



# **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**

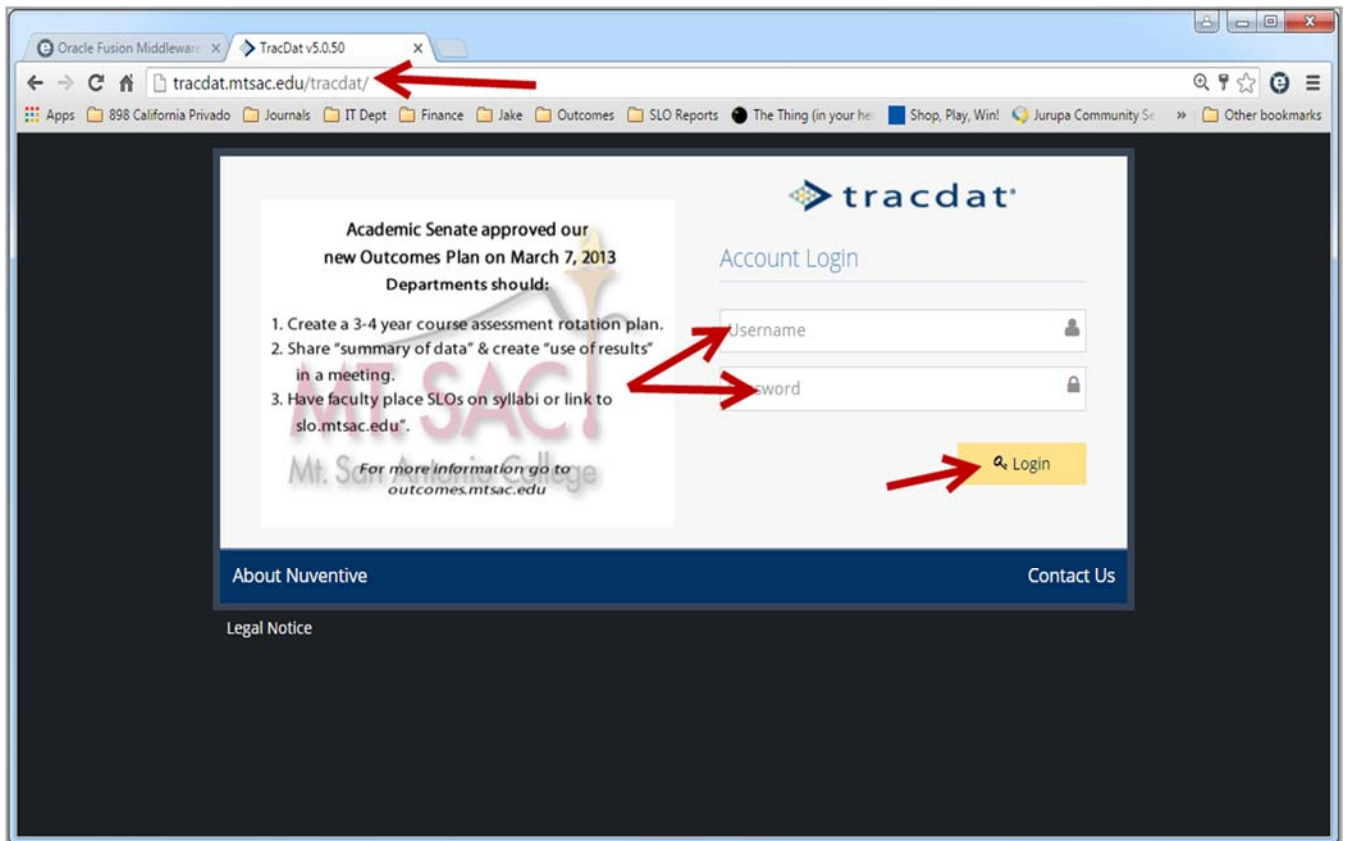


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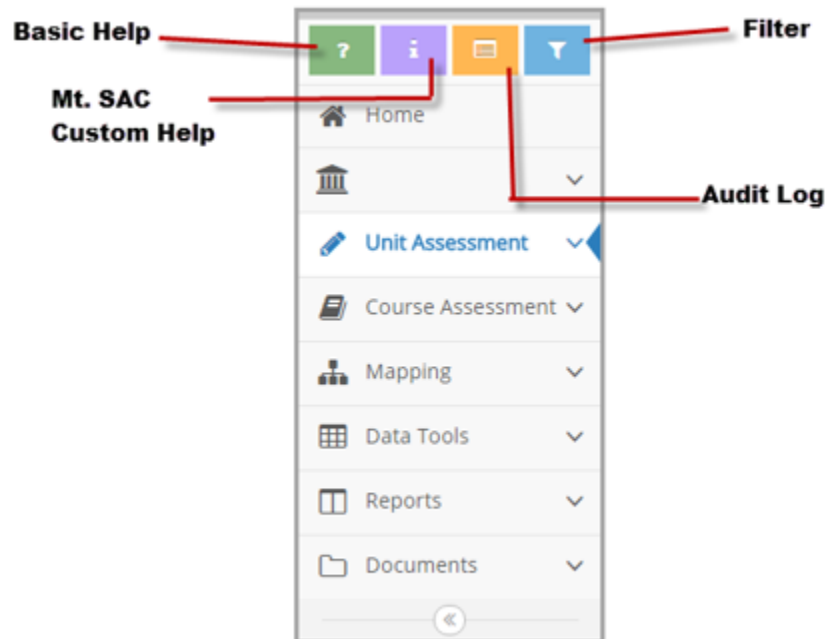
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## PART 1: Logging in to TracDat

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.

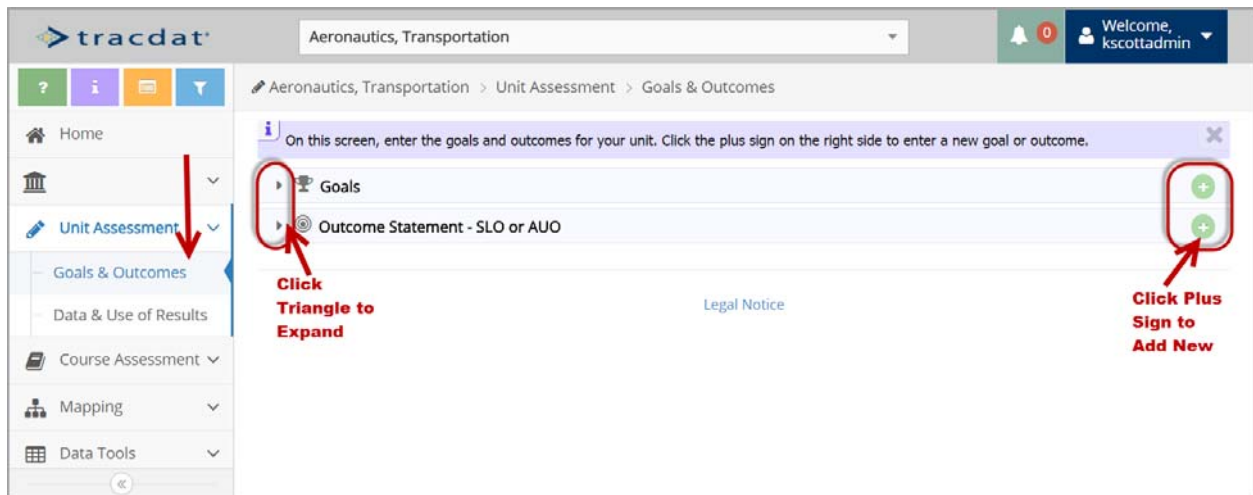
Audit Log – Details who made changes to a page, when the changes were made, and what text was changed.

