 : Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities

Data Source  
Data Source will be entered here. Examples include, surveys, reports, auditing, etc.

Result:

Result Date: \* 1/20/2011

Result Type: \*

Action Status: \*

Action Status Update Date: 1/20/2011

Action Plan Related Documents

Action Date	Action	Follow-Up
No Actions defined.		

add Action

Save Changes Discard Changes Return Change Association Delete Result

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- If proficiency is not met and an action plan is needed, click 'add action', and save changes.

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/observations/editObservation.jsp

Selected Unit: Master Plan - AA01 - Academic Affairs

admin [log out]

Home Assessment Unit Plan Results Data Tools Reports Documents

By Unit

Master Plan - AA01 - Academic Affairs > Results > Edit Result

Outcome: Outcome I-1 : Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities

Result:

Result Date: \* 7/22/2010 Result Type: \*

Action Status: \* Action Status Update Date: 7/22/2010

Action Plan Related Documents

[add Action](#)

Action Date	Action	Follow-Up
No Actions defined.		

Save Changes Discard Changes Return Change Association Delete Result

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- If proficiency is not met and documentation is needed, click 'Related Documents' tab within the result window (Upload survey, sample of material, etc.).

TracDat Enterprise v4.2.0.2 - Windows Internet Explorer

http://12.237.228.130:8081/tracdat/faces/assessment/observations/editObservation.jsp

Google

le Edit View Favorites Tools Help

Google Search

Share Sidewiki Bookmarks Check Translate AutoFill

Favorites Suggested Sites Free Hotmail Web Slice Gallery

TracDat Enterprise v4.2.0.2

Page Safety Tools

tracdat. Selected Unit: Master Plan - AA01 - Academic Affairs admin [log out]

Home Assessment Unit Plan Results Data Tools Reports Documents

By Unit

Master Plan - AA01 - Academic Affairs > Results > Edit Result

Outcome: Outcome I-1 : Form and maintain alliances with other Chief Academic Officers from both 2-year and 4-year institutions with general information about SAU Tech academic activities

Result:

Result Date: 7/22/2010 Result Type: \*

Action Status: Action Status Update Date: 7/22/2010

Action Plan Related Documents [add Action](#)

Action Date	Action	Follow-Up
No Actions defined.		

