

Templates: Group C

Program/Unit-Level Assessment Plan

Note: It would be helpful for Group C assessment authors to click on the link to the current [CCA-CFS assessment plan checklist template](#) for guidance to what CCA requires to rate an assessment plan "approved".

Simple steps to input Program/Unit-Level Assessment Plans (AUOs/SSUOs)

1. To log on to TracDat, go to the GCC public website (www.guamcc.edu)
2. Click on **About GCC** main tab
3. Under the **Offices** column on the drop down list, click on **Assessment AIER** link
4. On the Office of Assessment, Institutional Effectiveness & Research (AIER) webpage, on the right you will find **Quick Links**
5. Within the Quick Links box, at the bottom of the list, under **AIER Links**, click on **TracDat Log In**
6. In lower case, enter your assigned username and password (to rest your username and password, contact AIER at 735-5520 or 735-5612)
7. Go to the right of the TracDat logo and from the pull-down menu, select the Program/Unit for assessment
8. Click on Program/Unit-Level Assessment Plan tab
9. Click on the first sub-tab: Administrative Unit Outcome (AUOs); or Student Services Unit Outcome (SSUOs)
10. To add new program/unit-level AUOs/SSUOs, click Add New Administrative Unit Outcome (AUOs) or Add New Student Services Unit Outcome (SSUO) at the bottom center of the window
11. New window will pop up
12. Input data and/or select (click to highlight or chose from a pull-down menu) data in the field box. Click on the question (?) mark to the right of each field box for help on the type of information required
13. Click on Save Changes at the bottom of the window, then click on Return
14. Go to the next sub-tab: Means of Assessment, from the pull-down list, select the AUO/SSUO to be assessed

15. Click on Add New Artifact/Instrument/Rubric/Method/Tool Description tab at the bottom center of the window
16. A new window will pop up
17. Input data in each field box. Click on the question (?) mark to the right of each field box for help on the type of information required
18. Click on Save Changes
19. Click on Relate Document to upload evidence of the Artifact, Instrument, Rubric, or Method/Tool that will be used to measure the AUO/SSUO. Note; the document must be PDF formatted before uploading. Relate Document could also be uploaded as a URL link
20. A small dialog box with choices of New Document, Document From Repository and Previously Related Document will appear, click on New Document.
21. Another dialog box will pop up, input data in each field box then click on relate document.
22. To the right of the window, slide the scroll bar down to view the uploaded document/evidence or URL
23. Click on Assign tab. Here the Assessment Author can assign someone within the department to either provide Data only, Data and Data Collection Status/Summary of Result (N=?) or Data, Data Collection Status/Summary of Results (N=?) and Use of Summary Results. Complete all other field/boxes in this dialog box, then click on Save, then Return
24. Click on Related Activities sub-tab
25. To the right of the Administrative (AUO) or Student Services Unit Outcome (SSUO) Name, click on the pull-down list and select the AUO/SSUO for assessment
26. Click on the box to the left of the activity associated to the AUO/SSUO
27. Click on Save Changes then click on Return to Administrative Unit Outcome (AUO) or Return to Student Services Unit Outcome (SSUO)
28. Go to the next sub-tab, Tasks
29. From the pull-down list, select the AUO/SSUO
30. Select Add New Task at the bottom center of the window, enter data in each field/box then click on Save Changes
31. Go to the next sub-tab, Related Goals
32. Click on **only one** ISMP & ILO goal type that best relates to the AUO/SSUO

33. For each applicable goal type (AAD, F&A, ACCJC/WASC, BOT, TPS, TSS, & Program/Unit) goal, click on only ONE goal type that best relates to the AUOS/SSU
34. Click Save Changes
35. Repeat steps for each AUO/SSUO to be assessed

Congratulations! You have just entered all the required data to complete the program/unit-level assessment plan. Don't forget to remind your department chair or program manager that [TracDat Data Input Memo](#) must be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement.

Assessment authors are encouraged to run the Assessment Plan and save. Below are the steps to run and save the report:

1. Click on the Reports tab
2. A new window will pop up
3. To the far right of Assessment Plan, click on Run
4. A new window will pop up
5. Select the applicable sub-tab: Group C: Administrative Unit or Group C: Student Services Unit
6. Report option types are: PDF, HTML or RTF, select your preference
7. To the right of AUO/SSUO Status field/box, select active
8. Scroll to the bottom of the window
9. Click ALL the small boxes
10. Click (your choice) Open Report (to print or view), Download as Zip (save to flash or hard drive), or Save to Document Repository in TracDat
11. Should you choose Save to Document Repository, a dialog box will pop up
12. Click on the pull-down list and select TracDat Assessment Plans folder then click save

Data Collection Status Group C

Below are simple steps to accessing the assessment data management software for data entry.

Simple steps to input (AUOs/SSUOs) Data Collection Status:

1. To log on to TracDat, go to the AIER website at www.guamcc.edu/aier
2. Click on **About GCC** main tab
3. Under the Offices column on the drop down list, click on **Assessment AIER** link
4. On the Office of Assessment, Institutional Effectiveness & Research (AIER) webpage, on the right you will find **Quick Links**
5. In lower case, enter your assigned username and password (to reset your username and password, contact AIER at 735-5520 or 735-5612)
6. Go to the pull-down list to the right of the TracDat logo and select the Program Unit for assessment
7. Go to the pull-down list to the right of the TracDat logo, select the Program/Unit for assessment
8. Authors must first go to the Documents tab and download the Budget Request word document
9. Click the Documents tab
10. Click on Budget Request folder
11. To the right, click save and save file to the desktop
12. Select Data Collection Status/Summary of Results (N=?) tab
13. Click By Non-Academic Assessment Unit sub-tab
14. To the far right of the window, click on the filter icon
15. Small dialog box will pop up, click active below AUOs or SSUOs Status, scroll to the bottom of the dialog box and click Apply Filter
16. If entering data for the first time, click Add Data Collection Status/Summary of Result (N=?) at the bottom center of the window
17. New window will pop up, to the right of the AUO/SSUO, click **select**
18. Dialog box will pop up, Artifact/Instrument/Rubric/Method/Tool Description should appear in the box from the pull-down list
19. Still within the dialog box, slide the scroll bar to the right, then click on **select**

