TRACDAT USER GUIDE

FOR

OUTCOMES

Prepared by: Mt. SAC IT Department & Outcomes Coordinator

Help Line: IT Help Desk Ext. 4357; Outcomes Coordinator Ext. 4264
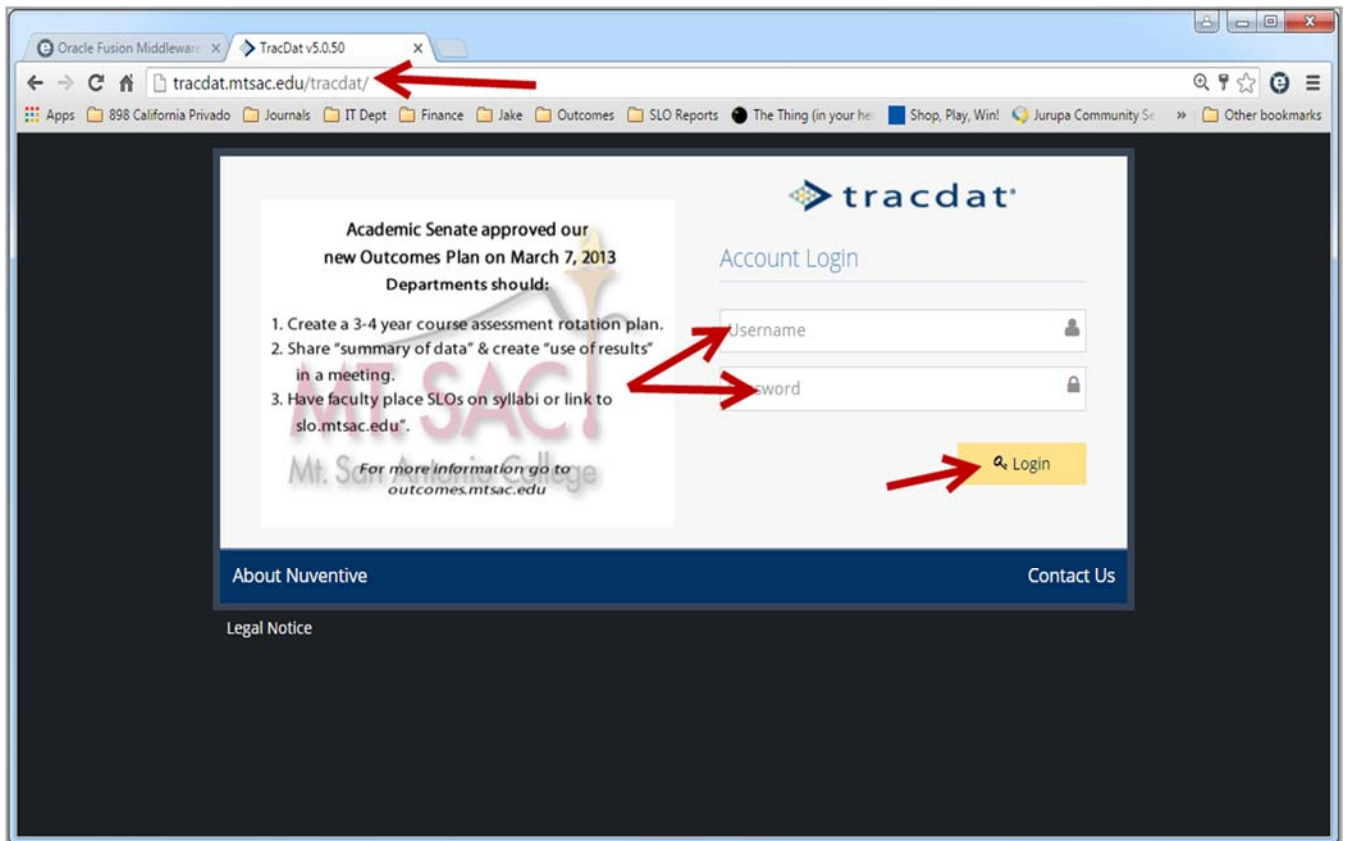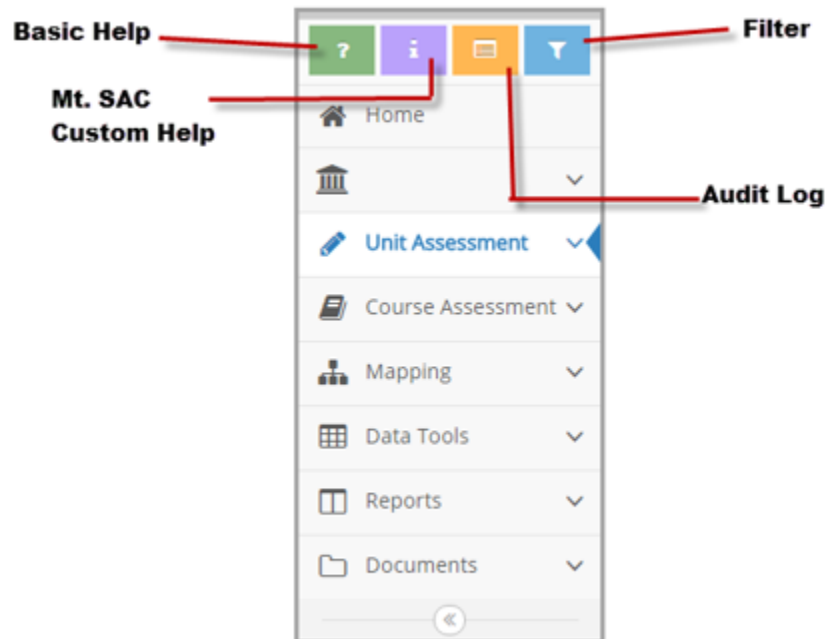
April 2016

Table of Contents

PART 1: Logging in to TracDat

1. Open any web browser and navigate to
   http://tracdat.mtsac.edu/tracdat
2. Enter the username and password
3. Click Login

A: Tracdat Tool Bar Icons

Triangle: Click the Triangle to expand an item

Plus Sign: Click the Plus Sign to add a new entry

Wrench: Click the Wrench to add a feature

Basic Help – Navigation and tool assistance provided by vendor.

Mt. SAC Custom Help – Assistance and suggestions customized to Mt. SAC.

Audit Log – Details who made changes to a page, when the changes were made, and what text was changed.

Filter – Allows data to be filtered and hidden on a page. The icon is highlighted red when filters are active.

PART 2: Entering a Unit Outcome

Unit Outcomes include administrative unit objectives, student learning outcomes, and student services outcomes. They describe what a client, customer or student will be able to do, know, or think upon receiving a service from your department. Begin each outcome with 'Students will be able to . . . ' OR 'Customers will be able to . . . '

