



AIE Announcement

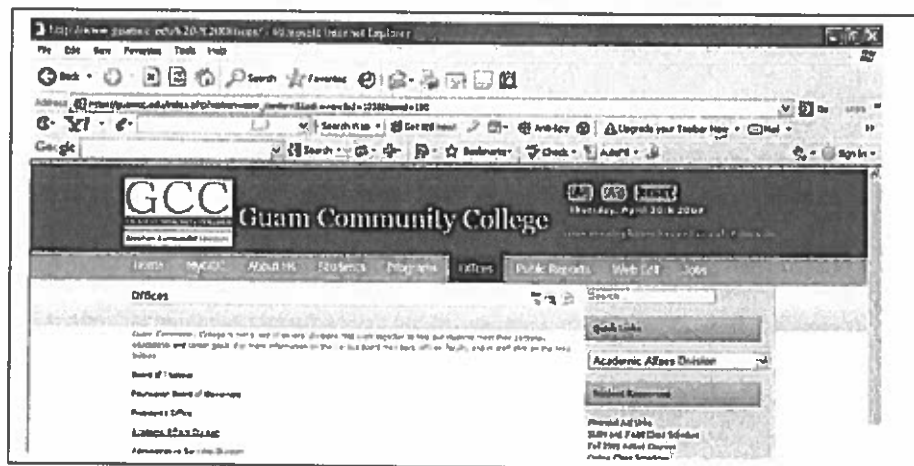
Effective April 30, 2009, the office of Assessment and Institutional Effectiveness (AIE) created a universal user name and password available to all GCC personnel (including adjunct faculty) to access TracDat. Availing this feature enables ALL GCC personnel to run various assessment reports, as well as view and print curriculum documents. For example, Human Resources office benefits from this by accessing curriculum documents to help prepare adjunct contracts. Full time and adjunct faculty can also view and print the most current program and course curriculum when they need it. See MyGCC Personal Announcements for the link to the simple directions on how to download curriculum documents. Call Priscilla Johns at 735-5520 or email priscilla.johns@guamcc.edu if you have additional questions.

Effective April 30, 2009, AIE created a universal user name and password available to all GCC personnel to access TracDat, including adjunct faculty. Availing this feature provides ALL GCC personnel to run various assessment reports and view curriculum documents. You will also have the ability to print such at your leisure. To access TracDat follow these steps:

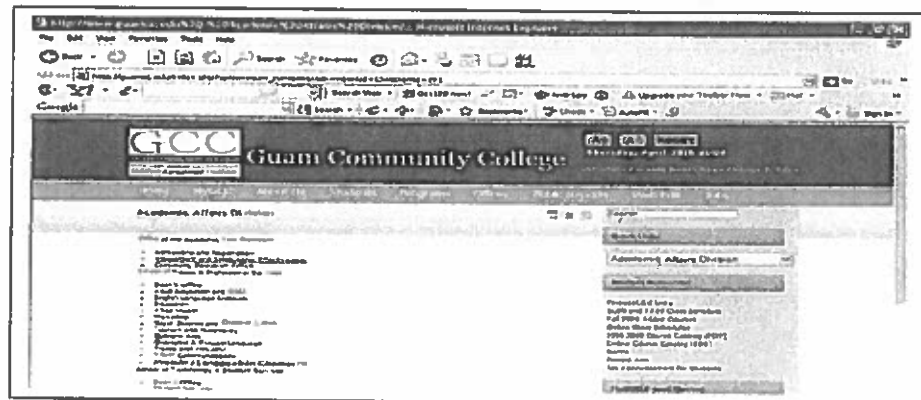
1. Open www.guamcc.edu and select Offices as shown on the screen shot below.



