

TracDat User's Manual

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



THE OHIO STATE UNIVERSITY

Acknowledgements

Special thanks to those who contributed to the
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Assessment at Ohio State

The Ohio State University is committed to improving student learning through effective assessment. Assessment is viewed as an ongoing improvement strategy whereby expected learning outcomes and core values are identified, evidence is collected and evaluated as to whether those outcomes and values are achieved, and the resulting information is used to inform decisions to enhance students' educational achievement. Ensuring students learn and succeed is fundamental to our institutional mission. Gathering evidence systematically about student learning not only helps us be accountable to ourselves, students, and the public, but also can provide information for ongoing improvement.



Welcome to TracDat!

Over the last several years we have engaged in, made more routine, and expanded student learning outcomes assessment at Ohio State. During this time, we heard from many of you that it would be helpful to have a dedicated software system in which to collect and maintain assessment information, and aid in our reporting. In response, we asked many of you to assist us in a multi-year university-wide collaborative and iterative process to specify our assessment needs, and review several software packages. Based on your feedback and recommendations, we selected Nuventive's TracDat. Subsequently we collaborated with pilot programs to configure the system and initiate user training. TracDat is now fully operational and available to you. We hope you find it beneficial in the important assessment work you do to enhance student learning at Ohio State.

In reaching this milestone, I would like to acknowledge the steadfast support and leadership of Provost Bruce A. McPheron and Vice Provost W. Randy Smith, Office of Academic Affairs. I would also like to recognize the significant contributions of Sheila Craft-Morgan, Institutional Research and Reporting, and Warren Flood, College of Food, Agriculture, and Environmental Sciences. Many others, too many to name, also provided resources and gave of their time and expertise. Thank you all.

Alexis Collier

Principles for Assessment at Ohio State

Philosophically

- Assessment of student learning is the responsibility of those engaged in the educational process.
- Assessment is an important component of good teaching.
- Assessment is transparent and supported by university leadership.
- Faculty experts in their respective fields are best qualified to determine appropriate assessment methods within the curricula they teach, in concert with locally and nationally established best practices.
- Multiple means of formative and summative assessment provide the most useful evidence to evaluate student learning and inform improvement activities.

Practically

- Learning goals are to be differentiated for the institution's academic undergraduate, graduate, post-graduate, and certificate programs.
- Assessment needs to be practical and routine.
- General guidelines for assessment are established and overseen by the Office of Academic Affairs, while implementation is decentralized at the college and program level.
- Assessment is embedded in the curricular process, both in planning the curricula and informing changes to existing curricula.
- The university community uses Nuventive's TracDat software to facilitate outcomes assessment that includes planning, reporting, and using information to improve student learning.



Expectations & Requirements

General Expectations

All academic programs at Ohio State will:

1. Have clearly stated student learning outcomes.
2. Collect and use evidence to improve student learning.
3. All programs should review, update, and provide the following information on the General Information page
 - Contact Information
 - Information about the Assessment Activities of the program as a whole
 - **Professional Programs:** Assessment Methods, Use of Assessment Information, Student Pass Rate information for Licensure Exams, Accreditation information.
4. Engage program faculty in the process of student learning outcomes assessment.
5. Include regional campus and distance learning students in the program's assessment activities.

Reporting Requirements

Academic programs will submit assessment plans and reports in TracDat on an annual basis.

1. Assessment Plans
 - a. While the number of outcomes that a program has will vary, we recommend that each program develop 3-5 learning outcomes.
 - b. Each program should include at least one direct assessment method in their assessment plan.
 - c. Programs should review and update the assessment plan at least once every seven years.
 - d. Assessment plan summaries should be updated as necessary.
2. Assessment Reports
 - a. Programs must assess at least one outcome each academic year.
 - b. All outcomes should be assessed over a three-year period.
 - c. Assessment report summaries should be submitted each academic year.
3. Colleges/Schools will provide an Executive Summary of their unit's assessment activities at all levels (undergraduate, graduate and professional) each academic year.



Expectations & Requirements

Reporting Deadlines

- June 15 - Annual Reports due
- July 15 - College Executive Summaries due
- Dec 15 - Use and Actions due





About TracDat

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

Important considerations for Ohio State users:

- TracDat is not certified to use any personally identifiable information. Therefore, no sensitive data should be entered or uploaded into TracDat. This means anything that can be used to identify individual students (student IDs or name.n), including results or grades identified by student name.
- Phishing has been defined by the Federal Trade Commission as “When internet fraudsters impersonate a legitimate organization to trick you into giving out your personal information.” If you receive suspected phishing e-mail, please report it to report-phish@osu.edu. For more information, please see <https://ocio.osu.edu/itsecurity/buckeyesecure/phishing>.





How to Access TracDat

To access TracDat, Ohio State's system for documenting and reporting student learning outcomes assessment, you have a couple options:

1. Type in the URL: <https://osu.tracdat.com>. This will take you to the university single log-in screen. Enter your credentials to access the system.
2. There are also links to TracDat on the OAA Assessment page (<http://oaa.osu.edu/current-assessment-activities.html>) and on BuckeyeLink (<https://buckeyelink.osu.edu/facultystaff.html>) under Teaching.

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.#).

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-HELP (on campus), 614-688-HELP, or 8help@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.

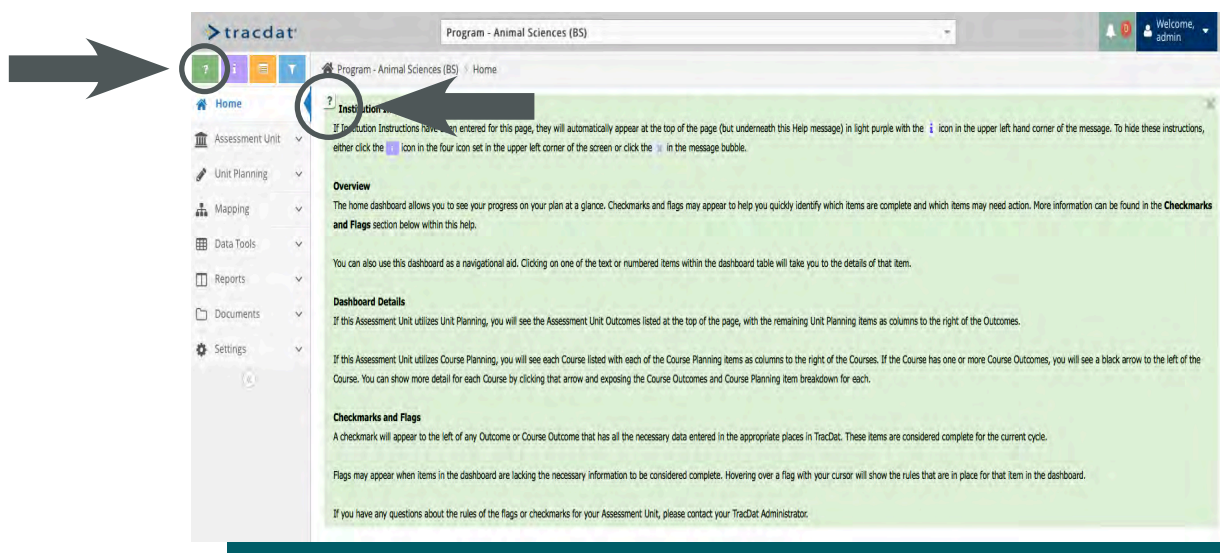
Login will remain in effect until you completely exit your browser or several hours have




Basic elements of the system

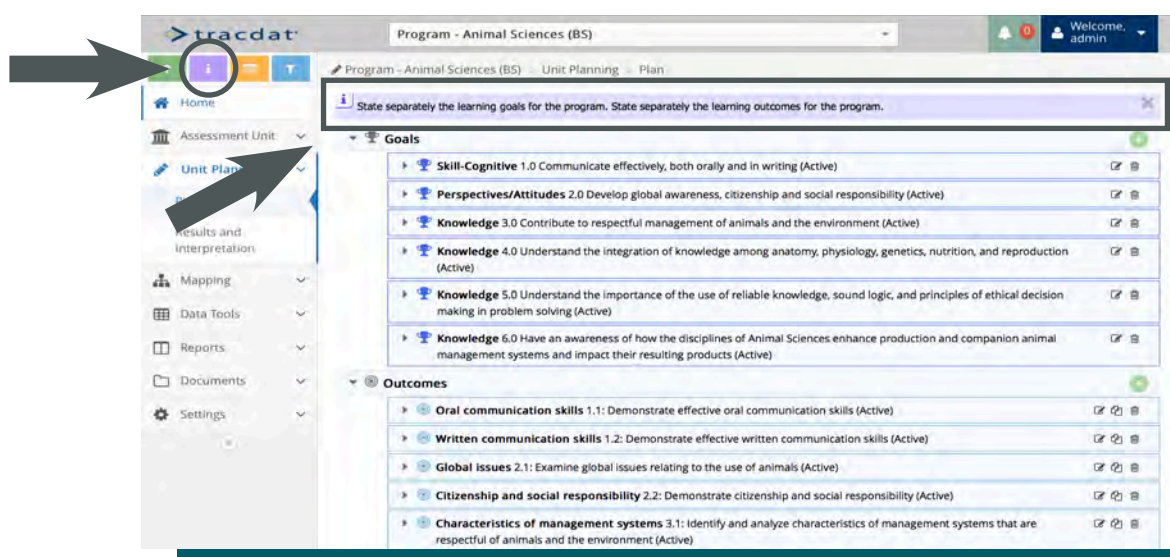
TracDat System Help

The  icon in the left corner of the menu will provide you general information about the TracDat System.



Institutional Instructions


The  icon in the left corner of the menu will provide you additional assistance from the OSU TracDat administrator.






Basic elements of the system

Page Activity Log

This  icon in the left corner of the menu will provide you with who last performed an action on a given page (e.g. who edited or deleted content from the page).

Date	Personnel	Type	Object	Name/Text
05/31/2016	Hannah Giron	Edit	Assessment Method	6.2.2b) Indirect measures will also be used as indicators of att...
05/31/2016	Hannah Giron	Edit	Assessment Method	6.1.3b) Indirect measures will also be used as indicators of att...
05/31/2016	Hannah Giron	Add	Assessment Method	5.1.4g) Student performance in the production course on a Gr...
05/31/2016	Hannah Giron	Edit	Assessment Method	5.1.4e) Student performance in the production course on a Gr...
05/31/2016	Hannah Giron	Add	Assessment Method	5.1.4f) Student performance in the production course on a Gr...
05/31/2016	Hannah Giron	Edit	Assessment Method	5.1.4e) Student performance in the production course on a Gr...
05/31/2016	Hannah Giron	Add	Assessment Method	5.1.4e) Student performance in the production course on a Gr...
05/31/2016	Hannah Giron	Edit	Assessment Method	5.1.3b) Indirect measures will also be used as indicators of att...
05/27/2016	Hannah Giron	Edit	Assessment Method	2.1.3b) Indirect measures will also be used as indicators of att...
05/27/2016	Hannah Giron	Add	Assessment Method	1.2.3g) Student performance in the production course on a te...

Filter Settings

This  icon in the left corner of the menu will provide you with the tools (filter options) to select to view or not view content based on identified categories.



Using TracDat

Basic elements of the system

Selecting A Program

There are two different ways to select a program:

The first option is to use the program drop-down menu and select the name of the program from the list.

The second is to click on the program drop-down menu and type in the name or part of the name of the program in the text box and then select the name of the program from generated list.

Program - Animal Sciences (BS)

Unit Planning Summary

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Oral communication skills	6	8	4	0
✓ Written communication skills	6	9	4	0
✓ Global issues	3	8	6	0
✓ Citizenship and social responsibility	3	9	6	0
✓ Characteristics of management systems	15	35	19	0
✓ Impact of use	4	6	6	0
✓ Biological systems	14	32	18	0
✓ Interrelationships between biological systems	4	4	2	0
✓ Problem solving situations	7	11	5	0
✓ Ethical decision making	2	6	4	0
✓ Disciplines of Animal Sciences	15	35	19	0
✓ Recognize impacts on animals	8	20	12	0

Left-Side Navigation Menu

Left menu items include following elements: **Home, Assessment Unit, Unit Planning, Mapping, Reports, and Documents.**

Program - Animal Sciences (BS)

Unit Planning Summary

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Oral communication skills	6	8	4	0
✓ Written communication skills	6	9	4	0
✓ Global issues	3	8	6	0
✓ Citizenship and social responsibility	3	9	6	0
✓ Characteristics of management systems	15	35	19	0
✓ Impact of use	4	6	6	0
✓ Biological systems	14	32	18	0
✓ Interrelationships between biological systems	4	4	2	0
✓ Problem solving situations	7	11	5	0
✓ Ethical decision making	2	6	4	0
✓ Disciplines of Animal Sciences	15	35	19	0
✓ Recognize impacts on animals	8	20	12	0







Basic elements of the system

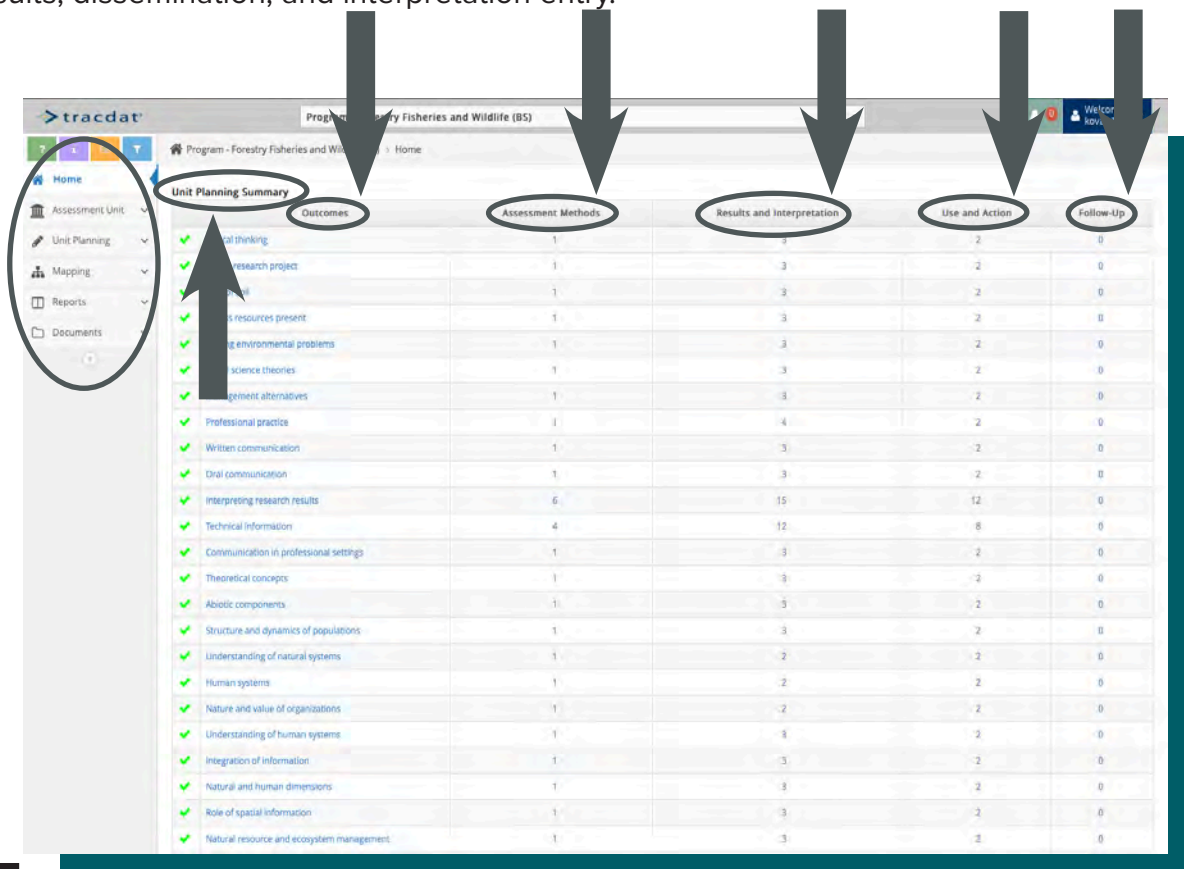
Left-Side Navigation Menu

Unit Planning Summary

The **Home** page contains the *Unit Planning Summary*. The *Unit Planning Summary* shows the items that comprise the assessment plan and report.

The *Outcomes* and *Assessment Methods* constitute your plan, while *Results and Interpretation*, *Use and Action*, and *Follow-Up* constitute your report. The numbers in the table represent the number of each element that have been entered into the system for the program.

Listed on the homepage you will either see  (**green checkmarks**) in the left hand column, or  (**red flags**) within the table. The green checkmarks indicate that a program has had results, dissemination, and interpretation entered for each of a program's assessment methods, and a use and action entered for each of the results. The red flags indicate when an entry is missing in relevant categories of the table. There will be a red flag listed in a category for the following issues: if there is not at least one assessment method listed for an outcome; if there is not at least one results, dissemination, and interpretation for each outcome; if there is not at least one results, dissemination, and interpretation for each assessment method; if there is not a use and action for each results, dissemination, and interpretation entry.



Unit Planning Summary	Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Critical thinking	1	3	2	0	
✓ Research project	1	3	2	0	
✓ Skill	1	3	2	0	
✓ Resources present	1	3	2	0	
✓ Solving environmental problems	1	3	2	0	
✓ Science theories	1	3	2	0	
✓ Management alternatives	1	3	2	0	
✓ Professional practice	1	4	2	0	
✓ Written communication	1	3	2	0	
✓ Oral communication	1	3	2	0	
✓ Interpreting research results	6	15	12	0	
✓ Technical information	4	12	8	0	
✓ Communication in professional settings	1	3	2	0	
✓ Theoretical concepts	1	3	2	0	
✓ Abiotic components	1	3	2	0	
✓ Structure and dynamics of populations	1	3	2	0	
✓ Understanding of natural systems	1	2	2	0	
✓ Human systems	1	2	2	0	
✓ Nature and value of organizations	1	2	2	0	
✓ Understanding of human systems	1	3	2	0	
✓ Integration of information	1	3	2	0	
✓ Natural and human dimensions	1	3	2	0	
✓ Role of spatial information	1	3	2	0	
✓ Natural resource and ecosystem management	1	3	2	0	



Basic elements of the system

Left-Side Navigation Menu-Summary Units

The **Summary Unit** menu item includes

1. **General information** - Generally includes only the executive summaries for colleges.
2. **Assignments** - Information about the status of college or division assignments.
3. **Personnel** - Information about the people who have access to the summary unit.

The **Summary Unit Planning** menu item contains pages where college-wide goals can be entered and edited on the **Goals** page, and where results from assessing those goals can be entered and edited on the **Results and Interpretation** page.

The **Mapping** menu item includes the **Goals Mapping** page, where University Level goals can be linked to summary unit goals.

The **Reports** menu item includes the **Standard Reports** and the **Ad Hoc Reports** pages where you will be able to run reports containing information entered for the summary unit.

The **Documents** menu item includes the **Document Repository** page where you will be able to see all the documents associated with the summary unit.

	Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
General Information	Development characteristics	2	4	2	0
Assignments	Demonstrate an understanding	2	4	2	0
Personnel	Exhibit anticipation	2	4	2	0
	Diverse cultures	1	2	1	0
	Recognize characteristics	3	6	3	0
	Illustrate a knowledge	1	2	1	0
	Content-specific instructional strategies	1	2	1	0
	School and district curriculum	3	6	3	0
	Relationship of knowledge	1	2	1	0
	Relevant life experiences	5	10	5	0
	Assessment types	2	4	2	0
	Summative assessments	2	4	2	0
	Analyze own strengths	1	2	1	0
	Collaborate and communicate	1	2	1	0
	Self-assessment and goal setting	2	4	2	0
	Content standards	2	4	2	0
	Closing the achievement gap	2	4	2	0
	Link activities and goals	5	10	5	0
	Instructional design and delivery	6	12	6	0
	Differentiate instruction	5	10	5	0
	Students develop as independent learners	5	10	5	0
	Enhance student learning	6	12	6	0
	Establishing an environment	1	2	1	0
	Creating an environment	1	2	1	0





Basic elements of the system

Left-Side Navigation Menu

The **Unit Planning** menu item contains the pages where you will enter and edit program specific assessment items, such as *Goals*, *Outcomes*, and *Results and Interpretation*. The **Plan** page shows program *Goals* and *Outcomes*, and *Assessment Methods*. (The **Results, Use and Action, and Follow-Up** page shows similar structure.)

Unit Planning Summary	Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Critical thinking		1	3	2	0
✓ Critical thinking in group research		1	3	2	0
✓ Critical thinking in real world		1	3	2	0
✓ Current environmental issues		2	4	2	0
✓ Solving environmental problems		1	3	2	0
✓ Social science theories		1	3	2	0
✓ Environmental science and policy		2	4	2	0
✓ Theory to professional practice		1	3	2	0
✓ Written communication		1	3	2	0
✓ Oral communication		1	3	2	0
✓ Technical information		2	4	2	0
✓ Professional settings		1	3	2	0
✓ Theoretical concepts		1	3	2	0
✓ Abiotic components		1	3	2	0
✓ Populations and communities		1	3	2	0
✓ Natural systems		1	3	2	0
✓ Human systems		1	3	2	0
✓ Nature and values of organizations and policies		1	3	2	0
✓ Human systems and professional settings		1	3	2	0
✓ Natural and human dimensions		2	4	2	0
✓ Integration of information		1	3	2	0
✓ Role of spatial information		1	3	2	0
✓ Natural resource and ecosystem management		1	3	2	0
✓ Professional competency		2	4	2	0

The **Mapping** menu item includes three pages: **Goals Mapping**, **Outcomes Mapping**, and **Curriculum Mapping**, course outcomes mapping to outcomes.

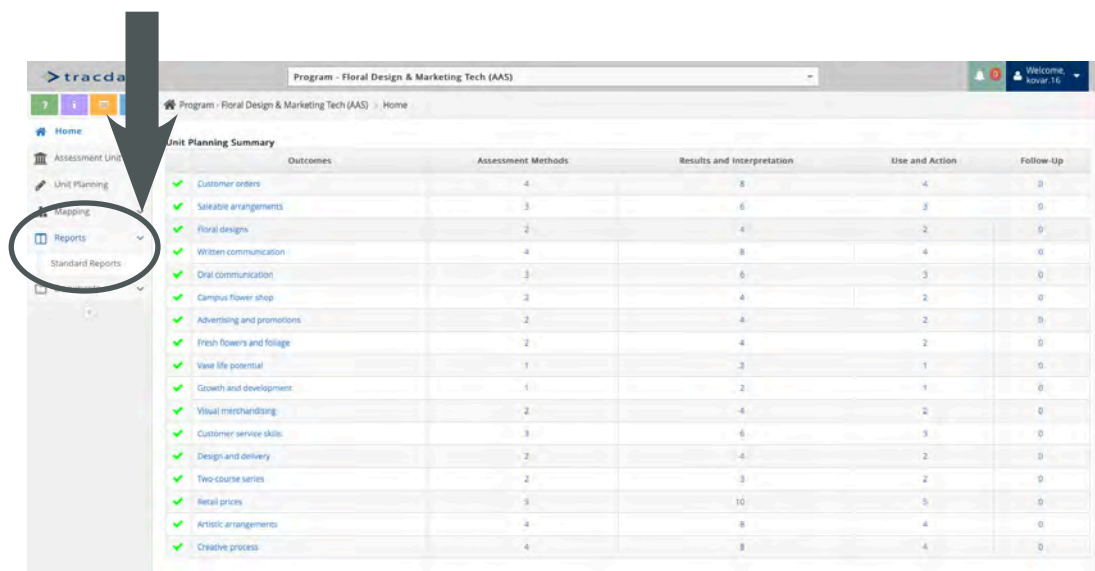
Unit Planning Summary	Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Significant factors		1	3	2	0
✓ Plant-microbe interactions		1	3	2	0
✓ Causes of plant disease		1	3	2	0
✓ Disease cycle		3	6	4	0
✓ Disease triangle		1	3	2	0
✓ Laboratory techniques		2	6	4	0
✓ Formulate study		1	3	2	0
✓ Professionalism		1	3	2	0
✓ Information resources		1	3	2	0
✓ Management strategies		3	6	4	0
✓ Integrated Program		1	3	2	0
✓ Portfolio		2	6	4	0



Basic elements of the system

Left-Side Navigation Menu

The **Reports** menu item includes the **Standard Reports** page where you will be able to run reports containing information entered for the program.

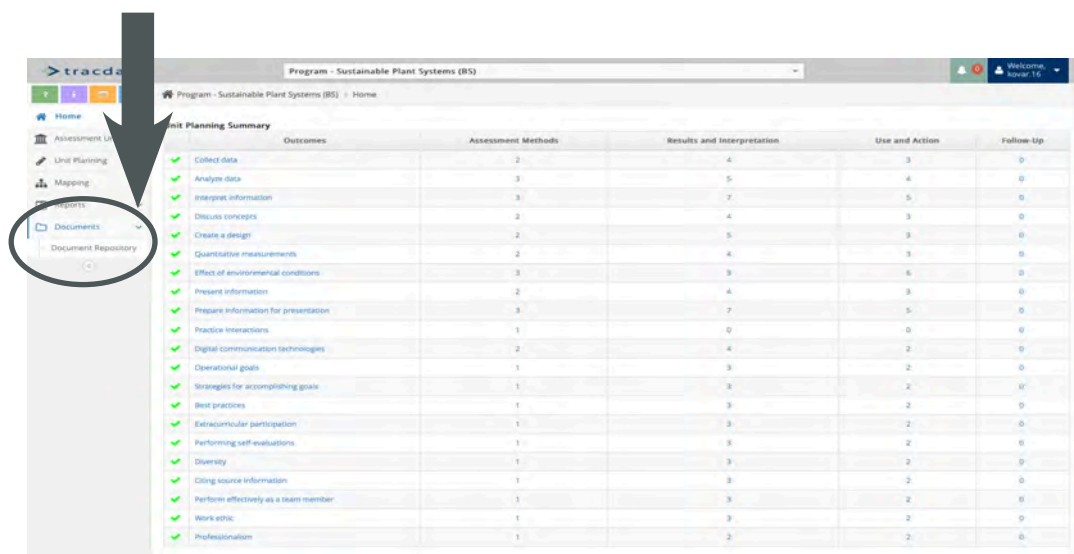


Program - Floral Design & Marketing Tech (AAS)

Unit Planning Summary

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Customer orders	4	8	4	0
✓ Seizable arrangements	3	6	3	0
✓ Floral designs	2	4	2	0
✓ Written communication	4	8	4	0
✓ Oral communication	3	6	3	0
✓ Campus flower shop	3	4	2	0
✓ Advertising and promotions	2	4	2	0
✓ Fresh flowers and foliage	2	4	2	0
✓ Vase life potential	1	3	1	0
✓ Growth and development	1	2	1	0
✓ Visual merchandising	2	4	2	0
✓ Customer service skills	3	6	3	0
✓ Design and delivery	2	4	2	0
✓ Two-course series	2	3	2	0
✓ Retail prices	5	10	5	0
✓ Artistic arrangements	4	8	4	0
✓ Creative process	4	8	4	0

The **Documents** menu item includes the **Document Repository** page where you will be able to see all of the documents associated with the program.