A. Goals & Outcomes Screen
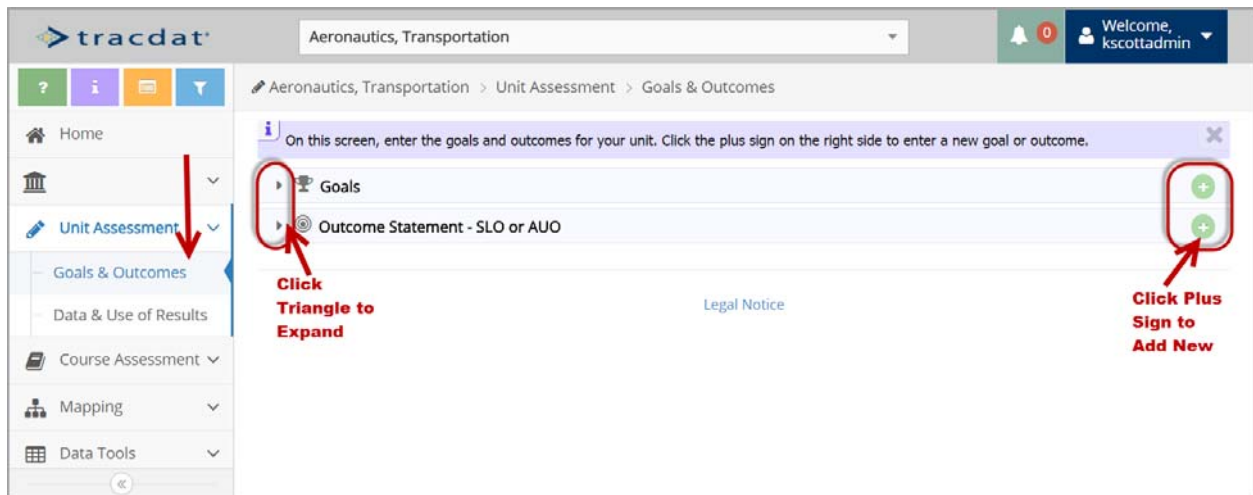
Click on Unit Assessment, then Goals & Outcomes

▶	Triangle:	Click the Triangle to expand an area
➕	Plus Sign:	Click the Plus Sign to add a new outcome

B. Unit Outcome

Outcome Name: Provide a 1 to 3 word description of the outcome
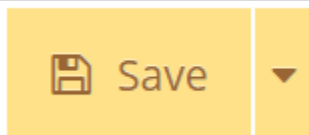
Outcome Statement: Enter the entire outcome statement

Outcome Status: Select the status of this outcome

Assessment Rotation Cycles: Select the years this outcome will be assessed
Hold down the ctrl key to select multiple years
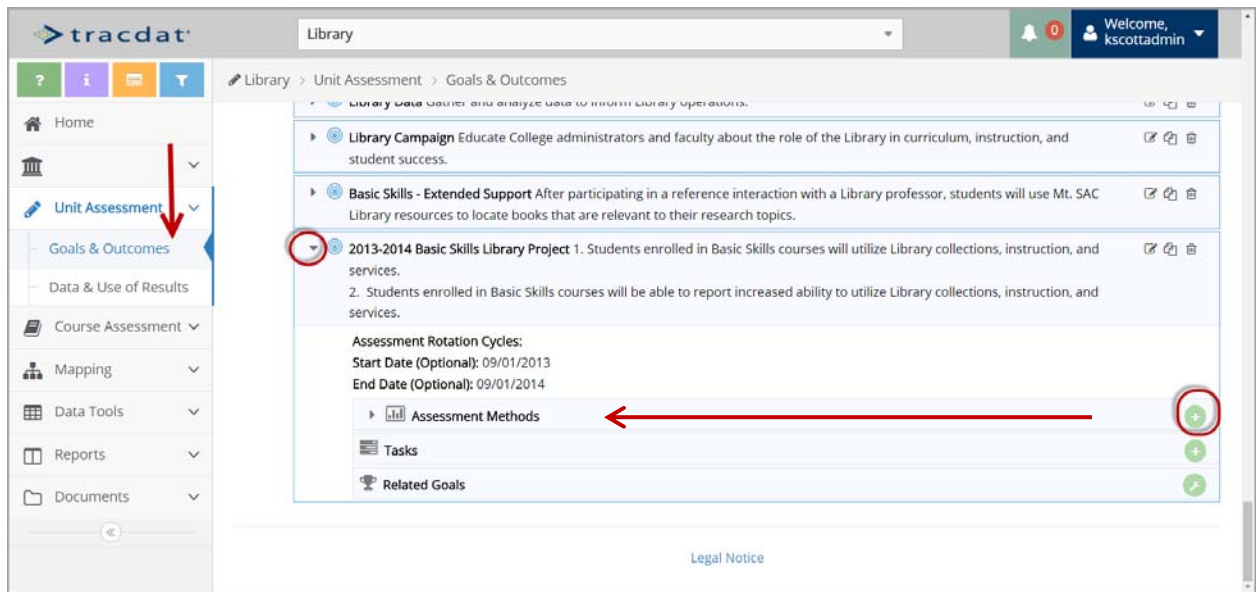
State Date (Optional):   Enter the date this outcome was created

End Date (Optional):   Enter the date this outcome was no longer active
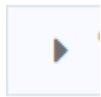

Click the yellow Save button

C. Unit Outcome: Assessment Method

Click on Unit Assessment, then Goals & Outcomes
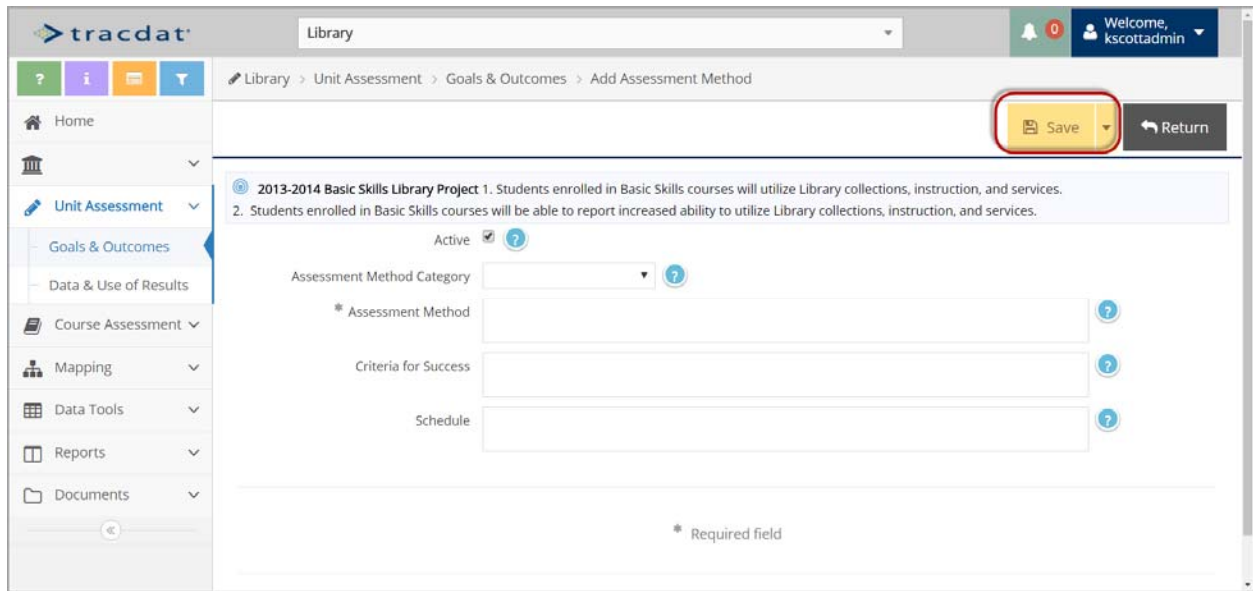
Triangle: Click the Triangle to expand an outcome

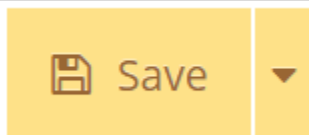Plus Sign: Click the Plus Sign to add a new assessment method

Active: Check the box if this assessment is currently used to determine the results of an outcome

