TracDat Version 4 User Reference Guide

Assessment Unit Complete Tabs

This reference guide is intended for TracDat users with permissions at the Assessment Unit level. The Assessment Unit level varies by school, but normally includes any academic or administrative departments within an Institution that measure outcomes, objectives, or strategic goals. This guide will present all of the major heading tabs and their basic functions as well as the functionality and typical usage of some of the more common tabs and subheadings that you will encounter within TracDat. Here you will also find some suggested tips to remember and use while in the multiple editing modes.

At the Assessment Unit level there are a maximum of eight heading tabs, each representing a different functional area of the software. These standard tabs include: Home, Assessment Unit, Assessment Plan, Course Assessment Plan, Observations, Data Tools, Reports, and Documents. The subheadings that appear under each tab may vary by Assessment Unit and your Institution's desired utilization of TracDat.

The information in this reference guide is organized according to the stock tabs and subheadings that originally come with TracDat. **Please be aware that your experience with TracDat may look slightly different than the screenshots below due to the software's dynamic labeling feature and your specific institution's configuration of different tabs and features.**

Tab 1: Home

Home Features:

★ *Summary*
- View your personal Assignments
- View Overdue Unit Assignments
- Brief description of Assessment Unit Goals, Objectives, and Observations

★ *Calendar*
- Monthly view of Unit Assignments
- Create/view Reminder Entries for assessment purposes

★ *Profile*
- Add/change your Email Address

> **To Add/Change Your Email Address:**
> Select *Home* Tab > Select *Profile* Subheading > Add/Change Email Address > Select *Save Changes* button

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- Change your Password

> **To Change Your Password:**
> Select *Home* Tab > Select *Profile* Subheading > Select *Change Password*
> button > Enter Current and New Passwords > Select *Save Changes* button

Tab 2: Assessment Unit

| Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | Documents |

General | Goals | Personnel | Courses

Assessment Unit Features:

★ *General*
- Overview/Description of Assessment Unit
- Custom fields are often added to this subheading that describe the Assessment Unit's Mission, Vision, Assessment Plan Review Process, etc.

★ *Goals*
- View/Add Assessment Unit level goals
- Link Assessment Unit goals to selected Reporting Unit goals and Institution goals

★ *Personnel*
- View personnel who have access to the Assessment Unit
- Add/Remove personnel access to Assessment Unit

★ *Courses*
- View courses listed within the Assessment Unit
- Editing a listed course allows you to relate a document (e.g. syllabus) to that specific course

