TracDat User Guide

Academic Annual Assessment

This guide is for Gonzaga University *academic* department-level interaction with TracDat for annual assessment. Instructions for inputting student learning outcomes, methods of assessment, goal mapping, results and analysis, annual reflections, and generating reports are included. For help at any time, please contact ATASupport@gonzaga.edu.

https://gonzaga.tracdat.com

Prepared by
Academic Technology Applications Support (ATAS)
Gonzaga University
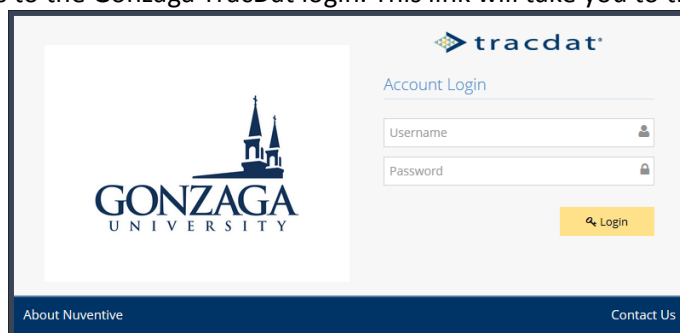Updated September 2016

GONZAGA
UNIVERSITY

TracDat System Overview

TracDat is an online assessment and strategic planning system developed and hosted by Nuventive, Inc. TracDat was developed as a management tool to meet assessment and planning needs and to overcome common obstacles of assessment. TracDat closes the loop between planning and action. The templates within TracDat assure a uniformity of reporting that simplifies collection, review, management and utilization of data. TracDat eliminates the traditionally chaotic, last-minute approach to assessment by providing ongoing, enterprise-wide visibility into targeted improvement activities around student learning. As a web-based application, users can access the program from anywhere they have an Internet connection. It is designed to facilitate entry of assessment plans and results/analysis at the course, program, department, college and university levels. TracDat provides users with a collection of pre-formatted reports that address critical aspects of the assessment cycle. Information relevant to assessment at all levels of the organization can be efficiently stored and accessed through the web-based application. More information about TracDat can be obtained at http://www.nuventive.com.

Accessing TracDat

Go to www.gonzaga.edu/ATASupport for the link to the TracDat login page or enter https://gonzaga.tracdat.com into any web browser to gain access to the Gonzaga TracDat login. This link will take you to the following login screen:

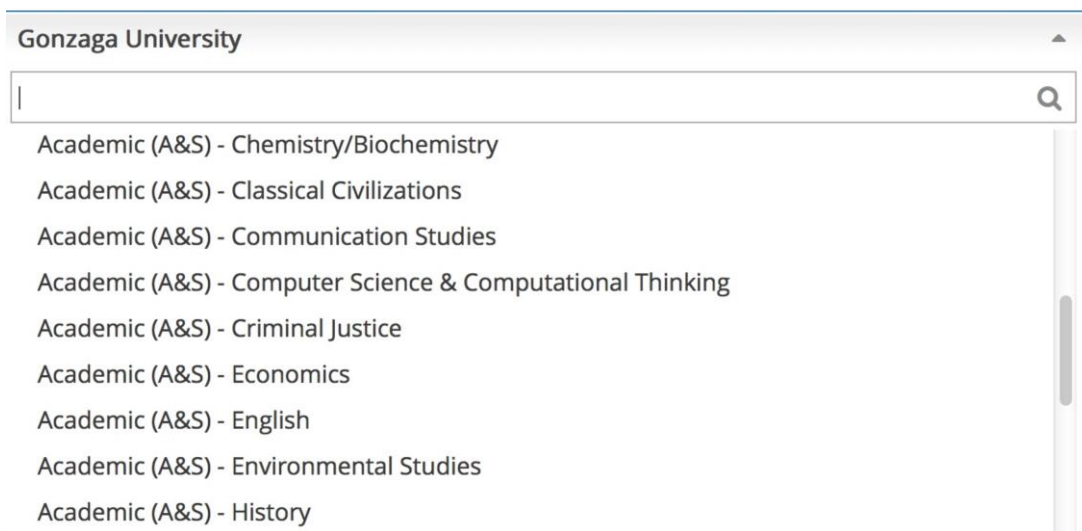Enter your Gonzaga username and password. If you have forgotten your password, please contact the IT Support Center at x5550, and they will reset your password for you.

