TRACDAT  “USER” Manual

Learning Assessment Office
East Los Angeles College
2013-2014
Where to Go

- Section One: Your TracDat Account
- Section Two: Starting the cycle
- Section Three: How to Input Results and Closing the Loop
To get a TracDat access account, please contact the Learning Assessment Office.

If you lose your password to your TracDat account, contact the Learning Assessment Office.
SECTION ONE: STARTING THE CYCLE

Special Note: Any box or drop-down with an * next to it is required
On the “Home” page, you will find the list of courses owned by this discipline.

You can tell if a course has an outcome and assessment method by the row next to the course.
1. Click “Step One: Course Plan” to add an outcome.
2. Make sure “Step Two: CLOs” is highlighted in yellow.
3. Select “Add New Step Two: CLO” from the bottom

Special Note: Any box or dropdown with an * next to it is required.
1. Give the CLO a “Name”
2. List the CLO
3. Make sure you make it “Active”
4. Save Changes
1. Select “Step Three: Assessment Method” to add the method
2. Select “Add New How was the outcome assessed”
1. Explain “How was the outcome assessed”
2. Indicate a benchmark for success
3. Save Changes
SECTION TWO: INPUTING RESULTS AND CLOSING THE LOOP IN TRACDAT
1. If the outcome(s) and assessment method(s) are already in TracDat, go directly to “Step Four: Results” to input results and narrative.

2. Select the course from the dropdown menu.

3. Select “Add Step Four: Results”.

(Every time an assessment cycle is completed, a new “Add Step Four” should be selected.)
1. Select the outcome you are entering results for (most courses have 2-3)

Special Note: Any box or dropdown with an * next to it is required.
1. Select the assessment method you are entering results for (some courses triangulate data by using more than one assessment for each outcome)
1. Enter your quantitative results
2. Indicate if your benchmark has been met
3. Tell us how many times this outcome has been assessed
4. Answer these questions to provide a narrative-rich explanation
5. Save Changes
To “attach” a document, such as the assessment tool or rubric, click on “Relate Document.”

(This can only be done once you have “saved changes”)

![Image of a web interface showing the process of attaching a document.](image-url)
1. “Browse” for the document
2. “Relate document”
If you have a plan to address gaps or trends identified through the assessment, select “add Step Five: The Plan”
You can also access “add Step Five: The Plan” from the “Step Four: Results” screen.

### CLO 1: Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assess outcomes.

Created By: Subject - TracDat Practice Site

#### How was the outcome assessed?
Participants will develop an assessment plan that will be judged by the CLO Rubric.

**Benchmark:** 90% of participants will score a 25 or better on a rubric out of 30.

<table>
<thead>
<tr>
<th>Date</th>
<th>Step Four: Results</th>
<th>Step Five: The Plan</th>
<th>Related Documents</th>
<th>Assessment Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/22/2013</td>
<td>In Fall 2012, 11 faculty members were enrolled in the LAOW. 7 faculty members completed the exercise with a score of 25 or better, which is 63%</td>
<td>0</td>
<td>0</td>
<td>1st</td>
</tr>
<tr>
<td>6/25/2013</td>
<td>In Fall 2012, 11 participants were enrolled in the LAOW. Of those, only</td>
<td>1</td>
<td>1</td>
<td>Plan developed based on results</td>
</tr>
</tbody>
</table>

[Add Step Four: Results] [Add Step Five: The Plan]
1. Explain the changes you will make
2. Tell us who will be responsible for seeing to it that the plan is attempted
3. Provide a timeline
4. Save changes

Only the quantitative data shows up
Once you've entered results, they “hide” on the “Step Four: Results” page.

Always make sure you select “By Course” when on this page.
1. To access more detailed results, go to Reports.
2. Select “Course”
3. Find the “Four Column” report
4. Select “Run”
1. Select the elements you wish to see in the 4-column report. You can select a single course or multiple courses. You can look at only “active” outcomes or only those with a “benchmark met.”

2. Then, select “Open Report”
**Discipline Course Assessment Report - Four Column**

**East Los Angeles College**

**Subject - TracDat Practice Site**

<table>
<thead>
<tr>
<th>Step Two: CLOs</th>
<th>Step Three: Assessment Method &amp; Benchmarks / Tasks</th>
<th>Step Four: Results</th>
<th>Step Five: The Plan &amp; Plan Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject - TracDat Practice Site - TD 102 - TracDat 102 - CLO 1 - Participants in the Learning Assessment Online Workshop (LAOW) will create assessments and assessment tools that align appropriately with outcomes. (Created By Subject - TracDat Practice Site)</td>
<td>How was the outcome assessed? Participants will develop an assessment plan that will be judged by the CLO Rubric.</td>
<td>06/05/2013 - In Fall 2012, 11 participants were enrolled in the LAOW. Of those, only 7 scored a 25 or better on the rubric, which is only 63%. Benchmark Status: Benchmark Not Met.</td>
<td>06/05/2013 - In the future, we will try &quot;paired&quot; learning by trying to enroll a pair of faculty (one newer, one more senior) into the LAOW to work together. We hope this will help to facilitate changes in departments by spreading knowledge. In particular, we will try to get participants involved who teach in the larger offerings of courses (such as multi-section 101s).</td>
</tr>
<tr>
<td>Course Outcome Status: Active</td>
<td>Benchmark: 90% of participants will score a 25 or better on a rubric out of 30.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Who is responsible for the plan?**

The LA Team is responsible for this, but will call on department Chairs and administrators to increase the pool of participants and make sure the appropriate people are encouraged to participate.

**Timeline for Plan Implementation:**

We will be working to develop a new pool of participants over summer 2013 for the fall offering of the LAOW.

**Related Documents:**

[CourseEvalRubric.docx](#)
Now, on the “Home” page, you can see where the course is in the assessment cycle.
If you have questions or need further assistance, please contact Amanda in the Learning Assessment Office (G1-104) at 323-415-5025 or ryanroaj@elac.edu