



Administrative Units and Student Support Services

Department Planning/ Program Review Instructions and TracDat Users' Guide

2011 - 2012

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Student Support Services

Expectations for Department Planning/ Program Review 2011 -2012

<u>TASKS</u>	<u>DUE DATES</u>
Annual department planning - Fall 2011	
Review <u>Service Unit Outcomes (SUOs)</u> submitted in 2010-2011. <ul style="list-style-type: none"> • Report results of assessments into TracDat. <i>If assistance is needed, contact the Office of Institutional Effectiveness to arrange an appointment.</i>	December 5
Review <u>Department Plan</u> submitted in 2010-2011. Update TracDat: <ul style="list-style-type: none"> • Enter 2010-2011 Accomplishments • Update "Goal Status" for each goal. • Update "Inter-Level/ VP Group Decision" for each resource request. • Enter any new resource requests for 2012-2013. Draft department plans due into TracDat (Office of IE will review and give feedback.)	October 17
Final department plans due into TracDat for review by VP Level Groups.	December 5
VP Level Plans due to CPC	February 6
Program Review – Spring 2012	
Draft Program Reviews Due, including SUO assessment results – Part 1	December 5
Draft Program Reviews Due, including SUO assessment results – Parts 2 & 3	March 5
Validation Period	March and April
Final Program Reviews Due – Parts 2 & 3	May 7

Copies of 2010-2011 department and assessment plans can be downloaded from the Program Review website (<http://www.lbcc.edu/ProgramReview/AdminSSPlans10-11.cfm>). Plans are also available in each department's document folder in TracDat.

Administrative Units

Expectations for Department Planning/ Program Review 2011 -2012

<u>TASKS</u>	<u>DUE DATES</u>
Annual department planning - Fall 2011	
Review <u>Service Unit Outcomes (SUOs)</u> submitted in 2010-2011. <ul style="list-style-type: none"> • Report results of assessments into TracDat. <i>If assistance is needed, contact the Office of Institutional Effectiveness to arrange an appointment.</i>	Fall 2011 and early Spring 2012
Review <u>Department Plan</u> submitted in 2010-2011. Update TracDat: <ul style="list-style-type: none"> • Update "Goal Status" for each goal. • Update "Inter-Level/ VP Group Decision" for each resource request. • Enter any new resource requests for 2012-2013. Draft department plans due into TracDat (<i>Office of IE will review and give feedback.</i>)	October 17
Final department plans due into TracDat for review by VP Level Groups.	December 5
Program Review – Spring 2012	
Draft Program Reviews Due, including SUO assessment results	March 5
Validation Period	March and April
Final Program Reviews Due	May 7

Copies of 2010-2011 department and assessment plans can be downloaded from the Program Review website (<http://www.lbcc.edu/ProgramReview/AdminSSPlans10-11.cfm>). Plans are also available in each department's document folder in TracDat.

TracDat Good Practices

Please make sure there is at least one designated person in the department to enter data into the TracDat. Use the TracDat Access Request form (available on the Program Review website) for any changes and send it to Maria Narvaez, Mailstop G-14. Please contact Maria Narvaez at x4021 or mnarvaez@lbcc.edu for questions about passwords.

Before entering data:

- Meet with department to:
 - Review last year's plan
 - Discuss revisions
 - Answer new and revised prompts

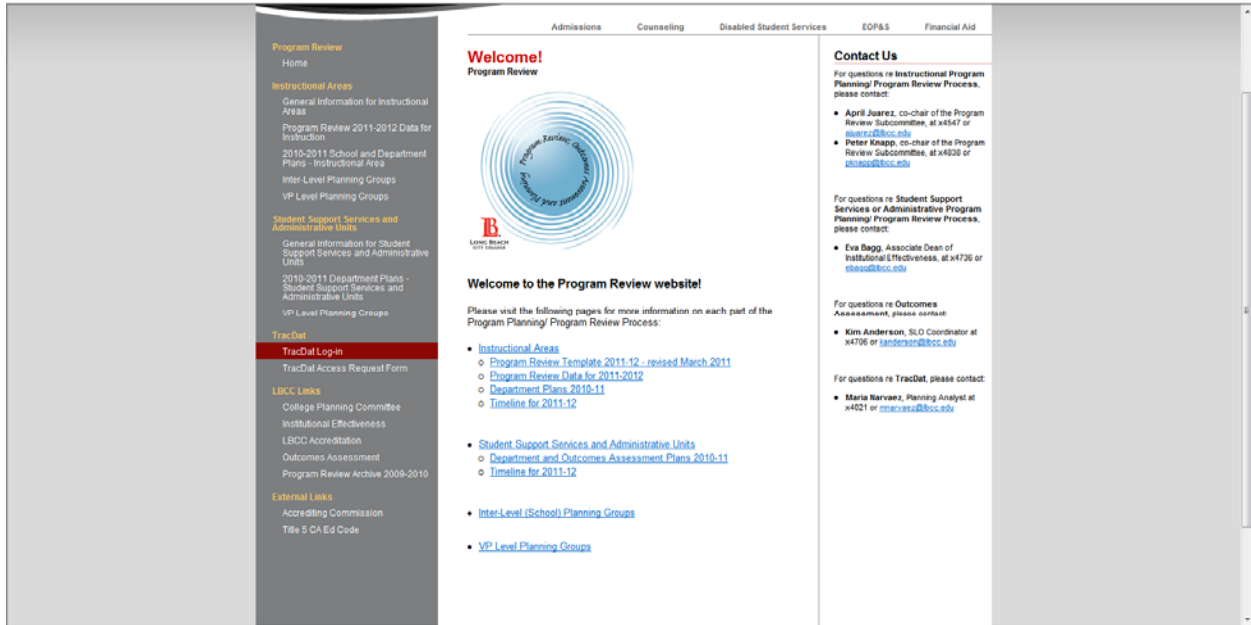
When entering data:

- Make sure to be in the correct "Selected Unit" (check top of screen)
 - Units named "Dept..." or "...(Goals)" are used for Program Planning/ Program Review
 - Units named "Program..." or "...(Outcomes)" are used for Outcomes Assessment
- Click on "?" on the right side for *Help Text* and additional information
- Fields marked with an asterisk (*) are required.
- Use standard dates for **Start Date**:
 - Fall - 8/1/yr
 - Spring - 1/1/yr
- Use standard dates for **End Date**:
 - Fall – 12/31/yr
 - Spring – 5/31/yr
- When copying and pasting data:
 - TracDat cannot process certain special characters (i.e., quotation marks, hyphens, and apostrophes). Once "Save Changes" is clicked after copying and pasting text, anything with quotation marks or hyphens will transfer as question marks. To fix this, manually enter quotation marks or hyphens into prompt boxes as needed.
 - Check line spacing – TracDat also tends to reconfigure line spacing
- **Save frequently**

After entering data:

- Run a report and save it in TracDat Documents Repository.
- If desired, create a new document folder to better organize documents.

