




TRACDAT QUICK GUIDE

Student Development Signature Assessment Plan 2016

5 Steps for Using TracDat to track Assessment Projects

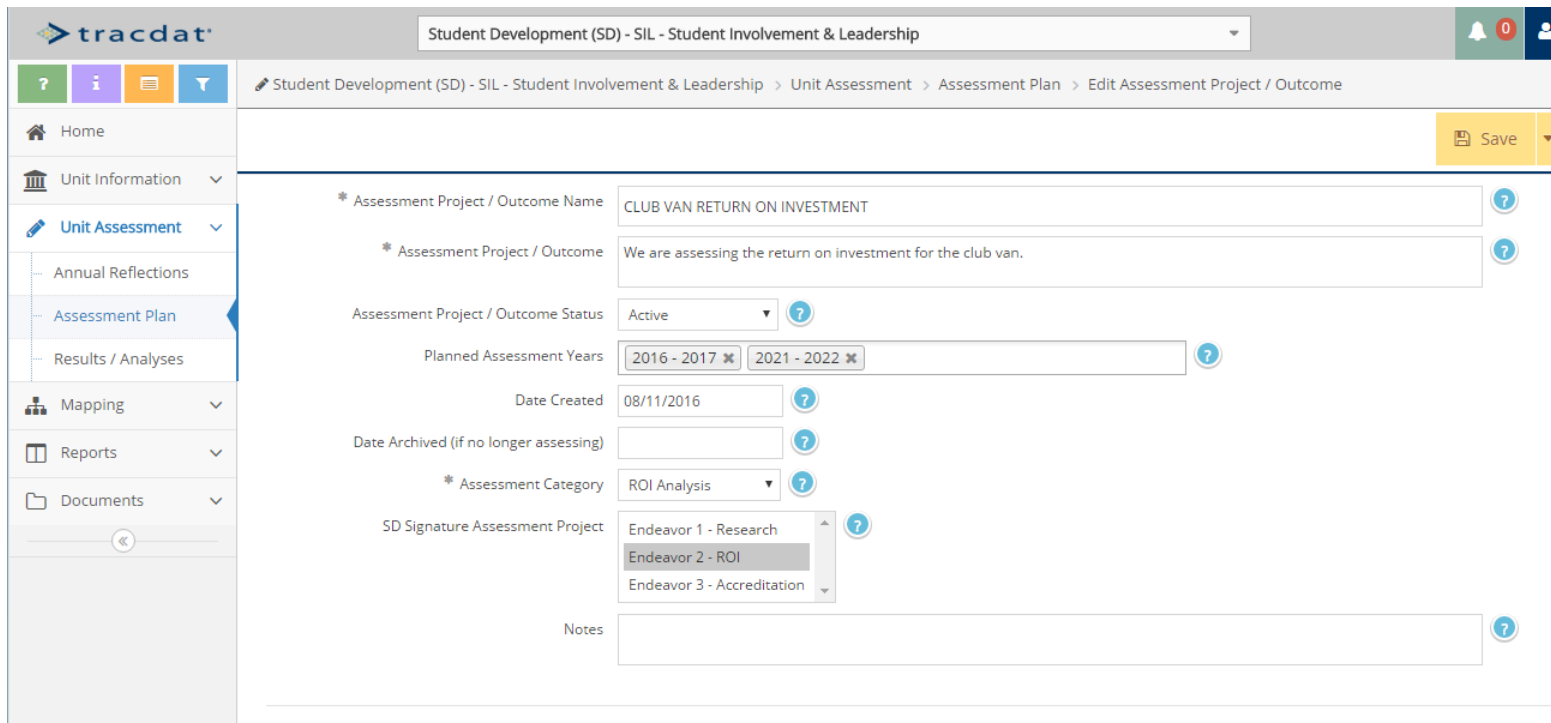
- Step 1. Enter your assessment projects/plans in brief detail.
- Step 2. Enter your methods of assessment/research plan/strategies in brief detail.
- Step 3. Indicate the Division or University goals that align with your assessment plan (check the box).
- Step 4. Use TracDat as a repository by uploading and storing any documents/outlines related to your assessment plan.
- Step 5. At the conclusion of your project, enter a brief summary of your results/findings and attach any documents (data, evidence, full reports, etc.).

