# ASSESSMENT @ GCC

# TRACDAT

Version 4.8.8 User's Guide for Documenting Outcomes (SLOs/AUOs) at Guam Community College

Updated: January 2018



# http://tracdat.guamcc.edu/tracdat/

"Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia."

# Welcome to TracDat @ GCC

The *Office of Assessment, Institutional Effectiveness & Research (AIER)* prepared this **TracDat User's Guide** to help users navigate through **TracDat** more efficiently and effectively. Once users become familiar with its varied features and functions, they can use **TracDat** for a wide range of administrative reporting, management and planning tasks. Additionally, **TracDat** serves as a repository for assessment data (i.e., survey results, student artifacts, focus group transcripts).

**TracDat** provides a structured framework for continuous monitoring of assessment results. It allows users to store and manage assessment data crucial to the systematic process of evidence-based assessment of student learning outcomes, both at the program and course-level. **TracDat** also permits instructional programs, student services and administrative units to store their assessment plan and report in one easily accessible database. The ability to link Student Learning Outcomes (SLOs) and Administrative Unit Outcomes (AUOs) to program goals, school goals, division-level goals, institution-level goals, and ACCJC/WASC standards is an important feature of **TracDat**. Additionally, **TracDat** allows users to conduct queries and to quickly produce reports that can guide planning and decision-making.

*TracDat training is essential*. We strongly encourage users to participate in our continuous **TracDat** training program offered every semester. Contact the AIER office (<u>aier@guamcc.edu</u>, 735-5520 or 735-5641) for individual or group training arrangements, if needed.

We trust that you—as a **TracDat** user—will contribute significantly to assessment at GCC. This is only possible through a good understanding of **TracDat's** functionality, and most important of all, through careful input of assessment data.

We live in an age of evidence. **TracDat** allows us to confront the challenge of assessment and transform it into a continuous improvement effort that translates results into decisions and eventually into action.

Thank you for your valuable contribution to our campus-wide assessment initiative.

Office of Assessment, Institutional Effectiveness & Research (AIER) <u>http://www.guamcc.edu/Runtime/aier.aspx</u>

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# Introduction

GCC's Comprehensive Institutional Assessment Plan for Programs, Services, Administrative Units, and the Board of Trustees document is the institutional mandate that drives all campus-wide assessment activities.

"Assessment is a means for focusing our collective attention, examining our assumptions, and creating a shared culture dedicated to continuously improving the quality of higher learning. Assessment requires making expectations and standards for quality explicit and public; systematically gathering evidence on how well performance matches those expectations and standards; analyzing and interpreting the evidence; and using the resulting information to document, explain, and improve performance." (Angelo, *AAHE Bulletin*, April 1995, p. 11).

TracDat is an assessment data management software package from Nuventive. It is designed to organize assessment data at the course, program, department, school, division and college levels. TracDat allows for institution-wide viewing of assessment plans and uniform reporting across departments. Each Unit is responsible for entering/maintaining their action plans (assessment plans) and results (assessment reports) in TracDat. The Committee on College Assessment (CCA) is an institution-level committee responsible for reviewing and rating assessment plans and reports.

CCA developed a flow chart (Appendix A) and Consolidated Feedback Sheets (CFS) as tools used to systematically review and deliberate on the merits of assessment plans and reports inputted into TracDat. The CFS often undergoes review and revision as the assessment data management software (TracDat) upgrades occur.

This manual provides step-by-step instruction on all functions and provides a wide assortment of information to ease the learning process. It shows how to log in, enter plans and data, run reports, etc.

# **Uses of TracDat**

TracDat can be used to manage and document (not limited to) the following institutional effectiveness activities:

- Manage assessment plans
- Manage action plans/tasks
- Show strengths and weaknesses
- Document student learning outcomes and results
- Link to the College mission, vision, and goals

* Asterisk to the left of each field/box	Refers to a required field. Whenever an asterisk (*) appear to the left of a field/box within a page, data <b>is required</b> . Users would not be able to proceed within the application if the required field is blank.
<b>?</b> Question mark to the right of each field/box	Provides guidance as to what type of data is required/
Academic Units	Refers to all instructional programs (associate degrees, certificate programs and secondary programs).
Activities	Refers to performing a function or mission. Measurable amount of work performed to convert inputs into outputs. For an academic department, this would be a Course.
Activity Schedule	When and how often each measure will be taken
AUOs	Acronym for Administrative Unit Outcomes = The knowledge, skills, abilities or attitudes that students are expected to attain directly or indirectly as a result of support for instructional programs, quality of service, interaction with other departments/units and planning/budgeting processes. An administrative unit outcome (AUO) is a statement about what a client will experience, receive, or understand as a result of a given service.
Admin Role	An individual with the role of Admin for a Unit will have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. When this Unit is selected, the individual will have full access to all functionality and reports that are available to that Unit.
Anticipated Use of Assessment Results	How the results of assessment efforts will be used to impact the program or unit.
Assessments	Formal evaluations of institutional plans, academic programs, or student learning.
Assessment Method Type (Artifacts/Instrument/Rubrics re: Tools Used)	Allows users to categorize program/unit assessment means. Ex: exit exam, survey, focus group, certification exam, etc.
Assessment Tools	Known as Assessment Methods; used to document how attainment of the program/unit outcomes will be measured.
Assessment Cycle	Refers to the college's Two-Year Assessment Schedule on what is due from each assessment group.
Assessment Group A	Refers to all Associate Degree programs
Assessment Group B	Refers to all Certificate programs
Assessment Group C	Refers to all administrative and student service units
Assessment Group D	Refers to general education, developmental courses, secondary programs, and related technical requirements/electives
Program/Unit Assessment Plan	Used at the program/unit level to record student learning outcomes (SLOs) and administrative unit outcomes (AUOs) relate to the Goals at various organizational

	levels, document assessment tools and related department courses (for academic programs), activities (for non-academic programs) and/or /tasks to the outcomes.
	SLOs/AUOs are a key element in the assessment planning process as defined in TracDat Enterprise. It is against each SLO, AUO that you will be able to define the means of assessing the outcome and recording the results of that assessment.
Assessment Process	Refers to schedule of assessment tasks and activities.
Assessment Unit	Assessment Unit is the primary Unit where assessment takes place. An Assessment Unit is that Unit which has a plan and is being asked to document the result/status of that plan. Units are broken into Reporting (BOT, AAD, School, etc.); Academic Departments (Groups A, B, D – SLOs); Administrative (Non-Academic Units) Departments (Group C – AUOs)
Budget Related Proposed Outcome	Refers to proposed outcome identified in the Department's Budget Request (on an annual basis)
Criterion	Standard of achievement for a measure; expressed in percentage, number or other qualitative/quantitative yardstick
Document Repository	A place to store ALL documents that can be shared with other programs/units.
Email Only	An individual with the role of Email Only for a Unit will NOT have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. This role provides access to that Unit solely through assignments sent by email through the application.
External Unit	Organizations outside of the institution to which assessment data needs to be related (e.g., ACCJC/WASC), particularly standards.
Goal	A component of the organization's or division's/program's/unit's mission statement, which broadly outlines clear expectations about student learning outcomes. Goals comprise of a general statement of themes or directions, either measurable or not measurable as stated. They represent a commitment to broad intentions and aspirations. A goal or objective is a desired result of the department and/or unit or a system envisions, plans and commits to achieve—a personal or organizational desired end-point in some sort of assumed development.
Group	A collection of individual students that can be used to organize portfolios or other assessment measures by course, major, project, etc.
Group Data	Used to record statistical aggregates (Means, Medians, Standard Deviations, sample sizes) for groups
Goal Type	Allows institutions to classify goals into categories (e.g., Institutional, Division, Program/Unit, Individual, Governing Board Levels, etc.).
Means of Assessment	Means/methods you will use to assess or evaluate the selected Outcome.
Mission Statement	A clear statement of an organizational unit's intended accomplishments. The mission statement should guide the actions of the unit, spell out its overall goal, provide a sense of direction, and guide decision-making. It provides "the

	framework or context within which the unit's strategies are formulated." It is sometimes used to set out a "picture" of the unit in the future. A mission statement provides details of what is done and answers the question: "What do we do?"
Non-Academic Units	Refers to administrative units and student services units
Objective/Outcome	An intended program outcome stated in measurable terms. An intended program result as stated in measurable terms. Sometimes used interchangeably with objective, goal, standard.
Objective/Outcome Name	Brief name given to an objective/outcome.
Observations	The TracDat term for Summary of Results. It refers to a conclusion or hypothesis derived from the analysis of assessment data. Observations can be based on formal, informal, quantitative, or qualitative data samples.
Program Review	An in-depth assessment of an educational program, a student support service, or an administrative unit for the purpose of program or unit improvement.
Qualitative Data	The term qualitative data is used to describe certain types of information.
Quantitative Data	The term quantitative data is used to describe a type of information that can be counted or expressed numerically. This type of data is often collected in experiments, manipulated and statistically analyzed. Quantitative data can be represented visually in graphs, histograms, tables and charts.
Owned Courses	Refers to course(s) owned by specific department/program and can be shared with other departments/programs.
Personnel	Person who have any type of permission to the selected Program/Unit, and therefore will be available to receive assignments for the Program/Unit within TracDat. Those Personnel who are assigned Artifact/Instrument/Rubric/Method/Tool Description, and/or Use of Summary Results will be notified by email when the assignment is due, and they may also be able to provide a status of the assignment via a link contained within the email.
Related Documents	Documents relating to a specific area of an assessment plan or report. Documents supporting a summary of results or short narratives.
Reporting Unit	Reporting units are categorized as Division, School, Institution, BOT, ACCJC/WASC, etc.
Reports Only	An individual with the role of Reports Only for a Unit will have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. The individual will only have access to the Home tab and the Reports tab for that Unit.
SLOs	Acronym for Student Learning Outcomes, which can be written at the course, program, or institutional levels.
	The knowledge, skills, abilities, or attitudes that students are expected to attain as the result of specific educational experiences.

	Answers the questions, What do students know? What can they do? What do they think and value? What students will be able to do, know or think (as SLOs) can be answered either directly or indirectly, through the use of quantitative or qualitative data or both.
Student Services	Services provided by a College that are not explicitly " <u>academic</u> ". e.g. Bookstores, Counseling, Career Centers, Child Care, Dining Facilities, Financial Aid, Internship programs, Parking, Placement Centers, Security Assistance, etc
Student Success	Commonly used to refer to measurable student achievement outcomes, including degree and certificate completion, transfer to four-year institutions, completion of preparatory course sequences, etc.
Summative Assessment	The final determination of student knowledge, skills, or abilities, or the final determination of the effectiveness of a plan or strategy.
Task	A piece of work assigned or done as part of one's duties. A function to be performed; an objective.
Task Description	Full description of the Assessment Process or Schedule Task.
Task Name	Brief name given to a Task (e.g. survey administration, data collection, focus group facilitation, etc).
User Role	Has the ability to add, delete, modify, print, query and export any of the program/unit's data. Does not have the ability to create user or assign user permission. Does not have the ability to create custom fields. The individual will have full access to all tabs for the Unit with the exception of the Assessment Unit or Reporting Unit tab (the second main tab), restricting the individual from changing general Unit information, Goals, Personnel, Courses or Activities for that Unit.
Vision Statement	Description of what a unit would look in the future (major distinctive characteristics). Vision is a long-term view, sometimes describing how the unit would like the world to be in which it operates. A unit's vision expresses a compelling image of the desired future for the unit. It provides an inspiration and challenge to all members to reach toward an ideal of what the entity can become. It should be brief enough to be memorable and complete enough to direct effort.

This reference guide is intended for TracDat users with permissions at the Assessment Unit level. The Assessment Unit level varies by group, but normally includes any academic or administrative departments within an Institution that measure student learning outcomes, administrative unit outcomes, student services units' outcomes, or strategic goals. This guide will present all of the major heading tabs and their basic functions as well as the functionality and typical usage of some of the more common tabs and sub-tabs that you will encounter within TracDat. Here you will also find some suggested tips to remember and use while in the multiple editing modes.

At the Assessment Unit level there are a maximum of eight heading tabs, each representing a different functional area of the software. These main heading tabs include: Home, Group Assessment Unit (Group A, B, C, or D), Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The sub-tabs that appear under each main heading tab may vary by Assessment Unit.

The information in this reference guide is organized according to the stock main heading tabs and sub-tabs that originally come with TracDat. Please be aware that your experience with TracDat may look slightly different than the screenshots below due to the software's dynamic labeling feature and your specific unit's configuration of different tabs and features. Also take note that some features are limited to the type of user role you are assigned.

## **User Permissions and Their Role**

**User** – A user is a person who may enter information. The level at which they may enter will vary according to their approved access level. All users may also run reports for their approved "levels."

**Reports Only** – Some individuals may have report-only capabilities and not be able to enter or change data in the TracDat system. This level of approval is anticipated for some clerical or support personnel in the College who may be asked to produce reports for faculty, administrators, or committees, such as the CCA.

Administrator (Department Level) – One individual will be provided with "administrator" level access to everything within their department. This individual will be charged with keeping Assessment Unit information up to date. At this time, Department Level Administrator has not been utilized.

**System Administrator** – The Office of Assessment, Institutional Effectiveness and Research is responsible for adding all users to the system. The AIER office will be responsible for assuring that the system is kept up-to-date with program changes and will link the required programs to various reports.

**Email only** – users would be those who need to supply data to the TracDat system but will be invited to go to a link to enter the required information and not be regular users of the system.

#### New Custom (User) Roles

The Assessment Unit level Plan tab and sub-tabs may be marked as "Read Only" for a Custom Role, whereby the user will be able to see/view those features and areas of TracDat. Although Custom Role users may add, edit, or delete contents of the program/unit, saving the changes is not available. **CCA Review Team** and **ACCJC/WASC Visitors** as shown on the screen shot below are the newly created custom roles.

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Home Group	A: AA/AS Program Progr	ram/Unit-Level A	smt Plan Course-Level Assmt Plan D	ata Collection Status/Summary of Resul	ts (N=?) Data Tools Reports	Documents
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and the store of the second second						
				Drawley	1.25 of 64 Mart 25	
	Last Name	First Name	Title	Email	Pole	
	Aguilar	Norman	Assistant Professor	porman aquilar@quamcr.edu	CCA Review Team	
	Aguan	Evangeline	Administrative Assistant	evangeline.aguon@guamcc.edu	Admin	
	árre	Imelda	Instructor	imelda arce@guamor.edu	CCA Review Team	
	Artero	Jennifer	Instructor, LPN	iennifer.artero1@guamcc.edu	CCA Review Team	
	Atoisue	Ana Mari	Administrative Officer	anamari.atoigue©guamcc.edu	CCA Review Team	
	Balbin	Sandy	Associate Professor	sandy.balbin@guamcc.edu	CCA Review Team	
	Bilong	Danilo	Program Specialist	danilophilbert.bilong@guamcc.edu	CCA Review Team	
	Bollinger	Simone	Instructor for English	simone.bollinger@guamcc.edu	CCA Review Team	
	Chan	Michael		michael.chan@guamcc.edu	CCA Review Team	
	Cruz	Carol	Assistant Professor	carol.cruz@guamcc.edu	CCA Review Team	
	De Oro	Vera	Assistant Professor	vera.deoro@guamcc.edu	CCA Review Team	
	Dela Cruz	Tressa	Instructor	tressa.delacruz@guamcc.edu	CCA Review Team	
	delos Santos	Cecilia	Assistant Professor	mariacecilia.delossantos@guamcc.edu	CCA Review Team	
	DeSante	Paul	Nuventive (TracDat) Consultant	paul.desante@nuventive.com	Admin	
	Diego	Elizabeth	Associate Dean	elizabeth.diego@guamcc.edu	CCA Review Team	
	Erguiza	Aristedes	Instructor	aristedes.erouiza@puamcc.edu	User	
	Evaluation Team 2012	GCC	Comprehensive Evaluation Visit Team	gccevalteam2012@guamcc.edu	Peer Evaluation Team	
	Flores	Yvonne	Assistant Professor	vvonne.flores@guamcc.edu	CCA Review Team	
	Ginson	Christie	Instructor for Mathematics	christiemarie.ginson@guamcc.edu	CCA Review Team	
	Guerrero	Vivian		vivian.guerrero@guamcc.edu	CCA Review Team	
	Guerrero	Norma	Instructor, Marketing	norma.guerrero@guamcc.edu	CCA Review Team	
	Hartz	R. Gary	Associate Dean	ronald.hartz@guamcc.edu	CCA Review Team	
	Hosei	Huan	Night Administator	huan.hosei@guamcc.edu	CCA Review Team	
	Jocson	John Michael U.	-	johnmichael.jocson@guamcc.edu	CCA Review Team	
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			Assign Personnel to Instruction	sa Program		
	-				۰	
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# **TracDat Login**

TracDat Login page can be found following these steps:

- 1. Go to *Guam Community College* website.
- 2. Click on About GCC as shown on the screen shot below



3. From the Offices sub-menu, click on Assessment AIER



4. To the right of the new window, under AIER links, click on Trac Dat Log In

Login window like the one below will appear. In the appropriate fields, key in your user name and password (lower case). Acceptable password (minimum of 5characters) in alpha, numeric or symbols and may include a combination of all. All users must be approved by the dean or his/her designee such as department chair/program manager, etc. to use the TracDat system. Contact AIER via email <u>aier@guamcc.edu</u>) for a user name, password, role type and the program/unit name(s) to access.



In general, faculty, department chairs/program managers will have access to the data in only their program areas. Department heads, department chairs, coordinators, etc. will have access to both produce reports and enter data for any programs within their areas.

# **TracDat Logout**

Users <u>*must*</u> click on the *logout link* in the upper right hand corner of the toolbar (as shown on the screen shot sample below) to insure the integrity of the data inputted is secured.

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Court	se-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents
Summary Calendar Profile	
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ue Date Subject Notes/Instructions //31/2017 Assignment Type of Go to	Resend all Select date range
from Artifact/Instrument/Rubric/Method/Tool: Assignment TracDat Other (indicate the specific tool in the	Due Date Source To
Method field/box) Artifact/Instrument/Rubric/Method/Tool	10/31/2017 Artifact/Instrument/Rubric/Method/Tool Pangelinan, edit view resend Description Pilar
Description: ACCJC Accreditation Basics Course Criterion ( Written in % ): 100% of	
campus constituents more	
ogram/Unit-Level Assmt Plan Summary	Data Collection Status/Summary of Results (N=?) Summary
Total Student Learning Outcomes (SLOs): Total Artifact/Instrument/Rubric/Method/Tool Description:	Total Data Collection Status/Summary of Results (N=?): 87     Total Lice of Summary Results: 81
Last Data Collection Status/Summary of Result (N=?): Last Use of Summary Result:	2/12/2017 Data Collection Status/Summary of Results (N=?) Without Use of Summary Results: 16 10/17/2013
Last Implementation Status: 2 Total Tasks: 2	2/27/2014 26
udent Learning Outcomes (SLOs) Without Artifact/Instrument/Rubric/Method/Tool Description:	i
als Summary	
Total Goals: <u>17</u> als Not Related to Any Student Learning Outcomes (SLOs): 2	
rse-Level Assmt Plan Summary nother Group A: AA/AS Program currently owns this Course. Hold your cursor over the course to s	ee the current owner.

# Tab 1: Home

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♦ tracdat.	Selected Instructional Program:	Accounting AS	~		🔒 vangie.aguon	[log out]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Cou	urse-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools Reports Documents		
Summary C	alendar Profile					

#### **Home Features:**

- ★ Summary
  - View your personal Assignments
  - View Overdue Unit Assignments
  - Brief description of Assessment Unit Goals, Outcomes, and Summary of Results

At the unit level, users will notice some changes to the summary page. You will see all courses that have been assigned to the unit including the course assessment summary information for each. This includes both owned and non-owned (only assigned) courses. If a course has an asterisk in front of it, it means that another unit owns the course. You can see which unit owns the course if you hold your cursor over the course name.

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tracdat.		Selected Instructional Program: Ac	counting AS	~		🔒 vangie.aguon 🛛 📄	90
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oals Not Related to Any Studen	Total Goals t Learning Outcomes (SLOs)	: <u>17</u> : 2					
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				Last Data Collection	Last Use of	Last	
urse Name/Course ID	Total Course SLO Total A	rtifact/Instrument/Rubric/Method/Tool	Course SLO Description Without	Status/Summary of Result (N=?)	Summary	Implementatio Status	bn
roll Accounting/AC110	13	7		3/4/2013	7/1/2013	2/12/2014	-
deral Income Tax I/AC150	14	7	7	10/7/2013	10/7/2013	2/12/2014	
roduction to Financial nagement/AC210	17	8	10	10/7/2013	10/7/2013	10/7/2013	
counting Principles I/AC211 rmerly AC101)	<u>10</u>	5	5	3/4/2013	9/18/2013	10/9/2013	
counting Principles II/AC212 rmerly AC102 & AC103)	<u>10</u>	5	5	3/4/2013	9/18/2013	2/27/2014	
spitality Industry counting/AC225 (formerly 244)	<u>10</u>	7	4	3/4/2013	3/9/2013	2/27/2014	
spitality Industry counting/AC225 (formerly 244) counting on the Computer ing QuickBooks/AC233	<u>10</u> <u>9</u>	6	4	3/4/2013 3/4/2013	3/9/2013 9/18/2013	2/27/2014	
spitality Industry counting /AC225 (formerly 244) counting on the Computer ing QuickBooks/AC233 rtified Bookkeeper view/AC240	10 2 1	7 6 1	4 4 0	3/4/2013 3/4/2013	3/9/2013 9/18/2013	2/27/2014	
pitality Industry counting /AC225 (formerly /44) counting on the Computer ng QuickBooks /AC233 tified Bookkeeper iew /AC240 eral Income Tax II/AC250	10 9 1 10	7 6 1 5	4 4 0 6	3/4/2013 3/4/2013 10/7/2013	3/9/2013 9/18/2013 10/7/2013	2/27/2014 2/27/2014 2/27/2014	
spitality Industry counting (AC25 (formerly 44) g QuickBooks/AC233 tified Bookkeeper rew/AC240 Jeral Income Tax II/AC250	10 9 1 10	7 6 1 5	4 4 0 6	3/4/2013 3/4/2013 10/7/2013	3/9/2013 9/18/2013 10/7/2013	2/27/2014 2/27/2014 2/27/2014	
spitality Industry counting/AC225 (formerly 244) counting on the Computer ing QuickBook/AC233 rtified Bookkeeper view/AC240 deral Income Tax II/AC250	10 9 1 10	7 6 1 5	4 4 0 6	3/4/2013 3/4/2013 10/7/2013	3/9/2013 9/18/2013 10/7/2013	2/27/2014 2/27/2014 2/27/2014	
spitality Industry counting/AC225 (formerly 244) counting on the Computer ing QuickBook/AC233 rtified Bookkeeper view/AC240 deral Income Tax II/AC250	10 9 1 10	7 6 1 5 Copyright © 1998-2014 Nuventive. All Rights Ru	4 4 0 6 served <u>About Noventive   Contact Us</u>	3/4/2013 3/4/2013 10/7/2013	3/9/2013 9/18/2013 10/7/2013	2/27/2014 2/27/2014 2/27/2014	

#### ★ Calendar

- Monthly view of Unit Assignments
- Create/view Reminder Entries for assessment purposes

#### ★ Profile

• Add/change your Email Address

#### **To Add/Change Your Email Address:**

Select *Home* Tab > Select *Profile* Sub-tab > Add/Change Email Address > Select *Save Changes* button

• Change your Password

#### **To Change Your Password:**

Select *Home* Tab > Select *Profile* Sub-tab > Select *Change Password* button > Enter Current and New Passwords > Select *Save Changes* button

## Tab 2: Assessment Unit (Academic/Instructional Programs)

The Assessment Unit is the primary Unit where assessment takes place. An Assessment Unit is that Unit which has a plan and is being asked to document the results/status of that plan. This form allows you to collect general information about the Assessment Unit.

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	🚸 tracdat.		Selected Inst	ructional Progra	m: Accounting AS		×		avangie.aguon	[log out]
	Home Group	p A: AA/AS Program Pr	ogram/Unit-Leve	el Assmt Plan	Course-Level Assmt Plan	Data Collection Status/Summary of R	esults (N=?) Data Tools	Reports Documents		
I		General Goals	Personnel	Courses						

#### Academic Assessment Unit Features:

- ★ General
  - Overview/Description of Assessment Unit such as group category (Group A, B, C, or D)
  - View/Add Assessment Unit's Mission and the Assessment Unit's Vision statements.
- ★ Goals
  - View/Add Assessment Unit level goals
  - Link Assessment Unit goals to selected Reporting Unit goals and Institution goals*Personnel with User's Role*
  - View personnel who have access to the Assessment Unit
  - Add/Remove personnel access to Assessment Unit

#### ★ Courses

- View courses listed within the Assessment Unit (Courses must be uploaded in TracDat by the System Administrator contact <u>aier@guamcc.edu</u> for assistance)
- Editing a listed course allows you to relate a document (e.g. syllabus, course or program curriculum guide) to that specific course

### Tab 2: Assessment Unit (Non-Academic Units)



#### Non-Academic Assessment Unit Features:

- \star General
  - Overview/Description of Assessment Unit
  - View/Add Assessment Unit's Mission and the Assessment Unit's Vision statements
- ★ Goals
  - View/Add Assessment Unit level goals
  - Link Assessment Unit goals to selected Reporting Unit goals and Institution goals
- ★ Personnel
  - View personnel who have access to the Assessment Unit with their viewing rights/role
  - Add/Remove personnel access to Assessment Unit
- ★ Activities
  - View activities listed within the Assessment Unit
  - Editing a listed activity allows you to relate an activity (e.g. workshop/conference, focus group) to that specific AUO

#### Tab 3: Program/Unit Assessment Plan for Instructional and Non-Instructional Units

#### **Assessment Plan Features:**

- ★ Program/Unit Assessment Plan
  - View/Add/Edit Outcomes for Assessment Unit

#### To Add/Modify an Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select *Program/Unit Assessment Plan* Tab > Select *SLO, AUO* (*Outcome*) <u>Sub-tab</u> > Select *Add New Outcome* <u>or</u> Select *Edit, Copy, or Delete* next to a current Outcome > Make changes > Select *Save Changes* button after editing It would be helpful to have the following documents available **<u>before</u>** inputting assessment plans:

- Two-Year Assessment Cycle Schedule (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
- 2. The most current CCA-CFS Template (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
- 3. Budget Request (found under the Documents form/tab. Open and minimize the current year Budget Request document

**Note**: Assessment or evaluation of program-level <u>SLO</u>s must be the same as those published in the College catalog and/or most current and approved curriculum for the assessment cycle.

Refer to the screen shot below. Use this form to add new Outcomes (SLOs, AUOs) and/or view the existing Outcomes of your Assessment Unit. Outcomes are a key element in the assessment planning process. It is against each Outcome that you will be able to define the means of assessing the Outcome and recording the results of that assessment. Use the

*arrows to the left* of each Outcome to change the display order of the Outcomes. Click on the *filter* icon to the right of the screen to filter SLOs/AUOs.

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When an instructional program-level assessment plan is due, users are to complete all the fields/boxes for the following *sub-tabs*: *Student Learning Outcomes (SLOs)*, *Means of Assessment*, *Related Courses*, *Tasks* and *Related Goals*.

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It is useful to have the Two-Year Assessment Cycle Schedule (found under the *Documents* form/tab; *Document Repository sub-tab*; drop-down menu/list; *Show Folder for Guam Community College*) and the most current CCA-CFS Template (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder for Guam Community College) immediately available for this process. (Refer to the screen shot below). Click on the *question (?) mark* (to the right of each field/box) for assistance on the type of <u>information required</u>.

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Advisory Committee Guides (1) Advisory Committee Guides (1)	Ef 20	ffective Spring 008	This document provides the assessment deadlines of when and what is due to AIE for each semester, effective Spring 2008.	10/4/2010	view   edit   dele	ce   send
Alex (Annual Institutional Assessment Report) (12) Alex (Assessment, Institutional Effectiveness & Research) Reports (9)	Ef 20	ffective Fall 009	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2009.	10/4/2010	view   edit   dele	te send
Assessment Examples From Other Schools (3) Bloom's Taxonomy (4) BOT (7)	Ef	ffective Fall 010	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2010.	10/4/2010	view   edit   dele	te   send
Budget Requests [6] Catalog-Continuing Education (2) Catalog-Postsecondary (14)	Ef 20	ffective Fall 011	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2011.	7/11/2011	view   edit   dele	te   send
Catalog-Secondary (5) CCA (Committee on College Assessment) Approved Documents (8)	Ef 20	ffective Fall 012	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2012.	9/28/2012	view   edit   dele	te   send
CFS (Archived) (18) CFS Templates (7) Consolidated Administrator's Assessment Reports (6)	Ef 20	ffective Spring 013	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Spring 2013.	2/12/2013	view   edit   dele	te   send
COURSE Assessment Schedule [2] CTE (Career Technical Education) State Plan (1) CTE Career Clusters & Pathways (1)	Ef 20	ffective Fall 013	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2013.	9/12/2013	view   edit   dele	te   send
Curriculum Archival Memo (1) Curriculum Templates (12) Curriculum Archival Memo (1)	Ef	ffective Fall 014	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2014.	1/16/2018	view   edit   dele	te   send
Data Repository Reports (6) Fact Book (13) Foundation Board (3)	Ef	ffective Fall 015	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2015.	1/16/2018	view   edit   dele	te   send
GCC-GDOE MOA (1) GECC-GDOE MOA (1) GenEd Impact Study (1)	Ef	ffective Fall 016	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2016.	1/16/2018	view   edit   dele	te send
ULUM TRADES ACADEMY [2] UDEA Student Ratings of Instruction Survey Report (1) ULO (Institutional Learning Outcomes) (1)	E	ffective Spring	This document provides the assessment deadlines of when and what is due to AIER each semester, effective           Add New Folder         Add New Document	1/16/2018	view   edit   dele	<u>te</u>   <u>send</u>
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A new feature was added when copying an outcome for a new assessment cycle. When copying a program-level, course-level and/or unit outcome (SLO/AUO) there is no default unit that is checked to receive the copied outcome for the new outcome name. Place a check mark in the box to include Means of Assessment, Related Course, Tasks, and Related Goals. Select the unit by checking the appropriate box, then click save changes at the bottom of the window. Refer to the screen shot below, an error message will appear when a unit is not selected.

- () Attp://tracdat.guamcc.edu/tracdat/faces/assessmen	nt/essessment_plan/copyObjective.js $p \star c$ Assessment, In	titutional Effec	- <b>0</b> ଜ☆፡፡
tracdat.	Selected Instruction	al Program: Marketing AS 🗸 🗸	🔒 vangie.aguon 🛛 🗐 [log out
Home Group A:	: AA/AS Program Program/Unit-Level Assmt	Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools R	leports Documents
	Student Learning Outcomes (SLOs)	eans of Assessment Related Courses Related Items	
Marketing AS > Program/Unit-Level Assr	mt Plan > Student Learning Outcomes (SLOs) >	Copy Student Learning Outcome (SLO)	<b>1</b>
	Student Learning Outcome (SLO) Nam Include Means of Assessmen Include Related Cours Include Task Include Related Goal	e: * AY08-09 SLO#1 Basic Core Course Knowledge ? t:  t:  t:  t:  t:  t:  t:  t:  t:  t:  t:	
	Select	Group A: AA/AS Program AAD Support Staff (Archive) Academic Technologies Academidative Services & Title IX	
		Accounting Clerk Certificate (Archive) Accounting AS Admissions & Registration Office	
		Adult Basic Education (ABE) Adult Education Program - (ESL) Adult High School Diploma Program (AHS)	
		Advisement and Career Placement Office AIRVCCA Apprenticeship Training Program	
		Assessment & Counseling Automotive (Automotive Service Technology) (Secondary) Automotive (Collision Repair & Refinishing Technology) (Secondary)	
		Automative Services Technology AS & Certificate Automative Technology Certificate (Archive) Automative Technology Desartment Courses	
		Save Changes Discard Changes	
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#### ★ Means of Assessment

• View/Add/Edit Assessment Methods related to each Outcome of the Assessment Unit

#### To Add/Modify an Assessment Method:

[Select the desired Assessment Unit from the top drop down menu >] Select *Program/Unit Assessment Plan* Tab > Select *Means of Assessment* Subheading > Select *Add New Artifact/Instrument/Rubric/Method/Tool Description* <u>or</u> Select *Edit, Copy, or Delete* next to a current Outcome > Make changes > Select *Save Changes* button after editing



The Means of Assessment sub-tab is the form used to define the means/resources/processes you will use to assess/evaluate/measure the selected outcome. Click on the question (?) mark (to the right of each field/box) for assistance on the type of **information required**. In this same form, data collection can be assigned. However, the person assigned to collect data **must** be listed in the Home and Profile form/sub-tab. Contact the AIER office (735-5520 or 735-5641) to set up a user name and password.

As <u>*required*</u> by ACCJC/WASC and CCA, evidence of the instrument that will be used to document how attainment of the program/unit outcomes will be measured must be uploaded under the Relate Document link. Refer to the screen shots below to accomplish this process.

**Note**: The Means of Assessment must be completed to its entirety and saved before uploading evidence. After doing so, the **Relate Document link** at the bottom of the window will be activated as shown below.



Selecting *"Relate Document"* will bring up a screen similar to the one below. **Note**: The document MUST be in PDF format!

🗲 🛞 🖻 http://backie.guamec.edu/tackie/faces/assessment/assessment_plan/edd/assessment /P = C 📧 Assessment, historiaana Bh	fec. 🖉 TacOut Entroppice v48.8 🛛 🗙	- <b>a</b> × ⊜☆⊜
tracdat. Selected Instructional Progra	am: Criminal Justice AS & Certificate 🗸 🛓	n 🖹 [log.out]
Home Groups A/B: Combined Programs Program/Unit-Level Assmt Pla	n Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	
Student Learning Outcomes (SLOs) Means of As	ssessment Related Courses Tasks Related Items	
Criminal Justice AS & Certificate > Program/Unit-Level Assmt Plan > Means of Assessment > E	dit Artifact/Instrument/Rubric/Method/Tool Description	197 CC3
Student Learning Outcome (SLO) Name:	2017-2018 Acalog # 1 Legal Procedures	^
Student Learning Outcome (SLO):	Upon successful completion of the CJ Program, students will be able to identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.	
Type of Artifact/Instrument/Rubric/Method/Tool:	Other (indicate the specific tool in the Method field/box) 💙 ?	
Artifact/Instrument/Rubric/Method/Tool Description:	* Faculty developed survey instrument	
Criterion ( Written in % ):	70% of students or higher will identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights with 70% or leave the control of the contr	
Activity Schedule:	Spring Semester	
Active		
Budget Related Performance Indicators:	* Number of students meeting with advisors and academic courses meet minimum requirements for P.O.S.T. Certification	
Assigned To: Cruz, Donna M. remove		~
Related Document	card Changes Belate Document Detune Assign	-
	New Document Document From Repository Document From Repository	
Copyright C. 1995 THE Respective. All	Rights Reserved About Nurvettive   Contact Us	
	Nuventive	4, 10.32 AM
	~ <sup>1</sup> 2	** 1/19/2018 📆

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Selecting "*New Document*" will bring up a screen similar to the one below.

Selected Instructional Program:      Selected Instructional Program:     Selected Instruction	] Institut Enterprise x488 × Criminal Justice AS & Certificate ✓
Home Groups A/B: Combined Programs Program/Unit-Level Assmt Plan Co Student Learning Outcomes (SLOs) Means of Assessr	urse-Level Assmit Plan Data Gollection Statics/Summary of Renults (N=7) Data Tools Reports Documents ent   Related Courses   Topic   Related terms
Criminal Justice AS & Certificate > Program/Unit-Level Assmt Plan > Means of Assessment > Edit Ar	tifact/Instrument/Rubric/Memod/Tool Description
Student Learning Outcome (SLO) Name:	2017-2018 Acalog # 1 Lega Procedures
Student Learning Outcome (SLO):	Joon successful completion of the CJ Program, students will be able to identify he legal procedures forgathering information about crimes, criminal procedure, and defendants' rights
Type of Artifact/Instrument/Rubric/Method/Tool:	Other (indicate the secific tool in the Method field/box) 🗸 ?
Artifact/Instrument/Rubric/Method/Tool Desc File Criterion ( Writer Activity 5	Piccedures for gathering nd defendants' rights with 70% Piccedures for gathering ?
Bodget Related Performance Indicators	Verber of students meeting with advisors and academic courses meet minimum equirements for P.O.S.T. Certification
Related Document Related Document Discust Charges Discust Char	Description anges Relate Document Return Assign

Select *Browse* (if the evidence is a URL, change "Source" from File to URL. Key a short name, the description, then click "*relate document*".

TracDat users who have either User or Admin permissions to a unit have the ability to assign tasks and/or activities to other users within that unit. Click on the assign link at the bottom of the window (as shown on the screen shot below).

scDat Enterprise v4.4.2.1		🏠 • 🖸 🕬	📑 👼 • Page • Safety •	• Tools • 👔 • "
>tracdat. Selected Instructional Prog	ram: Accounting AS	<b>v</b>	👗 priscilla.johr	is 🗇 [log out]
Iome Group A: AA/AS Program Program/Unit-Level Assmt Plan Co Student Learning Outcomes (SLOs)	ourse-Level Assmt Plan Data Collect Means of Assessment Related Cou	tion Status/Summary of Results (N~?) Data urses   Tasks   Related Goals	a Tools Reports Doc	uments
inting AS > Program/Unit-Level Assmt Plan > Means of Assessment >	Edit Artifact/Instrument/Rubric/Met	thod/Tool Description		10 E
Student Learning Outcome (SLO) Name:	KNOWLEDGE IN ACCOUNTING			^
Student Learning Outcome (SLO):	SLO#1 FA10-SP12 Students will apply accounting th practices for either financial and	heory and principles to accounting procedu //or hospitality accounting systems.	res and	
Type of Artifact/Instrument/Rubric/Method/Tool:	National & International Certific	ation Exam 🛩 ?		
Artifact/Instrument/Rubric/Method/Tool Description:	Students will take the National E Institute of the American Hotel & Industry Accounting during the la	Examination sponsored by the Educational & Lodging Association in course AC225 Hosp ast week of the semester.	pitality 2	
Criterion ( Written in $\%$ ):	70% of accounting majors taking Educational Institute of the Ame national standard (69%) and recei	the national examination sponsored by the prican Hotel & Motel Association will pass th live a certificate.	2	
Activity Schedule:	AC225 is offered Fall semester ON Spring semester, the exam will be	NLY. However, if the course is offered durin e offered during this semester also.	ng a 🕋 👔	
Active:	<u>ا</u>		100	
Anticipated Use of Assessment Result:	Promote accounting courses to t partnerships.	the hospitality industry and strengthen indu	astry <u>?</u>	
Budget-Related Pronosed Outcomes:	The number of students enrolled accounting program grows the FT and Changes Relate Document	d in the program will increase by 5%. As the TE will need to be filled. Since Ms. Bouchan Return	d Miller	×

As shown below, the unit user and/or administrator has the ability to assign personnel to provide:

- 1. Data Only
- 2. Data and Data Collection Status/Summary of Results (N=?)
- 3. Data, Data Collection Status/Summary of Results (N=?) and Use of Summary of Result

#### For either the **course-level or program/unit level** plans.

• Assignments can now be sent to multiple recipients. (Hold the CTRL key and click on the personnel to be assigned). One or more recipients will receive the assignment in TracDat and (if applicable) the email accompanying it. Their responses will be separate, however, and will result in two different entries into the database.

Assign Artifact/Instrument/Rubric/Method/Tool Description	<b>8</b>	
Click here to drag this panel.		
Provide:  Data Only Data and Data Collection Status/Summary of Result (N=?) Data, Data Collection Status/Summary of Result (N=?) Data, Data Collection Status/Summary of Result (N=?) and Use of Summary Result Put Documents in Repository Folder:  Assign To: ACCJC, Accreditation Team Aguon, Evangeline Benavente, Joseph Bukikosa, Ines Chan, Michael Chan, Michael	Use the scroll bar to the right of the window to complete the required data and view the entire window.	N 7
delos Santos "Cecilia DeSanto "Paul		
Due Date: * 7/25/2011 《 July ~ 2011 ~ >		
Sun         Mon         Tue         Wed         Thu         Fri         Sat           26         27         28         29         30         1         2           3         4         5         6         7         8         9	•	

- The assignment pop-ups can now be moved. Note the gray bar near the top of the window (refer to the previous page for the screen shot sample) that says: "Click here to drag this panel". Follow the directions to move the window.
- When sending an assignment email, the user who assigns it will be copied on the email to ensure both its delivery and to have a reference for the assignment outside of TracDat. Note, the assignment will also appear on the Home and Calendar sub tab as shown on the screen shots below. Click on the assignment within the calendar for details.



TracDat Enterprise v4.4.2.1	🟠 + 🔂 - 📑 🖶 + Page + Safety + Tools + 🕢 *
Selected Instructional Program: Accounting A	5 🖉 [log out]
Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan	n Data Collection Status/Si mmary of Results (N=?) Data Tools Reports Documents
Summary   Calendar   Profile	
Accounting AS > Home > Calendar > View Assignment	
Type: Artifact/Instrumen	t/Rubric/Method/Tool Destroption
Summary: Assignment from T	racDat
Description: Call Jennifer Untal	in about this AC150
Due Date: 10/10/2010	
Assigned To: Pangelinan, Pilar	
Completion Date:	
Retur	n



#### **★** *Related Courses*

• Relate Courses to selected Program Level Outcomes

To Relate Courses to a Program Level SLO (Outcome):	
[Select the desired Assessment Unit from the top drop d	lown menu >] Select
Program/Unit Assessment Plan Tab > Select Related C	Courses Subheading >
Select the desired <i>SLO Name</i> from the drop down > <i>Ch</i>	eck the box next to each
<i>Course</i> that relates to the Program Level SLO (you can	select/deselect all by
toggling the topmost check box – below the Course ID)	> Select Save Changes
button	-

Refer to the screen shot below. Use this form to relate which Courses you wish to associate to the program Outcome. Typically those ongoing Courses which are used to achieve the Outcome are related to the Program-Level Outcome. If you do not see a Course that you would like to select, contact the AIER (aier@guamcc.edu, 735-5520 or 735-5641) office for help.

tracdat	0	S	elected Instructio	inal Program	: Accounting AS		<b>*</b>		🔒 priscilla.johns	[log out]
Home Group A: AA/AS P	rograi	n Program/U Student Lear	Jnit-Level Assmt F ning Outcomes (S	lan Cours LOs)   Mea	e-Level Assmt Plan ns of Assessment	Data Collection Sta Related Courses	tus/Summary of Results (N=?) Tasks   Related Goals	Data Tools	Reports Docum	nen ts
Accounting AS > Program/Ur	nit-Le	vel Assmt Plan	> Related Courses						Filter ON	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
	Stu C	dent Learning lutcome (SLO) Name:	KNOWLEDGE IN A		;	<b>v</b>				<u> </u>
	Out	come (SLO):	practices for eith	ier financial	and/or hospitality	accounting systems.	vocedures and			
		Course ID		Course N	ame					
		AC100 (form	edv AC115)	Accounting	AS tals of Bookkeepin	g and Accounting	Curriculum Mapping			
		AC101 (now	AC211)	Accountin	e Principles I	s and Accounting	Curriculum Mapping			
		AC102 (now	AC212)	Accountin	g Principles II		Curriculum Mapping			
		AC103 (now	AC212)	Accountin	g Principles III		Curriculum Mapping			
	<b>V</b>	AC110		Payroll Acc	counting		Curriculum Mapping			
	<b>V</b>	AC150		Federal In	come Tax I		Curriculum Mapping			
	<b>V</b>	AC210		Introducti	on to Financial Ma	nagement	Curriculum Mapping			
	<b>V</b>	AC211 (form	erly AC101)	Accountin	g Principles I		Curriculum Mapping			
		AC212 (form AC103)	erly AC102 &	Accountin	g Principles II					
	<b>V</b>	AC225 (form	erly HS244)	Hospitality	Industry Account	ing	Curriculum Mapping			
	<b>V</b>	AC232		Accountin	g on the Computer	Using Peachtree	Curriculum Mapping			
	<b>V</b>	AC233		Accountin	g on the Computer	Using QuickBooks	Curriculum Mapping			
	<b>V</b>	AC240		Certified E	Bookkeeper Review	/	Curriculum Mapping			
	<b>V</b>	AC250		Federal In	come Tax II		Curriculum Mapping			~
			Save Changes	Disc	ard Changes	Return To Student Learnin	ng Outcome (SLO)			

**Note**: Curriculum Mapping is also available electronically in TracDat. Click on <u>Curriculum Mapping</u> link and place a check mark by clicking in the boxes for any applicable emphasis mapping course-level **SLOs** to program-level SLOs. Refer to the screen shot below to view the window/page for this process.

tracd	at. Selected Instructional Program: Tourism & Travel Management AS	V
	Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results	(N=?) Data Tools Reports Documents
	Student Learning Outcomes (SLOs)   Means of Assessment   <mark>Related Courses</mark>   Tasks   Related Items	
Tourism & Travel Mana	agement AS > Program/Unit-Level Assmt Plan > Related Courses	67 E7
Student Learning Outcome (SLO) Name: Student Learning Outcome (SLO):	FA2017-SP2019 SLO#1 Demonstrate       Upon successful completion of the program, students will be able to       demonstrate competency in the skills needed to work as a professional in the       tourism and travel industry.	
Course ID	Course Name	
🗌 Tourism &	t Travel Management AS	
HS152	Customer Service Curriculum Mapping	
E - Em	nphasized 🗌 ER - Emphasized & Reinforced 🗌 I - Introduced 🗋 IE - Introduced & Emphasized 🗌 IER - Introduced, Emphasized & Re	einforced 🗌 IR - Introduced & Reinforced 🗌 R - Reinforced

#### ★ Tasks

• View/Add/Edit Tasks for Assessment Unit

🔶 🕘 😹 http://tracdat.guam	<b>cc.edu</b> /tracdat/faces/assessment/assessment_plan/tasks.jsp	D - C - Lanesment, instantanal Effec. A factor & frequence +4.8.8 ×	- <b>ग ×</b> ☆☆©⊜
trac	dat₀	Selected Instructional Program: Accounting AS 🗸 V	[log out]
	Home Group A: AA/AS Program Pro	gram/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	
	Student Learning O	utcomes (SLOs) Means of Assessment Related Course Tasks Related Items	
Accounting AS > Pr	rogram/Unit-Level Assmt Plan > Tasks		\$P 🗗
	Student Learning Outcome (SLO) Name:	Perform accounting cycle	
	Student Learning Outcome (SLO):	SLG#2 SP2017-FA2010 Upon successful completion of this program, students will perform necessary procedures at each step of the cycle for various types of business.	
Task Name	Task Description		
AC225 Rethink Course Offering	Description: Survey accounting majors wh same target group. Schedule AC225 for Sp	o intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the ring 2008 and assist students who may enroll in this course.	edit   delete
Program Level SLO#1	AC100/ AC211/ AC212 researched no long the accounting cycle application.	er have GL KEA software. Bookstore needs to ensure that books are purchased with the LMS for use with the textbook so students can use the computer for	edit delete
Program Level SLO#1.a	QuickBooks software needs to be budgete	d into the accounting program so the software can be purchased each time the course is taught if the text book has changed.	edit delete
		Add New Task Return To Student Learning Outcome (SLO)	
		<b>&gt;</b>	
		Copyright © 1998-2014 Nuventive. All Rights Reserved About Nuventive   Contact Us	
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Use this form (screen shot above) to identify those **Tasks** that must be accomplished in order to achieve the Outcome. When you enter a Task, you can then assign that Task to a person. That person will receive an email notifying them they have been assigned the Task. Below is a good example of a program-level task.



#### 🖈 Related Items

• Relate Reporting Unit (BOT, President, Division, School, Program) goals, Institution goals and ACCJC/WASC goals (Standards) to selected program Outcomes

To Relate Goals to an Outcome:
[Select the desired Assessment Unit from the top drop down menu >]
Select Program/Unit Assessment Plan Tab > Select Related Items Sub-
tab > Select the desired <i>Outcome Name</i> from the drop down > <i>Check the</i>
<b>box next to each Goal</b> that relates to the Outcome (you may choose only
one goal from each category) > Select Save Changes button

Refer to the screen shot below. Use this form to relate a program Outcome to those Goals which it supports. The Goals of all appropriate Units are shown. To select a Goal, click the box to the left of the Goal. Relate program outcome to **one** ISMP and **one** ILO. Relate program Outcome to only **one** program review goal (**PRG**) & **division** goal from AAD, BOT, School, and program unit Goal. Relate to only **one** ACCJC/WASC goal (Standard). This process ties the program Outcomes relationships to all other level goals.



Congratulations! You have just completed the required forms and field/boxes for the program/unit-level Assessment Plan. Transmit via email a completed TracDat Data Input memo template to <u>cca.aier@guamcc.edu</u> The template can be found in AIER Website under Assessment Resources. ???

# Tab 4: Course (Level) Assessment Plan

**Course (Level) Assessment Plan Features:** 

♦ tracdat.	Selected Instructional Program: Tourism & Travel Management AS	🔓 vangie.aguon 💿 [log.out]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data	Tools Reports Documents
Course SLO D	escription Means of Assessment Related Group A: AA/AS Program Student Learning Outcomes (SLOs) Related	Items

#### ★ SLOs

• View/Add/Edit SLO for specific Courses

To Add/Modify a Course-level SLO Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select *Course Assessment Plan* Tab > Select *SLOs* Subheading > Select the desired *Course* from the drop-down menu > Select *Add New SLO* or Select *Edit, Copy, or Delete* next to a current Outcome > Make changes > Select *Save Changes* button after editing

It would be helpful to have the following documents available **<u>before</u>** inputting assessment plans:

- Two-Year Assessment Cycle Schedule (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
- 2. The most current CCA-CFS Template (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
- 3. Budget Request (found under the Documents form/tab. Open and minimize the current year Budget Request document

**Note**: Assessment or evaluation of course-level SLOs <u>must</u> be the <u>same</u> as the course syllabus given to students, those published in the current College catalog, and most current approved curriculum document for the semester assessment cycle.

<u>When a course-level assessment plan is due</u>, users are to complete all the fields/boxes for the following sub-tabs: Course SLO, Means of Assessment, Related Group (A, B or D) Program Student Learning Outcomes (SLOs), and Related Goals.

Refer to the screen shot below. Use this form to add new course-level Outcomes and/or view the existing course-level Outcomes of your Assessment Unit. Outcomes are a key element in the assessment planning process. It is against each Outcome that you will be able to define the means of assessing the Outcome and recording the results of that assessment.

<u>Use the arrows to the left of each Outcome to change the display order of the Outcomes</u>. Click on the filter icon to the right of the screen to filter course SLOs.



Refer to the screen shots above. Click on the **question** (?) **mark** (to the right of each field/box) for assistance on the type of **information required**.

Use the form to view all Courses and their SLO that have been assigned as in this example Group A: AA/AS Program. The Course SLO sub-tab page will show all assigned courses to the unit. The ones that are not owned by the selected unit will have an asterisk (\*) in front of their Course ID (as shown on the sample screen shot below).

د المان الم	nt/course_assessment/objectives.jsp	ssessment, Institutional Effec	TracDat Enterprise v4.8.8	× 🧉 Guam Community College - H			– 🖬 🗙 សំជុំ <sup>80</sup> ្
♦ tracdat.	Selected In	structional Program:	Medical Assisting AS	& Certificate	v	🔒 vangie.aguon	🔋 [log out]
Home Groups A/B:	Combined Programs Program/Unit	t-Level Assmt Plan	Course-Level Assmt Pla elated Groups A/B: Co	an Data Collection Status/Summa ombined Programs Student Learning	ry of Results (N=?) Data Too g Outcomes (SLOs) Related	ls Reports Documents Items	
Medical Assisting AS & Certificate > Cou	urse-Level Assmt Plan > Course SLO D	lescription					19 B7
	Course:	* ED220 (formerly ED	170) - Human Growth	& Development			^
	* - Another Groups A/B: Co	* HL131 - Basic Life	Support for Health Car	e Providers	the current owner.		
Course SLO Description Name	Course SLO Description	* HL150 (formerly HL	.152) - Study of Diseas	es	Course Outcome	Created By	
	SLO#1 FA-SP: Upon successful completion of the development of adolescent and a	* HL160 - Introductio * HL161 - Pharmacol * HL162 - Administra * HL190 - Introductio	n to Pharmacology ogical Treatment of Di tion of Medications n to Anatomy and Phy	isease rsiology for Allied Health Profession	lo longer a desired outcome als	Early Childhood Education AS & Certificate	view
• 2012-2013 Acalog SLO#2	SLO#2 FA-SP: Upon successful completion of the culture, and family impact individu	* HL202 (formerly HS * HL252 - Pathophysi MS101 - Incroduction	202) - Nutrition ology to medical Assisting		lo longer a desired outcome	Early Childhood Education AS & Certificate	view
• • 2012-2013 Acalog SLO#3	SLO#3 FA-SP: Upon successful completion of this development of school-age learner	MS120 - Clinical Med MS121 - Clinical Med MS125 - Clinical Offi	ical Assisting I ical Assisting II ce Experience		No longer a desired outcome	Early Childhood Education AS & Certificate	view
<ul> <li>Stages - Adolescents &amp; Adult Learners</li> </ul>	SLO#1 AY08-09: Upon successful completion of this development of adolescent and ado	MS140 - Administrative Medical Assisting MS141 - Administrative Medical Assisting Lab NS145 - Administrative Medical Assisting Clinical Assessed Assessed Assessed Assessed Assessed					view
	SLO #2 AY 08-09: Upon successful completion of this culture, and family impact individu	Import - metical Law and Clinics MS210 - Medical Assisting Specialties MS210 - Medical Assisting Specialties Assessed AS & Certificate Assessed AS & Certificate					
	SLO #3 AY 08-09: Upon successful completion of this development of school age learners	MS225 (formerly MS2 MS292 (now MS225) - s.	92) - Medical Assisting Medical Assisting Pra	Specialties Clinical cticum	Not Currently Being Assessed	Early Childhood Education AS & Certificate	view
The second seco	SLO#1 AY 08-09: Upon successful completion of this development of adolescent and ado	course, students will ult learners.	be able to describe th	e social, physical and cognitive	Not Currently Being Assessed	Education AA & Certificate	view
The stages: Adolescents-Adult Learners     Stages: Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescents-Adult Adolescent	SLO#1 FA2010-SP2012 Upon successful completion of this development of adolescent and ado	course, students will ult learners.	be able to describe th	e social, physical and cognitive	Completed the Assessment Cycle	Early Childhood Education AS & Certificate	<u>view</u>
O Impact Dovalanment	CI 0#2 EX2010 CD2012		Add New Course SLO De	escription	Completed the	Early Childhood Education	view
					•>		
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If you choose one of the owned courses from the drop-down menu, you will be able to fully modify [edit | copy | delete] the existing Means of Assessment. You will also be able to add a new Assessment Method using the button at the bottom of the page. For Courses that are not owned by the Group A: AA/AS Program (in this example), you can only view them here. This form will also display the Group A: AA/AS Program where the Course SLO was first created. First choose the correct Course from the drop-down, then either add a new Course SLO using the button at the bottom of the screen or edit, copy, and delete one using the links next to an existing Course SLO. SLOs that have completed an assessment cycle MUST NOT be deleted. SLOs to be assessed for another cycle, copy such and input data for the new cycle.