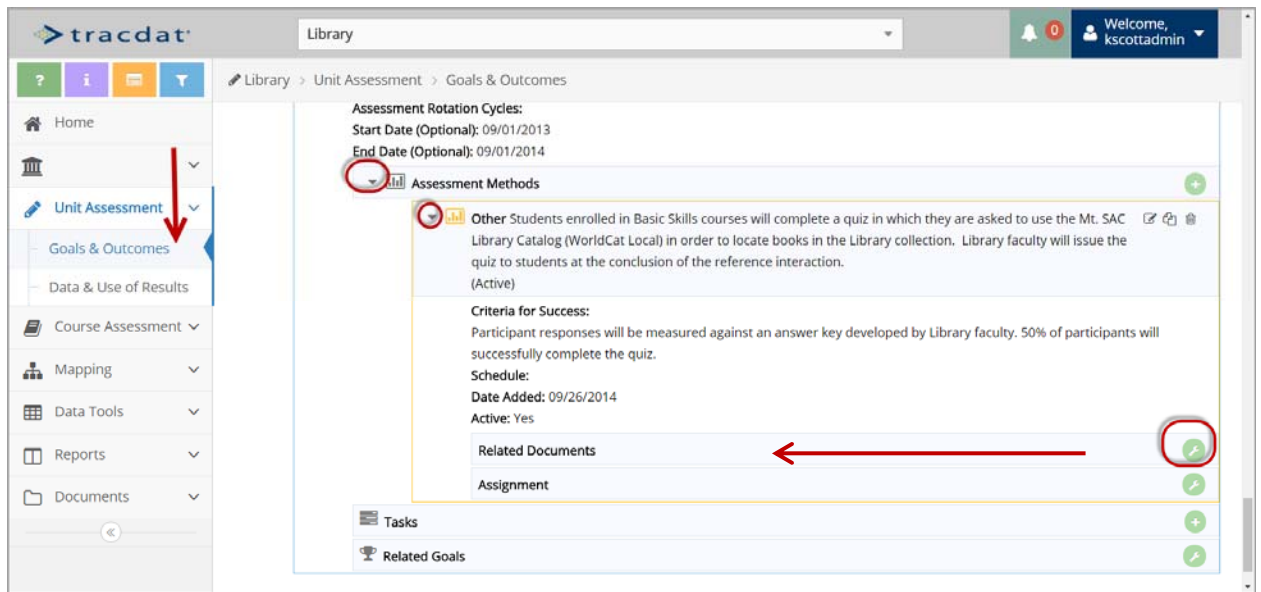**Assessment Method Category:** Select the type of assessment tool

Criteria for Success: Enter the criteria for success

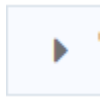**Schedule:**   Enter when the actual assessment occurs

Click the yellow Save button

D. Unit Outcome: Assessment Method, Related Document

Click on Unit Assessment, then Goals & Outcomes

Triangle: Click the Triangle to expand an outcome
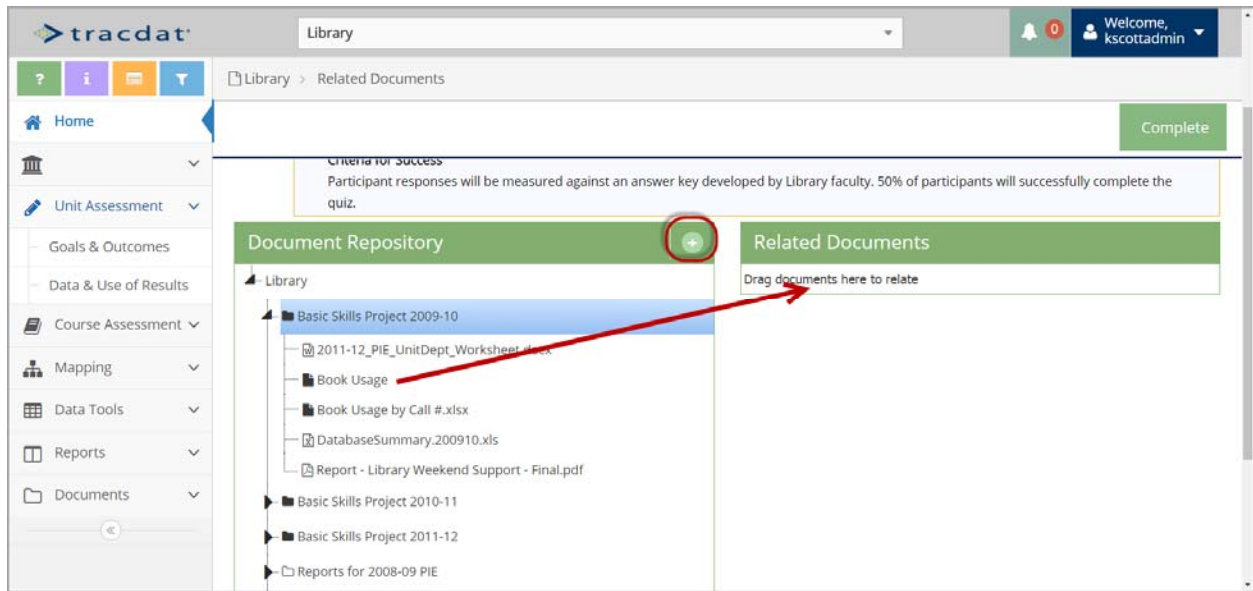
Triangle: Click the Triangle to expand an assessment method

Wrench: Click the wrench to add Related Documents

Plus Sign: Click the Plus Sign to add a new document or link

Drag Documents: Click and drag an existing document to the Related Documents box to link the document to an assessment method

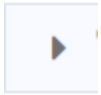## E. Unit Outcome: Assessment Method, Assignment

Click on Unit Assessment, then Goals & Outcomes

Triangle: Click the Triangle to expand an outcome

Triangle: Click the Triangle to expand an assessment method

Wrench: Click the wrench to access the Assignment feature

Assign To: Select the name of the person to assign the assessment method*

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification
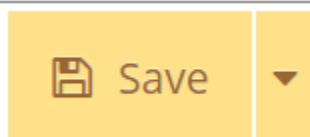
Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

Put Documents In: Select the folder the assignee will put the related documents in

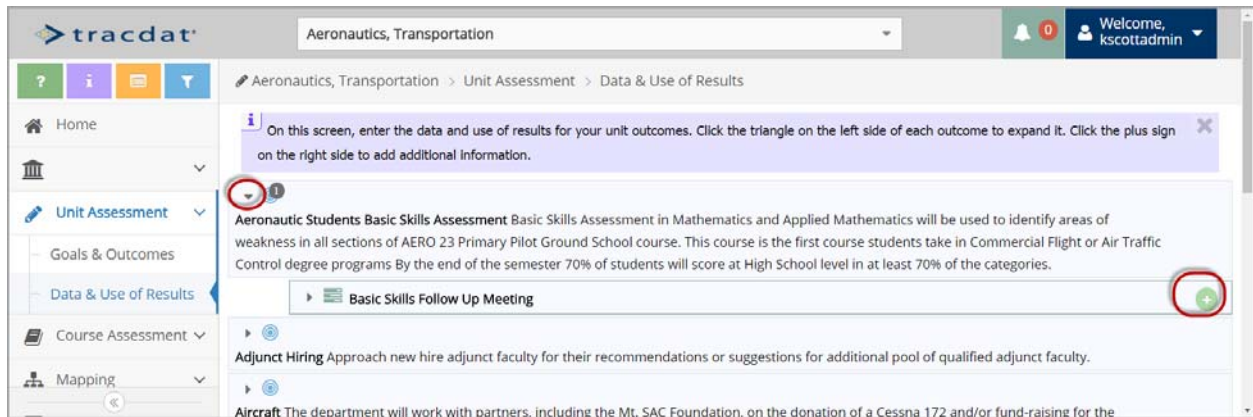**Email Assignment to Assignee(s):** Click this box to send the email notification

Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself
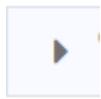

Click the yellow Save button

* If the person's name doesn't appear in the list, contact Kate Morales at ext. 5562 to have it added.