Select Desired Assessment Unit

After entering TracDat you will see a drop-down box at the top, center of the screen that can be used to select the academic assessment unit you plan to work in. When you select the dropdown arrow, you should see the assessment unit(s) for which you have permission to work in. If you have access to many units, you can use the search box to locate a unit quickly. Contact ATAS if you do not see the assessment unit(s) that has been assigned to you.

Left Hand Menu

Use the tabs in the left hand menu to navigate TracDat. If your screen is small, you will only see the icons like below on the left.
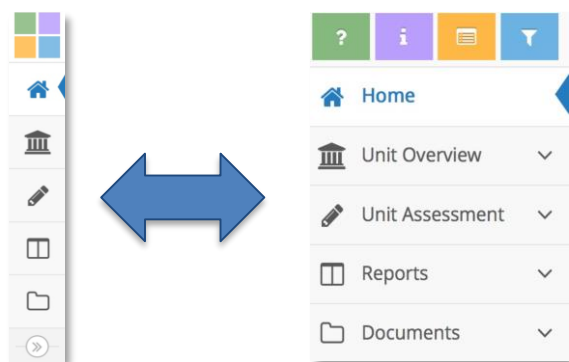
?	Default TracDat help available for the current page
i	Customized instructions for Gonzaga University
▤	Activity log (this function is not available yet)
▼	The Filter tool can be used where multiple items are shown. If the filter is in use, the icon will have a red border

Home

The home page displays an Assessment Plan Summary. All **active** Learning Outcomes are organized in a grid along with a count of the number of Methods of Assessment, Results, Actions Planned/Taken, and Follow-Up. Each item in the grid is a hyperlink that will take you directly to that area in TracDat.

Unit Overview

➢ **General Unit Information –** Fields are available to enter the unit's mission statement and an explanation of how it supports the university mission statement, as well as the names and emails for assessment personnel responsible for entering, overseeing and completing the unit's assessment plan.

➢ **Assignments –** View overdue, complete, and incomplete assignments.

➢ **Unit Personnel –** View personnel with varying levels of access to the assessment unit.

Unit Assessment

➢ **Annual Reflections –** Fields are available to enter broad, reflective thoughts on your comprehensive assessment plan, results, and activities from the year just completed. **(See Page 8 for more details)**

➢ **Assessment Plan –** View/Add/Edit your department/program assessment plan, including Learning Outcomes and Methods of Assessment. Your Assessment Plan is where you will define the means of assessing each Outcome, indicate desired results, specify strategies to reach targets, designate planned assessment years, assign tasks to other personnel, and map goals of the institution, division, or program to individual outcomes.
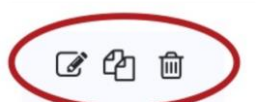
Learning Outcomes
Use this area to add new Learning Outcomes and to view or edit the existing Learning Outcomes of your Assessment Unit. Learning Outcomes are a key element in the assessment planning process. Based on each

Learning Outcome's components, you will be able to define the means of assessing the Learning Outcome and recording the results of that assessment.
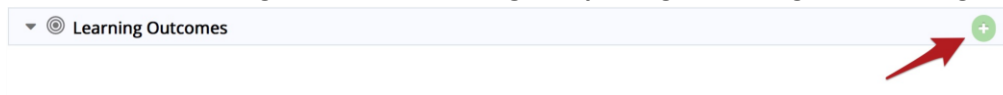
- To **view** an existing Learning Outcome, click the **caret** next to the title.

    ▶ ◎ SCHOLARSHIP
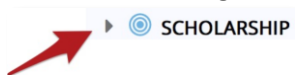
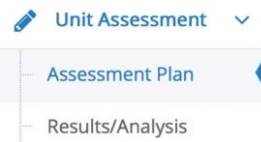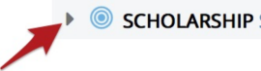- To **edit, copy, or delete** a Learning Outcome, select the appropriate icon to the right of the outcome.
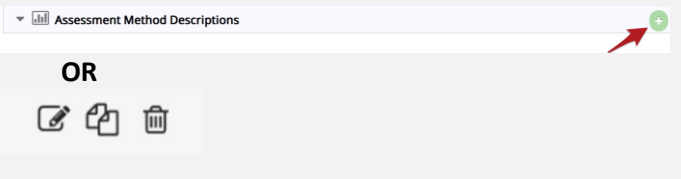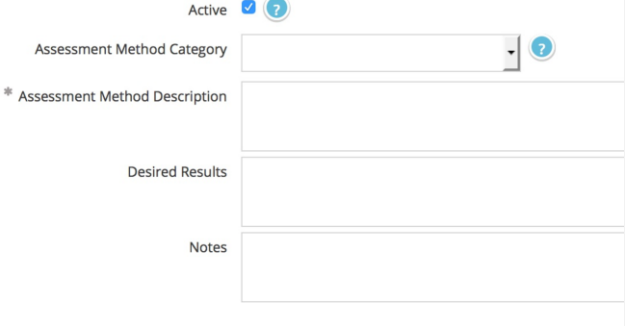
- To **add** a new Learning Outcome, click the **green plus** sign to the right of Learning Outcomes.

