TracDat User Instructions

HOME TAB

Change your password:

Select Profile
At the bottom of the page select Change Password
Enter the temporary password as your current password. Type your new password twice. Save Changes.
You will be redirected to the Profile page with a note that your password was changed successfully.

ASSESSMENT UNIT TAB

Enter your Program Mission Statement:
Select General
Type or paste your Mission Statement if you have one

Check your courses:
Select Courses
If there is a course missing, or one that shouldn't be in your list email Lindsay at fullerton@suu.edu to make the change.

DEFINE & FACILITATE TAB

Name and Edit your Outcomes and Goals
The Learning Outcomes and Program Goals you submitted to Patrick in February have already been entered as a starting point. Program Goals are numbered and Learning Outcomes are lettered. You will need to select a short name for each of them that will allow you to identify them quickly by the short name.
Select Outcomes/Goals
For each outcome or goal, go to the edit option. Leave the number or letter and add the short name in the Outcome/Goal Name box.

Select the years that you will assess. Hold down the control key to select multiple years.

Select a Start Date for assessment.

Enter your goal plan. This is for Program Goals only. Learning Outcomes do not need goal plans. Here you want to explain what you will do to achieve the goal.

Example:
A goal stating "Provide at least 8 hours of training for each advisor annually from sources outside of SUU." Under 'Program Goal Plan' you would explain what you plan on doing to achieve this goal (e.g., set money aside for advisors to attend professional conferences; set aside an annual day for advisor training; have a series of 4 2-hour presentations during the year with speakers from outside of SUU...).

For any updates you made to the page select Save Changes and then Return to go back a page and work on the next Outcome or Goal.

**Outline your Assessment Methods:**
Select Means of Assessment.

Your outcomes & goals and short names will prepopulate.
Select the outcome or goal you will be working with from the drop down menu.
Select Add Assessment Method

In the Assessment Type box select from the drop down menu. If you have a type that is not listed, email Lindsay for assistance.

Assessment Method – For the 'Assessment Method' you will explain how you would use the assessment type to determine to what degree you have achieved the goal (e.g., each advisor has to submit an annual report documenting that they participated in 8 hours of outside professional training; we will generate an annual report that shows for each advisors how many of the 4 2-hour presentations they attended...).

Target – this is what you will determine your success on. It can be qualitative or quantitative.

Schedule – For the 'Assessment Schedule' you will clarify when the assessments will be conducted (e.g., Each advisor needs to submit their annual report on participation in professional training by the 1st of May of the year to the Director of Advising. The director will summarize and analyze the individual reports by the 1st of June and share the results and discuss potential improvements for better achieving the goal in the annual advisor retreat in July.

Please note you can add multiple assessment types for each Outcome/Goal, although it is not necessary to have more than one method.

**Relate courses to your assessment:**
Select Related Courses:
We will provide additional training with details on relating courses and curriculum mapping. It is not necessary to provide this information for the upcoming deadline. The courses you checked earlier should all be listed here. For example, the Engagement Centers should all link up to UNIV 1010, 3925 & 4925. Again, please email Lindsay with any changes. (Note: If you haven’t submitted any Outcomes/Goals then you will not have any courses listed at this point. You must get information in the system first.)

Related Items will also be covered in the next training as this part of the system is not fully outlined to date.
ASSESS & IMPROVE TAB

Enter an Assessment Result & Upload Supporting Documentation:

Select *Add Assessment Result.*
Click the *select* option for the Outcome/Goal you want to enter data for.
(You must have already entered the Assessment Type in order to complete this step.)
Choose the *select* link within the small dialog box.
Enter the Results and whether or not the Target was met. Select Yes, No or Inconclusive.
Select the Reporting Period as well.
*Save Changes* to move on.

You are done, unless you want to upload documentation showing the results.
To add a document:
Click on the *Related Documents* tab.
Select *Relate Document.*
You will be able to browse documents on your computer to select to upload.