

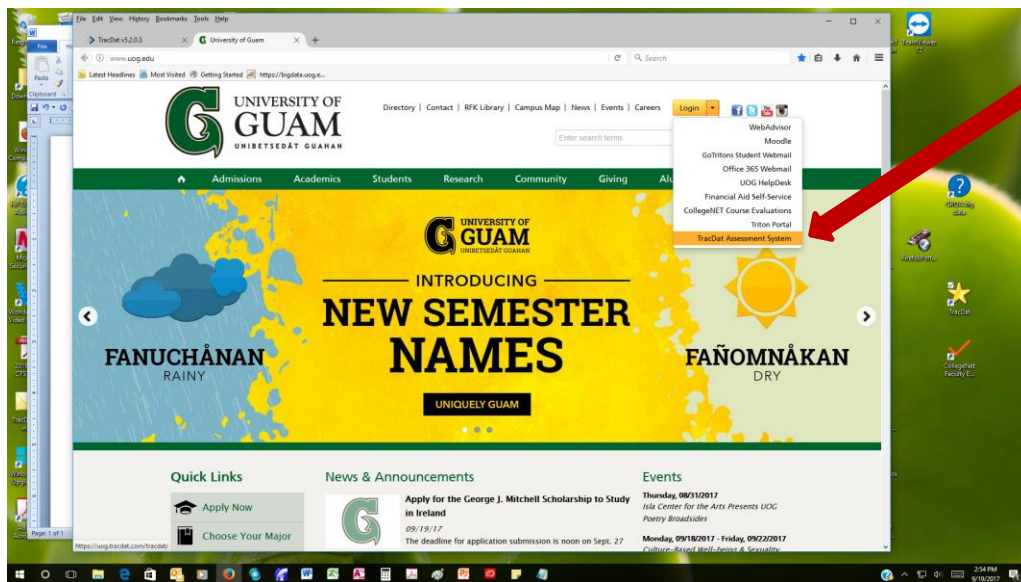
The following TracDat instructions assume that you have been given a TracDat user account with the appropriate security level access. If you do not have a TracDat user account, or have forgotten your user account and/or password, please contact one of the following TracDat database administrators for the University of Guam:

For CNAS programs: Dr. Frank Lee flee@triton.uog.edu
 For all other programs or units: Deborah Leon Guerrero, 735-2585, deborah@triton.uog.edu

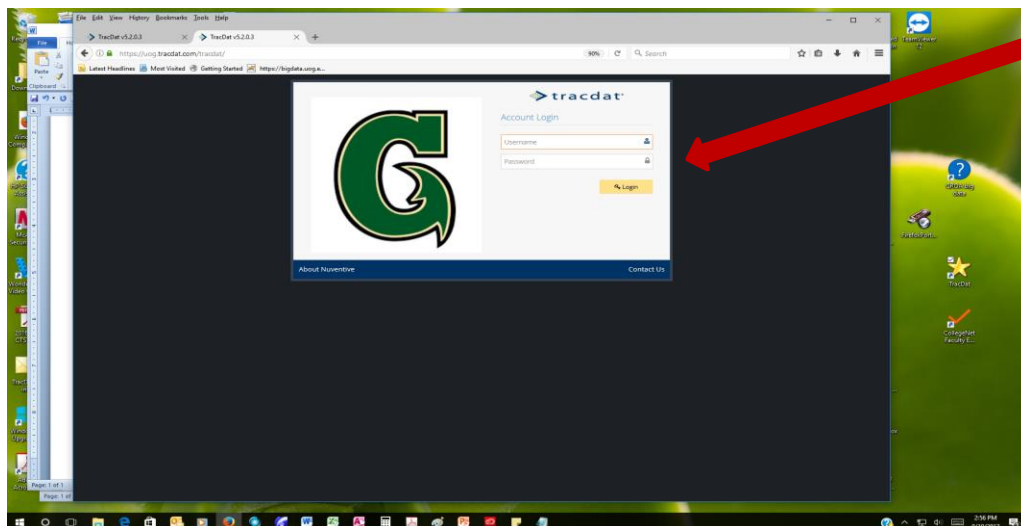
TracDat

Login Instructions:

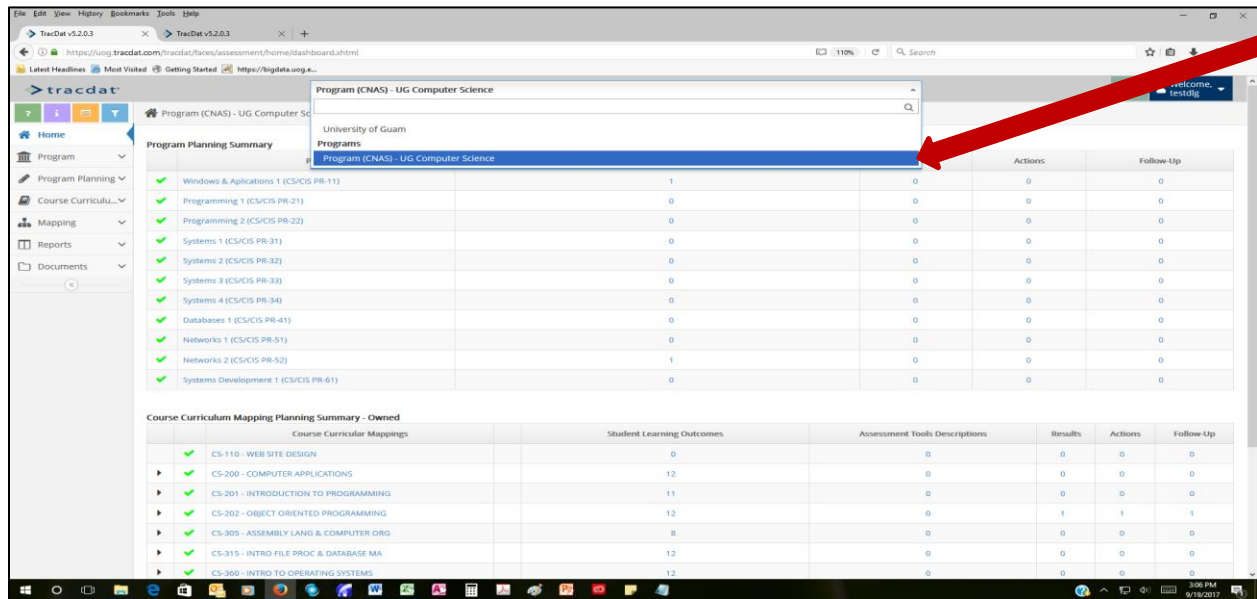
From the login dropdown menu on the www.uog.edu home page, click the menu option “TracDat Assessment System”




On the TracDat login screen, enter your username and password and click Login:



Select the program you will be working on by clicking the ▼ down arrow in the top menu box and clicking on the program in the drop down list:




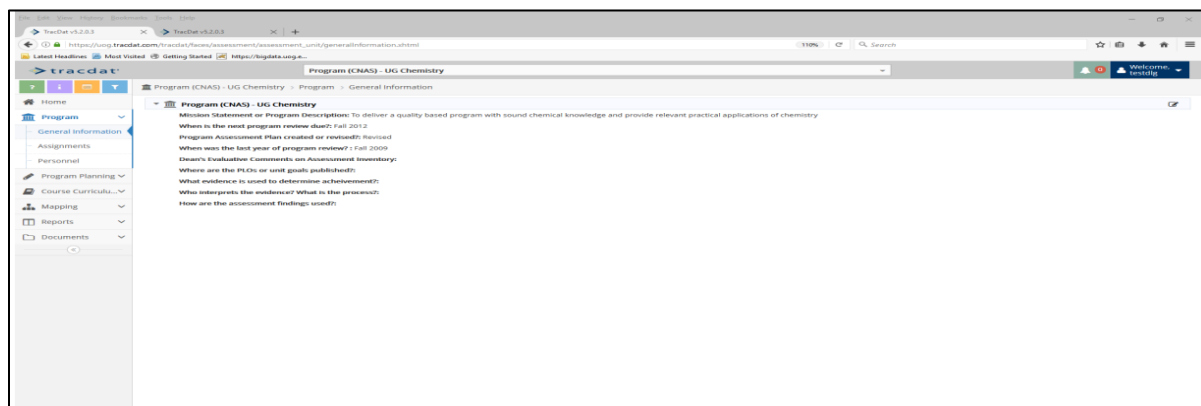
The screenshot shows the TracDat v5.2.0.3 interface. The top navigation bar includes 'Home', 'Program', 'Program Planning', 'Course Curricula...', 'Mapping', 'Reports', and 'Documents'. The 'Program' dropdown menu is open, showing 'Program (CNAS) - UG Computer Science' selected. Below the navigation bar, the 'Program Planning Summary' table is visible, listing various courses and their associated metrics. The table has columns for 'Course', 'Status', 'Count', 'Assessment Tools', 'Results', 'Actions', and 'Follow-Up'. The 'Course Curriculum Mapping Planning Summary - Owned' table is also visible below, listing course curricular mappings and their associated student learning outcomes, assessment tools, results, and actions.

You are now on the  Home page of your program. If the Program Learning Outcomes (PLOs) have been created in TracDat, they will be listed on the Home page, along with the descriptions of the assessment tools assigned to assess the PLOs, results, and actions (closing the loop), if any have been entered.

NOTE: tabs referred to in this document are located on the left side of the TracDat screen.