    ▾ ◎ Learning Outcomes

Add New or Edit Learning Outcomes (LO):	
If needed, first select the desired Assessment Unit from the top/center drop-down menu (this is applicable if you have access to multiple units).	Academic (SNHP) - Nursing (B.S.N.) Academic (A&S) - Sociology Academic (A&S) - Solidarity & Social Justice
Select **Assessment Plan** under **Unit Assessment** in the left hand menu.	✎ Unit Assessment ⌄ — Assessment Plan — Results/Analysis
Click the **green plus** sign to add a new Learning Outcome. ➕ **OR** Select Edit, Copy or Delete icon to the a current Learning Outcome.	▶ ◎ Learning Outcomes ➕ OR ✎ 🗐 🗑
Make additions/edits to the information: • **Learning Outcome Name** should only be a couple of words and entered in ALL CAPS • **Learning Outcome** is a description, for example; *Students of the Biology program will be able to demonstrate…* • **Learning Outcome Status** can be selected from the dropdown options • **Planned Assessment Years** can be selected by clicking in the text box – you can select multiple years that the department plans to assess this LO	* Learning Outcome Name [_____] * Learning Outcome [_____] Learning Outcome Status [__] ❓ Planned Assessment Years [_____] ❓ Date Created [____] ❓ Date Archived (if no longer assessing) [____] ❓ Notes [_____]
Click the **Save** button after information has been entered, then click the **Return** button to return to the full Learning Outcomes page.	💾 Save ⌄ ↩ Return

Methods of Assessment

This is the place to specify how you will assess the Learning Outcomes with Methods of Assessment (MoA). First, select the Learning Outcome you will be providing the assessment for, then enter the MoA information, including the Desired Results to be used to determine if the Learning Outcome has been accomplished. You can specify more than one MoA to be used in assessing a Learning Outcome, but there should be at least one Method of Assessment for each Learning Outcome. Repeat this process for each of your Learning Outcomes.

Add New or Edit Methods of Assessment (MoA):	
If needed, select the desired Assessment Unit from the top/center drop-down menu.	
Select **Assessment Plan** under **Unit Assessment** in the left hand menu.	
Click the **caret** next to a Learning Outcome title to open the content.	
Click the **green plus** sign to add a new Method of Assessment. **OR** Select Edit, Copy or Delete icon to right of current MoA.	**OR**
Make additions/edits to the information: • **Assessment Method Category** can be selected from the dropdown options • **Assessment Method Description** describes what the students will be doing and how you will evaluate them • **Desired Results** - What is your department's threshold or target for student achievement?	
Click the **Save** button after information has been entered, then click the **Return** button to return to the full Learning Outcomes page.	

Mapping

➢ **Outcomes Mapping –** Check and uncheck boxes within the grid to indicate where your outcomes are supporting university-wide, division-wide, or department-wide goals.

Accreditation Core Themes
Select the Accreditation summary goals from the top left dropdown menu. Check the boxes within the grid to indicate which of your department's outcomes support the accreditation core themes. Click "Save" at top right to save changes before moving on to another set of goals.

Strategic Plan Commitments
Select the Strategic Plan summary goals from the top left dropdown menu. Check the boxes within the grid to indicate which of your department's outcomes support the strategic plan commitments. Click "Save" at top right to save changes.