Program - Sustainable Plant Systems (BS)

Unit Planning Summary

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Collect data	2	4	3	0
✓ Analyze data	3	5	4	0
✓ Interpret information	3	7	5	0
✓ Discuss concepts	2	4	3	0
✓ Create a design	2	5	3	0
✓ Quantitative measurements	2	4	3	0
✓ Effect of environmental conditions	3	9	6	0
✓ Present information	2	4	3	0
✓ Prepare information for presentation	3	7	5	0
✓ Practice interactions	1	0	0	0
✓ Digital communication technologies	2	4	2	0
✓ Operational goals	1	3	2	0
✓ Strategies for accomplishing goals	1	3	2	0
✓ Best practices	1	3	2	0
✓ Extracurricular participation	1	3	2	0
✓ Performing self-evaluations	1	3	2	0
✓ Diversity	1	3	2	0
✓ Citing source information	1	3	2	0
✓ Perform effectively as a team member	1	3	2	0
✓ Work ethic	1	3	2	0
✓ Professionalism	1	2	2	0

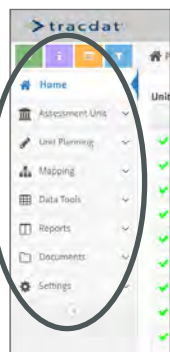


Using TracDat

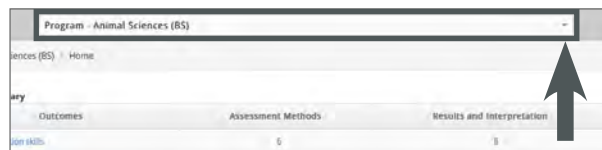
Basic Elements of The System

Home Page Navigation

The following images show the Basic Elements of the System.



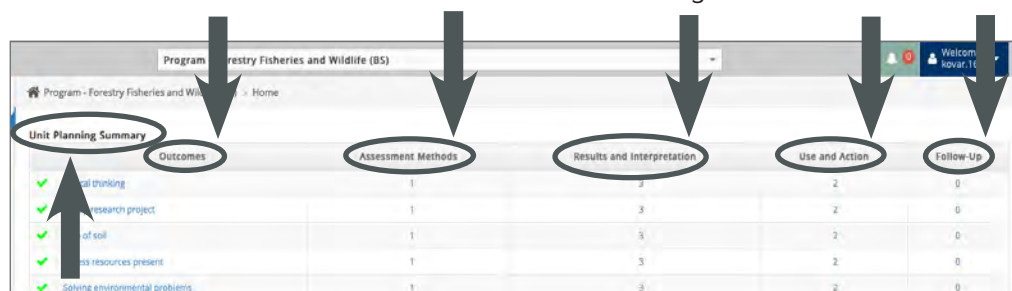
Left menu items include following elements: **Home, Assessment Unit, Unit Planning, Mapping, Reports, and Documents.**



There are two different ways to select a program:

The first option is to use the program drop-down menu and select the name of the program from the list.

The second is to click on the program drop-down menu and type in the name of the program in the text box and then select the name of the program from generated list.



The **Home** page contains the *Unit Planning Summary*. The *Unit Planning Summary* shows the items that comprise the assessment plan and report.

The *Outcomes* and *Assessment Methods* constitute your plan, while *Results and Interpretation*, *Use and Action*, and *Follow-Up* constitute your report. The numbers in the table represent the number of each element that have been entered into the system for the program.

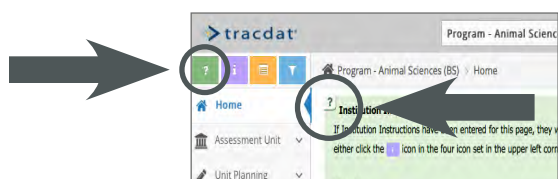
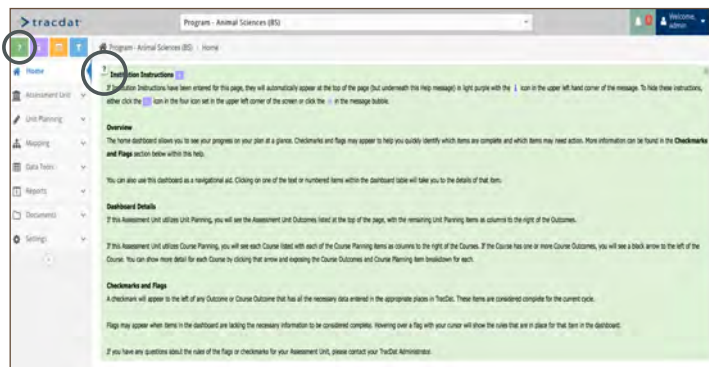
TracDat User's Manual

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

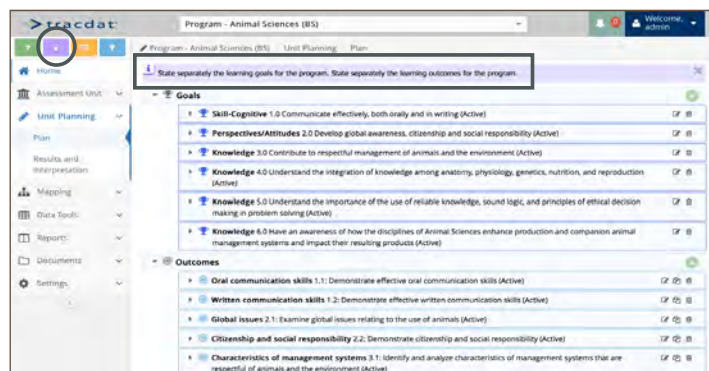
Using TracDat

Basic Elements of The System

Home Page Navigation



The green question mark icon in the left corner of the menu will provide you general information about the TracDat System.



The purple "i" icon in the left corner of the menu will provide you additional assistance from the OSU TracDat administrator.



Entering/Editing General Information

How do I Enter General Information about a Program?

General Information

Step # 1

Click the **Assessment Unit** menu item to expand this section of the menu.

Step # 2

Click **General Information**.

The screenshot shows the Tracdat software interface for 'Program - World Politics (BA)'. The left sidebar contains a menu with 'Assessment Unit' highlighted. A red circle around 'Assessment Unit' is labeled with a red '#1'. Inside this circle, 'General Information' is highlighted with a red '#2'. The main content area shows a 'Unit Planning Summary' table with the following data:

	Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Understanding		4	0	0	0
✓ Knowledge		6	0	0	0
✓ Research		4	0	0	0
✓ Critical Thinking		5	0	0	0






Entering/Editing General Information

How do I Enter General Information about a Program?

General Information

Step # 3a

Click  to make changes to the information on this page.

tracdat Program - World Politics (BA)

Program - World Politics (BA) Assessment Unit: General Information

Home

Assessment Unit

General Information

Assignments

Personnel

Unit Planning

Mapping

Reports

Documents

Program - World Politics (BA)

Program Code (alpha abbreviation):

Degree:

Unit (dept/div/sch):

Department Number (D#):

Curricular Dean - Name:

Curricular Dean - Title:

Curricular Dean - Email:

College Assessment Coordinator - Name:

College Assessment Coordinator - Title:

College Assessment Coordinator - Email:

Unit Administrator (chair/director) - Name:

Unit Administrator (chair/director) - Title:

Unit Administrator (chair/director) - Email:

Program Assessment Contact - Name:

Program Assessment Contact - Title:

Program Assessment Contact - Email:

Program Mission Statement (if available):

#3a

Step # 3b

Edit each field using the text boxes and drop down boxes, as appropriate.

Step # 4

Save your edits using



tracdat Program - World Politics (BA)

Program - World Politics (BA) Assessment Unit: General Information Edit General Information

Home

Assessment Unit

General Information

Assignments

Personnel

Unit Planning

Mapping

Reports

Documents

Program - World Politics (BA)

Name: Program - World Politics (BA)

Program Code (alpha abbreviation)

Degree

Unit (dept/div/sch)

Department Number (D#)

Curricular Dean - Name

Curricular Dean - Title

Curricular Dean - Email

College Assessment Coordinator - Name

College Assessment Coordinator - Title

College Assessment Coordinator - Email

Unit Administrator (chair/director) - Name

#4 Save Return

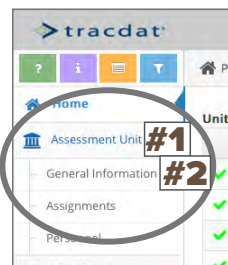
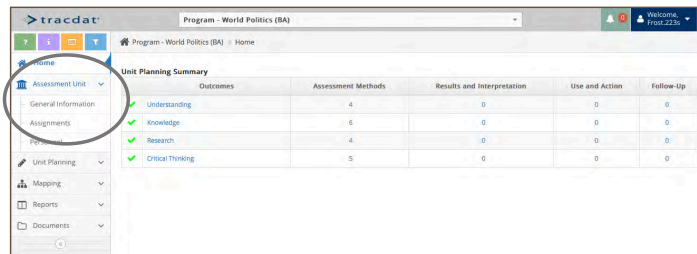


Entering/Editing General Information

How do I Enter General Information about a Program?

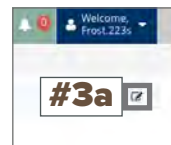
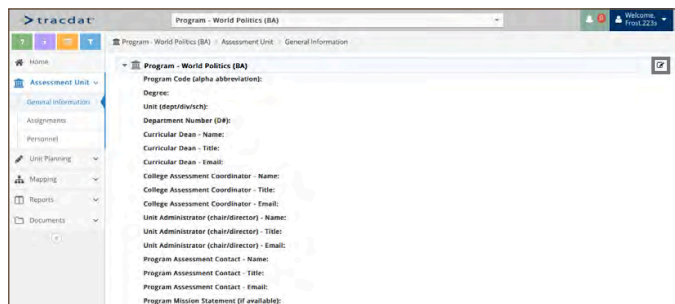
General Information

The following images and steps show how to add and/or edit General Information.



1 To begin, select the **Assessment Unit** menu item to expand this section of the menu.

2 Once selected, click **General Information**.



3a Click the edit icon to make changes to the information on this page.

Entering/Editing General Information

How do I Enter General Information about a Program?

General Information

3b Edit each field using the text boxes and drop down boxes, as appropriate.

4 Save your edits using the yellow Save button.



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Icons to be
aware of



Assessment Unit



Cell Expansion



Edit



Save



Entering/Editing General Information

How do I Enter an Executive Summary for my Summary Unit?

Step #1

Select the desired *Summary Unit* from the drop-down menu.

Step #2

Click the **Assessment Unit** menu item to expand this section of the menu.

Step #3

Click **General Information**.

Step #4

To edit or add a new *Executive Summary* for a reporting year, click 

The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a dropdown menu for 'Program - Horse Science (AS)', and a user profile section. The left sidebar contains a menu with 'Assessment Unit' highlighted (Step #2) and 'General Information' selected (Step #3). The main content area displays program details for 'Horse Science (AS)', including program code, degree, unit, department, and various coordinators and contacts. A '#4' icon with an edit symbol is visible in the top right corner of the main content area.





Entering/Editing General Information

How do I Enter an Executive Summary for my Summary Unit?

Step #5

Enter or edit an *Executive Summary* for the academic year into the appropriate text box.

Step #6

To save your work, click  or *Save and Return*.

tracdat

Program - Horse Science (AS)

Welcome, Prost, 223

Program - Horse Science (AS) > Assessment Unit > General Information > Edit General Information

#6 Save Return

#5

Name: Program - Horse Science (AS)

Program Code (alpha abbreviation): HORSESC - AS

Degree: Associate of Science (AS)

Unit (dept/divsch): Department of Agricultural and Engineering Technologies

Department Number (D#): D0883

Curricular Dean - Name: Linda C. Martin

Curricular Dean - Title: Associate Dean & Director, Academic Programs

Curricular Dean - Email: martin.1371@osu.edu

College Assessment Coordinator - Name: R. Warren Flood

College Assessment Coordinator - Title: Assessment Coordinator

College Assessment Coordinator - Email: flood.13@osu.edu

Unit Administrator (chair/director) - Name: Royce Thornton

Unit Administrator (chair/director) - Title: Assistant Professor - Agricultural and Engineering Technologies Division; Technology Coordinator, Dairy Cattle Production

Unit Administrator (chair/director) - Email: thornton.5@osu.edu

Program Assessment Contact - Name: Jeanne Osborne | Karen Wimbush

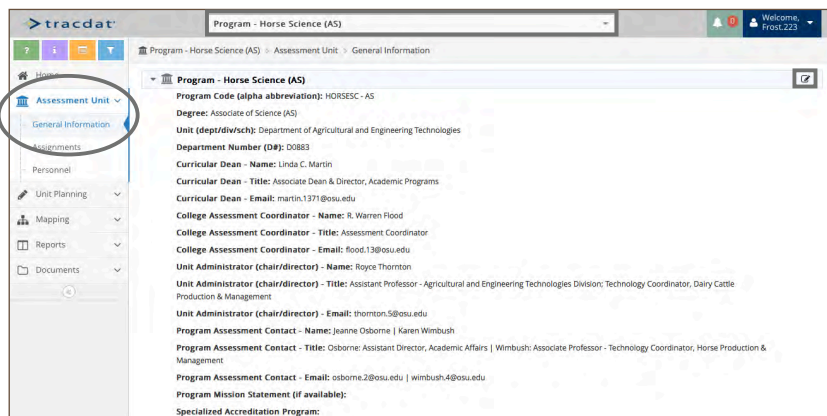
Program Assessment Contact - Title: Osborne: Assistant Director, Academic Affairs | Wimbush: Associate Professor - Technology Coordinator, Horse Production

Program Assessment Contact - Email: osborne.2@osu.edu | wimbush.4@osu.edu

Entering/Editing General Information

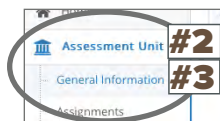
How do I Enter an Executive Summary for my Summary Unit?

The following images and steps show how to add and/or edit an Executive Summary.



1

To begin, select the desired *Summary Unit* from the drop-down menu.



2

Then, click the **Assessment Unit** menu item to expand this section of the menu.

3

Click **General Information**.



4

To edit or add a new *Executive Summary* for a reporting year, click the edit icon.

Entering/Editing General Information

How do I Enter an Executive Summary for my Summary Unit?

Program - Horse Science (AS)

Program Code (alpha abbreviation) HORSESC - AS

Degree Associate of Science (AS)

Unit (dept/div/sch) Department of Agricultural and Engineering Technologies

Department Number (D#) D0883

Curricular Dean - Name Linda C. Martin

Curricular Dean - Title Associate Dean & Director, Academic Programs

Curricular Dean - Email martin.1371@osu.edu

College Assessment Coordinator - Name R. Warren Flood

College Assessment Coordinator - Title Assessment Coordinator

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Unit Administrator (chair/director) - Name Royce Thornton

Unit Administrator (chair/director) - Title Assistant Professor - Agricultural and Engineering Technologies Division; Technology Coordinator, Dairy Cattle Production

Unit Administrator (chair/director) - Email thornton.5@osu.edu

Program Assessment Contact - Name Jeannie Osborne | Karen Wimbush

Program Assessment Contact - Title Osborne: Assistant Director, Academic Affairs | Wimbush: Associate Professor - Technology Coordinator, Horse Production

Program Assessment Contact - Email osborne.2@osu.edu | wimbush.4@osu.edu

Program - Horse Science (AS)

Program Code (alpha abbreviation) HORSESC - AS

Degree Associate of Science (AS)

Unit (dept/div/sch) Department of Agricultural and Engineering Technologies

Department Number (D#) D0883

Curricular Dean - Name Linda C. Martin

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Unit Administrator (chair/director) - Name Royce Thornton

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Program Assessment Contact - Name Jeannie Osborne | Karen Wimbush

Program Assessment Contact - Title Osborne: Assistant Director, Academic Affairs | Wimbush: Associate Professor - Technology Coordinator, Horse Production

Program Assessment Contact - Email osborne.2@osu.edu | wimbush.4@osu.edu

5 Enter or edit an *Executive Summary* for the academic year into the appropriate text box.



6 To save your work, click *Save* or *Save and Return*.



Entering/Editing Assessment Plans

What is the Difference Between a Goal and an Outcome in TracDat?

In TracDat, Goals are defined as broad, general statements of what students will learn in the program, which are not measurable. On the other hand, Outcomes are defined as more specific and measurable statements of what students will learn in the program which, together, help to assess the broader Goal.

In the past, programs have fallen into three categories: programs that measure only Learning Goals, programs that measure only Objectives, and programs that measure both Goals and Objectives. The table below shows how these programs have been entered into TracDat. Please review the information entered for your program to ensure that it fits with your program's vision of student learning outcomes assessment.

Former Program Organization	Organization in TracDat
1. Measure only Goals	Goals are entered as Outcomes
2. Measure only Objectives	Objectives were entered as Outcomes
3. Measure Both Goals and Objectives	Varies, programs will need to review

See Appendix C for Previous Terminology.



Entering/Editing Assessment Plans

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Goals

Step # 1

Click the **Unit Planning** menu item to expand this section of the menu.

Step # 2

Click **Plan**.

The screenshot shows the Blackboard LMS interface for the 'Program - Environmental Science (BS)' course. The left sidebar contains navigation links: Home, Assessment Tools, Unit Planning, and Learning and Information. The 'Unit Planning' link is highlighted with a red circle and a red arrow labeled '#1'. The 'Learning and Information' link is highlighted with a red circle and a red arrow labeled '#2'. The main content area displays a table with columns: Outcomes, Assessment Methods, Results and Interpretation, Use and Action, and Follow Up. The table lists various outcomes and their corresponding assessment methods and results.

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow Up
✓ Critical thinking	1	3	2	0
✓ Critical thinking	1	3	2	0
✓ Critical thinking	1	3	2	0
✓ Current environmental issues	2	4	2	0
✓ Solving environmental problems	1	3	2	0
✓ Social science theories	1	3	2	0
✓ Environmental science and policy	2	4	2	0
✓ Theory to professional practice	1	3	2	0
✓ Written communication	1	3	2	0
✓ Oral communication	1	3	2	0
✓ Technical information	2	4	2	0
✓ Professional settings	1	3	2	0
✓ Theoretical concepts	1	3	2	0
✓ Abiotic components	1	3	2	0
✓ Populations and communities	1	3	2	0
✓ Natural systems	1	3	2	0
✓ Human systems	1	3	2	0
✓ Nature and values of organizations and policies	1	3	2	0
✓ Human systems and professional settings	1	3	2	0
✓ Natural and human dimensions	2	4	2	0
✓ Integration of information	1	3	2	0
✓ Role of spatial information	1	3	2	0
✓ Natural resource and ecosystem management	1	3	2	0
✓ Professional competency	2	4	2	0

The screenshot shows the Tracdat program page for 'Animal Sciences (BSN)'. The left sidebar contains navigation links: Home, Assessment Unit, Unit Planning, Plan, Results and Interpretation, Mapping, Reports, and Documents. The main content area is titled 'Program - Animal Sciences (BSN)' and includes a sub-header 'Program: Animal Sciences (BSN) - Unit Planning - Plan'. Below this, there is a section for 'Goals' which is highlighted with a red box. The 'Goals' section lists several knowledge items, each with a checkbox and a status indicator. The first item, 'Knowledge 1.0: Communicate effectively, both orally and in writing (Active)', is highlighted with a red box. The fifth item, 'Knowledge 5.0: Understand the importance of the use of reliable knowledge, sound logic and principles of ethical decision making in problem solving (Active)', is also highlighted with a red box. A red arrow points from the 'Goals' header to the 'Knowledge 1.0' item, and another red arrow points from the 'Knowledge 5.0' item to the 'Knowledge 1.0' item. In the top right corner, there is a red box labeled '#3a' and a red box labeled '#3b' next to the 'Knowledge 5.0' item.

Tracdat

Program - Animal Sciences (BSN)

Program: Animal Sciences (BSN) - Unit Planning - Plan

Home

Assessment Unit

Unit Planning

Plan

Results and Interpretation

Mapping

Reports

Documents

Goals

Knowledge 1.0: Communicate effectively, both orally and in writing (Active)

Knowledge 2.0: Develop global awareness, citizenship and social responsibility (Active)

Knowledge 3.0: In the context of nutrition, contribute to respectful management of animals and the environment (Active)

Knowledge 4.0: Understand the integration of knowledge of nutritional sciences with anatomy, physiology, genetics, and reproduction (Active)

Knowledge 5.0: Understand the importance of the use of reliable knowledge, sound logic and principles of ethical decision making in problem solving (Active)

Knowledge 6.0: Have an awareness of how nutritional sciences enhance and impact animal systems (Active)

Outcomes

Oral communication skills 1.1: Demonstrate effective oral communication skills (Active)

Written communication skills 1.2: Demonstrate effective written communication skills (Active)

Global issues 2.1: Examine global issues relating to the use of animals (Active)

Citizenship and social responsibility 2.2: Demonstrate citizenship and social responsibility (Active)

Nutritional strategies 3.1: Identify and analyse nutritional strategies for animals that are respectful of the environment (Active)

Role of nutritional strategies 4.1: Demonstrate the role of nutritional strategies in biological systems (Active)

Nutrient requirements and metabolism 4.2: Examine the interrelationships between biological systems relative to nutrient requirements and metabolism (Active)

Problem solving situations 5.1: Demonstrate use of reliable knowledge and sound logic in problem solving situations (Active)

Ethical decision making 5.2: Demonstrate use of principles of ethical decision making (Active)

Nutrition in animal management systems 6.1: Illustrate how nutrition can be used to enhance animal management systems (Active)



Nutritional sciences 6.2: Recognize how nutritional sciences impact development, health and disease (Active)

#3a

#3b

Step # 3

Click the appropriate icon to generate a new screen where you will input information.

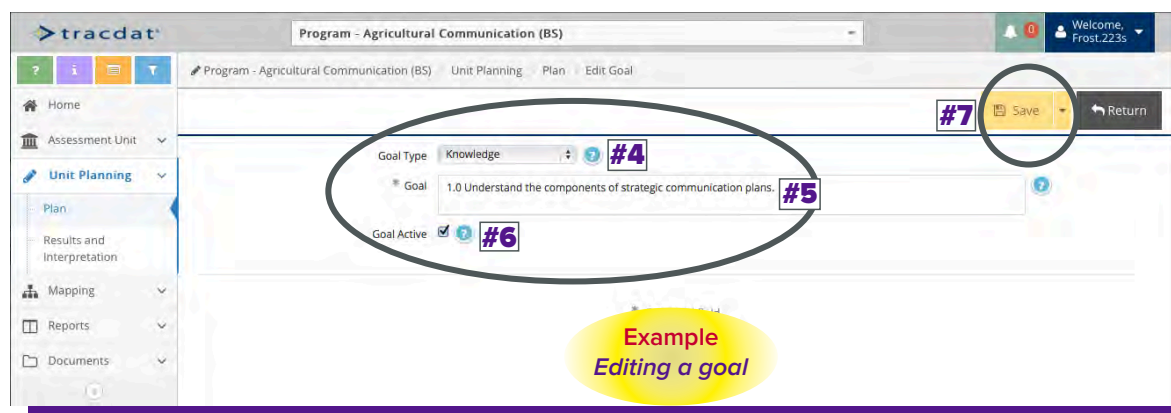
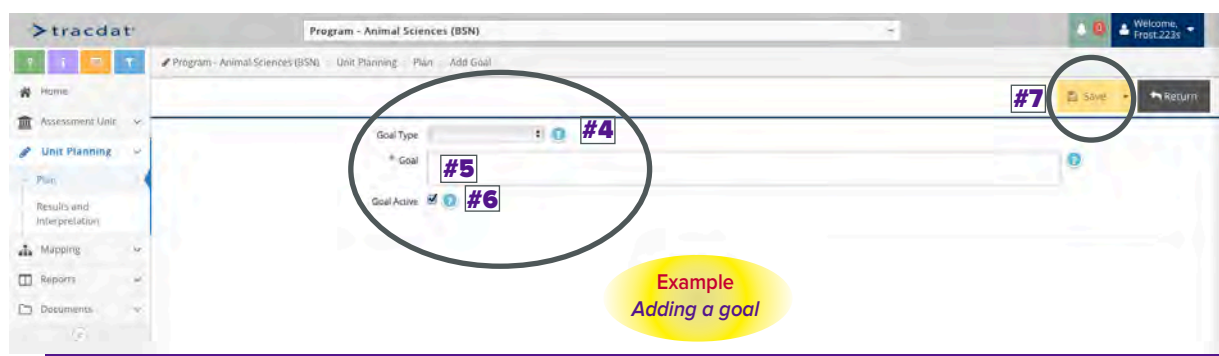
- **3a.** To add a goal, click the  next to the heading labeled *Goals*.
- **3b.** To edit a goal, click the arrow next to the heading labeled *Goals* to expand the list of goals. Then, click the  next to the goal that you wish to edit.



Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Goals



Step # 4

In the *Goal Type* field

Select the option that best describes the goal (*knowledge, perspectives/attitudes, skill-cognitive, skill-psychomotor*).

Step # 5

In the *Goal* field, enter the full text of the goal.

Step # 6

The default is that the *Goal Status* field is checked to indicate that the goal is *Active*. If the goal is no longer active, i.e. the program is no longer tracking this goal, click on the box to uncheck this field.








Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Goals

Step # 7 Save your edits

- Click  to remain on the same page.
- Click the arrow next to  and select *Save and Add New* to add another goal.
- Click the arrow next to  and select *Save and Return* to return to the **Plan** page.

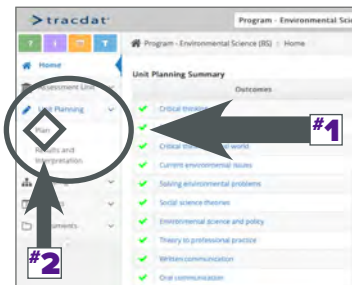
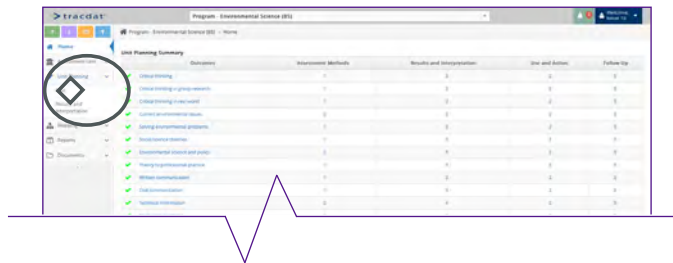


Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

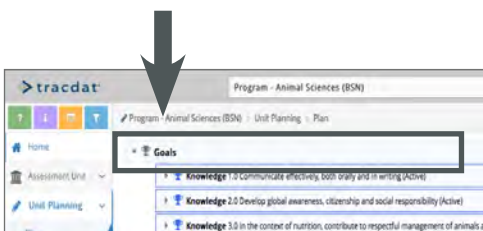
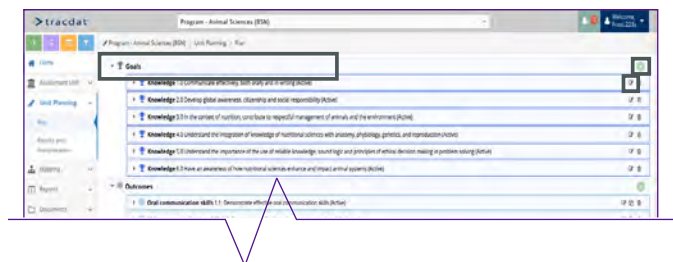
Adding and/or Editing Program Goals

The following images and steps show how to add and/or edit program goals.



1 To begin, click the **Unit Planning** menu item to expand this section of the menu.

2 Once selected, click on **Plan**.



3 Depending on the desired task, adding or editing, click the appropriate icon.

3a To add a goal, click the **green plus icon** next to the heading labeled **Goals**.