How to Enter your Assessment Projects into TracDat

1. Visit website: <https://gonzaga.tracdat.com/>
2. Login using your Gonzaga credentials.
3. From the dropdown menu in the top center of the screen, select the assessment unit you wish to review/edit.
4. In the left menu, click **Unit Assessment** and then **Assessment Plan**.
5. You will see your department's existing/former outcomes.
 - a. Your outcomes are likely outdated and may even confuse you: **Ignore the old outcomes.**
 - b. Click the green plus sign  that reads **Add Assessment Project/Outcome.**

Enter information into the fields as follows:


6. **Assessment Project/Outcome Name:** In ALL CAPS, type a couple words to describe what you are assessing or researching (e.g., club participation, return on investment for van, marijuana health perception, etc.).
*Note: project/outcome names are typed in ALL CAPS for consistency on reports.
7. **Assessment Project/Outcome:** type the general project theme or brief description of what you are assessing or researching (e.g., researching club participation in relation to student financial aid need, tracking return on investment of club van purchase, researching students' health perception of marijuana use, etc.).
8. **Assessment Project/Outcome Status:** select Active.
9. **Planned Assessment Years:** select 2016-2017.
10. **Date Created:** select today's date.
11. **Date Archived:** leave blank.
12. **Assessment Category:** select the type of outcome or assessment project.
13. **SD Signature Assessment Project:** If the outcome/project is related to Endeavor #1, #2 or #3, select the appropriate endeavor.
14. **Notes:** type any special circumstances, prompts, research needs, planned strategies to complete the research/assessment project, etc.
15. Click **Save** and **Return**.



The screenshot shows the TracDat interface for editing an assessment project. The breadcrumb trail is: Student Development (SD) - SIL - Student Involvement & Leadership > Unit Assessment > Assessment Plan > Edit Assessment Project / Outcome. The form fields are as follows:

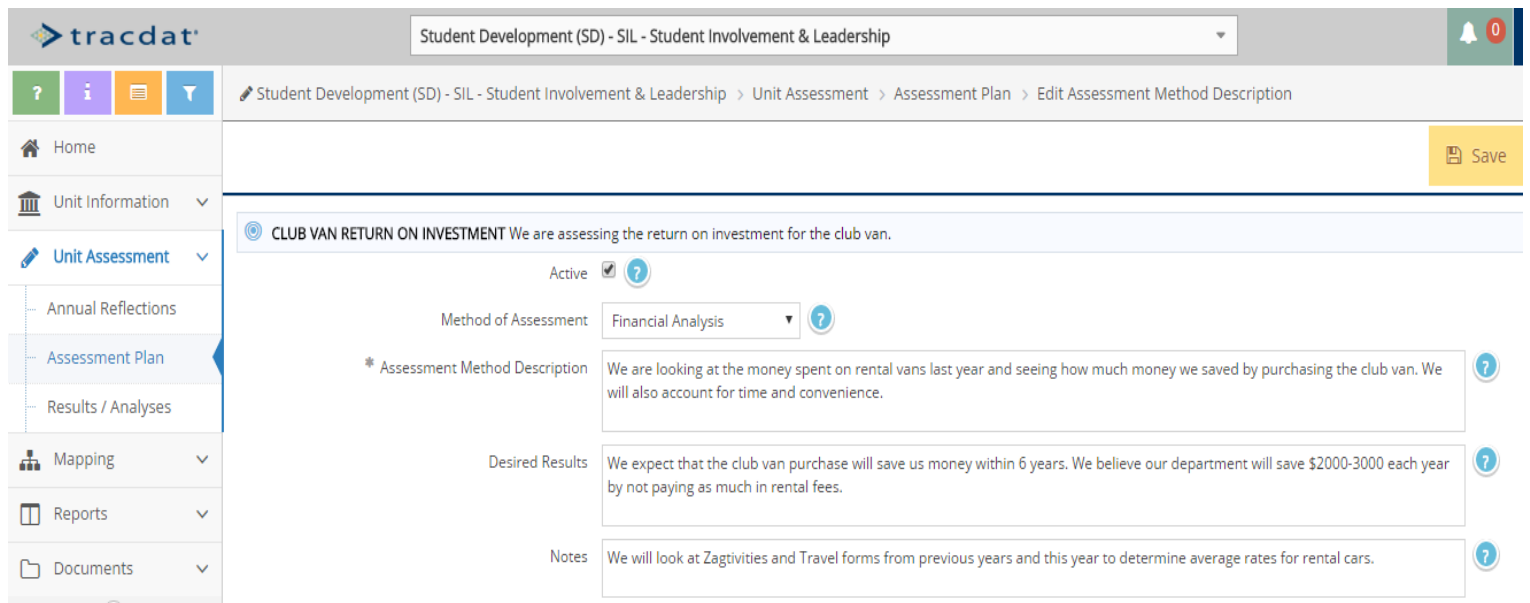
- Assessment Project / Outcome Name:** CLUB VAN RETURN ON INVESTMENT
- Assessment Project / Outcome:** We are assessing the return on investment for the club van.
- Assessment Project / Outcome Status:** Active
- Planned Assessment Years:** 2016 - 2017, 2021 - 2022
- Date Created:** 08/11/2016
- Date Archived (if no longer assessing):** (empty)
- Assessment Category:** ROI Analysis
- SD Signature Assessment Project:** Endeavor 2 - ROI
- Notes:** (empty)

How to Enter Your Assessment Methods into TracDat

1. Visit website: <https://gonzaga.tracdat.com/>
2. Login using your Gonzaga credentials.
3. From the dropdown menu in the top center of the screen, select the assessment unit you wish to review/edit.
4. In the left menu, click **Unit Assessment** and then **Assessment Plan**.
5. Click the caret ▾ (little arrow) next to the project/outcome for which you have Assessment Methods to enter.
6. Click the green plus sign  to the right of the **Assessment Method**.

Enter information into the fields as follows:

7. **Method of Assessment:** select the one that best describes your research, analysis or assessment method.
8. **Assessment Method Description:** type a description of the data or student work you will review, collection method if applicable, and how you will assess the data and/or analyze your findings.
9. **Desired Results:** type a few sentences to describe what you expect to find and/or what you would like the results to be at the conclusion of the project.
10. **Notes:** type any notes for this assessment method that will help you remember points of interest, reasons, strategies, etc.
11. Click **Save** and **Return**.



tracdat® Student Development (SD) - SIL - Student Involvement & Leadership

Student Development (SD) - SIL - Student Involvement & Leadership > Unit Assessment > Assessment Plan > Edit Assessment Method Description

Home

Unit Information

Unit Assessment

Annual Reflections

Assessment Plan

Results / Analyses

Mapping

Reports

Documents

Save

CLUB VAN RETURN ON INVESTMENT We are assessing the return on investment for the club van.

Active ?

Method of Assessment Financial Analysis ?

* Assessment Method Description We are looking at the money spent on rental vans last year and seeing how much money we saved by purchasing the club van. We will also account for time and convenience. ?

Desired Results We expect that the club van purchase will save us money within 6 years. We believe our department will save \$2000-3000 each year by not paying as much in rental fees. ?