Tab 3: Assessment Plan

| Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | Documents |

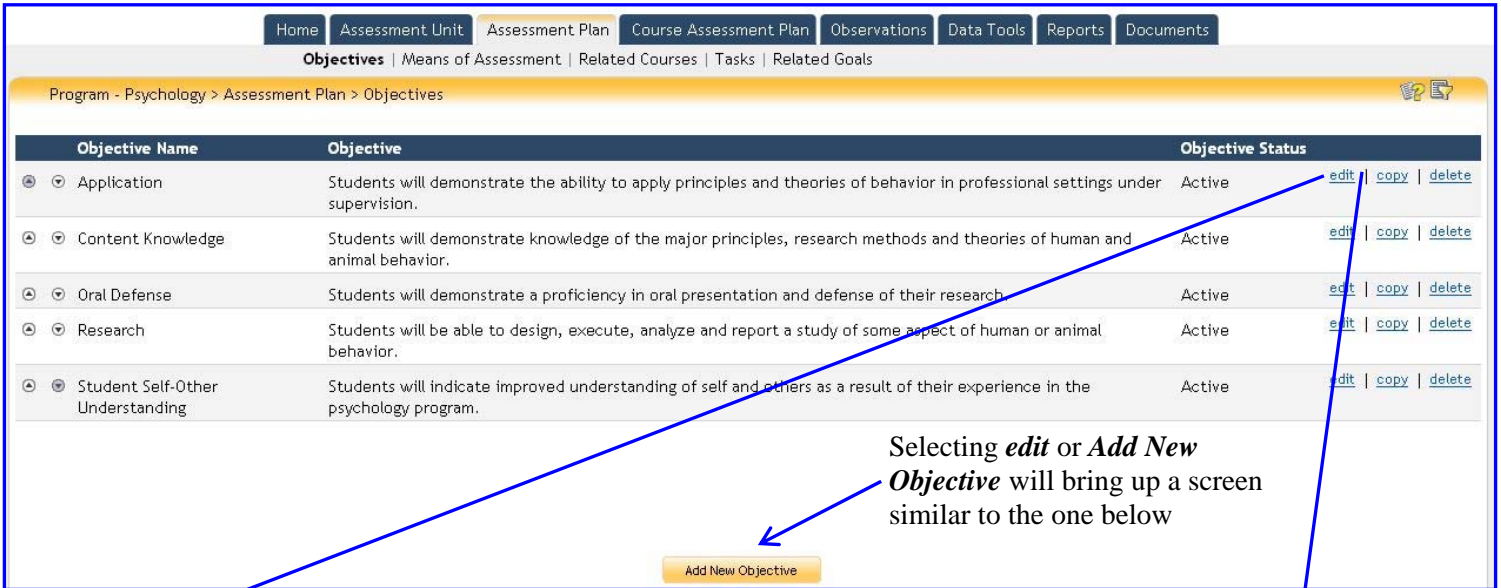**Objectives** | Means of Assessment | Related Courses | Tasks | Related Goals

Assessment Plan Features:

★ *Objectives*
- View/Add/Edit Objectives for Assessment Unit

To Add/Modify an Objective:
[Select the desired Assessment Unit from the top drop down menu >]
Select *Assessment Plan* Tab > Select *Objectives* Subheading > Select *Add New Objective* <u>or</u> Select *Edit, Copy, or Delete* next to a current Objective > Make changes > Select *Save Changes* button after editing

		Objective Name	Objective		Objective Status			
		Application	Students will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.		Active	edit	copy	delete
		Content Knowledge	Students will demonstrate knowledge of the major principles, research methods and theories of human and animal behavior.		Active	edit	copy	delete
		Oral Defense	Students will demonstrate a proficiency in oral presentation and defense of their research.		Active	edit	copy	delete
		Research	Students will be able to design, execute, analyze and report a study of some aspect of human or animal behavior.		Active	edit	copy	delete
		Student Self-Other Understanding	Students will indicate improved understanding of self and others as a result of their experience in the psychology program.		Active	edit	copy	delete

Selecting *edit* or *Add New Objective* will bring up a screen similar to the one below

Add New Objective

Objective Name: * Application

Objective: * Students will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.

