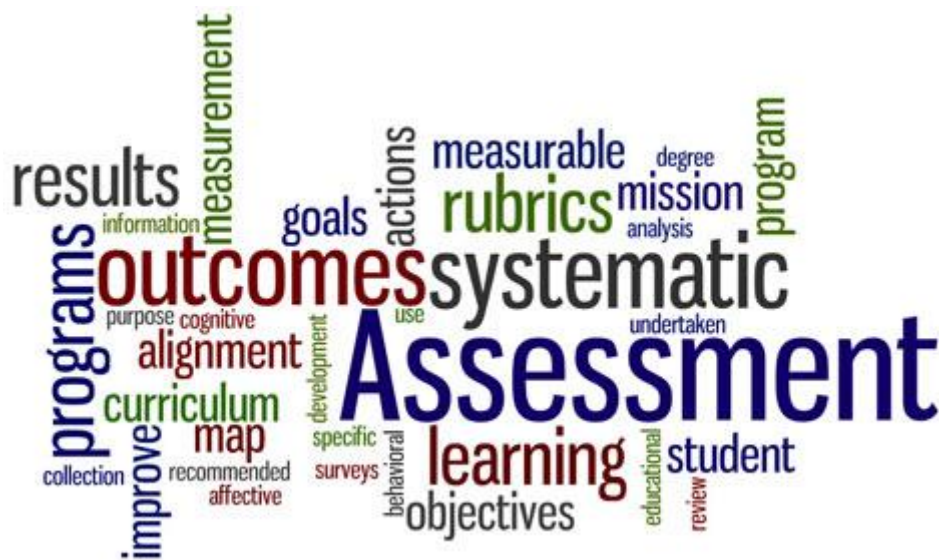


# NORCO ASSESSMENT COMMITTEE

## Introductory TracDat V Training

Supporting Student Learning

Through Outcomes Based Assessment

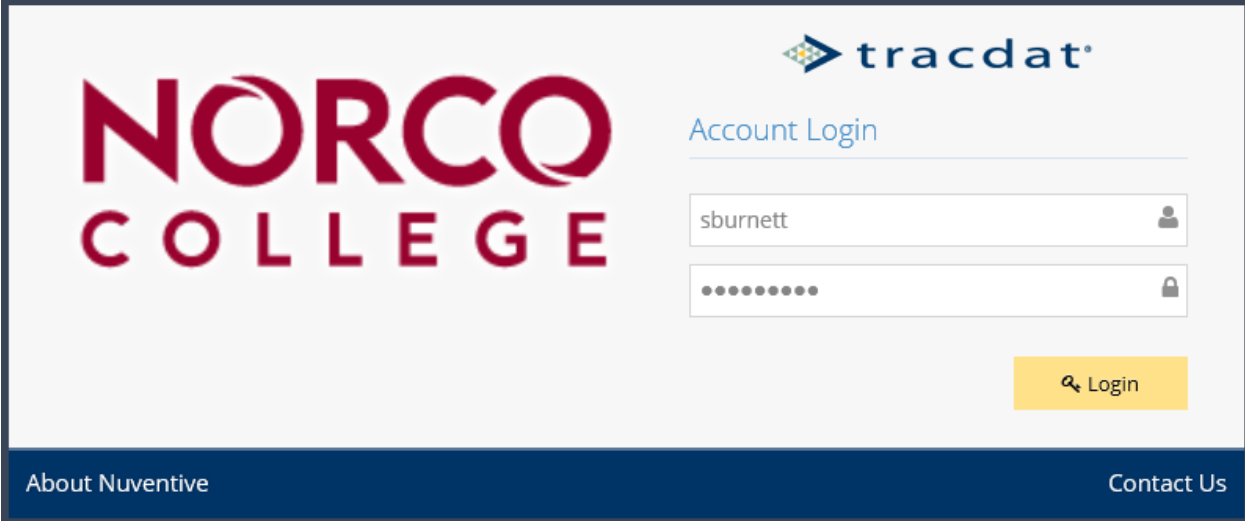


## Getting Started with Assessment Using TracDat V

This chapter is intended to provide a step-by-step overview of how to use the TracDat system. In TracDat you can input assessment plans and results, identify benchmarks and improvement plans, and demonstrate loop-closing activities. You can also run reports to support your Annual and Comprehensive Program Reviews. The layout of this chapter is to serve as an instructional tool or a self-guided learning opportunity. The words in **Bold** indicate language located inside of TracDat, this has been done to provide support and unity in terminology.