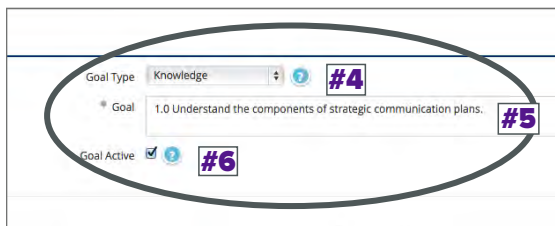
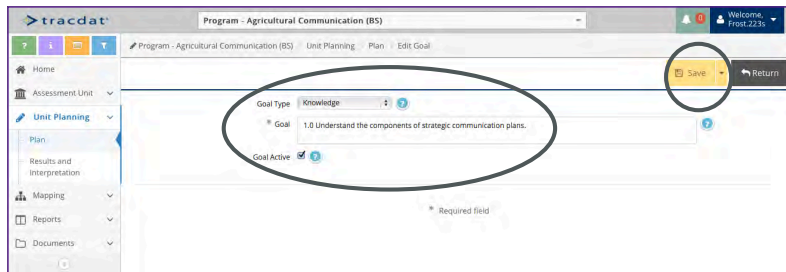
3b To edit a goal, click the arrow next to the heading labeled **Goals** to expand the list of goals. Then, click the **edit icon** next to the goal that you wish to edit.



Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Goals



4

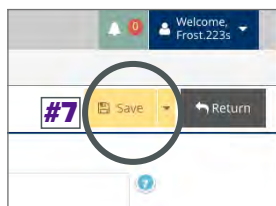
In the *Goal Type* field
Select the option that best describes the goal (*knowledge, perspectives/attitudes, skill-cognitive, skill-psychomotor*).

5

In the *Goal* field, enter the desired goal.

6

The default is that the *Goal Status* field is checked to indicate that the goal is *Active*. If the goal is no longer active, i.e. the program is no longer tracking this goal, click on the box to uncheck this field.



7

Follow the steps below to save your edits.

- Click **Save** to remain on the same page.
- Click the arrow next to **Save** and select **Save and Add New** to add another goal.
- Click the arrow next to **Save** and select **Save and Return** to return to the **Plan** page.



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Icons to be
aware of



Unit Planning



Goal



Cell Expansion



Add



Edit



Copy



Delete



Save

Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

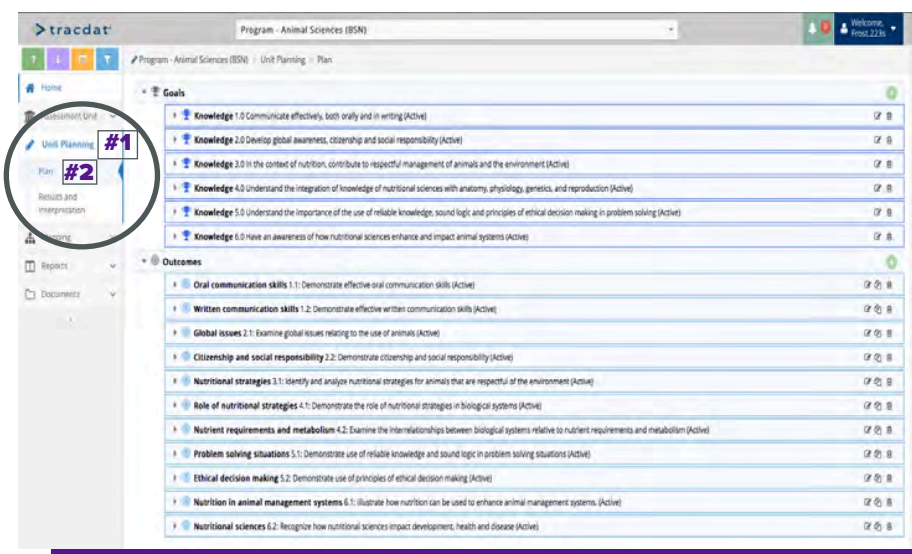
Adding and/or Editing Program Outcomes

Step # 1

Click the **Unit Planning** menu item to expand this section of the menu.



Step # 2

Click **Plan**.



Step # 3

Click the appropriate icon to generate a new screen where you will input information.

- To add an outcome, click the  next to the heading labeled **Outcomes**.
- To edit an outcome, click the arrow next to the heading labeled **Outcomes** to expand the list of outcomes. Then, click the  next to the outcome that you wish to edit.





Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Outcomes

Step # 4

In the *Outcome Name* field, enter a brief description, one to two words, that briefly describes the outcome. For example, if an outcome for the program is “Apply ethical principles to real life situations,” an appropriate outcome name may be “Ethics.”

Step # 5

In the *Outcome* field, enter the full description of the outcome.

Step # 6

Using the drop down box next to *Outcome Status*, indicate whether the outcome is active or inactive, i.e. the program is no longer tracking this outcome.

Step # 7

For *Planned Assessment Years*, select the academic years in which the program is planning to assess the outcome. More than one academic year may be selected, if applicable.





Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Outcomes

Step # 8

Start Date:

Select the date that the program began tracking this outcome by clicking on the field and selecting a date from the calendar that pops up or by typing in a date (using the MM/DD/YYYY format).

Step # 9

End Date:




If the outcome is *Active*, leave this field blank. However, if the program no longer tracks this outcome, select the date that the program stopped tracking this outcome by clicking on the field and selecting a date from the calendar that pops up or by typing in a date (using the MM/DD/YYYY format).

Step # 10

Select the *Outcome Category* that best describes the outcome from the dropdown menu.

Step # 11

Save your edits

- Click  Save to remain on the same page.
- Click the arrow next to  Save and select *Save and Add New* to add another outcome.
- Click the arrow next to  Save and select *Save and Return* to return to the **Plan** page.

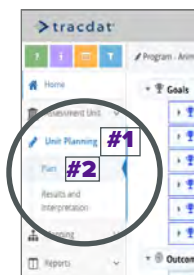
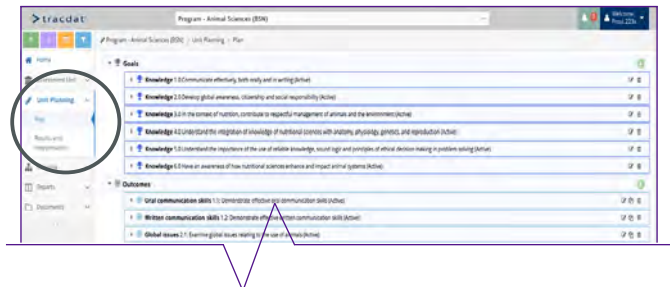


Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

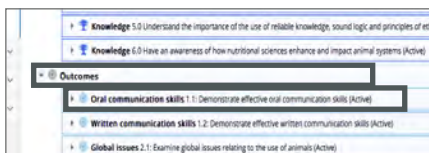
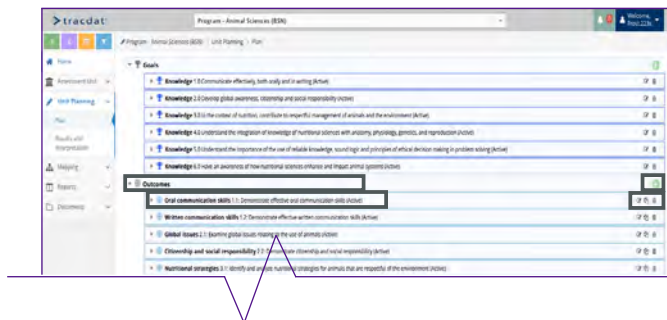
Adding and/or Editing Program Outcomes

The following images and steps show how to add and/or edit program outcomes.



1 To begin, click the **Unit Planning** menu item to expand this section of the menu.

2 Once selected, click **Plan**.



3 Depending on the desired task, adding or editing, click the appropriate icon.

3a To add an outcome, click the **green plus icon** next to the heading labeled **Outcomes**.

3b To edit an outcome, click the arrow next to the heading labeled **Outcomes** to expand the list of outcomes. Then, click the **edit icon** next to the outcome that you wish to edit.

Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Program Outcomes

4 In the *Outcome Name* field, enter a brief description, one to two words, that describes the outcome.

5 Then, in the *Outcome* field, enter the full description of the outcome.

6 Use the cell expansion next to *Outcome Status* to indicate whether the outcome is active or inactive.

7 For *Planned Assessment Years*, select the academic years in which the program is planning to assess the outcome. More than one academic year may be selected, if applicable.

8 *Start Date:*
Select the date that the program began tracking this outcome by clicking on the field and selecting a date from the calendar that pops up or by typing in a date (using the MM/DD/YYYY format).

9 *End Date:*
If the outcome is *Active*, leave this field blank. However, if the program is no longer tracking this outcome, select the date that the program stopped tracking this outcome by clicking on the field and selecting a date from the calendar that pops up or by typing in a date (using the MM/DD/YYYY format).

10 Select the *Outcome Category* that best describes the outcome from the dropdown menu.

11 Follow the steps below to save your edits.

- Click *Save* to remain on the same page.
- Click the arrow next to *Save* and select *Save and Add New* to add another outcome.
- Click the arrow next to *Save* and select *Save and Return* to return to the **Plan** page.



Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Assessment Methods

Step # 1

Click the **Unit Planning** menu item to expand this section of the menu.

Step # 2

Click **Plan**.

Step # 3



Click on the arrow next to the heading labeled *Outcomes* to expand the list of outcomes.

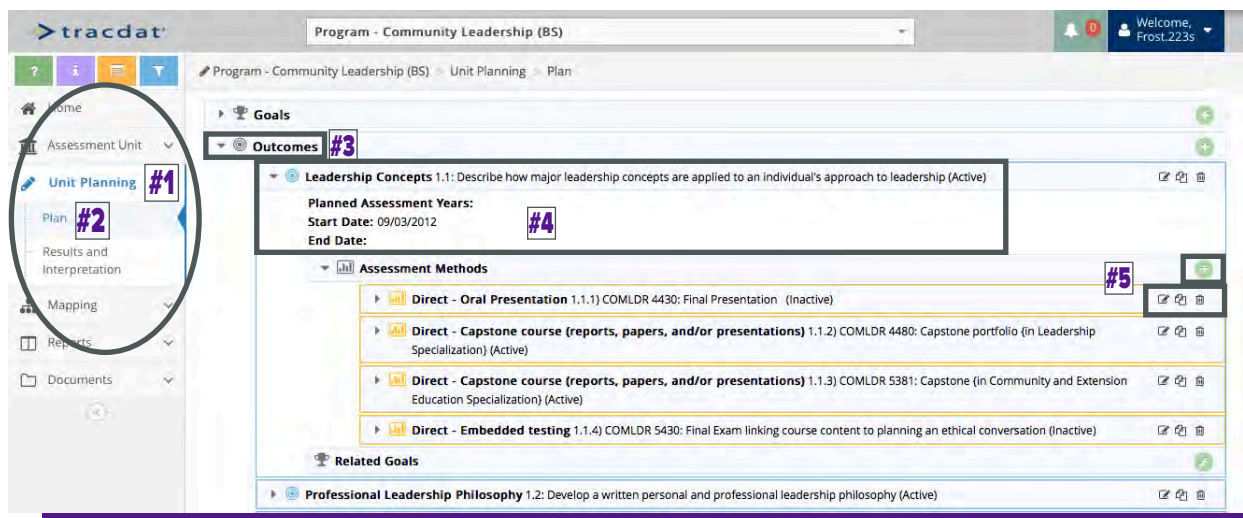
Step # 4

Click on the arrow next to the outcomes to which you would like to either add or edit an *Assessment Method*.

Step # 5

Click the appropriate icon to generate a new screen where you will input information.

- To add an assessment method, click the  next to the heading labeled *Assessment Method*.
- To edit an assessment method, click the  next to the assessment method that you wish to edit.





Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Assessment Methods

Step # 6

The default is that the *Active* field is checked to indicate that the assessment method is *Active*. If the assessment method is no longer *Active*, i.e. the program is no longer using this assessment method, click on the box to uncheck this field.

Step # 7

Select the *Assessment Method Category* from dropdown menu that best describes the method being entered in the *Assessment Method* field. (Note: by scrolling through the list, both direct and indirect methods are included.)

Step # 8

In the *Assessment Method* field, indicate the assessment method or means by which the quality of student learning for outcomes will be measured and assessed. The same method, such as a survey or a paper in a capstone course, could be used to assess multiple outcomes. If so, the method should be entered into the *Assessment Method* section for each outcome it is used to assess.

Continued on following page





Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Assessment Methods

Step # 9




In the *Criterion* field, indicate the criteria that will be used to evaluate the quality of student learning for the assessment method. Programs are encouraged to indicate both the minimum criteria required to assert an outcome was achieved, and criteria of excellence the program is striving toward.

Step # 10

In the *Outcome Schedule* field, provide the expected time frame for initiating assesment of the outcome and the frequency of assessment using this method. Not every outcome will be assessed every year. However, it is expected that all outcomes will be evaluated over a three to five year interval.

Step # 11

Save your edits

- Click the  Save to remain on the same page.
- Click the arrow next to  and select *Save and Add New* to add another assessment method for the same outcome.
- Click the arrow next to  and select *Save and Return* to return to the **Plan** page. Use this option if you need to edit another assessment method for the same outcome or to add an assessment method for another outcome.

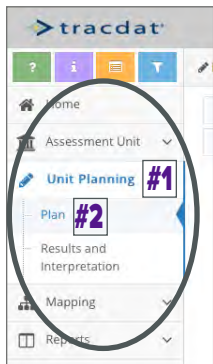
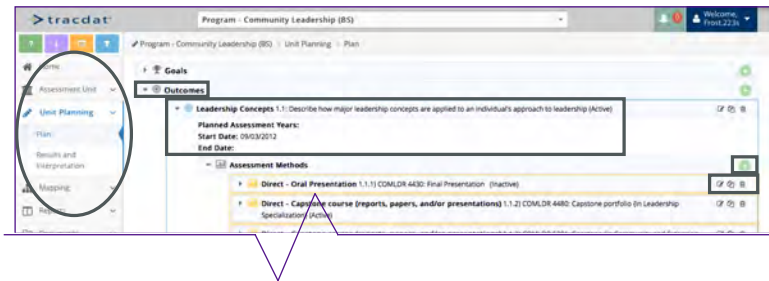


Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

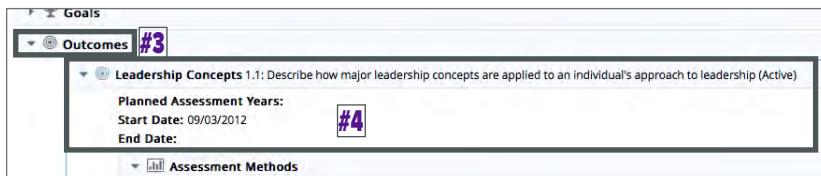
Adding and/or Editing Assessment Methods

The following images and steps show how to add and/or edit assessment methods.



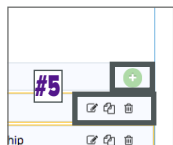
1 To begin, click the **Unit Planning** menu item to expand this section of the menu.

2 Once selected, click **Plan**.



3 Click on the grey triangle arrow next to the heading labeled **Outcomes** to expand the list of outcomes.

4 Click on the grey triangle arrow next to the outcomes to which you would like to either add or edit an **Assessment Method**.



5 Depending on the desired task, adding or editing, click the appropriate icon.

5a To add an assessment method, click the **green plus icon** next to the heading labeled **Assessment Method**.

5b To edit an assessment method, click the **edit icon** next to the assessment method that you wish to edit.

Entering/Editing An Assessment Plan

How do I Enter or Edit the Elements of an Assessment Plan?

Adding and/or Editing Assessment Methods

- 6** The default is that the *Active* field is checked to indicate that the assessment method is *Active*. If the assessment method is no longer *Active*, i.e. the program is no longer using this assessment method, click on the box to uncheck this field.
- 7** Select the *Assessment Method Category* from dropdown menu that best describes the method being entered in the *Assessment Method* field.

- 8** In the *Assessment Method* field, indicate the assessment method or means by which the quality of student learning for outcomes will be measured and assessed. The same method, such as a survey or a paper in a capstone course, could be used to assess multiple outcomes. If so, the method should be entered into the *Assessment Method* section for each outcome it is used to assess.
- 9** In the *Criterion* field, indicate the criteria that will be used to evaluate the quality of student learning for the assessment method. Programs are encouraged to indicate both the minimum criteria required to assert an outcome was achieved, and criteria of excellence the program is striving toward.
- 10** In the *Outcome Schedule* field, provide the expected time frame for initiating assesment of the outcome and the frequency of assessment using this method.

- 11** Follow the steps below to save your edits.
- Click the *Save* to remain on the same page.
 - Click the arrow next to *Save* and select *Save and Add New* to add another assessment method for the same outcome.
 - Click the arrow next to *Save* and select *Save and Return* to return to the **Plan** page. Use this option if you need to edit another assessment method for the same outcome or to add an assessment method for another outcome.

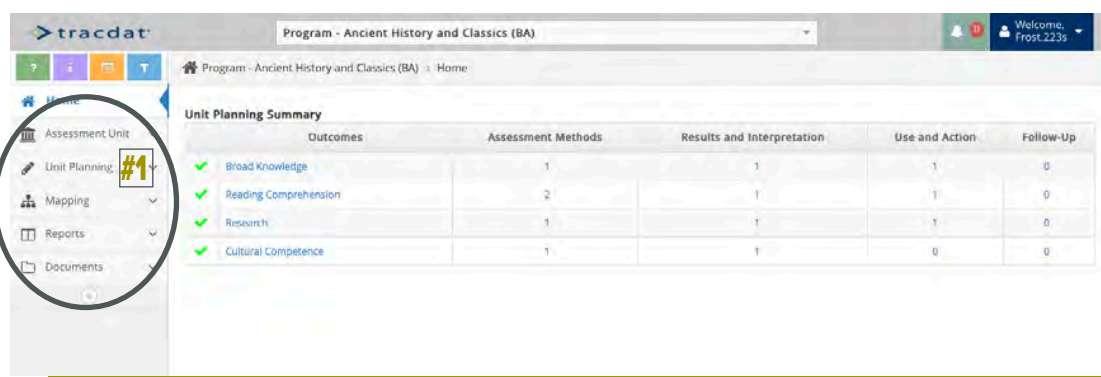
Reporting Findings

How do I Report My Findings?

Results, Dissemination, and Interpretation

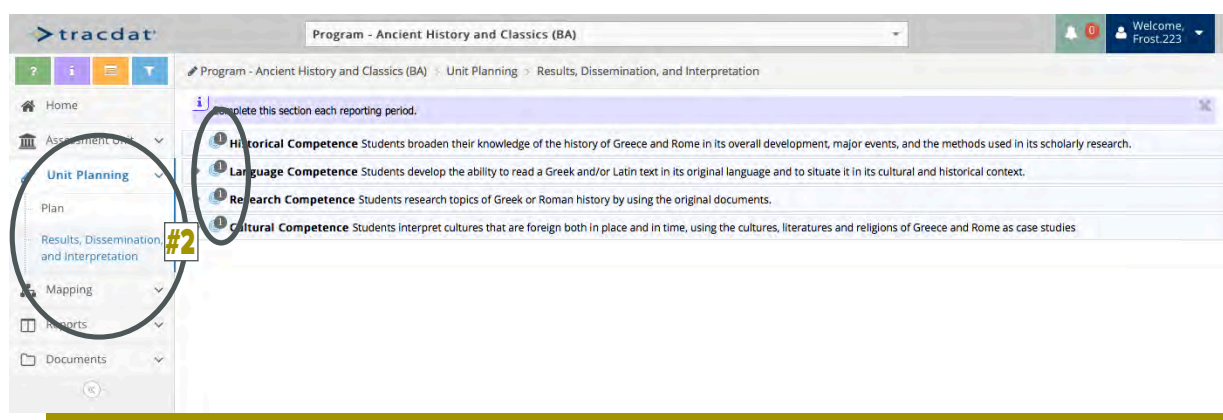
Step # 1

Click the **Unit Planning** menu item.



Step # 2

Click **Results, Dissemination, and Interpretation**. A list of all of the outcomes for the program will be listed. The gray circles containing numbers next to the *Outcome Name* indicate how many results have been entered for each outcome.





How do I Report My Findings?



Results, Dissemination, and Interpretation

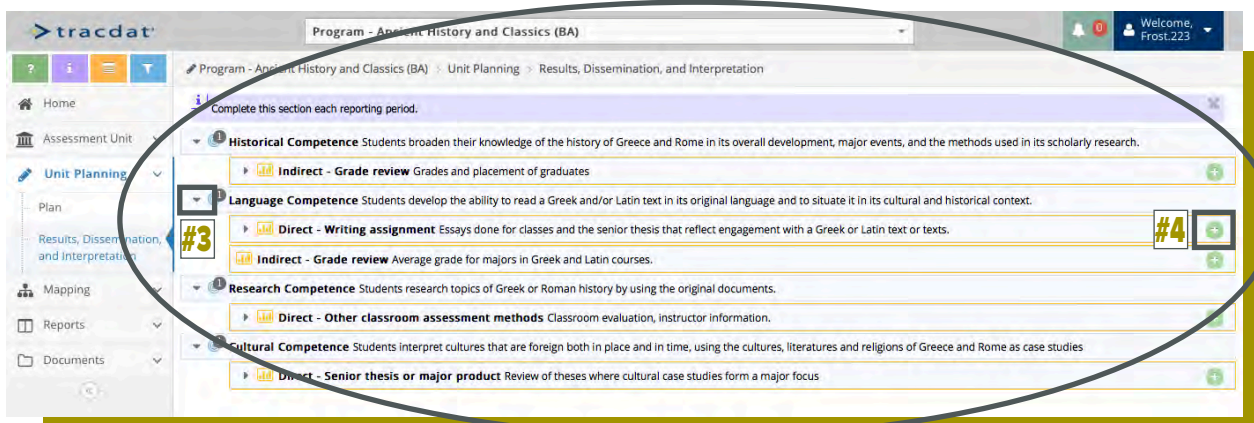
Step # 3

Click the arrow next to the outcome to which you would like to add or edit results, dissemination, and interpretation. This will expand the outline to show the assessment methods associated with this outcome.

Step # 4

Click the appropriate icon to generate a new screen where you will input information:

- To add a result, click the  next to the assessment method to which you would like to add results, dissemination, and interpretations.
- To edit a result, click the arrow next to the assessment method that is associated with the result that you would like to edit. Then, click the  next to the results, dissemination, and interpretation that you wish to edit.



Reporting Findings

How do I Report My Findings?

Results, Dissemination, and Interpretation

Step # 5

The *Results, Dissemination, and Interpretations Date* field automatically generates with the current date; however you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

Step # 6

In the *Results, Dissemination, and Interpretations* field, provide summarized data and the method of analysis used to evaluate whether students achieved the criteria stated in the Assessment Method and Criterion. The following information should be included: (1) Description of the students who were assessed: sampling techniques, whether the data includes Columbus campus and/or regional campus students. It is expected that all students, or representative sample, will be included in the assessment data collected, depending on the size of the program; (2) Summary of the qualitative and quantitative information collected: for example, mean examination scores, item analysis of embedded test questions, summary of rubrics scores, summary of survey data, or findings from focus groups; (3) Summary and interpretation of the results: In what areas do students perform very well or not so well? What do the results mean for your program?

The screenshot shows the Tracdat software interface for reporting findings. The sidebar on the left contains navigation options: Home, Assessment Unit, Unit Planning, Mapping, Reports, and Documents. The main content area is titled "Program - Ancient History and Classics (BA)" and contains a form for "Results, Dissemination, and Interpretation". The form includes fields for "Language Competence", "Direct - Writing assignments", "Criteria", "Assessment Method Schedule", "Results, Dissemination, and Interpretation Date" (01/12/2017), "Reporting Period", "Achievement of Criteria", "Type of Dissemination", and "Dissemination of Results". A large oval highlights the "Results, Dissemination, and Interpretation" section. A "Save" button is circled in the top right corner.



How do I Report My Findings?

Results, Dissemination, and Interpretation

Step # 7

In the *Reporting Period* field, select the academic year in which the results were collected.

Step # 8

In the *Achievement of Criteria* field, indicate whether established criteria were met using one of four options (Criteria Met (Aspirational); Criteria Met (Minimum); Criteria Not Met; or Inconclusive).

Step # 9

Type of Dissemination


Select the category or categories that best describe the use of the results. Multiple categories may be chosen by holding the “Ctrl” key and clicking on more than one category.

Step # 10

In the *Dissemination of Results* field, provide information about how the findings were evaluated, reviewed, and shared within the program (faculty, advisors, and students).

Step # 11

Save your edits

- Click the  Save to remain on the same page.
- Click *Save and Add New* from the dropdown menu to add another result for the same outcome and assessment method.
- Click *Save and Return* to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add results for another assessment method under the same outcome or for another outcome.

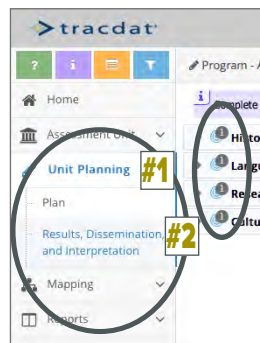
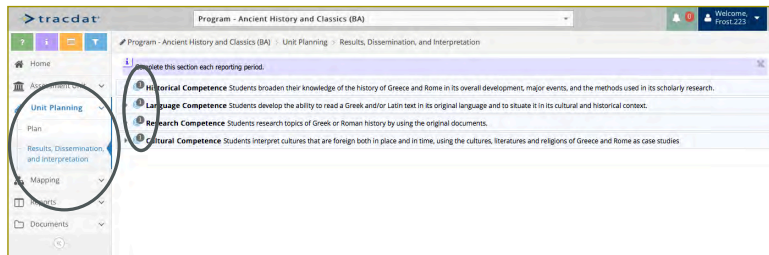


Reporting Findings

How do I Report My Findings?

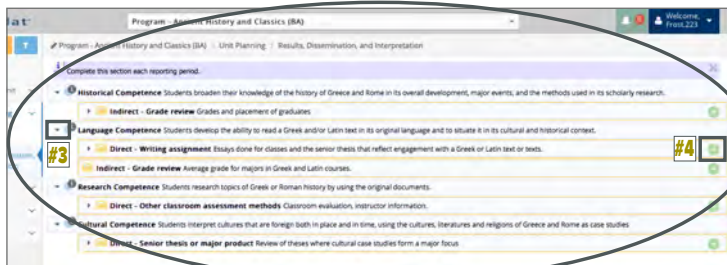
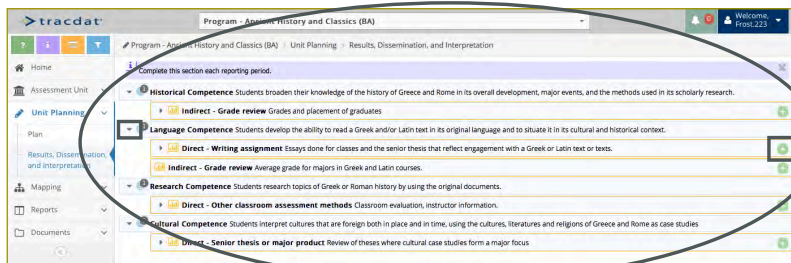
Results, Dissemination, and Interpretation

The following images and steps show how to add and/or edit results, dissemination, and interpretation.



1 To begin, click the **Unit Planning** menu item.

2 Click **Results, Dissemination, and Interpretation**. A list of all of the outcomes for the program will be listed. The gray circles containing numbers next to the *Outcome Name* indicate how many results have been entered for each outcome.



3 Click the grey triangle arrow next to the outcome to which you would like to add or edit results and interpretations. This will expand the outline to show the assessment methods associated with this outcome.