PART 3: Entering Unit Outcome Data & Use of Results

Click on Unit Assessment, then Data & Use of Results

▶ Triangle: Click the Triangle to expand an outcome*

➕ Plus Sign: Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See page 8 and 9.
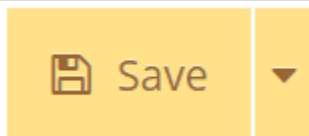
A. Unit Outcome: Summary of Data

Data Collection Date: Enter the current date

Summary of Data: Enter the summary of data

Summary of Data Period: Select the academic year the assessment
                                     data was collected in

Summary of Data Type: Select if the Criterion was met or not

Click the yellow Save button

B. Unit Outcome: Use of Results

Click on Unit Assessment, then Data & Use of Results

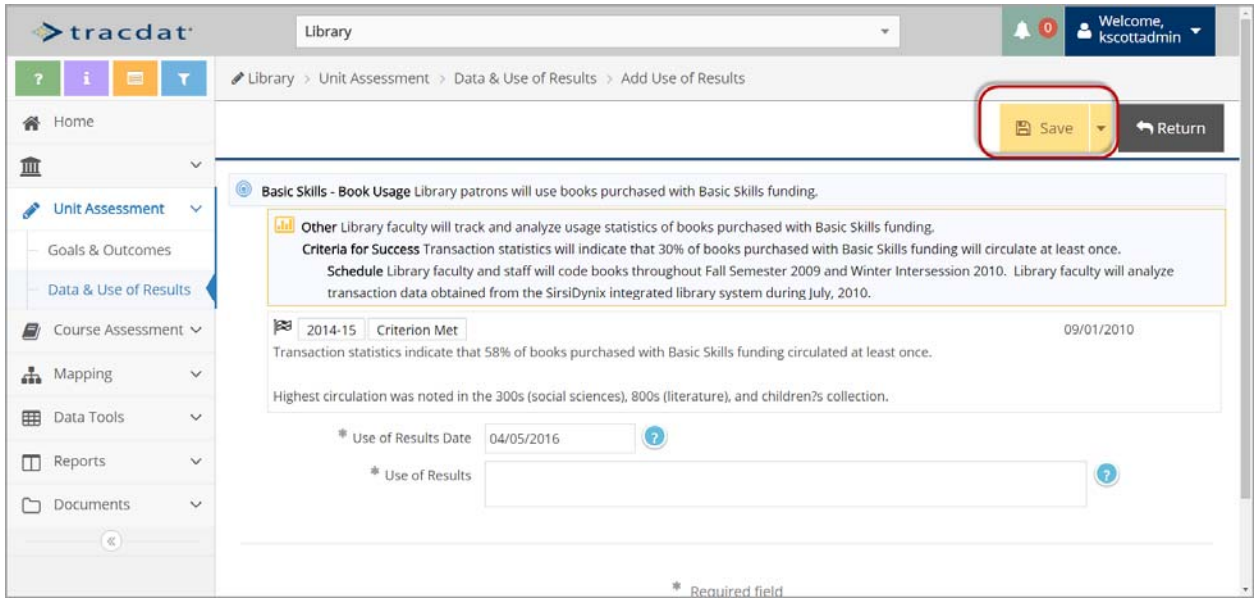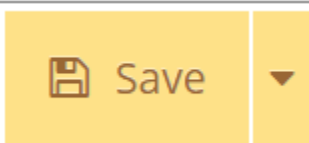|		
	Triangle:	Click the Triangle to expand an outcome
	Triangle:	Click the Triangle to expand an assessment method
	Plus Sign:	Click the Plus Sign to add a new use of results

Use of Results Date: Enter the current date

Use of Results: Enter the use of results

Click the yellow Save button

C: Unit Outcome: Use of Results, Related Documents

Click on Unit Assessment, then Data & Use of Results

Triangle: Click the Triangle to expand an outcome
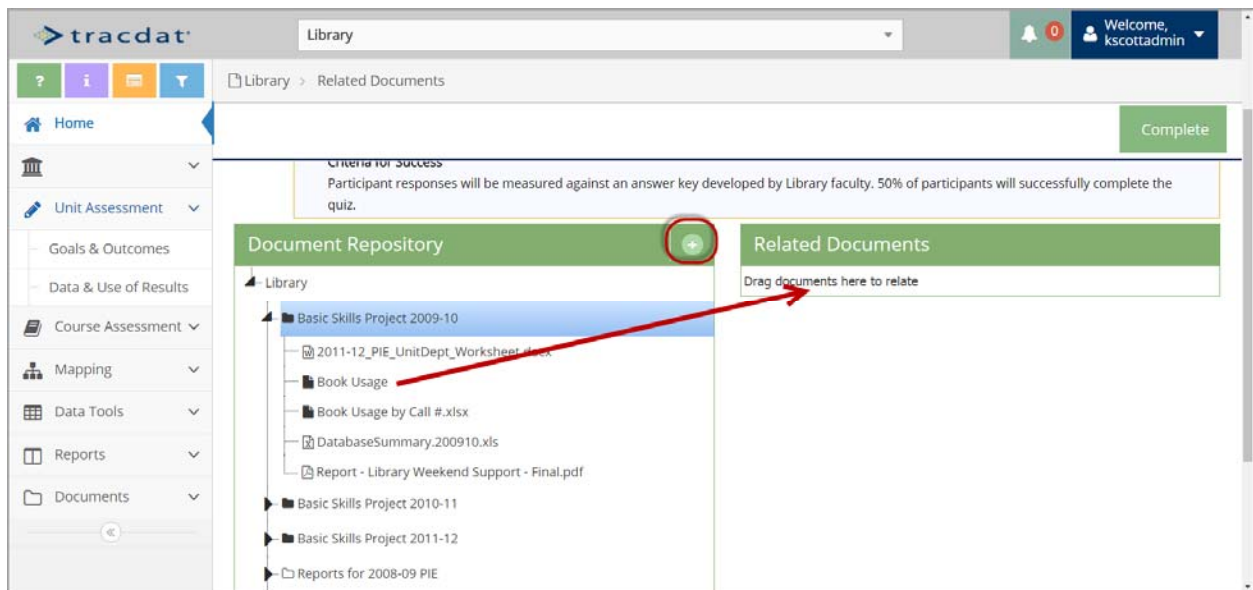
Triangle: Click the Triangle to expand an assessment method

Wrench: Click the wrench to add Related Documents

Plus Sign: Click the Plus Sign to add a new document or link

Drag Documents: Click and drag an existing document to the Related
                        Documents box to link the document to an assessment
                        method

D. Unit Outcome: Related Data & Use of Results

Click on Unit Assessment, then Data & Use of Results

▶	Triangle:	Click the Triangle to expand an outcome
▶	Triangle:	Click the Triangle to expand an assessment method
⊕	Plus Sign:	Click the Plus Sign to add related data and use of results

|		
▶ Triangle:	Click the Triangle to expand a unit to show courses
▶ Triangle:	Click the Triangle to expand a course to show outcomes
☑ :	Check the box to link course level data and use of results to a unit level outcome assessment.

PART 4: Entering a Course Outcome

Course Outcomes describe what a student will be able to do, know, or think upon receiving instruction during a class. Begin each outcome with 'Students will be able to . . . ' Departments may use course measureable objectives as SLOs.