### Step 1. Log-in to TracDat

- Go to <https://norcocollege.tracdat.com>
- An account log-in box will appear where you will input your username and password.

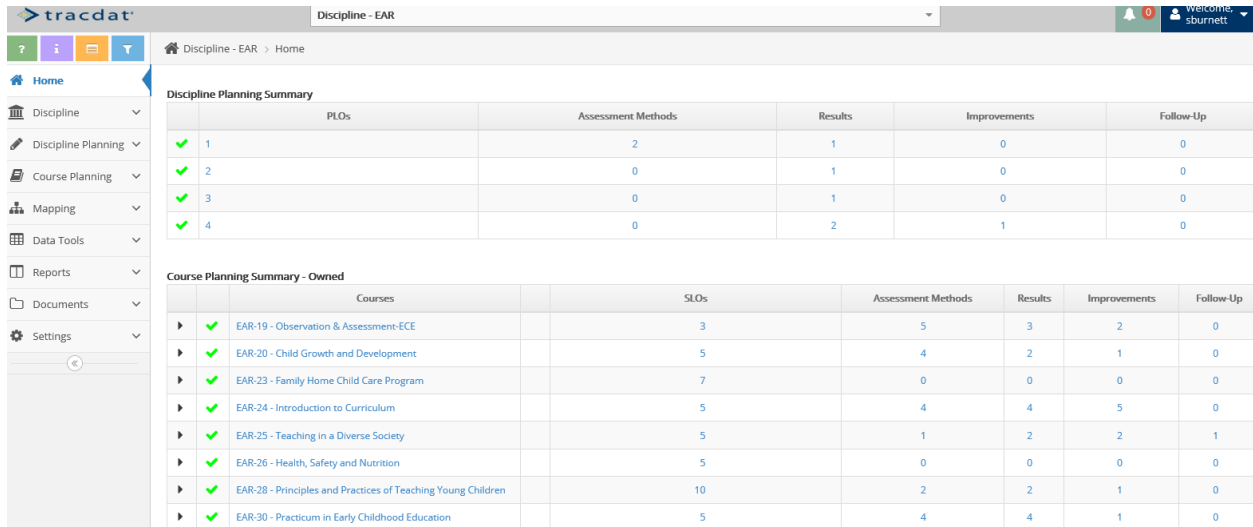
The screenshot shows the 'Account Login' interface for Norco College's TracDat system. On the left is the Norco College logo in red. On the right, under the 'tracdat' logo, is the 'Account Login' section. It contains two input fields: the first for the username 'sburnett' and the second for the password, represented by dots. A yellow 'Login' button with a magnifying glass icon is positioned below the password field. At the bottom of the page, there is a dark blue footer bar with the text 'About Nuventive' on the left and 'Contact Us' on the right.

- Your username is your first initial and last name, e.g., if your name was Fitzwilliam Darcy it would be entered as fdarcy
- Your password for the first log-in will also be your first initial and last name, so fdarcy - beware, you will not see the letters, it will show as stars, one star for each letter, so fdarcy becomes \*\*\*\*\*
- Click the yellow login box once you have filled in the username and password.

## GETTING STARTED

### Step 2. Change your password

The first page you should see is your discipline's Home Page. If any other **Home Page** shows you can easily select your own Discipline in the drop down box at the top of the screen (in the center).



The screenshot shows the Tracdat interface for the Discipline - EAR. The top navigation bar includes the Tracdat logo, a dropdown menu for 'Discipline - EAR', a notification bell with 0 alerts, and a user profile box for 'Welcome, sburnett'. The left sidebar contains a menu with options: Home, Discipline, Discipline Planning, Course Planning, Mapping, Data Tools, Reports, Documents, and Settings. The main content area displays two summary tables.

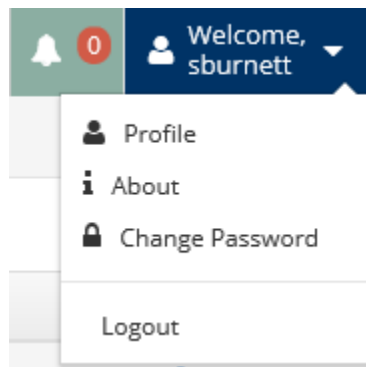
**Discipline Planning Summary**

	PLOs	Assessment Methods	Results	Improvements	Follow-Up
✓ 1		2	1	0	0
✓ 2		0	1	0	0
✓ 3		0	1	0	0
✓ 4		0	2	1	0

**Course Planning Summary - Owned**

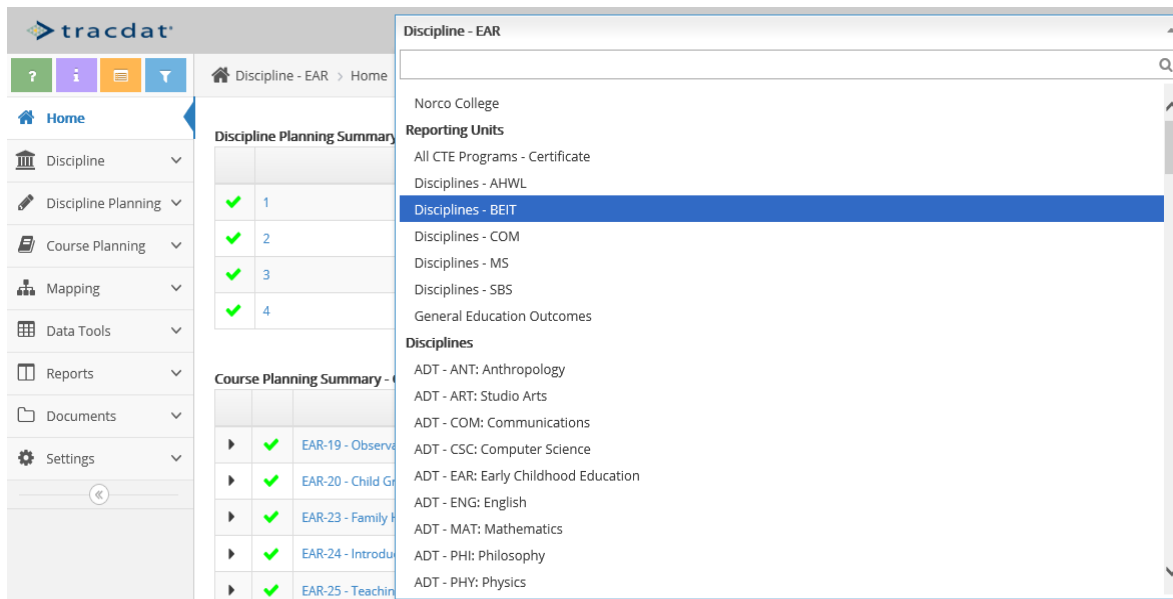
	Courses	SLOs	Assessment Methods	Results	Improvements	Follow-Up
▶ ✓	EAR-19 - Observation & Assessment-ECE	3	5	3	2	0
▶ ✓	EAR-20 - Child Growth and Development	5	4	2	1	0
▶ ✓	EAR-23 - Family Home Child Care Program	7	0	0	0	0
▶ ✓	EAR-24 - Introduction to Curriculum	5	4	4	5	0
▶ ✓	EAR-25 - Teaching in a Diverse Society	5	1	2	2	1
▶ ✓	EAR-26 - Health, Safety and Nutrition	5	0	0	0	0
▶ ✓	EAR-28 - Principles and Practices of Teaching Young Children	10	2	2	1	0
▶ ✓	EAR-30 - Practicum in Early Childhood Education	5	4	4	1	0

On the top right hand side of the screen you will see a small white bell and a blue box with your name in it. Click on the drop down arrow on the blue box to change your password. Follow the simple instructions, don't forget to write down your new password!



### Step 3. The Home Page

At the top of the **Home Page** you will see a drop down menu with an arrow on the right hand side. Click on this arrow to see all of the ways your discipline is related to specific **Reporting Units** at the college. These units might include certificates, ADTs (Associates Degree for Transfer), AOE (Area of Emphasis), and each discipline (courses). When you want to input any kind of assessment, or create any kind of report, the first thing you need to do is make sure you are in the correct “unit” screen.



Open the menu and click on your specific Discipline. You will then be taken to the **Summary page** for assessments in your Discipline

The **Summary page** acts as a dashboard - or a location from which you can quickly see the current state of assessment in the courses associated with your discipline. The first thing you should do is make sure that the list of courses identified is accurate. If you see courses that are no longer offered, please notify the TracDat Administrator or the Assessment Coordinator.

The Summary page has two sections - one for **Program Planning** and once for **Course Planning**. The columns provide data on the number of **Assessment Methods** (assessment plans) that have been input into TracDat, the number of **Results** (results of your assessment plan), the number of **Changes Made** (changes or modifications made to courses as a result of assessment), and any **Follow-up** (loop-closing activities). The **Course Planning Summary** section also lists the total number of SLOs associated with each course. Please make sure that this is also accurate. If you click on the number it will open a screen to show you the SLOs; both current and *previous* versions.

Discipline Planning Summary

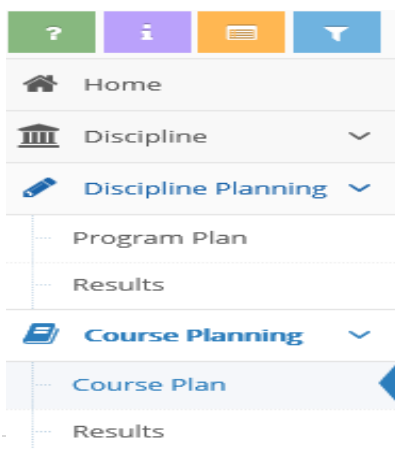
	PLOs	Assessment Methods	Results	Improvements	Follow-Up
✓	1	2	1	0	0
✓	2	0	1	0	0
✓	3	0	1	0	0
✓	4	0	2	1	0

Course Planning Summary - Owned

		Courses	SLOs	Assessment Methods	Results	Improvements	Follow-Up
▶	✓	EAR-19 - Observation & Assessment-ECE	3	5	3	2	0

## Step 4. Planning an Assessment

On the left hand side of the screen you will see a number of links. To input an **Assessment Method** (your assessment plan), you first need to identify if the assessment is at the **Discipline Planning** (Program or PLO) or **Course Planning** level (SLO).

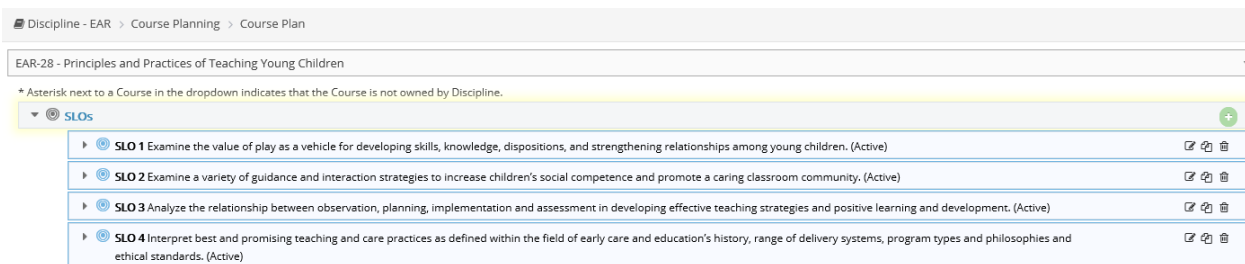


The process for creating the **Assessment Method** is the same for PLO and SLO assessments so this guide will focus on the most frequently completed type of assessment, the **Course Planning** level SLO.

## Step 5. Adding New Assessment Methods

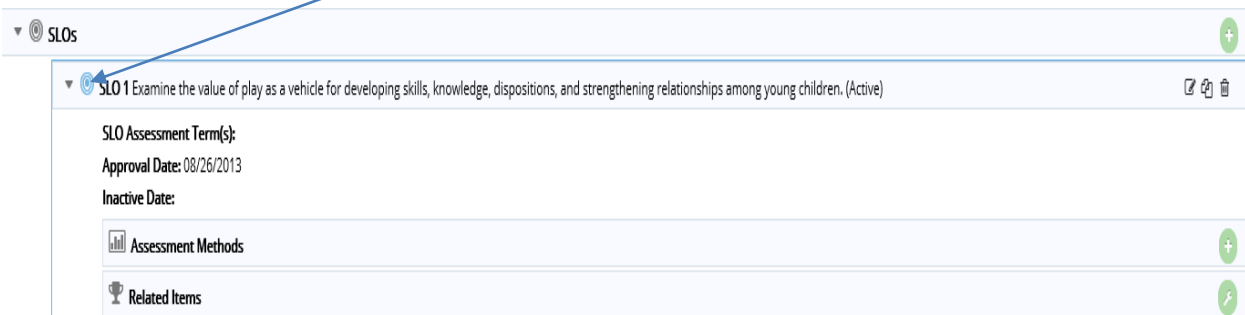
Open the **Course Planning** drop down menu. Select **Course Plan**.

