Running Tracdat Reports (v2)

This user guide highlights four of the reports you're most likely to run: <u>the course level assessment</u> four column report, <u>the PSLO mapping report</u>, <u>the PSLO / ISLO mapping report in which they are</u> listed under each course's SLOs, and the <u>quantitative report</u> that sums up how much assessment was completed.

Running Course Level Assessment Four Column Reports in Tracdat

Step 1: Log in to TracDat (use Mozilla Firefox – do not use Internet Explorer) <u>https://sanmateo.tracdat.com/tracdat/</u> . For user name and password, contact Karen Wong or Lorraine DeMello.		See Merro Courr Course Deriver	tracdat: Account Login Password a Q. Login Contact Us	
Step 2: Access Department by selecting the correct department from the dropdown menu at the top of the page.	⇒ tracdat'	A Sample Dept		v

Step 3:				
	skyline college tracdat 1	Y × 💠 TracDat v51.0.9 × +		
From the options on the left- hand	+ 1 https://sanmateo.t	tracdat.com/tracdat/faces/common/reports/standardReports.xhtml	C Search	
side of the page, click on Reports ,	⇒tracdat [.]	SKY Dept - English	* *	
then Standard Reports, and then	? i = T	SKY Dept - English > Reports > Standard Reports		
Assessment: Course Four Column.	Home	Department Reports Assessment: Assessment Unit Planning	This report shows the PSLOs for each selected Department, along with any information contained in the Program Assessment Plan area related to each	n PSLO an
	Tepartment V	Assessment: Department Four Column	the PSLOs you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display This report shows the PSLOs for each selected Decourtment, along with any Assessment Methods. Results and Actions for each PSLO. The report is display	at the to
	Department Planning	Summary: Course Outcomes by Department	from the General Information page display at the top of the report. This report shows a quantitative summary of Course Outcome data: specifically counts and percentages of Departments and Courses that have Course	Planning
	Course Planning V		Departments, Courses, and various parameters selected. The report is broken into three areas: Overall Summary - shows totals for all Departments sele Department selected; and Department Details - shows specific breakdown for each Department selected.	ected; Su
	A Mapping V	Course Reports		
	Ctandard Penertr	Assessment: Course Assessment Plan	This report shows the Course Outcomes for the selected Courses, along with any information contained in the Course Assessment Plan area related to Course Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page	each Cou e display
	Ad Hoc Reports	Assessment: Course Four Column	This report shows the Course Outcomes for the selected Courses, along with any Assessment Methods, Results, and Actions for each Course Outcome. reportable fields from the General Information page display at the top of the report.	The repo
		Relationships and Assessment: Course Outcomes by PSLOs	This report shows the PSLOs and any Course Outcomes for each selected Course that have been mapped to the PSLOs. By default, the 'Show Details' op each Course Outcome: Course Outcome Details, Assessment Methods, Results, Actions, and Follow-Up. To just see the Mapping relationships, uncheck t	ption is s the 'Show
	®	Mapping		
Step 4:				
		Layout		
To run a report for the Annual			* Format PDF 💌	
Program Plan:			* Report Title Assessment: Course Four Column	
r rogram r ian.		_	Report Subtitle	
For the Loveut, choose the Format			Report Logo	
For the Layout, choose the Format,		Filter		
give the report a liftle, and choose			Courses Selected <u>All(26)</u>	
Skyline College from the pull-down		Course O	utcome Statuses	
Report Logo options.		As	Cycles	
		Assessment Me	ethod Categories	
For the Filter , choose "Active"			Sort Results OAscending OBescending	
Course Outcomes Statuses, and		Resu	ult Date Between and	
this year and last year's Reporting			Reporting Cycle	
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cyclo.		Options		
Also upmark all of the Options		Include PSLC	with no Results	
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		Include	Annual Updates	
			* Required field	

Step 5: Click Open Report, Download as Zip, or Save in Document Repository (if you'd like to directly save in Tracdat files, which you're encouraged to do each year) in the upper right hand corner.	Download as Zip Save to Document Repository
 Step 6: If you open the report, in the upper right- hand corner, you have options you can exercise: View the report in full-screen format. Print the report. Download the document to save. 	

Running PSLO Mapping Reports in Tracdat, with Course SLOs listed under PSLOs

Step 1:				
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	https://sanmateo.t	tracdat.com/tracdat/faces/common/report	s/standardReports.xhtml	C C South
From the options on the left- hand	>tracdat		SKY Dept - English	•
side of the page, click on Reports ,	? i 🗖 T	SKY Dept - English > Reports	> Standard Reports	
then Standard Reports and then	A Home	Department Reports		
Balationshing and Accessment	🟦 Department 🗸 🗸	Assessment: Assessment Un	hit Planning	This report shows the PSLOs for each selected Department, along with any information contained in the Program Assessment Plan area related to each PSLO and any recorded R the PSLOs you wish to display. The report is displayed in a narrative layout. In addition, any recordable fields from the General Information page display at the top of the report.
Relationships and Assessment.	🖋 Department Planning	Assessment: Department Fo	eur Column	This report shows the PSLOs for each selected Department, along with any Assessment Methods, Results, and Actions for each PSLO. The report is displayed in a four column lay from the General Information page directly at the top of the report
Course Outcomes by PSLOs.	Course Planning v	Summary: Course Outcome	s by Department	This report shows a quantitative summary of Course Outcome data: specifically counts and percentages of Departments and Courses that have Course Planning data. The data s
	A Mapping ~			Departments, Courses, and various parameters selected. The report is broken into three areas: Overall Summary - shows totals for all Departments selected; Summary by Depart Department selected; and Department Details - shows specific breakdown for each Department selected.
	Percette V	Course Reports	. 51	
	Ctendered Departs	Assessment: Course Assess	ment Plan	This report shows the Course Outcomes for the selected Courses, along with any information contained in the Course Assessment Plan area related to each Course Outcomes. If Course Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the r
	Ad Lies Deports	Assessment: Course Four Co	olumn	This report shows the Course Outcomes for the selected Courses, along with any Assessment Methods, Results, and Actions for each Course Outcome. The report is displayed in reportable fields from the General Information page display at the top of the report.
		Relationships and Assessme	ent: Course Outcomes by PSLOs	This report shows the PSLOs and any Course Outcomes for each selected Course that have been mapped to the PSLOs. By default, the 'Show Details' option is selected which will each Course Outcome: Course Outcome Details, Assessment Methods, Results, Actions, and Follow-Up. To just see the Mapping relationships, uncheck the 'Show Details' option t
	Documents V	Mapping		
Sten 2	-			
		_	Lavout	
			Layout	* Format PDF •
For the Lavout, choose the Format.				* Report Title Relationships and Assessment: Course Outcomes by PSLOs
give the report a Title and choose				Report Subtrite
give the report a Title , and choose				Report Logo •
Skyline College from the pull-down			Filter	
Report Logo options.				Courses Selected ARC60
				Planing Years
For the Filter chases "Active" DCLO				Course Outcome Statuses Active M
For the Filter , choose Active PSLO				Assessment Cycles
and Course Outcome Statuses.				Assessment Method Categories
				Sort Results OAscending *Descending
For the Ontions, choose Include				Result Date Between and
For the Options , choose include				Reporting Cycle
Course Outcomes with no Results.			Ontions	אנסא ואיסא
			options	Show Details
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			Include PSLOs v	with no Related Course Outcomes
	1		Include	Course Outcomes with no Results 😿
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	1		Incl	use Inactive Assessment Methods
				Required field

Running PSLO/ISLO Mapping Reports in Tracdat, with PSLOs and ISLOs listed under Course SLOs

Step 1:	skyline college tracdat Y	× 💊 TracDat v5.1.0.9	× +			
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From the options on the left- hand	♦ tracdat [*]		SKY Dept - English			•
side of the page click on Reports	? i 🗆 T	SKY Dept - English > Reports >	> Standard Reports			
then Standard Bonorts, and then	🔗 Home	Department Reports				
	▲ Department ∨	Assessment: Assessment Un	nit Planning	This report shows the PSLOs for each selected Department, along with any informat the PSLOs you wish to display. The report is displayed in a narrative layout. In addition	tion contained in the Program Assessmer on, any reportable fields from the Genera	int Plan area related to each PSLO and any recorded Results. The ral Information page display at the top of the report.
Assessment: Course Assessment	🖋 Department Planning/	Assessment: Department Fo	our Column	This report shows the PSLOs for each selected Department, along with any Assessm from the General Information page display at the top of the report.	ent Methods, Results, and Actions for ea	ach PSLO. The report is displayed in a four column layout. In ac
Plan.	Course Planning ~	Summary: Course Outcomes	s by Department	This report shows a quantitative summary of Course Outcome data: specifically cour Departments, Courses, and various parameters selected. The report is broken into the selected of the selec	nts and percentages of Departments and hree areas: Overall Summary - shows tot	d Courses that have Course Planning data. The data shown on tals for all Departments selected; Summary by Departments -
	👬 Mapping 🗸 🗸	Course Reports		Department selected; and Department Details - shows specific breakdown for each I	Department selected.	
	🛄 Reports 🗸 🗸	Assessment: Course Assessn	ment Plan	This report shows the Course Outcomes for the selected Courses, along with any inf	formation contained in the Course Assess	ssment Plan area related to each Course Outcomes. This may i
	Standard Reports	Assessment: Course Four Co	blumn	Course Outcomes you wish to aisplay. The report is alsplayed in a narrative layout, il This report shows the Course Outcomes for the selected Courses, along with any As reportable fields from the General Information pare directly at the top of the report.	n addition, any reportable fields from the sessment Methods, Results, and Actions	e General information page display at the top of the report. s for each Course Outcome. The report is displayed in a four co
	- Ad Hoc Reports	Relationships and Assessme	ent: Course Outcomes by PSLOs	The reportable fields from the General mitorination page display at the top of the report. This report shows the PSLOs and any Course Outcomes for each selected Course the each Course Outcome Course Outcome Details Assessment Mathorits Results Artic	at have been mapped to the PSLOs. By d ons, and Follow-Up. To just see the Mapp	default, the 'Show Details' option is selected which will also disponent of the selected which will also disponent of the selected which will be also dispon
	Documents V	Mapping		con conse ouconne conse ouconne ocume, researcent metricos, results, reco	ons, and rollow oprio just see the mapp	prigressors rips, and reactine show becaus option before ra
Step 2:						
For the Lavout, choose the Format.		Layout		* Format		
give the report a Title and choose				POP ·		
Skuling College from the null down				Report Title Assessment: Course Assessment Plan		
Skyline College from the pull-down				Report Subtitle		
Report Logo options.				Report Logo Skyline College 💌		
		Filter				
For the Filter , choose "Active"				Courses Selected All(9)		
Course Outcome Statuses.			Course	Outcome Statuses Active X		
				Assessment Cycles		
For the Ontions , choose Include			Assessment	Method Categories		
Summary Unit SLOc		Options		L		
Summary Onit SLOS.			Incl	ude Related PSLOs 📃		
			Include Si	ummary Unit SLOs 🛛		
			Include	Department SLOs		
			Include Inactive Ass	sessment Methods		
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Running Quantitative Summary Reports in Tracdat