- To **select** a **specific set of goals**, click the **caret** next to the Summary Goals dropdown list and select the title of the goals sequence for which to map your outcomes.
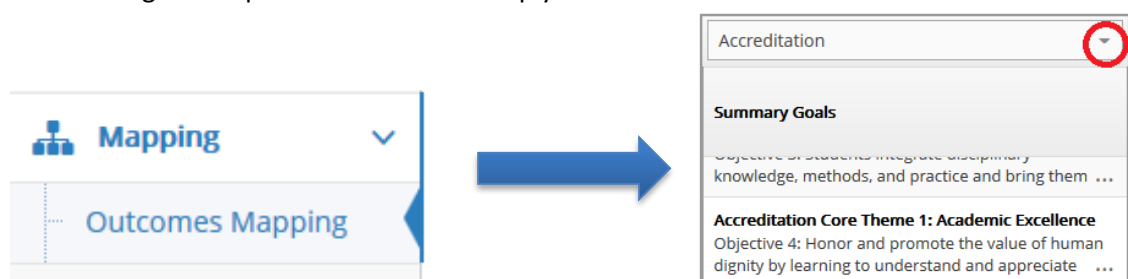
- To **view** the full **description** of a goal or outcome, click the ellipses to expand the text window. Use the bottom and right **scroll bars** to view all outcomes and all goals available for mapping within each goal sequence.

- To **map** to a specific outcome to a specific goal, click the appropriate box within the grid and a **check mark** will appear (click again to uncheck).

Unit Assessment

> **Results/ Analysis** – **enter these at the end of the academic year** – View/Add/Edit the Results & Analyses as well as any Actions Taken or Follow-Ups.

Use this area to add new Results/Analysis and/or to view and edit existing Results/Analysis related to your Learning Outcomes. The Results Analysis is an 'executive summary' of how you assessed the Learning Outcome, what the actual results were and whether the Desired Results (also known as criteria, benchmarks or thresholds) were met. You can also add Actions taken as a result of the data analysis and Follow-Ups to those Actions in order to demonstrate work toward program improvement. Click the green plus sign to add a new Results/ Analysis or click the caret next to the MoA title to display any existing Results/Analysis. Repeat this process for each of your Learning Outcomes.

- To **view** an existing Result, click the **caret** next to the Learning Outcome title and then click the **caret** next to the Method of Assessment.
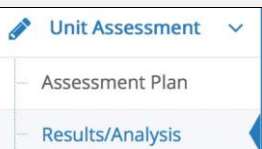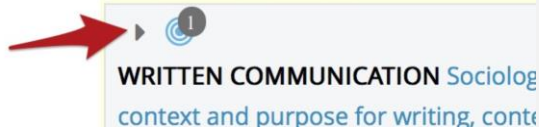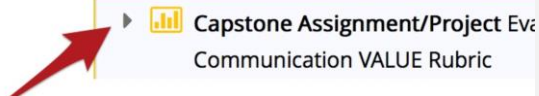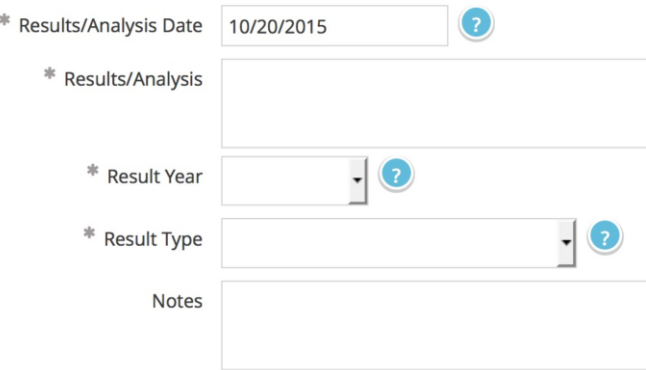

- To **edit or delete** a Result, select the appropriate icon to the right of the result.

- To **add** a new Result, click the **green plus** sign to the right of the Method of Assessment.

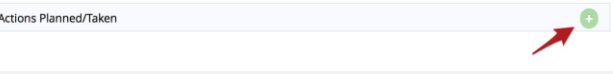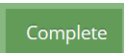| Add New Result/Analysis to Method of Assessment:	
Select the desired Assessment Unit from the top drop-down menu.	
Select **Results/Analysis** under **Unit Assessment** in the left hand menu.	
Click the **caret** next to a Learning Outcome name to open that area and view all of the Methods of Assessment.	
Click the **caret** next to a Method of Assessment to open that area, view the Desired Results, and access previous results.	
Click the **green plus** sign to the right of the Method of Assessment that you would like to add Results and/or Analysis.	
Enter the requested information: • **Results/Analysis Date** can be the current date or when the results were collected • Add **Results/Analysis** 'executive summary'. • **Result Year** – select the academic year from the dropdown options • **Result Type** (met, not met, inconclusive)	
Click the **Save** button after information has been entered, then select the **Return** button to return to the full Results/Analysis page.	
Add **Actions Planned/Taken** and Follow-up by clicking the **green plus** sign, entering the Action Planned or Taken, and any Additional Resources Needed. Be sure to click the **Save** button when finished.	
Attach any **Supporting Documents** (rubrics, narratives, charts, graphs, etc) by selecting the **green wrench** icon. The next page will show the Document Repository, select the **green plus** sign if you need to upload a new document, or locate the supporting document(s) at left and drag to the Supporting Documents box at right to attach it/them to the Actions Planned. Be sure to click the **Complete** button to save your selections.	

