



TracDat Version 4 User Reference Guide

Curriculum Mapping

This reference guide is intended for both TracDat Administrators who will be configuring the Curriculum Mapping function as well as TracDat users who will be completing the Curriculum Mapping for their unit.

This reference guide will serve as a general introduction to Curriculum Mapping in TracDat – here you will find a step-by-step walkthrough in addition to some definitions and explanations of its functionality and the edit screens. This guide is not intended to serve as a replacement for training and/or consultation on TracDat.

The information in this reference guide is organized according to the stock nomenclature that originally comes with TracDat. **Please be aware that your experience with TracDat may look slightly different than the screenshots below due to the software’s dynamic labeling feature and your specific institution’s configuration.**

Overview

The curriculum mapping feature gives you the opportunity to identify specifically how each course addresses each unit objective. Until now you have been simply able to demonstrate which courses relate to each unit objective. The curriculum mapping feature allows you to further define the roles those courses play in addressing the objective.

Note to TracDat Administrators

For those familiar with configuration, curriculum mapping works like any other List Value in TracDat. First you set up the values you would like to appear for curriculum mapping (e.g. Introduced, Reinforced, Assessed, etc.), and then you can relate them to the appropriate units.

After the configuration is complete, your TracDat Users will be able to see this curriculum mapping capability under the (Assessment Unit) Plan tab under the Related Courses sub-tab. Once a user chooses to relate a unit objective to a course, they will then see the curriculum mapping values to choose from.

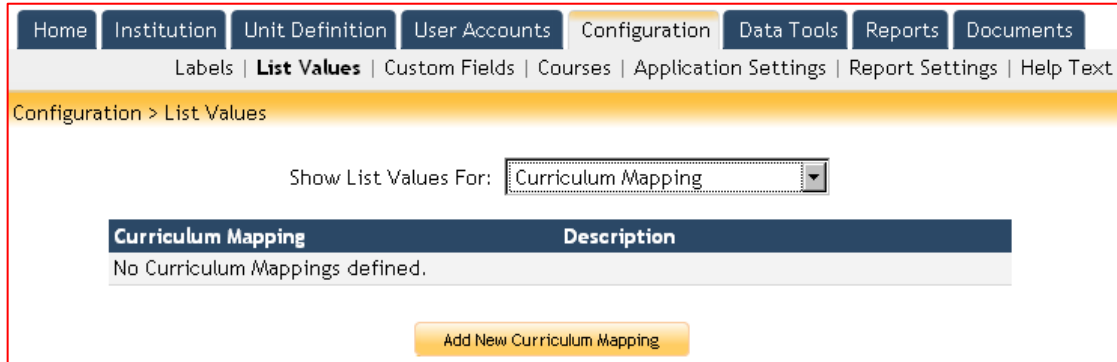
Note to TracDat Users

After the curriculum mapping configuration is complete, you will be able to see this curriculum mapping capability within the Related Courses sub-tab under the (Assessment Unit) Plan tab. Once you choose to relate a unit objective to a course, you will then see the curriculum mapping values to choose from. Here you will be able to provide a higher level of detail for the relationship between particular Unit Objectives and Courses.

Configuration

Below are the steps to configure Curriculum Mapping for your Institution.

1. Navigate to the **Institution** from the top drop-down > **Configuration** > **List Values**
2. Select **Curriculum Mapping** from the drop-down menu.



Home Institution Unit Definition User Accounts Configuration Data Tools Reports Documents

Labels | **List Values** | Custom Fields | Courses | Application Settings | Report Settings | Help Text

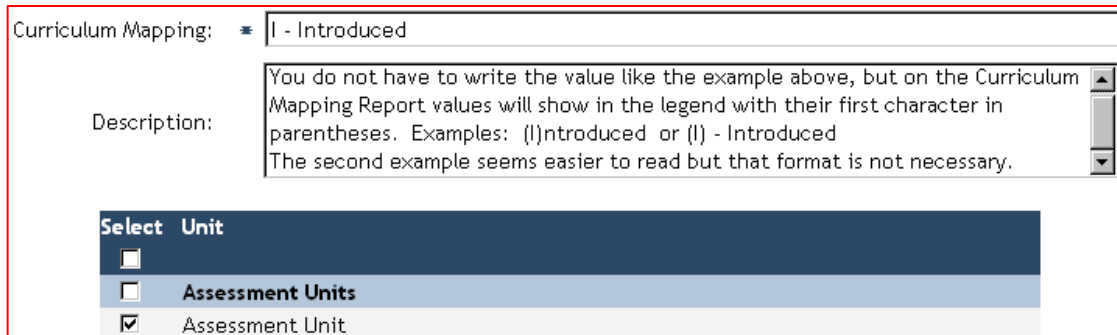
Configuration > List Values

Show List Values For: Curriculum Mapping

Curriculum Mapping	Description
No Curriculum Mappings defined.	

Add New Curriculum Mapping

3. Click **Add New Curriculum Mapping** button at bottom.
4. **Define the first Curriculum Mapping choice.**
5. **Select Assessment Units** that should be able to select this choice.