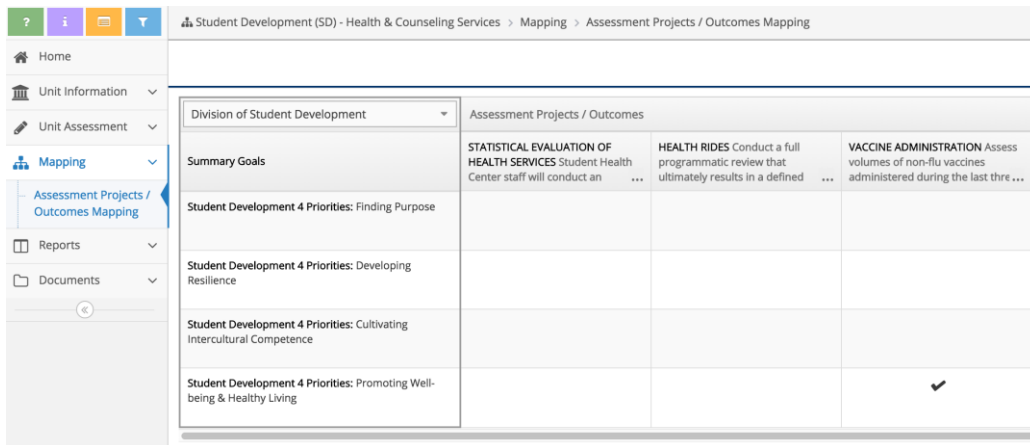
Notes We will look at Zagtivities and Travel forms from previous years and this year to determine average rates for rental cars. ?

How to Map Your Assessment Projects to Institutional Goals in TracDat

It is recommended that you map your projects/outcomes to institutional goals from your choice of one to all three of the following summary goal categories:

- I. Student Development 4 Priorities
- II. Accreditation Core Themes
- III. Strategic Plan Objectives

1. Visit website: <https://gonzaga.tracdat.com/>
2. Login using your Gonzaga credentials.
3. From the dropdown menu in the top center of the screen, select the assessment unit you wish to review/edit.
4. In the left menu, click **Unit Assessment** and then **Assessment Plan**.
5. Click the caret (little arrow) next to the project/outcome for which you wish to map institutional goals.
6. Below Assessment Methods, you will see **Supporting Goals**; click the green wrench symbol to the right of **Supporting Goals**.
7. Scroll to the right to find the column for your current project/outcome.
8. From the summary goals dropdown menu at left, select one category: **Division of Student Development (4 Priorities), Accreditation, or Strategic Plan**.
9. In the column below your project/outcome, click the appropriate cell(s) in the corresponding row(s) of the specific goal(s), objective(s), priority(ies), or core theme(s)—this will create a check mark in the grid to indicate where your projects/outcomes support institutional goals.
- *Note: In order to see the complete list of goals, use the vertical scroll bar at right to scroll down the page.
10. Click **Save**. Then you may select another set of goals from the Summary Goals dropdown menu at left if you wish to map multiple goals/ goal categories to a single project/outcome.
11. When you finish mapping any/all summary goals, click **Save** and **Return**.



Strategic Plan	Assessment Projects / Outcomes		
Summary Goals Excellent Faculty across baccalaureate and post-graduate programs	SENSE OF BELONGING Sense of belonging: "the experience of personal involvement in a system ...	PERSONAL RESPONSIBILITY Personal responsibility: Students take responsibility for actions and ...	CLUB VAN RETURN ON INVESTMENT We are assessing the return on investment for the club ...
Commitment 2: Animate Academic Excellence Across the Institution Strategic Objective 3: Foster a Community of Critical and Reflective Inquiry			
Commitment 2: Animate Academic Excellence Across the Institution Strategic Objective 4: Cultivate Global Perspectives and Enable Global Engagement			
Commitment 2: Animate Academic Excellence Across the Institution Strategic Objective 5: Develop Refined Enrollment Management Strategies			
Commitment 3: Provide An Integrative Jesuit Educational Experience for Our Students Strategic Objective 1: Function as a Caring, Challenging and ...			
Commitment 3: Provide An Integrative Jesuit Educational Experience for Our Students Strategic Objective 2: Cultivate the Development of the Who ...			
Commitment 3: Provide An Integrative Jesuit Educational Experience for Our Students Strategic Objective 3: Develop a Cultural, Civic, and Global ...			
Commitment 4: Optimize Institutional Stewardship and Sustainability Strategic Objective 1: Provide the Sources of Funding Required for Financial ...			✓
Commitment 4: Optimize Institutional Stewardship and Sustainability Strategic Objective 2: Strengthen Student Profile			

