

TracDat User Guide

Academic Program Review

This guide is for Gonzaga University *academic* department-level interaction with TracDat for Program Review. Instructions are included for inputting self-study information, attaching the external review report, developing action plans, goal mapping, adding results and analysis, and generating reports. For help at any time, please contact ATASupport@gonzaga.edu.

<https://gonzaga.tracdat.com>

Prepared by
Academic Technology Applications Support (ATAS)
Gonzaga University
Updated September 2016



TracDat System Overview

TracDat is an online assessment and strategic planning system developed and hosted by Nuventive, Inc. TracDat was developed as a management tool to meet assessment and planning needs and to overcome common obstacles of tracking and assessment. TracDat closes the loop between reviewing, planning and taking action. The templates within TracDat assure uniformity of reporting that simplifies collection, review, management and utilization of data. TracDat eliminates the traditionally chaotic, last-minute approach to assessment by providing ongoing, enterprise-wide visibility into targeted improvement activities. As a web-based application, users can access the program from anywhere they have an Internet connection. It is designed to serve as a central repository for assessment/Action Items, program review/action plans, as well as the corresponding results/analyses—at the course, program, department, college and university levels. TracDat provides users with a collection of pre-formatted reports that address critical aspects of the program review and assessment cycles. More information about TracDat can be obtained at <http://www.nuventive.com>.

Accessing TracDat

Go to www.gonzaga.edu/ATASupport for the link to the TracDat login page or enter <https://gonzaga.tracdat.com> into any web browser to gain access to the Gonzaga TracDat login. This link will take you to the following login screen:

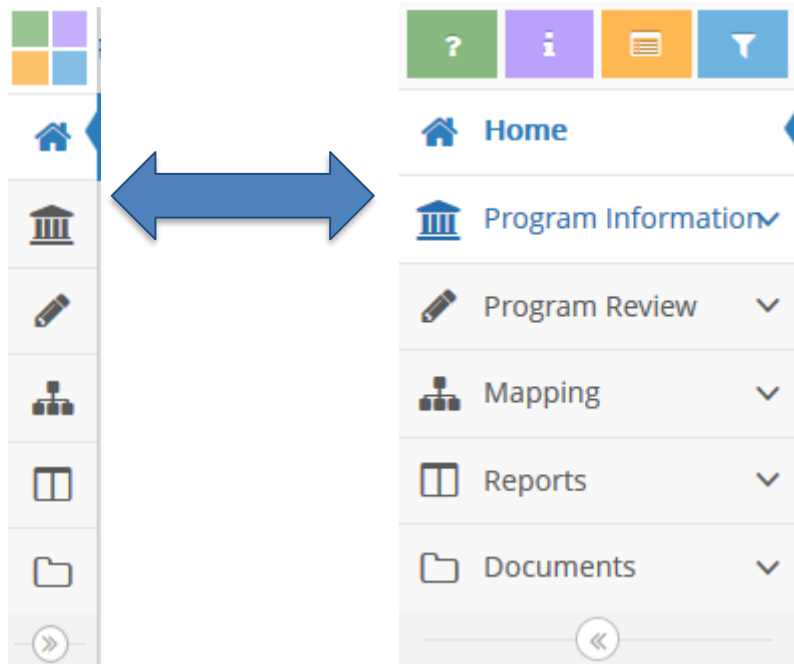
Enter your Gonzaga username and password. If you have forgotten your password, please contact the IT Support Center at x5550, and they will reset your password for you.

Select Program Review Unit

After entering TracDat you will see a drop-down box at the top, center of the screen that can be used to select the academic unit in which you plan to work. When you select the dropdown arrow, you should see the program review assessment unit(s) for which you have permission to work in. If you have access to many units, you can use the search box to locate a unit quickly. Contact ATAS if you do not see the unit(s) that has been assigned to you.

Left Hand Menu

Use the tabs in the left hand menu to navigate TracDat. If your screen is small, you will only see the icons like below on the left.



Default TracDat help available for the current page



Customized instructions for Gonzaga University



Activity log (this function is not available yet)



The Filter tool can be used where multiple items are shown. If the filter is in use, the icon will have a red border

Home

The home page displays your Program Review's Action Plan Summary. At the end of the Program Review process, Action Plans are developed; all **active** Action Items are shown on the home page once developed. Your active Action Items are organized in a grid along with a count of the number of Action Plan Deliverables, Results/Analysis, Additional Actions/Next Steps, and Follow-Ups. Each item in the grid is a hyperlink that will take you directly to that area in TracDat.

