Group D: TracDat Step by Step Process for Data Input

Program & Course-Level (SLOs) "Implementation Status"

Simple steps to input <u>Implementation Status</u>

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. 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-level implementation status, select By Instructional Program
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 Currently being assessed under SLO Status: on the same dialog box slide the scroll bar to the bottom and click Apply Filter
12. Select the applicable SLO and click Show Data Collection Status/Summary of Results (N=?)
13. Based on applicable SLO, to the right click on **edit**
14. To the right of the window, move the scroll bar down
15. To the right of the same window, click on **add Implementation Status**
16. New window will pop up
17. Input data on the status of implementing program-level use of summary results
18. Toward the bottom of the window, click on Save Changes
19. To enter course-level implementation status, select By Course sub-tab

20. New window will pop up, from the pull-down list, select the applicable course
21. Select the applicable SLO and click Show Data Collection Status/Summary of Results (N=?)
22. Based on applicable SLO use of summary results, to the right click on **add implementation status**
23. New window will pop up
24. Input data on the status of implementing course use of summary results
25. Toward the bottom of the window, click on Save Changes
26. Repeat steps 6-15 to input implementation status for each program SLO
27. Repeat steps 16-23 to input implementation status for each course SLO

==Congratulations!== You have just completed the program and course-level assessment cycle (closing the loop). Don't forget to remind your department chair that TracDat Data Input Memo must to be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement based on the Two-Year Assessment Cycle Schedule.

Program (SLOs) and Course-Level (SLOs) "Assessment Plan"

Program-Level (SLOs) Assessment Plan

Note: It would be helpful for Group D 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".

Follow these steps to input program-level SLO assessment plans:

1. To log on to TracDat, go to 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. Go to the pull-down list to the right of the TracDat logo and select the Program Unit for assessment
8. Authors must first go to the Documents tab and download the current Budget Request word document.
9. Click the Documents tab
10. Click on Budget Request folder
11. To the right of the current budget request, click view
12. Dialog box will pop up, click save & save file to the desktop
13. Click on Program/Unit-Level Assessment Plan main tab
14. Click on the first sub-tab: Student Learning Outcome (SLOs)
15. To add new program/unit-level SLO, click Add New Student Learning Outcome (SLO) at the bottom center of the window
16. 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 at the bottom of the window, then click on Return
19. Repeat steps 10-15 above for each new program-level SLO

20. Go to the next sub-tab: Means of Assessment, from the pull-down list, select the program-level SLO to be assessed
21. Click on Add New Artifact/Instrument/Rubric/Method/Tool Description tab at the bottom center of the window
22. A new window will pop up
23. 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)
24. Click on Save Changes
25. Click on Relate Document to upload evidence of the Artifact, Instrument, Rubric, or Method/Tool that will be used to measure the SLO. Note; the document must be PDF formatted before uploading. Relate Document could also be uploaded as a URL link
26. A small dialog box with choices of New Document, Document From Repository and Previously Related Document will appear, click on New Document.
27. Another dialog box will pop up, input data in each field box. From the repository folder pull down list, select "Evidence" then click on relate document.
28. To the right of the window, slide the scroll bar down to see if the document/evidence or URL was uploaded
29. 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
30. Repeat steps 17-26 above to complete all the field/boxes in the Means of Assessment sub tab for each new SLO
31. If previously assessed SLO will be assessed again, to the right of SLO Status, click **copy**.
32. In the new window, place a check mark in each of the boxes by clicking in the box next too: Include Means of Assessment; Include Related Courses; Include Tasks and Include Related Goals; and finally click in the box to the left of the program/unit name
33. Click on save changes at the bottom center of the window
34. After saving, click edit to the right of the SLO just copied, and update, SLO Status, Start Date, End Date, Program Level SLO Industry National Certification, Type of Industry National Certification, Plan reflects/incorporates and Notes from the pull-

down list above. Remember to click on the question (?) mark to the right of each field box for help on the type of information required. Then click on Save Changes at the bottom of the window.