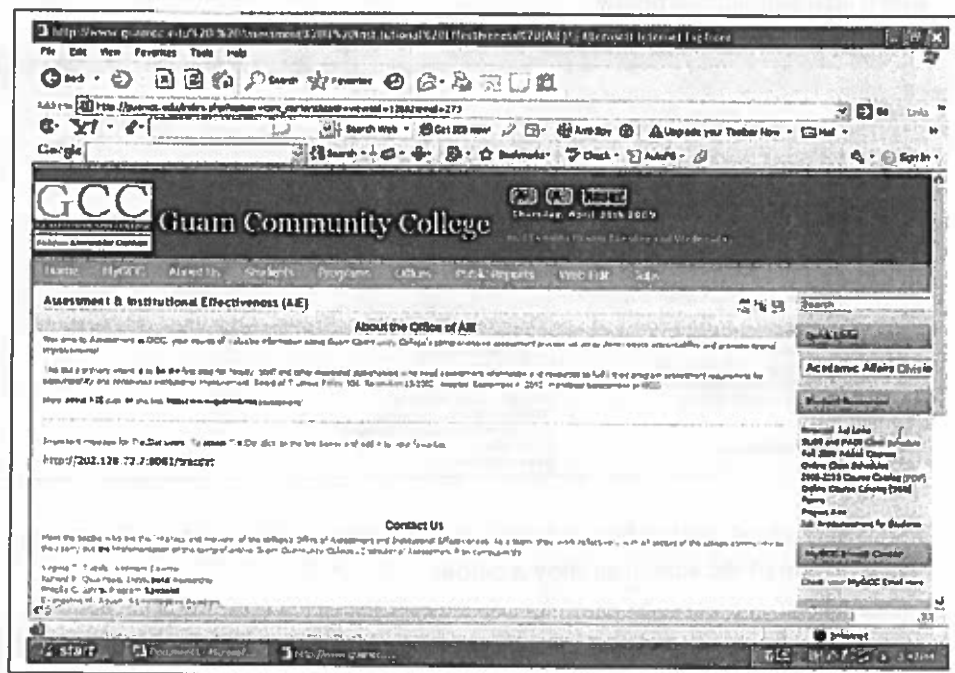
2. Select Academic Affairs Division from the sample window below.



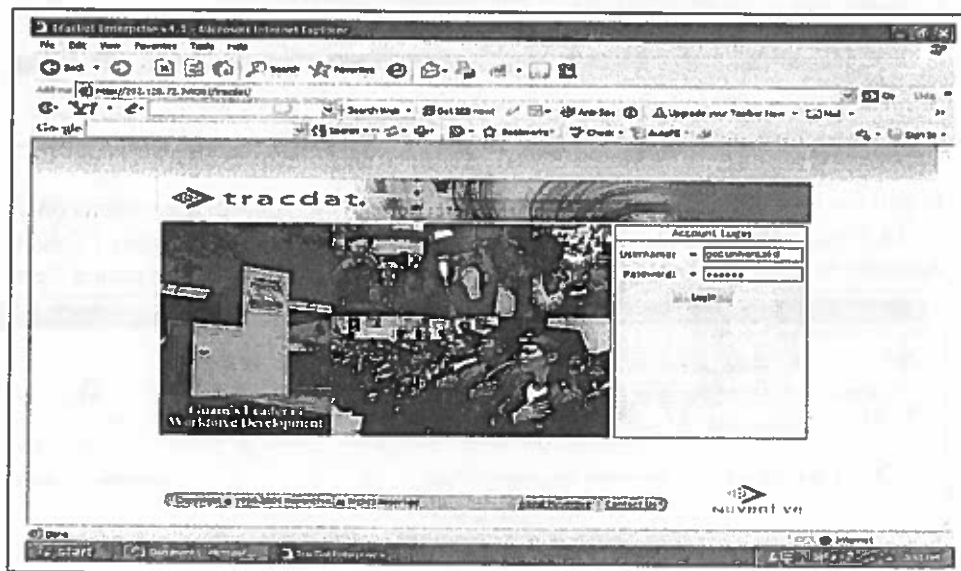
3. Select Assessment & Institutional Effectiveness from the sample window below.