Program Information

- **General Unit Info** – Fields are available to enter the names, emails, and phone numbers for department personnel responsible for entering information, overseeing and completing action items related to the unit's Program Review. There is also an optional space for entering Contextual Notes, if needed.
- **Assignments** – View overdue, complete, and incomplete assignments. This is an optional tool the department can use for assigning specific tasks or action items to particular staff/faculty assisting with the Program Review.
- **Program Review Personnel** – View all Gonzaga personnel who have varying levels of access to your Program Review unit; this may help you determine who should and should not have access at a given point in time (contact ATAS to have adjustments made to access).

Program Review

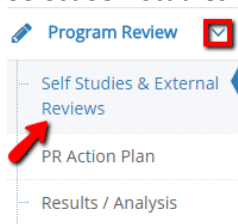
phases 1, 2 & 3: internal and external reviews & response to external review

- **Self-Studies & External Reviews** – Fields are available to enter all responses for the Self-Study for a given academic year. Additionally, there is space at the end of the **Self-Study** for the **External Review**, in which you can enter contact information for the External Reviewer and a brief summary from their report. After filling in some or all fields and saving, you will then be able to attach documents to that academic year (i.e., Self-Study Appendices, full External Review Report, etc.).
 - **NOTE:** Within the next 18 months, we are told by the developers of TracDat that Self-Study and External Review can be separated into two different tabs (they are currently working on this enhancement for us).

1. Self-Study

Enter your responses, data analyses, statistics, reflections, etc. in the open fields provided for each area of the Self-Study; note that each field also includes Gonzaga-specific instructions for your reference.

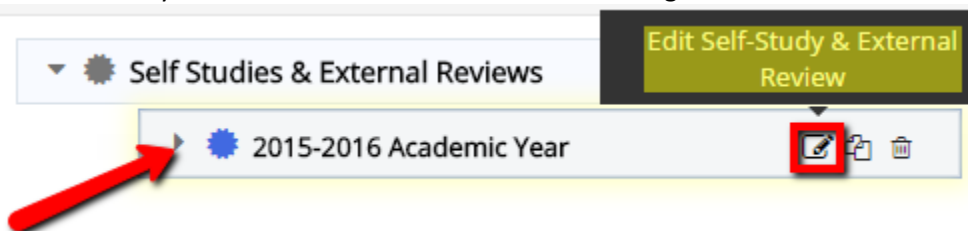
- Select **Self-Studies & External Reviews** under **Program Review** in the left hand menu.



- To **add** a new Self-Study / External Review, click the **green plus** sign to the right of Self-Studies & External Reviews. You can add as little information at a time as you like, just remember to click SAVE at the top each time you add information before exiting.



- To **view** an existing Self-Study / External Review, click the **caret** next to the Academic Year, then click the **edit** button if you wish to add information or make changes.



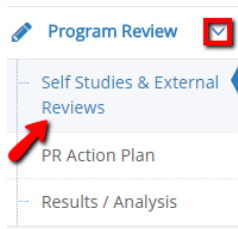
- To **edit, copy or delete** a Self-Study / External Review, select the appropriate icon to the right of the Academic Year. Please use caution with the trash can icon, as it is highly unlikely that you will ever need to delete anything.



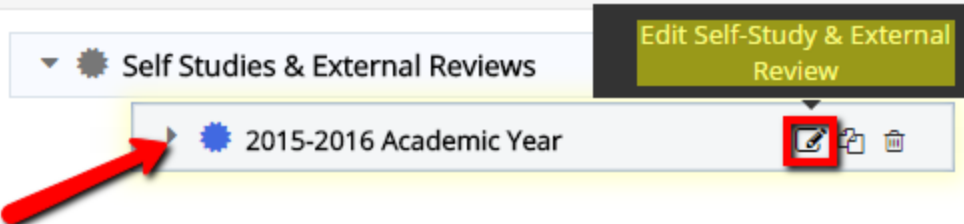
2. External Review

At the very bottom of the Self-Study, there is an External Review area. Use the provided fields to add contact information for the External Reviewer as well as a brief summary copied/pasted from their final Report. After saving changes, you will be able to add documents, including the External Review full report.