Objective Type:
General Education
Learning 06-07
Learning 07-08
Learning 08-09

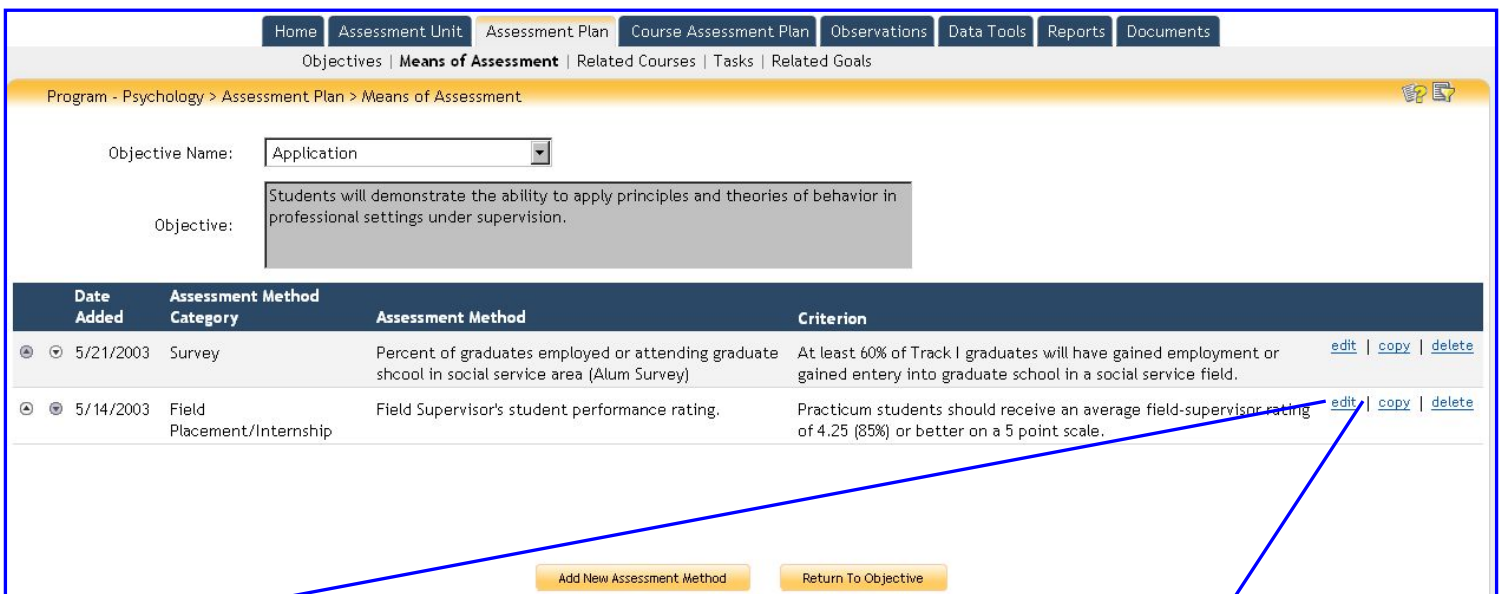Objective Status: Active

Start Date: 1/1/2006

End Date:

Save Changes   Discard Changes   Return

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★ *Means of Assessment*
   • View/Add/Edit Assessment Methods related to each Objective of the Assessment Unit

To Add/Modify an Assessment Method:
[Select the desired Assessment Unit from the top drop down menu >]
Select *Assessment Plan* Tab > Select *Means of Assessment* Subheading > Select *Add New Objective* <u>or</u> Select *Edit, Copy, or Delete* next to a current Objective > Make changes > Select *Save Changes* button after editing

Home	Assessment Unit	**Assessment Plan**	Course Assessment Plan	Observations	Data Tools	Reports	Documents

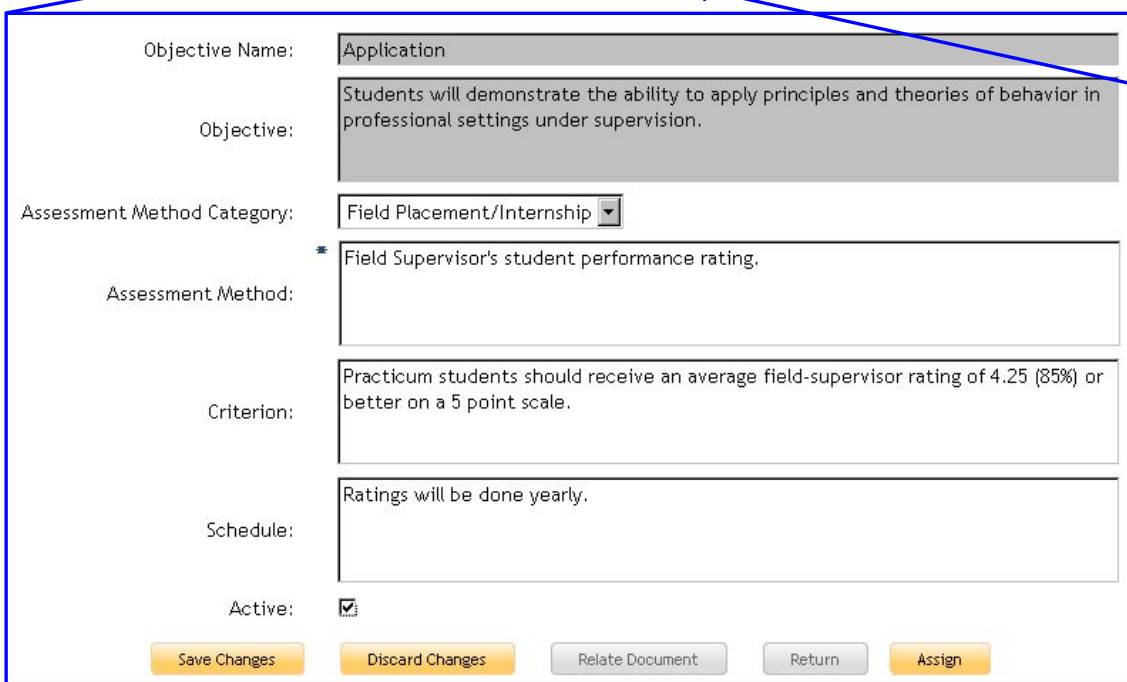Objectives | **Means of Assessment** | Related Courses | Tasks | Related Goals