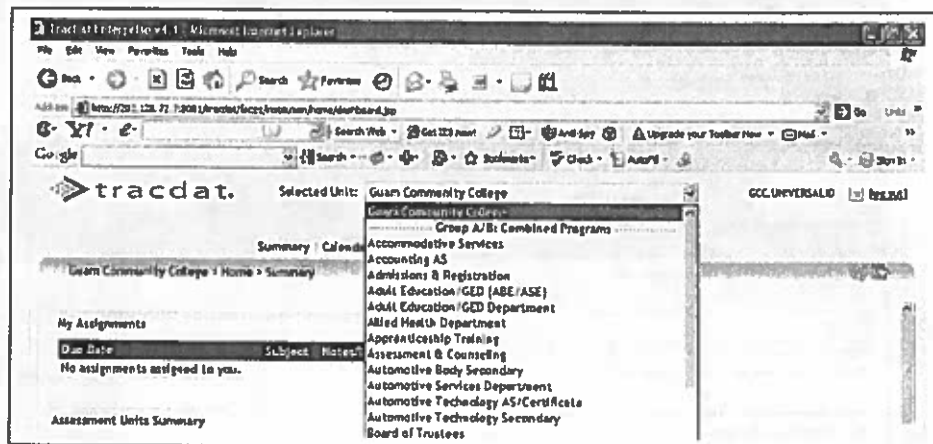
- Click on the link <http://202.128.72.8081/tracdat>



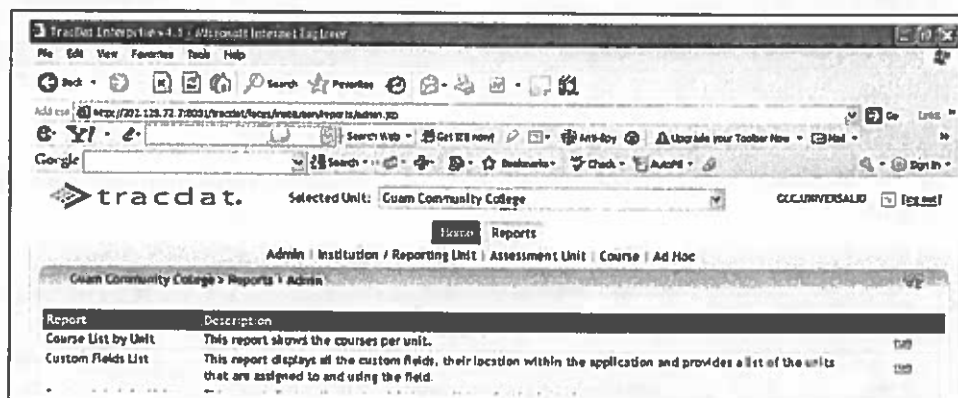
- Enter User Name: `gcc.universalid` strike the TAB key
- Enter the Password: `fuetsa` (password is case sensitive, must be lower case) then click Login.



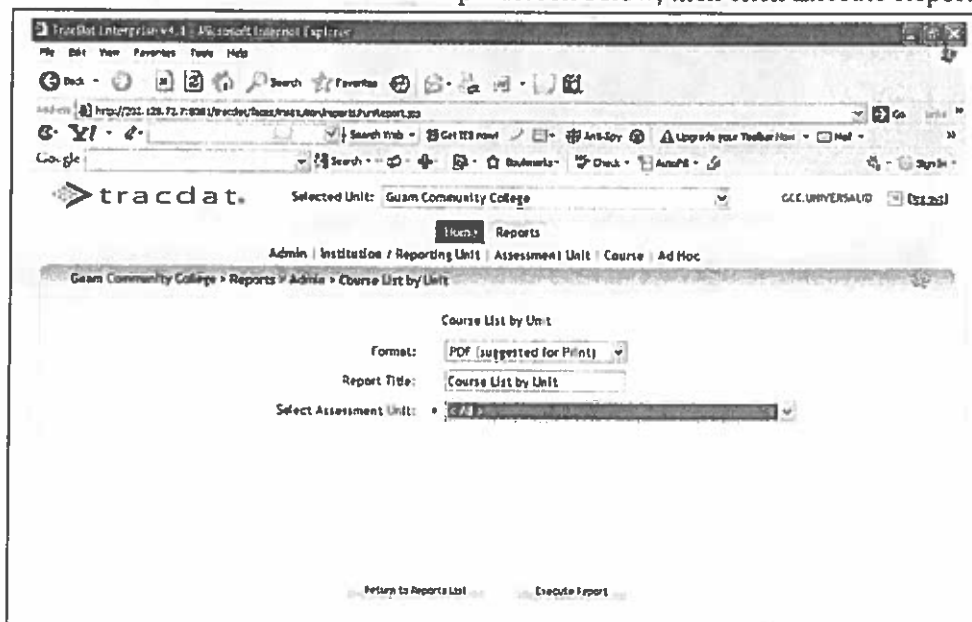
- Choose Guam Community College as the unit name to run curriculum from the drop down arrow as shown below.