This will take you to a screen where you can select the course and SLO you want to assess.



On the screen you will see the following (from the top down):

- The navigation you have taken to get to the screen. E.g.,  
Discipline -EAR - Course Planning - Course Plan -  
You can use this navigation pathway to move back and forth in the program, or just use the links on the left side of the screen.
- Below this you will see the name of one of the courses you offer in your discipline. This content is located in a drop down menu. Use the arrow to open the box and you should see all of your courses. Select the course you would like to assess.
- Next will be all of the SLOs for the course you selected.
- Select the SLO you want to assess by clicking on the small blue arrow to the left of the small blue “target symbol” next to the SLO number. You should see the following screen



To create an Assessment you will click on the green plus sign on the right hand side of the screen - words will appear that say **Add Assessment Method**. Once you do this a new screen will appear:

EAR-28 - Principles and Practices of Teaching Young Children

SLO 1 Examine the value of play as a vehicle for developing skills, knowledge, dispositions, and strengthening relationships among young children.

Active	<input checked="" type="checkbox"/>
Assessment Method Category	<input type="text" value="Select Category"/> ?
* Assessment Method	<input type="text"/> ?
Benchmark	<input type="text"/> ?
Notes	<input type="text"/>

\* Required field

In this screen you will define the parameters for your assessment.

- **Assessment Method Category** - use the drop down menu to select the method of choice - a wide range of assignment types and approaches to assessment have been identified - please contact the Assessment Coordinator if your discipline needs any other options and they can be added.
- **Assessment Method** - this is where you will literally type in your assessment plan. You might be planning on doing pre-test - post-test, embedded text questions in a mid-term or final, or a graded assignment with a clear rubric that aligns to the SLO being assessed. Type exactly what your plan is. You can include anything that is meaningful to your discipline, there is no word or letter limit. You can copy and paste from an external word processing document if you already have a format you like to use for typing up your assessments.
- **Benchmark** - this area is for you to identify your expectations for “success” in this learning outcome with this assessment approach. For a first time, or initial assessment you might indicate this is a baseline setting assessment. If this is a closing the loop assessment and you are expecting the students to improve on their average scores, then go ahead and indicate your expectation. Each discipline may need to have a conversation on expected standards for each course or for the program in order to really create agreement on benchmarks.

- **Notes** - this area is for you to say whatever is meaningful to you - you might identify the name of any attachments you will include that are associated with this assessment, or the individuals the participated in the assessment.

Once you have completed the screen click on the yellow **save** button and then the **return** button. This will take you back to the previous screen. You can also click on the save button and select the option to enter additional Assessment Methods if so needed. You have now completed the first step in the assessment process - you have created the assessment.

### Step 6. Entering Results


Once you have taught the section of the course that relates to your assessment, conducted your assessment, and collected and analyzed the data associated with the assessment, you are ready to input your results. First, select the unit in which you conducted the assessment (ADT, AOE, or Discipline) - do this in the drop-down menu in the center of the screen. 2<sup>nd</sup>, open either the **Discipline Planning** tab or the **Course Planning** tab on the left side of the screen - depending on if you did a PLO or SLO assessment. Then click on the **Results** tab.


The screen will open and you can then select (in the drop down box) the course you assessed. The SLOs for the course will open and you can identify the SLO you assessed. Once again, use the green plus sign on the right hand side to now add a **Summary of Results**. This is what it will look like.

Save Return

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EAR-28 - Principles and Practices of Teaching Young Children

 **SLO 1** Examine the value of play as a vehicle for developing skills, knowledge, dispositions, and strengthening relationships among young children.

 **Exam/Quiz - Embedded Questions Tied to SLOs** 6 questions will be Benchmark 3

\* Summary of Results Date

\* Summary of Results

\* Semester Assessed  ▼

\* Benchmark Met  ▼

\* Required field



In this screen you will input your results (from the top down):

- **Summary of Results Date** - this will be populated automatically as the current date, but can be manually change to an early date. This is important when you want to input preexisting assessments from previous semesters.
- **Summary of Results** - type up your analysis of the data you collected during the assessment. Identify any concerns, trends, information that you feel is important or pertinent to the form of assignment given etc. This should be a full report vs. a simple statement such as “the students achieved 80% average”. It might be that you identify the questions in the test where the students excelled, vs. those where they struggled. It might be that you identify the type of test question where they did not perform as well. This section is your opportunity to critically analyze the student’s attainment of the learning outcome you assessed. It should have a self-reflective element to it.
- **Semester Assessed** - this is a simple identification using the drop down arrow. It is important to note - assessments completed in prior semesters that have not yet been entered into the TracDat system, can be with this drop down option.
  - You can enter assessments as far back as 2011. Why would you want to do this? The more complete your TracDat system is, the more understanding you will have of what courses and programs need assessing. If you leave all of your prior assessments as word and excel files in the **Document** repository you won’t get a clear picture on the **Summary** page of where your discipline really stands with regard to assessment. Take the time to transfer your existing assessments into TracDat and you will be well prepared to report out on assessment in your next Annual and Comprehensive Program Review. It is just a matter of copying and pasting information from your word documents in the TracDat screens.
- **Benchmark Met** - select yes, no, or N/A as appropriate

Save the completed page and click on the Return link. You can input multiple results by making this selection when you click on the Save button.

## Step 7. Identifying future changes to the course (Changes Made) and attaching important documents

After you complete inputting your results you will be taken back to this screen:

The screenshot shows a web interface for course management. At the top, a dropdown menu displays 'EAR-28 - Principles and Practices of Teaching Young Children'. Below this, a yellow banner contains the text: '\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Discipline.' The main content area features a section for 'SLO 1 Examine the value of play as a vehicle for developing skills, knowledge, dispositions, and strengthening relationships among young children.' Underneath, there is a sub-section titled 'Directly related to Objective' with a green plus icon. Below that, a section titled 'Exam/Quiz - Embedded Questions Tied to SLOs 6 questions will be' also has a green plus icon. This section contains a table with the following data:

2014-15 (Spring 2015)	Yes	09/03/2015
test		
Improvements		
Related Documents		

You will see your completed Results document, and new fields available - **Changes Made**

- **Changes Made** - Open this link by clicking on the green plus sign. In this new screen you can identify areas where you plan to make changes to the course, maybe the PowerPoints you use, the test questions, whatever you identified in the assessment process as needing modification in order to try and enhance students' success in the identified SLO or PLO. This is the teaching and learning part of assessment. As teachers we make adjustments all the time as we identify concerns in our assignments, pedagogy, or curriculum. This new page helps you to make a plan for the next time you, or another member of your discipline teach the course. This is the beginning of opening a new loop in the assessment process.
  - **Changes Made Date** - This will be either the current date, or a preexisting date from a previously completed assignment.
  - **Changes Made** - Type in your plan, what you intend to do, enhance, add etc. from the course/assignment associated with the SLO you assessed. Identify any documents you plan to upload.

## GETTING STARTED

- **COR/SLO modification recommended** - if you select yes, be sure to have this conversation with other members of your discipline, share your reasoning.

Click **Save** and then **Return**. You have now successfully completed this assessment cycle, and have initiated the next follow-up assessment to close the loop on supporting students understanding of the Learning Outcome selected for the assessment project.

**Related Documents** - When you open this link you will be given the opportunity to identify documents from the **Document** repository that relate to the assessment on which you are reporting. This might include things like the assignment you gave the students, a grading rubric, the questions you embedded in the test, excel spreadsheets showing the data you collected etc. You should include anything that might help another discipline member understand your assessment. This does mean you will need to have already uploaded these documents into the **Document Repository**, but this is very easy to do and will be explained later in this document.