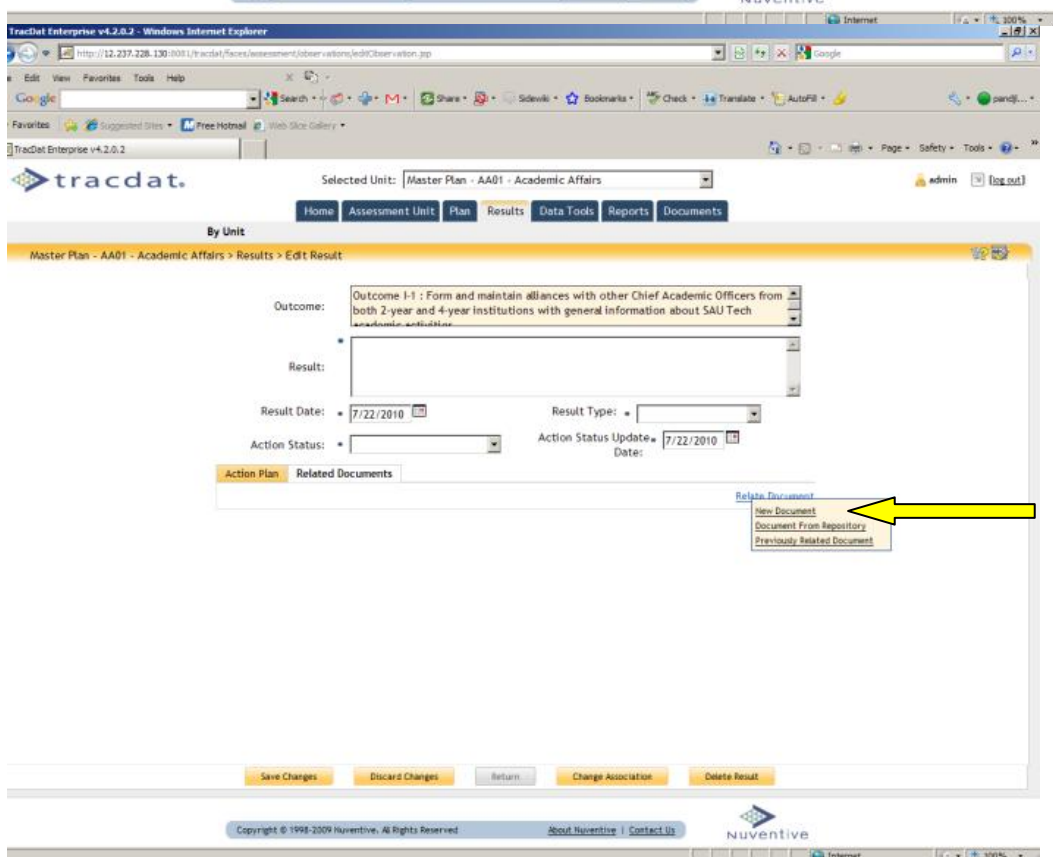
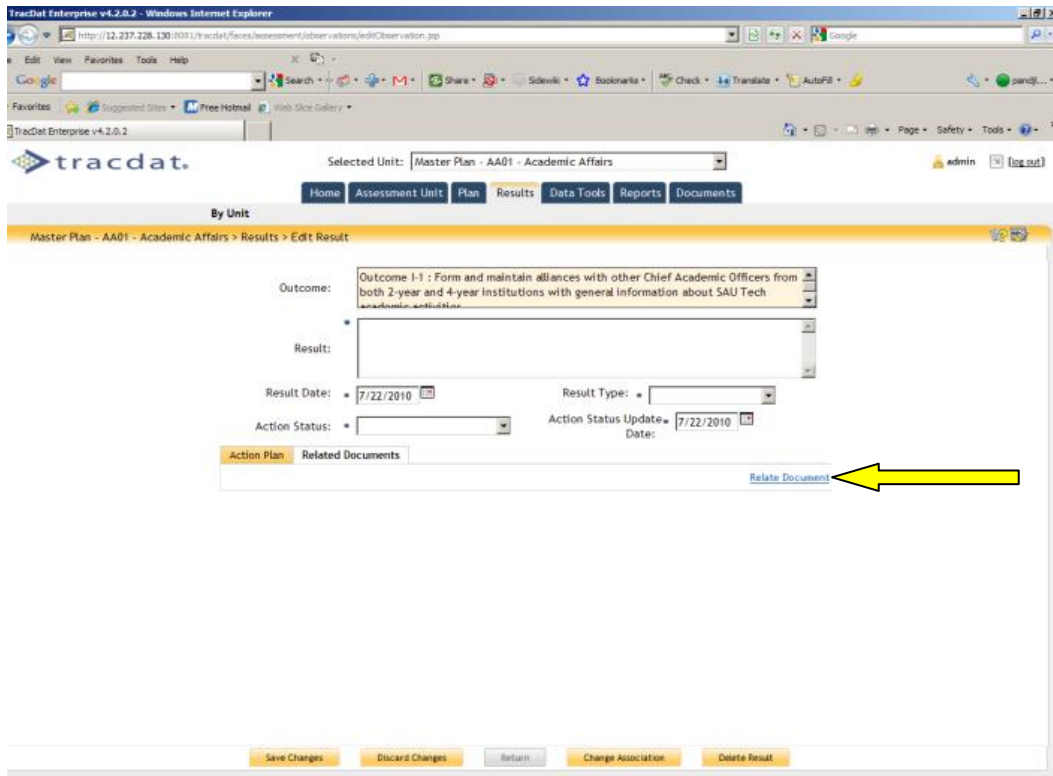
Save Changes Discard Changes Return Change Association Delete Result