- Select **Self-Studies & External Reviews** under **Program Review** in the left hand menu.



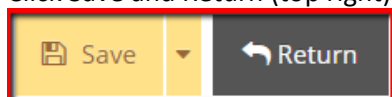
- To **view** an existing Self-Study / External Review, click the **caret** next to the Academic Year, then click the **edit** button if you wish to add information or make changes.



- Scroll to the very bottom of the Self-Study fields to find the External Review fields to be completed:

EXTERNAL REVIEW - External Reviewer Name	<input type="text"/>
EXTERNAL REVIEW - External Reviewer Institution	<input type="text"/>
EXTERNAL REVIEW - External Reviewer Email	<input type="text"/>
EXTERNAL REVIEW - External Reviewer Phone	<input type="text"/>
EXTERNAL REVIEW - Brief Summary of External Report	<input type="text"/>
EXTERNAL REVIEW - Submission Date of External Review	<input type="text"/> 

- Click Save and Return (top right)



3. Attaching/Relating Documents for Self-Study, External Review, Response

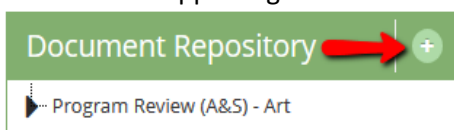
After saving changes (to either the Self-Study or External Review fields) and returning to the main page titled **Self-Studies & External Reviews**, you will then be able to attach **Supporting Documents**, which will include:

- (1.) any IR data sets or appendices related to the Self-Study
- (2.) the full External Review report
- (3.) your Program's Response to the External Review

- Click the caret next to the Academic Year, scroll to the very bottom of the page (below all the fields for Self-Study and External Review); to the right of Supporting Documents, click on the **green wrench** icon.



- To add each supporting document click the **green plus** sign to the right of **Documents Repository**:



Program Review

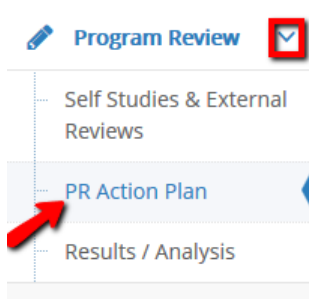
phases 4 & 5: goal setting & planning actions

- **PR Action Plan** – View, add, or edit your Program’s action plan which is done as a result of the self-study and external review; this section includes both **Program Goals/Targets** and **Action Items**. The Action Items include fields for planned years to take action, action plan deliverables, desired results/indicators of achievement, notes, supporting documents, and the ability to assign tasks to others and link your actions to goals of the program and/or institution.

4. Program Goals / Targets

This is optional. You may elect to use this area to create broad program goals or general targets that your Program would like to achieve as a result of the Program Review process. The Action Items can then be linked to these larger/broader goals.

- Select **PR Action Plan** under **Program Review** in the left hand menu.



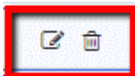
- To **add** a new Goal/Target, click the **green plus** sign to the right of Program Goals / Targets.



- To **view** an existing Program Goals/Target, click the **caret** next to the title.



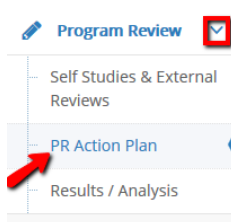
- To **edit or delete** a Program Goal/Target, select the appropriate icon to the right of the Goal/Target.



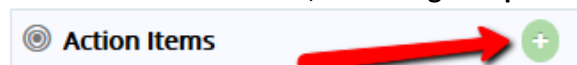
5. Action Items

Use this area to add new Action Items and to view, copy or edit any existing/former Action Items from your Program. Action Items are a key element in the Program Review process. Based on each Action Item’s complexity, you will be able to define the indicators of achievement and later record the results of each action.

- Select **PR Action Plan** under **Program Review** in the left hand menu.



- To **add** a new Action Item, click the **green plus** sign to the right of Action Items.



- To **view** an existing Action Item, click the **caret** next to the title.



- To **edit, copy, or delete** an Action Item, select the appropriate icon to the right of the item.