After defining a Course SLO, you can then define how the Course SLO is assessed under the Means of Assessment subtab. Use the arrows to the left of each Course SLO to change the display order of the Course SLO as shown on the screen shot above.

- ★ (Course-level) Means of Assessment
  - View/Add/Edit Assessment Methods related to each Course of the Assessment Unit

#### To Add/Modify a Course-level Assessment Method:

[Select the desired Assessment Unit from the top drop down menu >] Select *Course-Level Assmt Plan* Tab > Select *Means of Assessment* Sub-tab > Select the desired *Course* from the drop-down menu > Select the desired *Course SLO Outcome* from the drop-down menu > Select *Add New SLO* or Select *Edit, Copy, or Delete* next to a current Outcome > Make changes > Select *Save Changes* button after editing

(a) Http://tracdat.mummer.edu/tracdat/faces/assessment/comm	urse assessment/assessment/& Q + C	TracPat Estermina vd 9.8 X		– ව × බුදු ශී <mark>ම</mark>	
Atracdat.	Selected Instructional Program:	Accounting AS	~	🔒 vangie.aguon 🕥 [log out]	
Home Group A: AA	A/AS Program Program/Unit-Level Assmt Plan Cou	urse-Level Assmt Plan Data Collection Status	/Summary of Results (N=?) Data Tools Reports Docur	nents	
	Course SLO Description Means of Assessment	Related Group A: AA/AS Program Student Lear	ming Outcomes (SLOs) Related Items		
Accounting AS > Course-Level Assmt Plan >	Means of Assessment			er er	
Course:	AC110 - Payroll Accounting	~			
Course SLO Description Name:	Payroll calculations	v			
Created by:	SLO#2 SP2017-FA2018 Payroll Calculation, Upon s	uccessful completion of this			
Course SLO Description:	course, students will be able to calculate wages, e prepare a payroll register.	xplore earnings record, and			
Date Type of					
Added Artifact/Instrument/Rubr • • • 4/28/2017 Course Projects	ic/Method/Tool Artifact/Instrument/Rubric/Me Textbook has a manual and com	thod/Tool Description nputerized project that students must complet	Criterion (Written in %) te to show 70% of students in the class will be able to	Active? Y <u>edit</u>   <u>copy</u>   <u>delete</u>	
	their proficiency in this student	learning outcome.	complete the project with minimal errors.		
					Selecting edit
					or Add New
					Method will
					bring up a screen similar
	Add New Artifact/Instrument/R	ubric/Method/Tool Description Return To Cour	se SLO Description		to the one
			•		below.
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tracdat.	Selected Instructional Program:	Accounting AS	~	Avangie.aguon 🔋 [log out]	
Home Group A: AA	A/AS Program Program/Unit-Level Assmt Plan Cou Course SLO Description Means of Assessment	urse-Level Assmt Plan Data Collection Status Related Group A: AA/AS Program Student Lean	/Summary of Results (N=?) Data Tools Reports Docur ming Outcomes (SLOs) Related Items	ments	
Accounting AS > Course-Level Assmt Plan >	Means of Assessment > Add Artifact/Instrument/Rub	ric/Method/Tool Description		(in the second s	
	Course:	Payroll Accounting			
	Course SLO Description Name:	Payroll calculations	I have successful completion of this		
	Course SLO Description:	course, students will be able to calculate prepare a payroll register.	wages, explore earnings record, and		
			×		
	Type of Artifact/Instrument/Rubric/Method/Tool:	*	<u> </u>		
Ar	rtifact/Instrument/Rubric/Method/Tool Description:		?		
	Criterion (Written in % ):		?		
			×		
	Activity Schedule:		^ ?		
			×		
	Active:	M			
	Save Changes	Discard Changes Return A	ssign		
	Copyright © 1998-2014 Nuventive. All Rig	hts Reserved <u>About Nuventive</u>   <u>Co</u>	ntact Us Nuventive	0.0 111	
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Like the Program/Unit-Level "Means of Assessment" sub-tab, fill in all the field/boxes with the required data.

It is **essential** to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format.

#### To Upload Evidence (PDF format) to a Course-level SLO:

[Select the desired Assessment Unit from the top drop down menu >] Select *Course-Level Assmt Plan* Tab > Select *Means of Assessment* Sub-tab > Select the desired *Course* from the drop-down menu > Select the desired *Course SLO Name* from the drop-down menu >. Refer to the screen shots below.

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tracdat.     Selected Instructional Program	m: Accounting AS 🗸 🗸 🗸 angle aguon 💿 (bg.s
Home Group A: AA/AS Program Program/UnitsLevel Asset: Plan Cr Course SLD Description Means of Assessment	ourse-Level Assmit Plan Data Collection Status/Summary of Results (N2) Data Tools Reports Documents Related Group A: AA/AS Program Student Learning Outcomes (SLOs) Related Remo
Accounting AS > Course-Level Assmt Plan > Means of Assessment > Edit Artifact/ Instrument/ Hu	bric/Method/Tool Description
Course	Payroll Accounting
Course SLO Description Name:	Payroll calculations
Course SLO Description:	SLOR2 SP2017-FX2018 Payroll Calculation, Upon successful completion of this course, students will be able to calculate wager, explore earnings record, and prepare a payroll register.
Type of Artifact/Instrument/Rubric/Method/Tool:	Course Projects
Artifact/Instrument/Rubric/Method/Tool Description:	* Textbook has a manual and computerized project that students must complete to show their proficiency in this student learning outcome.
Criterion ( Written in $\mathbb{K}$ ):	70% of students in the class will be able to complete the project with minimal errors.
Activity Schedule:	This accessment is to be done at least twice once manually and another using a computerized program.
Active	. 9
Related Document Description	
Payroll Project Process payroll for a :	small business for a two-month period.
Ster Charges	arl Carps. Mode Docarect. Asign
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Selecting *Relate Document* will bring up a screen similar to the one below.

tracdat. Selected Instructione	al Program:	Accounting AS V	🔒 vangle aguon	🖲 (loga
Home Group A: AA/AS Program Program/Unit-Level Assmt	Plan Cour	se-Level Assmt Plan Data Collection Status/Summary of Results (NH7) Data Tools Reports Documen eloted Group A: AA/AS Program Student Learning Outcomes (SLOC) . Related Items	5	
Accounting AS > Course-Level Assmt Plan > Means of Assessment > Edit Artifact/Instru	ment/Rubri	c/Method/Tool Description		
	C	Browll Assessments		
Course SI D Description	on Name:	Payrol Accounting		
		SI 027 SP2017,F12018 Parroll Calculation. Upon successful completion of this		
Course SLO De	scription:	course, students will be able to calculate wages, explore earnings record, and prepare a payroll register.		
Type of Artifact/Instrument/Rubric/Weth	nod/Tool:	Course Projects v ?		
Artifact/Instrument/Rubric/Method/Tool De	scription:	* Textbook has a manual and computerized project that students must complete to show their proficiency in this student learning outcome.		
Criterion ( Write	aen in %):	701 of students in the class will be able to complete the project with minimal errors.		
Activity 1	Schedule:	This assessment is to be done at least twice once manually and another using a computerized program.		
	Active:	Z		
Related Document Description				
Payroll Project Process payr	oll for a sm	all business for a two-month period.		
See Ourps	Discard	Creps Notification Augo		
Copyright © 1998-2014 Nuv	othe, N	is Reserved About Hamilton   Contact Its		

Selecting **New Document** will bring up a screen similar to the one below.

Add Document		×
Source:		Browse
Name:		4
Description:		
Repository Folder:		
		$\sim$
	relate document	

Select *Browse* (if the evidence is a URL, change "Source" from File to URL. Key a short name, the description, then click "relate document".

★ Related Group A: AA/AS Program Student Learning Outcomes (SLOs)- as in the example below

• Relate Program-Level Outcomes to selected Course Outcomes

Course SLO Description
 Means of Assessment
 Related Group A: AA/AS Program Student Learning Outcomes (SLOs)
 Related Items

To Relate Groups A: AA/AS Program Student Learning Outcomes (SLOs) to a Course-level SLO: [Select the desired Assessment Unit from the top drop down menu >] Select *Course-Level Assmt Plan* Tab > Select *Related Group A: AA/AS Program SLO* Sub-tab > Select the desired *Course* from the drop-down menu > Select the desired *Course SLO Name* from the drop-down menu > *Check the box next to each Program Level Assessment Unit SLO Outcome* that relates to the Course Outcome (you can select/deselect all by toggling the topmost check box of each section – next to the name of the respective Unit) > Select *Save Changes* button

tracdat, Selected Ins	uctional Program: Accounting AS	v	📙 vangle.aguon	[log.out]
Home Group A: AA/AS Program Program/Unit-Leve	Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Re	suits (N=?) Data Tools Reports Docum	ents	
Course sco description   means	Assessment Related Group A: AA/AS Program student Learning Outcomes	(SLUS) Relaced Items		10.00
Accounting AS > Course-Level Assmt Plan > Related Group A: AA/AS Program	tudent Learning Outcomes (SLOs)			(F) (F)
Course:	AC110 - Payroll Accounting			
Course SLO Description Name:	Payroll calculations			<u>^</u>
Created By:	Accounting AS			
	SLO#2 SP2017-FA2018 Payroll Calculation, Upon successful completion of this	~		
Course SLO Description:	prepare a payroll register.			
Student Learning Ou	come (SLO) Name Student Learning Outcome (SLO)	SLO Status		
Accounting AS				
COMPUTER SKILLS IN ACCOUNTING	SLOWE 7410-SP12 Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Completed the Assessment Cycle		
KNOWLEDGE IN ACCO	SLO#1 FA10-SP12 Students will apply accounting theory and INTING principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	Completed the Assessment Cycle		
ACCOUNTING STUDE	T SLO#3 FA10-SP12 Students will develop dispositions and values suitable to the practice of accounting in the real world.	Completed the Assessment Cycle		
AY06-07 SLO#1 ACCO STUDENT PERCEPTIO	INTING Students will convey their perceptions regarding accounting S knowledge gained from completing the accounting program at GCC	Completed the Assessment Cycle		
AY06-07 SLO#2 KNOV ACCOUNTING THEOR	LEDGE IN Students will develop dispositions and values suitable to the practice of accounting in the real world.	Completed the Assessment Cycle		
AY06-07 SLO#3 COMB IN ACCOUNTING	TER SKILLS Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Completed the Assessment Cycle		
AY04-05 SLO#1 ACCO STUDENT ATTITUDES	INTING Students will express their opinions regarding values learned from practicing accounting theory and principles.	Completed the Assessment Cycle		~
	Students will demonstrate computer-based knowledge of the Step Changes Return To Course SLO Description			

#### ★ Related Goals

• Like the program-level SLO, relate Assessment Unit goals, Reporting Unit goals, and Institution goals to selected Course Outcomes

#### To Relate Goals to a Course Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select *Course Assessment Plan* Tab > Select *Related Items* Sub-tab > Select the desired *Course* from the drop-down menu > Select the desired *Course Outcome Name* from the drop-down menu > *Check the box next to each Unit Goal* that relates to the Course Outcome (you may choose only **one** goal from each category) > Select *Save Changes* button Refer to the screen shot below. Use this form to relate a course-level Outcome to those Goals which it supports. The Goals of all appropriate Units are shown. To select a Goal, *click the box to the left of the Goal*. Relate program outcome to **one** ISMP and **one** ILO. Relate program Outcome to only **one** PRG & division goal from AAD, BOT, School, and program unit Goal. Relate to only **one** ACCJC/WASC goal (Standard). This process ties the course Outcomes relationships to all other level goals.



Congratulations! You have just completed the required forms and field/boxes for the Course-level Assessment Plan. Transmit via email a completed TracDat Data Input memo template to cca.aier@guamcc.edu

The following are guides to help users navigate and input Data Collection Status, Assessment Report and Implementation Status for academic and non-academic units.

# Tab 5: Data Collection Status/Summary of Results (N=?)



#### **Summary of Results Features:**

- ★ By Instructional Program and By Non-Academic Unit
  - Displays Data Collection Status/Summary of Results by Assessment Unit Outcome
  - View/Add/Edit these Data Collection Status/Summary of Results as well as any Actions and Related Documents linked to the Observation

To Add a new Summary of Results to an Assessment Unit Outcome: [Select the desired Assessment Unit from the top drop down menu >] Select Data Collection Status/Summary of Results Tab > Select By Instructional Program Sub-tab > Select Add Data Collection Status/Summary of Results (N=?) at bottom > Select the Outcome to which the Observation ties > Select Artifact/Instrument/Rubric/Method/Tool Description to which the Observation ties > Add Data Collection Status/Summary of Results data and required fields > Select Save Changes button after editing

Refer to the screen shots below to add new Data Collection Status/Summary of Results (N=?) and/or view and edit the existing Data Collection Status/Summary of Results (N=?) related to the Instructional Program level Student Learning Outcomes (SLOs). Click on the 'Show Data Collection Status/Summary of Results (N=?) 'link to display any existing Data Collection Status/Summary of Results (N=?). You can also use the Filter button next to the help icon to reduce any unwanted Data Collection Status/Summary of Results (N=?) displayed on the page. Use of Summary Results can be added to each Data Collection Status/Summary of Result (N=?) without having to edit the Data Collection Status/Summary of Result (N=?) without having to edit the same SLO that may have multiple assessment methods to evaluate the SLO. Click on the question (?) mark to the right of each field/box for assistance on the type of information required.