20. Input data in each field/box, it is essential that BUDGET data is addressed. Click on the question mark at the right of each field/box for guidance about the required data. To complete the Budget Related Performance Indicator field/box, data can be found from the Budget Request you just saved to your desktop. Copy and paste the applicable performance indicator to the field/box
21. After inputting data in each of the field/box, at the bottom of the window, click on Save Changes
22. To upload (evidence of data collected) slide the scroll bar to the bottom of the window, on the left of the window, click Relate Document then to the right of the window, click relate document
23. Dialog box will pop up, enter data in each field (document name or URL name) short description
24. Below Repository Folder, click on the pull-down and select evidence, then relate document
25. Slide the scroll bar to the bottom of the window to see if the document or URL is listed

Congratulations! Data Collection Status is complete. Don't forget to remind your department chair or program manager that [TracDat Data Input Memo](#) must to be submitted via email to aijer@guamcc.edu to report compliance of the assessment requirement.

Program/Unit-Level (AUOs/SSUOs)Assessment Report

Note: It would be helpful for Group C assessment authors to click on the link to the current [CCA-CFS assessment report checklist template](#) for guidance to what CCA requires to rate an assessment plan "approved".

To input program/unit-level Assessment Report, follow the steps below:

1. To Log on to TracDat, go to the GCC public website (www.guamcc.edu)
2. Click on **About GCC** main tab
3. Under the Offices column on the drop down list, click on **Assessment AIER** link
4. On the Office of Assessment, Institutional Effectiveness & Research (AIER) webpage, on the right you will find **Quick Links**
5. Within the **Quick Links** box, at the bottom of the list, under the **AIER Links**, click on **TracDat Log In**
6. In lower case, enter your assigned username and password (to reset your username and password, contact AIER at 735-5520 or 735-5612)
7. Click on Data Collection Status/Summary of Results (N=?) tab
8. Click on By Non-Academic Assessment Unit sub-tab
9. For the AUO/SSUO that indicates "currently being assessed", if the Show Data Collection Status/Summary of Results (N=?) link is not available, click on the ADD Data Collection Status/Summary of Results (N=?). If the Show Data Collection Status/Summary of Results (N=?) link is available, click Show Status/Summary of Results (N=?) for the appropriate AUO or SSUO
10. To the right of the screen, click on **add Use of Summary Result**
11. New window will pop up, input information on how the summary of data collected will be used to improve the AUO or SSUO
12. Click on Save Changes, then click Return
13. Repeat steps to continue data entry for each AUO or SSUO

Congratulations! You have just entered all the required data to complete the program/unit-level Assessment Report. Don't forget to remind your department chair or program manager that [TracDat Data Input Memo](#) must be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement.

Assessment authors are encouraged to run the Assessment Report and save. Follow the steps below to run the program-level Assessment Report:

1. Click on Reports tab
2. Click on “Group C: Administrative Unit or Group C: Student Services Unit sub-tab
3. To the far right of Unit Assessment Report-Four Column, click **run**
4. A new window will pop up
5. To the right of AUO or SSUO Status field/box, click on active
6. Scroll to the bottom of the window and to the right of Data Collection Status/Summary of Results Status, hold down the Ctrl key and click on Open and Program Level Data Collection Status
7. At the bottom of the same window, click (your choice) Open Report (to view or print), Download as Zip (to save to flash or hard drive – includes all associated evidence uploaded), or Save to Document Repository in TracDat
8. Should you choose Save to Document Repository, a dialog box will pop up click on the pull-down list and select TracDat Assessment Reports folder, type short description (could be the date report was run) then save.

Implementation Status Group C

Follow steps to below input Implementation Status

1. To log on to TracDat, go to the GCC public website (www.guamcc.edu)
2. Click on **About GCC** main tab
3. Under the **Offices** column on the drop down list, click on **Assessment AIER** link
4. On the Office of Assessment, Institutional Effectiveness & Research (AIER) webpage, on the right you will find **Quick Links**
5. Within the **Quick Links** box, at the bottom of the list, under **AIER Links**, click on **TracDat Log In**
6. In lower case, enter your assigned username and password (to reset your username and password, contact AIER at 735-5520 or 735-5612)
7. Go to the pull-down list to the right of the TracDat logo and select the Program Unit for assessment
8. Select Data Collection Status/Summary of Results (N=?) main tab
9. To enter program/unit-level implementation status, select By Non-Academic Assessment Unit
10. New window will pop up, go to the right of the screen and click on the filter icon
11. Small dialog box will pop up, select active under AUO or SSUO Status: on the same dialog box slide the scroll bar to the bottom and click Apply Filter
12. Select the applicable AUO/SSUO and click Show Data Collection Status/Summary of Results (N=?)
13. To the right of the same window, click on **add Implementation Status**
14. New window will pop up
15. Input data on the status of implementing program/unit-level use of summary results
16. Toward the bottom of the window, click on Save Changes
17. Repeat the steps for each AUO/SSUO

Congratulations! You have just completed the program/unit-level assessment cycle (closing the loop). Don't forget to remind your department chair or program manager that [TracDat Data Input Memo](#) must

to be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement.