Objectives

1. Provide an overview of the TracDat system and its key features

2. Demonstrate how to use TracDat to document student learning outcomes assessment and produce reports
How do we know that students learned what we want them to learn?

Assessment Cycle

- Establish Learning Outcomes
- Collect Evidence
- Analyze and Use Information
Culture of Assessment

Institutional Accreditation
College/Institutional Review
Specialized Accreditation
Curriculum/Grad Studies Committees
Student Learning, Courses, and Instructors

Overview of TracDat

- TracDat is a document management system designed to facilitate reporting of learning outcomes assessment information at the academic program level.
Overview of TracDat

- Aligns with OSU’s assessment process
- Allows programs to track changes over time
- Provides a document repository
- Has robust reporting capabilities

Key Features of TracDat

<table>
<thead>
<tr>
<th>Custom Roles</th>
<th>Read Only</th>
<th>Assessment Unit Manager</th>
<th>OSU TracDat Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Information</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Edit Information</td>
<td></td>
<td>x</td>
<td>x</td>
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<tr>
<td>Run Reports</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Assign/Manage Users</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Configure the System</td>
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</tbody>
</table>
How to access TracDat

- https://osu.tracdat.com

- **BuckeyeLink:**
  Under Teaching on the Faculty/Staff page

- **OAA Assessment site**
  http://oaa.osu.edu/current-assessment-activities.html
Key Features of TracDat: **Home Screen**

Select a Program

Overview of the plan and report

**Navigation Menu**

Key Features of TracDat: **Help Text**

- ? Provides general system help (Nuventive)
- i Provides page-specific help (OSU TracDat Administrators)
- ? Provides field-specific help (OSU TracDat Administrators)
Key Features of TracDat

Filter – use this tool to adjust what information is visible on the page

Activity Log – use this tool to view what changes have been made to your program’s assessment plans and reports

Key Features of TracDat: Editing Tools*

Add an element of the assessment plan or report

- Edit
- Copy
  - Delete *(please use caution when using this tool)*

*The editing tools will not appear in the Read-Only role.*
Elements of an Assessment Plan

- Goals (optional)
- Outcomes
- Assessment Methods

Entering or Editing: The Assessment Plan

- Located on the Plan page (under Unit Planning)
- Use the Editing Tools to add new or edit existing information
- Remember to Save your changes
Elements of an Assessment Report

• Results, Dissemination, and Interpretation

• Use and Action

• Follow-up

Entering or Editing: The Assessment Report

• Located on the Results, Dissemination, and Interpretation page (under Unit Planning)

• Use the Editing Tools to add new or edit existing information

• Remember to Save your changes
Document Repository

• Each program has access to a Document Repository where you can upload relevant items.

• These documents can be related to Assessment Methods or Results, Disseminations, and Interpretations.

Entering or Editing: General Information

• Located on the General Information page (under Assessment Unit)

• Use the Editing Tools to add new or edit existing information

• Remember to Save your changes
Types of Reports

• Four-Column Report

• Plan Report

* Reports are available in PDF, HTML, and Word

Running Reports

• Located on the Standard page (under Reports)

• Use the Filters and Options to select the information to pull from the system

• Click Open Report
Thank You!

For more information, please contact:

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