Access TracDat by going to the **Program Review website** (<http://www.lbcc.edu/programreview>) and clicking on the TracDat Log-In button on the left side.



TracDat Log-In Screen

Note: TracDat is best viewed using Internet Explorer or Firefox. If you use Google Chrome or Safari, you may not be able to view all TracDat screens.



DEPARTMENT INFORMATION

- 1) Review and updated any field as necessary.
- 2) List 2010-2011 Department Accomplishments.

New Field: "2010-2011 Accomplishments"

The screenshot displays the TracDat interface for an Assessment Unit. The 'General' tab is selected, and the 'Assessment Unit Name' is 'Admin - Sample (Goals)'. The form includes various fields for department information, such as 'Department Mission', 'Description', and 'Primary Functions'. A red box highlights the '2010-2011 Accomplishments' field, which contains the text: '* THIS IS A NEW FIELD for 2010-2011'. A red callout box on the left contains the instruction: 'NEW! Please list department's 2010-2011 accomplishments.' The '2009-2010 Accomplishments' field contains the text: '* What did you do in 2009-2010?'. The '2010-2011 Accomplishments' field is currently empty.

NEW! Please list department's 2010-2011 accomplishments.

* THIS IS A NEW FIELD for 2010-2011

* What did you do in 2009-2010?

Save Changes Discard Changes

GOALS

1) Click "Edit" to review existing goals.

2) Add any new goals

See next page for additional instructions.

Selected Unit: Admin - Sample (Goals)

Home Assessment Unit Goals Goal Progress Reports Documents

Admin - Sample (Goals) > Goals > Goals

Goal Name	Goal	Goal Status	
Admin Sample Goal 1	Admin Sample Goal 1	In Progress	edit copy delete
Admin Sample Goal 2	admin sample goal 2 description	In Progress	edit copy delete

[Add New Goal](#)

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GOALS

Review existing goals. For each existing goal, indicate:

- Goal Status (Complete, Dropped, In Progress)

Add any new goals.

- Goal Status should be "New"
- Indicate Level of Support Needed

Please note that the Inter-Level (school) and VP Level groups will review all department goals, but only those that have been designated as needing "School/VP support" will be considered for prioritization and resource allocation.

The screenshot shows the TracDat interface for editing a goal. The breadcrumb trail is 'Admin - Sample (Goals) > Goals > Goals > Edit Goal'. The 'Goals' menu item is circled in red. The 'Goal Status' dropdown is highlighted with a green box, and a text box next to it says 'If this is a new goal, select "NEW"'. The 'Level of Support Needed' dropdown is highlighted with a red box, showing options for 'Department', 'School or VP', and 'None'. Other fields include 'Goal Name', 'Year(s)', 'Responsible Parties', 'Strategies for Goal 1', 'Rationale for Goal 1', 'Goal Priority', 'Campus supported by this goal', 'Functional Area A', and 'Other Area(s) impacted by this goal'.

RESOURCES NEEDED

- 1) Select Goal from drop-down menu.
- 2) Click "Edit" to review existing resources requested for each goal
- 3) Add any new resource requests.

See next page for additional information.

Selected Unit: Admin - Sample (Goals) [Logout]

Home Assessment Unit Goals Goal Progress Reports Documents

Goals Resources Needed Related Goals

Admin - Sample (Goals) > Goals > Resources Needed

Goal Name: Admin Sample Goal 1
Admin Sample Goal 1
Admin Sample Goal 2

Name	Description
Admin Sample Goal 1 Resources	stuff for Admin Sample Goal 1

edit delete

Add New Resources Needed Return To Goal

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RESOURCES NEEDED

Review existing resources requested. For each existing resource request, indicate:

- Inter-Level/ VP Level Group Decision. If the decision made about a resource request is unknown, please consult the Dean or Manager/Supervisor. For any new requests, select "NEW."
- Type of Resource Requested. A new resource type, "Professional Development" has been added this year.

The screenshot shows the TracDat interface for editing a resource request. The 'Resources Needed' tab is active. The form includes the following fields and options:

- Goal Name:** Admin Sample Goal 1
- Resources Needed Name:** Admin Sample Goal 1 Resources
- Resources Needed Description:** stuff for Admin Sample Goal 1
- Inter-Level/ VP Level Group Decision:** NEW (selected)
- Fiscal Year:** Approved & Funded
- Duration:** Pending (Approved but not funded)
- Type of Resource Requested:** Professional Development (selected)
- Justification for Resource Request:** Personnel - Faculty
- Department Code:** Professional Development
- Requested Funding Source:** Software

Buttons at the bottom: Save Changes, Discard Changes, Return, Assign.

RELATED GOALS

- 1) For 10-11 Goals, review previously selected higher-level goals to confirm alignment.
- 2) For new goals, click any higher-level goals that are related to department's goals.

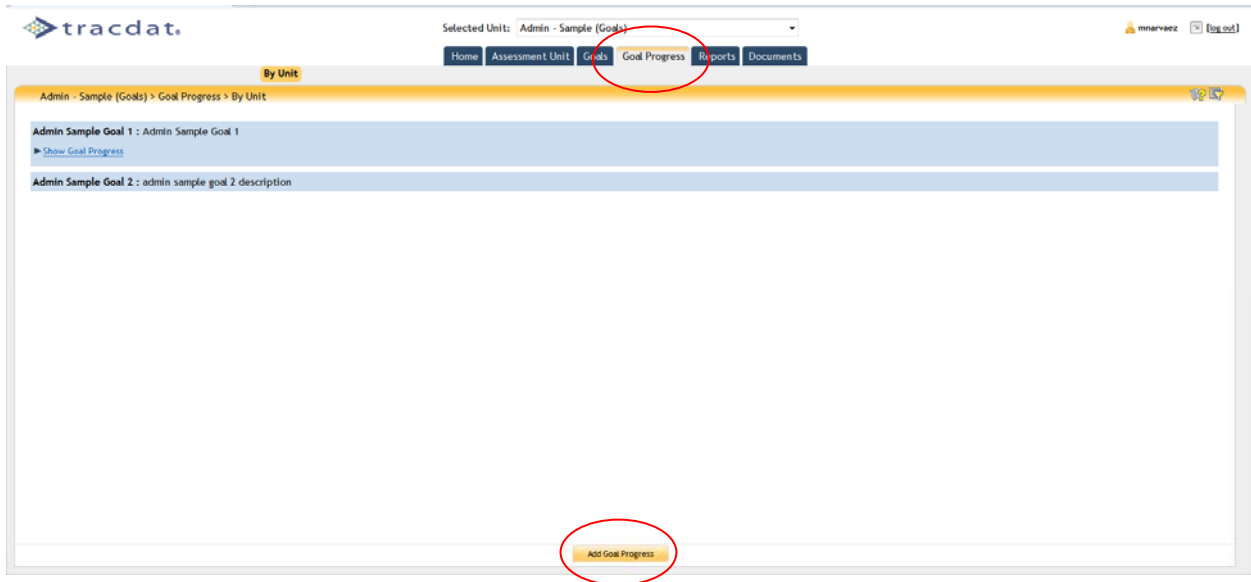
The screenshot shows the TracDat web application interface. At the top, the 'Goals' menu item is circled in red. Below the navigation bar, the 'Related Goals' section is active. The 'Goal Name' dropdown is set to 'Admin Sample Goal 1'. The 'Goal' text box is empty. Below this, a table lists various goal types and their associated goals. The table has two columns: 'Goal Type' and 'Goal'. The 'Goals' menu item is circled in red.