The process and screen shots for **non-academic** units are very similar. The difference is the sub-tab headings.

tracdat.	Selected Non-Academic Assessment Unit: Environmental Health & Safety 🗸 🗸	🔒 vangie.aguon 🛛 🗐 [ <u>log out</u> ]
	Home Group C: Administrative Unit Program/Unit-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	
	By Non-Academic Assessment Unit	

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tracdat.	Selected Non-Academic Assessment Unit:	Admissions & Registration Office	~	실 vangie.aguon	[] [log out]
Home Group C: Admi	nistrative Unit Program/Unit-Level Assmt Plan	n Data Collection Status/Summary	of Results (N=?) Data Tools Reports	Documents	
By Non-Acad	mic Assessment Unit				
Admissions & Registration Office > Data Collection Status	Summary of Results (N=?) > By Non-Academic A	Assessment Unit		Filter ON	9 B
365 Registration - FV16-18 41 10#1 The implementation of	he 365 registration process will allow student t	to registration for an entire academi	vear		
▼Hide Data Collection Status/Summary of Results (N=?)			, jouri		
Directly related to Objective			and Data Callenting States (Summary)	C Descult Ctature	
10/11/2017 Due to leadership transition within the	department, surveys were not sent to	0 0	Closed	edit   add Use of Summar	y Result
students regarding satisfaction of Chal	ini 365 initiative.				
Acalog : FY16-18 AUO#2 The office will maintain and upda	e program and course curriculum via Acalog.		/		
Show Data Collection Status/Summary of Results (N=?)					
National Student Clearinghouse : FY16-18 AUO#3 The Nat	onal Clearinghouse will allow convenience to st	tudents for enrollment verification a	nd e-transcripts.		
Show Data Collection Status/Summary of Results (N=?)	·				
		To edit an O	utcome.		
		click here.	Го <i>add</i> an		
		Action to an	1		
		Observation	click here.		
		×			
	Add Data Colle	ection Status/Summary of Result (N=?)			

🔷 tracdat.	Selected Instructional Program: Accounting AS	<u> a</u> var	ngie.aguon	🗏 [log ou'
Home Group A: A	A/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Report:	Documents		
Accounting AS > Data Collection Status/Su	by instructional Program by Course		Filter ON	家最
Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	SLO Status		
Describe steps of accounting cycle	SLO#1 SP2017-FA2018 Upon successful completion of this program, students will describe the steps of the accounting cycle using a computer based program.	Currently being assessed		<u>select</u>
Perform accounting cycle	SLO#2 SP2017-FA2018 Upon successful completion of this program, students will perform necessary procedures at each step of the cycle for various types of business.	Currently being assessed		<u>select</u>
Careers in accounting	SLO#3 SP2017-FA2018 Upon successful completion of this program, students will be able to discuss skills needed to sustain careers in accounting.	Currently being assessed		select

Selecting an outcome (above) will bring up the Select Artifact/Instrument/Rubric/Method/Tool window. Note, to view the entire assessment method window, slide the scroll bar at the bottom of the window to the right in order to see select. Screen shot below is a sample of the Data Collection Status/Summary of Results (N=?) window.

Select:	Artifact/Instrum	ent/Rubric/Method/Tool Description 💌
Type of Artifact/Instrument/Rubric/	Method/Tool	Artifact/Instrument/Rubric/Method/T Description
National & International Cerr Exam	tification	Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC258 Hospitality Industry Accounting during the last week of the semester.
+ 1F		

Click on the question (?) mark to the right of each field/box for assistance on the type of information required.

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tracdat.	Selected Instructional Program: Accounting AS Vangie.aguor	1 🔟 [ <u>log out]</u>
Home Group A: AA/AS Progr	am Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	
Accounting AS > Data Collection Status/Summary of	esults (N=?) > Edit Data Collection Status/Summary of Result (N=?)	
Student Learning Outcome (SLO): Describ of this comput	e steps of accounting cycle : SLO#1 SP2017-FA2018 Upon successful completion program, students will describe the steps of the accounting cycle using a er based program.	^
* Data Collection Status/Summary of Result (N=?):	7	
Data Collection Status/Summary of Result * 1/24/2	118 III ? Summary of Result Type: *	
Data Collection Status/Summary of Result *		
Growth Budget Implications/Effect: *		
* Growth Budget Justification:	<u></u>	
DO NOT USE THIS FIELD-BRPI:	<u></u>	
* Budget Related Proposed Outcomes:	<u></u>	~
Sav	Changes Discard Changes Return Change Association Delete Data Collection Status/Summary of Result (N=?)	
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		1/24/2018 🕕

# IMPORTANT INFORMATION ABOUT DELETING DATA COLLECTION STATUS/SUMMARY OF RESULTS – see screen shots below.

# If you want to delete an entire Data Collection Status/Summary of Result (N=?), then you would click the **DELETE DATA COLLECTION STATUS/SUMMARY OF RESULT (N=?)** button in **RED**. To delete a only Use of Summary Result, first click the **EDIT** link highlighted in **BLUE**.

	By Instructional Program By Course		
Marketin	Education Secondary > Data Collection Status/Summary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)		in 19 📷
Bud	yet Related Performance Indicators:		
Use of Summ	ary Result Related Documents		add Use of Summary Result
Action Date	Use of Summary Result	Implementation Status	_
12/11/2011	10/06/2011 - JFKHS instructor plans to spend more time in defining the terminologies and reviewing before adminstering the chapter test. 10/02/2011 - SSHS instructor plans to explain the terminologies during chapter lectures and review before administering the testing. 10/02/2011 - OHS instructor plans to continue to reinforce chapter lectures with quizzes and unit activities. 06/12/2011 - The instructor from GWHS plans to explain and review the vocabulary terms in detail before administering the test to meet the set criteria. 04/06/2011 - A total of six(6) students who completed the test did comply with the criterion. SHS faculty is planning to continue to review and provide related activities to strengthen their test scores in the future. 12/08/2010 - The Use of Summary Result/Implementation Status will be provided and inputted to TracDat once the dat of the other high schools are collected at the end of Fall 2010. 06/14/2010 - Based on the Summary of Result, although Souther High School instructor plans to provide the students with a study guide and test review. This is particularly helpful for those students who might have learning disabilities and with multiple absences.	0 n	edit add Implementation Status
10/6/2011	JFKHS instructor plans to spend more time in defining the terminologies and reviewing before adminstering the chapter test.	0	edit   add Implementation Status
10/2/2011	SSHS instructor plans to explain the terminologies during chapter lectures and review before administering the testing.	0	edit   add Implementation Status
10/2/2011	OHS instructor plans to continue to reinforce chapter lectures with quizzes and unit actitivies.	0	edit   add Implementation Status
6/12/2011	The instructor from GWHS plans to explain and review the vocabulary terms in detail before administering the test to meet the set criteria.	0	edit   add Implementation Status
	Save Changes Discard Changes Return Change Association Delete Data Collection Status	/Summary of Result (N=?)	·····

# To then delete the Use of Summary Result, click the USE OF SUMMARY OF RESULT button in GREEN.

	By Instructional Program						
Marketing Education Secondary > D	ata Collection Status/Summary of Results (N=?) > Edit Use of Summary Result	P 100					
Student Learning Outcome (SLO):	Recall terms associated to functions of marketing : SLO#1 SP 2010-FA 2011 Upon successful completion of this course, students will be able to recall terms associated with the functions of marketing: marketing information management, pricing, and Artifact/Instrument/Rubric/Method/Tool Description Students will complete a test that related to the terms associated with the functions of marketing						
Data Collection Status/Summary of Result (N=?):	Data Collection Status/Summary of Result (N=?):       The Summary of Result at Southern High School(SHS) showed that the N=19 and 89% of the students scored 80% of higher in the academic verses SHS and the score status of the score status of the score score score status of the score						
Use of Summary Result:	* UFKHS instructor plans to spend more time in defining the terminologies and reviewing before adminstering the chapter test.	S instructor plans to spend more time in defining the terminologies and wing before <u>adminstering</u> the chapter test.					
Action Date:	* 10/6/2011						
	add Imp	lementation Status					
Implementation Status Date	Implementation Status						
No Implementation Status defined.							
	Save Changes Discard Changes Assign Return Delete Use of Summary Result						

It is **essential** to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format. Refer to the screen shots below on how to upload evidence.

🗲 🛞 😹 http://tracdat.guamcc.edu/tracdat/faces/assessment/obser	vations/editObservation.jsp		
tracdat.	Selected Instructional Program: Accounting AS	~	
Home Group A: AA/	AS Program   Program/Unit-Level Assmt Plan   Course-Level Assmt Plan   Data Collection	n Status/Summary of Results (N=?) Data Tools	Delete Desument
Accounting AS > Data Collectio	Changes Discard Changes Return Change Association	Delete Data Collection Status/Summary (	of Result (N-?)
Data Collection Status/Summar			Previously Related Document
Data Collection Status/Summar (t) Data Collection Status/Summar	Copyright © 1998-2014 Nuventive. All Rights Reserved	ut Nuventive   Contact Us	ntive
Growth Budget Implications/Effect: *	No budget impact V ?		
* Growth Budget Justification:	We have not had another full-time accounting staff for over 10 years. The accounting program continues to have about 100 advisees and offers 8 to 10 classes each semester. TPS Deam had indicated this in prior budget edguests but has not been successful in getting it approved at the next least.	2	Add Document
DO NOT USE THIS FIELD-BRPI:	Û	2	Source: File  Browse Name:
• Budget Related Proposed Outcomes:	The accounting program continues to run on a budget of \$3000 to \$6000 each year Last technology upgrades were funded by a CTE grant in October 2016. We now hope to get an additional faculty versed in accounting and related subjects to augment the Business department.	2	Description:
Use of Summary Result Related Documents	Related Course Data Collection Status/Summary of Results (N=?)		Repository Folder:
	Save Changes Discard Changes Return Change Association	Delete Data Collection Status/Summary of Result (N=?)	
	Copyright © 1998-2014 Nuventive. All Rights Reserved <u>About Nace</u>	ntive   Contact Us	
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When an assessment report is due, data for "Use of Summary Result" must also be completed and saved. To the left of the sample screen shot above, click on "*Use of Summary Result*" link for a new window. After clicking the link, another link appears to the right as shown below. After clicking on such to access the Use of Summary Result form, a second window (screen shot) will appear, also shown below.

tracdat.	Selected Instructional Program: Marketing AS	🔒 vangie.aguon	🗐 [log.c
Home Group A: AA/	XS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Document	ts I	
Marketing AS > Data Collection Status/Summ	ary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)		1 (i)? 🛃
Data Collection Status/Summary of Result (N=?):	collected before the end of Fall 2017.		
Data Collection Status/Summary of Result * (N=?) Date:	10/3/2017 Summary of Result Type: * Criterion Met ?		
Data Collection Status/Summary of Result $_{\star}$ Status:	Program Level Data Collection Status 🗸 ?		
Growth Budget Implications/Effect: *	Over \$5,000 V ?		
* Growth Budget Justification:	Purchase new equipment. Hire new faculty.		
DO NOT USE THIS FIELD-BRPI:	<u></u>		
* Budget Related Proposed Outcomes:	To improve and enhance effectiveness of teaching delivery and provide stability to increase student completion and retention. All Marketing classrooms and labs will be equipped with state-of-the-art technology.		
Use of Summary Result Related Documents	Related Course Data Collection Status/Summary of Results (N=?)		
Action Date	I lea of Summary Decult Implementation Status	add Use of Summ	nary Result
No Use of Summary Results defined.	ose or summary result implementation status		
	Save Changes Discard Changes Return Change Association Delete Data Collection Status/Summary of Result (N-?)		

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tracdat.	Selected Instructional Program: Marketing AS	🔒 vangie.aguon	🗉 [log.out]
Home Group A: AA	/AS Program Program / Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N≈?) Data Tools Reports Document	s	
Marketing AS > Data Collection Status/Summ	nary of Results (N=?) > Edit Use of Summary Result		SP 🛃
Student Learning Outcome (SLO):	SP2017-FALL2018 SLOFT : Upon successful completion of the program, students will be able to assess which marketing communications will most effectively meet the needs of the marketipace.		
Data Collection Status/Summary of Result (N=?):	Students have not learned all items being assessed at this time. Data will be collected before the end of Fall 2017.		
Use of Summary Result:	Ĵ.		
Action Date:	1/26/2018		
	Save Changes Discard Changes Delete Use of Summary Result. Assign		
	Copyright © 1998-3014 Nuventive. All Rights Surved About Naventive   Contact Us Nuventive		
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Once again, click on the question (?) mark to the right of the field/box for guidance on the key information needed. Click save changes.

# **Congratulations!** An Assessment Report for the program/unit level is complete. *By Course*

- Displays Observations by Courses and Course Outcomes
- View/Add/Edit these Data Collection Status/Summary of Results (Observations) as well as any Actions and Related Documents linked to the Observation

#### To Add a new Observation to a Course Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select *Data Collection Status/Summary of Results (N?)* Tab > Select *By Course* <u>Sub-tab</u> > Select the desired *Course* from the drop-down menu > Select *Add Data Collection Status/Summary of Results (N=?)* > Select the *Course SLO Name* to which the Observation ties > Select the *Artifact/Rubric/Method/Tool Description* to which the Observation ties > Add *Observation data* and *required fields* > Select *Save Changes* button after editing

#### To Add a Related Document to a New Observation:

After you have saved your new Observation, select *add Action* > Select *Save Changes* button after editing

It is essential to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format.

When a Course-level Assessment Report or Data Collection Status is due, the process is similar to the program/unit level. The only difference is selecting By Course sub-tab instead of By Instructional Program.

The Course Data Collection Status/Summary of Results (N=?) results page will show all assigned courses to the unit. The ones that are not owned by the selected unit will have an asterisk in front of their Course ID. If you choose one of the

owned courses from the drop-down menu, you will be able to fully modify [edit] existing data. You will also be able to add a new Result using the button at the bottom of the page.