### Step 8. Follow-up assessment results. Closing the Loop.

After you input your results and saved the information you would have returned to the following screen:

The screenshot shows a web interface for an assessment project. At the top, there is a breadcrumb trail: "Discipline - EAR > Course Planning > Results". Below this is a dropdown menu showing "EAR-28 - Principles and Practices of Teaching Young Children". A note states: "\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Discipline." Below the dropdown is a section for "SLO 1 Examine the value of play as a vehicle for developing skills, knowledge, dispositions, and strengthening relationships among young children." Underneath, there is a section titled "Directly related to Objective" with a green plus icon. Below that is a section titled "Exam/Quiz - Embedded Questions Tied to SLOs 6 questions will be" with a green plus icon. This section contains a table with columns for "test", "2014-15 (Spring 2015)", "Yes", and "09/03/2015". The table has a "test" row with a green plus icon. Below the table is a section titled "Improvements" with a green plus icon. This section contains a table with columns for "Improvement test 09/03/2015", "COR/SLO modification recommended", and "No". The table has a "Follow-Up" row with a green plus icon and an "Assignment" row with a green plus icon. At the bottom is a section titled "Related Documents" with a green plus icon.

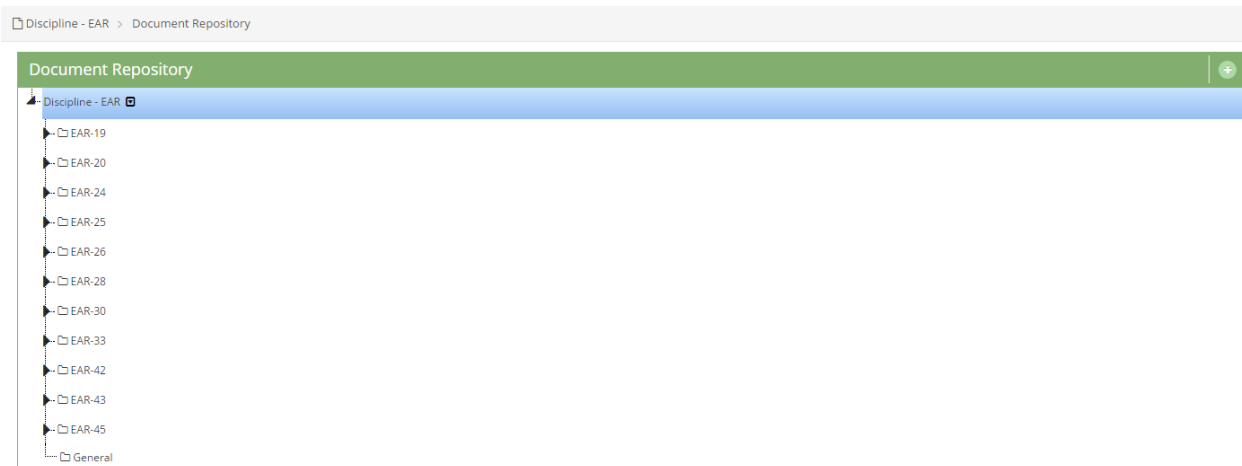
You will see that the word **Improvement** has now appeared. This is where you will come once you have taught the class having implemented the **Changes Made** you

identified. Click on the green plus sign to be taken to a page where you will see a link titled **Follow-up**. Open this link using the green plus sign and you can now input new results from your closing the loop assessment. Once you complete this screen you have **closed the loop**. But, if you still aren't satisfied with the results you can identify additional follow-up to be done when you click on the save button.

This completes what you need to know to create assessments, input results, and engage in closing the loop activities in the TracDat system.

### Additional Tools in TracDat V

**Document Repository** - From the Home Page you can access the Document Repository via the **Document** tab. Once in the repository you should see folders associated with courses in your discipline. You will only see a folder for a course if we (the Assessment Coordinator, or the TracDat administrator) have received any documents (assignments, assessments) related to a course.



It is easy for you to add folders and documents in this screen.

- To add a folder - click on the small arrow to the right hand side of your discipline name in the blue bar. This will give you the option to add a folder. Please use the existing name format i.e., abbreviated discipline name - course number e.g., MAT-35
- To add a document - click on the green plus sign on the green bar. Identify the course folder in which you would like to add documents, locate the document on your computer or flash drive, select it, name it, describe it and save. A piece of advice, create a uniform or standard way for naming documents. It will be much easier when you need to run reports if you identify the semester and year for the report, an intuitive name for the file, and authorship.

### Running Reports

#### Curriculum Mapping