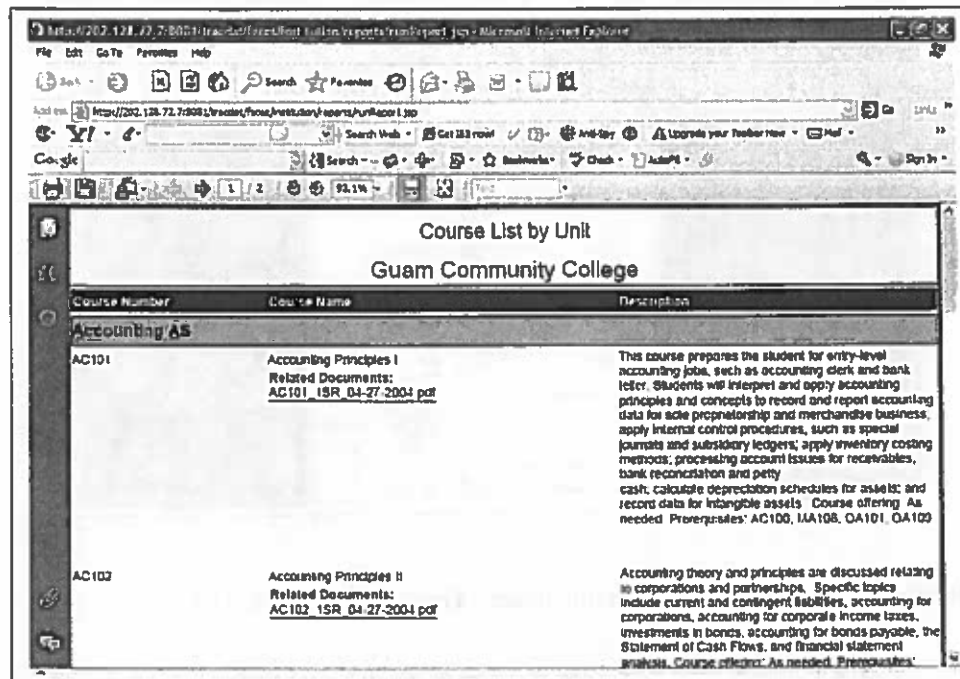
- Select Reports tab and Admin sub-tab. Run the Course List by Unit by clicking RUN on the right side of the screen as shown below.