4 Click the appropriate icon to generate a new screen where you will input information.

4a To add a result, click the **green plus icon** next to the assessment method to which you would like to add results, dissemination, and interpretations.

4b To edit a result, click the grey triangle arrow next to the assessment method that is associated with the result that you would like to edit. Then, click the **edit icon** next to the results, dissemination, and interpretation that you wish to edit.

TracDat User's Manual

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

Reporting Findings

How do I Report My Findings?

Results, Dissemination, and Interpretation

5 The *Results, Dissemination and Interpretations Date* field automatically generates with the current date; however, you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

6 In the *Results, Dissemination, and Interpretations* field, provide summarized data and the method of analysis. The following information should be included: (1) Description of the students who were assessed; (2) Summary of the qualitative and quantitative information collected; (3) Summary and interpretation of the results.

7 In the *Reporting Period* field, select the academic year in which the results were collected.

8 In the *Achievement of Criteria* field, indicate whether established criteria were met using one of four options (Criteria Met (Aspirational); Criteria Met (Minimum); Criteria Not Met; or Inconclusive).

9 In the *Type of Dissemination* field, select the category or categories that best describe the use of the results. Multiple categories may be chosen by holding the "Ctrl" key and clicking on more than one category.

10 In the *Dissemination of Results* field, provide information about how the findings were evaluated, reviewed, and shared within the program (faculty, advisors, and students).

- 11** Follow the steps below to save your edits.
- Click the **Save** to remain on the same page.
 - Click **Save and Add New** from the dropdown menu to add another result for the same outcome and assessment method.
 - Click **Save and Return** to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add results for another assessment method under the same outcome or for another outcome.



Reporting Findings

How do I Report My Findings?

Use and Action

Step # 1

Click the **Unit Planning** menu.

Program - Ancient History and Classics (BA)

Unit Planning Summary

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
✓ Broad Knowledge	1	1	1	0
✓ Reading Comprehension	2	1	1	0
✓ Research	1	1	1	0
✓ Cultural Competence	1	1	0	0

Step # 2

Click **Results, Dissemination, and Interpretation**. A list of all of the outcomes for the program will be listed. The gray numbers next to the *Outcome Name* indicate how many results have been entered for each outcome.

Program - Ancient History and Classics (BA)

Unit Planning > Results, Dissemination, and Interpretation

Complete this section each reporting period.

- 1 Historical Competence** Students broaden their knowledge of the history of Greece and Rome in its overall development, major events, and the methods used in its scholarly research.
- 2 Language Competence** Students develop the ability to read a Greek and/or Latin text in its original language and to situate it in its cultural and historical context.
- 2 Research Competence** Students research topics of Greek or Roman history by using the original documents.
- 1 Cultural Competence** Students interpret cultures that are foreign both in place and in time, using the cultures, literatures and religions of Greece and Rome as case studies.





How do I Report My Findings?



Use and Action

Step # 3

Use the grey triangle arrows next to the (a) *Outcome* and (b) *Assessment Method* associated with the *Result, Dissemination, and Interpretation* to which you would like to add or edit an action to expand the outline.

Step # 4

Click the appropriate icon to generate a new screen where you will input information:

- To add a use and action, click the  next to the *Use and Action* heading under the associated result.
- To edit a use and action, use the down arrow next to *Use and Action* to expand the list of and click the  next to the *Use and Action* that you wish to edit.





Reporting Findings

How do I Report My Findings?

Use and Action

Step # 5

The *Action Date* field automatically generates with the current date; however you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

Step # 6


In the *Use and Action* field, describe the actions taken based on the results, dissemination, and interpretation for the associated assessment method. Include information about how the plan will continue to be implemented or refined, and any other activities planned to improve learning. Programs may have both short (1-year) and longer (3- to 4-year) action plans for both continuing assessment, taking steps to improve learning, and assessing those actions in the iterative assessment cycle.

Step # 7

In the *Action Type* field, select the category or categories (using the CTRL key) that best describes the use and action.

Step # 8

Save your edits

- Click the  Save to remain on the same page.
- Click *Save and Add New* from the dropdown menu to add another action for the same outcome and assessment method.
- Click *Save and Return* to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add use and actions for another assessment method under the same outcome or for another outcome.

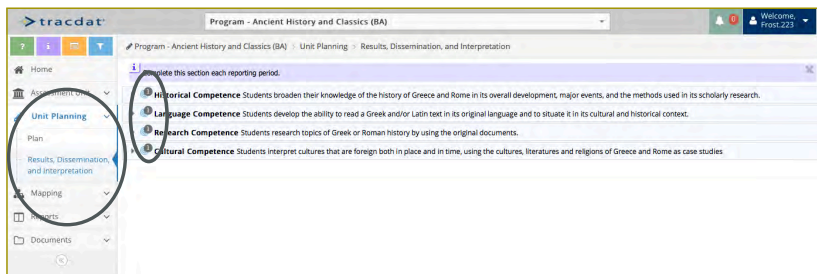


Reporting Findings

How do I Report My Findings?

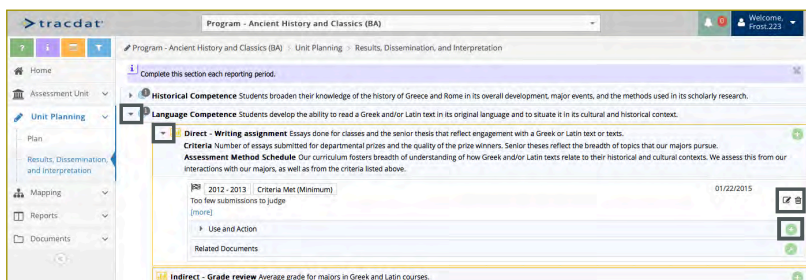
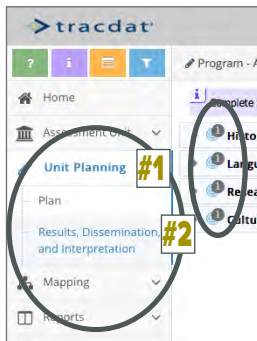
Use and Action

The following images and steps show how to add and/or edit use and actions.

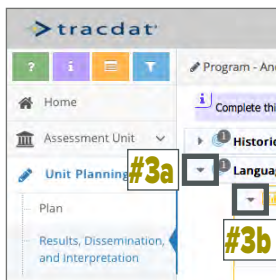


1 Click the **Unit Planning** menu item.

2 Click **Results, Dissemination, and Interpretation**. A list of all of the outcomes for the program will be listed. The gray numbers next to the *Outcome Name* indicate how many results have been entered for each outcome.



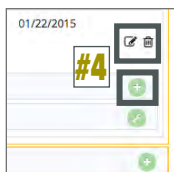
3 Use the grey triangle arrow next to the (a) *Outcome* and (b) *Assessment Method* associated with the result to which you would like to add or edit an action to expand the outline.



4 Click the appropriate icon to generate a new screen where you will input information.

4a To add an action, click the **green plus icon** next to the *Use and Action* heading under the associated result.

4b To edit an action, use the grey triangle arrow next to *Use and Action* to expand the list of use and actions and click the **edit icon** next to the *Use and Action* that you wish to edit.



TracDat User's Manual

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

Reporting Findings

How do I Report My Findings?

Use and Action

5

The *Action Date* field automatically generates with the current date; however, you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

6

In the *Use and Action* field, describe the actions taken based on the results and interpretation for the associated assessment method. Programs may have both short (1-year) and longer (3- to 4-year) action plans for both continuing assessment, taking steps to improve learning, and assessing those actions in the iterative assessment cycle.

7

In the *Action Type* field, select the category or categories (using the CTRL key) that best describe the action.

8

Follow the steps below to save your edits.

- Click the **Save** to remain on the same page.
- Click **Save and Add New** from the dropdown menu to add another action for the same outcome and assessment method.
- Click **Save and Return** to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add actions for another assessment method under the same outcome or for another outcome.



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Icons to be
aware of



Unit Planning



Assessment
Method



Outcome



Cell Expansion



Add



Edit



Copy



Delete



Save



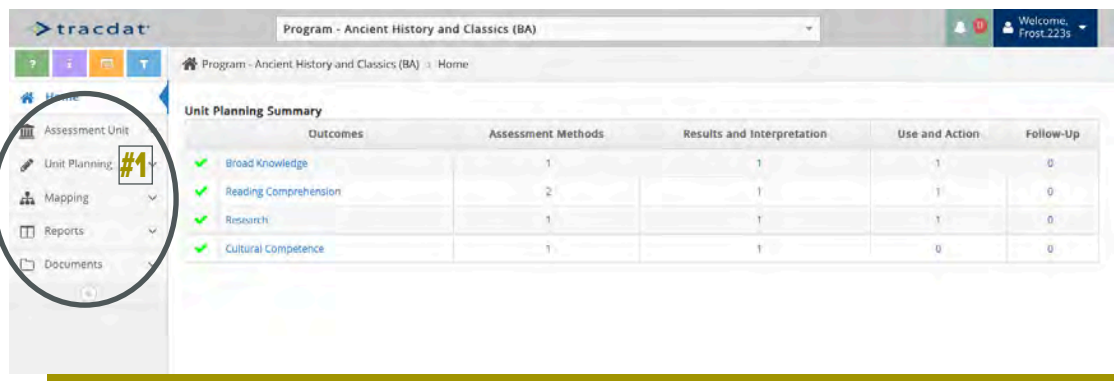
Reporting Findings

How do I Report My Findings?

Follow-up

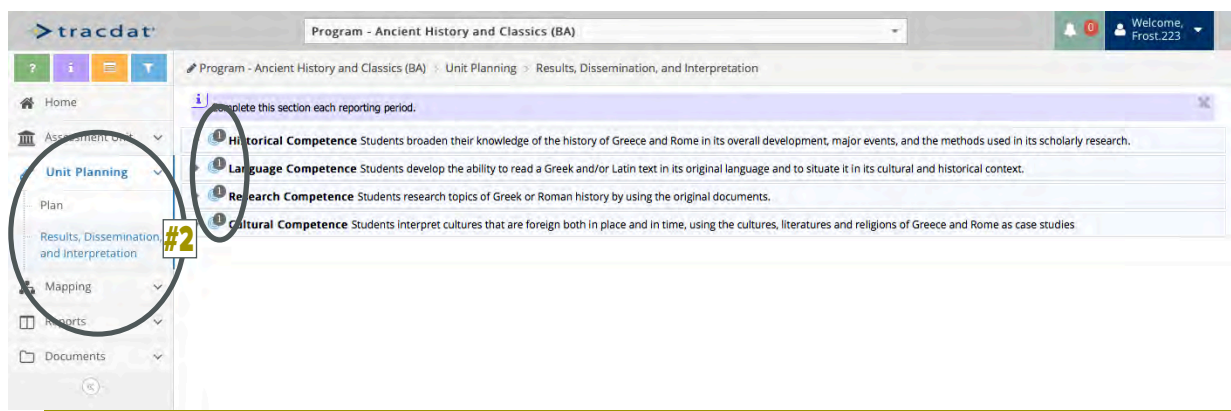
Step # 1

Click the **Unit Planning** menu item.



Step # 2

Click **Results, Dissemination, and Interpretation**.





How do I Report My Findings?



Follow-up

Step # 3

Use the down arrows to expand the (a) *Outcome*, (b) *Assessment Method*, and the (c) *Use and Action* to which you would like to add or edit a Follow-Up.

Step # 4

Click the appropriate icon to generate a new screen where you will input information:

- To add a follow-up, click  next to the *Follow-Up* heading under the associated action.
- To edit a follow-up, click the arrow next to *Follow-Up* to expand the outline and then click  next to the *Follow-Up* that you wish to edit.



Reporting Findings

How do I Report My Findings?

Follow-up

Step # 5


The *Follow-Up Date* field automatically generates with the current date; however you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

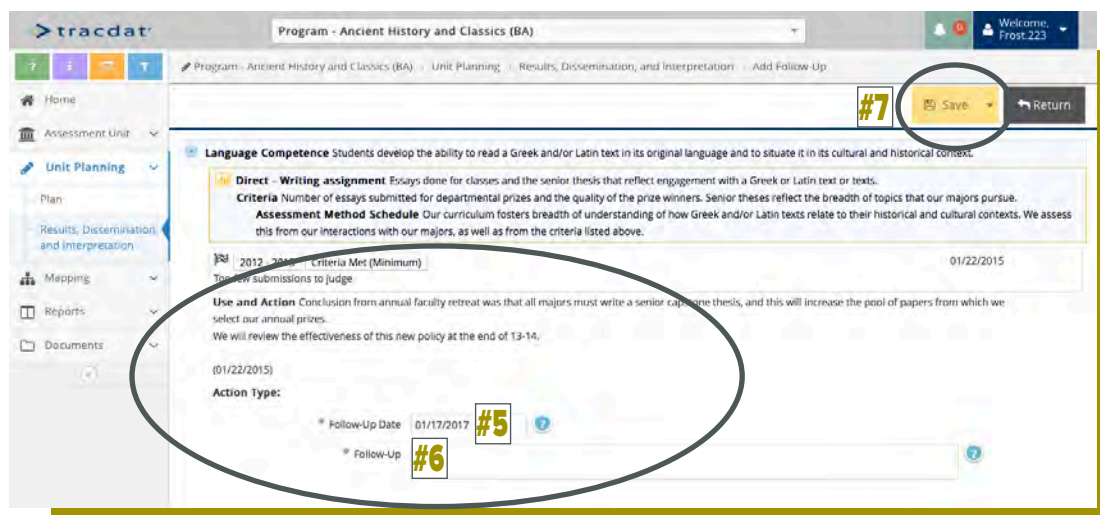
Step # 6

In the *Follow-Up* field, describe any follow-up activities that have taken place as a result of the action that was stated for the associated *Results, Dissemination, and Interpretation*. Provide any data collected as well as any evaluations of the effectiveness of the action.

Step # 7

Save your edits

- Click the  Save to remain on the same page.
- Click *Save and Add New* from the dropdown menu to add another action for the same outcome and assessment method.
- Click *Save and Return* to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add actions for another assessment methods under the same outcome or for another outcome.



The screenshot shows the Tracdat software interface for the 'Program - Ancient History and Classics (BA)'. The main content area is titled 'Add Follow-Up' and contains the following text:

Language Competence Students develop the ability to read a Greek and/or Latin text in its original language and to situate it in its cultural and historical context.

Direct - Writing assignment Essays done for classes and the senior thesis that reflect engagement with a Greek or Latin text or texts.

Criteria Number of essays submitted for departmental prizes and the quality of the prize winners. Senior theses reflect the breadth of topics that our majors pursue.

Assessment Method Schedule Our curriculum fosters breadth of understanding of how Greek and/or Latin texts relate to their historical and cultural contexts. We assess this from our interactions with our majors, as well as from the criteria listed above.

2012 - 2015 - Criteria Met (Minimum) 01/22/2015

Use and Action Conclusion from annual faculty retreat was that all majors must write a senior capstone thesis, and this will increase the pool of papers from which we select our annual prizes.

We will review the effectiveness of this new policy at the end of 13-14.

(01/22/2015)

Action Type:

* Follow-Up Date 01/17/2017 #5

* Follow-Up #6

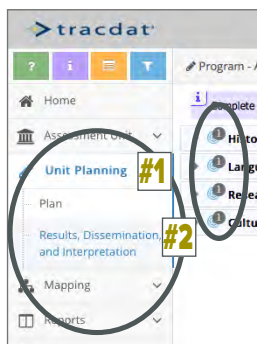
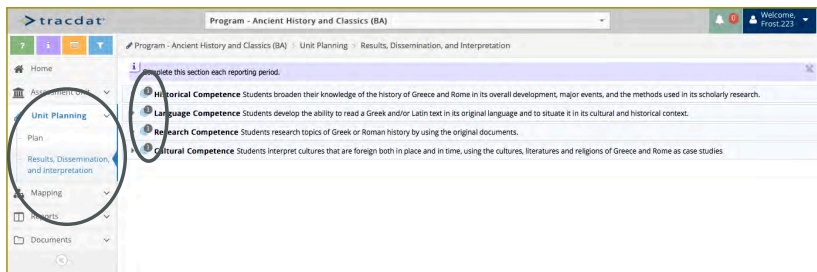
The 'Save' button is highlighted in the top right corner, and the 'Follow-Up Date' and 'Follow-Up' fields are highlighted with a large oval.

Reporting Findings

How do I Report My Findings?

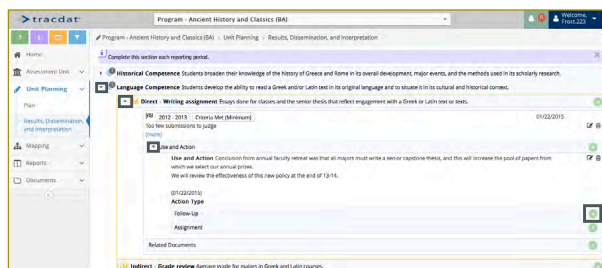
Follow-Up

The following images and steps show how to add and/or edit program goals.

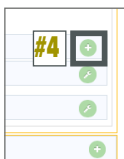
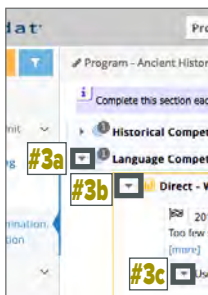


1 Click the **Unit Planning** menu item.

2 Click **Results, Dissemination, and Interpretation**.



3 Use the grey triangle arrows to expand the (a) **Outcome**, (b) **Assessment Method**, and the (c) **Use and Action** to which you would like to add or edit a Follow-Up.



4 Click the appropriate icon to generate a new screen where you will input information.

4a To add a follow-up, click the **green plus icon** next to the **Follow-Up** heading under the associated action.

4b To edit a follow-up, click the **grey triangle arrow** next to **Follow-Up** to expand the outline and then click the **edit icon** next to the **Follow-Up** that you wish to edit.

Reporting Findings

How do I Report My Findings?

Follow-Up

5 The *Follow-Up Date* field automatically generates with the current date; however you can change this date by clicking on the field and selecting a different date from the calendar that pops up or typing in a date (using the MM/DD/YYYY format).

6 In the *Follow-Up* field, describe any follow-up activities that have taken place as a result of the action that was stated for the associated *Results and Interpretation*. Provide any data collected as well as any evaluations of the effectiveness of the action.

7 Follow the steps below to save your edits.

- Click the yellow *Save* to remain on the same page.
- Click *Save and Add New* from the dropdown menu to add another action for the same outcome and assessment method.
- Click *Save and Return* to return to the main **Results, Dissemination, and Interpretation** page. Use this option if you need to add actions for another assessment methods for the same outcome or under another outcome.



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Icons to be
aware of



Unit Planning



Assessment
Method



Outcome



Cell Expansion



Add



Edit



Copy



Delete



Save

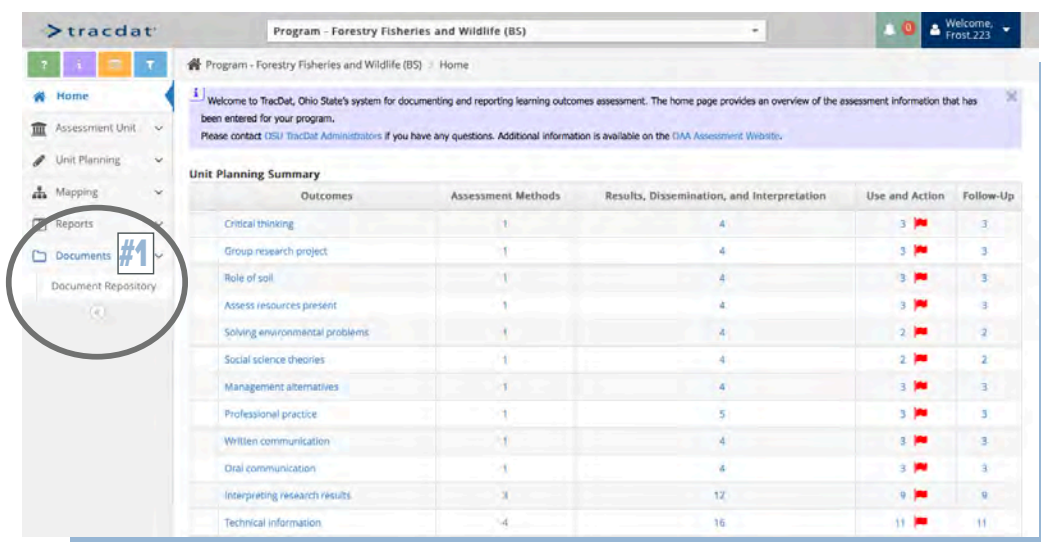
Uploading Documents

How do I Upload and Organize a Document?

Users can upload and organize documents in the **Document Repository**. Folders can be added and/or renamed in the **Document Repository**. Note: Please reference 2-1.

Step # 1


Click the **Documents** menu item to expand this section of the menu.

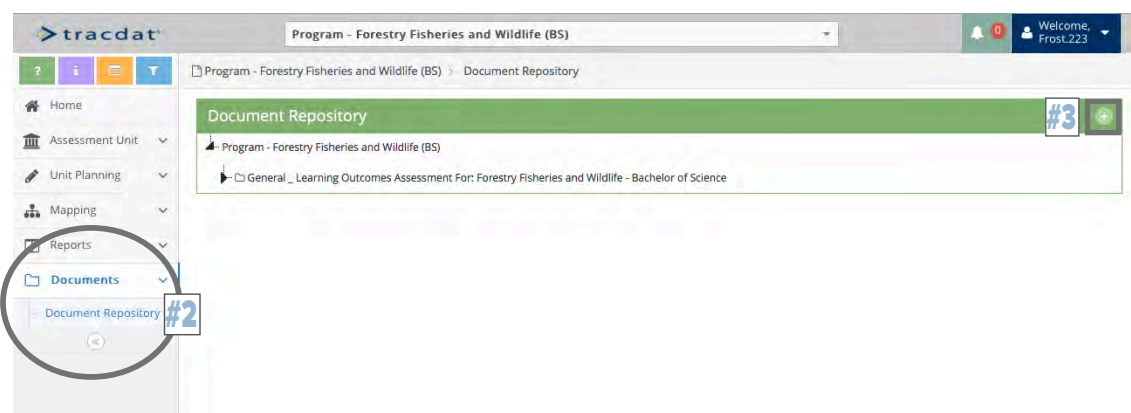


Step # 2

Click **Document Repository**.

Step # 3

Click  to upload a new document.





How do I Upload and Organize a Document?

Step # 4

To upload a document from your computer, under the *Files* field, click “Click to browse for files” and it will allow you to upload a document from your computer. Find the appropriate file and click “Open.” Type a description of the file in the *Description* field and choose where you want the document placed.

Step # 5

You can also include websites in the *Document Repository* by typing information under the *Urls* field. To do this, type a descriptive name in the *Name* field, copy and paste the Url address to the *Url* field, and type a brief description into the *Description* field.

Step # 6

When you are finished uploading files, click the *Save* icon in the top right. This will automatically upload the new file to the chosen folder.

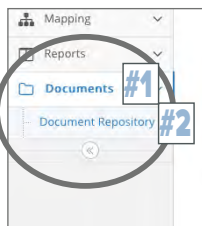
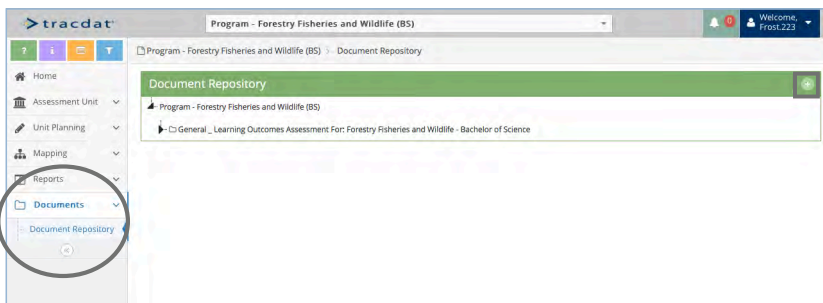
The screenshot shows the 'tracdat' web application interface for uploading documents. The interface includes a 'Places documents into' dropdown menu, a 'Files' section with a 'Click to browse for files' button, and a 'Urls' section with 'Name', 'Url', and 'Description' fields. A 'Save' button is circled in the top right corner. Numbered callouts #4, #5, and #6 highlight specific steps in the process.



Uploading Documents

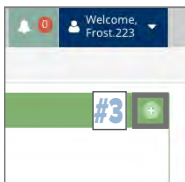
How do I Upload and Organize a Document?

The following images and steps show how to add and/or edit uploaded documents.



1 Click the **Documents** menu item.

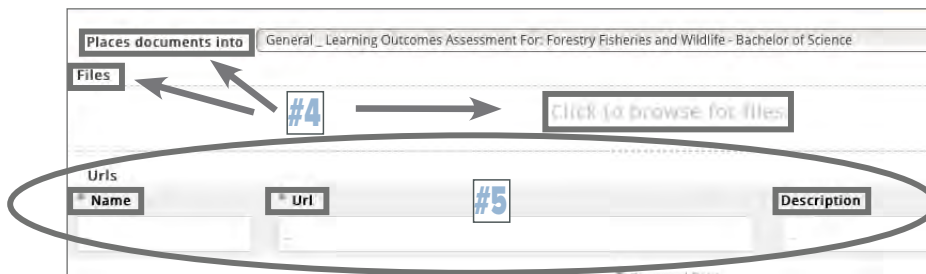
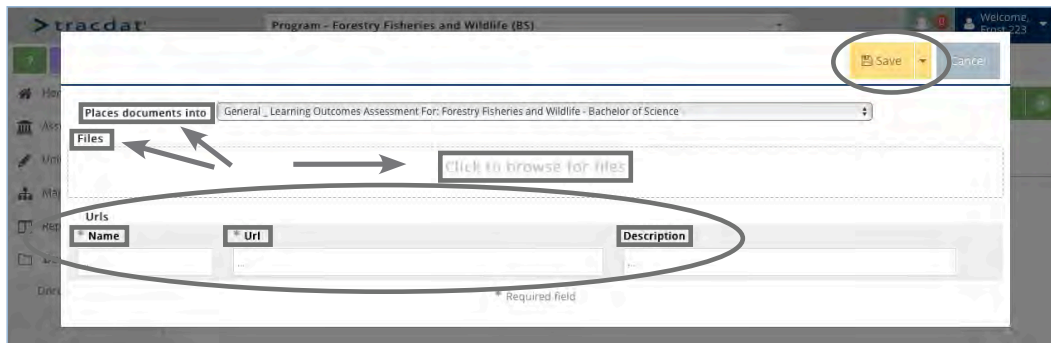
2 Click **Document Repository**.



3 Click the **green plus icon** to upload a new document.

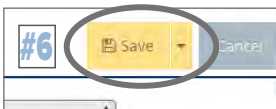
Uploading Documents

How do I Upload and Organize a Document?



4 To upload a document from your computer, under the *Files* field, click “Click to browse for files” and it will allow you to upload a document from your computer. Find the appropriate file and click “Open.” Type a description of the file in the *Description* field and choose where you want the document placed.

5 You can also include websites in the *Document Repository* by typing information under the *Urls* field. To do this, type a descriptive name in the *Name* field, copy and paste the Url address to the *Url* field, and type a brief description into the *Description* field.



6 When you are finished uploading files, click the Save icon in the top right. This will automatically upload the new file to the chosen folder.



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Icons to be
aware of



Documents



Add



Save



Uploading Documents

How do I Relate a Document?