A. Course Outcome
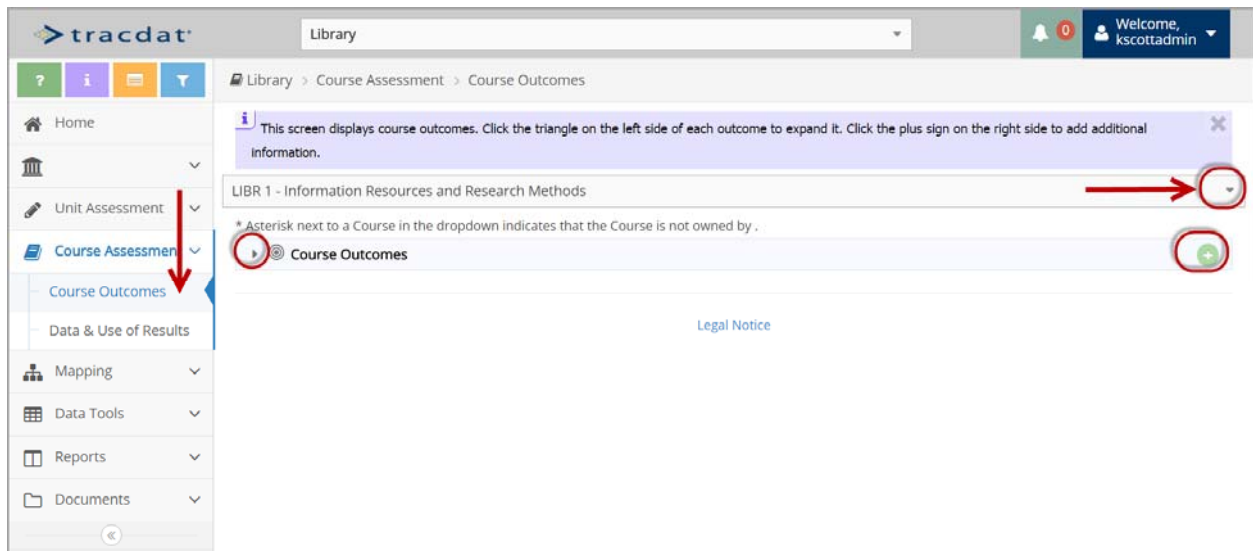
Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course
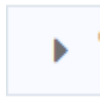
Triangle: Click the Triangle to expand existing Course Outcomes

Plus Sign: Click the Plus Sign to add a new course outcome

Course Outcome Name: Provide a 1 to 3 word description of the outcome
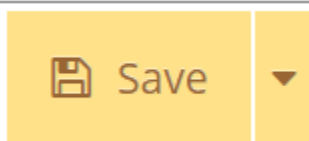
Course Outcome: Enter the entire outcome statement

Course Outcome Status: Select the status of this outcome

Assessment Cycles: Select the years this outcome will be assessed
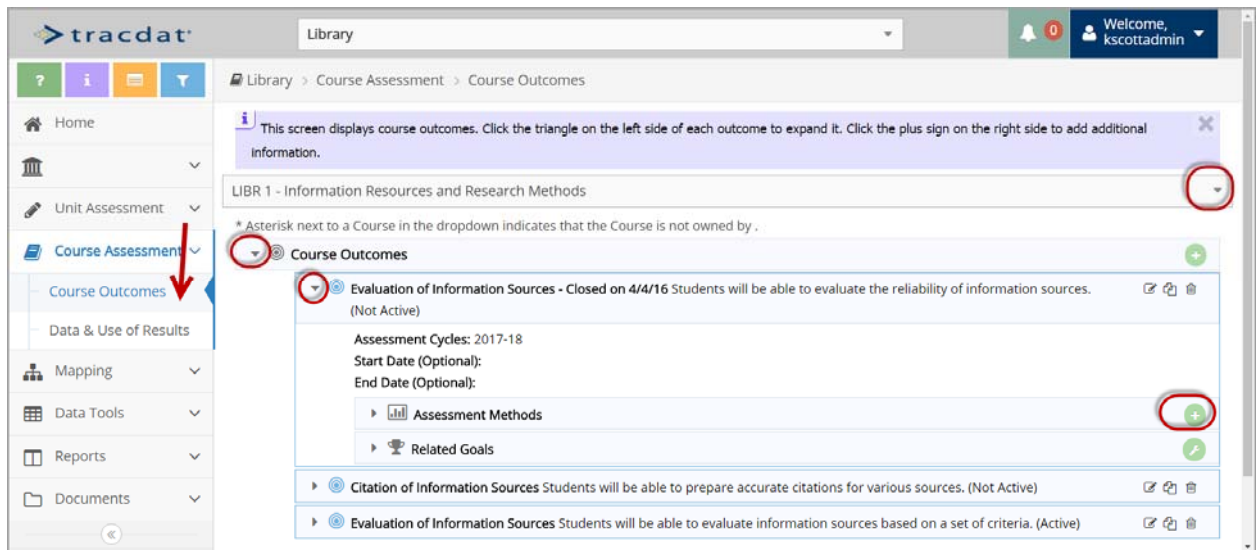Hold down the ctrl key to select multiple years

State Date (Optional):   Enter the date this outcome was created

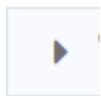**End Date (Optional):**   Enter the date this outcome was no longer active

Click the yellow Save button

B: Course Outcome: Assessment Method

Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to select the course

Triangle: Click the Triangle to expand the list of outcomes
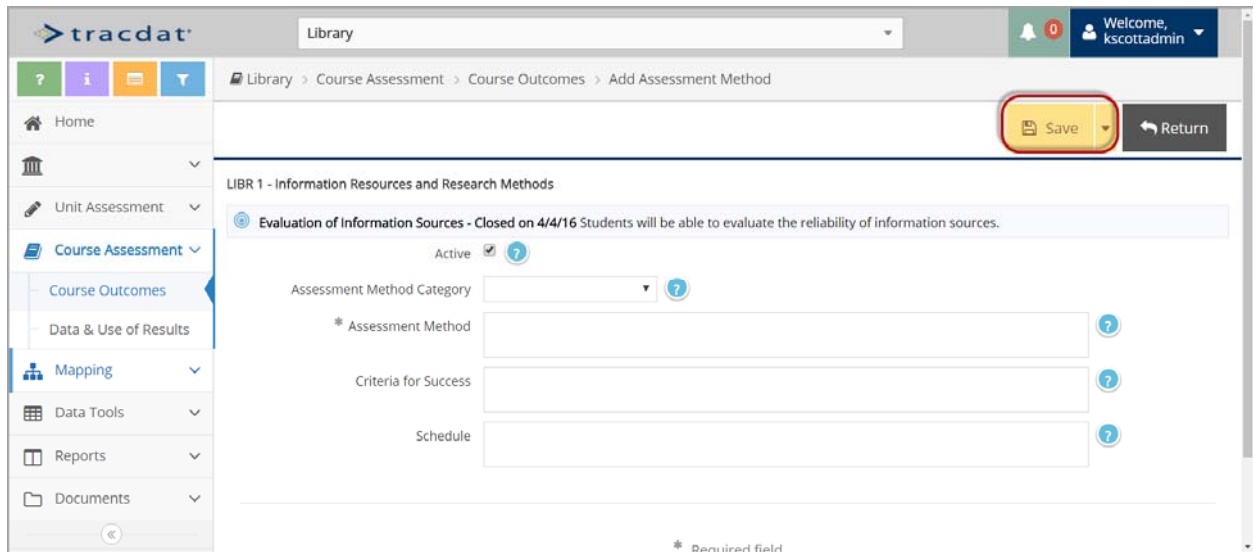
Triangle: Click the Triangle to expand the course outcome