Program - Psychology > Assessment Plan > Means of Assessment

Objective Name: Application

Objective: Students will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.

	Date Added	Assessment Method Category	Assessment Method	Criterion	
	5/21/2003	Survey	Percent of graduates employed or attending graduate shcool in social service area (Alum Survey)	At least 60% of Track I graduates will have gained employment or gained entery into graduate school in a social service field.	edit | copy | delete
	5/14/2003	Field Placement/Internship	Field Supervisor's student performance rating.	Practicum students should receive an average field-supervisor rating of 4.25 (85%) or better on a 5 point scale.	edit | copy | delete

Add New Assessment Method   Return To Objective

Selecting *edit* or *Add New Assessment Method* will bring up a screen similar to the one to the left

Objective Name: Application

Objective: Students will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.

Assessment Method Category: Field Placement/Internship

Assessment Method: Field Supervisor's student performance rating.

Criterion: Practicum students should receive an average field-supervisor rating of 4.25 (85%) or better on a 5 point scale.

Schedule: Ratings will be done yearly.

Active: ☑

Save Changes   Discard Changes   Relate Document   Return   Assign

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★ *Related Courses*
  • Relate Courses to selected Objectives

> **To Relate Courses to an Objective:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Assessment Plan* Tab > Select *Related Courses* Subheading >
> Select the desired *Objective Name* from the drop down > ***Check the box***
> ***next to each Course*** that relates to the Objective (you can select/deselect
> all by toggling the topmost check box – next to the name of the
> Assessment Unit) > Select *Save Changes* button

| Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | Documents |

Objectives | Means of Assessment | **Related Courses** | Tasks | Related Goals

ssment Plan > Related Courses

Objective Name: Research

Objective: Students will be able to design, execute, analyze and report a study of some aspect of human or animal behavior.

	Course Number	Course Name
☐	**Program - Psychology**	
☐	101-01	General Psychology
☐	126	Addictions and Recoveries
☐	188, 288, 388, 488	Special Topics
☐	201	Careers and Graduate School Prep in Psych
☐	205	Business and Industrial Psychology
☐	209	Behavior Modification
☑	211	Psychological Experimentation
☑	215	Advanced Experimental Psychology S06
☐	220	Introduction to Human Services S06
☑	225	Introduction to Statistics for Social Sciences

Save Changes | Discard Changes | Return To Objective

★ *Tasks*
  • View/Add/Edit Tasks for Assessment Unit

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★ *Related Goals*
  • Relate Reporting Unit goals and Institution goals to selected Objectives

> **To Relate Goals to an Objective:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Assessment Plan* Tab > Select *Related Goals* Subheading > Select the desired *Objective Name* from the drop down > *Check the box next to each Goal* that relates to the Objective (you can select/deselect all by toggling the topmost check box of each section – next to the name of the Reporting Unit/Institution) > Select *Save Changes* button

| Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | Documents |

Objectives | Means of Assessment | Related Courses | Tasks | **Related Goals**

ssment Plan > Related Goals

Objective Name: Research

Objective: Students will be able to design, execute, analyze and report a study of some aspect of human or animal behavior.