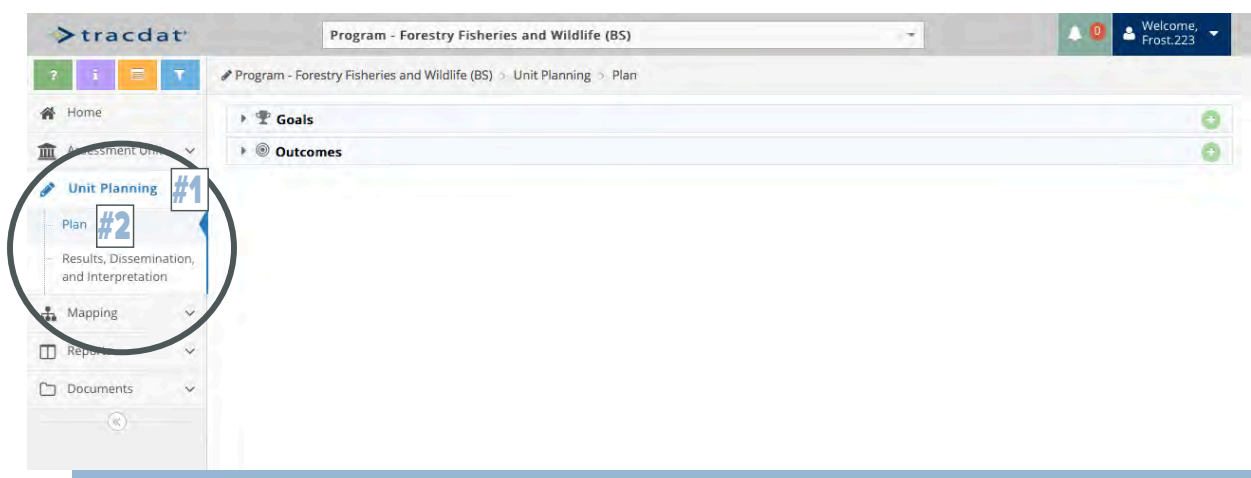
Users can relate documents to an Assessment Method (as shown on subsequent pages) or Results, Dissemination, and Interpretation.

Step # 1

Click the **Unit Planning** menu item to expand this section of the menu.

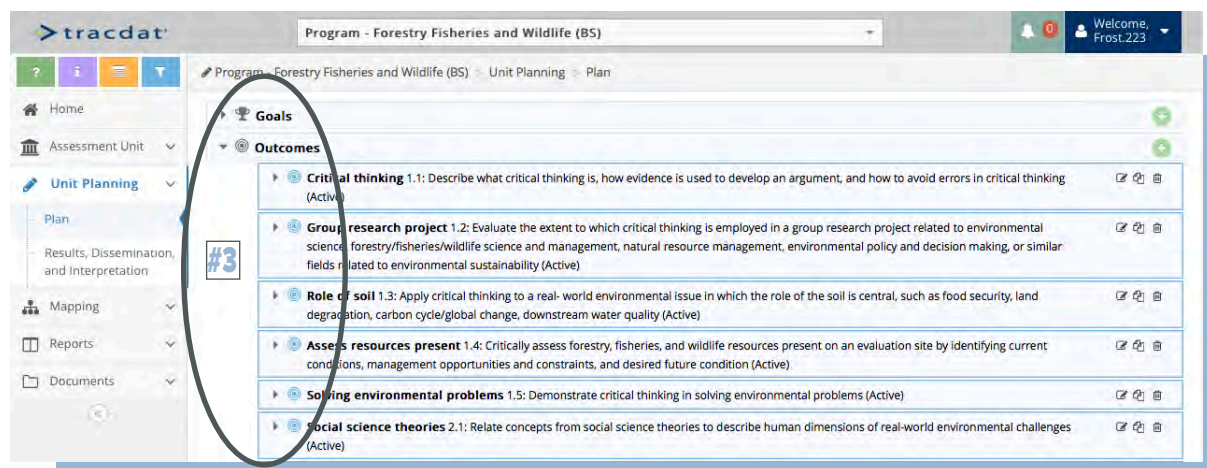
Step # 2

Click **Plan**.



Step # 3

Click the arrow next to **Outcomes** to expand the list of outcomes. Then, click the arrow next to the outcome to which you would like to either add or edit a related document.





How do I Relate a Document?


Step # 4

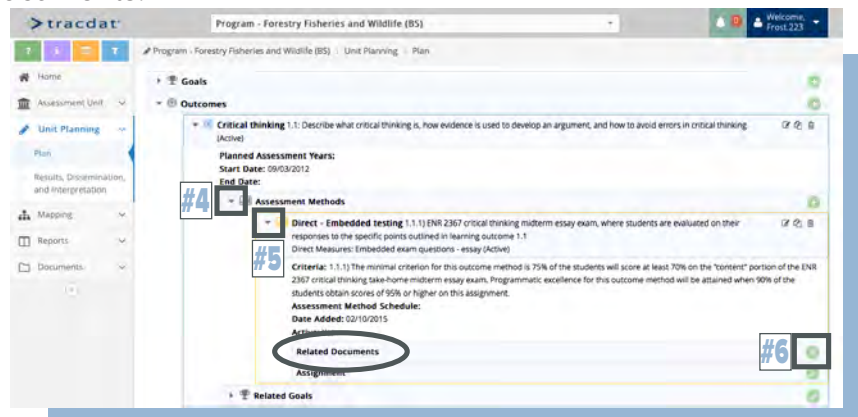
Click on the arrow next to *Assessment Methods* to expand the outline.

Step # 5

Click on the arrow next to the assessment method to which you would like to relate a document.

Step # 6


Click  next to *Related Documents* to generate a new screen where you can add or change related documents.

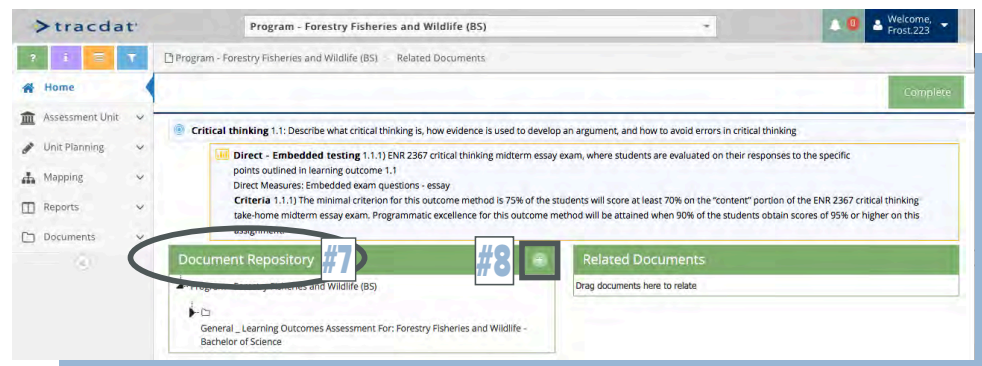


Step # 7

In the new screen, if you have documents that have already been uploaded, they will be listed under the *Document Repository* field. Click the arrows on the left of the *Program Name* to open folders holding all documents in assessment unit. To relate a document already there, click the arrow to the right of the document and click "Relate Document".

Step # 8

If you need to upload documents, you can do so by clicking  in the *Document Repository* field. This will open a window where you can relate a file or multiple files at once.





Uploading Documents

How do I Relate a Document?

Step # 9

To upload a document from your computer, under the *Files* field, click “Click to browse for files” and it will allow you to upload a document from your computer. Find the appropriate file and click “Open.” Type a description of the file in the *Description* field.

Step # 10

You can also include websites in the *Document Repository* by typing information under the *Urls* field. To do this, type a descriptive name in the *Name* field, copy and paste the Url address to the *Url* field, and type a brief description into the *Description* field.

Step # 11


When you are finished uploading files, click the *Save and Relate* icon in the top right. This will automatically relate all your new files to that assessment method without you having to drag and drop them under *Related Documents*.





How do I Relate a Document?

Step # 12

Click the arrow to expand related documents. Click  and ok to unrelate documents.

Step # 13

After checking that all the files you want to relate are located under *Related Documents*, click the *Complete* icon in the top right to return to the **Plan** page.

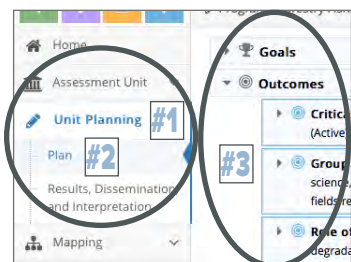
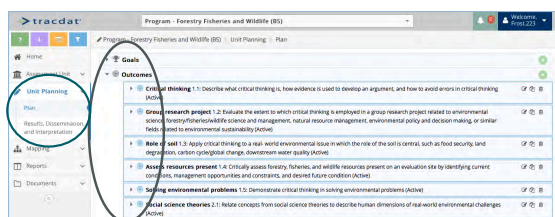
The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo, a dropdown menu for 'Program - Forestry Fisheries and Wildlife (BS)', and a user profile section with a bell icon and the text 'Welcome, Frost.223'. The left sidebar contains navigation links: Home, Assessment Unit, Unit Planning, Mapping, Reports, and Documents. The main content area is titled 'Program - Forestry Fisheries and Wildlife (BS) - Related Documents'. It features a document titled 'Critical thinking 1.1: Describe what critical thinking is, how evidence is used to develop an argument, and how to avoid errors in critical thinking'. Below this document, there are sections for 'Document Repository' and 'Related Documents'. A green 'Complete' button is circled in the top right corner, and a green '#13' label is next to it. A green '#12' label is next to the 'Document Repository' section.



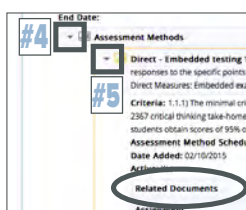
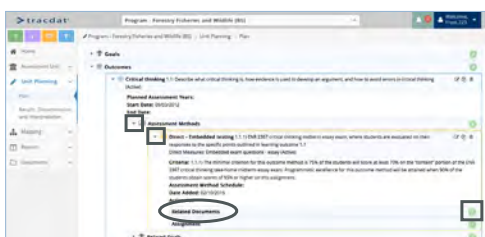
Uploading Documents

How do I Relate a Document?

The following images and steps show how to add and/or edit related documents.



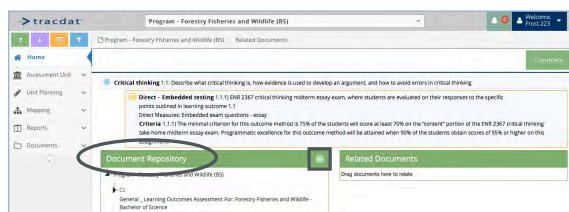
- 1 Click the **Unit Planning** menu item to expand this section of the menu.
- 2 Click **Plan**.
- 3 Click the arrow next to **Outcomes** to expand the list of outcomes. Then, click the grey triangle arrow next to the outcome to which you would like to either add or edit a related document.



- 4 Click on the arrow next to **Assessment Methods** to expand the outline.
- 5 Click on the arrow next to the assessment method to which you would like to relate a document.



- 6 Click the **green icon** to generate a new screen where you can add or change related documents.



- 7 In the new screen, if you have documents that have already been uploaded, they will be listed under the **Document Repository** field. Click the arrows on the left of the **Program Name** to open folders holding all documents in assessment unit. To relate a document already there, click the arrow to the right of the document and click "Relate Document".

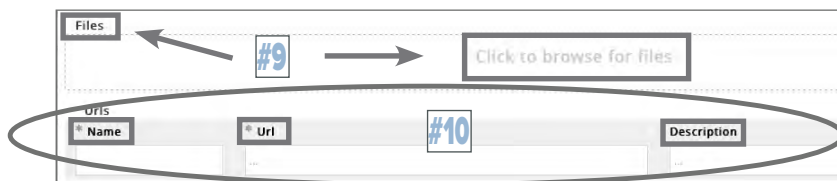
- 8 If you need to upload documents, you can do so by clicking **green plus icon** in the **Document Repository** field. This will open a window where you can relate a file or multiple files at once.

TracDat User's Manual

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

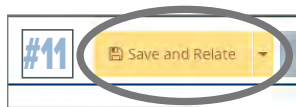
Uploading Documents

How do I Relate a Document?

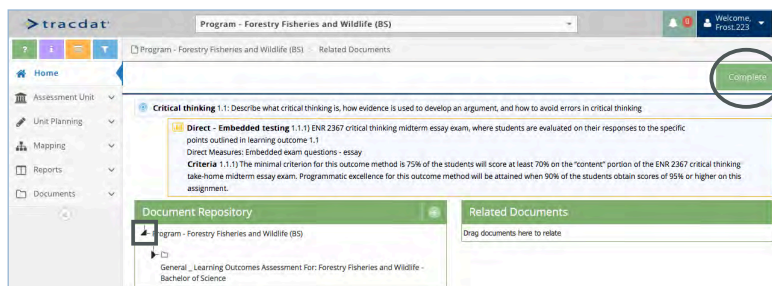


9 To upload a document from your computer, under the *Files* field, click “Click to browse for files” and it will allow you to upload a document from your computer. Find the appropriate file and click “Open.” Type a description of the file in the *Description* field.

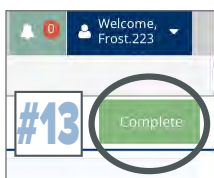
10 You can also include websites in the *Document Repository* by typing information under the *Urls* field. To do this, type a descriptive name in the *Name* field, copy and paste the Url address to the *Uri* field, and type a brief description into the *Description* field.



11 When you are finished uploading files, click the *Save and Relate* icon in the top right. This will automatically relate all your new files to that assessment method without you having to drag and drop them under *Related Documents*.



12 Click the arrow to expand related documents. Click the **unrelate** icon and ok to unrelate documents.



13 After checking that all the files you want to relate are located under *Related Documents*, click the **Complete** icon in the top right to return to the **Plan** page.

Running Reports

How do I Run a Report?

How do I run the Four-Column Report?

Step # 1

Click the **Reports** menu item to expand this section of the menu.

Step # 2

Click **Standard Reports**.

The screenshot shows the Tracdat interface for 'Program - Pharmaceutical Sciences (BS)'. The left sidebar contains a menu with 'Home', 'Assessment Unit', 'Unit Planning', 'Mapping', 'Reports', 'Standard Reports', and 'Documents'. The 'Reports' menu item is circled and labeled #1, and the 'Standard Reports' sub-menu item is circled and labeled #2. The main content area displays a 'Unit Planning Summary' table with the following data:

Outcomes	Assessment Methods	Results and Interpretation	Use and Action	Follow-Up
1 - Foundations in the pharmaceutical sciences	4	6	4	0
2- Problem Solving	4	6	4	0
3 - Communication skills	2	4	2	0
4 - Diversity awareness	2	3	2	0
5 - Career Preparation	2	2	2	0

Step # 3

Click **Assessment: Assessment Unit Four Column**.

The screenshot shows the Tracdat interface for 'Program - Pharmaceutical Sciences (BS)'. The left sidebar contains a menu with 'Home', 'Assessment Unit', 'Unit Planning', 'Mapping', 'Reports', 'Standard Reports', and 'Documents'. The 'Reports' menu item is circled and labeled #1, and the 'Standard Reports' sub-menu item is circled and labeled #2. The main content area displays the 'Assessment Unit Reports' section. The 'Assessment: Assessment Unit Four Column' report is selected and highlighted with a box labeled #3. The report description states: 'This report shows the Outcomes for each selected Assessment Unit, along with any Assessment Methods, Results, Dissemination, and Interpretation, and Use and Action for each Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.'



How do I Run a Report?

How do I run the Four-Column Report?

Step # 4

Customize your report

Layout

- Select the *Format* (Required): the options are PDF, Word and HTML
- Type in a *Report Title* (Required), *Report Subtitle* (Optional), and *Select Report Logo* (Optional) for the report.

Filter

Use the following fields to select the information that will be shown on the report:

- *Outcome Statuses*
- *Planned Assessment Years* - select one or hold the CTRL key to select multiple years.
- *Assessment Method Categories* - select one or hold the CTRL key to select multiple years.
- *Sort Results, Dissemination, and Interpretation* - Ascending or Descending.
- *Results, Dissemination, and Interpretation Date* - click on the date field(s) and select a date from the calendar that pops up or type in a date (using the MM/DD/YY format).
- *Reporting Period* - select one or hold the CTRL key to select multiple years.
- *Achievement of Criteria* - select one or hold the CTRL key to select multiple years.





Running Reports

How do I Run a Report?

How do I run the Four-Column Report?


Step # 4 continued

Options

Check the boxes next to the following options to further customize the report:

- Include Outcome with no Results, Dissemination, and Interpretation
- Include Assessment Methods with no Results, Dissemination, and Interpretation
- Include Inactive Assessment Methods
- Include Fields With No Data
- Include Annual Updates

Step # 5

Click  to download your report. The report, in the selected format, will be opened in a separate window.

Step # 6

Click  to return to the **Standard Reports** page.

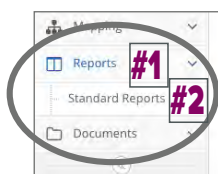
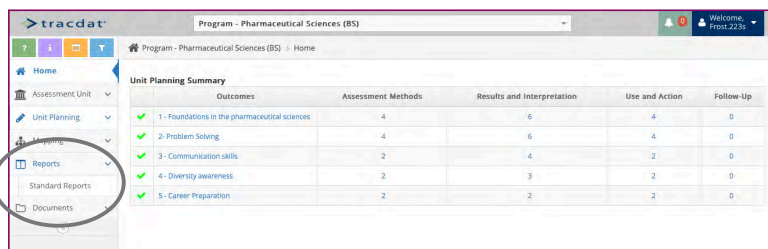


Running Reports

How do I Run a Report?

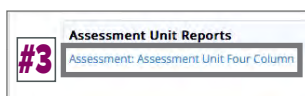
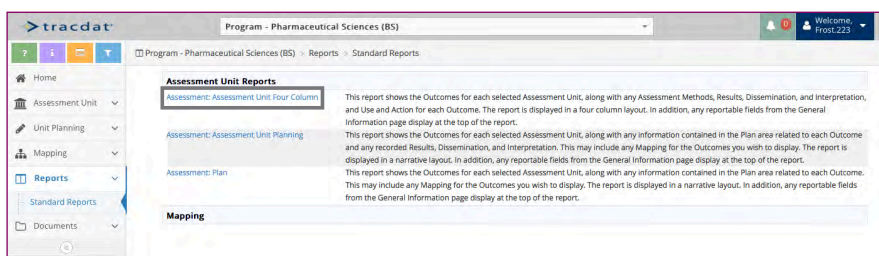
How do I run the Four-Column Report?

The following images and steps show how to run a four-column report.



1 To begin, select the **Reports** menu item to expand this section of the menu.

2 Once selected, click **Standard Reports**.

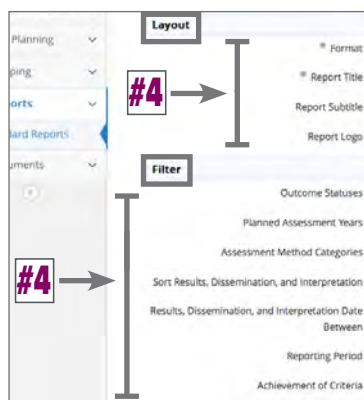
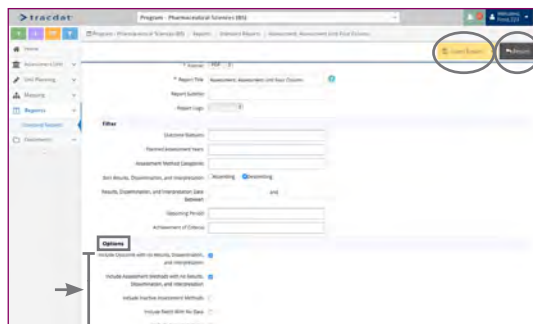
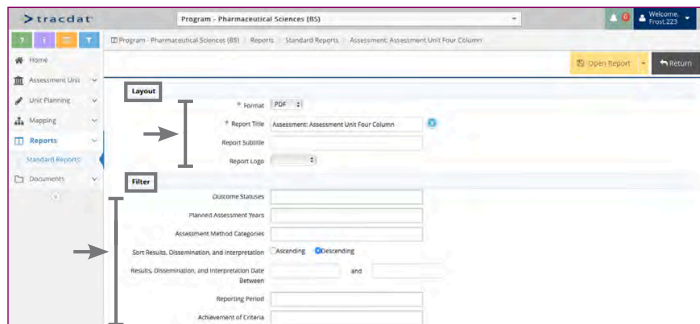


3 Click **Assessment: Assessment Unit Four Column**.

Running Reports

How do I Run a Report?

How do I run the Four-Column Report?



4 Customize your report

Layout

- Select the *Format* (Required): the options are PDF, Word and HTML
- Type in a *Report Title* (Required), *Report Subtitle* (Optional), and *Report Logo* (Optional) for the report.

Filter

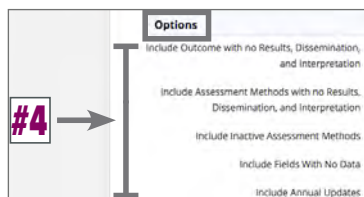
Use the following fields to select the information that will be shown on the report:

- *Outcome Statuses*
- *Planned Assessment Years* - select one or hold the CTRL key to select multiple years.
- *Assessment Method Categories* - select one or hold the CTRL key to select multiple years.
- *Sort Results, Dissemination, and Interpretation* - Ascending or Descending.
- *Results, Dissemination, and Interpretation Date* - click on the date field(s) and select a date from the calendar that pops up or type in a date (using the MM/DD/YY format).
- *Reporting Period* - select one or hold the CTRL key to select multiple years.
- *Achievement of Criteria* - select one or hold the CTRL key to select multiple years.

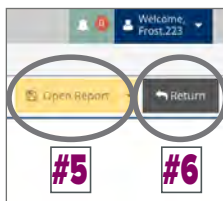
Options

Check the box next to the following options to further customize the report:

- *Include Outcome with no Results, Dissemination, and Interpretation*
- *Include Assessment Methods with no Results, Dissemination, and Interpretation*
- *Include Inactive Assessment Methods*
- *Include Fields With No Data*
- *Include Annual Updates*



4



5

Click *Open Report* to download your report. The report, in the selected format, will be opened in a separate window

6

Click the *Return* to return to the **Standard Reports** page.



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Icons to be
aware of



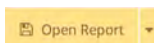
Reports



Cell Expansion



Return



Open Report



Running Reports

How do I Run a Report?

How do I run the Four-Column Report for a Summary Unit?

Summary Units are colleges, schools or large divisions of a college.

Step #1

Select the desired *Summary Unit* from the drop-down menu.

Step #2

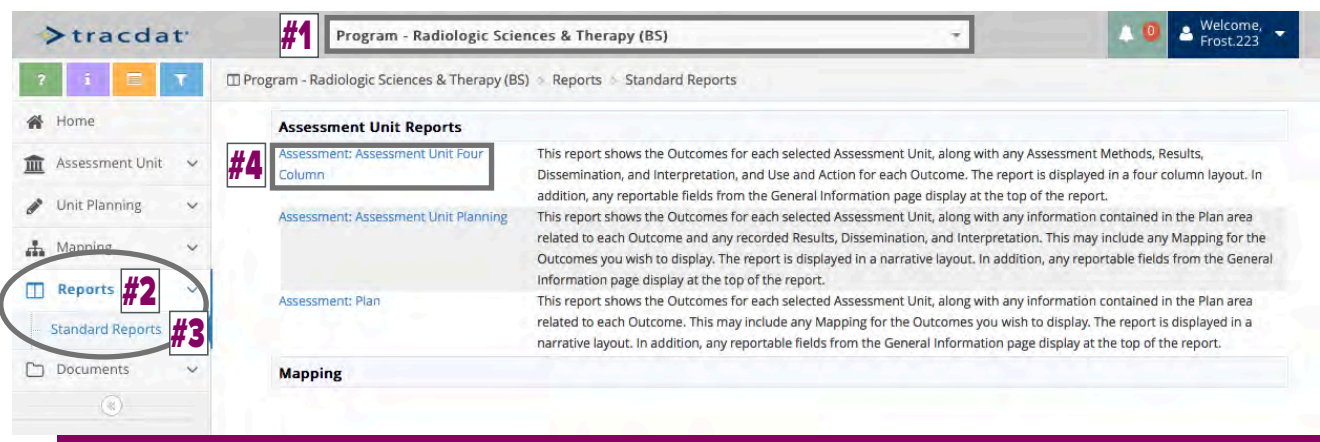
Click the **Reports** menu item to expand this section of the menu.

Step #3

Click **Standard Reports**.

Step #4

Click *Assessment: Assessment Unit Four Column*.





How do I Run a Report?

How do I run the Four-Column Report for a Summary Unit?

Step #5



Customize your report.

Layout

Select the *Format* (Required): the options are PDF, Word and HTML. Type in a *Report Title* (Required), *Report Subtitle* (Optional), *Report Logo* (Optional) for the report.

Filter

Use the following fields to select the information that will be shown on the report:

Units Selected - click hyperlink to select the assessment units to be added to the four-column report. In a pop-up screen, highlight the names of the assessment units to be included in the report and use the arrows to move the units from the *Available* box to the *Selected* box. Click  Save or  Return to return to Report Options page.

Outcome Statuses

Planned Assessment Years - select one or hold the CTRL key to select multiple years.

Assessment Method Categories - select one or hold the CTRL key to select multiple years.

Sort Results, Dissemination, and Interpretation - Ascending or Descending.

Results, Dissemination, and Interpretation Date - click on the date field(s) and select a date from the calendar that pops up or type in a date (using the MM/DD/YYYY format).

Reporting Period - select one or hold the CTRL key to select multiple years.

Achievement of Criteria - select one or hold the CTRL key to select multiple years.





Running Reports

How do I Run a Report?

How do I run the Four-Column Report for a Summary Unit?

Step #5 continued

Options

Check the box next to the following options to further customize the report:

Include Outcome with no Results and Interpretation

Include Assessment Methods with no Results and Interpretation

Include Inactive Assessment Methods

Include Fields With No Data

Include Annual Updates

Step #6

Click *Open Report* button after you are finished customizing the report.

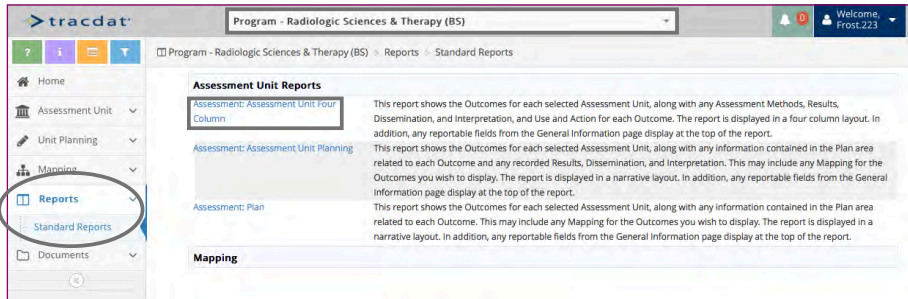


Running Reports

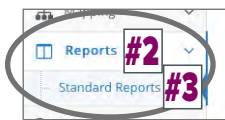
How do I Run a Report?

How do I run the Four-Column Report for a Summary Unit?

The following images and steps show how to run a four-column report for summary units.

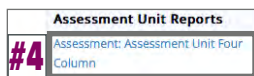


1 Click the desired *Summary Unit* from the drop-down menu.



2 Click the **Reports** menu item to expand this section of the menu.

3 Click **Standard Reports**.



4 Click *Assessment: Assessment Unit Four Column*.

Running Reports

How do I Run a Report?

How do I run the Four-Column Report for a Summary Unit?

5 Customize your report.

Layout

Select the *Format* (Required): the options are PDF, Word and HTML.