Goal Type	Goal
<input type="checkbox"/> Board of Trustees' Goals 2009 - 2011	Measure and improve student success.
<input type="checkbox"/>	Measure and improve fiscal and infrastructure stability.
<input type="checkbox"/>	Improve organizational function, create a greater sense of community, and continue community outreach efforts.
<input type="checkbox"/> Educational Master Plan 2005 - 2010	Learning
<input checked="" type="checkbox"/>	Equity
<input type="checkbox"/>	Teamwork and Organizational Development
<input type="checkbox"/>	Infrastructure
<input type="checkbox"/> Sample Summary Unit	School goal 1
<input type="checkbox"/>	goal 2
<input type="checkbox"/>	link to LBCC goals
<input type="checkbox"/> Superintendent-President Agenda 2009 - 2011	Student Success
<input type="checkbox"/>	Fiscal Infrastructure and Facilities
<input type="checkbox"/>	Institutional Effectiveness
<input type="checkbox"/>	Economic, Workforce Development, and Community Outreach

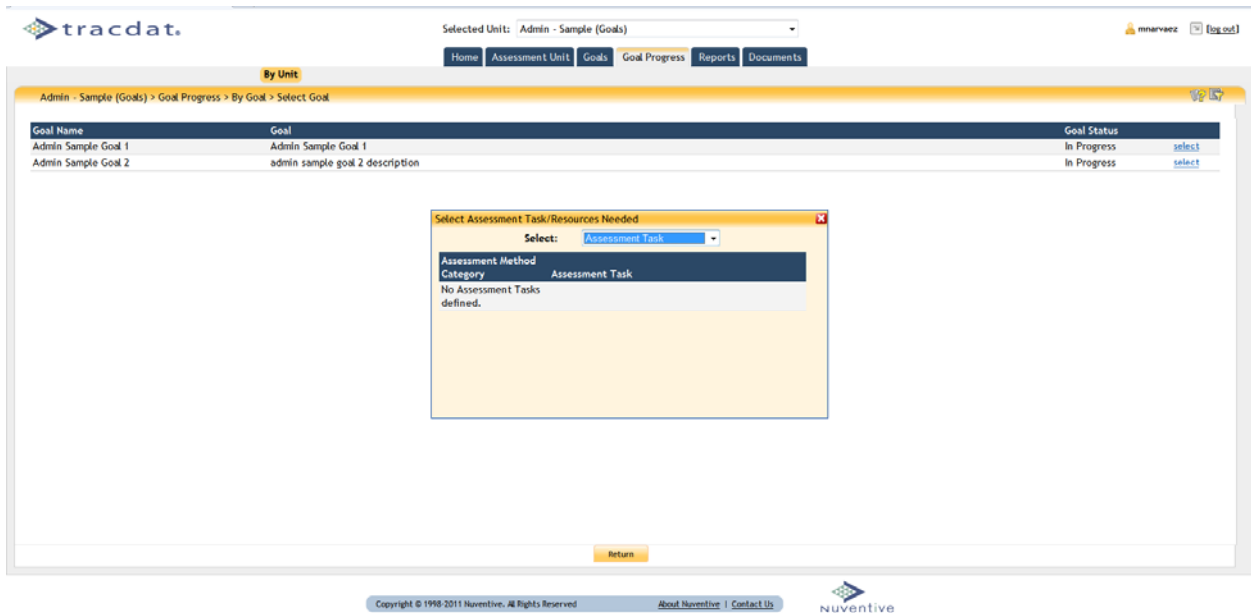
Buttons at the bottom: Save Changes, Discard Changes, Return To Goal.

GOAL PROGRESS

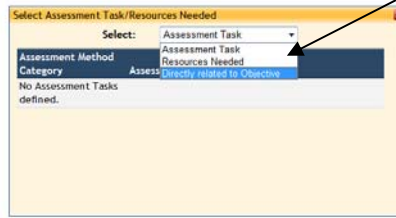
1) Go to the "Goal Progress" tab. Click "Add Goal Progress."



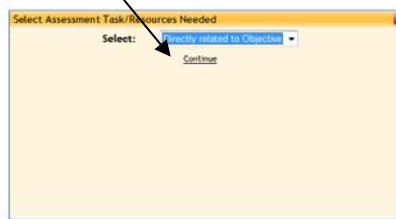
2) Select the goal. A pop-up window will appear.



3) Click "Select" drop-down menu and click on "Directly Related to Objective."

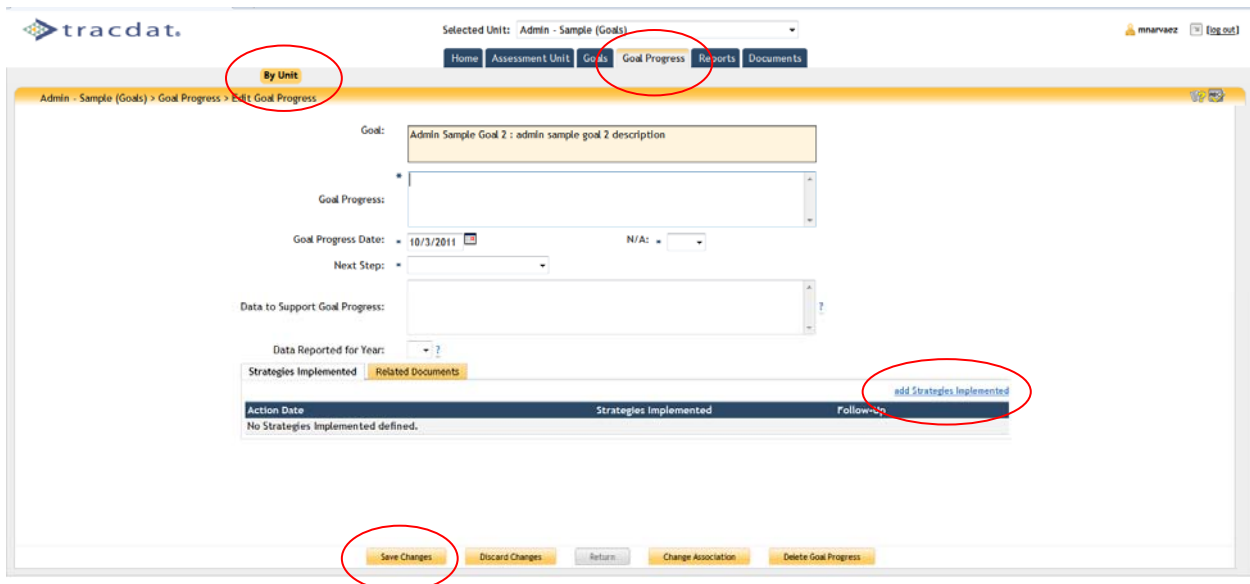


4) Pop-up window will change. Click "Continue."