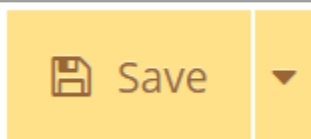Plus Sign: Click the Plus Sign to add a new assessment method

Active: Check the box if this assessment is currently used to determine the results of an outcome

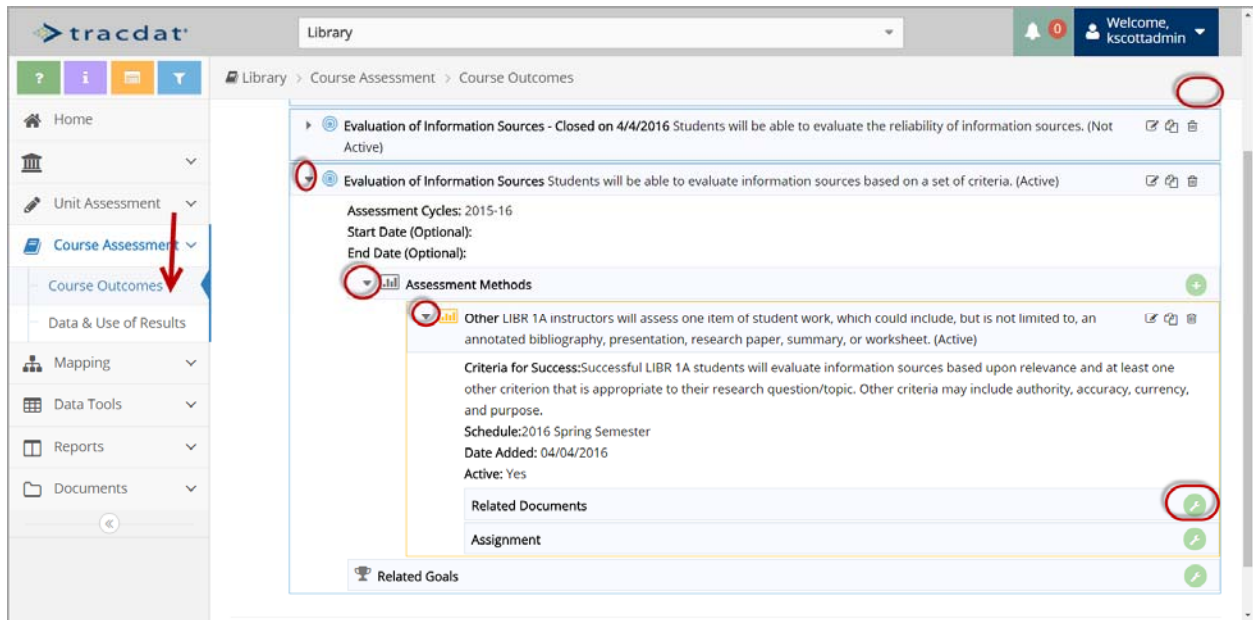**Assessment Method Category:** Select the type of assessment tool

Criteria for Success: Enter the criteria for success

Schedule: Enter when the actual assessment occurs

Click the yellow Save button

C. Course Outcome: Assessment Method, Related Documents

Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to
                    select the course

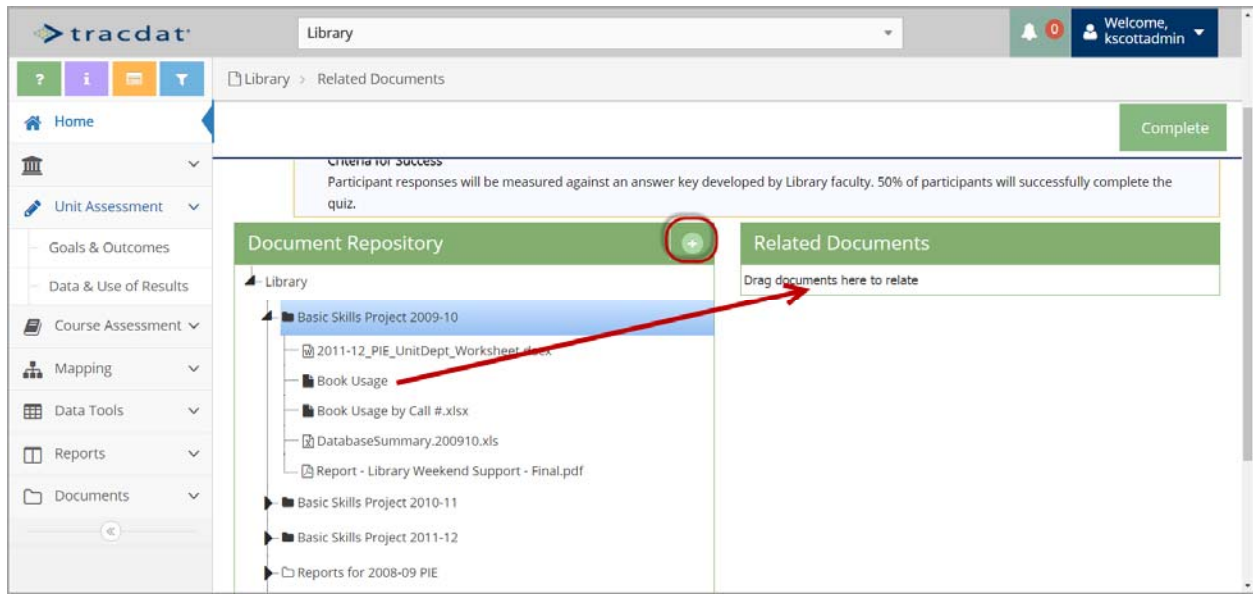   Triangle: Click the Triangle to expand an outcome

   Triangle: Click the Triangle to expand an assessment method

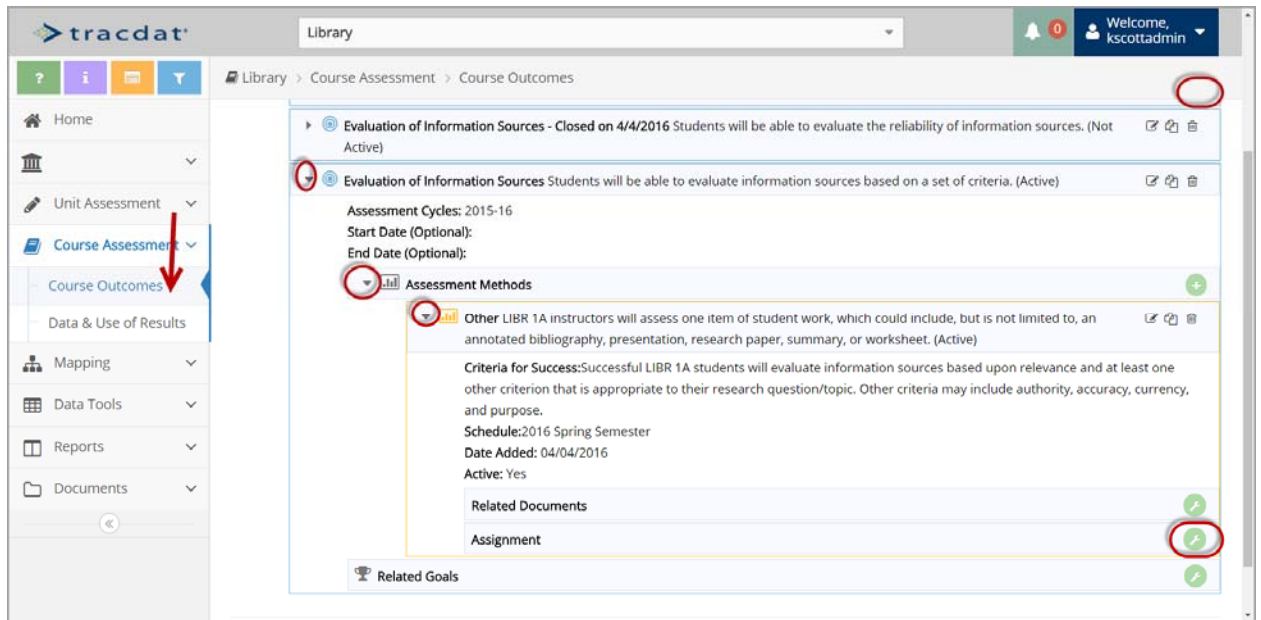   Wrench: Click the wrench to add Related Documents