35. Click on return at the bottom of the window
36. Repeat steps 28-32 for every previously assessed SLO to be assessed again
37. Click on the Related Courses sub-tab
38. New window will appear
39. From the pull-down list to the right of Student Learning Outcome (SLO) Name, select the program/unit-level SLO
40. Click on the box to the left of the course number mapping the program-level to the course SLO.   Within the same window, click on **Curriculum Mapping** (note, this is similar to the Curriculum Map template). Click on whether the program SLO is either: Emphasized; emphasized & reinforced; introduced; introduced & Emphasized; Introduced, Emphasized, & Reinforced; Introduced & Reinforced; or Reinforced and save changes.
41. Repeat step 34-37 above to relate the course to each program-level SLO
42. Go to the next sub-tab, Tasks
43. From the pull-down list, select the SLO
44. Select Add New Task at the bottom center of the window, enter data in each field/box then click on Save Changes. To assign each task, click on assign link at the bottom of the window
45. Repeat steps 39-41 for each SLO being assessed
46. Go to the next sub-tab, Related Goals
47. Click on **only one** ISMP & ILO goal type that best relates to the SLO
48. 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 SLO
49. Click Save Changes
50. Repeat steps for each SLO to be assessed

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

Assessment authors are encouraged to print or save the program-level Assessment Plan. Below are the steps to **print or save the program-level assessment plan**:

1. Click on the Reports tab
2. A new window will pop up
3. From the sub-tabs (Group D: Secondary Program), click on the appropriate type of report. A list of reports (Assessment Plan, Unit Assessment Report – Four Column, Curriculum Map or Documents List) will appear on the new window
4. To the far right of Assessment Plan, click on Run
5. A new window will pop up
6. From the Set Parameters, from the format pull down list , select one type : PDF, HTML or Microsoft Word (.rtf)
7. To the right of SLO Status field/box, select currently being assessed
8. Scroll to the bottom of the window
9. Put a check on all the small boxes by Clicking each box
10. 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
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 on Save

Course-Level (SLOs) Assessment Plan

Note: It would be helpful for Group D 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".

Follow these simple steps to input Course-Level SLOs Assessment Plans:

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. Go to the pull-down menu to the right of the TracDat logo and select the Instructional Program 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 of the current budget request year , click view
12. Dialog box will pop up, click save & save file to the desktop
13. Go back to TracDat and click on Course-Level Assessment Plan main tab
14. Click on the pull down arrow, and select the course to be assessed
15. Some course-level SLOs may have already been inputted
16. Select the specific course SLO to be assessed
17. To add new course SLOs, click Add New Course SLO at the bottom center of the window
18. New window will pop up
19. Input 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

20. Click on Save Changes at the bottom of the window, then click on Return
21. Go to the next sub-tab: Means of Assessment, from the pull-down list, select the course SLO to be assessed
22. Click on Add New Artifact/Instrument/Rubric/Method/Tool Description tab at the bottom center of the window
23. A new window will pop up
24. 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
25. Click on Save Changes
26. From the same window, bottom center click on Relate Document to upload evidence of the Artifact, Instrument, Rubric, or Method/Tool that will be used to measure the course SLO. (Note, the document must be PDF formatted before uploading).
27. A small dialog box with choices of New Document, Document From Repository and Previously Related Document will appear, click on New Document.
28. Another dialog box will pop up, input data in each field box, from the pull down list of Repository Folder, select Evidence then click on relate document.
29. To the right of the window, slide the scroll bar down to see if the document or URL was uploaded
30. 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
31. If previously assessed course SLO will be assessed again, from the Course SLO Description sub-tab and the chosen course, to the right of course SLO Status, click **copy**.
32. In the new window, place a check mark in each of the boxes by clicking in the box next too: Include Means of Assessment and Include Related Goals
33. Click on the course number
34. Click on Save Changes at the bottom center of the window
35. After saving, click edit to the right of the course SLO just copied, and update, SLO Status, Start Date, End Date, Capstone Course/CTE Related Course, Type of Industry National Certification, Plan reflects/incorporates and Notes from the pull-

down list above. (Remember to click on the question (?) mark to the right of each field box for help on the type of information required.) Then click on Save Changes at the bottom of the window.