NEW! FINAL STEP BEFORE RUNNING YEAR END REPORT: ANNUAL REFLECTIONS

Unit Assessment

➢ **Annual Reflections –** View/Add/Edit the Annual Reflections as well as attach supporting documents.
This is a ***brand-new enhancement*** in TracDat. Use this area to include broad, reflective thoughts on your comprehensive assessment plan, results, and activities. Overall, how did things go this year? In general, what did you learn from your assessment data this year? Are you beginning to see trends that are leading to overarching program changes? Annual Reflections are found under Unit Assessment.
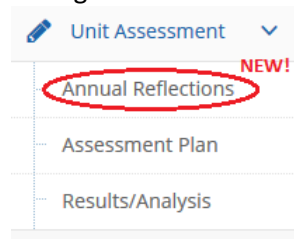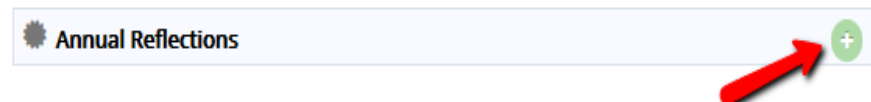
- To **view** an existing Annual Reflection, click the **caret** next to the Academic Year.
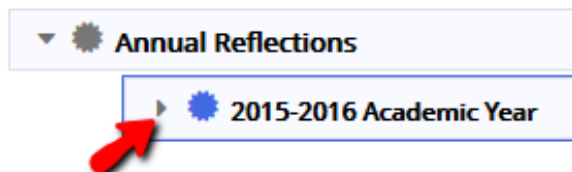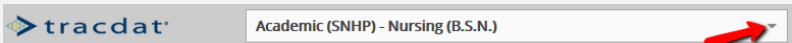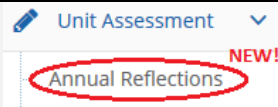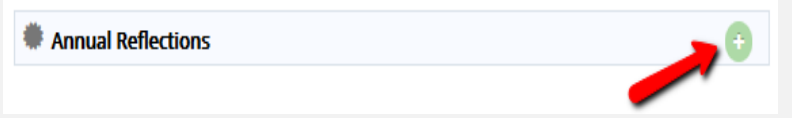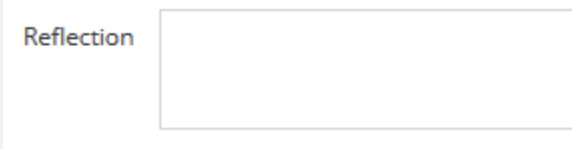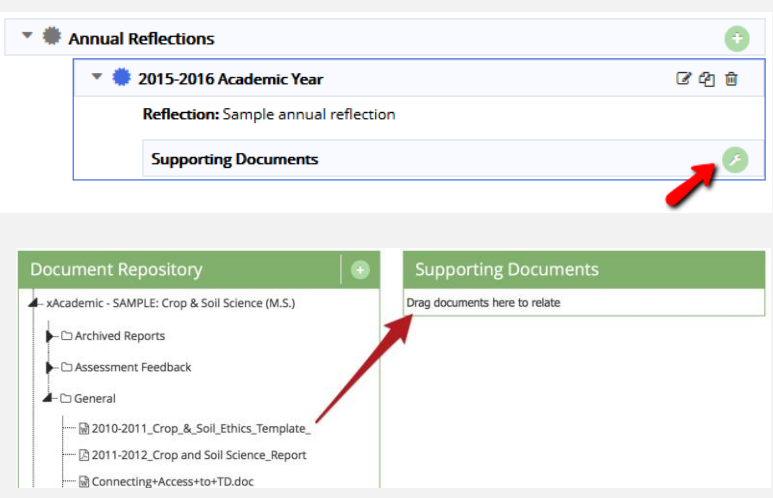
- To **edit or delete** an Annual Reflection, select the appropriate icon to the right of the Academic Year.

- To **add** a new Annual Reflection, click the green plus sign to the right of Annual Reflections.

