

# TracDat “One-Pager”

## Important Due Dates:

- October 1—Core Curriculum Assessment Report for Spring of the previous academic year.
- October 15—Academic Program Assessment Report for previous academic year.
- October 15—Educational Support Unit Assessment Report for previous academic year.
- October 15—Administrative Support Unit Assessment Report for previous academic year.
- March 1—Core Assessment Report for Fall of the current academic year.
- June 30—College Level Reporting Unit Report for previous academic year.

## To Log In:

- Go to <http://tracdat.sfasu.edu:8081/tracdat/>
- Log in with your TracDat Username (the first part of your SFASU e-mail address before @) and your TracDat password (your password is “jack” if you haven’t changed it).
- If you can’t remember your password, call Dan Su at Ext. 1130 or Larry King at Ext. 1260. They will reset your password to “jack.”
- Change your password in the Home tab, Profile sub-tab; click on Change Password.

## Plan Tab:

- **Objectives sub-tab:**
  - If you change one or more objectives, **do not delete an objective or substantially change the wording of the objective**, rather make it Inactive and add a new one. Deleting an objective will delete data associated with the objective. Changing the objective text substantially will result in relating old data to the new objective.
- **Means of Assessment sub-tab:**
  - Select an objective from the “Objective Name” drop down menu, then Edit or Add New Measure. If you intend to no longer use a measure that you have been using do not delete it, uncheck the “Active” status block in the “Edit Assessment Method” screen. You can revise the description of an objective on the “Edit Assessment Method” screen, but you shouldn’t substantially change descriptions. You can add necessary information or correct inaccurate information. **Be sure that your means of assessment clearly describes who will be assessed, what will be assessed, when it will be assessed, where it will be assessed, and how it will be assessed (i.e. give a clear description of the assessment instrument).** Also, be sure to relate a copy of your assessment instrument to your means of assessment!
    - **Criterion:** Make sure your criterion clearly states expected level of student performance or department/unit effectiveness, and the benchmark to which performance/effectiveness will be compared. Core Curriculum criteria must be set no lower than 70%.
    - **Schedule:** Make sure that your assessment schedule has been entered in the schedule box for each objective and that it clearly explains when the objectives will be assessed.
- **Related Goals sub-tab:**
  - Select an “Objective Name” from the drop down menu at the top of the page; then check the relevant goals. There may be more than one list of goals to review.

## Results Tab:

- Click “Add Result”, then click “select” next to the objective you wish work on.
- In the “Select Measure/Task” dialog box, either:
  - Relate your result to a measure as follows:
    - Select “Measure” from the drop down menu, then click “Select” next to the relevant measure. Then add Result and indicate Result Type and Reporting Period. Once you have saved your work you can “add Action”, and “Follow-Ups” to actions, to create a log of continuous improvement (see below). You should also relate documents (see below).
  - OR, relate your result directly to the outcome when you have two or more assessment methods for the same objective and need to enter an overall result for the objective based on the results already entered for the assessment methods:
    - Select “Directly Related to Outcome” from the drop down menu, click “Continue”, and complete the Results page as described above.

- **When you enter your results, be sure to include the size and characteristics of the sample/group assessed, any deviation from your assessment plans, the percentage of students meeting the criteria, a brief discussion of what the results show about objectives, and longitudinal comparisons with earlier assessment results.**
- **Use the result date box to indicate the assessment period in which the assessment was done.**
  - **Dating Assessment Results:**
    - Core Curriculum Assessment results should be dated during the semester in which the assessment was conducted, not during the current semester or the date the report is due.
    - Academic Program Assessment results should be dated during the academic year in which the assessment was conducted, not during the current semester or the reporting date.
    - Educational and Administrative Support Unit Assessment results should be dated during the academic year in which the assessment was conducted, not during the current semester or the reporting date.
    - If a Result Date is not chosen specifically by the user, then the date will default to the current date which may be outside the desired reporting period.
- Select the Result Type from the dropdown menu.
- Select the Action Status from the dropdown menu.
- Select “add Action” to enter an action.
  - **Your action should clearly explain what the action will be, how the action will be implemented, who is responsible for implementing and monitoring the action, where the action will be implemented, and when the action will be implemented.**
- Follow-ups should be added for any existing action plans from previous years. Add follow-up by selecting “edit” for the appropriate result on the “Results Tab.”
- Relate required or necessary supporting documentation to your results (see Documents Tab below).
  - For core curriculum and program assessment you must attach a frequency table that summarizes the assessment results, a copy of the exact assessment instrument, a copy of the scoring guides, evaluation criteria, rubrics, correct answers for the assessment instruments, and copies of student work (at least one each excellent, average, and poor) if your department or college has decided to maintain the required copies of student work in TracDat.
  - For educational and administrative support unit assessment you should attach each of the follow that are available and appropriate; a frequency table that summarizes the assessment results, a copy of the exact assessment instrument, a copy of the scoring guides, evaluation criteria, rubrics, and correct answers for the assessment instruments.

#### **Reports Tab:**

- Reports can be run in a variety of formats, and can be filtered in a variety of ways. Experiment, you can't hurt anything! The most useful for your purposes right now are probably the Assessment Plan and the Assessment Report – Four Column. Additional reports can be configured for you upon request.

#### **Documents Tab:**

- You can and should create a folder structure to keep your related documents organized. Remember that TracDat does not accommodate sub-folders, so if you plan to store a lot of documents, think carefully about your folder names and your file naming conventions.
- Before relating a document in another area of TracDat, it's best to first create a folder to put it in.

#### **Where to Get Help:**

- Click (sometimes twice) on the little blue question mark to the right of many TracDat fields to view help text for that field.
- Consult the TracDat Users Guide at [http://www.sfasu.edu/research/docs/tracdat/sfa-tracdat\\_user\\_guide.pdf](http://www.sfasu.edu/research/docs/tracdat/sfa-tracdat_user_guide.pdf).
- Call or email Dan Su ([sud1@sfasu.edu](mailto:sud1@sfasu.edu), Ext. 1130) or Larry King ([lking@sfasu.edu](mailto:lking@sfasu.edu), Ext. 1260) for help.