STEP 1 Program Profile

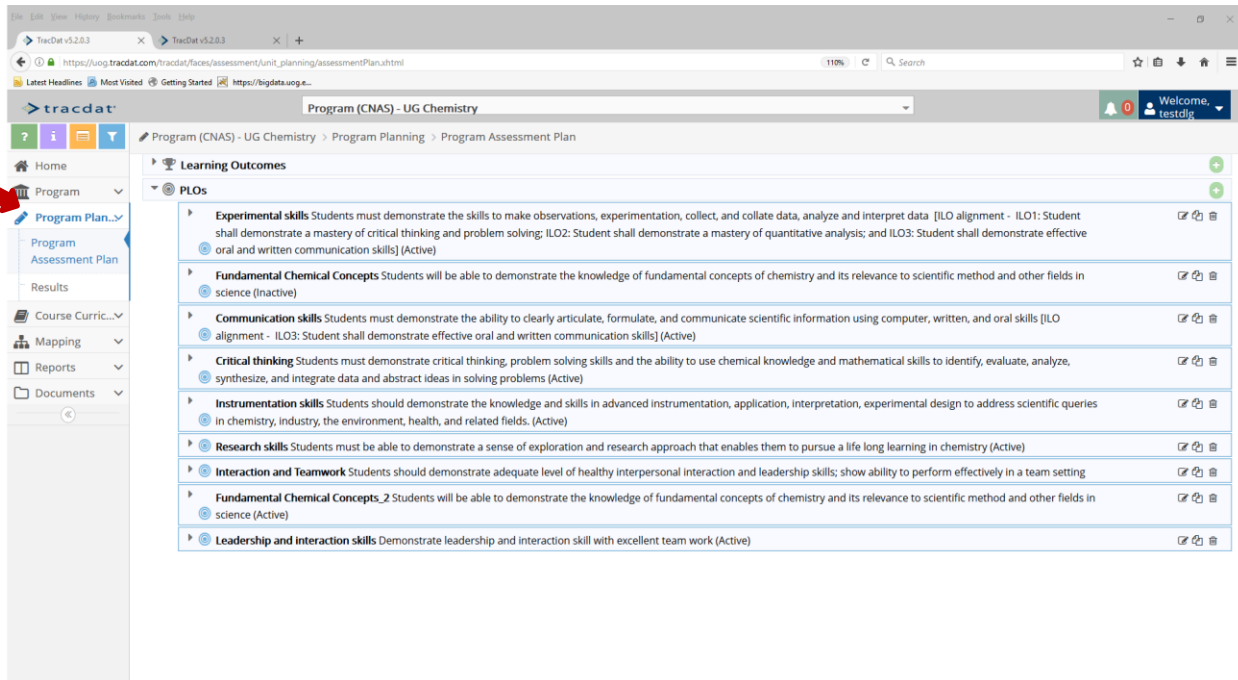
Click the  Program tab to view and edit general information about your program. For example the mission statement and date information about program review submissions, places where PLOs are published should be maintained on this screen. To view all the users that are assigned to your program in TracDat and their TracDat roles, click the Personnel option under this Program tab.



The screenshot shows the TracDat v5.2.0.3 interface. The 'Program (CNAS) - UG Chemistry' page is displayed. The left navigation menu is open, and the 'Program' tab is selected. The 'Program' tab is highlighted with a red arrow. The main content area shows the 'General Information' section for the program, including the mission statement and program description. The 'Program' tab is highlighted with a red arrow.


STEP 2 Assessment Plan
(creating and maintaining PLO statements, assessment instruments, and benchmarks)


Click the  **Program Planning** tab then click the “**Program Assessment Plan**” subtab to create or modify your program’s assessment plan.

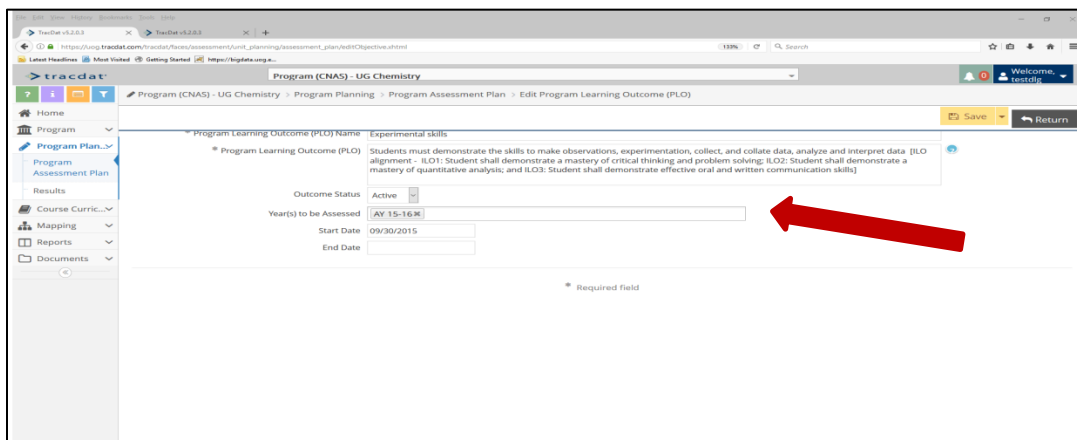


The screenshot shows the TracDat interface for 'Program (CNAS) - UG Chemistry'. The left sidebar has a red arrow pointing to the 'Program Assessment Plan' link. The main area shows a list of PLOs:



- Experimental skills** Students must demonstrate the skills to make observations, experimentation, collect, and collate data, analyze and interpret data [ILO alignment - ILO1: Student shall demonstrate a mastery of critical thinking and problem solving; ILO2: Student shall demonstrate a mastery of quantitative analysis; and ILO3: Student shall demonstrate effective oral and written communication skills] (Active)
- Fundamental Chemical Concepts** Students will be able to demonstrate the knowledge of fundamental concepts of chemistry and its relevance to scientific method and other fields in science (Inactive)
- Communication skills** Students must demonstrate the ability to clearly articulate, formulate, and communicate scientific information using computer, written, and oral skills [ILO alignment - ILO3: Student shall demonstrate effective oral and written communication skills] (Active)
- Critical thinking** Students must demonstrate critical thinking, problem solving skills and the ability to use chemical knowledge and mathematical skills to identify, evaluate, analyze, synthesize, and integrate data and abstract ideas in solving problems (Active)
- Instrumentation skills** Students should demonstrate the knowledge and skills in advanced instrumentation, application, interpretation, experimental design to address scientific queries in chemistry, industry, the environment, health, and related fields. (Active)
- Research skills** Students must be able to demonstrate a sense of exploration and research approach that enables them to pursue a life long learning in chemistry (Active)
- Interaction and Teamwork** Students should demonstrate adequate level of healthy interpersonal interaction and leadership skills; show ability to perform effectively in a team setting in chemistry, industry, the environment, health, and related fields. (Active)
- Fundamental Chemical Concepts_2** Students will be able to demonstrate the knowledge of fundamental concepts of chemistry and its relevance to scientific method and other fields in science (Active)
- Leadership and interaction skills** Demonstrate leadership and interaction skill with excellent team work (Active)

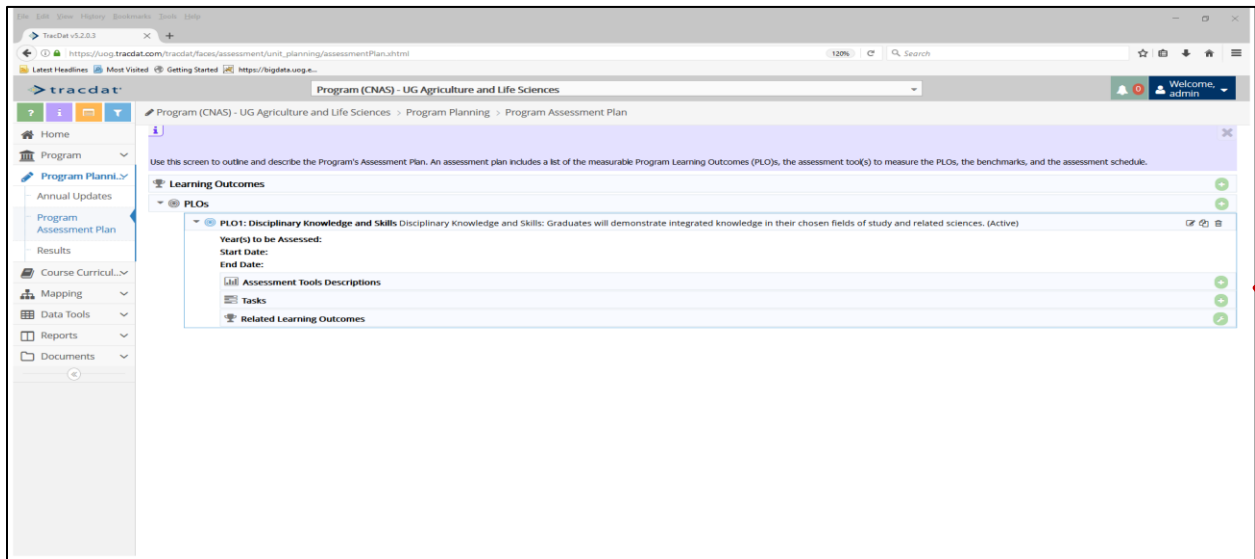
All the PLOs will appear on the screen. If there are no PLOs or if a new PLO needs to be added, click the  icon on the right side of the screen to add a PLO.

For each PLO that you will be reporting on in the Annual Assessment Inventory click the  icon on the right side of the PLO to update the “Year(s) to be assessed” field. For example, if you are assessing a PLO in AY2016-2017, click anywhere in the “Year(s) to be assessed” field box. A drop down list of AY will appear. Click “AY 16-17” and it will be added to that field box. Click the **Save** button then click the **Return** button.