36. Click on Return at the bottom of the window
37. Repeat steps 27-32 above for each course SLO to be reassessed
38. Click on Means of Assessment sub-tab
39. Click on Add New Artifact/Instrument/Rubric/Method/Tool Description at the bottom of the window and input data in each of the field/box. Click on the question (?) mark to the right of each field box for help on the type of information required
40. Click on save changes at the bottom of the window
41. Assessment Author can assign someone within the department to collect data, to collect data and summarize it, or collect data, summarize it and report use of summary results for each or selected course SLO. To do so, click on assign at the bottom center of the window, complete each field box move the scroll bar within the assignment window then click save.
42. Click on the next sub-tab: Related Group D: Secondary Program Student Learning Outcomes (SLOs) and click on the program-level SLO specifically related to the course SLO. Repeat this process for every course and corresponding SLOs to be assessed
43. Click on the next sub-tab: Related Goals and place a check mark by clicking on the small box selecting **only one** ISMP, ILO, AAD PRG, ACCJC/WASC Standard, BOT, School PRG, and program/unit level PRG. Repeat this process for each course SLO to be assessed

<mark>Congratulations!</mark> You have just entered all the required data to complete the course-level assessment plan. Don't forget to remind your department chair that TracDat Data Input Memo must to 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.   Follow the steps below to run the course-level Assessment Plan report:

1. Click on Reports tab
2. Click on "Course" sub-tab
3. To the far right of Course Assessment Plan, click **run**

4. A new window will pop up
5. Hold down the Ctrl key and click on each course without an asterisks (*)
6. To the right of SLO Status field/box, click on Currently being assessed
7. Scroll to the bottom of the window and click on each small box
8. Click (your choice) Open Report (to print or view), Download as Zip (to save to flash or hard drive – includes all associated evidence uploaded), or Save to Document Repository in TracDat
9. Should you choose Save to Document Repository, a dialog box will pop up, click on the pull-down list and select TracDat Assessment Plans folder then save

Fall 2016: Program-Level (SLOs) Data Collection Status

Simple steps to input <u>Data Collection Status</u> for Program-Level SLOs:

1. Log on to TracDat, go to the GCC public website (www.guamcc.edu) 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 Lot 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, 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. Make sure the program to be assessed is the program selected from the pull down list under Show Folder For
11. Click on Budget Request folder
12. On the current budget year file name, to the right, click view
13. Dialog box will pop up, click save & save file to the desktop
14. Go back to Data Collection Status/Summary of Results (N=?) tab
15. New window will pop up
16. For **program-level** data input, select By Instructional Program sub-tab
17. To the far right of the window, click on the filter icon and select CURRENTLY BEING ASSESSED from the new dialog box, scroll to the bottom of the dialog box and click Apply Filter
18. If entering data for the first time, click Add Data Collection Status/Summary of Result (N=?) at the bottom center of the window
19. New window will pop up, to the right of the SLO, click **select**
20. Dialog box will pop up, Artifact/Instrument/Rubric/Method/Tool Description should appear in the box from the pull-down list

21. Still within the dialog box, move the scroll bar to the right, then click **select**
22. 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
23. After inputting data in each of the field/box, at the bottom of the window, click on Save Changes
24. To upload evidence of data collected (which must be in PDF format; remove student name(s)) to the bottom left of the main screen, click Relate Document, to the right of the same screen, click relate document, a small dialog box with choices of New Document, Document From Repository and Previously Related Document will appear, click on New Document.
25. Another dialog box will pop up, input data in each field box, from the pull down list of Repository Folder, select Evidence then click on relate document.
26. You should still be in the Data Collection window, click Return and repeat steps 13-22 to input data for each SLO.

==Congratulations!== Data Collection Status is complete. Don't forget to remind your department chair that TracDat Data Input Memo must to be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement.