	Goal Type	Goal
☐	**Sample College**	
☑	College Goal	To graduate broadly educated men and women who will think critically and creatively.
☐	College Goal	To graduate broadly educated men and women who communicate effectively.
☐	College Goal	To graduate broadly educated men and women who act responsibly.
☐	College Goal	To graduate broadly educated men and women who demonstrate their local and world citizenship through service.
☐	**Internal - Academic Affairs**	
☑	Academic Outcome Goal	To assure that all graduates communicate clearly and with some appropriate measure of eloquence and force in both the written and spoken form.
☐		To enable graduates to make discriminating judgments about

Save Changes   Discard Changes   Return To Objective

Tab 4: Course Assessment Plan

| Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | Documents |

Objectives | Means of Assessment | Related Assessment Unit Objectives | Related Goals

Course Assessment Plan Features:

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★ *Objectives*
- View/Add/Edit Objectives for specific Courses

> **To Add/Modify a Course Objective:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Course Assessment Plan* Tab > Select *Objectives* Subheading >
> Select the desired *Course* from the drop-down menu > Select *Add New Objective* or Select *Edit, Copy, or Delete* next to a current Objective >
> Make changes > Select *Save Changes* button after editing

★ *Means of Assessment*
- View/Add/Edit Assessment Methods related to each Course of the Assessment Unit

> **To Add/Modify a Course Assessment Method:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Course Assessment Plan* Tab > Select *Means of Assessment* Subheading > Select the desired *Course* from the drop-down menu >
> Select the desired *Course Objective* from the drop-down menu > Select *Add New Objective* or Select *Edit, Copy, or Delete* next to a current Objective > Make changes > Select *Save Changes* button after editing

★ *Related Assessment Unit Objectives*
- Relate Assessment Unit objectives to selected Course Objectives

> **To Relate Assessment Unit Objectives to a Course Objective:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Course Assessment Plan* Tab > Select *Related Assessment Unit Objectives* Subheading > Select the desired *Course* from the drop-down menu > Select the desired *Course Objective Name* from the drop-down menu > *Check the box next to each Assessment Unit Objective* that relates to the Course Objective (you can select/deselect all by toggling the topmost check box of each section – next to the name of the respective Unit) > Select *Save Changes* button

★ *Related Goals*
- Relate Assessment Unit goals, Reporting Unit goals, and Institution goals to selected Course Objectives

> **To Relate Goals to a Course Objective:**
> [Select the desired Assessment Unit from the top drop down menu >]
> Select *Course Assessment Plan* Tab > Select *Related Goals* Subheading > Select the desired *Course* from the drop-down menu > Select the desired *Course Objective Name* from the drop-down menu > *Check the box next to each Unit Goal* that relates to the Course Objective (you can select/deselect all by toggling the topmost check box of each section – next to the name of the respective Unit) > Select *Save Changes* button

Tab 5: Observations

Observations Features:

★ *By Objective*
- Displays Observations by Assessment Unit Objective
- View/Add/Edit these Observations as well as any Actions and Related Documents linked to the Observation

To Add a new Observation to an Assessment Unit Objective:
[Select the desired Assessment Unit from the top drop down menu >]
Select **Observations** Tab > Select **By Objective** Subheading > Select **Add New Observation** at bottom > Select the **Objective** to which the Observation ties > Select the **Assessment Method** to which the Observation ties > Add **Observation data** and **required fields** > Select **Save Changes** button after editing

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Selecting an Objective (previous page) will bring up the Select Assessment Method window

Select Assessment Method/Task

Select: Assessment Method

Assessment Method Category	Assessment Method	
Survey	Percent of graduates employed or attending graduate shcool in social service area (Alum Survey)	select
Field Placement/Internship	Field Supervisor's student performance rating.	select

Application : Students will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.

