Documenting the Course Assessment Report in Tracdat

There are two ways to get to the section where you can submit the Course Assessment Report

> **a) from the "Home" click the number in the 'findings' column**
>
> **b) in the left navigation menu select "Course Planning" then "Findings"**

OR

Expand the findings section by clicking the black triangle to expand that section, then click the green circle to 'Add Finding' as shown below:

CSCI163 - Troubleshooting and Repair of Personal Computers

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by TheCourses Unit.

4 Course Assessment Report CSCI163 Troubleshooting and Repair of Personal Computers (2,2) 3
A basic introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. The student will learn elementary principles of electronics, magnetism and interference as they relate to computer repair and operation. The disassembly and upgrading of a personal computer will be covered in the laboratory as well as the use of diagnostic hardware and software.

▶ ⊙ Other Findings

Add finding

▶ Course Assessment Report completed with each course offering

Enter the 'finding' – a brief summary of student learning assessment, later the full report is uploaded.   It is VERY helpful when reading the processed reports if the findings statements can stand alone so that the reader does not have to open attachments to know the outcome of the assessment. For example, you could report a finding as "80%" but it would be more meaningful to report "Spring 2016: 80% of students demonstrated mastery of objective 3 (drawing Kreb's Cycle from memory)."

💾 Save ▼   ↩ Return

CSCI163 - Troubleshooting and Repair of Personal Computers

◎ **Course Assessment Report** CSCI163 Troubleshooting and Repair of Personal Computers (2,2) 3
A basic introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. The student will learn elementary principles of electronics, magnetism and interference as they relate to computer repair and operation. The disassembly and upgrading of a personal computer will be covered in the laboratory as well as the use of diagnostic hardware and software.

Course Assessment Report completed with each course offering
Criterion/Target/Threshold Base expectation set at 70% achievement of course outcomes

* Finding Date   01/14/2016

* Finding   **Copy a short narrative statement from the report here**

* Finding Reporting Year   [▼]   **Indicate the academic year**

* Goal met   [▼]

Optional Data Point   [   ]
?

Optional Data Point 2   [   ]
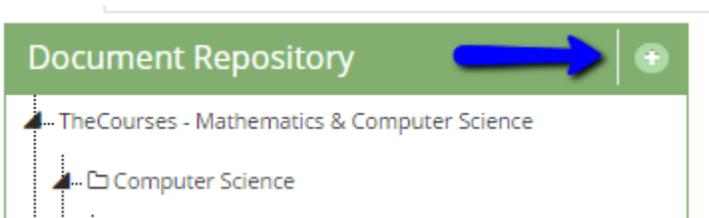?

Course Instructional Modality   [▼] ?

Description of Assessment Method (optional)   **If the course outcomes have changed the new ones can be listed here**
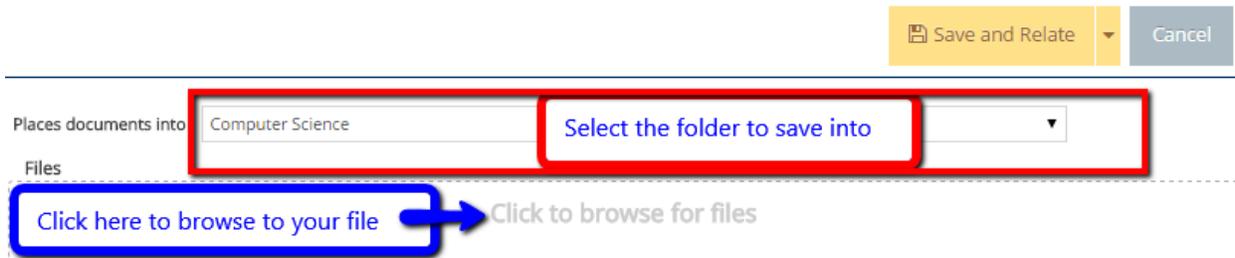
Documenting how we USE our assessment data for continuous improvement is done using the "Action" page – a brief statement about what we will do next time. Then attach your full course report as a "Related Document"

When you select "Related Documents" you go to a menu to select the file. If it's already uploaded then it will be in one of the folders – or click the green "+" to find a file on your computer

The Related Document dialog box lets you select the folder to save into (although it isn't prominently identified) and asks you to "click to browse for files" (although that is in a dimmed out font).

Once you "Save and Relate" the file or files you selected, Select the green "Complete" button on the related documents page to return to the Findings page.

In Summary: Select "Add Finding", enter the brief summary as the FINDING, how that information will be used as the ACTION, and attach your complete Course Assessment Report as a RELATED DOCUMENT.

Thank you