Type in a *Report Title* (Required), *Report Subtitle* (Optional), and *Report Logo* (optional) for the report.

Filter

Use the following fields to select the information that will be shown on the report:

Outcome Statuses

Units Selected - click hyperlink to select the assessment units to be added to the four-column report. In a pop-up screen, highlight the names of the assessment units to be included in the report and use the arrows to move the units from the *Available* box to the *Selected* box. Click *Save* or *Return* to return to Report Options page.

Planned Assessment Years - select one or hold the CTRL key to select multiple years.

Assessment Method Categories - select one or hold the CTRL key to select multiple years.

Sort Results, Dissemination, and Interpretation - Ascending or Descending.

Results, Dissemination, and Interpretation Date - click on the date field(s) and select a date from the calendar that pops up or type in a date (using the MM/DD/YYYY format).

Reporting Period - select one or hold the CTRL key to select multiple years.

Achievement of Criteria - select one or hold the CTRL key to select multiple years.

Options

Check the box next to the following options to further customize the report:

Include Outcome with no Results and Interpretation

Include Assessment Methods with no Results and Interpretation

Include Inactive Assessment Methods

Include Fields With No Data

Include Annual Updates

6

Click the *Open Report* button after you are finished customizing the report.



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Icons to be
aware of



Reports



Cell Expansion

Running Reports

How do I Run a Report?

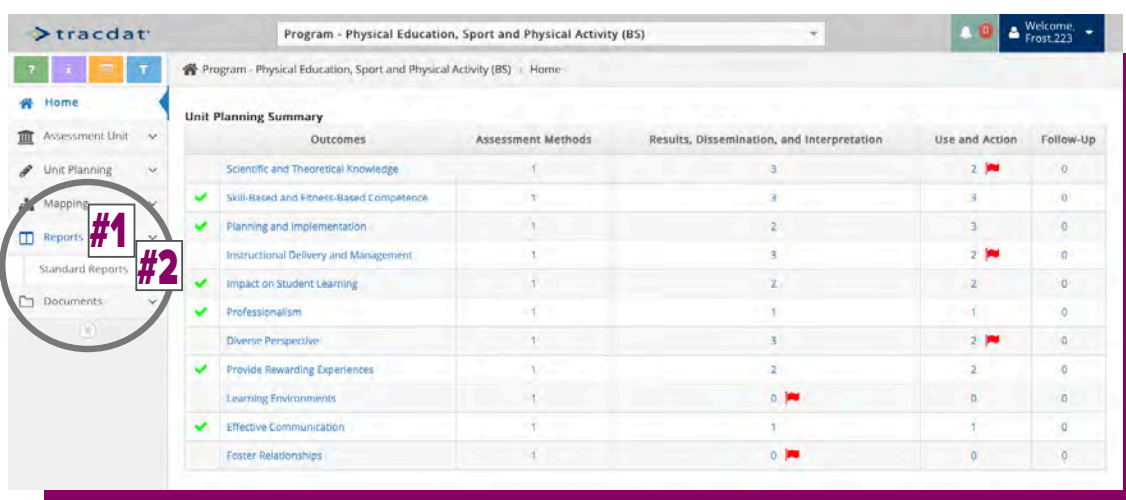
How do I run the Plan Report or Unit Planning Report for Assessment Units?

Step # 1

Click the **Reports** menu item to expand this section of the menu.

Step # 2

Click **Standard Reports**.



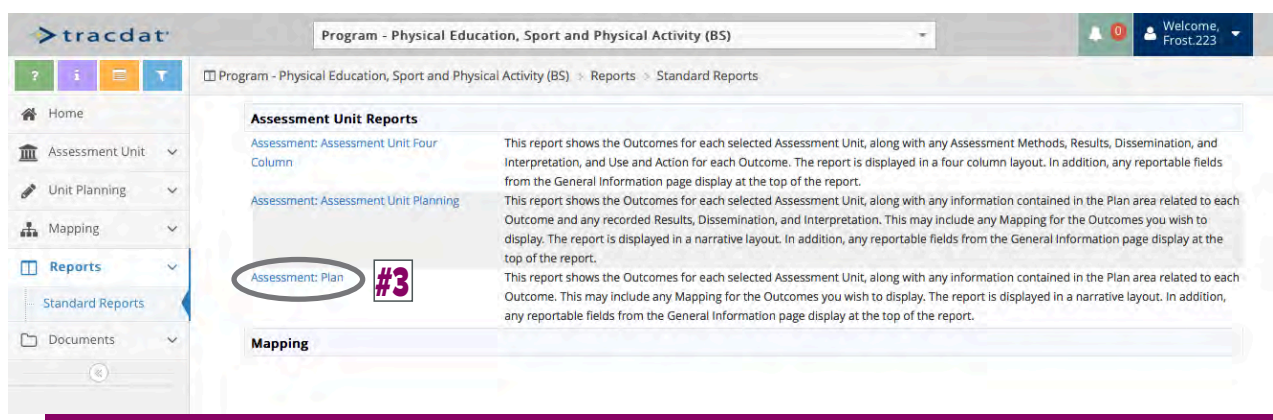
Program - Physical Education, Sport and Physical Activity (BS)

Program - Physical Education, Sport and Physical Activity (BS) : Home

Outcomes	Assessment Methods	Results, Dissemination, and Interpretation	Use and Action	Follow-Up
Scientific and Theoretical Knowledge	1	3	2	0
✓ Skill-Based and Fitness-Based Competence	1	3	3	0
✓ Planning and Implementation	1	2	3	0
Instructional Delivery and Management	1	3	2	0
✓ Impact on Student Learning	1	2	2	0
✓ Professionalism	1	1	1	0
Diverse Perspective	1	3	2	0
✓ Provide Rewarding Experiences	1	2	2	0
Learning Environments	1	0	0	0
✓ Effective Communication	1	1	1	0
Foster Relationships	1	0	0	0

Step # 3

Click **Assessment: Plan**.



Program - Physical Education, Sport and Physical Activity (BS)

Program - Physical Education, Sport and Physical Activity (BS) : Reports : Standard Reports

Assessment Unit Reports	Description
Assessment: Assessment Unit Four Column	This report shows the Outcomes for each selected Assessment Unit, along with any Assessment Methods, Results, Dissemination, and Interpretation, and Use and Action for each Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
Assessment: Assessment Unit Planning	This report shows the Outcomes for each selected Assessment Unit, along with any information contained in the Plan area related to each Outcome and any recorded Results, Dissemination, and Interpretation. This may include any Mapping for the 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 report.
Assessment: Plan	This report shows the Outcomes for each selected Assessment Unit, along with any information contained in the Plan area related to each Outcome. This may include any Mapping for the 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 report.
Mapping	



How do I Run a Report?

How do I run the Plan Report for Assessment Units?

Step #4

Layout

- Select the *Format* (Required): the options are PDF, Word and HTML
- Type in a *Report Title* (Required) and *Report Subtitle* (Optional) for the report
- Select a *Report Logo* (optional) from the dropdown menu if you desire one

Filter

Use the following fields to select the information that will be shown on the report:

- *Outcome Statuses* - the options are *Active* and *Inactive*
- *Planned Assessment Years* - select one or hold the CTRL key to select multiple years
- *Assessment Method Categories* - select one or hold the CTRL key to select multiple years





Running Reports

How do I Run a Report?

How do I run the Plan Report for Assessment Units?

Step 4 continued

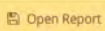
Options

Check the box next to the following options to further customize the report:

- Include Tasks
- Include Related Courses/Curriculum Mapping
- Include Related Course Outcomes
- Include Institution Goals
- Include Summary Unit Goals
- Include Assessment Unit Goals
- Include Inactive Assessment Methods
- Include Inactive Goals
- Include Fields With No Data
- Include Annual Updates

The screenshot shows the Tracdat interface for configuring an 'Assessment: Plan' report. The sidebar on the left has a 'Reports' section with a 'Standard Reports' link highlighted by a bracket and labeled #4. The main content area has a 'Filter' section with input fields for 'Outcome Statutes', 'Planned Assessment Years', and 'Assessment Method Categories'. Below this is an 'Options' section with a list of checkboxes: 'Include Tasks' (checked), 'Include Related Courses/Curriculum Mapping' (checked), 'Include Related Course Outcomes' (checked), 'Include Summary Unit Goals' (checked), 'Include Assessment Unit Goals' (checked), 'Include Inactive Assessment Methods' (unchecked), 'Include Inactive Goals' (unchecked), 'Include Fields With No Data' (unchecked), and 'Include Annual Updates' (unchecked). The top right of the main content area has two buttons: 'Open Report' (labeled #5) and 'Return' (labeled #6).

Step # 5

Click  to download your report. The report, in the selected format, will be opened in a separate window.

Step # 6

Click  to return to the **Standard Reports** page.

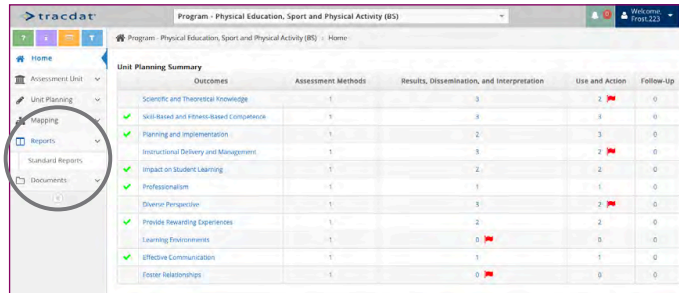


Running Reports

How do I Run a Report?

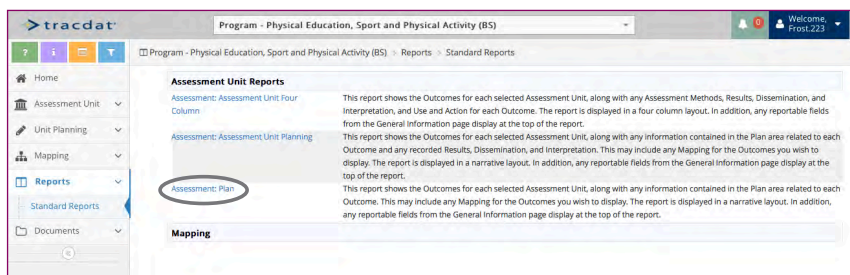
How do I run the Plan Report for Assessment Units?

The following images and steps show how to run a plan report.

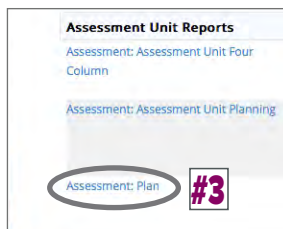


1 Click the **Reports** menu item to expand this section of the menu.

2 Click **Standard Reports**.



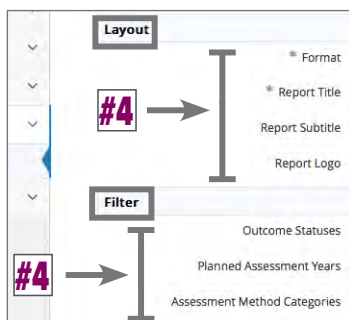
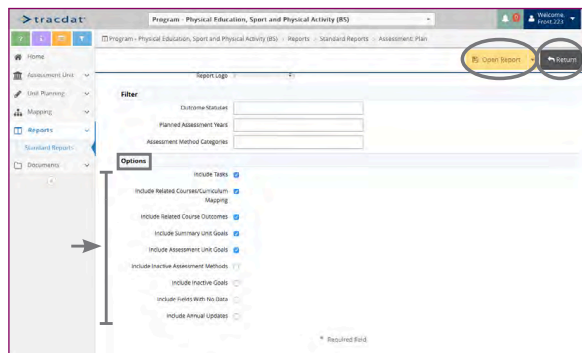
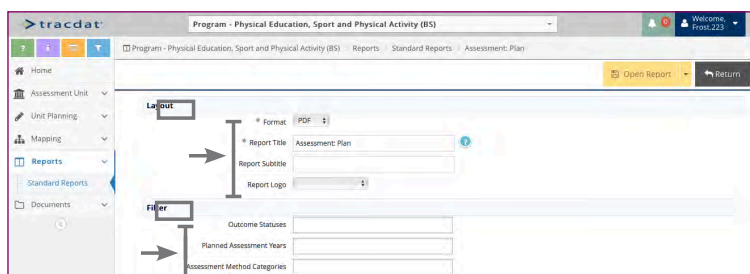
3 Click **Assessment: Plan**.



Running Reports

How do I Run a Report?

How do I run the Plan Report for Assessment Units?



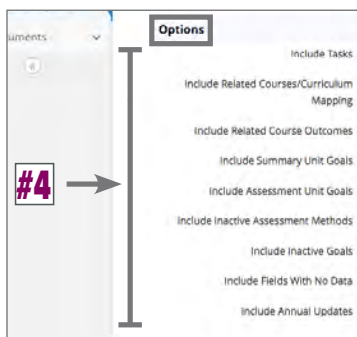
4 Layout

- Select the *Format* (Required): the options are PDF, Word and HTML
- Type in a *Name* (Required) and Subtitle (Optional) for the report

Filter

Use the following fields to select the information that will be shown on the report:

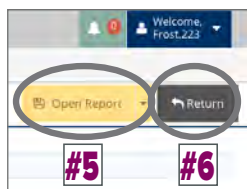
- *Outcome Statuses*
- *Planned Assessment Years* – select one or hold the CTRL key to select multiple years
- *Assessment Method Categories* – select one or hold the CTRL key to select multiple years



4 Options

Check the box next to the following options to further customize the report:

- Include *Tasks*
- Include *Related Courses/Curriculum Mapping*
- Include *Related Course Outcomes*
- Include *Institution Goals*
- Include *Summary Unit Goals*
- Include *Assessment Unit Goals*
- Include *Inactive Assessment Methods*
- Include *Inactive Goals*
- Include *Fields With No Data*
- Include *Annual Updates*



5

Click on the yellow *Open Report* to download your report. Your report, in the selected format, will be opened in a separate window.

6

Click the *Return* to return to the **Standard Reports** page.



THE OHIO STATE
UNIVERSITY

Icons to be
aware of



Reports



Cell Expansion



Return

How do I Map Assessment Unit Goals to Summary Unit Goals?

Step # 1

Click the **Mapping** menu item to expand this section of the menu.

Step # 2

Click **Goals Mapping**.

Step # 3

Use the drop down menu to select the Summary Unit that has articulated the goals to which you wish to map your program's goals.

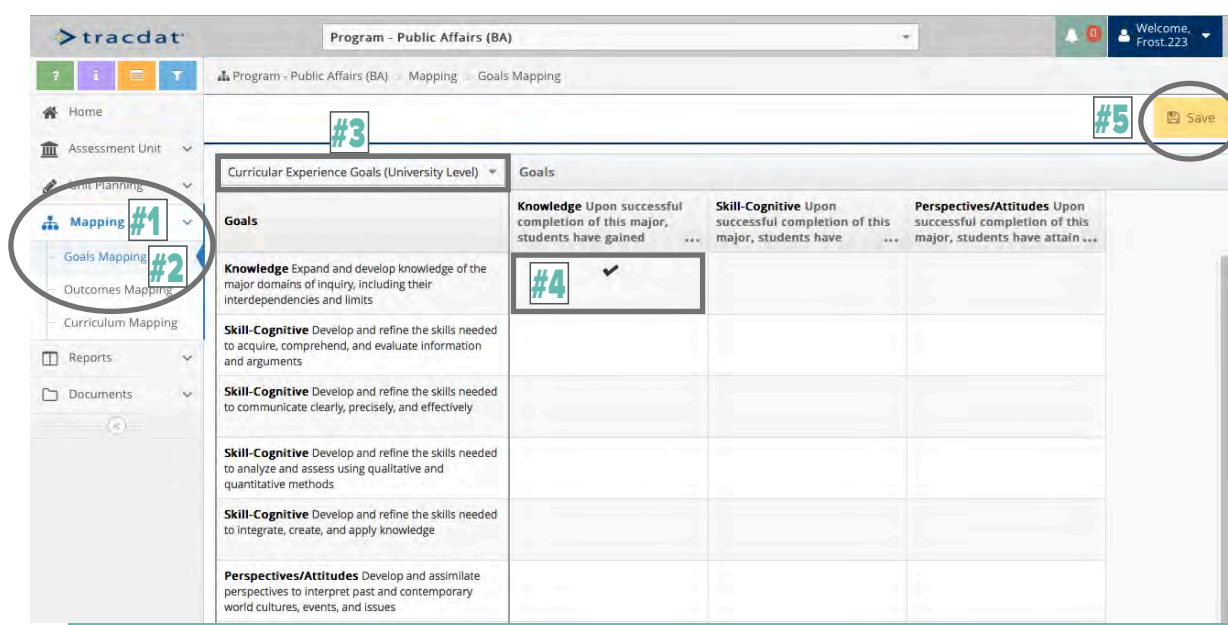
Step # 4

To map your program's goal to the Summary Unit goal, click the box at the intersection of the Summary Unit Goal and your program's goal. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.

Step # 5

Save your edits

- Click the  button.



The screenshot shows the TracDat interface for mapping goals. The sidebar on the left has a 'Mapping' menu (Step #1) with 'Goals Mapping' (Step #2) selected. The main area displays a table for 'Curricular Experience Goals (University Level)' (Step #3). The table has columns for 'Goals' and three outcome categories: 'Knowledge Upon successful completion of this major, students have gained' (Step #4), 'Skill-Cognitive Upon successful completion of this major, students have', and 'Perspectives/Attitudes Upon successful completion of this major, students have attain...'. A checkmark is visible in the 'Knowledge' column for the first goal. A 'Save' button (Step #5) is in the top right corner.

Goals	Knowledge Upon successful completion of this major, students have gained	Skill-Cognitive Upon successful completion of this major, students have	Perspectives/Attitudes Upon successful completion of this major, students have attain...
Knowledge Expand and develop knowledge of the major domains of inquiry, including their interdependencies and limits	#4 ✓		
Skill-Cognitive Develop and refine the skills needed to acquire, comprehend, and evaluate information and arguments			
Skill-Cognitive Develop and refine the skills needed to communicate clearly, precisely, and effectively			
Skill-Cognitive Develop and refine the skills needed to analyze and assess using qualitative and quantitative methods			
Skill-Cognitive Develop and refine the skills needed to integrate, create, and apply knowledge			
Perspectives/Attitudes Develop and assimilate perspectives to interpret past and contemporary world cultures, events, and issues			



How do I Map Program Outcomes to Program or Summary Unit Goals?

Step # 1

Click the **Mapping** menu item to expand this section of the menu.

Step # 2

Click **Outcomes Mapping**.

Step # 3

Use the drop down menu to select the Program Goals or the Summary Unit that has articulated the goals to which you wish to map your program's outcomes.

Step # 4

To map your program's outcome to the selected unit's goal, click the box at the intersection of the Goal and the Outcome. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.

Step # 5

Save your edits

- Click the  Save button.

Program - Public Affairs (BA)

Mapping - Outcomes Mapping

Goals	Institutions, Systems and Processes Students can examine governmental, ...	Administrative and Management Systems Students can describe and ...	Human Behavior Students can recognize and interpret human behavior- individual ...	Specialization Students incorporate knowledge in their area of spe...
Knowledge Upon successful completion of this major, students have gained foundational knowledge in public affairs.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Skill-Cognitive Upon successful completion of this major, students have developed analytical abilities and skills necessary for a public service career or ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perspectives/Attitudes Upon successful completion of this major, students have attained and considered thoughtfully multiple perspectives ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

How do I Create or Edit a Curriculum Map?

Step # 1

Click the **Mapping** menu item to expand this section of the menu.

Step # 2

Click **Curriculum Mapping**.

Step # 3

To map your program's outcome to the courses assigned to your program, click the box at the intersection of the Outcome and the Course. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.

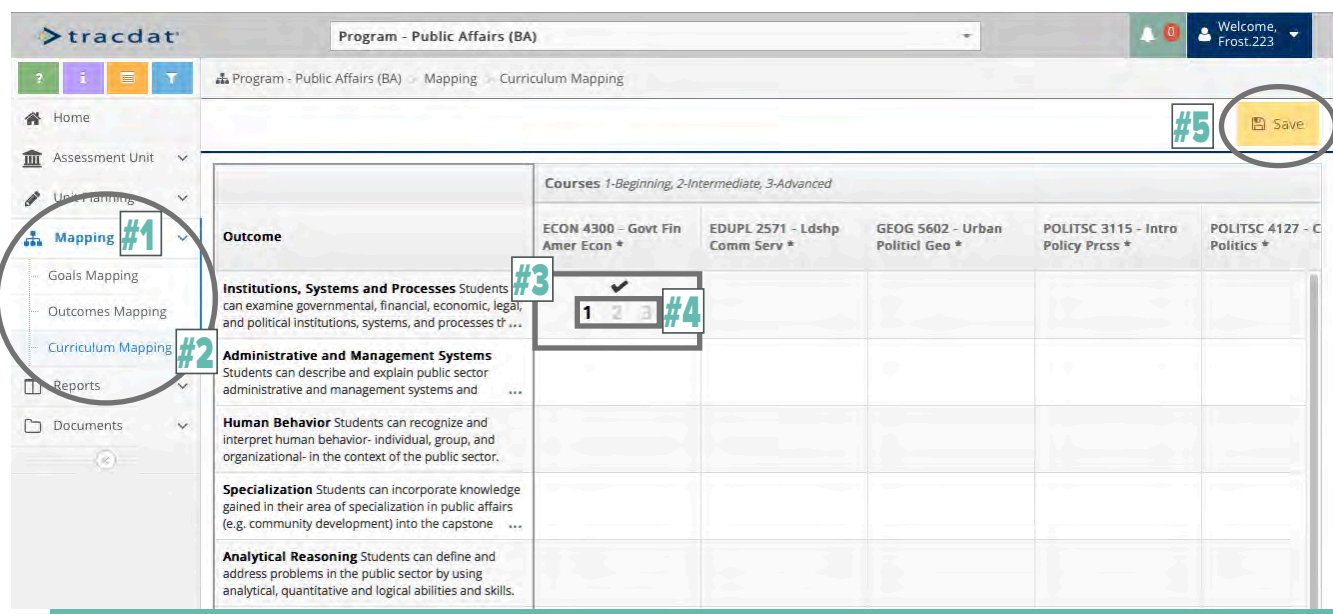
Step # 4

Click the level of the course. The options available are 1-Beginning, 2-Intermediate, 3-Advanced. If you wish to change the course level, click the number in the appropriate box.

Step # 5

Save your edits

- Click the  button.



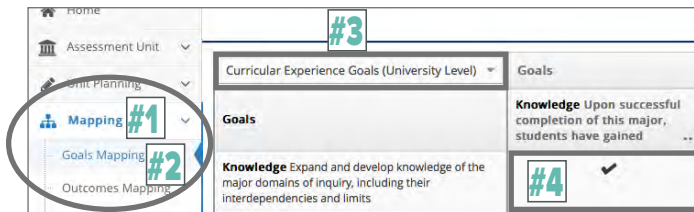
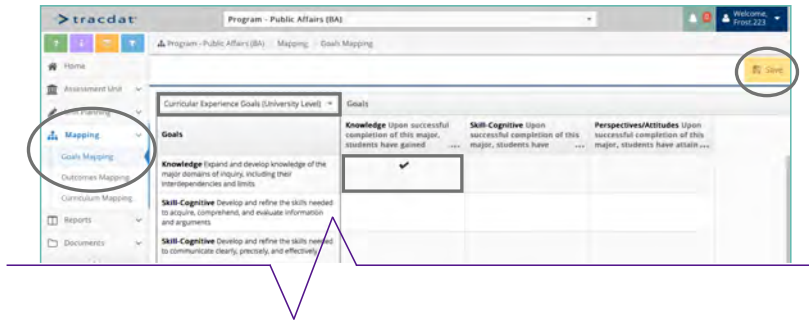
The screenshot shows the Tracdat web application interface for Curriculum Mapping. The breadcrumb trail indicates the path: Program - Public Affairs (BA) > Mapping > Curriculum Mapping. The left sidebar contains a menu with items: Home, Assessment Unit, Under Planning, Mapping (highlighted with #1), Goals Mapping, Outcomes Mapping, Curriculum Mapping (highlighted with #2), Reports, and Documents. The main content area displays a table for mapping outcomes to courses. The table has columns for 'Outcome' and 'Courses 1-Beginning, 2-Intermediate, 3-Advanced'. The 'Outcome' column lists four outcomes: 'Institutions, Systems and Processes', 'Administrative and Management Systems', 'Human Behavior', and 'Specialization'. The 'Courses' columns list: 'ECON 4300 - Govt Fin Amer Econ *', 'EDUPL 2571 - Ldshp Comm Serv *', 'GEOG 5602 - Urban Politicl Geo *', 'POLITSC 3115 - Intro Policy Prcss *', and 'POLITSC 4127 - C Politics *'. A mapping is shown for the first outcome and the first course, with a checkmark in the cell and a level '1' in a box (callout #3). A level '2' is also visible in the same row (callout #4). A 'Save' button is circled in the top right corner (callout #5).

Outcome	ECON 4300 - Govt Fin Amer Econ *	EDUPL 2571 - Ldshp Comm Serv *	GEOG 5602 - Urban Politicl Geo *	POLITSC 3115 - Intro Policy Prcss *	POLITSC 4127 - C Politics *
Institutions, Systems and Processes Students can examine governmental, financial, economic, legal, and political institutions, systems, and processes tr ...	1 2 3				
Administrative and Management Systems Students can describe and explain public sector administrative and management systems and ...					
Human Behavior Students can recognize and interpret human behavior- individual, group, and organizational- in the context of the public sector.					
Specialization Students can incorporate knowledge gained in their area of specialization in public affairs (e.g. community development) into the capstone ...					
Analytical Reasoning Students can define and address problems in the public sector by using analytical, quantitative and logical abilities and skills.					

Mapping

How do I Map Assessment Unit Goals to Summary Unit Goals?

The following images and steps show how to use mapping in TracDat.

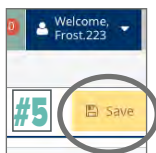


1 Click the **Mapping** menu item.

2 Click **Goals Mapping**.

3 Use the drop down menu to select the Summary Unit that has articulated the goals to which you wish to map your program's goals.

4 To map your program's goal to the Summary Unit goal, click the box at the intersection of the Summary Unit Goal and your program's goal. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.

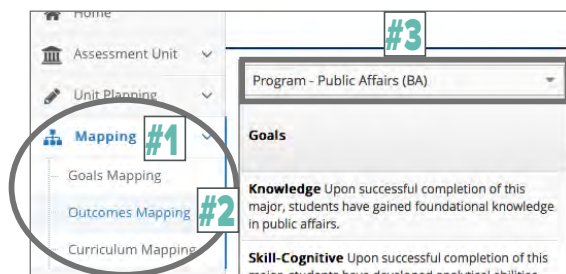
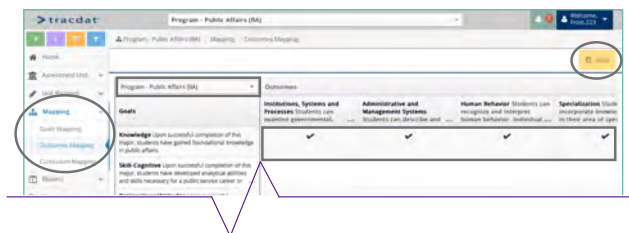


5 Follow the steps below to save your edits.

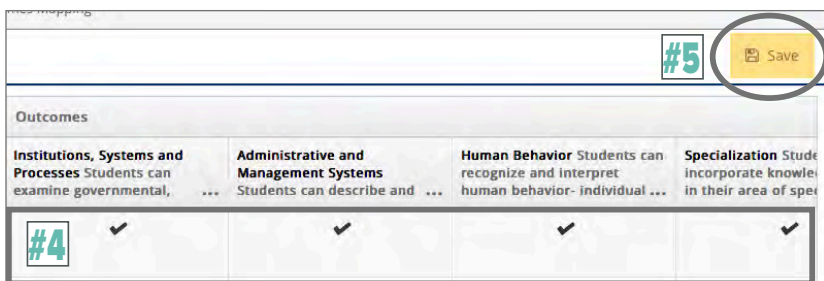
- Click the Save button.