How to Attach a Supporting Document to Your Plan in TracDat

For historical purposes, it is helpful to attach/relate the document(s) that will be used for assessment (e.g., survey outline, blank rubric, questionnaire/form, extensive description of hypothesis/ strategies for research, etc.)

1. Visit website: <https://gonzaga.tracdat.com/>
2. Login using your Gonzaga credentials.
3. From the dropdown menu in the top center of the screen, select the assessment unit you wish to review/edit.
4. In the left menu, click **Unit Assessment** and then **Assessment Plan**.
5. Click the caret ▾ (little arrow) next to the project/outcome for which you have a supporting document to attach/relate.
6. Click the next level down caret ▾ next to **Assessment Methods**.
7. Click the next level down caret ▾ next to the **type of assessment method** (i.e., Financial Analysis).
8. Below the assessment method details, you will see **Supporting Documents**; click the green wrench symbol 🛠️ to the right of **Supporting Documents**.
9. Click the green plus sign ➕ to the right of the **Document Repository** to add a new document (saved on your computer or drive).
10. **Place documents info:** select the folder for which to save the document within your TracDat Documents Repository (most likely you will select "general").
11. Click on the words "**Click to browse for files**" and select the document from your computer or drive; click the **Open** button.
12. Click the yellow **Save and Relate** button (top right).
13. When you are finished relating documents to that project/outcome's assessment method, click the green **Complete** button (top right)


The screenshot shows the TracDat interface for adding a supporting document. The 'Places documents into' dropdown is set to 'General'. The 'Files' section contains a 'Click to browse for files' button. The 'Urls' table has columns for Name, Url, and Description, with asterisks indicating required fields. The 'Save and Relate' button is highlighted in yellow.

* Name	* Url	Description
...