Add New Annual Reflections:	
Select the desired Assessment Unit from the top drop-down menu.	
Select **Annual Reflections** under **Unit Assessment** in the left hand menu.	
Click the **green plus** sign to the right of Annual Reflections.	
Select the Academic Year from the drop down menu.	
Enter the requested information: **Reflection** can include broad, reflective thoughts on your comprehensive assessment plan, results, and activities. Overall, how did things go this year? In general, what did you learn from your assessment	

data this year? Are you beginning to see trends that are leading to overarching program changes?	
• Click the **Save** button after information has been entered, then click the **Return** button to return to the full Annual Reflections page.	
Attach any **Supporting Documents** (rubric, syllabus, narratives, charts, graphs, etc.) by selecting the **green wrench** icon. The next page will show the Document Repository, select the **green plus** sign if you need to upload a new document, or locate the supporting document(s) at left and drag to the Supporting Documents box at right to attach it/them to the Annual Reflection. Be sure to click the **Complete** button to save your selections.	

Reports

➢ **Standard Reports**
- • Reports can be generated in either HTML, PDF or Microsoft Word
- • For best results, use HTML for viewing and PDF for Printing Reports
- • Currently, there are three Standard Reports available for each Academic Assessment Unit:
  - o **Assessment Plan –** what the Unit plans to Assess
  - o **Assessment Unit Planning –** Assessment Plan and all Results in a narrative layout
  - o **Unit Overview Report –** what the Unit Assessed and what the Results/Analysis & Action Plans are/were:
    - ▪ This is the report to be submitted to the Assessment Committee (see screenshot on the next page for details on how the report settings should be adjusted).
    - ▪ After running this report, save it to your "Assessment Committee Feedback" folder within your Documents Repository.
    - ▪ ATAS will gladly run this report for your department and upload it to the correct place (just let us know when ready).

➢ **Ad Hoc Reports**
- • Feel free to create your own reports, or you can contact **Academic Technology Applications Support (ATAS)** for help with creating specific assessment reports. We will work with each department or school in order to create a report that meets your needs.
- • Ad-hoc reports can be generated in either HTML or PDF, or they can be exported into Microsoft Excel or Microsoft Word

i Rename report title to fit the report purpose, for example: 2015-2016 Psychology Assessment Report

Layout

* Format	PDF ▼
* Report Title	Assessment: Unit Overview Report (What your department DID assess - 4 column layou
Report Subtitle	
Report Logo	Gonzaga University Spires Logo* ▼

rename the report
(e.g., 2015-2016 Psychology
Assessment Report)

Filter

Learning Outcome Statuses	
Planned Assessment Years	
Assessment Method Categories	
Sort Results/Analysis	○ Ascending ● Descending
Results/Analysis Date Between	____ and ____
Result Year	
Result Types	

enter result year
(e.g., 2015-2016)

Options

Include Learning Outcome with no Results/Analysis	☑
Include Assessment Method Descriptions with no Results/Analysis	☑
Include Inactive Assessment Method Descriptions	☐
Include Fields With No Data	☐
Include Annual Reflections	☐

uncheck these boxes when running
your final report for submission

check the box for
Annual Reflections

Documents

Document Repository will display all folders and sub-folders available for the assessment unit. There are a few default folders for all academic units (you can add more folders as needed by selecting the green plus sign in the page header):

- **Archived Reports –** Any department assessment documentation that was previously available from the office of Coordinator of Outcomes Assessment before TracDat
- **Assessment Committee Feedback –** This folder is where the Faculty Assessment Committee reviews the annual Assessment Report and provides feedback
- **General –** A default folder that the department can use to store Assessment documentation
- **Gonzaga University –** A folder with all of the AAC&U Value Rubrics
- **School or College –** Each School and College shares a documents folder with each included program

Tip: When uploading documents related to your department's assessment work, try to be as descriptive and complete as possible with the filenames and descriptions. The description text will not show in the final reports, but will help your department stay organized in TracDat as the information grows over time. When reports are run in TracDat, the filenames become clickable hotlinks to those documents, and explanatory text will be clearer to the people reading the reports. Examples:

11-12.Rubric.578823.docx   versus   2011-2012_Senior_Thesis_Rubric.docx

TracDat Support

Gonzaga's ATAS office is here to help! Please do not hesitate to contact us for assistance or training as often as you need. We know you will only use this program a couple times a year, and it's not always easy to remember the step-by-step processes.

Academic Technology Applications Support (ATAS)
Foley Center Library, Suite #303
(509) 313-3972
atasupport@gonzaga.edu
www.gonzaga.edu/ATASupport

Jenn Klein & Brenda Warrington