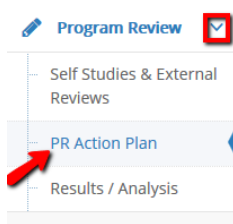


Quick Tips for Adding New Action Items:	
<p>Make additions/edits to the information:</p> <ul style="list-style-type: none"> Action Item Name should only be a couple of words and entered in ALL CAPS Action Item Description is a brief description that can be copied/pasted directly from the External Review recommendations. Action Status can be selected from the dropdown options Planned Years to Take Action can be selected by clicking in the text box – and you can select multiple years Date Created may be helpful to inform others on your team of the timeframe when created 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>* Action Item <input type="text" value="ENTER NAME IN CAPS"/></p> <p>* Action Item Description <input type="text" value="Enter description in lower case"/></p> <p>Action Status <input type="text" value="▼"/></p> <p>Planned Years to Take Action <input type="text"/></p> <p>Date Created <input type="text"/></p> <p>Date Archived (if no longer assessing) <input type="text"/></p> </div>
<p>Click the Save button after information has been entered, then click the Return button to return to the full Action Items page.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Return"/></p> </div>

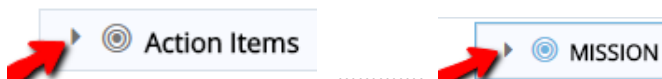
Action Items: Action Plan Deliverables

This is the place to specify what the end results should be for each Action Item. First, select the Action Item for which you will be providing Deliverables, then enter the Action Plan Deliverables information, including the Desired Results to be used to determine if the Action Item has been accomplished. You can specify more than one Deliverable for each Action Item, if needed. Repeat this process for each of your Action Items.

- Select **PR Action Plan** under **Program Review** in the left hand menu.



- Open** an existing Action Item by clicking the **caret** next to the title.



- To **add** a new Action Plan Deliverable, scroll below the Action Item details and click the **green plus** sign to the right of Action Plan Deliverable.



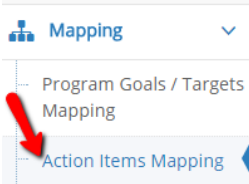
- To **edit, copy, or delete** an Action Plan Deliverable, select the appropriate icon to the right of the item.



Mapping

- **Action Items Mapping** – Check and uncheck boxes within the grid to indicate where your Action Items support program goals or institutional goals. Use the bottom and side scroll bars to view all Action Items and Goals respectively.

- Select **Action Items Mapping** under **Mapping** in the left hand menu.



- To **select a specific set of goals**, click the **caret** dropdown list directly above “Program Goals/Targets” and select the title of the goals sequence for which to map your outcomes.

Program Review (A&S) - Modern Languages ...	Action Items	
Program Goals / Targets	MISSION - CULTURAL COMPETENCY Add reference to cultural competency in the MDLA Mission ...	MISSION - IGNATIANT PEDAGOGICAL PILLARS Strengthen Mission Statement by referring to the ...
Revise the Modern Languages & Literature Mission Statement.	✓	✓
Revise Modern Languages & Literature Assessment Methods.		
Evaluation and revision of curriculum and course offerings.		

- To **view the full description** of a goal or outcome, click the ellipses to expand the text window. Use the bottom and right **scroll bars** to view all Action Items and all Goals available for mapping within each goal sequence.

Accreditation	Outcomes
Summary Goals	VOCATIONAL DISCERNMENT As a result of participating in CCASL programs, students (leaders are ...)
Accreditation Core Theme 1: Academic Excellence Objective 3: Students integrate disciplinary knowledge, methods, and practice and bring them ...	

- To **map** to a specific Action Item to a specific Goal, click the appropriate box within the grid and a **check mark** will appear (click again to uncheck).

Program Review (A&S) - Modern Languages ...	Action Items	
Program Goals / Targets	MISSION - ONLINE PRESENCE The mission should be uploaded to or linked to the main page of the ...	ASSESSMENT - EXAMS & CAPSTONE PROJECT The Department should carefully consider and discuss ...
Revise the Modern Languages & Literature Mission Statement.	✓	
Revise Modern Languages & Literature Assessment Methods.		✓
Evaluation and revision of curriculum and course offerings.		