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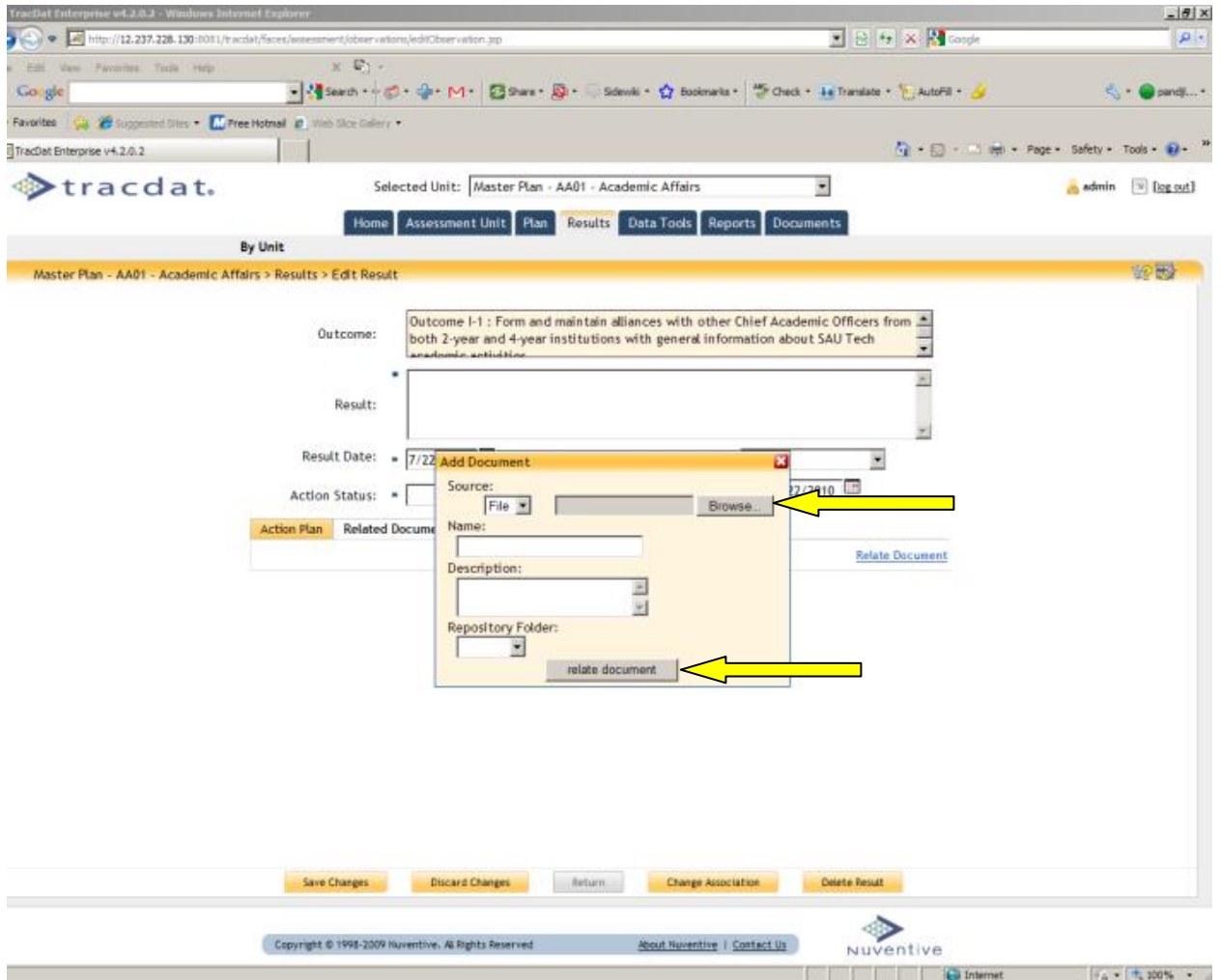
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10. Click 'relate document', choose 'new document'



11. This selection allows you to upload documents, websites, and files from your computer. Attach copies of any material used for the task submitted for each Outcome.
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 result.