- 5 a) Enter Goal Progress.
- b) Do not change Goal Progress Date.
- c) Ignore N/A.
- d) Make a selection from the "Next Step" drop-down menu.
- e) Make a selection from the "Date Reported for Year" drop-down menu.
- f) Save Goal Progress

After saving goal, "Strategies Implemented" can be added.



Enter "Strategies Implemented"

Save changes when finished.

The screenshot displays the TracDat web application interface. At the top left is the TracDat logo. The top navigation bar includes a dropdown menu for 'Selected Unit: Dept - Sample (Goals)' and a user profile for 'mnavaez' with a 'log out' link. Below the navigation bar are tabs for 'Home', 'Assessment Unit', 'Goals', 'Goal Progress', 'Reports', and 'Documents'. The main content area is titled 'By Unit' and 'Dept - Sample (Goals) > Goal Progress > Edit Strategies Implemented'. It contains a form with the following fields:

- Goal:** A dropdown menu with the selected option 'Academic Sample Goal 1 - Provide a brief title of your goal : Goals are overarching general statements that describe the department's strategic direction. Goals are usually not measurable but rather, they represent coordinated efforts of intended'.
- Goal Progress:** A text input field containing the word 'Progress'.
- Strategies Implemented:** A large, empty text area for entering strategies.
- Date:** A date picker set to '8/18/2010'.

At the bottom of the form are five buttons: 'Save Changes', 'Discard Changes', 'Assign', 'Return', and 'Delete Strategies Implemented'.

Outcomes Assessment

- 1) Click "Selected Unit" drop-down menu and select _____ (Outcomes).
- 2) You must first copy the department goals into this area in order to relate outcomes to the goals.

The screenshot displays the TracDat web application interface. At the top left is the TracDat logo. To its right is a "Selected Unit:" dropdown menu currently showing "Student Support - Sample (Outcomes)". Further right, there is a user profile icon labeled "admin_units" and a "[log out]" link. Below the logo and dropdown is a horizontal navigation bar with tabs: "Home", "Assessment Unit", "Outcomes", "Results of Assessment", "Reports", and "Documents". The "Assessment Unit" tab is highlighted with a red circle. Below this navigation bar is a sub-navigation bar with "General", "Goals", and "Personnel" tabs, where "General" is also highlighted with a red circle. The main content area shows a breadcrumb trail: "Student Support - Sample (Outcomes) > Assessment Unit > General". Below the breadcrumb is a form field labeled "Assessment Unit Name:" containing the text "Student Support - Sample (Outcomes)". At the bottom of the page are two buttons: "Save Changes" and "Discard Changes". A callout box with a black border and white background is positioned in the lower right, with an arrow pointing to the "Assessment Unit" tab and the dropdown menu. The text inside the callout box reads: "Select _____ (Outcomes) Notice that the tabs have changed."

Outcomes

Selected Unit: Student Support - Sample (Outcomes) admin_units [log out]

Home Assessment Unit **Outcomes** Results of Assessment Reports Documents

Intended Outcomes Means of Assessment | Related Goals

Student Support - Sample (Outcomes) > Outcomes > Intended Outcomes

Intended Outcome Name	Intended Outcome	Outcome Status
ss slo 1	ss slo 1	Active - Not Currently Assessing edit copy delete
ss suo 2	ss suo 2	Active - Currently Assessing edit copy delete

Click on "Add New Intended Outcome" to enter a new outcome.

Click on "Edit" to edit an outcome.

Add New Intended Outcome

Edit Outcome as necessary.

Selected Unit: Admin - Sample (Outcomes) mnarvaez [log out]

Home Assessment Unit Outcomes Results of Assessment Reports Documents

Intended Outcomes Means of Assessment | Related Goals

Admin - Sample (Outcomes) > Outcomes > Intended Outcomes > Edit Intended Outcome

Intended Outcome Name: SUO 1

Intended Outcome: COLUMN 1: Write the intended outcome in this field

N/A: 2009 - 2010
2010 - 2011
2011 - 2012

Outcome Status: Active - Currently Assessing

Start Date: 8/1/2009

End Date: 12/31/2011

If specific to a functional unit, indicate here: Functional unit A

Strategies for Outcome:

Save Changes Discard Changes Return

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N/A field – used to be Assessment Years, but no longer in use. If years still appear, hold down "Ctrl" key and click on the years to deselect.

Use standard dates for **Start Date** (collecting data):
Fall - 8/1/yr
Spring - 1/1/yr

Use standard dates for **End Date** (reporting date):
Fall – 12/31/yr
Spring – 5/31/yr

Means of Assessment

Select from drop-down menu of outcomes that were entered.

Selected Unit: Student Support - Sample (Outcomes) admin_units [log out]

Home Assessment Unit **Outcomes** Results of Assessment Reports Documents

Intended Outcomes **Means of Assessment** Related Goals

Student Support - Sample (Outcomes) > Outcomes > Means of Assessment

Intended Outcome Name: ss slo 1
 Intended Outcome: ss slo 1, ss suo 2

Date Added	Assessment Method Category	Assessment Task	Criteria/Expected Level of Achievement	Active?
6/24/2009		rubric slo 1		Y

edit | copy | delete

Add New Assessment Task Return To Intended Outcome

Click on "Add New Assessment Task" to enter a new task.

Click on "Edit" to edit an existing assessment task.

Enter your Assessment Plan for this outcome.

Selected Unit: Admin - Sample (Outcomes) mmarvaez [log out]

Home Assessment Unit Outcomes **Results of Assessment** Reports Documents

Intended Outcomes Means of Assessment Related Goals

Admin - Sample (Outcomes) > Outcomes > Means of Assessment > Edit Assessment Task

Intended Outcome Name: SUO 1

Intended Outcome: Write the intended outcome in this field

Assessment Method Category: Other

Assessment Task: Explain the assessment task for each outcome in this column. Make sure that a balance of direct and indirect assessment methods are used program-wide. Describe: WHAT is the assessment;

Criteria/Expected Level of Achievement: The expectations for success should be explained in this column. Establish a minimum expected score for achieving the outcome (e.g. %, fraction, actual number), determine the acceptable success standard. Internal and external conditions should be considered.

Responsible Parties: Indicate who is responsible for this task.