* Required field

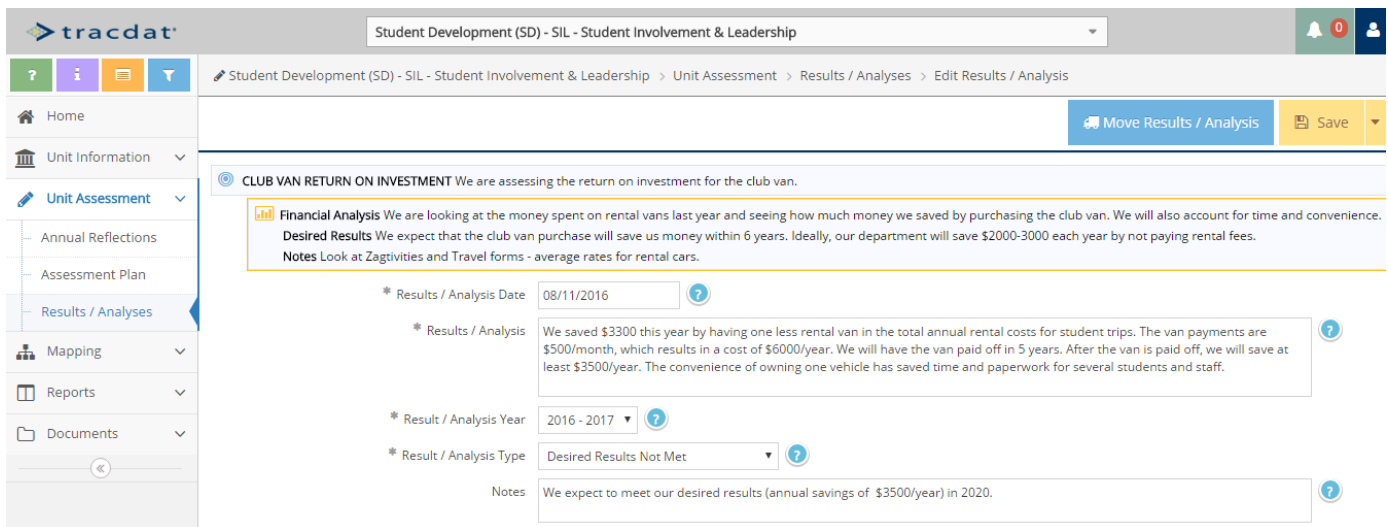
How to Enter Your Results into TracDat

Upon completion of your assessment project(s), you should login to TracDat and enter your findings/results and action plans (i.e., What will you do with your new knowledge/information? How will your program change as a result of what you learned? What steps will you take to make sure it happens?). In this area you may also choose to attach supporting documents, which could include a full report/analysis of your findings/results.

1. Visit website: <https://gonzaga.tracdat.com/>
2. Login using your Gonzaga credentials.
3. From the dropdown menu in the top center of the screen, select the assessment unit you wish to review/edit.
4. In the left menu, click **Unit Assessment** and then **Results/Analyses**.
5. Click the caret ▾ (little arrow) next to the project/outcome name for which you have results to enter.
6. Click the green plus sign  to the right of the **Assessment Method**.

Enter information into the fields as follows:


7. **Results/Analysis Date:** select the date you are entering the results.
8. **Results/Analysis:** type your findings from your project; this should be a narrative summary of your findings.
9. **Result Year:** select the academic year of analysis, 2016-2017.
10. **Results/Analysis Type:** select the appropriate option for your project/outcome (met, not met, undetermined or inconclusive). If you believe you are on track to achieve your outcomes in a few years, just not yet – select not met – but then in the notes type, “based on our findings, we expect to achieve our desired goals/outcomes in...”



The screenshot shows the TracDat interface for editing results. The breadcrumb trail is: Student Development (SD) - SIL - Student Involvement & Leadership > Unit Assessment > Results / Analyses > Edit Results / Analysis. The main content area displays the following information:

- Project Name:** CLUB VAN RETURN ON INVESTMENT We are assessing the return on investment for the club van.
- Financial Analysis:** We are looking at the money spent on rental vans last year and seeing how much money we saved by purchasing the club van. We will also account for time and convenience.
- Desired Results:** We expect that the club van purchase will save us money within 6 years. Ideally, our department will save \$2000-3000 each year by not paying rental fees.
- Notes:** Look at Zagtivities and Travel forms - average rates for rental cars.
- Results / Analysis Date:** 08/11/2016
- Results / Analysis:** We saved \$3300 this year by having one less rental van in the total annual rental costs for student trips. The van payments are \$500/month, which results in a cost of \$6000/year. We will have the van paid off in 5 years. After the van is paid off, we will save at least \$3500/year. The convenience of owning one vehicle has saved time and paperwork for several students and staff.
- Result / Analysis Year:** 2016 - 2017
- Result / Analysis Type:** Desired Results Not Met
- Notes:** We expect to meet our desired results (annual savings of \$3500/year) in 2020.

Finally, enter your Annual Reflections:

11. In the left menu, click **Unit Assessment** and then **Annual Reflections**.
12. Click the green plus sign  to the right of **Annual Reflections**.
13. **Annual Reflection Cycle:** select the academic year for which you are entering reflections.
14. **Reflection:** type broad, reflective thoughts on your comprehensive assessment plan, results, and activities. How did things go this year? What did you learn from your assessment data in general this year?
15. Click **Save** and **Return**.

Need Help?

If you would like assessment feedback or assistance using TracDat, please do not hesitate to contact ATAS!

Academic Technology Applications Support (ATAS)

Jenn Klein & Brenda Warrington

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