Step 1:						
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From the options on the left- hand	C Q See					
side of the page, click on Reports,	♦ tracdat	SKY Dept - English				
then Standard Reports, and then	? i 🗏 T (SKY Dept - English > Reports > Standard Reports				
Denartment	🖀 Home	Department Reports				
Department.	🏦 Department 🗸 🗸	Assessment: Assessment Unit Planning	This report shows the PSLOs for each selected Department, along with any information contained in the Pro the PSLOs you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields			
	🖋 Department Planning	Assessment: Department Four Column	This report shows the PSLOs for each selected Department, along with any Assessment Methods, Results, a from the General Information page display at the top of the report.			
	Course Planning ~	Summary: Course Outcomes by Department	This report shows a quantitative summary of Course Outcome data: specifically counts and percentages of Departments, Courses, and various parameters selected. The report is broken into three areas: Overall Sum			
	🚠 Mapping 🗸 🗸	Course Reports	Department selected; and Department Details - shows specific breakdown for each Department selected.			
	🔲 Reports 🛛 🗸	Assessment: Course Assessment Plan	This report shows the Course Outcomes for the selected Courses, along with any information contained in t Course Outcomes you wish to display. The report is displayed in a parrative layout in addition, any report at			
	Standard Reports	Assessment: Course Four Column	This report shows the Course Outcomes for the selected Courses, along with any Assessment Methods, Res reportable fields from the General Information page display at the top of the report.			
	Ad Hoc Reports	Relationships and Assessment: Course Outcomes by PSLOs	This report shows the PSLOs and any Course Outcomes for each selected Course that have been mapped to each Course Outcome Course Outcome Datalic Assessment Methods Results Actions and Follow-I In To it			
	🗅 Documents 🗸	Mapping				
	(&)					
Step 2:						
To track how many courses have	Layou	t en				
been assessed in the new three- year		* Format	PDF 🔻			
assessment cycle from 2016- 2019:		¹ Report Title	Summary: Course Outcomes by Department			
		Report Subtitle				
For the Layout, choose the Format,		Report Logo	Skyline College 🔻			
give the report a little, and choose	Filter					
Skyline College from the pull-down		Course Outcome Statuses				
Report Logo options.		Assessment Cycles				
For the Filter choose "2016- 2017"		Reporting Cycle	2016-2017 #			
(and eventually 2017- 2018, 2018-		Result Date Between	and			
2019) for the Reporting Cycle .						
,			* Required field			

Step 3 for Reading the Report, p. 1:							
The report indicates the total number of courses and how many lack SLOs (wrongfully labelled as PSLOs	Summary: Course Outcomes by Department						
presently).	Overall Summary						
	# of Departments Reported : 1 # of Departments with PSLOs Assessed in any Reporting Cycle selected : 0 Departments without Results in any Reporting Cycle : None Departments Engaged in Ongoing Assessment of PSLOs : 0%						
	# Courses in Selected Departments : 26 # Courses without PSLOs : 4 # of Courses Assessed in any Reporting Cycle selected : 0 Courses Assessed in any Reporting Cycle selected : 0%						
	Unit	# Courses	# Courses without PSLOs	# Courses with Results	% of Courses Assessed		
	SKY Dept - English	26	4	0	0%		
	TOTALS						
	Units	# Courses	# Courses without PSLOs	# Courses with Results	% of Courses Assessed		
	1	26	4	0	0%		
Step 4 for Reading the Report, p. 2:							
The report flags which courses need		Departm	ent Details				
SLOs (wrongfully labelled as PSLOs presently).	SKY Dept - English						
	# Courses without PSLOs : 4						
	Courses without PSLOs : SKY LIT. 201, SKY LIT. 202, SKY LIT. 231, SKY LIT. 232						
		Courses Assessed	n any Reporting Cycle selected : 0%	6			

Last Updated on February 14, 2017