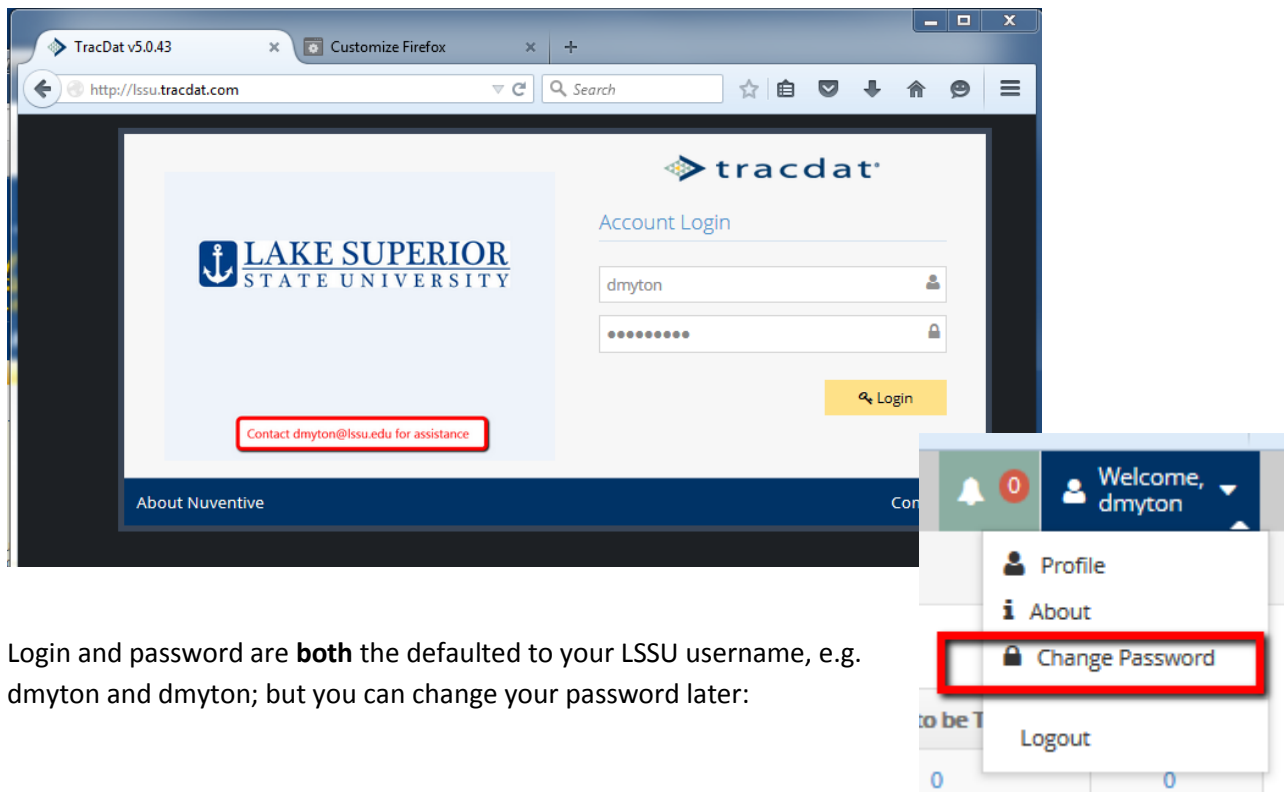


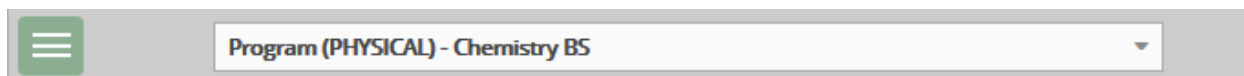
Getting Started with Tracdat (July 2015)

Tracdat version 5.0 (TD5) brings several new features and a new user interface. Open a browser window (Firefox, Chrome, Explorer, etc.) and navigate to <http://lssu.tracdat.com>



Login and password are **both** defaulted to your LSSU username, e.g. dmyton and dmyton; but you can change your password later:

Navigation in TD5 relies on a drop-menu along the top grey bar – click on it to expand and see all your available units. Depending on how wide you make the window the left-side menu might disappear – but you can always get it using the green button.



Once you select the unit of interest from the top drop-down menu, the side navigation tools will adjust to show the components related to that unit. If you are in a course-unit, you won't see program stuff in the left-menu. Using the left-side menu, the "Home" page of each unit provides a summary of progress in documenting assessment. In the image below the courses for the School of Physical Sciences is shown. Green checks generally indicate progress by some criteria, red flags usually indicate a deficiency. We don't generally use the "Follow-up" column so a "0" there is not a concern.

Note the blue box highlights a red flag for a unit that appears to have had activity – that is an artifact of the flag rules which were set to require at least one (1) active method for each learning outcome. In reality not every outcome will have a measure unit it is being assessed – so **BOTTOM LINE**: use the flags as a guide but don't let them ruin your day.

tracdat TheCourses - Physical Sciences

TheCourses - Physical Sciences > Home

Course Planning Summary - Owned

	Courses	Course Student Learning Outcomes	Assessment Methods	Findings	Action to be Taken	Follow-Up
▶ ✓	CHEM091 - Basic Chemistry	1	1	1	1	0
▶	CHEM108 - Applied Chemistry	10	11	57	8	0
▶	CHEM109 - Applied Chemistry Lab	7	7	14	2	0
▶	CHEM110 - Applied Organic and Biochemistry	7	6	18	4	0
▶	CHEM115 - General Chemistry I	4	3	6	3	0
▶ ✓	CHEM116 - General Chemistry II	4	4	12	8	0

You can click on any of the blue text in on the screen above which links down to the related area in TD5. For example to add a finding for CHEM091 you would click on the blue “1” in the finding column. The left-side navigation updates as well and you are taken to the findings page shown below:

tracdat TheCourses - Physical Sciences

TheCourses - Physical Sciences > Course Planning > Findings

CHEM091 - Basic Chemistry

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

Elements Given a periodic table, students can correctly use the names, symbols, atomic number and mass of the first 36 elements in solving basic story problems.

Other Findings

Indirect - Survey, including self-evaluation, peers, or graduates Question 2 on the student course-assessment survey will ask the student to rate their mastery of this outcome

Criterion/Target/Threshold 100% of students will report that they can "usually" or "always" fulfill this outcome, using a four-point scale "never" - "sometimes" - "usually" - "always"

2011-2012 No 06/04/2012
in the spring 2012 only 97% of students rated themselves as usually able to meet this outcome. [more]

Action to be Taken

Action to be Taken We could clarify the directions on the survey to ensure students understand the meaning of "always and usually" 06/04/2012

Budget Request Rationale - Assessment unit

Budget Request \$ - Assessment unit

Follow-Up

Assignment

Related Documents

Red arrows show where to expand a section. Add a **new finding related to “Question 2”** using the button, highlighted with the blue box. Edit existing content using the icon shown with purple arrow. See the other resources for creating new measures, adding other findings and reporting.