

TracDat Version 4 Tip Sheet

Log In:

EKU A-Z listing, go to TracDat or www.oie.eku.edu/assessment/tracdat or www.ir.eku.edu choose TracDat .

SAVE on every page.
Save button is at the bottom of the page.

Goals:

- Enter under *Reporting Unit --Goals*. Choose 'Add New Goal'
- Specify Goal Type for each Goal. Choose the appropriate planning cycle (06-10 or 03-06).
- Be sure to check the 'Active' box only for current goals.
- Relate the goal to EKU and Planning Group by checking box next to appropriate strategic direction.
- Save each goal.
- Order goals by moving up or down with arrows on left.

Objectives:

- Enter under *Plan -- Objectives*. Choose 'Add New Objective'.
- Create a unique name for each objective. Use a naming convention to easily identify program objectives.
- In the Objective Type box choose the planning cycle – 03-06 or 06-10, and one of the four \$ or No \$ designations. **NOTE:** Some reports will not function properly if planning cycle and \$ or No \$ designations are not specified.
- Choose Objective Status: Active, Archived, Complete, or Inactive
- Save the objective.
- Order objectives by moving up or down with arrows on left.
- Do not delete inactive objectives – mark them inactive and specify an end date.

Filter Feature

- Use the filter feature to show only those goals or objectives that you wish to see in a TracDat session.
- If you are marking goals as 'Active' or not and choosing the objective status for objectives then the filter in the upper right corner can be used.
- This filter feature remains in place when you log out of TracDat. Note the "Filter On" notice. The filter may be removed by choosing 'Clear Filter'.

Assessment Measures:

- Enter under *Plan – Objectives – Means of Assessment* tab. Choose objective from the drop-down box.
- Choose 'Add New Assessment Method' at bottom.
- Use the 'edit' boxes to enter information about each assessment measure separately. One measure/KPI per set of edit boxes.
- The criterion specifies at what point you will be happy with your results (i.e., 80% of students achieve excellent).
- Check the 'Active' box for current methods. Mark old assessment methods inactive by editing the method and removing the 'Active' check mark. Do not delete inactive measures.
- Order assessment methods by moving up or down with arrows on left.

Tasks:

- This feature is used to assign data collection, document preparation, or requests for results to members of your department. The task can be emailed to the assignee and will then appear on the department TracDat home page and calendar.
- Enter under *Plan – Tasks*
- Choose the appropriate objective.
- Choose "Add New Task"
- Specify a name and description of the task.
- Choose "Assign"
- Specify the type of information requested, whether to include documents and where to deposit, the assignee, the due date, frequency, and any notes or instructions.
- Choose the "E-mail assignment to assignee" box, if appropriate.

Related Goals: Objectives

- Enter under *Plan — Related Goals*.
- Relate each objective to the department, the planning group and the university.
- If appropriate, relate to General Education and external accrediting bodies.
- **NOTE:** some reports will not function properly if goals and objectives are not linked (“related”) up the line.

Documents:

- Enter under *Documents* tab.
- Documents are organized within document folders and then may be related to more than one assessment method and/or result.
- Choose ‘Add New Folder’. Use folders to organize your documents
- Choose ‘Add New Document’.
- Documents can be shared with users in other departments/offices.
- Relate documents on the actual Means of Assessment page or Results page.

Results and Use of Results:

- Enter under *Results/Observations* tab.
- Choose “Add Result/Observation”.
- Select the appropriate objective.
- Select the assessment method from which the result/observation was derived.
- Do not open prior year results and just add new information. For reporting purposes, new results should be created each year, even for continuing objectives.
- Summarize the results with context.
- Change the date of the objective to correspond with the time period to which the results apply. The date field defaults to the date of entry. For reporting purposes the date should fall within the academic year the results were collected (not when they are recorded in the system).
- Specify the “Result Type”: strength or limitation
- Specify “Result Status”: choose “Result Open” when further action is required, or the ‘Use of Results’ was stated in future tense; chose “Result Closed” when no further action is needed for this particular result.
- Specify a new date for the “Result Status Update” when appropriate.
- Do not delete prior year results!

Use of Results

- Choose “Add Use of Result”
- Use of result should, ideally, be stated in past tense, reflecting actions previously taken.

Reports:

- Popup blocker will prevent reports from displaying. Turn off popup blocker or allow popups for the site.
- Choose PDF for printing or HTML for screen viewing.
- Use the *Result/Observation Between* date feature to limit the time frame of results included in the report.
- The *Unit Assessment Report-Four Column* is highly recommended for showing results.

For Assistance:

- TracDat manual located under *Help* in TracDat
- Contact Office of Institutional Effectiveness at 2-8664.