**ALWAYS SAVE CHANGES**

# Master Plan Documents in TracDat

## Steps to Documents/New Folder Screen:

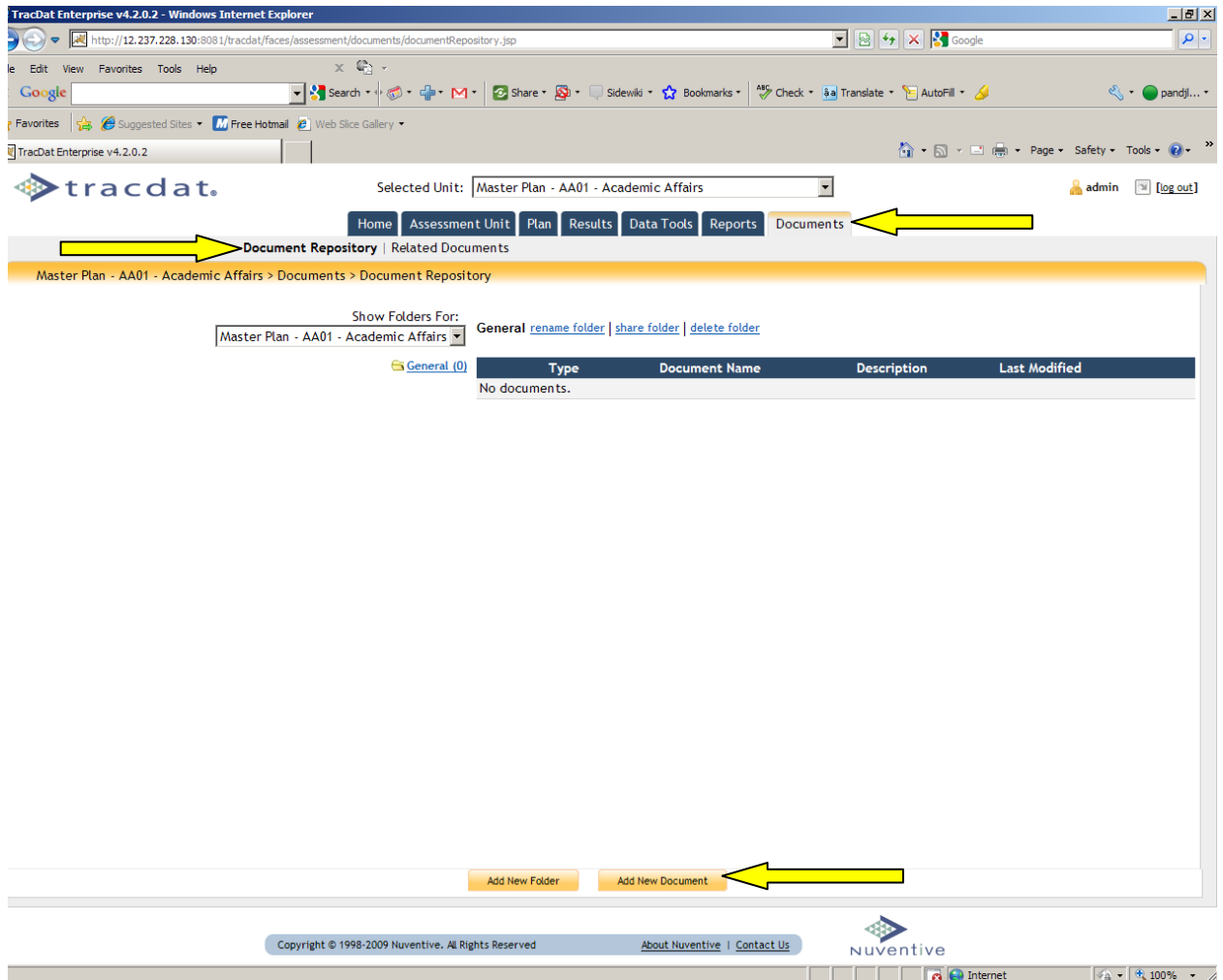
1. After logging in to TracDat and selecting your program area, select 'Documents' tab
2. Click on 'Document Repository' heading
3. Select 'Add New Folder'