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

Aeronautics, Transportation

Home

Unit Assessment

Goals & Outcomes

Data & Use of Results

Course Assessment

Mapping

Data Tools

Reports

Documents

Aeronautics, Transportation > Unit Assessment > Goals & Outcomes > Add Outcome Statement - SLO or AUO

Save

Return

\* Outcome Name

\* Outcome Statement - SLO or AUO

Outcome Status

Assessment Rotation Cycles

Start Date (Optional)

End Date (Optional)

\* Required field

**Outcome Name:** Provide a 1 to 3 word description of the outcome

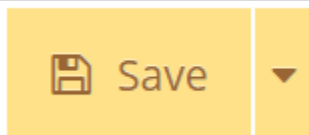
**Outcome Statement:** Enter the entire outcome statement

**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

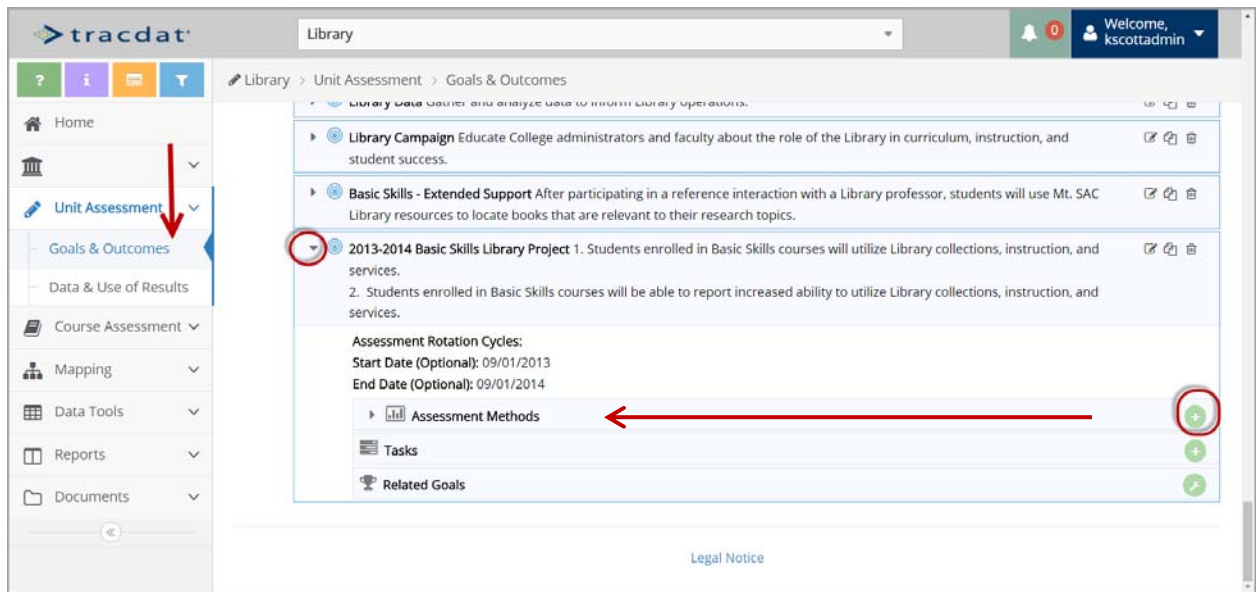
**State Date (Optional):** Enter the date this outcome was created

**End Date (Optional):** Enter the date this outcome was no longer active

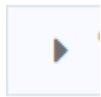


Click the yellow Save button

## C. Unit Outcome: Assessment Method



Click on Unit Assessment, then Goals & Outcomes



Triangle:

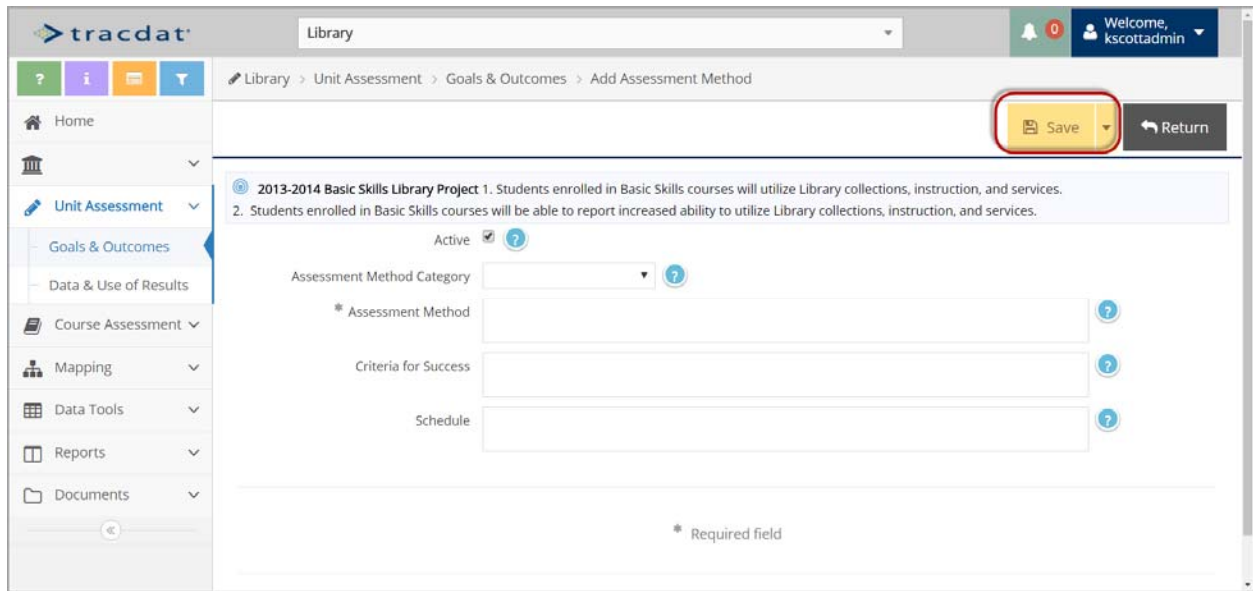
Click the Triangle to expand an outcome



Plus Sign:

Click the Plus Sign to add a new assessment method



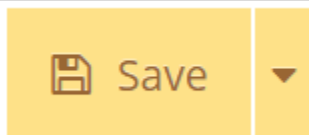


**Active:** Check the box if this assessment is currently used to determine the results of an outcome

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

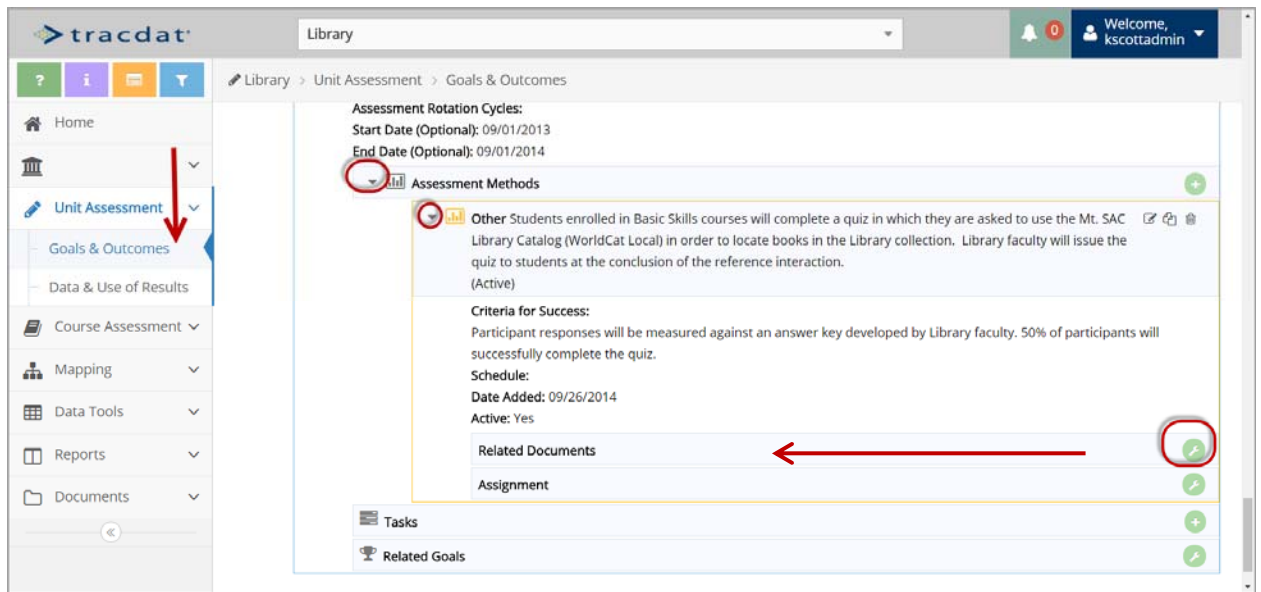
**Criteria for Success:** Enter the criteria for success

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



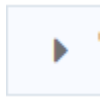
Click the yellow Save button

## D. Unit Outcome: Assessment Method, Related Document



The screenshot shows the TracDat interface. The breadcrumb trail is 'Library > Unit Assessment > Goals & Outcomes'. The left sidebar has 'Unit Assessment' selected, with 'Goals & Outcomes' highlighted. The main content area shows 'Assessment Rotation Cycles' with start and end dates. Below that, the 'Assessment Methods' section is expanded, showing details for an assessment method. A red arrow points to the 'Related Documents' section, which has a wrench icon circled in red.