Γ	tracdat.	Selected Instructional Program:	Accounting AS	~	🔒 priscilla.johns	[log out]
	Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course	-Level Assmt Plan Data Collectio	on Status/Summary of Results (N=?) Data T	ools Reports Docum	ients
	Ву	Instructional Program   By Course				
	Accounting AS > Data Collection State	s/Summary of Results (N=?) > By Course				\$?
		Course: AC100 (formerly AC	C115) - Fundamentals of Bookkeep	ing and Accounting 🔽		^
	Accounting Process : SLO#1 AY: Upon su Created By: Accounting AS	ccessful completion of this course, stude	ents will be able to apply accounti	ing procedures to properly record financial in	nformation about a busi	ness.
	▼ <u>Hide Data Collection Status/Summary of Re</u>	sults (N=?)				
	Directly related to Objective Data Collection Status Date Result (N=?)	/Summary of Use of Summary Result:	s Related Documents Data Collo	ection Status/Summary of Result Status		
	3/9/2009 Data Collection Status Collected for Fall 2008, students scored at lea items on a performanc	Data 2 95% of the st a 70% on e checklist.	<u>1</u> Co	urse Level Data Collection Status <u>ed</u> i	t   add Use of Summary R	esult
	Basics in GAAP : SLO#2 AY08-09: Upon su the accounting cycle for a service and r	ccessful completion of this course, stude etail type business.	ents will be able to apply generally	y accepted accounting theory and principles	to perform all the steps	of
	<u>Show Data Collection Status/Summary of Re</u>	esults (N=?)				
	Internal Control Fundamentals : SLO#3 cash and other business assets.	AY08-09: Upon successful completion of t	this course, students will be able	to perform internal control procedures to pr	otect and properly mana	ige
	Created By: Accounting AS					
	► Show Data Collection Status/Summary of Re	esults (N=?)				
	Basics Using Special Journals : SLO#4 AY	08-09: Upon successful completion of thi	s course, students will be able to	perform accounting procedures to journalize	e and post business	~
OWNED COURSE	· · · ·	Add Dat	ta Collection Status/Summary of Result (N=2	2)		

If you choose one of the assigned (but not owned) courses from the drop-down menu, you will only be able to view the existing Results. The Add Data Collection Status/Summary of Result (N=?) is de-activated for all courses not owned by the selected unit. To modify or add new results for courses not owned, you will need to go to the owning unit to make any necessary changes.

#### COURSE NOT OWNED (only ASSIGED)

	•					
🚸 tracdat.	Selected Instructional Program: 🛛	Accounting AS	*	🔒 priscilla.johns	🔟 [log ou	
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course-Le	evel Assmt Plan Data Colleg	tion Status/Summary of Results (N=	?) Data Tools Reports Docume	nts	
В	y Instructional Program   By Course					
Accounting AS > Data Collection Sta	tus/Summary of Results (N=?) > By Course				Ŷ	
	Course: * SM108 (formerly 0.	A108) - Introduction to Busi	ess 🗸			
* - Ar	other Group A: AA/AS Program currently own	ns this Course. Hold your cu	sor over the course to see the curre	ent owner.		
Role Assessment : SLO#1 AY08-09: Upo competitors, and entrepreneurs opera	on the successful completion of this course, s ating within the system	students will be able to evalı	ate the private enterprise system a	nd determine the roles of business,		
Created By: Supervision & Managemen	it AS/Certificate					
▼ <u>Hide Data Collection Status/Summary of F</u>	<u>Results (N=?)</u>					
Artifact/Instrument/Rubric/Method/Tool Description: Formative Exam Criterion ( Written in % ): A majority of learners will score a minimum of 75% on the Formative Exam						
Date Data Collection Sta	tus/Summary of Result (N=?)	Use of Summary Results	Related Documents Data Collecti	on Status/Summary of Result Status		
3/10/2009 Data collected for F	all 2008 term, majority of learners scored a the formative exam.	1	1 Course	e Level Data Collection Status	view	

# Tab 6: Data Tools

tracdat.	Selected Instructional	Program: Accounting AS	v	🔒 priscilla.johns 🛛 🗐 [log out]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan	Course-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools Reports Documents
	Measures   Groups   Questionn	aires		
/				

**Data Tools Features:** Although Data Tools Features have not been introduced during the TracDat workshop/training, users have the option to use this tool by following the steps below.

## ★ Medsures

• Create basic data collection checklists for standardized and user-friendly purposes

tracdat. Selected	Instructional Program: Accounting AS	~	🔒 priscilla.johns 🛛 🗐 [og out]
Home Group A: AA/AS Program Program/Unit-Leve Measures Groups	el Assmt Plan Course-Level Assmt Plan Data Co Questionnaires	llection Status/Summary of Results (N-?) Data 1	ools Reports Documents
Accounting AS > Data Tools > Measures > Edit Measure			89 <b>6</b> 9
Name:	Certified Public Accountant (CPA)		
Instructions:	List of the students who have reported taken	the CPA test.	
Fields:			
Eabel @ © Stude	Value Type ents taken the CPA exam Text	copy edit delete	
Save Changes	Discard Changes Add New Category	Add New Field Return	

**Note:** A Measure can be used to identify and collect data that supports one or more objectives. Create a measure to outline the data to be collected. Groups can then be created that use the measure. Below is a screen shot sample of data collection checklist from the Accounting AS program.

#### How To

- 1. Provide a name for the measure.
- 2. Optionally provide instructions for the measure. These instructions will display during data collection. Any instruction that will assist the user entering the data in providing the correct information should be provided here.
- 3. Click the "Save Changes" button to save the measure.

To add new fields to the measure, click the "Add New Field" button. To edit an existing field, click the "edit" link for that field.

Sample Report: Certified Public Accountant (CPA)-list of students reported taking and passing the CPA test

				Certifie	ed Public Ad	countant (C	CPA)[1].csv - Micro	soft Excel						- 5	x
	Home Insert	Page Layout F	ormulas Da	ata Review View	Developer	Add-Ins							۲	- 6	5 X
	Cut Ca	llibri 🔹 11	· A a		Vrap Text	Gene	ral 🔹	5		•• ••	<b>P</b>	Σ AutoSum *	27	à	
Pa	🔹 🛷 Format Painter	I <u>U</u> - 🖽 -	· 🔄 • 🗛 •	토콜콜 建領 國 🛛	1erge & Cent	er • \$ •	% , .00 .00	Conditional Formatting * as	ormat Cell Table - Styles -	Insert	Delete Format	🖉 Clear 🔻	Sort & Fin Filter ▼ Sele	18: ect ≖	
	Clipboard 😼	Font	G.	Alignment		G.	Number 🕞	Styl	es		Cells	Ed	iting		
	E10 🔻 🌘	f <sub>x</sub>													×
	А	В	С	D	E	F	G	)	Н	1	J	K L	M		1
1	group	Entered By	individualId	displayName	lastName	firstName	Students taken	the CPA exam							
2	AY2008-2009 Graduates	null,null	2222	Student Banner ID 2222	null	null	null								
3	AY2008-2009 Graduates	Johns, Priscilla	94101	Student Banner ID 94101	Johns	Priscilla	Passed; May 4, 2	2009							
4	AY2008-2009 Graduates	Johns, Priscilla	1111	Student Banner ID1111	Johns	Priscilla	Passed; May 7, 2	2009							

★ Groups

• Create groups to send the data collection checklists

tracdat.	Selected Instructional Program: Accounting AS	🖌 🖌 priscilla.johns 🕅 [log out]	
Home Group A: AA/AS Program Program	am/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/S	Summary of Results (N=?) Data Tools Reports Documents	
Accounting AS > Data Tools > Groups > Edit C	Group	V 🐨 Not	- Δ
		Gro	un is
N	Name: * AY2008-2009 Graduates		
Mea	asure: * Certified Public Accountant (CPA)	a se	et of
		Completion Date:	
		Individuals:	
ID	Display Name		
2222	2 Student Banner ID 2222	edit delete	
9410	01 Student Banner ID 94101	edit   delete	
1111	1 Student Banner ID1111	edit delete	
	Save Changes Discard Changes Add New Individual Assign	n Return	

individuals for which data can be collected against a specified measure. The measure must be created before a group can exist that includes that measure. Each group can be assigned to another user for data collection.

#### How To

- 1. Provide a name for the group.
- 2. Select the measure to be used for data collection for the group.
- 3. Click the "Save Changes" button to save the group.

To add new individuals to the measure, click the "Add New Individual" button.

To edit an existing individual, click the "edit" link for that individual.

To assign the group to another user for data collection, click the "Assign" button. The popup to assign data collection will appear, with fields to select the assigned user, the due date, the frequency, and the instructions to be sent to that user.

To view the data that has been entered by an assignee, click the 'view' link next to his/her name.

#### ★ Questionnaires

• Create basic questionnaires for standardized and user-friendly purposes (Allows users to create surveys and publish on-line)

♦ tracdat.	Selected Instructional Pro	gram: Accounting AS	×	🔒 priscilla.johns	[log out]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan	ourse-Level Assmt Plan Data Collecti	on Status/Summary of Results (N=?)	Data Tools Reports Docum	nents
Accounting AS > Data Tools > Questi	nnaires > Add Questionnaire	3			ABC
	Name: *				
	Hume		~		
	Description:		×		
	Instructions:		< >		
	Questions:				
	Question No	Value Type			
	questions defined.				
	Save Changes Discard Change	Add Category Add Qu	Return Print		

# Tab 7: Reports

♦ tracdat.	Selected Instructional	Program: Accounting AS	V		着 priscilla.johns 🛛 🗐 [log out]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan	Course-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools	Reports Documents
	Group A: AA/AS Program Course	e   Ad Hoc			
Accounting AS > Reports > Group A	: AA/AS Program				(P)

## **Reports Features:**

- ★ Reports List
  - Reports at the program/unit level and course level can be executed in either HTML, PDF or Microsoft Word
    - > For best results, use HTML for viewing and PDF for Printing reports
  - Report data is related to the Assessment Unit that is selected from the top drop-down menu (Selected Instructional Program or Selected Non-Academic Assessment Unit)

tracdat	💩 Selected Instructional Program: 🛛 Accounting AS 🔹 👻	hns 🔟 [log out]		
Home Group A: AA/AS Pr	ogram Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Do	ocuments		
	Group A: AA/AS Program   Course   Ad Hoc			
Accounting AS > Reports > G	roup A: AA/AS Program	(ip)		
Report	Description			
Assessment Plan	Fhis report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.			
Unit Assessment Report - Four Column	This report shows each assessment unit's outcomes along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.			
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.			
Documents List	This report list all documents (files) stored in each folder for each unit.	run		

From the Selected Instructional Program or Selected Non-Instructional Program drop-down list select the program/unit. As in this example sub-tab, click Group A: AA/AS Program, to view from the list of program-level reports available. For instructional programs, to run a course-level report, click on the Course sub-tab. To the right of the report type you wish to view or print, click "run" to set criteria and create the report. Set the parameters on what you want shown on the report by clicking in the boxes/fields of your choice(s).

Set Parameters Preview Report Format: Layout: Report Title:	HTML (suggested for View) V Portrait	
Format: Layout: Report Title:	HTML (suggested for View)	
Layout: Report Title:	Portrait M	
Report Title:		
	Assessment Plan	
SLO Status:	Completed the Assessment Cycle Connectly being assessed Na torgen a develop ductome Nat cumently being assessed	
Program Level SLO Domain Types:	SLO-Aflective outcomes SLO-Behavioral outcomes SLO-Cognitive outcomes	
Hide Inactive Intifact/Instrument/Rubric/Method/Tool Description:	0	
Type of Instrument/Rubric/Method/Took:	Action y and Action y and Action y and Action y Committee Boards Arum Divery Annual Institutional Assessment Report (AARI) Board of Trustees Policy Capitore Experime Carler Occustored Service Barvay Caurier Pringets	
Include Courses:		
Include Tasks:		
Include Institution Goals:		
Include Student Learning Outcome Goals:	0	
Indude Group A: AA/AS Program Goals:	0	
Hide inactive Goals:		
Include Course SLO:	0	

#### **Improvements to Report Functionality**

One of the most observable changes is that the overall reporting interface has been enhanced. Please see the numbered sections on the screenshot and that describe the newest features of TracDat reporting.



To view or print course-level reports, you must select the Course sub-tab. Highlight the courses you want printed as in the example screen shot below.

tracdat.	Selected Instructional Program: Accounting AS		🔒 priscilla.johns 🛛 🗐 [ <u>log out</u> ]
Home Group A: AA/AS Progr	ram Program/Unit-Level Assmt Pian Corrse-Level Assmt Plan	Data Collection Status/Summary of Results (N=?) Data Too	ols Reports Documents
	Group A: AA/AS Program Course Ad Hoc		
Accounting AS > Reports > Cour	se		(i)
Report	Description		
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course outcomes alo useful for showing the results for a specific unit.	ong with the results and any action plans in a four column rep	ort. This report is <u>run</u>
Course Assessment Plan	This report shows each course's assessment plan. This report i	s useful for showing how a particular course is being assessed	d. <u>run</u>
Course List by Unit	This report shows the courses per unit.		run
			Ť

For this example, the Unit Course Assessment Report Four Column is the type of report to print or preview. To the right, click run as shown on the screen shot above. A new window will pop up as shown on the screen shot below. In the Preview Report sub-tab a set of parameters is provided for your choice. Highlight by holding down the Ctrl key and click each of specific course numbers you want printed/shown. To the right of the Course Outcome Statuses, click on "Currently being assessed" to run only those courses that are currently being assessed.

Report Viewer	🖓 • 🔊 • 🖃 🖶 • Page • Safety • Too	ls • 🕡 • 👋
Set Parameters Preview Report		
Format:	PDF (suggested for Print)	^
Layout:	Portrait 🗸	
Report Title:	Unit Course Assessment Report - Four Column	
Select Courses:	AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting AC101 (now AC211) - Accounting Principles I AC102 (now AC212) - Accounting Principles II AC103 (now AC212) - Accounting Principles II AC103 (now AC212) - Accounting Principles III AC105 - Federal Income Tax I AC210 - Introduction to Financial Management AC211 (formerly AC101) - Accounting Principles I	
	* - Another Group A: AA/AS Program currently owns this Course. Hold your cursor over the course to see the current owner.	
Course Outcome Statuses:	Completed the Assessment Cycle Currently being assessed No longer a desired outcome Not currently being assessed	
Assessment Cycle Domain Type:	SLO-Affective outcomes SLO-Behavioral outcomes SLO-Cognitive outcomes	
Hide Inactive Artifact/Instrument/Rubric/Method/Tool Description:		
Type of Artifact/Instrument/Rubric/Method/Tool:	Activity audit Advisory Committee Boards Alumni Survey Annual Institutional Assessment Report (AIAR) Board of Trustees Policy Capstone Experience Client/Customer Service Survey Course Projects	
Data Collection Status/Summary of Result (N=?) Date:	BETWEEN: AND: B	
Sort Data Collection Status/Summary of Results (N=?):		
Summary of Results Types:	Criterion Met Criterion Not Met	~
	Open Report Download as Zip Save to Document Repository	

An example of the Unit Course Assessment Report - Four Column report with only those courses highlighted as "Currently being assessed" will appear on the final report.