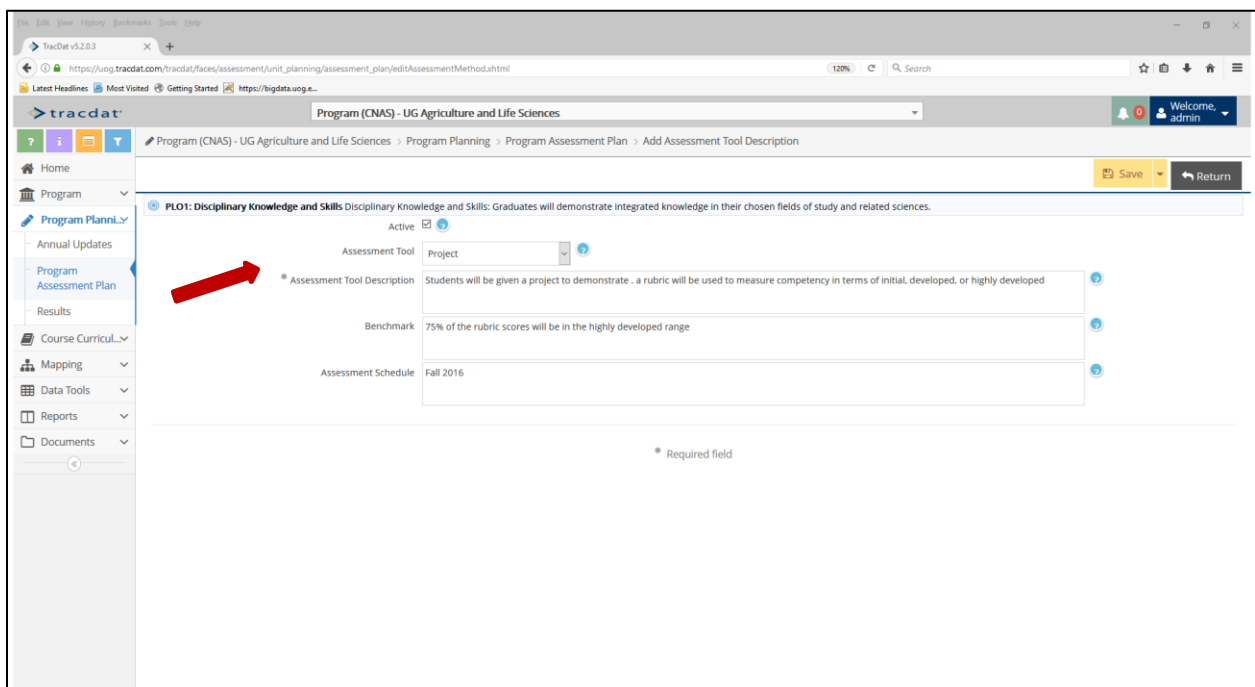



The screenshot shows the 'Edit Program Learning Outcome (PLO)' form. A red arrow points to the 'Year(s) to be Assessed' field, which contains 'AY 15-16'. The form also shows 'Outcome Status' as 'Active', 'Start Date' as '09/30/2015', and 'End Date' as an empty field. The 'Save' and 'Return' buttons are visible at the top right of the form.