Click on Unit Assessment, then Goals & Outcomes



Triangle:

Click the Triangle to expand an outcome



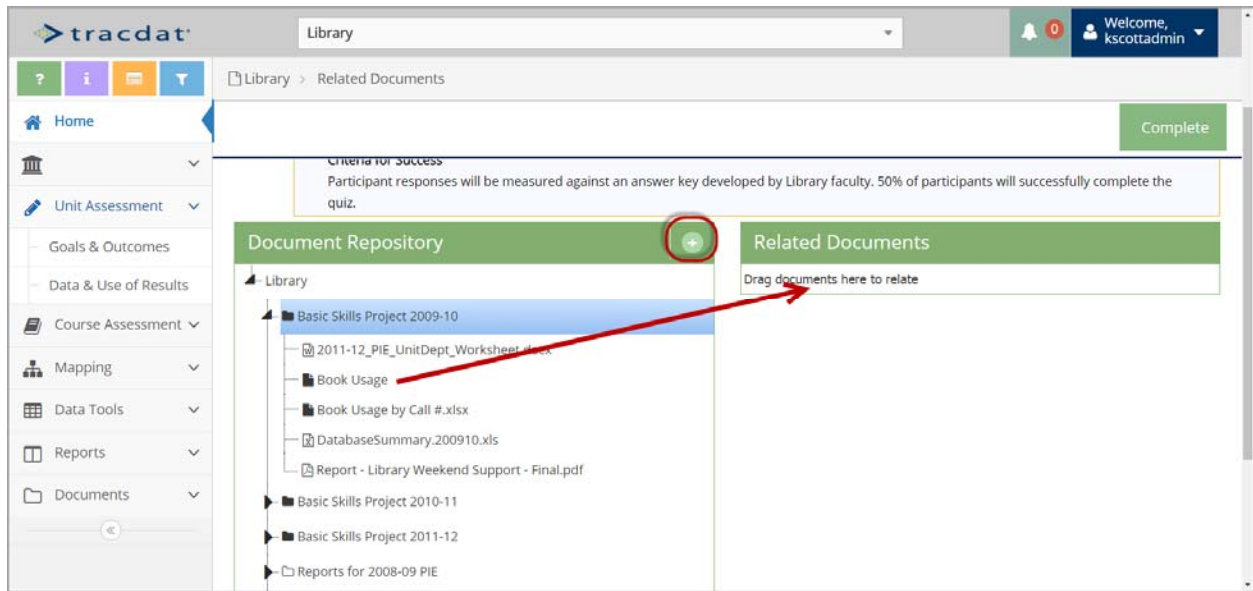
Triangle:

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

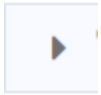
The screenshot shows the Tracdat application interface. The top navigation bar includes the 'tracdat' logo, a 'Library' dropdown, and a user profile 'Welcome, kscottadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' and 'Goals & Outcomes' selected. The main content area displays 'Assessment Rotation Cycles' with 'Start Date (Optional): 09/01/2013' and 'End Date (Optional): 09/01/2014'. Below this is the 'Assessment Methods' section, which includes a description of a quiz, 'Criteria for Success', 'Schedule', and 'Date Added: 09/26/2014'. A red arrow points to the 'Assignment' link in the 'Related Documents' section. Another red arrow points to the 'Unit Assessment' menu item in the sidebar.

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

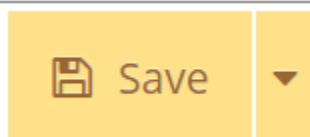
**Repeats:** Select how often the assessment data is due

**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

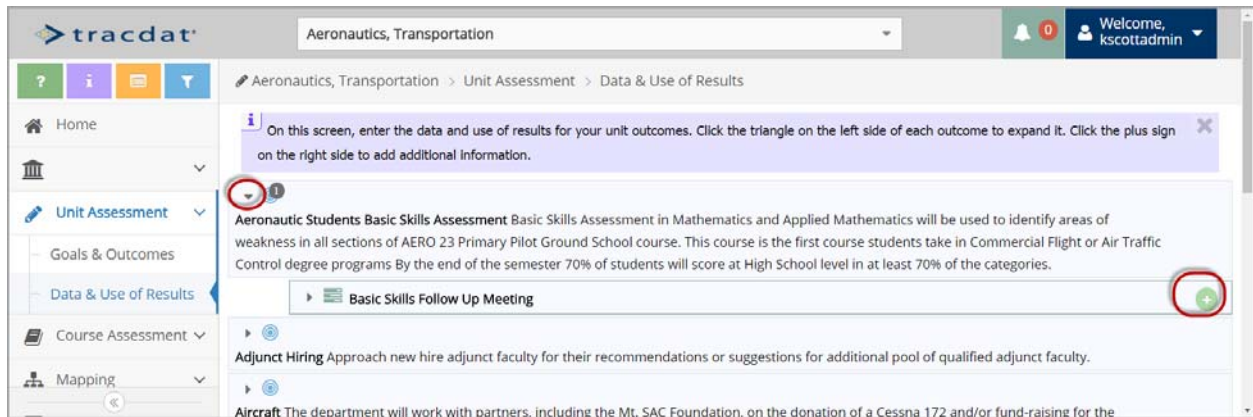
**Send CC to Person Assigning:** Click this box to send a copy of the email notification to yourself



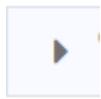
Click the yellow Save button

\* 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

tracdat Aeronautics, Transportation

Welcome, kscottadmin

Aeronautics, Transportation > Unit Assessment > Data & Use of Results > Add Summary of Data

Home

Unit Assessment

Goals & Outcomes

Data & Use of Results

Course Assessment

Mapping

Data Tools

Reports

**Aeronautics Students Basic Skills Assessment** Basic Skills Assessment in Mathematics and Applied Mathematics will be used to identify areas of weakness in all sections of AERO 23 Primary Pilot Ground School course. This course is the first course students take in Commercial Flight or Air Traffic Control degree programs By the end of the semester 70% of students will score at High School level in at least 70% of the categories.

