

## TracDat Instructions:

Launch a browser, navigate to <http://tracdat.trinidadstate.edu> and log in

Explore the top-most pull-down menu “Selected Unit:” at the top of the screen

Navigate to your program page

I. Home tab – Summary & Profile – update this correctly

II. Assessment Unit tab (only some users will have this) update the Program Mission Statement if nec.

III. Program Plan tab – note hyperlinked question marks, these are pop-up help dialogs.

1. Outcomes – There should be 3-5 Outcomes. (OK to use your GenEd goal as one of the outcomes)

To add, select Add New Outcome at bottom of page:

Outcome Name: *Example Outcome*  
Outcome: *Students can enter an outcome into TracDat.*  
Outcome Types: *Learning*  
Outcome Status: *Active*  
Start Date: *today's date - or blank to indicate timeless*  
End Date: *today+1yr – or blank again*

Click Save Changes at bottom of page.

2. Click Means of Assessment – select Add Assessment Method

Assessment Method Category: Choose one

Assessment Method Category: use ? help pop-ups

3. Click Related Goals - click appropriate checkboxes, then Save Changes

4. Finally, go to Results tab [use this when you have assessment results to add to the system for archival].

Select Add Result at bottom of page

Click on select corresponding to the Example Outcome outcome

a pop-up box asks you to Select Assessment Method/Task

choose Assessment Method (this is the default)

select the particular method to assess this goal

Enter *whatever you'd like* for the Result, Result Date, etc. use the help links,?

**Make sure you enter your initials at the end of “everything” you write here; this is true for results, action items, and follow-up.**

Finally, click Save Changes.

Select the Reports tab near the top of your screen

Make sure the Assessment Unit choice is selected, just below the tabs.

Choose the "Unit Assessment Report - Four Column" and click run.

Change Format to HTML

Execute Report and look for your assessment entry.

Now go back to the Program Plan tab (near the top)

select Outcomes

find the Example Outcome outcome you built a few minutes ago.

click delete - it will double check that you want to delete it, click Yes.

**; Normally, don't ever delete anything !**

Now, explore your program area and edit anything that needs work.

Enter any results you have.