Active:

Save Changes Discard Changes Relate Document Return Assign

What, How, Who, Where

Expected Achievement; Success Level

Indicate who is responsible for this task.

Relating Outcomes to Goals

Select Intended Outcome from drop-down menu and indicate which goal(s) it supports.

Selected Unit: Student Support - Sample (Outcomes) admin_units [log out]

Home Assessment Unit Outcomes Results of Assessment Reports Documents

Intended Outcomes | Means of Assessment **Related Goals**

Student Support - Sample (Outcomes) > Outcomes > Related Goals

Intended Outcome Name: ss slo 1

Intended Outcome:

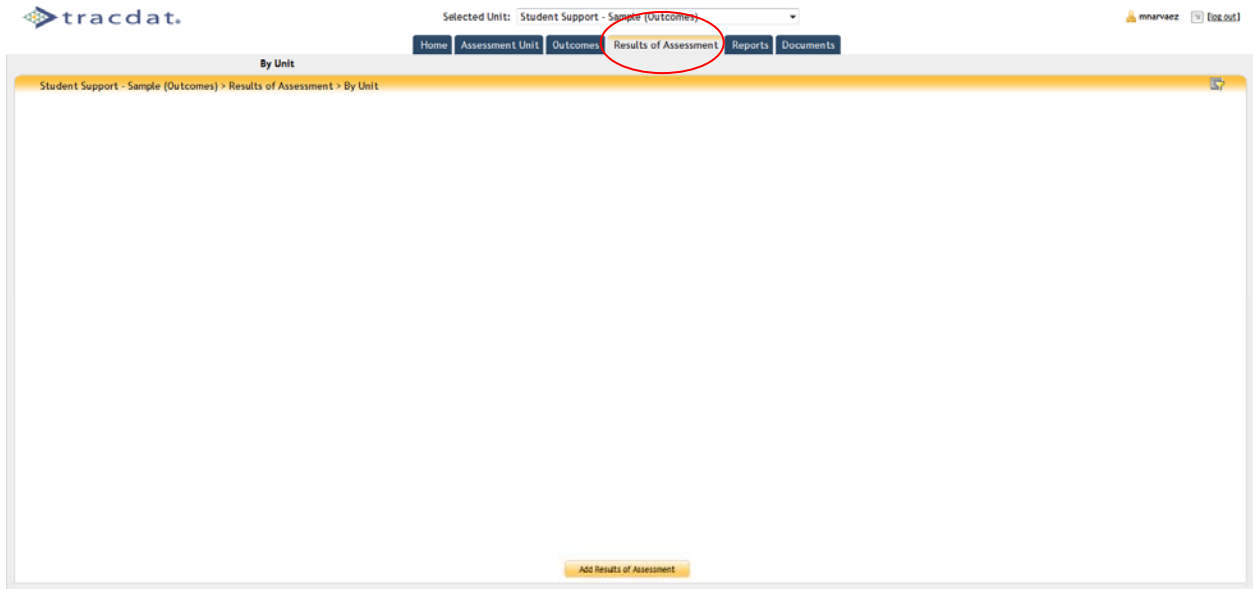
Goal Type	Goal
<input type="checkbox"/>	Board of Trustees' Goals 2009 - 2011
<input type="checkbox"/>	Measure and improve student success.
<input type="checkbox"/>	Measure and improve fiscal and infrastructure stability.
<input type="checkbox"/>	Improve organizational function, create a greater sense of community, and continue community outreach efforts.
<input type="checkbox"/>	Educational Master Plan 2005 - 2010
<input type="checkbox"/>	Learning
<input type="checkbox"/>	Equity

Save Changes Discard Changes Return To Intended Outcome

Check any applicable goals.

Scroll all the way down the page to see Department Goals.

Results of Assessment



Click "Add Results of Assessment"

Selected Unit: Student Support - Sample (Outcomes)

Home Assessment Unit Outcomes Results of Assessment Reports Documents

By Unit

Student Support - Sample (Outcomes) > Results of Assessment > By Intended Outcome > Select Intended Outcome

Intended Outcome Name	Intended Outcome	Outcome Status
ss slo 1	ss slo 1	Active - Not Currently Assessing select
ss suo 2	ss suo 2	Active - Currently Assessing select
slo 4	test	Active - Currently Assessing select
test	test	Active - Currently Assessing select
Assessment - test 5	test	Active - Currently Assessing select
Project Launch - SUO outcome 2	test	Active - Currently Assessing select

Return

Select outcome

Selected Unit: Admin - Sample (Outcomes)

Home Assessment Unit Outcomes Results of Assessment Reports Documents

By Unit

Admin - Sample (Outcomes) > Results of Assessment > By Intended Outcome > Select Intended Outcome

Intended Outcome Name	Intended Outcome	Outcome Status
SUO 1	Write the intended outcome in this field	Active - Currently Assessing select
new additional outcome	everyone at LBCC will be able to conduct program review on their own	Active - Currently Assessing select

Select Assessment Task/Resource Needed

Select: Assessment Task

Assessment Method: Assessment Task

Category: Assess Directly related to Objective

Other: Explain the assessment task for each outcome in this column. Make sure that a balance of direct and indirect assessment methods are used program-wide. Describe: WHAT is the assessment; WHO will be assessed (sample); HOW the assessment task will be implemented and WHERE activities will be carried

[select](#)

Return

Select "Assessment Task" from drop-down menu.
Click "Select"

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Selected Unit: Student Support - Sample (Outcomes)

Home Assessment Unit Outcomes Results of Assessment Reports Documents

By Unit

Student Support - Sample (Outcomes) > Results of Assessment > Edit Results of Assessment

Intended Outcome: ss slo 1 : ss slo 1

Assessment Task: rubric slo 1

Results of Assessment:

Results of Assessment Date: 9/15/2010

Action Status: [Dropdown]

Result Type: [Dropdown]

Action Status Update Date: 9/15/2010

Action Taken | Related Documents

Action Taken Date	Action Taken	Follow-Up
No Actions Taken defined.		

add Action Taken

Save Changes Discard Changes Return Change Association Delete Results of Assessment

Action Status Update Date (re-evaluation date)
Use Standard Dates (end of semester):

- Fall – 12/31/yr
- Spring – 5/31/yr

Results of Assessment Date – auto-filled by TracDat. (do not change)

After you save the results, you can add Actions Taken (Column 5)

Selected Unit: Student Support - Sample (Outcomes)

Home Assessment Unit Outcomes Results of Assessment Reports Documents

By Unit

Student Support - Sample (Outcomes) > Results of Assessment > Edit Action Taken

Intended Outcome: ss slo 1 : ss slo 1

Assessment Task: rubric slo 1
Criteria/Expected Level of Achievement

Results of Assessment: Results

Action Taken:

Date: 9/15/2010

Save Changes Discard Changes Assign Return Delete Action Taken

Results of Assessment Date – auto-filled by TracDat. (do not change)