The screenshot displays the TracDat Enterprise v4.2.0.2 web interface. The browser window shows the URL <http://12.237.228.130:8081/tracdat/faces/assessment/documents/documentRepository.jsp>. The page title is "TracDat Enterprise v4.2.0.2". The main navigation menu includes "Home", "Assessment Unit", "Plan", "Results", "Data Tools", "Reports", and "Documents". The "Documents" tab is highlighted with a yellow arrow. Below the navigation menu, the breadcrumb trail reads "Master Plan - AA01 - Academic Affairs > Documents > Document Repository". The "Show Folders For:" dropdown is set to "Master Plan - AA01 - Academic Affairs". The "General" tab is selected, showing a table with columns "Type", "Document Name", "Description", and "Last Modified". The table content is "No documents.". At the bottom of the page, there are two buttons: "Add New Folder" and "Add New Document". The "Add New Folder" button is highlighted with a yellow arrow. The footer contains the copyright notice "Copyright © 1998-2009 Nuventive. All Rights Reserved" and the Nuventive logo.

4. Type in the name of your new folder and select 'Save'

### Steps to Documents/Upload Screen:

1. After logging in to TracDat and selecting your program area, select 'Documents' tab
2. Click on 'Document Repository' heading
3. Select 'Add New Document'



4. Select 'browse' and then name and describe your document before saving it

# Master Plan Reports in TracDat

## Steps to preview and print Reports:

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

Report	Description	
Assessment Impact by Assessment Methods	This report shows each assessment unit's results and action plans sorted by the various Assessment Methods. This report is useful for showing results for a unit or across multiple units that use similar assessment methods. (Example: Standardized Test)	<a href="#">run</a>
Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's plan and results that support the goals. This report is useful for showing alignment between the goals and assessment units plan and assessment results.	<a href="#">run</a>
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	<a href="#">run</a>
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	<a href="#">run</a>
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	<a href="#">run</a>
Unit Assessment Report - Four Column	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	<a href="#">run</a>
Outcome Relationships	This report shows each of the goals of the selected unit and any outcomes at the institution that support those goals.	<a href="#">run</a>
Assessment Impact by Tasks	This report shows each assessment unit's results and action plans sorted by the unit tasks. This report is useful for showing results for a unit or across multiple units that use similar tasks.	<a href="#">run</a>

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2. Scroll down and find **“Assessment Report”** and click ‘run’

The screenshot shows the TracDat Enterprise v4.2.0.2 web application interface. The browser window title is "TracDat Enterprise v4.2.0.2 - Windows Internet Explorer". The address bar shows the URL: "http://12.237.228.130:8081/tracdat/faces/assessment/reports/au.jsp". The page header includes the TracDat logo and a "Selected Unit" dropdown menu set to "Master Plan - AA01 - Academic Affairs". Below the header is a navigation menu with tabs: "Home", "Assessment Unit", "Plan", "Results", "Data Tools", "Reports", and "Documents". The "Reports" tab is active, and the breadcrumb trail reads "Master Plan - AA01 - Academic Affairs > Reports > Assessment Unit".