Basic Skills Follow Up Meeting

**Task Description** Meet with TERC for end of semester briefing and planning session for Fall 2008

\* Data Collection Date 04/05/2016

\* Summary of Data

\* Summary of Data Period

\* Summary of Data Type

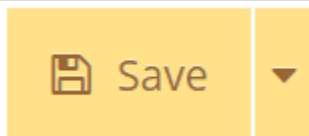
Save Return

**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

The screenshot shows the Tracdat software interface. The top navigation bar includes the Tracdat logo, a 'Library' dropdown, and a user profile for 'Welcome, kscolltadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' and 'Data & Use of Results' highlighted. The main content area displays a list of outcomes, with one outcome expanded to show 'Use of Results', 'Related Documents', and 'Related Data & Use of Results' sections. Red circles and arrows highlight specific UI elements: a triangle icon in the navigation menu, a triangle icon next to an outcome, and plus signs in the expanded outcome's sub-sections.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



Triangle:

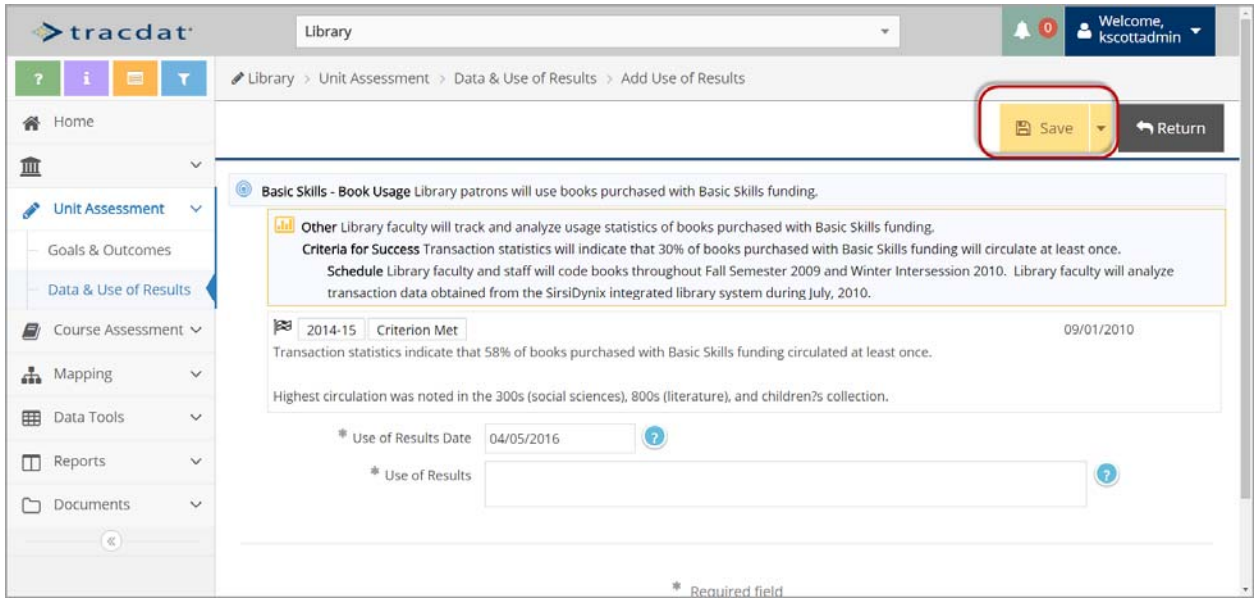
Click the Triangle to expand an assessment method



Plus Sign:

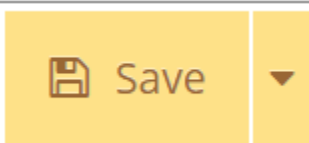
Click the Plus Sign to add a new use of results





**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

Library > Unit Assessment > Data & Use of Results

Collection - Review of Learning Modalities Examine how library collections and services support a range of learning needs.

Basic Skills - Books 2010-11 Library faculty will compare transaction data of books purchased under basic skills funding and library funding.

Other Library faculty will deepen its understanding of the use and non-use of the materials in the 300 division. To identify strengths and weaknesses in this division, faculty will analyze circulation statistics by subdivision (ex. 300, 310, 320, etc.). Library faculty will compare the circulation statistics of materials purchased with Basic Skills funding to the circulation statistics of the entire collection.

2014-15	Criterion Met	07/14/2011
Library faculty reviewed circulation statistics for materials classified in the 300 division. Faculty is highly satisfied with the circulation statistics of books purchased with Basic Skills and Library funds. The circulation rate of books purchased with Basic Skills funds particularly exceeds faculty expectations.		

Use of Results

Related Documents

Related Data & Use of Results

Personnel - Library Faculty Evaluation Recommend to Faculty Association an evaluation process for library faculty.

Click on Unit Assessment, then Data & Use of Results



Triangle:

Click the Triangle to expand an outcome



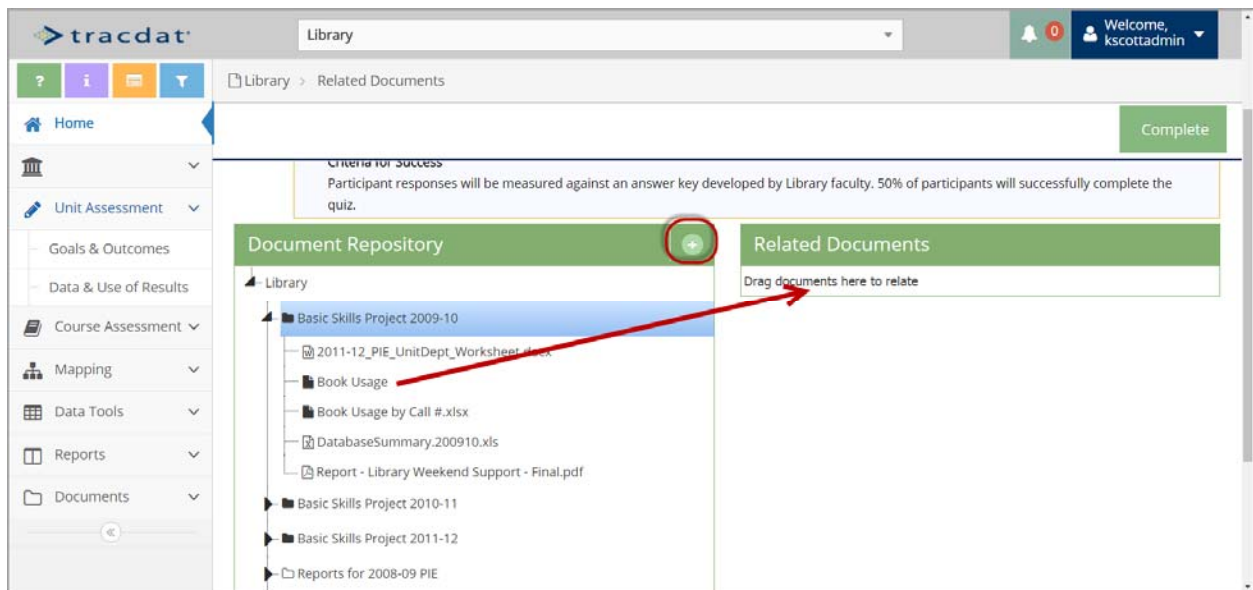
Triangle:

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

The screenshot shows the Tracdat software interface. The top navigation bar includes the Tracdat logo, a 'Library' dropdown menu, and a user profile for 'kscottadmin'. The left sidebar contains a navigation menu with 'Unit Assessment' selected, and 'Data & Use of Results' highlighted with a red arrow. The main content area displays a list of outcomes. One outcome, 'Other', is expanded to show a table of data for '2014-15' with the criterion 'Met'. Below the table are three expandable sections: 'Use of Results', 'Related Documents', and 'Related Data & Use of Results'. Red circles highlight the expandable icons (triangles and plus signs) for these sections.

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

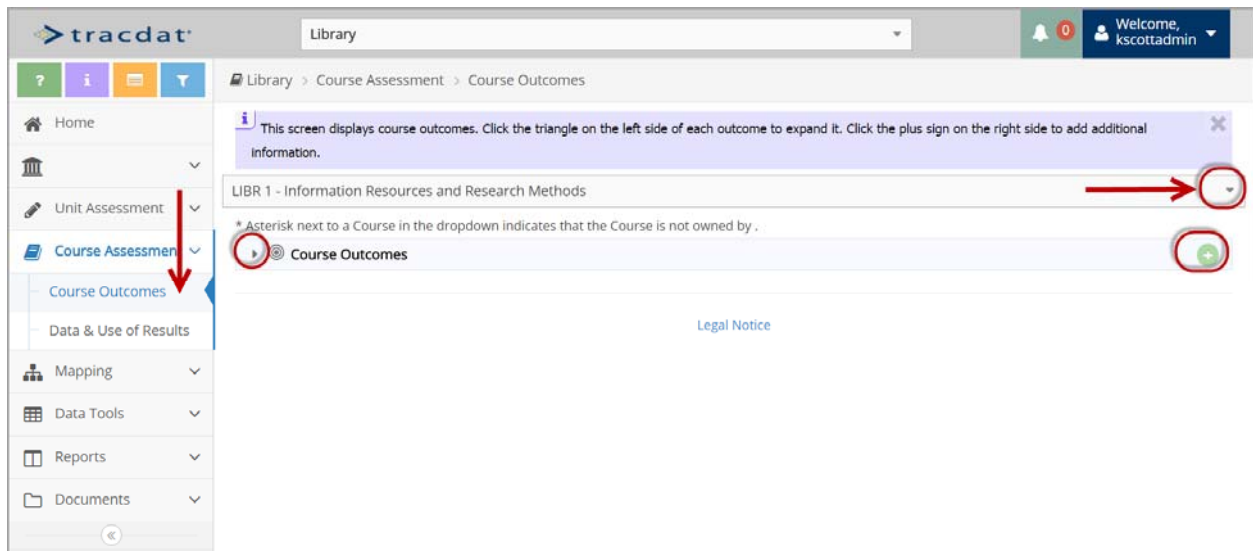


: Check the box to link course level data and use of results to a unit level outcome assessment.