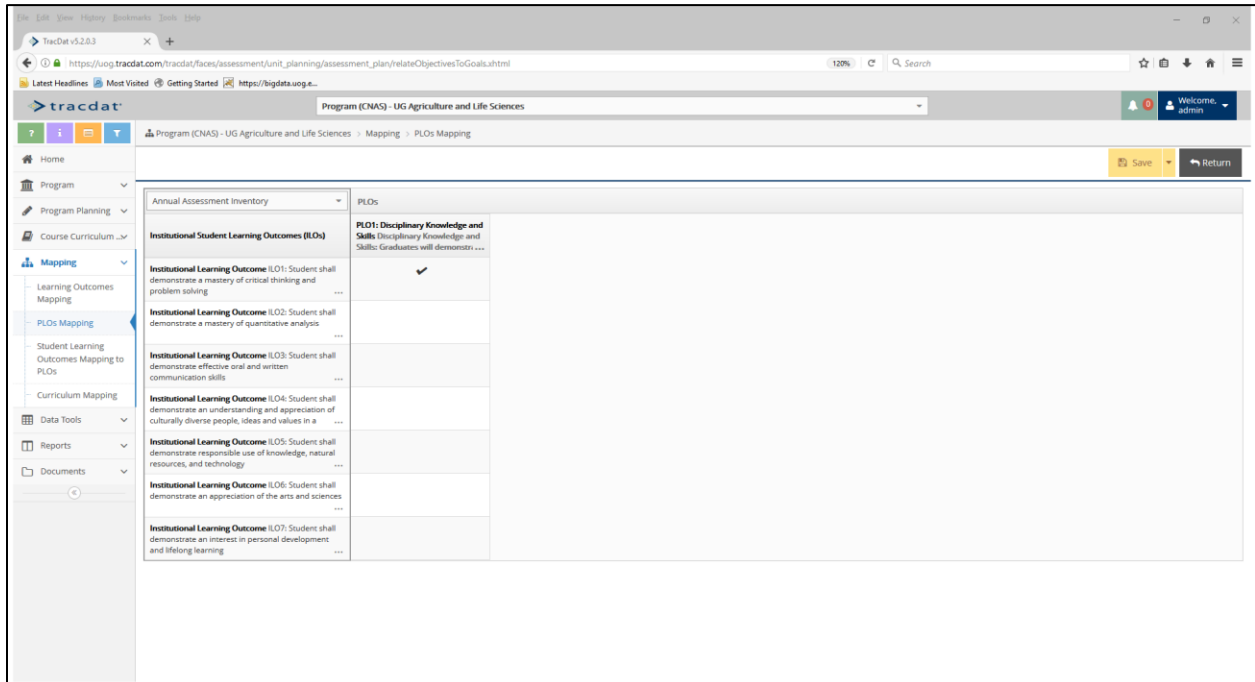
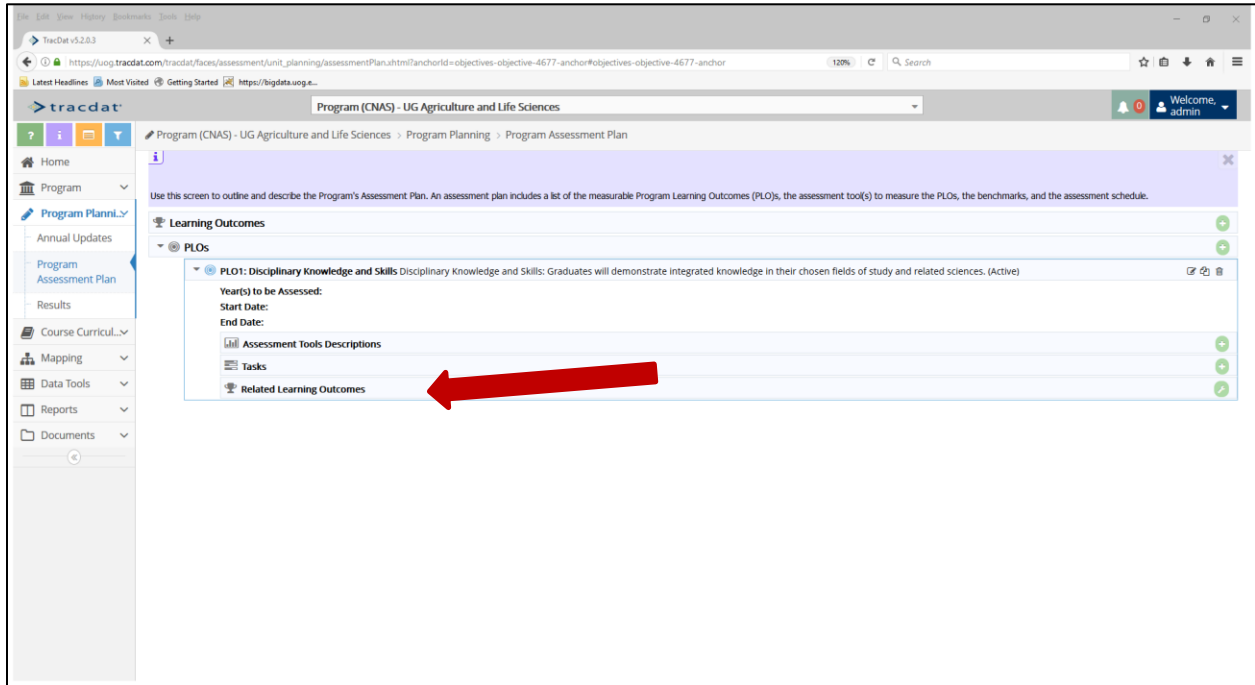
For each PLO that you will be reporting on in the Annual Assessment Inventory click the  icon on the right side of the “ Assessment Tools Descriptions” to add or specify the assessment tool (e.g, research paper, embedded question, presentation, etc.) that will be used to measure the PLO.