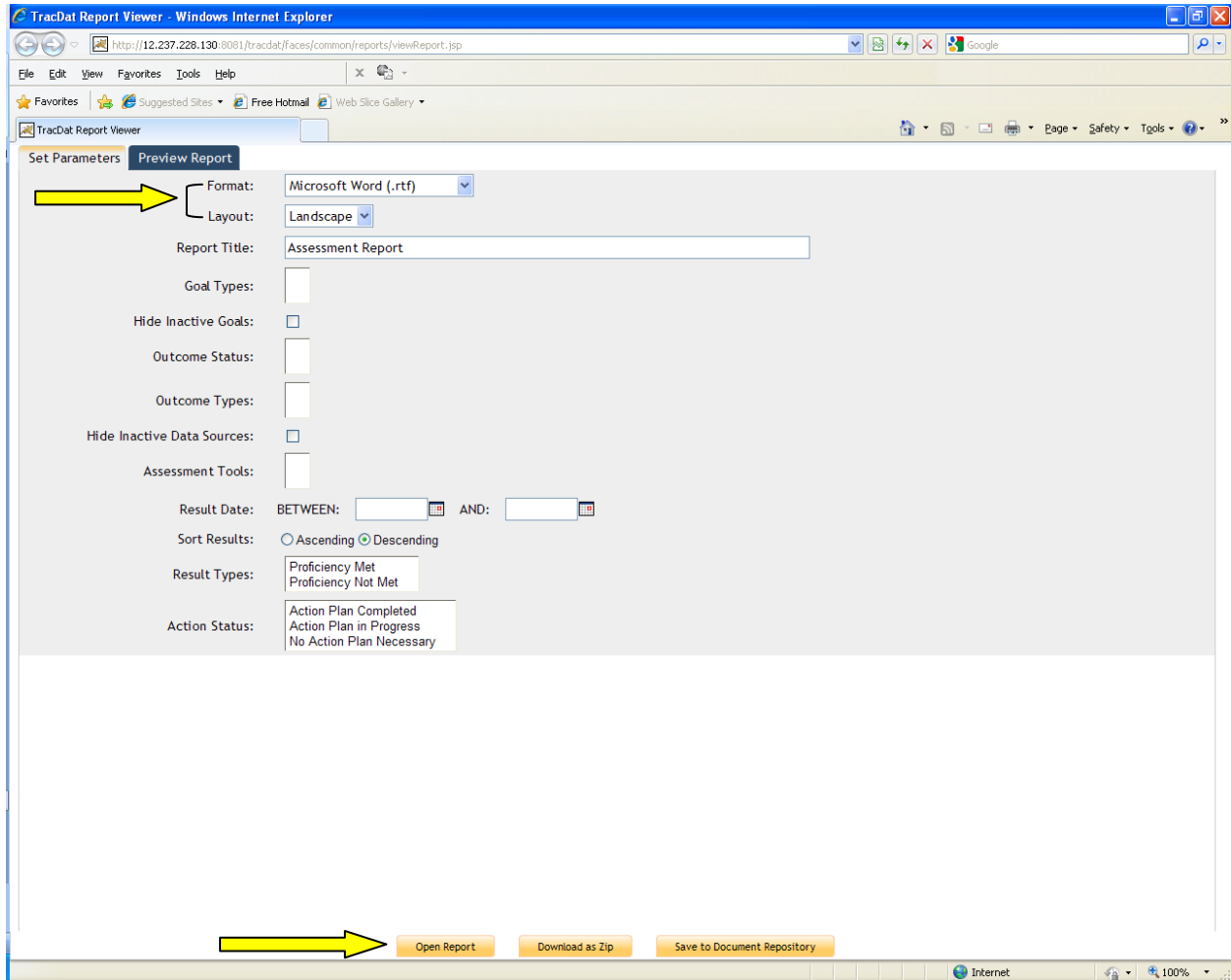
Report	Description	
Assessment Impact by Assessment Methods	This report shows each assessment unit's results and action plans sorted by the various Assessment Methods. This report is useful for showing results for a unit or across multiple units that use similar assessment methods. (Example: Standardized Test)	<a href="#">run</a>
Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's plan and results that support the goals. This report is useful for showing alignment between the goals and assessment units plan and assessment results.	<a href="#">run</a>
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	<a href="#">run</a>
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	<a href="#">run</a>
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	<a href="#">run</a>
Unit Assessment Report - Four Column	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	<a href="#">run</a>
Outcome Relationships	This report shows each of the goals of the selected unit and any outcomes at the institution that support those goals.	<a href="#">run</a>
Assessment Impact by Tasks	This report shows each assessment unit's results and action plans sorted by the unit tasks. This report is useful for showing results for a unit or across multiple units that use similar tasks.	<a href="#">run</a>

A yellow arrow points to the "Assessment Report" row in the table. The footer of the page contains the copyright notice "Copyright © 1998-2009 Nuventive. All Rights Reserved", links for "About Nuventive" and "Contact Us", the Nuventive logo, and the text "Internet" with a 100% zoom level.

3. The following screen will pop-up, select the following:

Format: choose **Microsoft Word**      Layout: choose **Landscape**

4. Click 'Open Report' at the bottom of the screen



Assessment Report will be the report that you send to the departmental administrators to fill out and return to you. You can then input the data into TracDat.

## 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**