Mapping

How do I Map Program Outcomes to Program or Summary Unit Goals?

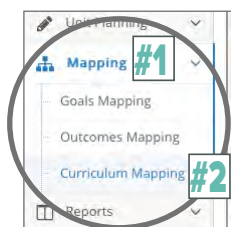
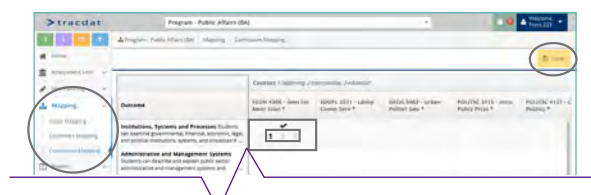


- 1 Click the **Mapping** menu item.
- 2 Click **Outcomes Mapping**.
- 3 Use the drop down menu to select the Program Goals or the Summary Unit that has articulated the goals to which you wish to map your program's outcomes.

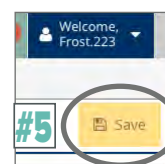


- 4 To map your program's outcome to the selected unit's goal, click the box at the intersection of the Goal and the Outcome. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.
- 5 Follow the steps below to save your edits.
 - Click the **Save** button.

How do I Create or Edit a Curriculum Map?



- 3 To map your program's outcome to the courses assigned to your program, click the box at the intersection of the Outcome and the Course. A check mark will appear. If you wish to change the mapping, click the check mark in the appropriate box.
- 4 Click the level of the course. The options available are 1-Beginning, 2-Intermediate, 3-Advanced. If you wish to change the course level, click the number in the appropriate box.



- 5 Follow the steps below to save your edits.
 - Click the **Save** button.



Creating Assignments

How do I Create an Assignment?

Users can create assignments for an Assessment Method or for a Use and Action. These steps are very similar.

Step #1

Click the **Unit Planning** menu item to expand this section of the menu.

Step #2

Click **Plan**.

Step #3

Click the arrow next to **Outcomes** to expand the list of outcomes. Then, click the arrow next to the outcome for which you would like to create an assignment.


Step #4

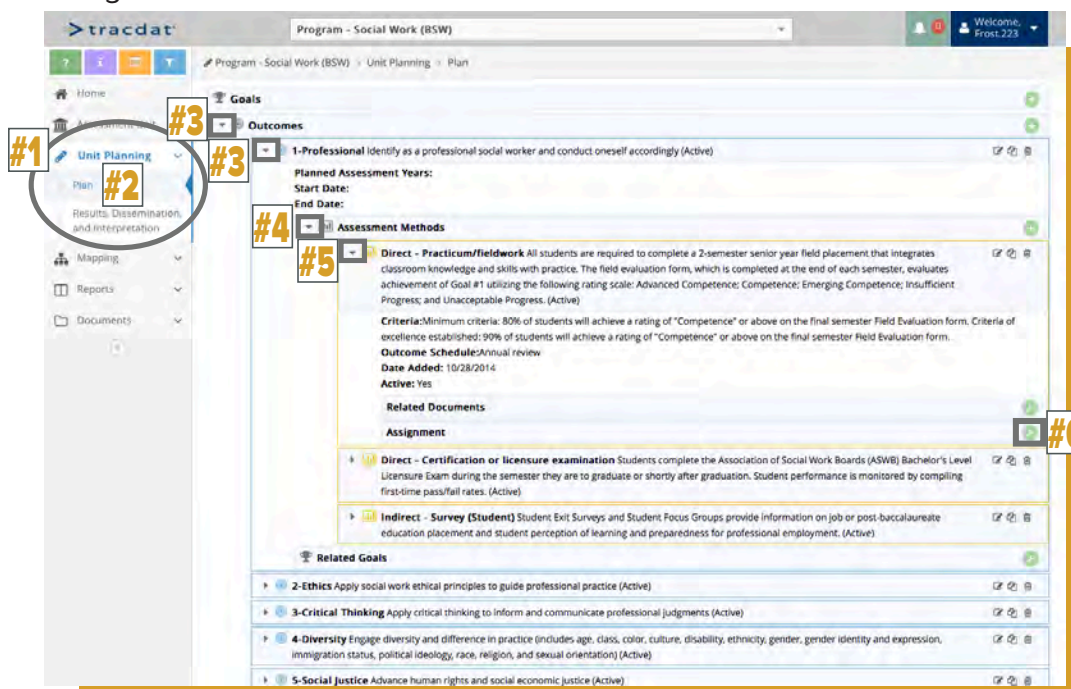
Click on the arrow next to **Assessment Methods** to expand the outline.

Step #5

Click on the arrow next to the assessment method for which you would like to create an assignment.

Step #6

Click the  icon next to **Assignment** to generate a new screen where you can create an assignment.



The screenshot shows the tracdat application interface. The top navigation bar includes 'Program - Social Work (BSW)' and 'Unit Planning - Plan'. The left sidebar contains a menu with 'Unit Planning' highlighted. The main content area displays 'Outcomes' and 'Assessment Methods'. The 'Assessment Methods' section is expanded, showing details for 'Direct - Practicum/fieldwork'. The 'Assignment' button is located at the bottom right of this section.



How do I Create an Assignment?


Step #7

Customize your assignment

- *Assign To* – select one person or hold the CTRL key to select multiple personnel
- *Due Date* – click on the date field(s) and select the date you want the assignment completed from the calendar, or type in a date (using the MM/DD/YYYY format)
- *Subject* – edit the text to create the desired subject line for the assignment email
- *Notes/Instructions* – edit the text to give the assignee(s) instructions or notes that will assist them with completing the assignment
- *Repeats* – select how often you want this assignment repeated; the options are: Once, Monthly, Quarterly, Semi-annually, and Annually
- *Provide* – select the amount of information or documentation you want the assignee(s) to provide for the assessment method
- *Put Documents in* – select where you want related documents to be placed; options are either Assignee(s) may choose Repository Folder or General
- *Email Assignment to Assignee(s)* – check the box if you want the assignee(s) to receive an email with their assignment
- *Send CC to Person Assigning* – check the box if you would like to receive a copy of the email to the assignee(s)

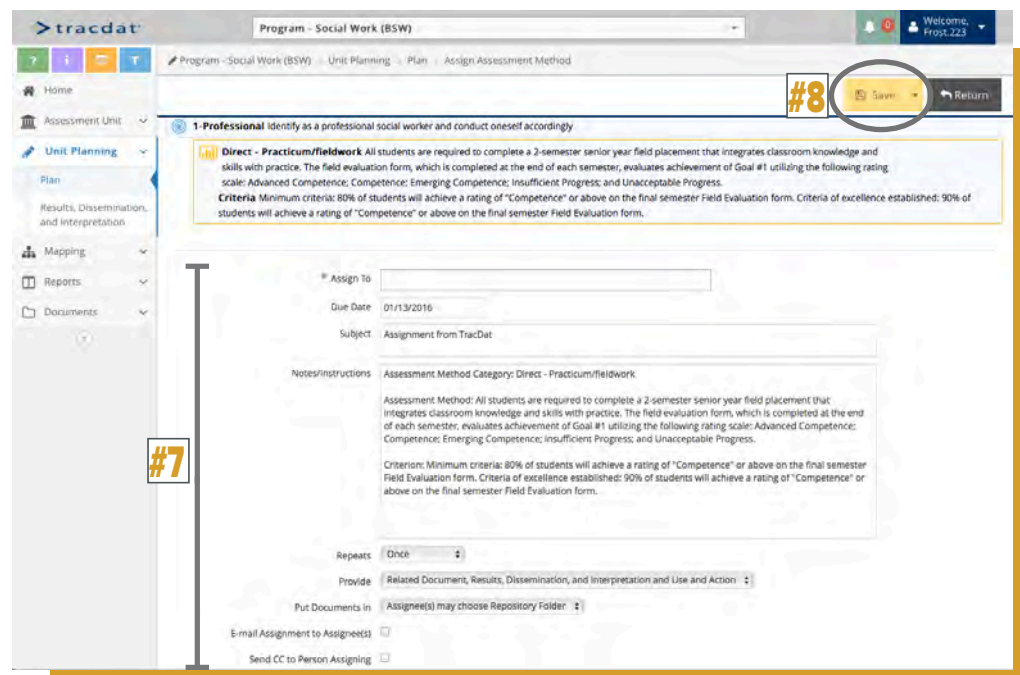
Step #8

Save your edits

Click the  Save button.

Note:

If you do not see the person who will complete the assignment, you will need to add them to the program. See page 10-1.

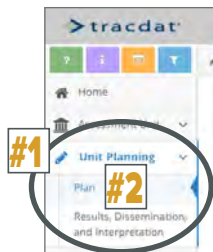
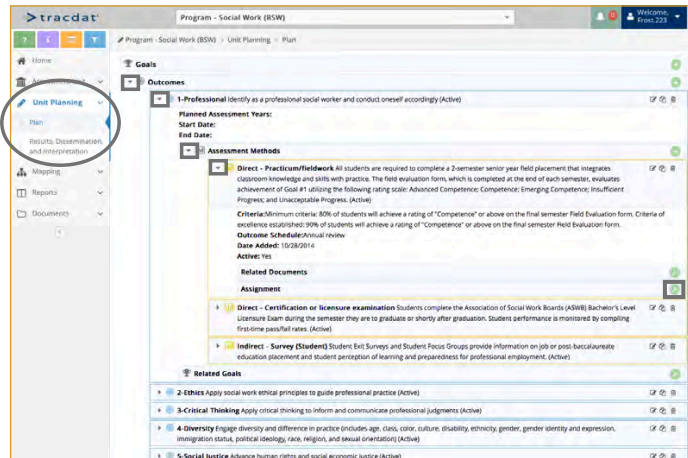


The screenshot shows the TracDat software interface for creating an assignment. The top navigation bar includes 'Program - Social Work (BSW)' and a 'Welcome, Frost, 223' user indicator. The left sidebar contains a menu with options: Home, Assessment Unit, Unit Planning, Plan, Results, Dissemination, and Interpretation, Mapping, Reports, and Documents. The main content area is titled '1-Professional Identify as a professional social worker and conduct oneself accordingly'. It includes a description of the 'Direct - Practicum/fieldwork' method, which requires students to complete a 2-semester senior year field placement. Below this, there are configuration options: 'Assign To' (a text field), 'Due Date' (01/13/2016), 'Subject' (Assignment from TracDat), 'Notes/Instructions' (Assessment Method Category: Direct - Practicum/fieldwork), 'Repeats' (Once), 'Provide' (Related Document, Results, Dissemination, and Interpretation and Use and Action), 'Put Documents in' (Assignee(s) may choose Repository Folder), 'E-mail Assignment to Assignee(s)' (checkbox), and 'Send CC to Person Assigning' (checkbox). A yellow callout box labeled '#8' points to the 'Save' button in the top right corner. Another yellow callout box labeled '#7' points to the 'Assign To' field.

Creating Assignments

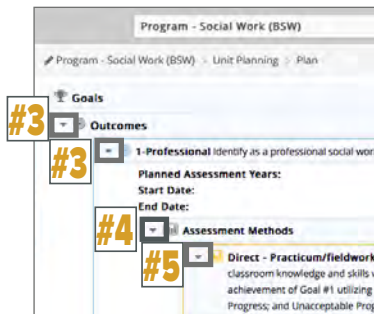
How do I Create an Assignment?

The following images and steps show how to add and/or edit program goals.



1 Click the **Unit Planning** menu item.

2 Click **Plan**.



3 Click the arrow next to **Outcomes**. Then, click the arrow next to the outcome for which you would like to create an assignment.

4 Click on the arrow next to **Assessment Methods**.

5 Click on the arrow next to the assessment method for which you would like to create an assignment.



6 Click the *green tool* icon next to **Assignment** to generate a new screen where you can create an assignment.

Creating Assignments

How do I Create an Assignment?

- 7** Customize your assignment
- **Assign To** – select one person or hold the CTRL key to select multiple personnel
 - **Due Date** – click on the date field(s) and select the date you want the assignment completed from the calendar, or type in a date (using the MM/DD/YYYY format)
 - **Subject** – edit the text to create the desired subject line for the assignment email
 - **Notes/Instructions** – edit the text to give the assignee(s) instructions or notes that will assist them with completing the assignment

- 7**
- **Repeats** – select how often you want this assignment repeated; the options are: Once, Monthly, Quarterly, Semi-annually, and Annually
 - **Provide** – select the amount of information or documentation you want the assignee(s) to provide for the assessment method
 - **Put Documents in** – select where you want related documents to be placed; options are either Assignee(s) may choose Repository Folder or General
 - **Email Assignment to Assignee(s)** – check the box if you want the assignee(s) to receive an email with their assignment
 - **Send CC to Person Assigning** – check the box if you would like to receive a copy of the email to the assignee(s)

- 8** Save your edits
Click the Save button.

Note:
If you do not see the person who will complete the assignment, you will need to add them to the program. See page 10-1.



Unit Planning



Cell Expansion



Save



Assessment
Method



Outcome



Relate



Creating Assignments

How do I Manage and/or Edit Assignments for a Program?

Step #1

Click on the **Assessment Unit** menu item to expand this section of the menu.

Step #2




Click on *Assignments* to generate a new screen where you can view and manage all assignments for the program.

Step #3

Under *Assignment Statuses*, choose the status of the assignments you want to view. The choices are Overdue, Complete, and Incomplete.

Step #4

Edit/Manage assignments.

- To edit any assignments, you can click on the edit  icon. A new screen will appear with all of the original fields for the assignment which you may edit. Save your work.
- To delete any assignments, click on the delete  icon. Click okay at the next prompt to confirm deletion.
- To resend emails or send reminder emails to assignee(s), check the box on the left beside each assignment, click Send at the top right, and then click Send again when you are prompted to do so again.
- To send emails to assignee(s) for all assignments, click on the very top checkbox under the column "Send Checked." This will check all boxes in the column. Next press  at the top right, and then Send again after the prompt.

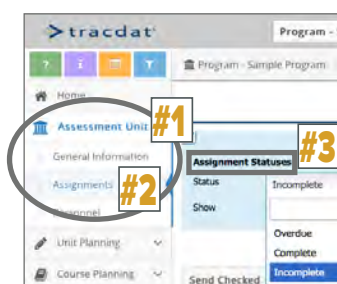
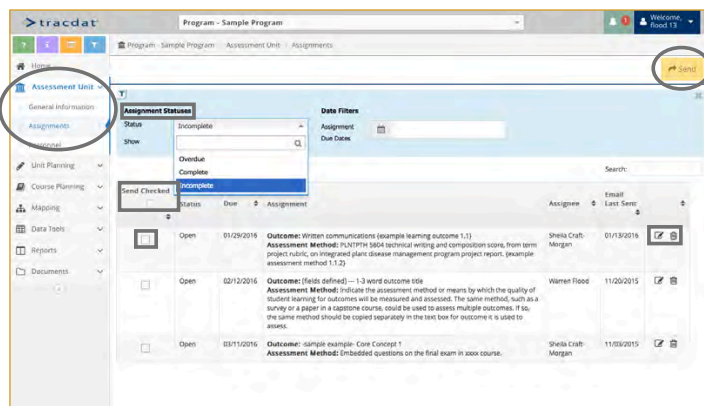
Status	Due	Assignment	Assignee	Email Last Sent
Open	01/29/2016	Outcome: Written communications (example learning outcome 1.1) Assessment Method: PLNTPH 5604 technical writing and composition score, from term project rubric, on integrated plant disease management program project report. (example assessment method 1.1.2)	Sheila Craft-Morgan	01/13/2016
Open	02/12/2016	Outcome: (fields defined) — 1-3 word outcome title Assessment Method: Indicate the assessment method or means by which the quality of student learning for outcomes will be measured and assessed. The same method, such as a survey or a paper in a capstone course, could be used to assess multiple outcomes. If so, the same method should be copied separately in the text box for outcome it is used to assess.	Warren Flood	11/20/2015
Open	03/11/2016	Outcome: sample example- Core Concept 1 Assessment Method: Embedded questions on the final exam in xxxx course.	Sheila Craft-Morgan	11/03/2015



Creating Assignments

How do I Manage and/or Edit Assignments for a Program?

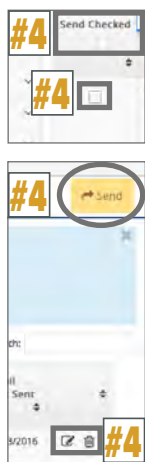
The following images and steps show how to add and/or edit program goals.



1 Click on the **Assessment Unit** menu item.

2 Click on *Assignments* to generate a new screen where you can view and manage all assignments for the program.

3 Under *Assignment Statuses*, choose the status of the assignments you want to view. The choices are Overdue, Complete, and Incomplete.



4 Edit/Manage assignments.

- To edit any assignments, you can click on the edit (pen) icon. A new screen will appear with all of the original fields for the assignment which you may edit. Save your work.
- To delete any assignments, click on the delete (trashcan) icon. Click okay at the next prompt to confirm deletion.
- To resend emails or send reminder emails to assignee(s), check the box on the left beside each assignment, click Send at the top right, and then click Send again when you are prompted to do so again.
- To send emails to assignee(s) for all assignments, click on the very top checkbox under the column “Send Checked.” This will check all boxes in the column. Next press Send at the top right, and then Send again after the prompt.

Creating Assignments

How do I Manage and/or Edit Assignments for a Program?

Icons to be
aware of



Unit Planning



Save



Edit



Delete





How do I Assign Personnel to a Program?


Step #1

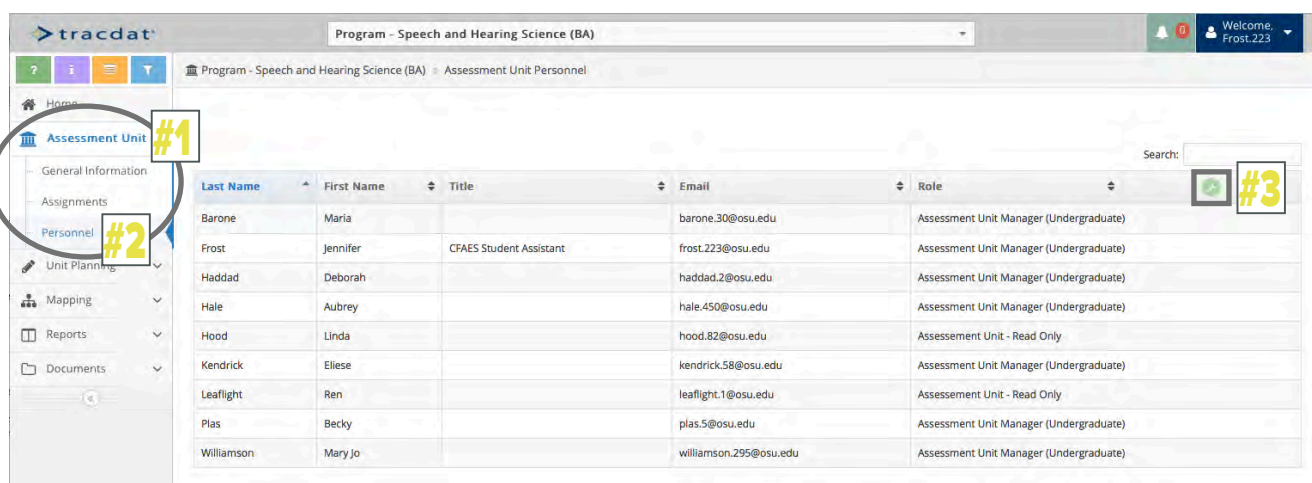
Click **Assessment Unit**.

Step #2

Click **Personnel**. You will see all personnel currently assigned to the program on the page that appears.

Step #3

To assign someone new, or to edit the people assigned to the program, click the  icon, taking you to a new screen.



The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo and a dropdown menu for 'Program - Speech and Hearing Science (BA)'. The sidebar on the left contains navigation options: Home, Assessment Unit, General Information, Assignments, Personnel, Unit Planning, Mapping, Reports, and Documents. The main content area displays a table of personnel assigned to the program. A search bar is located in the top right corner. Three numbered callouts are present: #1 points to the 'Assessment Unit' link in the sidebar, #2 points to the 'Personnel' link in the sidebar, and #3 points to the green circular icon with a white key symbol in the top right corner of the table.

Last Name	First Name	Title	Email	Role
Barone	Maria		barone.30@osu.edu	Assessment Unit Manager (Undergraduate)
Frost	Jennifer	CPAES Student Assistant	frost.223@osu.edu	Assessment Unit Manager (Undergraduate)
Haddad	Deborah		haddad.2@osu.edu	Assessment Unit Manager (Undergraduate)
Hale	Aubrey		hale.450@osu.edu	Assessment Unit Manager (Undergraduate)
Hood	Linda		hood.82@osu.edu	Assessment Unit - Read Only
Kendrick	Eliese		kendrick.58@osu.edu	Assessment Unit Manager (Undergraduate)
Leaflight	Ren		leaflight.1@osu.edu	Assessment Unit - Read Only
Plas	Becky		plas.5@osu.edu	Assessment Unit Manager (Undergraduate)
Williamson	Mary Jo		williamson.295@osu.edu	Assessment Unit Manager (Undergraduate)





How do I Assign Personnel to a Program?

Step #4

Click the name of the desired person from the left box “*Available Personnel*.”

You may find them more easily by typing their name into the *Filter* text box. You may also highlight multiple people at once by holding down the CTRL key while clicking on their names. (Contact Sheila Craft-Morgan (craft-morgan.1@osu.edu) or Warren Flood (flood.13@osu.edu) to add additional personnel).

Step #5

Select the appropriate role for highlighted personnel from the “*Selected Role*” drop down box. There are four options:

- *Assessment Unit - Read Only*: Users may view only program information
- *Assessment Unit Manager (Graduate)*: they are able to edit all information for the graduate program
- *Assessment Unit Manager (Undergraduate)*: they are able to edit all information for the undergraduate program
- *Email Only*: this is an option that allows for emailing assignments

Step #6

Click the single arrow to move the highlighted personnel to the right box, “*Selected Personnel*.”

- Once the person’s name is in the *Selected Personnel* box, you may remove it by clicking on the name in the *Selected Personnel* box and then clicking the single arrow button, which moves it back to the *Available Personnel* box.

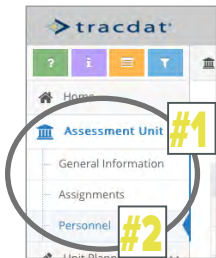
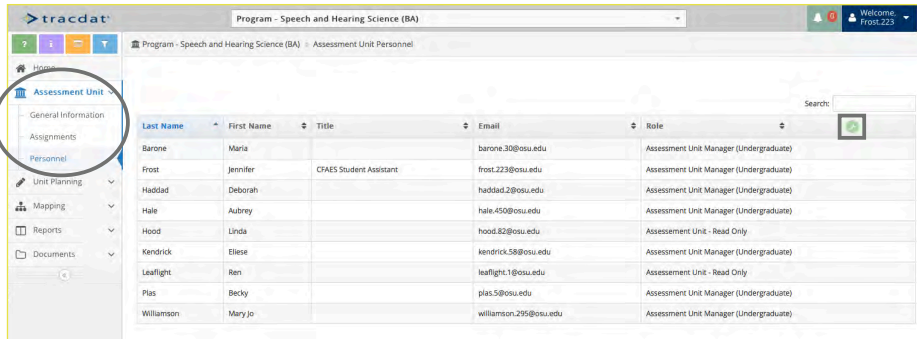
Step #7

Click the  Save button.

Personnel

How do I Assign Personnel a Program?

The following images and steps show how to add or edit perdonnel to a program.



1 Select **Assessment Unit** to expand the sections of the menu.

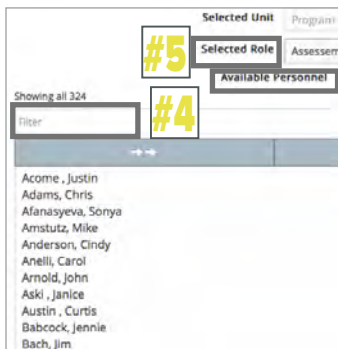
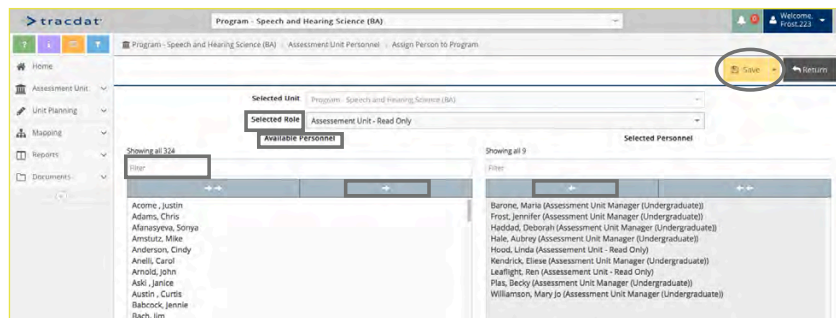
2 Click **Personnel**. You will see all personnel currently assigned to the program on the page that appears.



3 To assign someone new, or to edit the people assigned to this program, click the *green tool* icon, taking you to a new screen.

Personnel

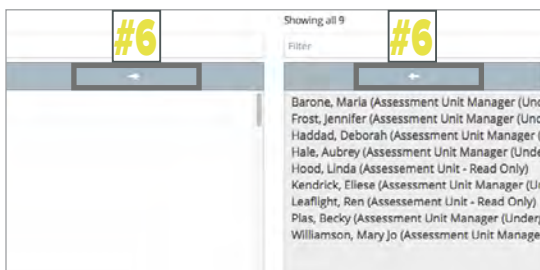
How do I Assign Personnel a Program?



4 Click the name of the desired personnel from the left box “*Available Personnel*.” You may find them more easily by typing their name into the *Filter* text box. You may also highlight multiple people at once by holding down the CTRL key while clicking on their names. (Contact Sheila Craft-Morgan (craft-morgan.1@osu.edu) or Warren Flood (flood.13@osu.edu) to add additional personnel).

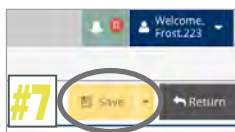
5 Select the appropriate role for highlighted personnel from the “*Selected Role*” drop down box. There are four options:

- *Assessment Unit - Read Only*: Users may view only program information
- *Assessment Unit Manager (Graduate)*: they are able to edit all information for the graduate program
- *Assessment Unit Manager (Undergraduate)*: they are able to edit all information for the undergraduate program
- *Email Only*: this is an option that allows for emailing assignments



6 Click the single arrow to move the highlighted personnel to the right box, “*Selected Personnel*.”

- Once the person’s name is in the *Selected Personnel* box, you may remove it by clicking on the name in the *Selected Personnel* box and then clicking the single arrow button, which moves it back to the *Available Personnel* box.



7 Click the Save button.

References and Resources

There are a tremendous amount of assessment resources both at Ohio State and from other universities, organizations and institutions. We hope this sampling of them will help your understanding of the assessment process and facilitate your work.

A number of offices and projects at Ohio State address and support assessment activities.