Plus Sign: Click the Plus Sign to add a new document or link

Drag Documents: Click and drag an existing document to the Related Documents box to link the document to an assessment method

D: Course Outcome: Assessment Method, Assignment

Click on Course Assessment, then Course Outcomes

Course Selection: On the right side of the screen, use the drop down box to
                    select the course

Triangle: Click the Triangle to expand an outcome

Triangle: Click the Triangle to expand an assessment method

Wrench: Click the wrench to access the Assignment feature

Assign To: Select the name of the person to assign the assessment method

Due Date: Enter the date this assessment is due

Subject: Enter the subject for an email notification

Notes: Edit or enter the text for the body of the email notification

Repeats: Select how often the assessment data is due

Provide: Select the items the assignee must complete

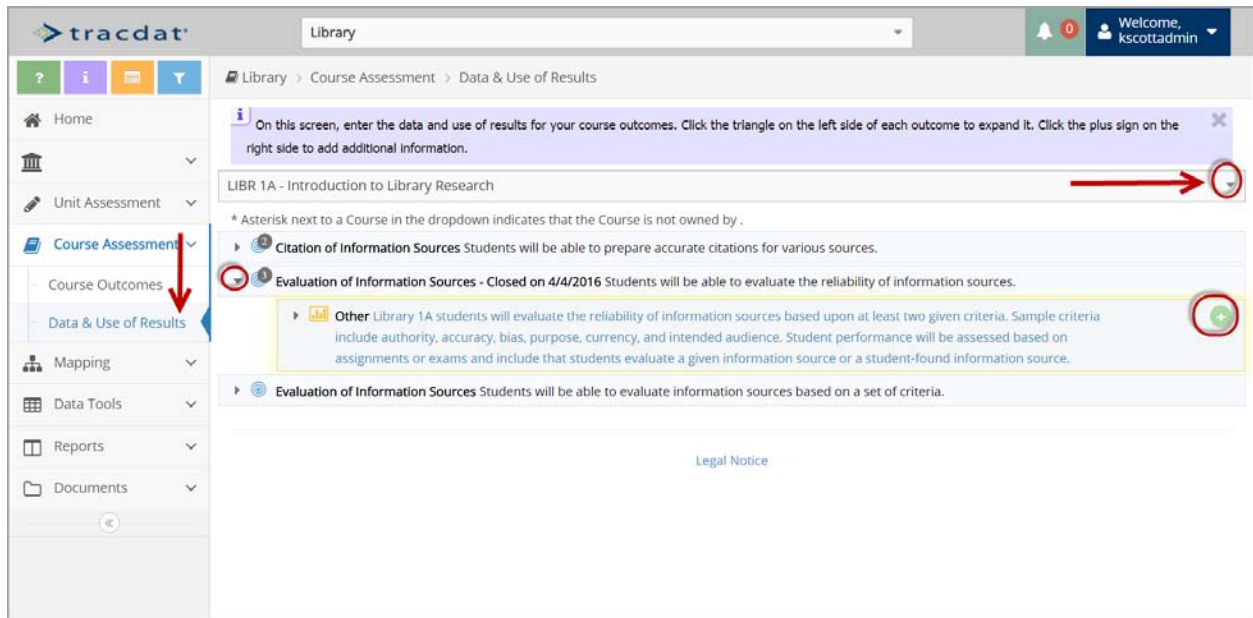**Put Documents In:** Select the folder the assignee will put the related documents in

Email Assignment to Assignee(s): Click this box to send the email notification

Send CC to Person Assigning: Click this box to send a copy of the email notification to yourself

Click the yellow Save button

PART 5: Entering Course Outcome Data & Use of Results

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to select the course
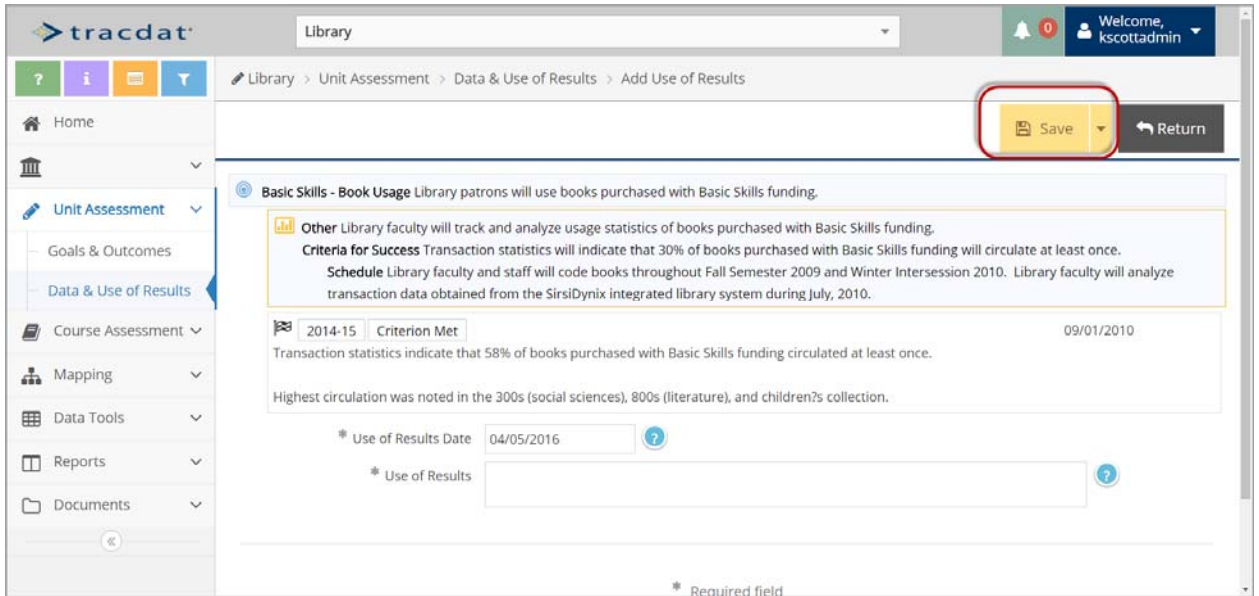
Triangle: Click the Triangle to expand an outcome*

Plus Sign: Click the Plus Sign to add a new summary of data

* If the Triangle does not expand an outcome, then no assessment method was entered. See pages 24 and 25.