## PART 4: Entering a Course Outcome

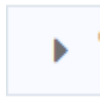
Course Outcomes describe what a student will be able to do, know, or think upon receiving instruction during a class. Begin each outcome with 'Students will be able to . . . ' Departments may use course measurable objectives as SLOs.

### 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

The screenshot shows the Tracdat interface for adding a course outcome. The breadcrumb trail is: Library > Course Assessment > Course Outcomes > Add Course Outcome. The form is titled 'LIBR 1A - Introduction to Library Research'. It contains the following fields:

- \* Course Outcome Name (Required field)
- \* Course Outcome (Required field)
- Course Outcome Status (Dropdown menu)
- Assessment Cycles (Text input)
- Start Date (Optional) (Text input)
- End Date (Optional) (Text input)

At the top right of the form area, there is a yellow 'Save' button with a dropdown arrow, which is highlighted with a red circle, and a grey 'Return' button.

**Course Outcome Name:** Provide a 1 to 3 word description of the outcome

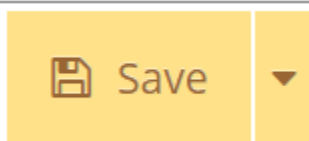
**Course Outcome:** Enter the entire outcome statement

**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

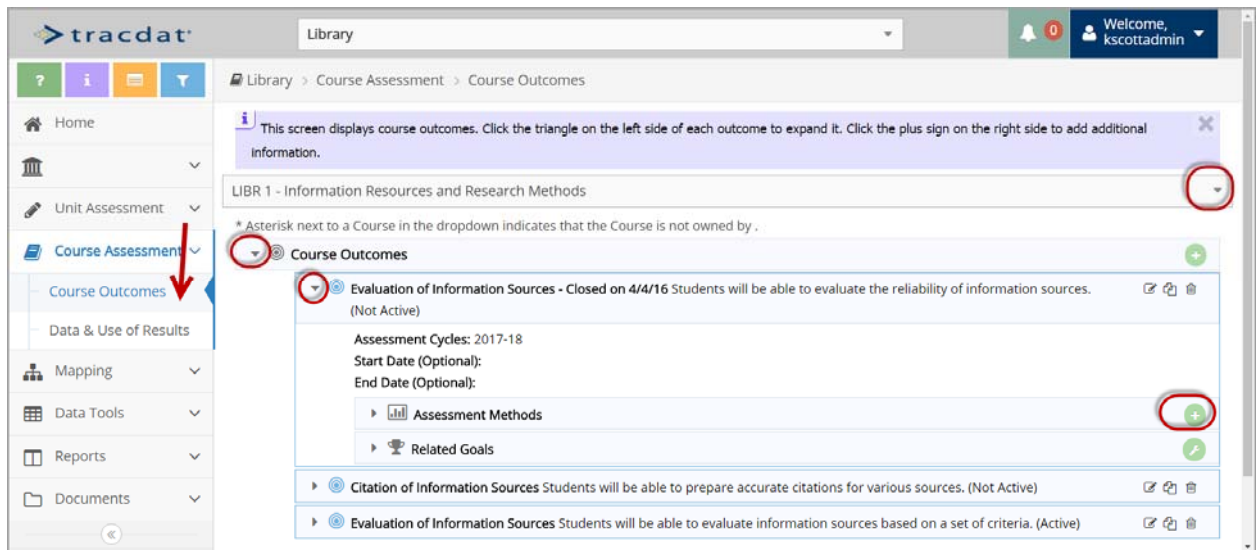
**State Date (Optional):** Enter the date this outcome was created

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



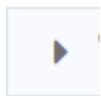
Click the yellow Save button

## 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:

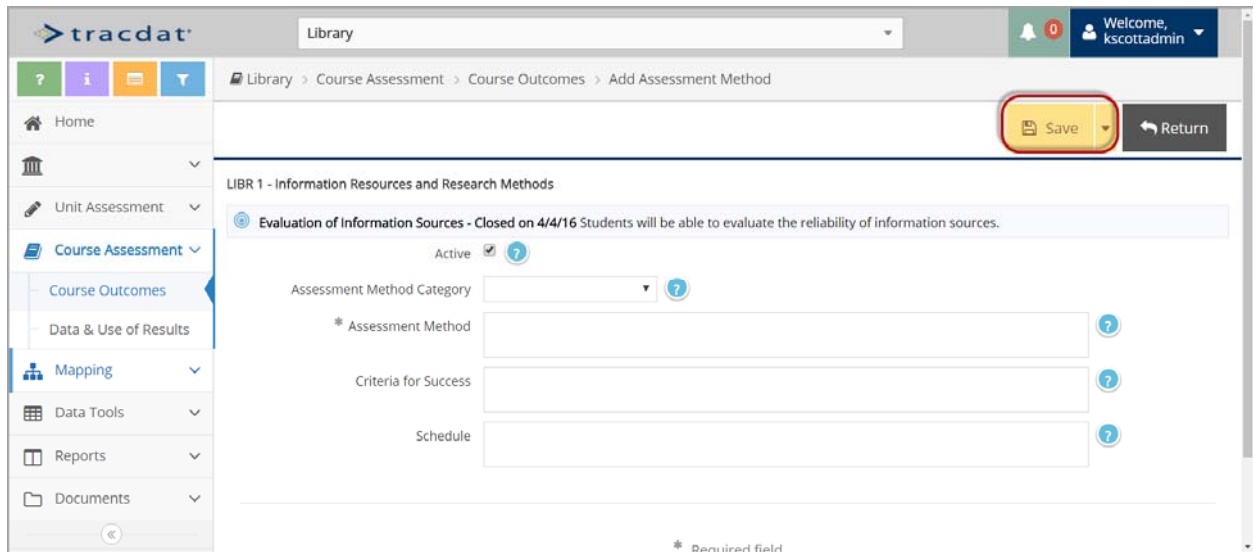
Click the Triangle to expand the course outcome



Plus Sign:

Click the Plus Sign to add a new assessment method



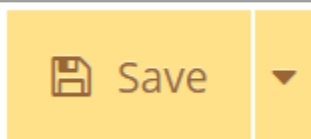


**Active:** Check the box if this assessment is currently used to determine the results of an outcome

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

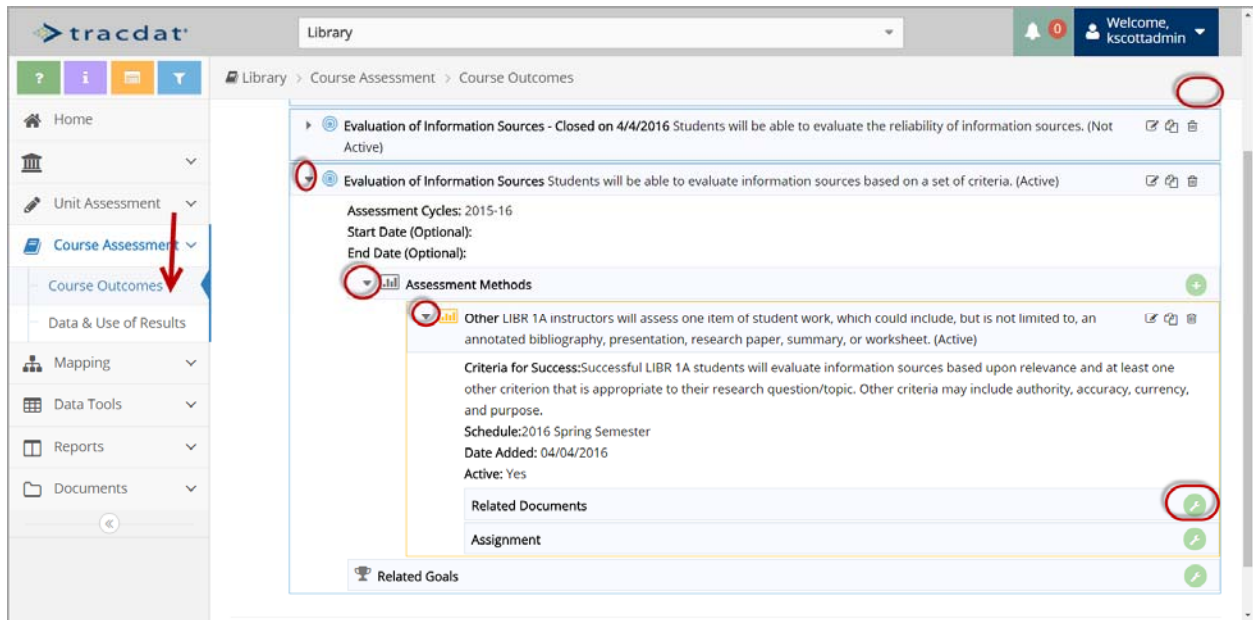
**Criteria for Success:** Enter the criteria for success

**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



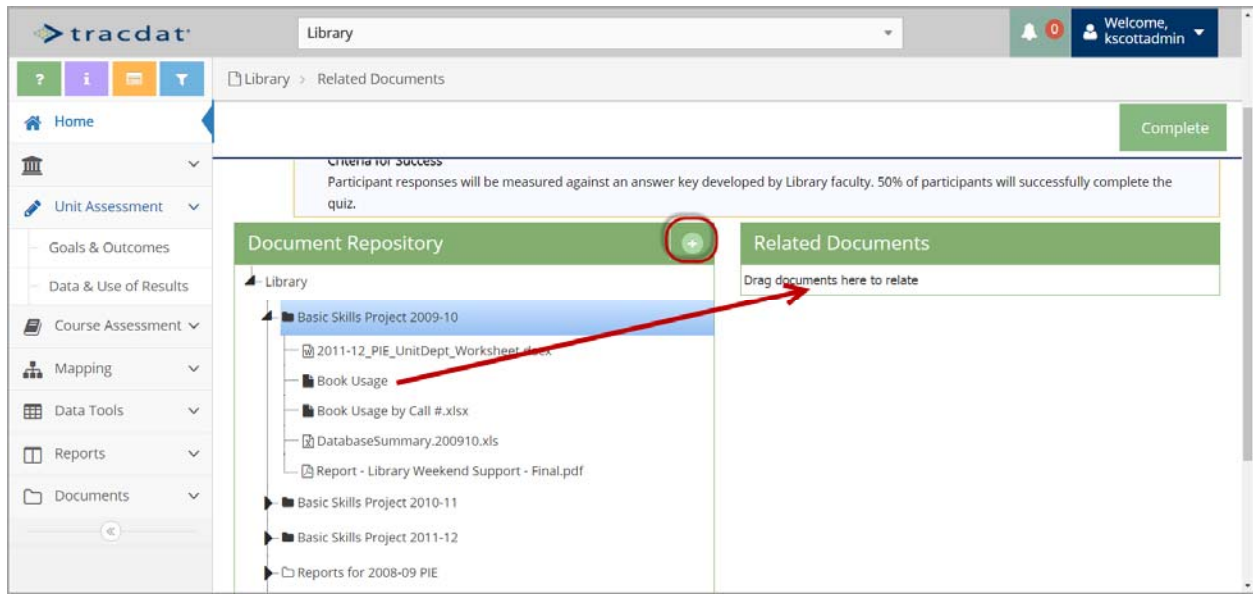
Triangle:

Click the Triangle to expand an assessment method



Wrench:

Click the wrench to add Related Documents



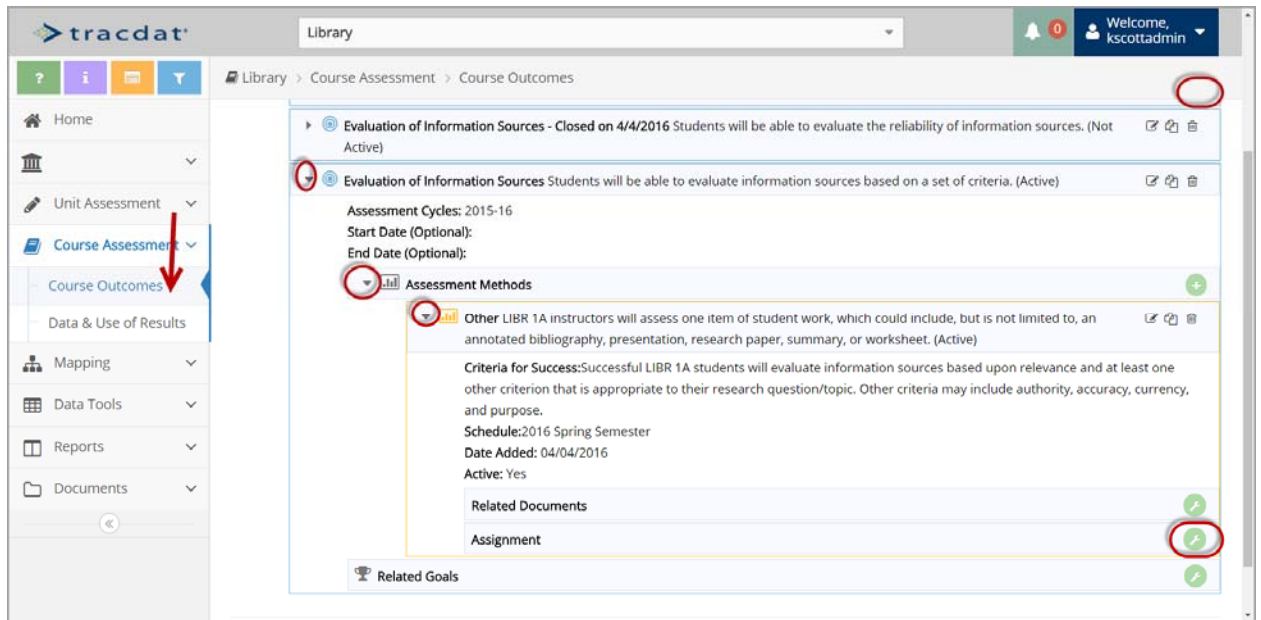
Plus Sign:

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

The screenshot shows the 'Assign Assessment Method' form in the TracDat system. The form is titled 'Library > Unit Assessment > Goals & Outcomes > Assign Assessment Method'. The 'Save' button is highlighted with a red circle. The form fields are as follows:

- \* Assign To:** [Empty text box]
- Due Date:** 04/05/2016
- Subject:** Assignment from TracDat
- Notes/Instructions:** Assessment Method Category: Other  
Assessment Method: Students enrolled in Basic Skills courses will complete a quiz in which they are asked to use the Mt. SAC Library Catalog (WorldCat Local) in order to locate books in the Library collection. Library faculty will issue the quiz to students at the conclusion of the reference interaction.
- Criterion:** Participant responses will be measured against an answer key developed by Library faculty. 50% of participants will successfully complete the quiz.
- Repeats:** Once
- Provide:** Related Document, Summary of Data and Use of Results
- Put Documents in:** Assignee(s) may choose Repository Folder