A clear description of the tool as well a statement of the benchmark should be entered into the respective “Assessment Tool Description and the “Benchmark” fields. Enter in the “Assessment Schedule” field which semester or academic year the assessment will be conducted. Now click the **Save** button then click the **Return** button.

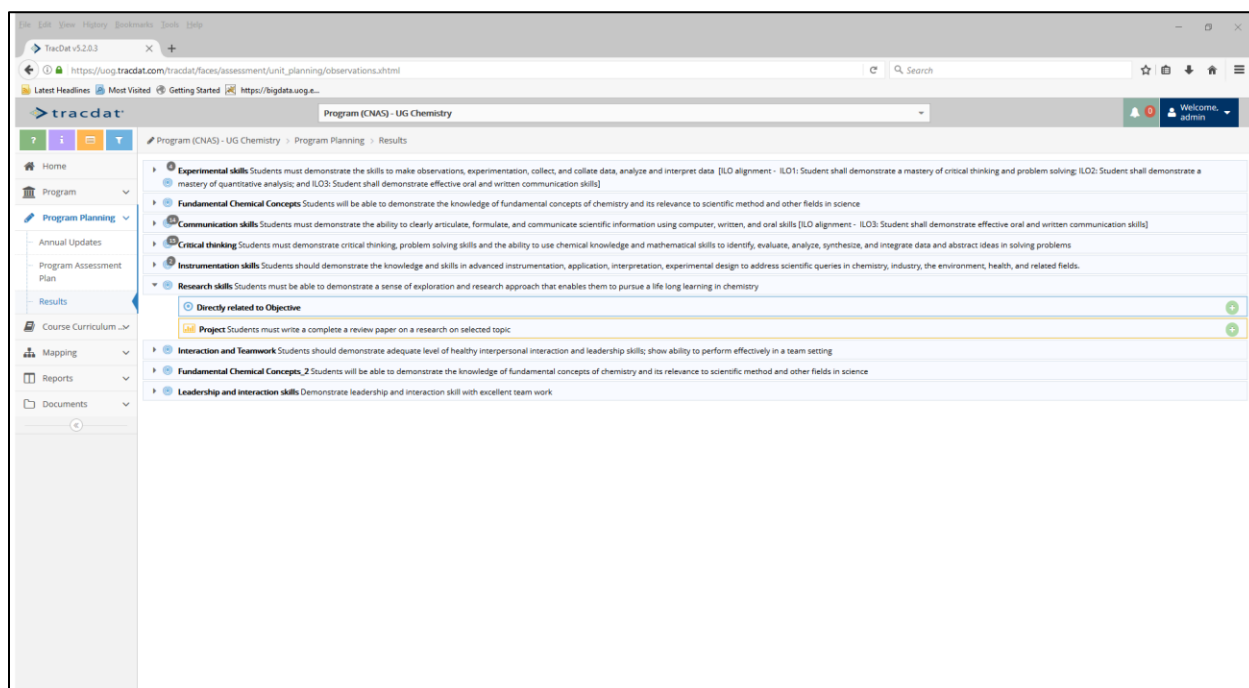




The “Related Learning Outcomes “ is used to map the alignment of each PLO to and ILO(s). Click the  icon at the right side of the “Related Learning Outcomes”. Click the appropriate box to check mark the alignment of PLO to ILO. Note: A PLO can align to more than one ILO.



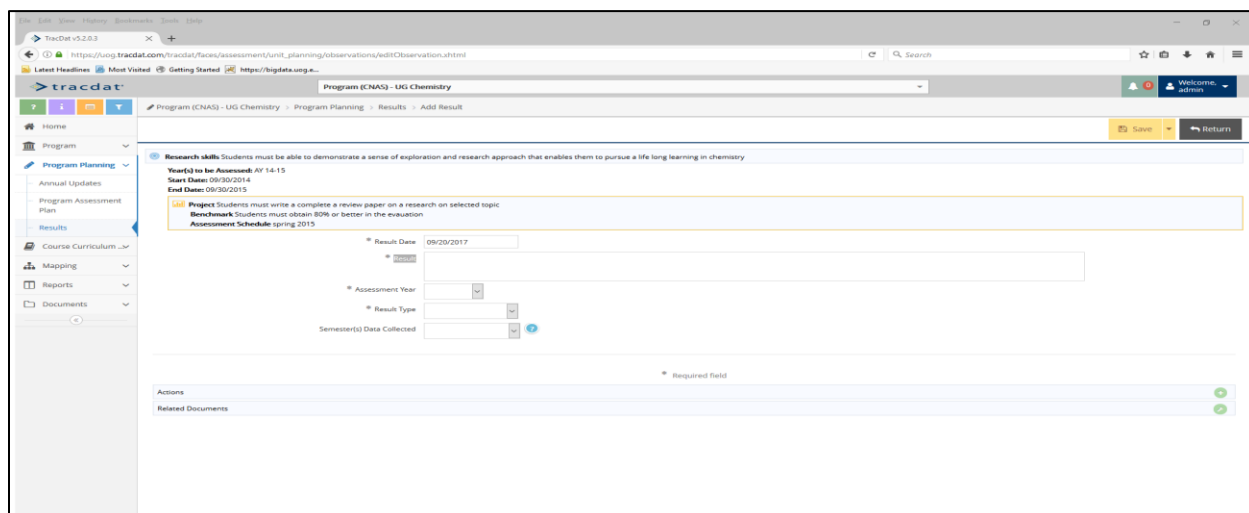
Step 3: Results and Closing the Loop


Click the Results sub tab under the Program Planning tab to enter assessment results.