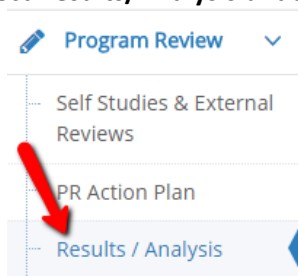
Program Review

phase 6: entering results of action plan

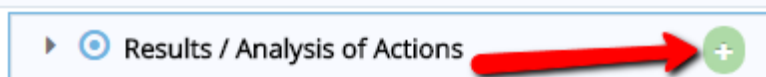
- **Results / Analysis** – **Enter these only upon achieving/completing an Action Item** – View, add, edit the Results & Analyses for Action Items as well as enter any Additional Actions/Next Steps or Follow-Ups.

Use this area to add new Results/Analysis and/or to view and edit existing Results/Analyses related to your Action Items. The Results/Analysis is an 'executive summary' of how you achieved/completed the Action Item, what the actual results were and whether the Desired Results were met. You can also add Additional Actions/Next Steps to be taken as a result of the data analysis. Lastly, you may want to include Follow-Ups to those Actions down the road in order to demonstrate continued work toward program improvement.

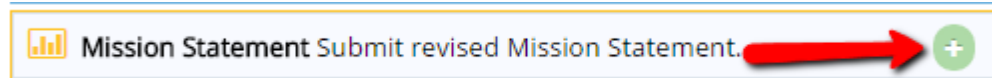
6. Select **Results/Analysis** under **Program Review** in the left hand menu.



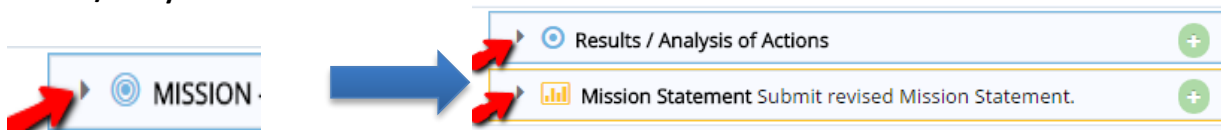
7. To **add** a new Result, click the **green plus** sign to the right of **Results/Analysis of Actions**.



OR the **green plus** sign to the right of a particular **Action Item Deliverable**



8. To **view** an existing Result, click the **caret** next to the Action Item title and then click the **caret** next to the **Results/Analysis of Actions** OR next to the **Action Item Deliverable**.



9. To **edit or delete** a Result, select the appropriate icon to the right of the result.



Reports

➤ Standard Reports

- Reports can be generated in either HTML, PDF or Microsoft Word
- Currently, there are four Standard Reports available for each Program Review Unit:
 - **Unit Planning** – Plans and all Results in a narrative layout.
 - **PR Action Plan** – What the Unit plans to do.
 - **Program Information Report** – What the Unit did with Results/Analysis & Additional Action Plans and Follow-Ups, if any.
 - **Relationships: Action Items by Program Goals/Targets** – Demonstrates mapping of items and goals.

Documents

Document Repository will display all folders and sub-folders available for the assessment unit. There are a few default folders for all academic units (you can add more folders as needed by selecting the green plus sign in the page header):

- **Action Plans** – Any department documentation that is related to the Action Items or Goals
- **PR External Review** – A folder to store the External Review full report
- **PR Self-Study** – A folder to store appendices and data sets
- **General** – A default folder that the department can use to store Assessment documentation

Tip: When uploading documents related to your department's assessment work, try to be as descriptive and complete as possible with the filenames and descriptions. The description text will not show in the final reports, but will help your department stay organized in TracDat as the information grows over time. When reports are run in TracDat, the filenames become clickable hotlinks to those documents, and explanatory text will be clearer to the people reading the reports. Examples:

11-12.Rubric.578823.docx

versus

2011-2012_Senior_Thesis_Rubric.docx

TracDat Support

Gonzaga's ATAS office is here to help! Please do not hesitate to contact us for assistance or training as often as you need. We know you will only use this program a couple times a year, and it's not always easy to remember the step-by-step processes.

Academic Technology Applications Support (ATAS)

Foley Center Library, Suite #303

(509) 313-3972

atasupport@gonzaga.edu

www.gonzaga.edu/ATASupport

Jenn Klein & Brenda Warrington

