




TracDat

Ohio State's system for documenting and reporting student learning outcomes assessment




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Objectives

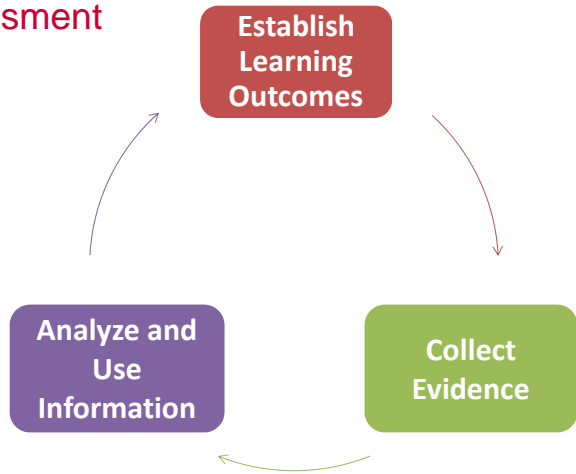
1. Provide an overview of the TracDat system and its key features
2. Demonstrate how to use TracDat to document student learning outcomes assessment and produce reports




How do we know that
students learned what we
want them to learn?

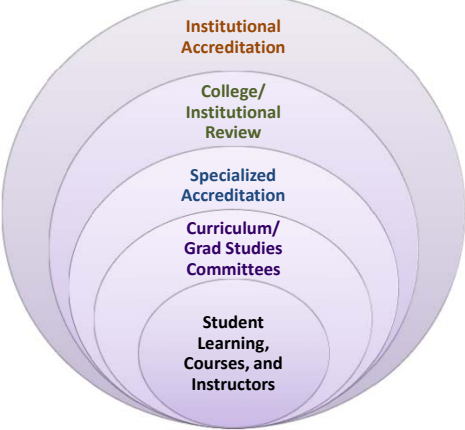


Assessment
Cycle



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Culture of Assessment




Institutional Accreditation


College/
Institutional
Review

Specialized
Accreditation

Curriculum/
Grad Studies
Committees


Student
Learning,
Courses, and
Instructors



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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


Custom Roles	Read Only	Assessment Unit Manager	OSU TracDat Administrator
View Information	x	x	x
Edit Information		x	x
Run Reports	x	x	x
Assign/Manage Users		x	x
Configure the System			x




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How to access TracDat

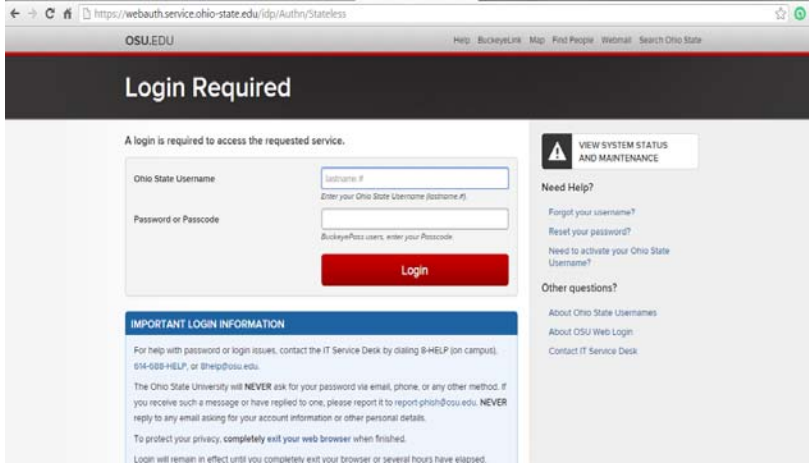
- <https://osu.tracdat.com>
- **BuckeyeLink:**
Under Teaching on the Faculty/Staff page
- **OAA Assessment site**
<http://oaa.osu.edu/current-assessment-activities.html>



Teaching
SEI Reports
University Center for the Advancement of Teaching
Exam Scoring
TracDat



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OSU.EDU Help BuckeyeLink Map Find People Webmail Search Ohio State

Login Required

A login is required to access the requested service.

Ohio State Username
Enter your Ohio State Username (lastname, F).

Password or Passcode
BuckeyePass users, enter your Passcode.

Login

VIEW SYSTEM STATUS AND MAINTENANCE

Need Help?

Forgot your username?
Reset your password?
Need to activate your Ohio State Username?

Other questions?

About Ohio State Usernames
About OSU Web Login
Contact IT Service Desk


IMPORTANT LOGIN INFORMATION


For help with password or login issues, contact the IT Service Desk by dialing 8-HHELP (on campus), 614-688-HELP, or ithelp@osu.edu.

The Ohio State University will **NEVER** ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to report.phish@osu.edu. **NEVER** reply to any email asking for your account information or other personal details.

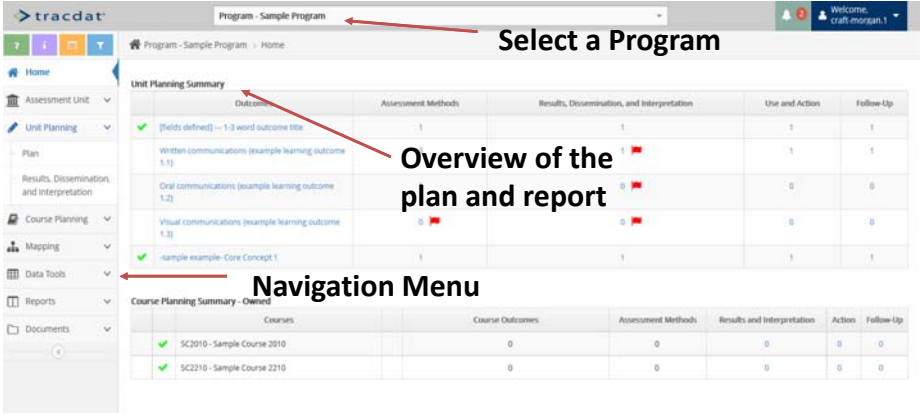
To protect your privacy, completely exit your web browser when finished.

Login will remain in effect until you completely exit your browser or several hours have elapsed.



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Key Features of TracDat: Home Screen



Program - Sample Program **Select a Program**

Unit Planning Summary


Outcomes	Assessment Methods	Results, Dissemination, and Interpretation	Use and Action	Follow-Up
✓ [Fields defined] -- 1-3 word outcome title	1	1	1	1
Written communications (example learning outcome 1.1)			1	1
Oral communications (example learning outcome 1.2)			0	0
Visual communications (example learning outcome 1.3)			0	0
✓ -sample example - Core Concept 1	1	1	1	1


Course Planning Summary - Overview

Courses	Course Outcomes	Assessment Methods	Results and Interpretation	Action	Follow-Up
✓ SC2010 - Sample Course 2010	0	0	0	0	0
✓ SC2210 - Sample Course 2210	0	0	0	0	0




Navigation Menu


- Home
- Assessment Unit
- Unit Planning
- Plan
- Results, Dissemination, and Interpretation
- Course Planning
- Mapping
- Data Tools
- Reports
- Documents



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Key Features of TracDat: Help Text

-  Provides general system help (Nuventive)
-  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



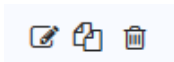
Activity Log – use this tool to view what changes have been made to your program’s assessment plans and reports



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:

Sheila Craft-Morgan (craft-morgan.1@osu.edu)

Warren Flood (flood.13@osu.edu)



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