- Center for Higher Education Enterprise
<http://chee.osu.edu/>
- Center for the Study of Student Life
<http://cssl.osu.edu>
- Graduate School
<https://gradsch.osu.edu/faculty-staff-resources/learning-goals-assessment>
- Institutional Research and Planning
<http://oaa.osu.edu/irp/home.php>
- Office of Distance Education and eLearning
<https://odee.osu.edu/online-assessment>
- University Center for the Advancement of Teaching
<http://ucat.osu.edu>
- Writing Across the Curriculum
<https://cstw.osu.edu/wac>
- College of Arts and Sciences, Curriculum and Assessment Services
<https://asccas.osu.edu>
- College of Education and Human Ecology, Assessment and Curriculum
<http://portal.ehe.osu.edu/assessment-and-curriculum>
- College of Food, Agricultural and Environmental Sciences
<http://cfaes.osu.edu/students/academics/assessment>
- College of Pharmacy, Office of Teaching, Learning, and Assessment
<http://www.pharmacy.ohio-state.edu/faculty-staff/office-assessment>
- College of Social Work
<http://csw.osu.edu/about/program-assessment/>



References and Resources

Several higher education organizations and clearinghouse sites provide information about assessment and best practices.

- Association of American College and Universities (AAC&U VALUE Rubrics)
<http://www.aacu.org/value>
- Association for Institutional Research, Assessment in the Discipline series
<http://www.airweb.org/EducationAndEvents/Publications/eLibrary/Pages/default.aspx>
- Assessment Commons
<http://assessmentcommons.org>
- Assessment Institute in Indianapolis
<http://planning.iupui.edu/institute/>
- Higher Learning Commission
<https://www.hlcommission.org>
- National Institute for Learning Outcomes Assessment (NILOA)
<http://www.learningoutcomesassessment.org/index.html>

References and Resources

Other universities display assessment information, helping to make the process and outcomes more transparent.

- Pennsylvania State University
<http://www.assess.psu.edu>
- University of Arizona
<http://assessment.arizona.edu>
- University of California, Los Angeles
<http://www.ugeduction.ucla.edu/assessment/index.html>
- University of Florida
<http://assessment.aa.ufl.edu>
- University of Illinois at Urbana-Champaign
<http://cte.illinois.edu/outcomes/outcome.html>
- University of Iowa
<http://www.uiowa.edu/assessment/>
- University of Maryland
<https://www.irpa.umd.edu/Assessment/>
- University of Washington
<http://www.washington.edu/oea/assessment/index.html>
- University of Wisconsin, Madison
<http://provost.wisc.edu/assessment/>



References and Resources

Numerous books and reference materials on assessment are readily available.

- Angelo, T.A. & Cross, K.P. (1993). *Classroom assessment techniques: A handbook for college teachers (2nd ed.)*. San Francisco: Wiley.
- Baker, M.J., Carter, M.P., Larick, D.K., & King, M.F (2011). *Assessment and review of graduate programs*. Washington, D.C.: Council of Graduate Schools.
- Kelley, K. A., McAuley, J. W., Wallace, L, J., & Frank, S. G. (2008). *Curricular mapping: Process and product*. American Journal of Pharmaceutical Education, 72(5): Article 100, doi: 10.5688/aj7205100.
<http://www.ajpe.org/doi/pdf/10.5688/aj7205100>
- Kelley, K.A., Stanke, L.D., Rabi, S.M., Kuba, S.E., & Janke, K.K. (2011). *Cross-validation of an instrument for measuring professionalism behaviors*. American Journal of Pharmaceutical Education, 75(9): Article 179, doi: 10.5688/ajpe759179.
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3230340/>
- Maki, P.L., & Borkowski, N.A. (2006). *The assessment of doctoral education*. Herndon, VA: Stylus Publishing.
- Suskie, L. (2014). *Five dimensions of quality: A common sense guide to accreditation and accountability*. San Francisco: Wiley.
- Walvoord, B.E. (2010). *Assessment clear and simple: A practical guide for institutions, departments, and general education (2nd ed.)*. San Francisco: Wiley.

References and Resources

Assessment at the graduate level is an important aspect of Ohio State's accreditation by the Higher Learning Commission. By defining learning goals and gathering data about their accomplishment, informed decisions can be made about how to improve graduate student learning.

Learning goals assessment allows faculty to answer two questions. First, what do we want students to know and do by the end of their graduate program at Ohio State? Second, how will we know if they achieve these goals? This kind of assessment is essentially an extension of what faculty do every day with individual students applied to an entire degree program.

Assessment Process

- *Identify Goals* - Learning goals/outcomes refer to what graduate programs want students to achieve. Goals can be attained through classroom and other learning activities.
- *Identify Assessment Methods* - Both direct and indirect measures of student learning should be identified for each goal/outcome. Direct measures are those that assess a student's performance on activities related to the goal. Indirect measures are those which ask students to reflect on their learning.
- *Collect Data* - Programs can design rubrics to assess student learning at events that occur on an annual basis or at milestone graduate student events, such as the Thesis Defense, Candidacy Exam or Final Oral Exam. In addition to rubrics, programs can identify key assignments or exam questions from core classes and systematically collect data from all students in the program.
- *Analyze, Interpret, and Share Data* - After data are collected from a sufficient number of graduate students, programs should enter data into TracDat, analyze it, and summarize the results. Given that assessment is a continuous process, programs should schedule an annual meeting with program faculty, staff and students to review and discuss the results.
- *Modify and Improve* - If the assessment data suggest areas for improvement, faculty should discuss ways in which student learning can be improved. Focus could be on core classes, research seminars, and other learning opportunities in the program.



The Language of Assessment

Assessment Method: the method by which the quality of student learning will be measured and assessed.

- Assessment Methods may be direct or indirect. *While multiple methods are encouraged, it is expected that all programs will use at least one direct measures.*
 - Direct:** means of assessment that measure students' performances directly, are authentic, and minimize mitigating or intervening factors.

Direct - Capstone course (reports, papers, and/or presentations)	Direct - Certification or licensure examination
Direct - Demonstration	Direct - Embedded testing
Direct - Exhibition/gallery display	Direct - External review of student
Direct - Graduate-Candidacy/Qualifying Examination-Oral presentation/defense	Direct - Graduate-Candidacy/Qualifying Examination-Written document
Direct - Graduate-Dissertation-Oral presentation/defense	Direct - Graduate-Dissertation-Written document
Direct - Graduate - NON-Thesis/Fulfillment Exam - Oral presentation/defense	Direct - Graduate - NON-Thesis/Fulfillment Exam - Written document
Direct - Graduate - Research Proposal - Oral presentation/defense	Direct - Graduate - Research Proposal - Written document
Direct - Graduate-Thesis/Comprehensive Examination-Oral presentation/defense	Direct - Graduate-Thesis/Comprehensive Examination-Written document
Direct - Group project	Direct - Honors project
Direct - Internship/Externship	Direct - Laboratory report
Direct - Local comprehensive or proficiency examinations	Direct - National standardized examination
Direct - Oral Presentation	Direct - Other classroom assessment methods
Direct - Other culminating project	Direct - Other direct measure
Direct - Performance/recital	Direct - Portfolio
Direct - Poster	Direct - Practicum/fieldwork
Direct - Pre- and post-testing	Direct - Publications
Direct - Research proposals written and grants awarded	Direct - Senior thesis or major product
Direct - Student Research	Direct - Use of Rubrics
Direct - Video of student skills	Direct - Writing assignment

The Language of Assessment

- **Indirect:** means of assessment that are steps removed from direct measures and, typically, are based upon the perception of student learning from various constituents.

Indirect - Alumni awards, honors, and/or recognition achieved	Indirect - Benchmarking or comparison
Indirect - Course management system usage data	Indirect - Curriculum or syllabus review
Indirect - Exit interviews	Indirect - External program review
Indirect - Faculty review	Indirect - Focus group (Alumni)
Indirect - Focus group (Employer)	Indirect - Focus group (Student)
Indirect - Focus groups (Faculty)	Indirect - Grade review
Indirect - Informal learning opportunities	Indirect - Interview (Alumni)
Indirect - Interview (Employer)	Indirect - Interview (Faculty)
Indirect - Interview (Student)	Indirect - Job placement
Indirect - Journaling	Indirect - Library usage
Indirect - Other indirect measure	Indirect - Outreach participation/service activities
Indirect - Participation levels	Indirect - Peer review of program
Indirect - Post-degree educational placement	Indirect - Self-evaluation/critique (student)
Indirect - Student awards, honors, and/or recognition achieved	Indirect - Student evaluation of instruction
Indirect - Survey (Alumni)	Indirect - Survey (Employer)
Indirect - Survey (Faculty)	Indirect - Survey (Student)



The Language of Assessment

- The same method, such as a survey or a paper in a capstone course, could be used to assess multiple outcomes. If so, the same method should be entered separately in the assessment method section of each outcome it is used to assess.
- Multiple methods may be used to assess an outcome. If so, all of the methods used to assess that goal or objective should be included in the assessment methods section under that outcome.

Assessment Plan: the blueprint of an academic program's assessment activities over time.

Assessment Report Summary: a summary of the evidence collected to assess learning outcomes during the academic year, a discussion of the results and findings, and information regarding how the program plans to or will use the findings to improve student learning.

Criterion: the standard that will be used to evaluate the quality of student learning for each assessment method. Programs are encouraged to indicate both the minimum criteria required to assert a learning goal or objective was achieved and the aspirational criteria the program is striving toward.

- The options for indicating **Achievement of Criteria** are Criteria Met (Aspirational), Criteria Met (Minimum), Criteria Not Met, and Inconclusive

Follow Up: any actions that are planned as a result of the assessment review, how the plan will continue to be implemented or refined, and any other activities planned to improve learning. Programs may have both short (1-year) and longer (3- to 4-year) action plans for both continuing assessment, taking steps to improve learning, and assessing those actions in the iterative assessment cycle.

The Language of Assessment

Goal: broad, general statements of the intended aims of the program. Goals may be categorized into four Goal Types: Knowledge, Perspectives/Attitudes, Skill-Cognitive, and Skill-Psychomotor

Outcome: specific and measureable statements which describe the knowledge, skills, behaviors, and attitudes that student will demonstrate as a graduate of an academic program.

- Outcomes may be categorized into the following Outcome Categories:

Aesthetics / Judgment	Information Literacy
Analytical Reasoning / Qualitative	Integration and Synthesis
Analytical Reasoning / Quantitative	Interaction with Selected Audiences
Career Development	Knowledge-General
Civic Engagement	Knowledge-Specialized
Clinical Skills / Experience	Language Proficiency
Communication-Instructional	Leadership
Communication-Oral	Limits of Knowledge
Communication-Visual	Methods / Modes of Inquiry
Communication-Written	Problem Solving
Continuous Learning and Adaptability	Professionalism
Creative Thinking	Scientific Literacy
Critical Thinking	Special Topics-Environment
Cultural Awareness	Special Topics-Leadership
Diversity	Special Topics-Sustainability
Ethics / Moral Reasoning	Special Topics-Wellness
Generalization and Application	Teamwork
Global Perspectives / Issues	Technological Literacy
Historical Perspective	



The Language of Assessment

Assessment Method Schedule: the expected time frame for initiating assessment of the outcome and the frequency of data collection for each assessment method. Not every outcome will necessarily be assessed every year. However, it is expected that all goals and objectives will be evaluated over a three-four year interval.

Planned Use of Assessment Information: a description of how the information gathered about student learning for the program, as a whole, will be shared regularly and used systematically to improve student learning.

Results, Dissemination, and Interpretation: a summary of the data collected and the method of analysis used to evaluate whether students achieved the stated criteria.

- Results, Dissemination, and Interpretation should include the following information:
 - Description of the students who were assessed: sampling techniques, whether the data includes Columbus campus and/or regional campus students. It is expected that all students, or a representative sample, will be included in the assessment data collected, depending on the size of the program;
 - Summary of the qualitative and quantitative information collected: for example, mean examination scores, item analysis of embedded test questions, summary of rubrics scores, summary of survey data, or findings from focus groups;
 - Summary and interpretation of the results: in what areas or for what goals/outcomes do students perform very well or not so well? What do the results mean for your program?

Dissemination of Results: a summary of how findings were evaluated, reviewed, and shared within the program. (We are planning to phase out this field after the 2014-15 reporting period).

Use and Action: a description of any actions taken or changes that were made as a result of the assessment data that was collected and reviewed. This may include any plans for the assessment of the actions taken or changes made.

Terminology

XXXXXXX

TracDat Terminology	Previous Terminology
Goal	Goal
Outcome	Objective
Assessment Method	Methods: Means/Methods (Measures)
Criterion <ul style="list-style-type: none"> • Minimum • Aspirational 	Criteria <ul style="list-style-type: none"> • Minimum • Excellence
Planned Use of Assessment Information	Planned Use
Outcome Schedule	Implementation Schedule
Results, Dissemination, and Interpretation <ul style="list-style-type: none"> • Criteria Met (Minimum) • Criteria Met (Aspirational) • Criteria Not Met 	Evidence <ul style="list-style-type: none"> • Met Minimum Criteria • Met Criteria for Excellence
Use Results	Review and Communications of Finding
Action	Changes Made
Follow-Up	Next Step





TracDat System Information

This icon in the left corner of the menu will provide you general information about the TracDat System.



OSU TracDat Administrator Assistance

This icon in the left corner of the menu will provide you additional assistance from the OSU TracDat administrator.



Institution Defined Instructions



Page Activity Log

This icon in the left corner of the menu will provide you with who last performed an action on a given page (e.g. who edited or deleted content from the page).



Filter Settings

This icon in the left corner of the menu will provide you with the tools (filter options) to select to view or not view content based on identified categories.



Home

This icon on the left side of the menu will take you to the home screen.



Assessment Unit

This icon on the left side of the menu will take you to the assessment unit screen.



Unit Planning

This icon on the left side of the menu will take you to the unit planning screen.



Mapping

This icon on the left side of the menu will take you to the mapping screen.



Reports

This icon on the left side of the menu will take you to the reports screen.



Documents

This icon on the left side of the menu will take you to the documents screen.



Notification

[illegible]

Requirement Completed

These appear most frequently on your program “Home” page and are used to indicate all requirements for completing an assessment have been met. Requirements for completion are defined by the assessment coordinator.



Action Required

These appear most frequently on your program “Home” page alongside a numbered item. It indicates there is action that needs to be taken in order to complete the requirements that have been defined by the program. You can hover over the flag and it will display the explanation as to what is needed in order to complete the requirements for meeting the outcome.

Icon Reference Guide



Add

This icon is used when you want to add a Learning Outcome or a Result, clicking on the plus sign will allow you to add the information.



Edit

This icon is used when you want to edit content within the system.



Copy

This icon is used when you want to copy content within the system.



Delete

This icon is used when you want to delete content within the system.



Cell Expansion

This icon is used when you want to expand a cell.



Goal

This icon is used when you want to re-arrange the order of goals appearing on the screen. Hover over the icon, then click and drag it to place it in the order on the page you want.



Goals



Outcome

This icon is used when you want to re-arrange the order of outcomes appearing on the screen. Hover over the icon, then click and drag it to place it in the order on the page you want.



This icon is used to provide you with a count on the number of results that have been entered for a learning outcome.



Outcomes



Assessment Method

This icon is used when you want to re-arrange the order of assessment methods appearing on the screen. Hover over the icon, then click and drag it to place it in the order on the page you want.



Assessment Methods



Help

This icon appears alongside a large number of fields and is used to provide you with pre-defined help suggestions. These suggestions were set up by the vendor and may not provide the detailed explanation you are looking for.

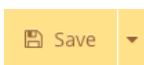


Relate

This icon is used when you want to relate content within the system.



This icon is used when you want to unrelate content within the system.



Save

This icon is used when you want to save content within the system.



Save and Return/Save and Add New



Return

This icon is used when you want to return to a previous screen.

1. Are there any restrictions on what I can upload to the document repository?

OCIO requires that any student names, identification or personal information be omitted from documents in TracDat.

2. What is the different between “assessment unit” and “summary unit”?

“Assessment unit” in TracDat refers to a program, while “summary unit” refers to a college or school.

3. What do I do if I don't see my program listed?

If you have tried looking for your program but cannot find it, you either have not been given access, or the program has not been entered. In either case, you will need to email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu) with a description of the problem so that it may be resolved.

4. If there are only degree programs listed, how do I include relevant assessment data for major specializations, or for minors?

Different colleges do this in different ways. Most accomplish this by creating unique outcomes that can be linked to those minors or specializations.

5. How do I deactivate an assessment method?

Go to the edit page for the assessment method you want to deactivate, and uncheck the active box in the first field.

6. How do I select multiple answers in a drop down menu/query field at once? (such as multiple types of dissemination when entering assessment method results)?

If the field is configured to allow this, you can accomplish this by pressing down on your control (Ctrl) key while you click different types.

7. I don't see any green plus icons on any of the pages in the program I am in, and cannot edit them. What is wrong?

Most likely, you have been assigned a “Read Only” role, and will need to contact the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu) to ask for different access if you feel that is a mistake.



8. What do I do if I have an outcome/goal that doesn't conform to any of the outcome/goal categories listed?

If you feel that your goal or outcome doesn't fit into any of the categories, and have another category in mind, the administrator may be able to add it to the list. Email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu) with a description of the problem, and with your new category idea.

9. Where do executive summaries for colleges go?

After clicking on your college in the top white drop down box, click on "Summary Unit" in the left navigation bar, and then "General Information" underneath that. Then click the edit icon to add the most recent year at the bottom. Past executive summaries should be available here as well, if they were submitted to IRP.

10. What do I do with programs that no longer exist at OSU?

You can do one of two things. You can either choose to keep it in TracDat and note the reason for the change or elimination in the "General Information" page under "Assessment Unit" for the program, or you can email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu) for permission to delete it from TracDat.

11. How often should I be entering results for each assessment method?

Each assessment method should have findings at least once every 3 years.

12. How do I assign assessment result entry tasks?

You can do this by selecting a program, clicking the drop down arrow for the appropriate goal and assessment method, and then clicking the green tool (wrench) icon next to the word, "Assignment." Then, fill out the form to send an email assignment to the associated people.

13. What is the difference between the different assessment unit (program-level) reports?

There are three different reports: Four Column Report, Unit Planning Report and the Plan Report. All three reports include all of the material from the General Information page of the assessment unit. The Four Column Report formats information on “Outcomes,” “Assessment Methods,” “Results, Dissemination, and Interpretation,” and “Use and Action” in four columns. The Unit Planning Report includes all of the information of a Four Column Report, but displays it in a linear format, and not in four columns. The Plan Report does not include “Results, Dissemination, and Interpretation,” or “Use and Action” data, but only describes the program’s plan for assessment through detailing the “Outcomes” and “Assessment Methods,” for the assessment unit.

14. Do I need to enter anything for the assessment years prior to the 2015-2016 year?

Most assessment data that was submitted to Institutional Research and Planning has been entered. However, many different people entered lots of different types of assessment results using their best attempt to transfer it. There may be errors, or inconsistencies that you may want to edit, so please double check results from past years.

15. If I do not have results for an assessment method during the current reporting year, do I need to enter anything?

Some colleges choose to explicitly state that the method was not assessed during a certain year. However, you do not need to enter anything below that assessment method if you did not assess it during that year. (pile up of results entered with no data-prefer that you put nothing below)

16. Why did the assignment link that was sent to me not respond?

It may be due to a browser issue. Try restarting your browser, or using a different browser to open the link.



17. I can't log into TracDat. What's wrong?





If you have not been given access to the system, you will not be able to sign in. Please see question 18 to resolve this issue. If you have been given access, there may be a browser issue. Try restarting your browser, or using a different browser. The issue may also be due to using the back button, leaving the same page open for an extended period of time, or due to a bookmark problem, in which case you would receive a Web Login Service error page. If you have been directed to the Web Login Service error page, try following the directions on the page to resolve your problem. Lastly, this issue could be due to a network or system issue. TracDat periodically has updates which can create problems for users trying to log on. TracDat uses Shibboleth, the University's single sign-on authentication open software system. When that system fails, or when the network fails, you will encounter a connection error. If you have tried troubleshooting with all of the above methods and have still had trouble logging in, it may be due to system or network failure.

18. How do I get an account for TracDat?

Accounts for TracDat will be created for those employees that are designated as the assessment contact for a department or program on campus. Accounts may also be needed for personnel responsible for running reports from TracDat. If you feel you need an account for TracDat, please email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu).

19. Can I share documents between assessment units?

Yes, but you cannot move documents separately; you must move entire folders. This can be done only by users with assessment unit manager access (not read only) for multiple assessment units. If you need to request access to more assessment units, please email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu). Please see the TracDat User Manual for step-by-step instructions on sharing documents.

To share documents, direct yourself to the “Document Repository” page (found under the “Documents” tab, in the left hand menu, by clicking on “Document Repository”) in the assessment unit containing the documents. When there, put your cursor over the desired folder, which will reveal a drop-down arrow. Click on the drop-down arrow, and you will see a menu displayed. Click the “Share” button  and a window will open. In the window, select the assessment unit(s) you would like to share the documents with, which will highlight the assessment unit(s). If you wish to select multiple assessment units at once, you may do so by holding the CTRL key while clicking on the assessment units to highlight multiple at once. Once the assessment unit(s) is highlighted, click the button with one arrow  above the left-hand box to move the assessment unit(s) to the right-hand box. If you would like to copy to all of the assessment units listed in the box on the left-hand side, you may simply click the double arrow button  above the left-hand box. Once you see the program(s) moved over to the right hand column, click  “Save.” You should then see the shared folder in the Document Repository of the other program(s), after directing yourself to that page.





20. How should documents be named?





There is no standardized format for naming documents, and each user will utilize different naming conventions. However, you should be sure to name a document so that its contents are understood. You may use the document’s title, a description of the document, the reporting year, the assessment method it applies to, or the objective it applies to in naming.



21. Am I able to copy objectives, assessment methods, and/or results within an assessment unit or to another assessment unit?

You are able to copy objectives from one assessment unit to other assessment units, and you are able to copy assessment methods from one objective to another objective within an assessment unit. However, unfortunately results and use and action entries cannot be copied. However, you need to have access to the assessment units you wish to copy from and to in order to accomplish copying objectives or assessment methods. If you do not have appropriate access, please email the administrator (Sheila Craft-Morgan, craft-morgan.1@osu.edu). Please see the TracDat User Manual for step-by-step instructions on copying objectives and assessment methods.

You can copy an objective by first directing yourself to the Plan page (click “Unit Planning” tab in the left hand menu and then click the “Plan” button). Locate the objective you wish to copy and click the copy button  to be directed to a new window. In that window, select which aspects of the objective you wish to copy along with it by checking the box next to the option. The options are: Include Assessment Methods, Include Related Courses, Include Tasks, and Include Related Goals. After you have selected the options, select the assessment unit(s) you wish to copy to from the list in the box on the left-hand side, which will highlight it. If you wish to select multiple assessment units at once, you may do so by holding the CTRL key while clicking on the assessment units to highlight multiple at once. Once the assessment unit(s) is highlighted, click the button with one arrow  above the left-hand box to move the assessment unit(s) to the right-hand box. If you would like to copy to all of the assessment units listed in the box on the left-hand side, you may simply click the double arrow button  above the left-hand box. Once the appropriate assessment unit(s) is in the right-hand box, click the “Save” button  which will copy the objective chosen, along with all the options chosen, to those assessment units.

To copy assessment methods on their own within a program, first direct yourself to the Plan page (click “Unit Planning” tab in the left hand menu and then click the “Plan” button). Locate the assessment method you wish to copy and click the copy button  to be directed to a new window. In that window, select the objective(s) to which you would like to copy the chosen assessment method. If you wish to select multiple objectives at once, you may do so by holding the CTRL key while clicking on the objectives to highlight multiple at once. Once the objective(s) is highlighted, click the button with one arrow  above the left-hand box to move the objective(s) to the right-hand box. If you would like to copy to all of the objectives listed in the box on the left-hand side, you may simply click the double arrow button  above the left-hand box. Once the appropriate objective(s) is in the right-hand box, click the “Save” button  which will copy the assessment method to the objective(s) chosen.

22. Do I need to enter a certain date for the outcome start date, the assessment method date added or for the results, interpretation and dissemination date?

There is no standardized date for each item. Generally, users enter the date that the item is being created and entered, or they change the date after it has been edited. You may also set the date back to when the item or the language in the item was decided upon. Colleges and users may use discretion when entering dates.

23. How many outcomes or assessment methods should I have in my program?

At least 3 outcomes and one assessment method per outcome is recommended as the minimum. There should also be at least one direct assessment method listed in an assessment unit's assessment plan.

24. How do I choose a category for outcomes, goals and assessment methods?

Users know their programs best, and therefore may use discretion when choosing categories. For the most part, try to choose outcome categories which differ from others you've entered. The assessment method category chosen should reflect the nature of the assessment method, and whether the method is direct or indirect. If you have any concerns, you may direct them to the TracDat administrator, Sheila Craft-Morgan (craft-morgan.1@osu.edu).

25. What can I relate documents to?


You may relate documents to either assessment methods, or to results, dissemination and interpretations.

26. Can more than one person edit items in an assessment unit at once?

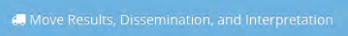
If users are editing the same item in TracDat, such as results, TracDat will only save the edits of the first user to click "Save." It can also become confusing keeping track of all the edits different users are making. Therefore, editing at the same time is not recommended.




27. How can I see the edits that have been made to a certain page of an assessment unit?

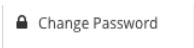
You can see edits made to a page by clicking the audit log button  in the top left of the page. This will be most useful on the “Plan” and “Results, Dissemination, and Interpretation” pages under the Unit Planning tab in the left hand menu. The audit log will default to showing all activity for any of the items on the page (Outcomes, Assessment Methods, Results, Dissemination, and Interpretation, and Use and Action). It will display the Date of any edits, the Personnel who made the edit, the Type of edit, the type of item edited (called Object), and the Name/Text that was edited. You can also narrow results of activity by the time the activity occurred. You may do this by using the drop-down menu beside “Show activity from the,” and choosing from one of the time frame options, which are: “Last time I was logged in,” “Last 30 days,” “Last 6 months,” “Last year,” or “Show all activity.” The default is “Show all activity.”

28. What is the “Move Results, Dissemination and Interpretation” button?

This button  allows you to move the result you entered to another outcome, and relate the result directly to an outcome, or to another assessment method listed under that new outcome. This function DOES NOT allow you to copy the result. It only allows you to move results. Results cannot be copied.

When you click on the button, you will see two boxes appear. The “Outcome Name” drop down box contains all of the outcomes in the assessment unit, and you can select a different outcome if you wish to move the result by clicking on one. You cannot select multiple outcomes. The second box listed is the “Results, Dissemination, and Interpretation Relationship” drop down box. This will list “Directly related to Outcome,” and also all of the assessment methods listed under the outcome which is selected in the Outcome Name box. In this box, you can either choose for the result to be directly related to the new outcome, or you can choose to move the result to another assessment method listed under that outcome. You may only select one location, and cannot select both “Directly related to Outcome,” and an assessment method. Once you have selected the intended location (both the outcome and the assessment method/direct relation option), click the “Save” button . This will move the result, which will be listed in the new location.

29. Why isn't the "Change Password" function working on TracDat?

The "Change Password" button  is found in a list of drop-down options when clicking your username in the top right corner of the TracDat screen. An attempt to use this function will not be successful due to Ohio State's use of Shibboleth for TracDat. Shibboleth is the University's single sign-on authentication open software system. If you wish to change your password, you will need to do so at <https://my.osu.edu>.