Course-Level (SLOs) Data Collection Status

Simple steps to input <u>Course-Level Data Collection Status</u>:

1. Log on to TracDat, go to GCC public website (www.guamcc.edu)
2. Click on **About GCC**
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. 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. Make sure the program to be assessed is the program selected from the pull down list under Show Folder For
11. Click on Budget Request folder
12. On the current budget year file name, to the right, click view
13. Dialog box will pop up, click save & save file to the desktop
14. Go back to Data Collection Status/Summary of Results (N=?) tab
15. New window will pop up
16. For **course-level** data input, select By Course sub-tab
17. From the pull-down list, select the specific course
18. Scroll to the bottom of the window and select Add Data Collection Status/Summary of Results (N=?)
19. New window will pop up, to the right of the specific SLO, click **select**
20. Small dialog box will pop up and Artifact/Instrument/Rubric/Method/Tool Description should appear in the box from the pull-down list
21. Still within the dialog box, move the scroll bar to the right, (if there is more than one tool used for data collections) then on the appropriate tool, click **select**
22. New window will pop up, 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

23. After inputting data in each of the field/box, at the bottom of the window, click on Save Changes

24. To upload evidence of data collected (which must be in PDF format; remove student name(s)) to the bottom left of the main screen, click Relate Document, to the right of the same screen, click relate document, a small dialog box with choices of New Document, Document From Repository and Previously Related Document will appear, click on New Document

25. Another dialog box will pop up, input data in each field box, from the pull down list of Repository Folder, select Evidence then click on relate document.

26. You should still be in the Data Collection window, click Return and repeat steps 13-22 to input data.

<mark>Congratulations!</mark> Data Collection Status for the course-level is complete. Don't forget to remind your department chair that TracDat Data Input Memo must to be submitted via email to aier@guamcc.edu to report compliance of the assessment requirement.

Program-Level (SLOs) Assessment Report

Note: It would be helpful for Group D 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-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 Instructional Program
9. If data collection was already inputted, click on the filter icon to the right of the screen
10. Small dialog box will pop up, under the SLO Status: select currently being assessed
11. Within the small dialog box to the right, slide the scroll bar to the bottom and click on apply filter
12. In the new window, click **Show Data Collection Status/Summary of Results (N=?)** for the appropriate SLO
13. To the right of the screen, click on **add Use of Summary Result**
14. New window will pop up, input information on how the data collected will be used to improve the SLO
15. Click on Save Changes, then click Return
16. Repeat steps to continue data entry for each SLO

==Congratulations==! You have just entered all the required data to complete the program-level Assessment Report. Don't forget to remind your department chair that TracDat Data Input Memo must to 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 D: Secondary Program or A/B: Combined Programs" 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 SLO Status field/box, click on Currently being assessed
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, 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
9. Click on the pull-down list and select TracDat Assessment Reports folder, type short description (could be the date report was run) then save.

Course-Level (SLOs) Assessment Report

Note: It would be helpful for Group D 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 complete a course-level Assessment Report, follow the steps below:

1. To Log on to TracDat, go to the 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 password, contact AIER at 735-5520 or 735-5612)
7. Click on Data Collection Status/Summary of Results (N=?) tab
8. Click on By Course sub-tab
9. In the new window, click **Show Data Collection Status/Summary of Results (N=?)** for the appropriate course SLO
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 data collected will be used to improve the course SLO
12. Click on Save Changes, then click Return
13. Repeat steps to continue data entry.

==Congratulations!== You have just completed entering the course-level Assessment Report. Now you are ready to submit the TracDat Data Input memo to AIER via email to aier@guamcc.edu . Don't forget to remind your department chair to submit the memo.

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

1. Click on Reports tab
2. Click on Course sub-tab
3. To the far right of Unit Course Assessment Report - Four Column, click **run**

4. A new window will pop up
5. Hold down the Ctrl key and click on every course without an asterisks (*)
6. To the right of Course Outcome Statuses, click on Currently being assessed
7. Slide the scroll bar down and click in the small box to the right of Hide Inactive Artifact/Instrument/Rubric/Method/Tool Description
8. 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 Course Level Data Collection Status
9. 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
10. Should you choose Save to Document Repository, a dialog box will pop up
11. Click on the pull-down list and select TracDat Assessment Reports folder, type short description (could be the date report was run) then save.