SUBMITTING DEPARTMENT PLANS

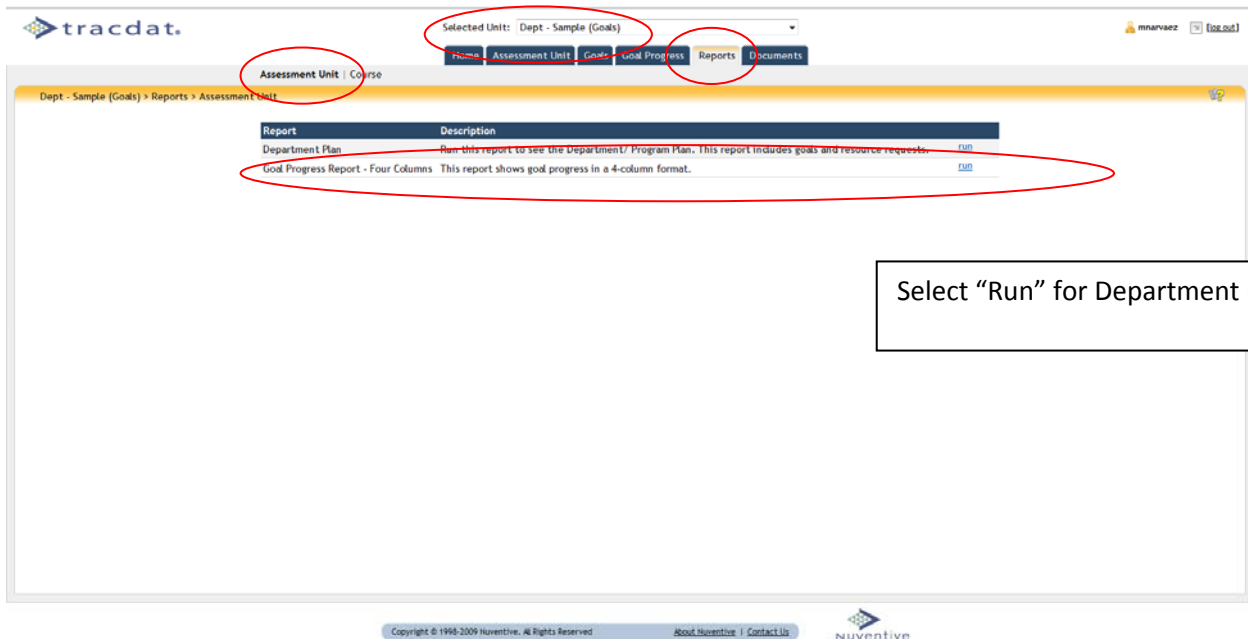
1. Run a draft report of the **DEPARTMENT plan (i.e., Goals)** and save it in the department's Documents Repository in TracDat by **October 17**. These plans will be reviewed by the Validation Team.
2. By **December 5**, run a second, **FINAL** report of the department's plan and save it in the department's Documents Repository in TracDat to reflect any revisions made based on suggestions from the Validation Team. Final department plans will be reviewed by the VP Level Groups.

Note: Any departments who have not saved reports of their 2011-2012 plan in their TracDat Documents Repository by the due dates listed above is at risk of not having its goals and resource requests considered for resource allocation.

To Run and Submit Reports

Go to Reports tab. Click on "Assessment Unit" screen. **Make sure Selected Unit is "Dept _____(Goals) or Student Support _____ (Goals)."**

Select **"Goal Progress Report - Four Columns"** – this report will include the goal progress you have entered. (FYI, this report is formatted in landscape, not portrait, page layout.)



The screenshot shows the TracDat web application interface. At the top, the 'tracdat.' logo is on the left, and the user 'mnavvaez' is logged in on the right. Below the logo, there is a navigation bar with tabs for 'Home', 'Assessment Unit', 'Goals', 'Goal Progress', 'Reports', and 'Documents'. The 'Assessment Unit' tab is selected. Below the navigation bar, there is a dropdown menu for 'Selected Unit' set to 'Dept - Sample (Goals)'. Below that, there is a breadcrumb trail: 'Dept - Sample (Goals) > Reports > Assessment Unit | Course'. A table with two columns, 'Report' and 'Description', is displayed. The table contains two rows: 'Department Plan' and 'Goal Progress Report - Four Columns'. The 'Department Plan' row has a 'Run' button next to it, which is circled in red. A text box on the right side of the screenshot says 'Select "Run" for Department Plan.'

Report	Description	
Department Plan	Run this report to see the Department's Program Plan. This report includes goals and resource requests.	Run
Goal Progress Report - Four Columns	This report shows goal progress in a 4-column format.	Run

A new tab "TracDat Report Viewer" will appear in the browser. This view will have two tabs: Set Parameters and Preview Report.

The screenshot shows the TracDat Report Viewer interface. The browser tabs at the top include "TracDat Enterprise v4.2.0.2" and "TracDat Report Viewer". The interface has two tabs: "Set Parameters" and "Preview Report". The "Set Parameters" tab is active, showing various configuration options. A red circle highlights the "TracDat Report Viewer" tab. A callout box points to the parameter settings with the text "Leave all parameters as is." Another callout box points to the "Include Courses" through "Include Assessment Unit Goals" section with the text "Click:" followed by a bulleted list of items to include. At the bottom of the interface, there are three buttons: "Open Report", "Download as Zip", and "Save to Document Repository".

Leave all parameters as is.

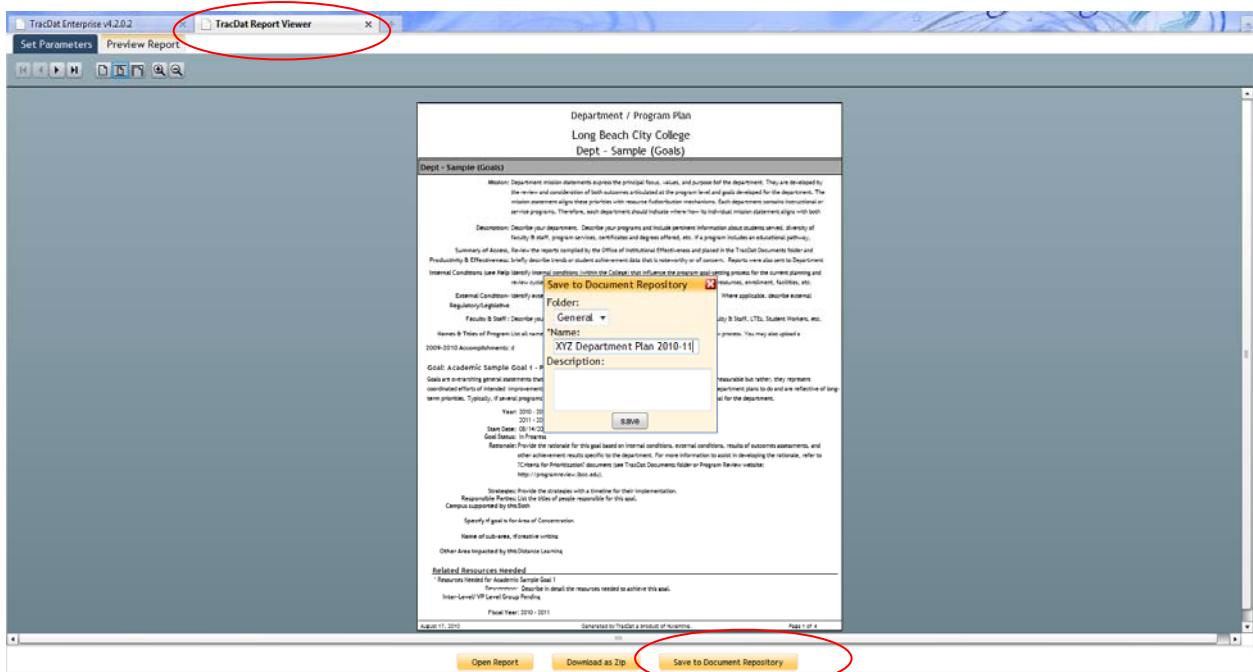
Click:

- Include Courses
- Include Resources Needed
- Include Institution Goals
- Include Summary Unit Goals
- Include Assessment Unit Goals

Open Report Download as Zip Save to Document Repository

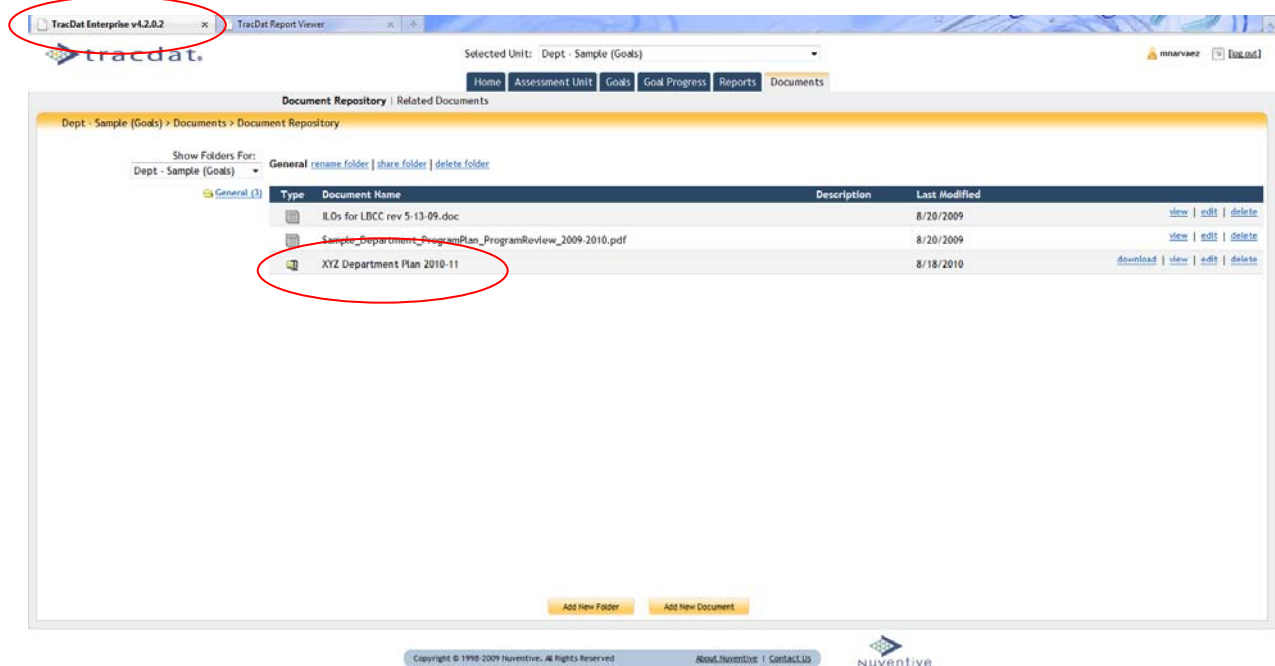
Click on "Save to Document Repository." A pop-up window will appear.

Keep Folder to "General". Change name to the "[Department name] Department Plan 2010-2011."



Click back to "TracDat Enterprise" tab in the browser.

Click Documents. The report should appear in the list.



SUBMITTING SUO RESULTS OF ASSESSEMENT REPORT

1. By the end of Fall 2011, run a report of the SUO Assessment Results report and save it in the department's Documents Repository in TracDat.

To Run and Submit Reports

Go to Reports tab. Click on "Assessment Unit" screen. **Make sure Selected Unit is "Dept _____(Outcomes) or Student Support _____ (Outcomes)."**

Select **Outcomes Assessment Plan - Four Columns** - this report will include the assessment results you have entered. (FYI, this report is formatted in landscape, not portrait, page layout.)

Selected Unit: Admin - Sample (Outcomes)

Home Assessment Unit Outcomes Results of Assessment Reports Documents

Assessment Unit

Admin - Sample (Outcomes) > Reports > Assessment Unit

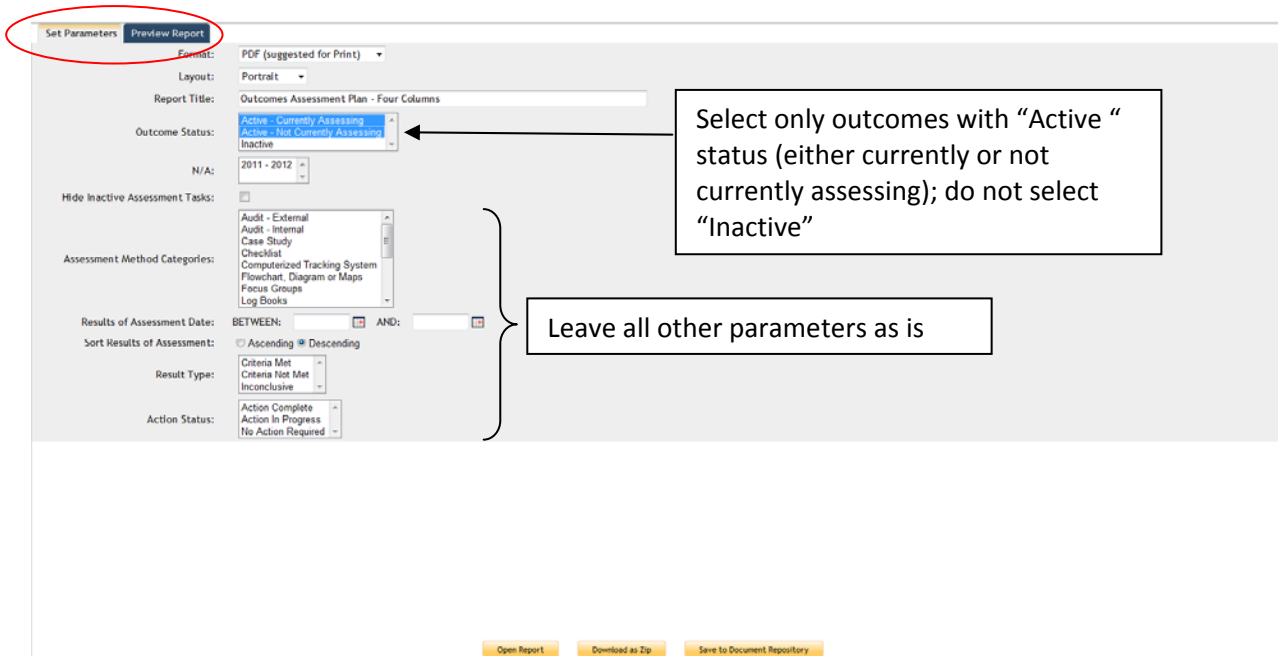
Report	Description	
Assessment Plan	This format shows the Assessment Plan in a report format, not in columns.	Run
Outcomes Assessment Plan - Four Columns	Run this report to see the outcomes and assessment report in a 4-column format.	Run