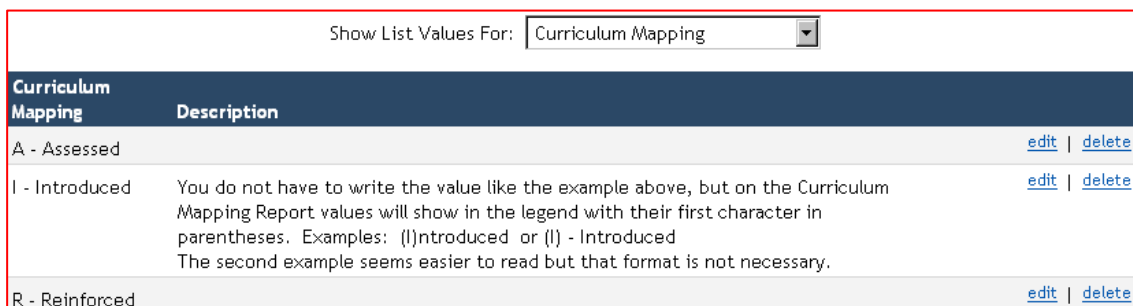


Curriculum Mapping: I - Introduced

Description: You do not have to write the value like the example above, but on the Curriculum Mapping Report values will show in the legend with their first character in parentheses. Examples: (I)ntroduced or (I) - Introduced. The second example seems easier to read but that format is not necessary.

Select	Unit
<input type="checkbox"/>	
<input type="checkbox"/>	Assessment Units
<input checked="" type="checkbox"/>	Assessment Unit

6. After you finalize your values and assign them to the appropriate units, you can then check your work by following the TracDat User directions in the next section.



Show List Values For: Curriculum Mapping

Curriculum Mapping	Description	
A - Assessed		edit delete
I - Introduced	You do not have to write the value like the example above, but on the Curriculum Mapping Report values will show in the legend with their first character in parentheses. Examples: (I)ntroduced or (I) - Introduced. The second example seems easier to read but that format is not necessary.	edit delete
R - Reinforced		edit delete



Using Curriculum Mapping

Below are the steps for end users to follow when using TracDat for Curriculum Mapping. **Again, please be aware that your experience with TracDat may look slightly different than the screenshots and descriptions below due to the software's dynamic labeling feature and your specific institution's configuration.**

1. **Select** the appropriate **Assessment Unit** from the top drop-down.
2. Click the **Plan** tab.
3. Click on the **Objectives** sub-tab.
4. Click **Edit** next to the Objective you would like to “map”.
5. Click the **Related Courses** sub-tab.

Selected Unit: Assessment Unit

Home Assessment Unit Plan Course Assessment Plan Results Reports Documents

Objectives | Means of Assessment | **Related Courses** | Related Goals

Assessment Unit > Plan > Related Courses

Objective Name: Curriculum Mapping

Objective: TracDat Users should understand how the Curriculum Mapping feature is configured and implemented.

Course Number	Course Name
<input type="checkbox"/> Assessment Unit	
<input type="checkbox"/> SAMPLE 101	Intro to Curriculum Mapping
<input type="checkbox"/> SAMPLE 202	Fundamentals of Curriculum Mapping
<input type="checkbox"/> SAMPLE 303	Advanced Curriculum Mapping

6. You should now see the objective you selected and a list of all the courses in the unit underneath. If you have already related courses to this objective, there will be a checkmark next to those courses.

If you have not related any courses already, **check the box next to the course that addresses the objective**. Once a course is checked, you will see the term Curriculum Mapping in blue to the right of the course.

7. Click on the **Curriculum Mapping** term.

You should now see the Curriculum Mapping terms that have been configured for your unit. If you do not see the correct terms, please contact your TracDat Administrator.

8. **Select one or more of the choices** by clicking the appropriate check box(es).



9. Click Save Changes.

Objective Name: Curriculum Mapping

Objective: TracDat Users should understand how the Curriculum Mapping feature is configured and implemented.

Course Number	Course Name	
<input type="checkbox"/> Assessment Unit		
<input checked="" type="checkbox"/> SAMPLE 101	Intro to Curriculum Mapping	Curriculum Mapping
Curriculum Mapping		
<input type="checkbox"/> A - Assessed	<input checked="" type="checkbox"/> I - Introduced	<input type="checkbox"/> R - Reinforced
<input checked="" type="checkbox"/> SAMPLE 202	Fundamentals of Curriculum Mapping	Curriculum Mapping
Curriculum Mapping		
<input type="checkbox"/> A - Assessed	<input type="checkbox"/> I - Introduced	<input checked="" type="checkbox"/> R - Reinforced
<input checked="" type="checkbox"/> SAMPLE 303	Advanced Curriculum Mapping	Curriculum Mapping
Curriculum Mapping		
<input checked="" type="checkbox"/> A - Assessed	<input type="checkbox"/> I - Introduced	<input checked="" type="checkbox"/> R - Reinforced

10. Repeat these steps for each applicable course related to the objective.

11. When you have completed all Curriculum Mapping for the courses for the first objective, select another objective from the objective drop-down menu above and repeat the process for each objective.

Running the Curriculum Mapping Report

Below are the steps for all users to follow when running the report matrix for Curriculum Mapping. **Again, please be aware that your experience with TracDat may look slightly different than the screenshots and descriptions below due to the software’s dynamic labeling feature and your specific institution’s configuration.**

1. Select the appropriate **Assessment Unit** from the top drop-down.
2. Click the **Reports** tab.
3. Make sure the **Assessment Unit** sub-tab is selected.
4. You should see a list of available reports. Click **run** to the right of the **Curriculum Map Report**.

Curriculum Map

Format: HTML (suggested for View)

Report Title: Curriculum Map

Include Objective along with name?

Rotate Course number header left? (Only for PDF & Excel formats)



5. From the Format drop-down menu, select PDF if you want to print the report, select HTML if you want to view the report on screen, or select Excel if you want to export the report into an Excel file for further manipulation.
6. Use the remaining three report options to customize your report.
7. Click the **Execute Report** button at the bottom of the screen.

Assessment Unit - Curriculum Map			
Legend: (A) - Assessed, (I) - Introduced, (R) - Reinforced			
Objectives	SAMPLE 101	SAMPLE 202	SAMPLE 303
Curriculum Mapping - TracDat Users should understand how the Curriculum Mapping feature is configured and implemented.	I	R	A, R