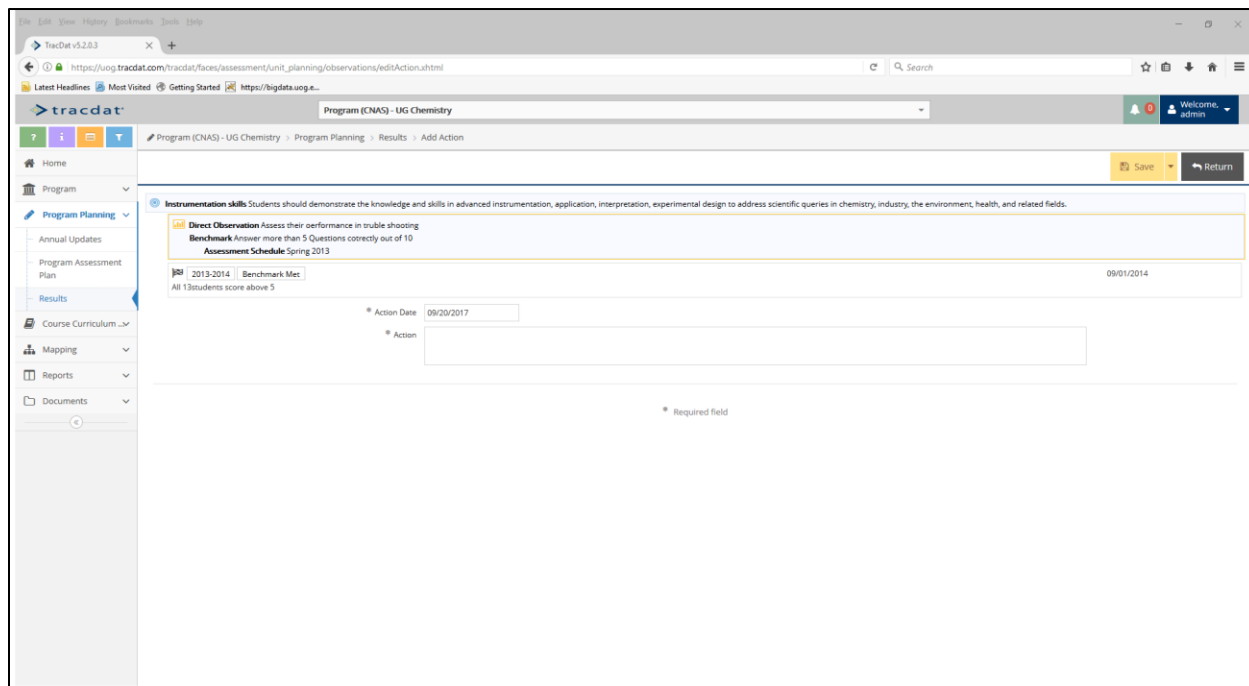




The PLOs will be listed on the screen. Find the PLO in the list for which you are reporting results. Click the  arrow to the left of the PLO. Click the  icon at the right side assessment tool to enter the results.

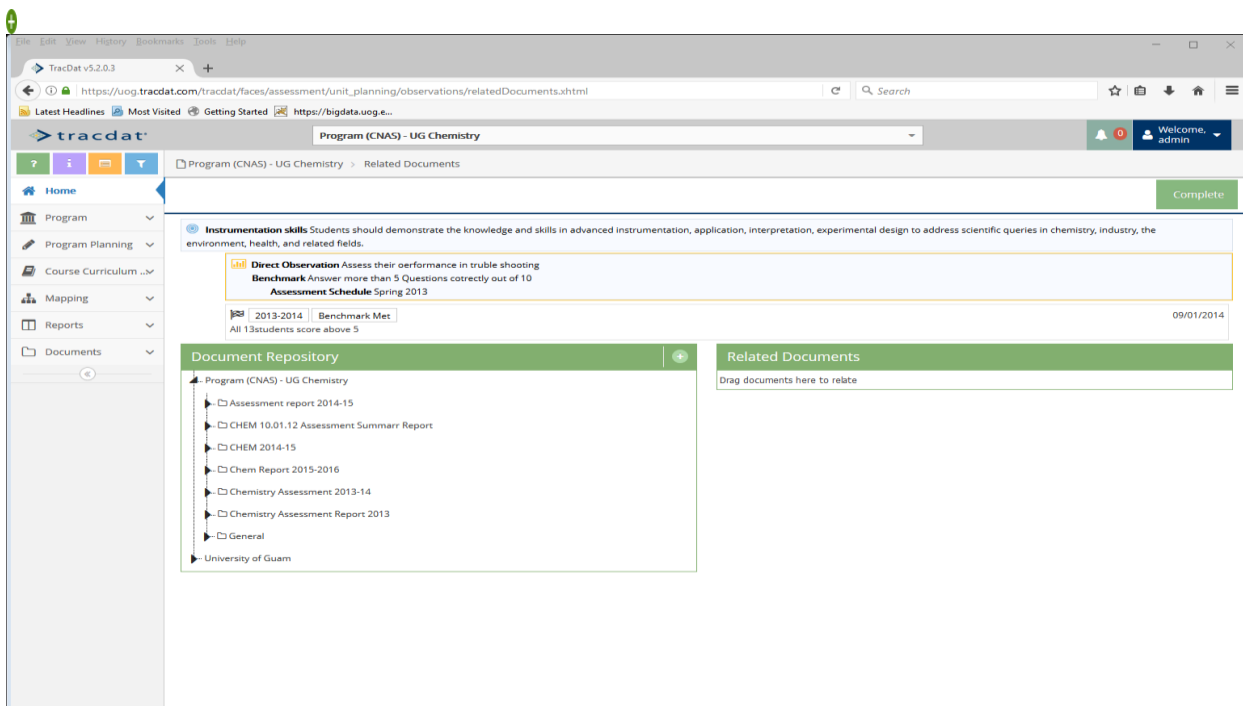
Type a summary of the results in the “Result” field. Select the Academic Year from the drop down list of the “Assessment Year” field. Use the drop down list at the “Result Type” field to specify if the benchmark has been met or not been met. Once these fields have been entered, Click the **Save** button then click the **Return** button.



Once the results have been saved, an “Actions” section will appear. Click the  icon to the right of the “Actions” row to add open the Actions screen. Enter the action date and actions (closing-the-loop) that will be taken or planned to address the assessment results. Click the **Save** button then click the **Return** button.



To upload supporting documents for evidence of the assessment and results, click the  icon at the “Related Documents” . Click the  icon to search or browse the location of your document that you will upload to the program folder.



Once the above steps have been completed send an email to deborah@triton.uog.edu to notify the Office of Institutional Effectiveness that the submission is completed.

This completes the assessment inventory submission!

For questions or assistance, please contact the Office of Institutional Effectiveness at 735-2585 or 735-2646.

All prior inventory submissions can be viewed in the TracDat document repository, folder "University of Guam"