Select "Run" for Assessment Plan.

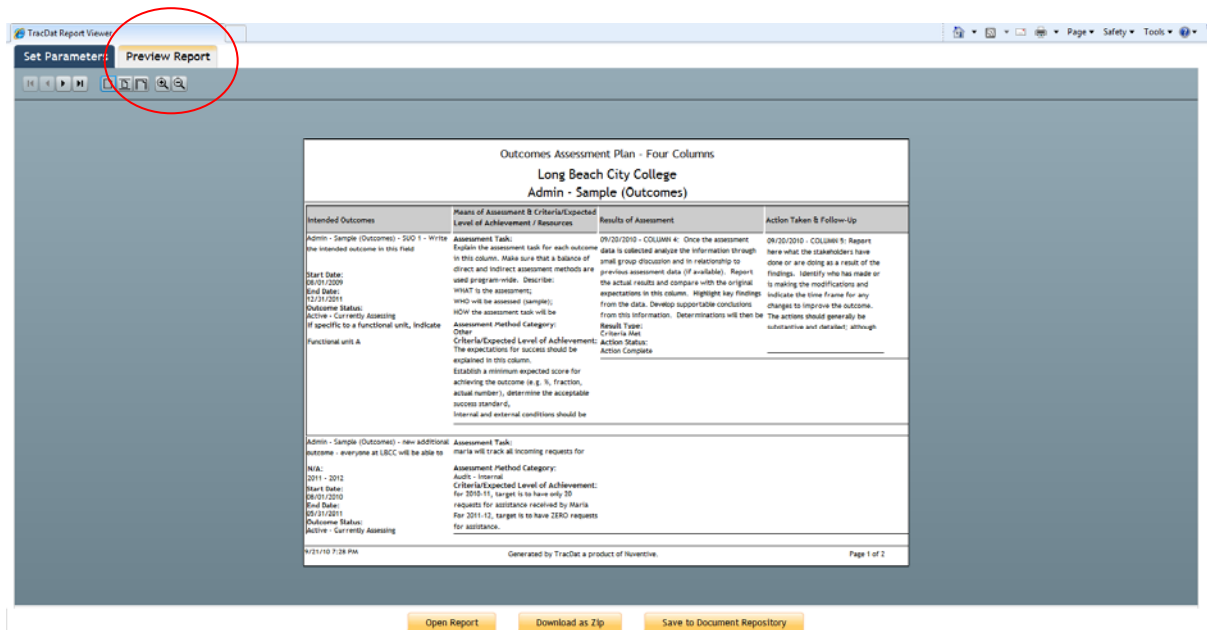
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nuventive

A new tab "TracDat Report Viewer" will appear in the browser. This view will have two tabs: Set Parameters and Preview Report.

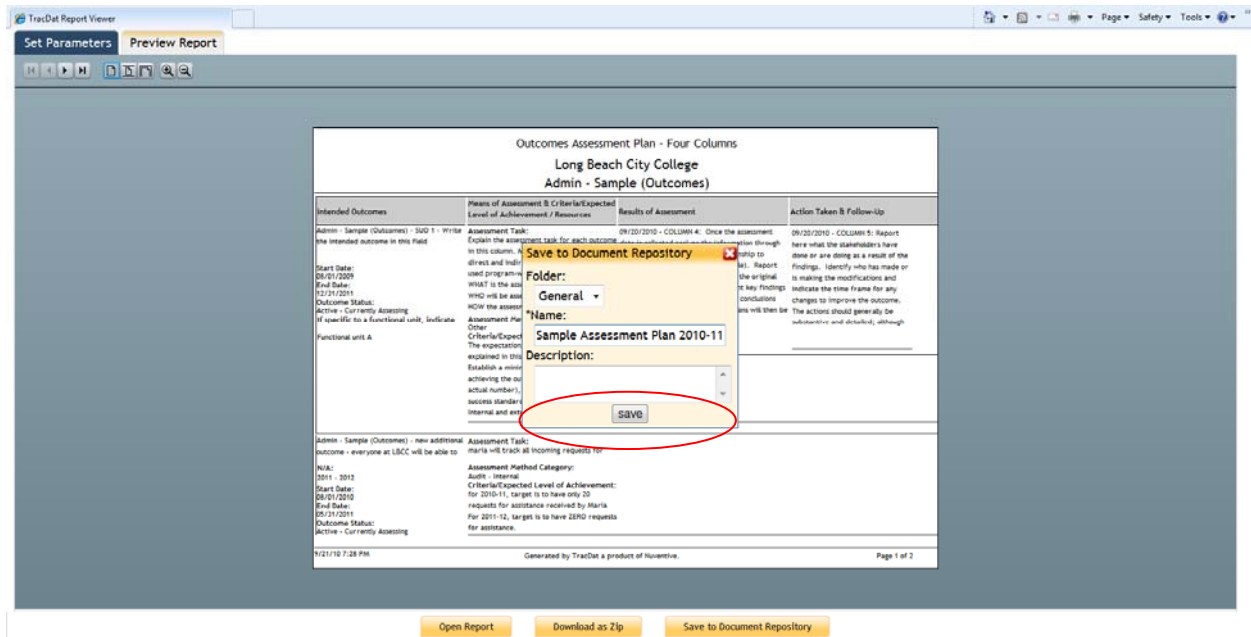


Click on the Preview Report tab to see what the report will look like.



Click on "Save to Document Repository." A pop-up window will appear.

Keep Folder to "General". Change name to the "[Department name] Assessment Results 2010-2011."



Click back to "TracDat Enterprise" tab in the browser.

Click Documents tab. The report should appear in the list.