🖉 http://20	2.128.79.196:8081/tracdat/faces/common	n/reports/viewReport.jsp - Windows Interne	t Explorer provided by Yahoo!			- 7 🛛
	http://202.128.79.196:8081/tracdat/faces/comm	non/reports/viewReport.jsp	~	← × ❷! Yahoo!		<b>P</b> -
File Edit	Go To Favorites Help					
🔶 Favorites	🚖 🐹 Guam Community College 💽 Sugges	sted Sites 👻 🙋 eBay 🙋 Web Slice Gallery 👻 🙋 Ya	ahoo! Mail 🔻			
📈 TracDat R	eport Viewer			🟠 🔹 🔝 🝸 🖃 🌐 👻 Page 🔹	Safety 🕶 Tools	• 🕢 • »
		Unit Course Assessm	ent Report - Four Column			<u>^</u>
Control 12:02:12:79:196:091 trackedit lace: Community optic/field end of the control of the c						
		942.035 Unit accelerations dependence in the second				
Control Control   Control						
	Course SLO Description	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status		
	Accounting AS - AC110 - Payroll Accounting - Capstone Experience for Payroll Processing (Copy) - SL0# 4 FA10-SP12 Upon successful completion of this course, students will be able to process a four-month payroll period for a business using two methods: manual and computerized. (Created By Accounting AS) Start Date: 10/11/2010 End Date: 03/11/2012 Course Outcome Status: Currently being assessed Capstone Course/CTE Related Course: N/A	Artifact/Instrument/Rubric/Method/Tool Description: Students will process a 3-month payroll period for a business using two methods: manual and computerized. Type of Artifact/Instrument/Rubric/Method/Tool: Capstone Experience Criterion (Written in %): Students will score 70% or better on the three-month payroll project.				I
	Accounting AS - AC110 - Payroll Accounting - Application of Payroll Laws (Copy) - SLO# 2 FA10-SP12 Upon successful completion of this course, students will be able to calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current. (Created By Accounting AS) Start Date: 10/11/2010 End Date: 03/11/2012 Course Outcome Status: Currently being assessed Capstone Course/CTE Related Course:	Artifact/Instrument/Rubric/Method/Tool Description: Quizzes after each chapter will be given to students. Type of Artifact/Instrument/Rubric/Method/Tool: Textbock/Author Designed Tests Criterion ( Written in % ): Students taking the quiz will be able to score 60% or better.			-	l
	08/23/2011 12:50 PM	Generated by TracDat a pro	oduct of Nuventive.	Page 1 d	of 5	~
Image: State of the state		😜 Unknown Zone	- <u>-</u>			
🛃 start	) ぼ / 心 ズ O エ * 「 o Inbox 回 日 夕 回 夕 回 日	x - Microsoft Out 🖉 TracDat Enterprise v	http://202.128.79.19 🏠 TracDat Manuals	🗐 TracDat V4.4 GCC Us	≥ ⊗ © ₽ ≤3 = 9 N	12:54 PM Tuesday 8/23/2011

1. Reports can be previewed while toggling between different parameters before final report generation. The preview will display only one page of the report at a time, giving the user a chance to quickly review both the format and some content before deciding whether or not to choose a further action for this report (Group A, below). For more information on these actions, please see bullets 2-4 below. While in the Preview Report mode, users can also page through the report using the Paging Tools (B), and also resize the view on the screen using the View Tools (C).

TracDat Report Viewer			🏠 🔹 🔝 🐇 🖃 Page 🔹 Safety 🔹 Tools 👻 🔞 👻		
Set Parameters Preview Rep	ort				
	RQ				
	-	Unit Assessment Report - Four Column			
		Guam Community College			
	Mission Statement: The mission o	f the Accounting program is to develop an accounting workforce reflecting the needs arising from the			
	Vision Statement: The program	envisions to produce accounting graduates who are knowledgeable and skillful in generally accepted			
	accounting pr	vision savement. I ne program enrison to produce accounting y accounts who are informedigable and stitution generally accepted accounting principles so that they will meaningfully contribute to the financial record keeping and management of their			
	Student Learning Outcomes (SLOs)	Means of Assessment & Criteria ( Written Data Collection Status/Summary of Results (N=?)	e of Summary Result & Implementation		
	Accounting AS + KNOWLEDGE IN ACCOUNTING + SLO#1 F&10-SP12				
	Students will apply accounting theory and	Students will take the National Examination			
	principles to accounting procedures and	American Hotel & Lodeine Association in			
	Program Level SLO Domain Types:	course AC225 Hospitality Industry Accounting			
	Start Date:	Type of			
	End Date:	National & International Certification Exam			
	SLO Status:	70% of accounting majors taking the national			
	Currently being assessed Program Louid SLO Industry National	examination sponsored by the Educational			
	riogram cever sco mouscry National	Institute of the American Hotel & Motel			
	Yes Type of Industry National Certification:	Association will pass the national standard Anticipated Use of Assessment Result:			
	AH&LA Financial Accounting National	Promote accounting courses to the			
	Certification Test	hospitality industry and strengthen industry			
	Program SLO/AUO/SSUO Plan	The number of students enrolled in the			
	Use and Implementation of Results from the	program will increase by 5%. As the			
		to be filled. Since Ms. Bouchard Miller			
		Task Name:			
		Survey Accounting Students Task Description:			
	07/25/2011 12:01 PM	Generated by TracDat a product of Nuventive.	Page 1 of 6		
		and A community contracts			
		Open Report Download as ZIp Save to Document Repository			

- 2. The Open Report button will open your report in the format chosen on the Parameters page. This replaces the old Execute Report button of previous versions.
- 3. Reports can now be downloaded a Zip files. All required resources (report images, related documents, and linked reports) are also included in the Zip. The Zip can then be extracted and the complete report can be viewed from a PC, CD, or published to a website.
- 4. Reports can also be saved directly to the Document Repository and viewed just like any other document. When saved to the Document Repository, reports are saved as a Zip file to ensure all related data is included and saved. When viewed, the report will display in the format chosen on the Parameters page. If desired, this saved report can be downloaded as a Zip file to your computer later from the Document Repository. Note: AIER created two folders under the Document Repository sub-tab for specific report types filing/saving 1) TracDat-Assessment Plans 2) TracDat-Assessment Report

		-		
TracD	at-Assessment Plans <u>renam</u>	e folder share folder delete fold	<u>der</u>	
Туре	Document Name	Description	<u>Last</u> <u>Modified</u>	
Q	Program-Level Assessmen tPlan	Program report run date February 22, 2011.	2/22/2011	download view edit delete

- 5. The Microsoft Word (.rtf) report format has been added, giving users the flexibility of viewing TracDat reports using most word processing software. This allows for greater customization of headings, display of data, and overall formatting options.
- 6. When choosing filter parameters for any report that displays Data Collection Status/Summary of Results, users have the ability to order such by Ascending or Descending date.
- 7. The Outcome Status and Outcome Type fields have been added to the Report Parameters page for the Outcome Relationships Report.
- 8. Many reports now have been given the option to be viewed in either Portrait or Landscape layout.

#### Ad Hoc Reporting Tool Enhancements

While the Ad Hoc Reporting Tool is not new to TracDat, many of its features are new or updated, and have improved the scope and power of this tool exponentially. Contact AIER for the specific type of Ad Hoc Report needed as this would require users to know where within TracDat Data Base data is store.

# Tab 8: Documents



#### **Documents Features:**

Use this page to upload documents into the Document library within TracDat. You can create new folders, manage existing folders, upload new documents, and manage existing documents. From this page you can also see folders that have been shared to the Selected Program/Unit.

#### ★ Document Repository

- View/Add/Edit/Share folders within the Assessment Unit
- View shared folders from other units by selecting the unit from the drop-down list below Show Folders For
- Upload files to be related to Assessment Plans and Observations
- Ability to share documents across Assessment Units, Reporting Units, and the Institution
- General depository for any assessment documents

Home       Group A: AA/AS Program       Program/Ubit/Level Assmet Plans       Data Codection Status/Summary of Results (N-2)       Data Tools       Reports       Documents         Accounting AS > Documents >	tracdat.	Selected Instructional Program: Accounting AS	¥	🔒 priscilla.johns 🛛 🗐 [log out]
Accounting AS > Documents > Document Repository          Accounting AS       Show Folders For:       Uniculum for Review & Approval rename folder       tare folder       delete folder         Advisory Committee Minutes (6       Budget Request (2)       Type       Document Name       Description       Last Modified         Budget Request (2)       CGA Burdiew Team (1)       Type to budget (2)       Type Type       Document Name       Description       Last Modified         Budget Request (2)       CGA Burdiew Team (1)       Type to budget (2)       Type Type       Document Name       Description       Last Modified         Budget Request (2)       CGA Burdiew Team (1)       CFS by Academic Year for the Program (2)       Document (3)       Document (3)         Budget (3)       Program Corricolae Bres (5)       Document (3)       Document (3)         Budget (3)       TracChatAssessment Report (2)       TracChatAssessment Report (2)	Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course-Level Assmt Plan	Data Collection Status/Summary of Results (N=?) Data Tools	Reports Documents
Accounting AS <ul> <li>Addition Minutes (c)</li> <li>Budget Reguest (2)</li> <li>CCA Refer Team (1)</li> <li>CCA Subject Reguest (2)</li> <li>CCA Refer Team (1)</li> <li>CCA Subject Reguest (2)</li> <li>CCA Refer Team (1)</li> <li>Control un for Review &amp; A Approval (2)</li> <li>Curriculum for Review &amp; A Approval (2)</li> <li>Curriculum for Review (2)</li> <li>Control un for Review (2)</li> <li>Control un for Review (2)</li> </ul> <li>Control un for Review (2)</li> <ul> <li>Control un for Review (2)</li> </ul>	Accounting AS > Documents > Docu	ument Repository		\$P
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		Advisory Committee Minutes (6) Budget Request (2) CCA Review Team (1) CFSs by Academic Year for the Course (6) CFSs by Academic Year for the Program (8) Curriculum for Review & Approval (0) Evidence (0) Ceneral (13) Program Curricula Files (6) SLO (2) TacAdvAsignments (0) TracDat-Assessment Reports (2)	Type Document Name Description No documents.	Last Modified

#### ★ Related Documents

• View where current documents are related to Course, Means of Assessment, and Data Collection Status/Summary of Results (N=?)

-	tracdat.	Selected Instructional Pr	ogram: Accounting AS	~	🔒 priscilla.johns	🖼 [log o	ut]
	Home Group A: AA/AS Program Program/	'Unit-Level Assmt Plan	Course-Level Assmt Plan Data Collection Status/Summ	ary of Results (N=?) Data Tools	Reports Docume	nts	
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Туре	Document Name	Description	Course Data Collection Statur (Summany of Popult (N=2)	Related To	Related		
	AC100 Syllabi	Fall 2010	Means of Assessment	Means of Assessmen	t 3/12/2011	view	
	AC101 Syllabi	Fall 2010	L	Means of Assessmen	t 3/12/2011	view	
	AC102 Syllabi	Fall 2010		Means of Assessmen	t 3/12/2011	view	
	AC103 Syllabi	Spring 2011		Means of Assessmen	t 3/12/2011	view	
	AC110 Syllabi	Spring 2011		Means of Assessmen	t 3/12/2011	view	
	AC210 Syllabi	Spring 2011		Means of Assessmen	t 3/12/2011	view	
	AC211 Comp1 Sample of A			Means of Assessmen	t 3/7/2011	view	
	AC211 Syllabi	Spring 2011		Means of Assessmen	t 3/12/2011	view	
	AC225 Fall 2010 Results			Means of Assessmen	t 3/7/2011	view	
	AC225 Syllabi	Fall 2010		Means of Assessmen	t 3/12/2011	view	
	Accounting Cycle Comprehensive Problem	All Steps of the Account	ting Cycle for a Service Business	Means of Assessmen	t 10/1/2008	view	
	Acctg Student Exit Survey	Students will rate their	knowledge of accounting skills and concepts	Means of Assessmen	t 11/8/2010	view	
	Company Setup Project	End-of-course company	setup project with maintenance steps using QuickBook	ks. Means of Assessmen	t 10/10/2008	view	
	Comprehensive Problem 2	A merchandise invento	ry accounting cycle problem.	Means of Assessmen	t 10/9/2008	view	
	Comprehensive Problem/w Special Journals	One-month accounting	cycle problem using special journals (15-20 hours)	Means of Assessmen	t 9/30/2008	view	
	Fall 2002 National Exam	Fall 2002 National Exam		Means of Assessmen	t 12/22/2008	view	
	Fall 2005 National Exam.pdf	Fall 2005 National Exam		Means of Assessmen	t 12/22/2008	view	
	Internal Control Essay Question	Describe the five comp	onents of internal control widely used in the United Sta	tes. Means of Assessmen	t 10/1/2008	view	
	Payroll Project	Process payroll for a sm	all business for a two-month period.	Means of Assessmen	t 10/3/2008	view	
	Results of Computerized AC110 Project Fall 2009			Means of Assessmen	t 3/7/2011	view	~

The Office of Assessment, Institutional Effectiveness & Research (AIER) office will appreciate your suggestions for improvements to this manual/guide.



<sup>1</sup> Committee on College Assessment

2 Consolidated Feedback Sheet