**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

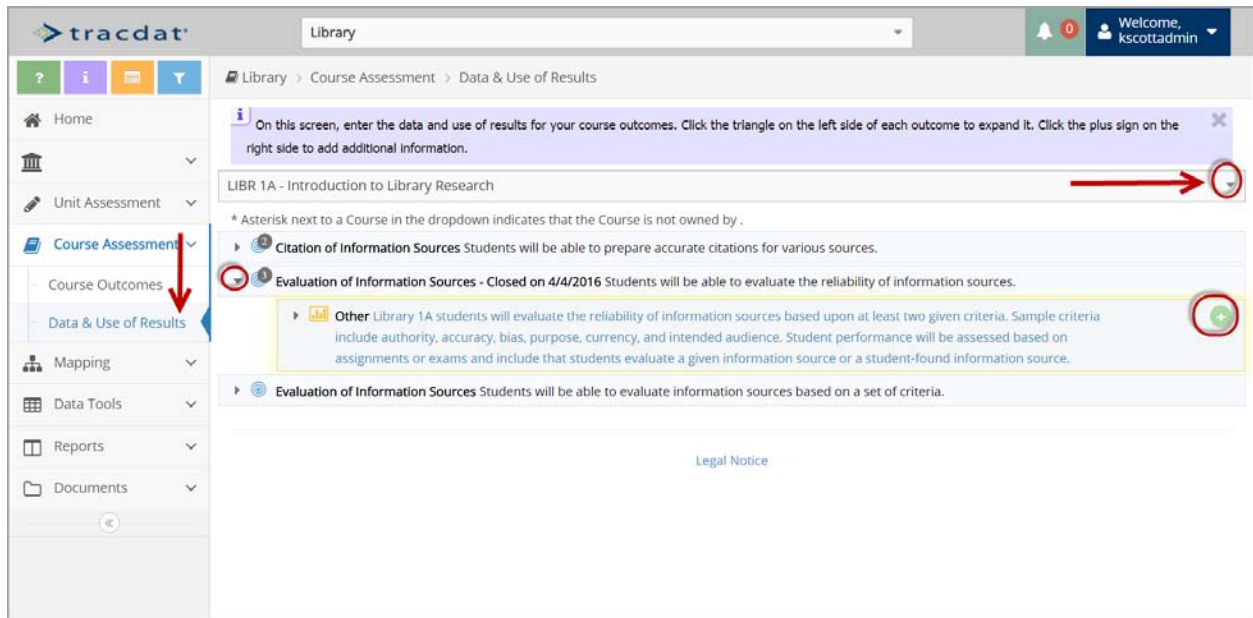
**Email Assignment to Assignee(s):** Click this box to send the email notification

**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

Library > Course Assessment > Data & Use of Results > Add Summary of Data

**Criteria for Success** Upon completion of Library 1A, at least 75% of students will evaluate the reliability of information sources based upon at least two given criteria.

**Schedule** Student performance will be evaluated by the instructor of record based on a rubric developed by department faculty. For courses taught within a Learning Community, the instructor of record may collaborate with partnering faculty within the Learning Community when assessing student performance.

The first round of applying this means of assessment will take place during the Spring 2009 semester.

The data gathered from the Spring 2009 assessment will be used to refine this SLO during Summer 2009. The revised SLO will be implemented in Fall 2009.

\* Data Collection Date 04/05/2016

\* Summary of Data

\* Summary of Data Period

\* Summary of Data Type

Save Return

**Data Collection Date:**

Enter the current date

**Summary of Data:**

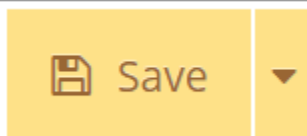
Enter the summary of data

**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

The screenshot displays the Tracdat interface for 'LIBR 1A - Introduction to Library Research'. The left sidebar shows a navigation menu with 'Course Assessment' and 'Data & Use of Results' selected. The main content area shows a list of course outcomes, with 'Other Library 1A students will evaluate the reliability of information sources based upon at least two given criteria...' selected. A 'Use of Results' section is expanded, showing a table with columns for '2014-15', 'Criterion Met', and a date. A red arrow points to a dropdown menu in the top right corner, and another red arrow points to a plus sign icon in the 'Use of Results' section.

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:

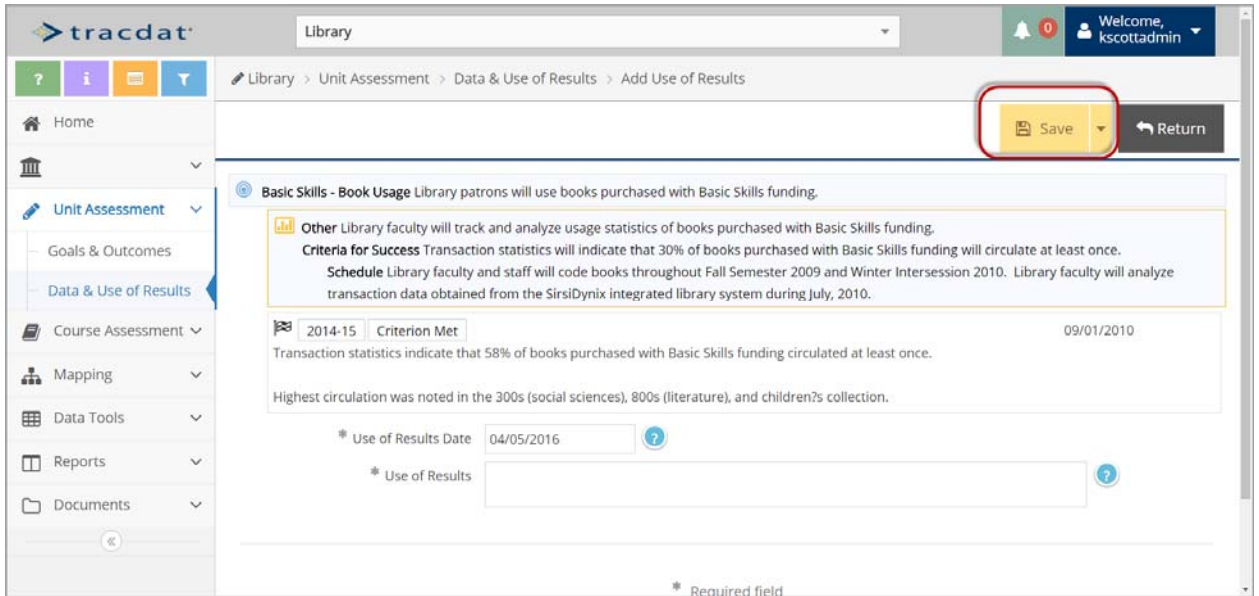
Click the Triangle to expand an assessment method



Plus Sign:

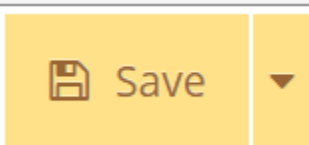
Click the Plus Sign to add a new use of results





**Use of Results Date:** Enter the current date

**Use of Results:** Enter the use of results



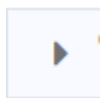
Click the yellow Save button

## C. Course Outcome: Use of Results, Related Documents

The screenshot shows the TracDat interface. The top navigation bar includes the TracDat logo, a search bar with 'Library' entered, and a user profile for 'Welcome, kscottadmin'. The left sidebar contains a menu with 'Home', 'Unit Assessment', 'Course Assessment', 'Mapping', 'Data Tools', and 'Reports'. The 'Course Assessment' menu is expanded, showing 'Course Outcomes' and 'Data & Use of Results'. The main content area displays 'LIBR 1A - Introduction to Library Research' and lists several course outcomes. The 'Evaluation of Information Sources - Closed on 4/4/2016' outcome is expanded, showing a table of student performance data. A red arrow points to a dropdown menu in the top right corner, and another red arrow points to the 'Data & Use of Results' menu item. A red circle highlights a wrench icon in the 'Related Documents' section of the expanded outcome.