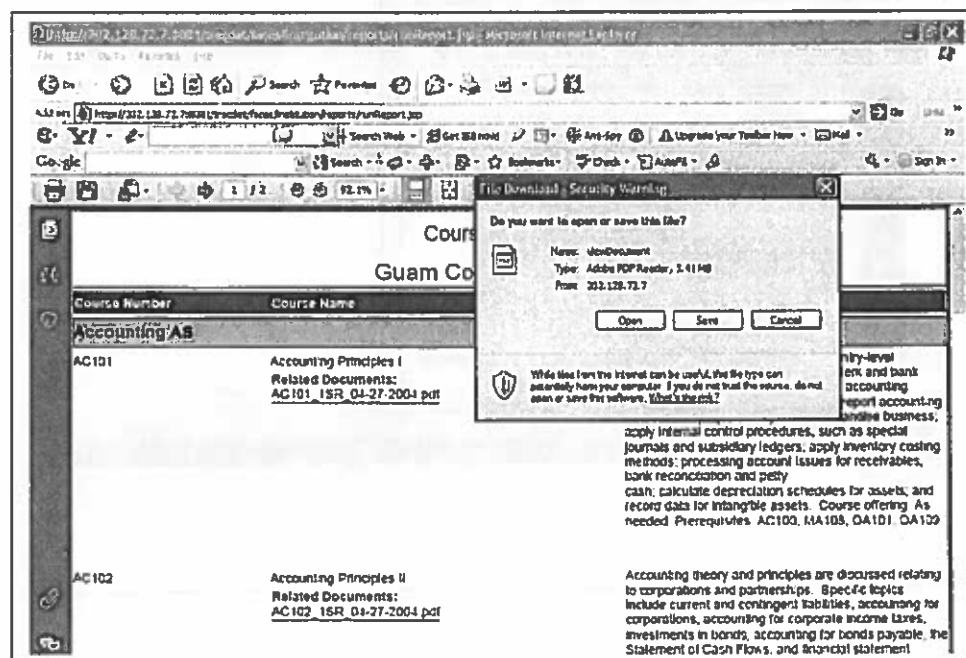
- If you are interested in the Accounting AS program curriculum documents only, change <ALL> to Accounting AS from the drop down arrow on the right side of Select Assessment Unit as shown on the sample screen below, then click Execute Report.



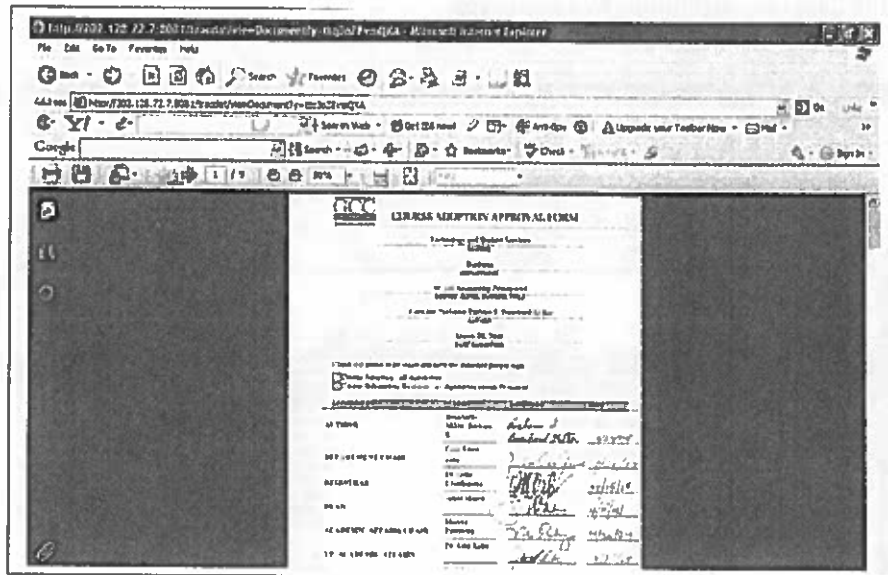
10. PDF report "Course List by Unit" will appear. From the report, choose any course curriculum document. Each document will begin with the course number, the type of curriculum (Adopt, SR = Substantive Revision, NSR = Non-substantive revision, etc.) and the date the curriculum was approved.



11. Click open from the dialog box sample after choosing the specific course Related Document as shown on the sample screen shot below. You also have the ability to save the Course by Unit PDF report.



12. The actual curriculum document will appear in PDF form.



13. Print or close the curriculum document. Then logout of TracDat.