A. Course Outcome: Summary of Data

Data Collection Date: Enter the current date

Summary of Data: Enter the summary of data

Summary of Data Period: Select the academic year the assessment
data was collected in

Summary of Data Type: Select if the Criterion was met or not

   Click the yellow Save button

B. Course Outcome: Use of Results

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to
                    select the course

Triangle: Click the Triangle to expand an outcome

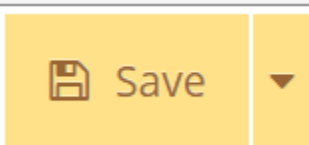Triangle: Click the Triangle to expand an assessment method

Plus Sign: Click the Plus Sign to add a new use of results

Use of Results Date: Enter the current date

Use of Results: Enter the use of results

Click the yellow Save button

C. Course Outcome: Use of Results, Related Documents

Click on Course Assessment, then Data & Use of Results

Course Selection: On the right side of the screen, use the drop down box to
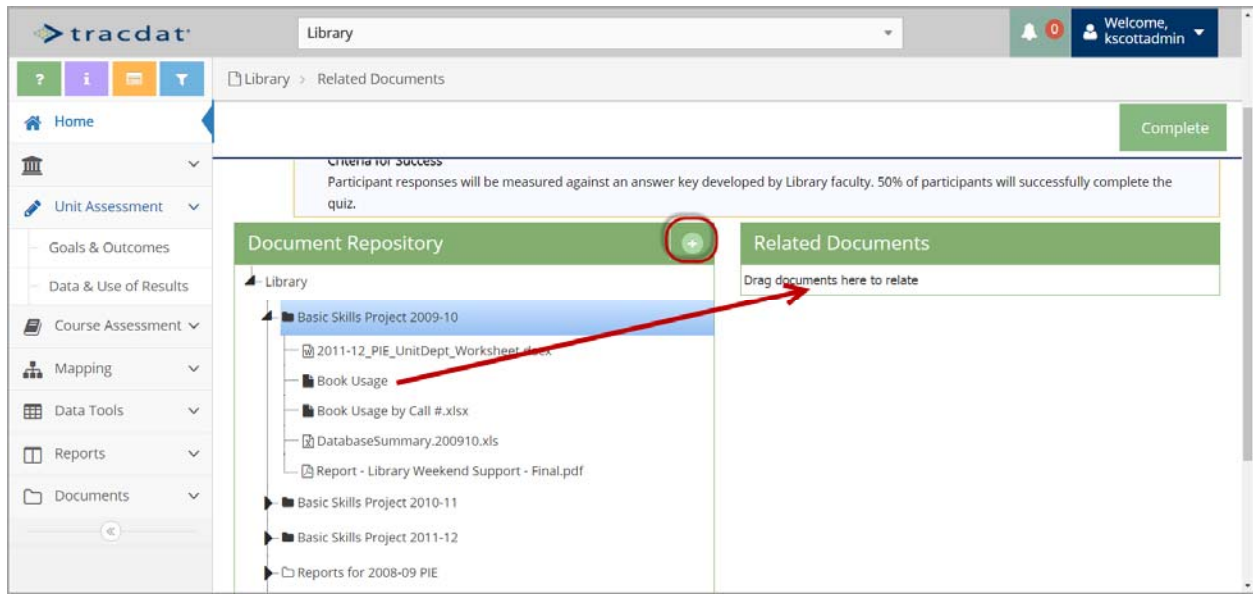   select the course

Triangle: Click the Triangle to expand an outcome

Triangle: Click the Triangle to expand an assessment method

Wrench: Click the wrench to add Related Documents

Plus Sign: Click the Plus Sign to add a new document or link

Drag Documents: Click and drag an existing document to the Related
Documents box to link the document to an assessment
method

Part 6: Mapping

The College's Institutional Level Outcomes (ILOs) are:

- Communication
    - Students effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.
- Critical Thinking
    - Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.
- Information & Technology Literacy
    - Students use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.
- Personal, Social, Civic, and Environmental Responsibility
    - Students demonstrate awareness and respect for personal, social, and civic responsibilities.

A. Unit Outcome to ILO

Click on Mapping, then AUO/SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Mapping: Click in the box to make a checkmark for those unit outcomes that link to the ILO.
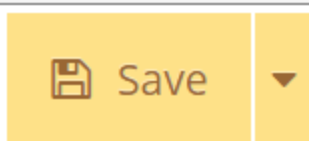
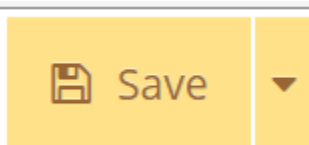   Click the yellow Save button

B. Course Outcome to ILO

Click on Mapping, then CMO/Course SLO to ILO Mapping

ILO Selection: At the top of the grid, use the drop down box to select ILO: Institutional Level Outcomes

Course Selection: At the top of the grid, use the drop down box to select the courses so the outcomes display.

Mapping: Click in the box to make a checkmark for those course outcomes that link to the ILO.

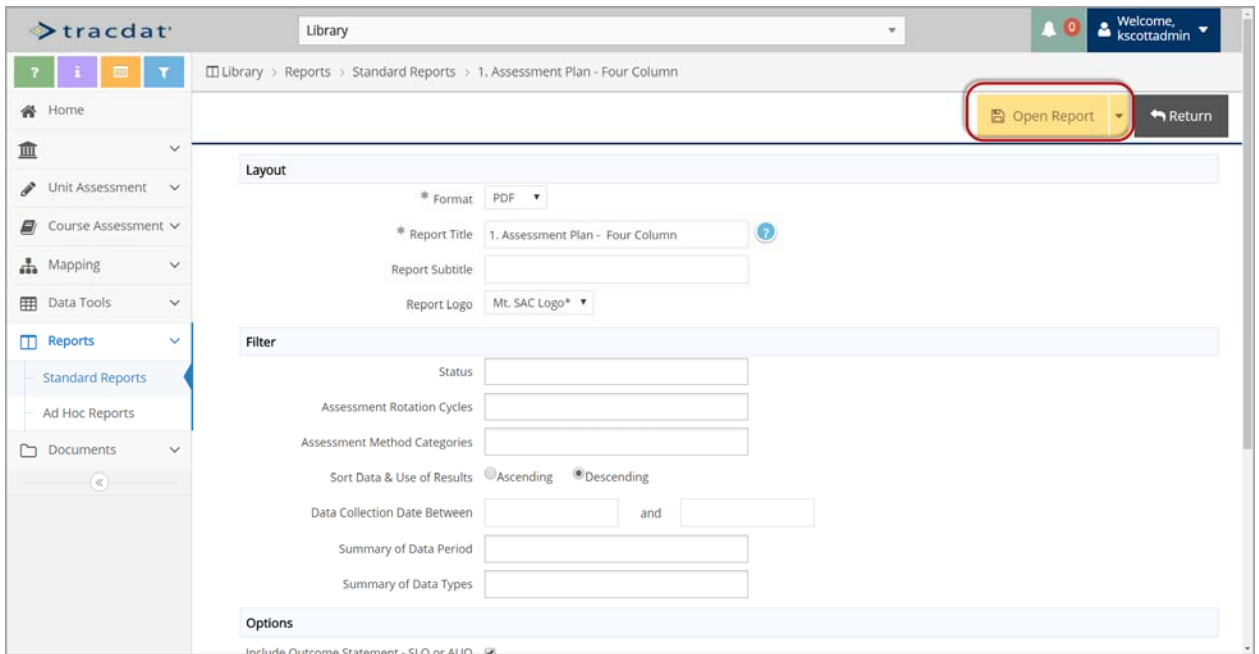

Click the yellow Save button

Part 7: Standard Reports

Click on Reports, then Standard Reports

Click the blue link for the name of the requested report to display options for running the standard reports

Select the desired report layout and filters
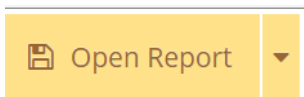
Click the yellow open report button to generate the requested report.