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



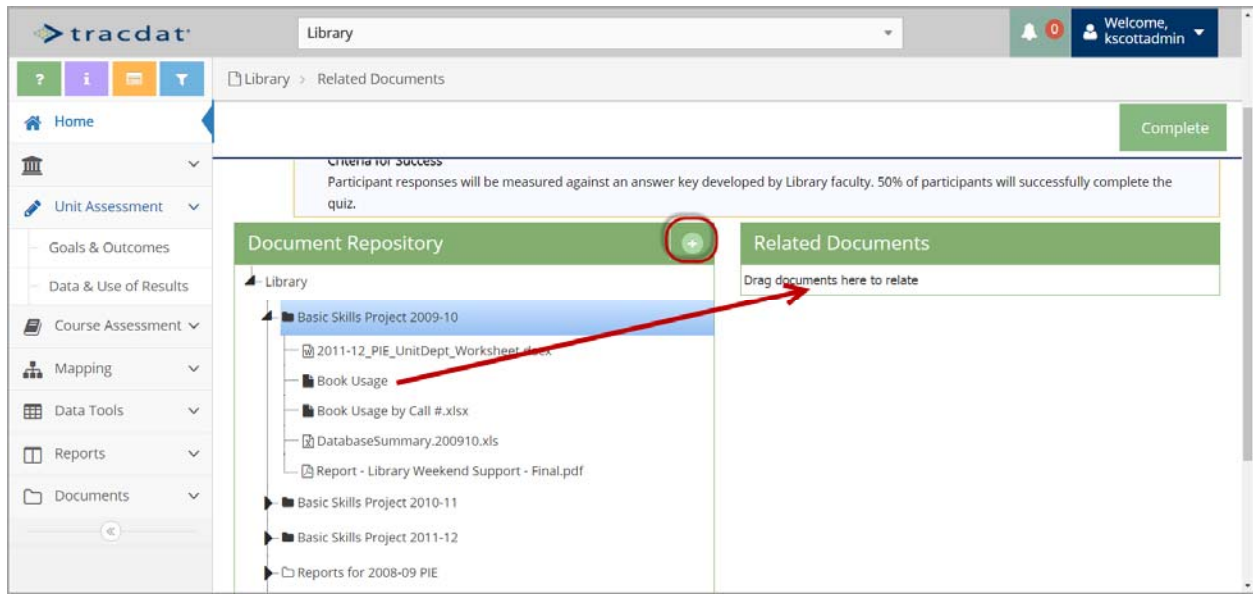
Triangle: Click the Triangle to expand an outcome



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

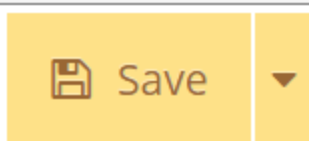
The screenshot shows the Tracdat application interface for AUO/SLO to ILO Mapping. The breadcrumb trail is Library > Mapping > AUO/SLO to ILO Mapping. The left sidebar has 'Mapping' selected, with 'AUO/SLO to ILO Mapping' highlighted. The main content area features a table with the following structure:

ILO: Institutional Level Outcomes	Outcome Statement - SLO or AUO		
<b>Goals</b>	<b>Collection Development Policy</b> Develop collection development policy and procedures.	<b>Collection Development MDID</b> Collaborate with Humanities & Social Sciences Division to ...	<b>Collection Development Conference</b> Pilot planning conference with selection campu ...
ILO Student effectively communicate with and respond to various audiences in written, spoken or signed, and artistic forms.		<input checked="" type="checkbox"/>	
ILO Students apply creative, computational, and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas ...			
ILO Students will use resources and technologies to locate, evaluate, synthesize, and communicate information in various formats.			
ILO Students demonstrate awareness and respect for personal, social, and civic responsibilities.			

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

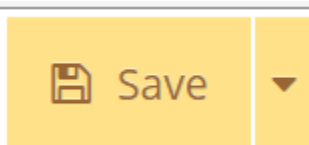
The screenshot shows the Tracdat application interface for 'CMO/Course SLO to ILO Mapping'. The left sidebar has a 'Mapping' section with 'CMO/Course SLO to ILO Mapping' selected. The main content area is a table with columns for 'Goals' and course-specific outcomes. Red circles and arrows highlight the dropdown menus for selecting 'ILO: Institutional Level Outcomes' and 'LIBR 1 - Information Resources and Research...'. A yellow 'Save' button is visible in the top right corner.

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

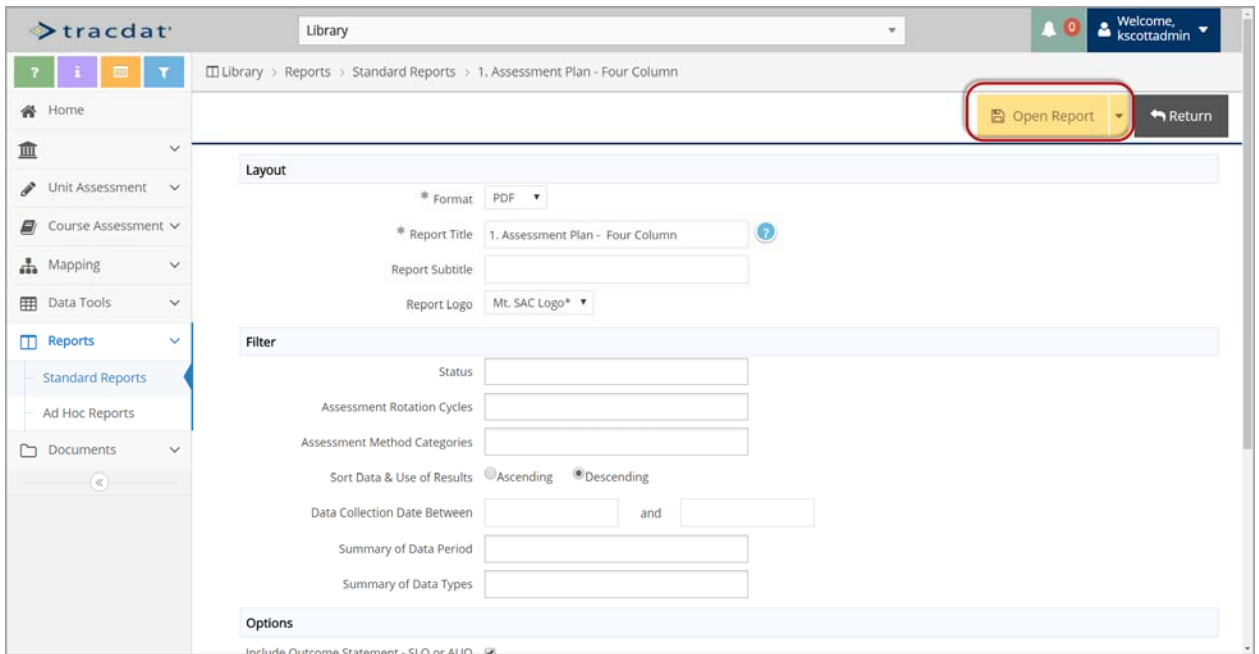
The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a search bar, and a user profile dropdown. The left sidebar contains a menu with options like Home, Unit Assessment, Course Assessment, Mapping, Data Tools, Reports, Ad Hoc Reports, and Documents. The 'Reports' menu is expanded, and 'Standard Reports' is highlighted with a red arrow. The main content area displays a list of reports under the heading 'Unit Reports'. The first two reports are highlighted with a red box:

- 1. Assessment Plan - Four Column**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any Assessment Methods, Data & Use of Results, and Use of Results for each Outcome Statement - SLO or AUO. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- 2. Assessment Plan - Narrative**: This report shows the Outcome Statement - SLO or AUO for each selected, along with any information contained in the Goals & Outcomes area related to each Outcome Statement - SLO or AUO and any recorded Data & Use of Results. This may include any Mapping for the Outcome Statement - SLO or AUO you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

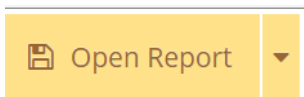
Below these are other reports like 'Assessment: Goals & Outcomes', 'Documents List', 'Relationships and Assessment: Outcome Statement - SLO or AUO by Goals ()', and 'Summary: Course Outcomes by'. Under the 'Course Reports' section, there are '3. Course Assessment Plan - Four Column' and 'Assessment: Course Assessment'.

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.