This guide is for Gonzaga University Student Development department-level interaction with TracDat. Instructions for inputting student learning and program 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
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 and programs/services offered by Student Development. 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:

![TracDat 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 Student Development 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 or review. 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
- Customized instructions for Gonzaga University
- Activity log (this function is not available yet)
- The Filter tool can be used on pages where multiple items are shown. If the filter is in use, the icon will be shown with a red border

**Home**

The home page displays an Assessment Plan Summary. All **active** Learning and Program 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 Information**

- **General Unit Info** – 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 of 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 and Program 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, and program to individual outcomes.

**Assessment Projects / Outcomes**

Use this area to add new Program or Learning Outcomes (or other types of assessment projects) and to view or edit the existing Outcomes or Projects for your Assessment Unit. Based on each Project or Outcome’s
components, you will be able to define the means of assessing the Projects or Outcomes and recording the results of that assessment.

- **To view** an existing Project/Outcome, click the *caret* (little arrow) next to the title.

- **To edit, copy, or delete** a Project/Outcome, select the appropriate icon to the right of the title.

- **To add** a new Project/Outcome, click the *green plus* sign to the right of Assessment Projects / Outcomes.

### Add New or Edit Outcomes:

Select the desired Assessment Unit from the top drop-down menu.

Select **Assessment Plan** under **Unit Assessment** in the left hand menu.

Click the **green plus** sign to add a new Outcome.

**OR** Select Edit, Copy or Delete icon to the right of the current Outcome.

Make additions/edits to the information:

- **Outcome Name** should only be a couple of words and entered in **ALL CAPS**
- **Outcome** is a description, for example: *Students participating in the alcohol reduction program will be able to demonstrate...*
- **Outcome Status** indicates whether the outcome is active or inactive
- **Planned Assessment Years** can be selected by clicking in the text box – you can select multiple years for which the unit plans to assess the outcome
- **Outcome Type** defines whether it is a student Outcome or a programmatic outcome

Click the **Save** button after information has been entered, then click the **Return** button to return to the full Outcomes page.

### Methods of Assessment

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

### Add New or Edit Methods of Assessment (MoA):

Select the desired Assessment Unit from the top drop-down menu.

Select Assessment Plan under Unit Assessment in the left hand menu.

Click the caret next to an 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.

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 Outcomes page.

### Results/Analysis – View/Add/Edit the Results & Analyses as well as any Actions Taken & Follow-Ups.

Use this area to add new Results/Analysis and/or to view and edit existing Results/Analysis related to your Outcomes. The Results Analysis is an ‘executive summary’ of how you assessed the Outcome, what the actual results were and whether the Desired Results (also known as criteria, benchmarks or thresholds) were met. You can also add what Actions were taken as a result of the data analysis and what Follow-Ups to those Actions were made 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. Save your changes by selecting the Save Changes button. Repeat this process for each of your Outcomes.

- To view an existing Result, click the caret next to the 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.

<table>
<thead>
<tr>
<th>Add New Result/Analysis to Method of Assessment:</th>
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<tbody>
<tr>
<td>Select the desired Assessment Unit from the top drop-down menu.</td>
</tr>
<tr>
<td>Select <strong>Results/Analysis</strong> under <strong>Unit Assessment</strong> in the left hand menu.</td>
</tr>
<tr>
<td>Click the caret next to an Outcome name to open that area and view all of the Methods of Assessment.</td>
</tr>
<tr>
<td>Click the caret next to a Method of Assessment to open that area, view the Desired Results, and access previous results.</td>
</tr>
<tr>
<td>Click the <strong>green plus</strong> sign to the right of the Method of Assessment that you would like to add Results and/or Analysis.</td>
</tr>
</tbody>
</table>

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 Actions Planned or Taken, and any **Additional Resources Needed**. Be sure to click the **Save** button when finished.

Attach any **Supporting Documents** (surveys, 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. Click the **Complete** button to save your selections.
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).
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.

<table>
<thead>
<tr>
<th>Add New Annual Reflections:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the desired Assessment Unit from the top drop-down menu.</td>
</tr>
<tr>
<td>Select <strong>Annual Reflections</strong> under <strong>Unit Assessment</strong> in the left hand menu.</td>
</tr>
<tr>
<td>Click the <strong>green plus</strong> sign to the right of Annual Reflections.</td>
</tr>
<tr>
<td>Select the Academic Year from the drop down menu.</td>
</tr>
<tr>
<td>Enter the requested information: <strong>Reflection</strong> 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</td>
</tr>
</tbody>
</table>
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 Assessment Unit:
    - **Assessment Plan** – what the Unit plans to Assess
    - **Assessment Unit Planning** – Assessment Plan and all Results in a narrative layout
    - **Unit Overview Report** – what the Unit Assessed and what the Results/Analysis & Action Plans are/were:
      - This is the report generally submitted at the end of an annual assessment cycle (see screenshot below for the report settings to be adjusted before final submission).
      - ATAS will gladly run this report for your department and upload it to the correct place in TracDat (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

**Documents**

Document Repository will display all folders and sub-folders available for the assessment unit. There are a few default folders for all Student Development 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
- **Division of Student Development** – The division shares a documents folder with all Student Development units. The CAS Standards are available to review and to link to assessment work.

**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.

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