Objective:
Assessment Method
Field Placement/Internship - Field Supervisor's student performance rating.
Criterion
Practicum students should receive an average field-supervisor rating of 4.25 (85%) or better on a 5 point scale.

Observation:

Observation Date: ☀

Observation Type: ☀

Observation Status: ☀

Observation Status Update Date: ☀

Notes:

Save Changes   Discard Changes   Return   Change Objective   Delete Observation

★ *By Course*
- Displays Observations by Courses and Course Objectives
- View/Add/Edit these Observations as well as any Actions and Related Documents linked to the Observation

To Add a new Observation to a Course Objective:
[Select the desired Assessment Unit from the top drop down menu >]
Select *Observations* Tab > Select *By Course* Subheading > Select the desired *Course* from the drop-down menu > Select *Add New Observation* > Select the *Course Objective* to which the Observation ties> Select the *Course Assessment Method* to which the Observation ties > Add *Observation data* and *required fields* > Select *Save Changes* button after editing

To Add an Action to a New Observation:
After you have saved your new Observation, select *add Action* > Select *Save Changes* button after editing

To Relate a Document to a New Observation:
After you have saved your new Observation, select the *Related Documents* tab > Select the *Relate Document* link at right > Select from *New Document, Document from Repository, or Previously Related Document*

Relating a Document to a New Observation:
- Choose *New Document* if you have not uploaded the document into TracDat yet.
- Choose *Document from Repository* if the document has been uploaded into a folder in the Document Repository already
- Choose *Previously Related Document* if the document is already related to another Observation

Tab 6: Data Tools

Data Tools Features:

★ *Measures*
- Create basic data collection checklists for standardized and user-friendly purposes

★ *Groups*
- Create groups to send the data collection checklists

★ *Questionnaires*
- Create basic questionnaires for standardized and user-friendly purposes

Tab 7: Reports

Reports Features:

★ *Reports List*
- Reports can be executed in either HTML or PDF
  - For best results, use HTML for viewing and PDF for Printing reports
- Report data is related to the Assessment Unit that is selected from the top drop-down menu

Report	Description	
Assessment Impact by Course Objectives	This report displays each course assessment plan along with the assessment results and action plans. This report is useful for presenting the impact of doing assessment on a particular course.	run
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.	run
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.	run
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.	run
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution or reporting unit. This report is presented in a five column model. This was previously called Institution Assessment in version 3 of TracDat.	run
Course Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's course plan and results that support the goals. This report is useful for showing alignment between the goals and unit's course plan and assessment results.	run
Course Assessment Impact by Unit Objectives	This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the unit objectives. This report is useful for showing alignment between the units objectives and unit's course plan and assessment results.	run
Course Assessment Plan	This report shows each course's assessment plan. It does not show the results of each assessment. This report is useful for showing how a particular course is being assessed.	run
Course List by Unit	This report shows the courses per unit.	run
Course Related to Goals	This report lists all the courses identified for a particular assessment unit which support the goals of the selected unit. This report is useful to	run

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Tab 8: Documents

Home | Assessment Unit | Assessment Plan | Course Assessment Plan | Observations | Data Tools | Reports | **Documents**

Document Repository | Related Documents

Documents Features:

★ *Document Repository*
- View/Add/Edit/Share folders within the Assessment Unit
- Upload files to be related to Assessment Plans and Observations
- Ability to share documents across Assessment Units, Reporting Units, and the Institution
- General depository for any assessment documents

Show Folders For:
Program - Psychology

General rename folder | share folder | delete folder

📁 General (0)
📁 Surveys Database (1)

Type	Document Name	Description	Last Modified
No documents.			

Add New Folder   Add New Document

★ *Related Documents*
- View where current documents are related to Courses, Means of Assessment, and Observations