## Steps for Developing Assessment Plan in TracDat

1. Log in to TracDat (comfsm.tracdat.com/tracdat)



2. Select Unit (Program) (Drop down window\*)

| *There may be sl            | light difference in           | what see in TracDat based on your access level.  |
|-----------------------------|-------------------------------|--|
| tracda                      | t Selected Unit:              | A - instruction - General Education 🗧  |
|                             | Summary                       | Home Program Program Assessment Plan Course Assessment Plan Results Documents Calendar Profile |
| A - instruction - General E | ducation > Home > Summary     |  |
| 3. Select                   | t Program Ass                 | essment Plan (Tab)   |
| 💿 🕪 tra                     | acdat                         | Selected Unit: A setruction - General Education +  |
|                             |                               | Home Program Program Assessment Plan Course Assessment Plan Results Documents                  |
| A - instruct                | ion - General Education > Hon | e » Siummanu   |
| A - Instruct                |                               | - John Kury  |

4. Select Program Student Learning Outcome, then select edit for an outcome

| 🚸 tracdat. 👘                             | Selected Unit: A - instruction - General Education +  | 🔒 rperkins                 | [log_out]  |
|--|---|----------------------------|------------|
|  | Home Program Assessment Plan Course Assessment Plan Results Documents                               |                            |            |
|  | Program Student Learning Outcomes Assessment Strategies Related Courses Related Items               |                            |            |
| A - instruction - General Education > P  | rogram Assessment Plan > Program Student Learning Outcomes  |                            | - 💱 🗳 👘    |
|  |   |                            |            |
| Program Student Learning<br>Outcome Name | Program Student Learning Outcome  | 2 Status                   |            |
|  | Write a clear, well-organized paper using documentation and quantitative tools when appropriate Act | ive <u>edit</u>   <u>o</u> | opy delete |
|  | Make a clear, well-organized verbal presentation Act  | ive <u>edit</u> o          | opy delete |

5. Select **PSLO Assessment Cycles**; hold the shift or command key to make selections. To close the loop, 2013-2014 needs to be selected. Only the years that the PSLO is assessed should be selected. Past assessment cycles must remain selected in order to generate reports.

| 6. |   |      |  |   |
|----|---|------|--|---|
|    | Home Program Program                          | Asse | essment Plan Course Assessment Plan Results Reports Documents                                      |   |
|    | Program Student Learning Outcomes As          | sess | sment Strategies Related Courses Tasks Related Items   |   |
|    | rogram Assessment Plan > Program Student Lear | nin  | g Outcomes > Edit Program Student Learning Outcome   |   |
|    |   |      |  | - |
|    | Program Student Learning Outcome Name:        | *    | GE1.1  | ? |
|    | Program Student Learning Outcome:             | *    | Write a clear, well-organized paper using doc mentation and quantitative tools when<br>appropriate | 2 |
|    | PSLO Assessment Cycle:                        |      | 2011 - 2012<br>2012 - 2013<br>2013 - 2014<br>2014 - 2015   |   |
|    | PSLO Status:                                  |      | Active + ?   |   |
|    | Start Date:                                   |      | 8/20/2012  |   |
|    | Inactive Date:                                |      |  |   |

7. Make sure you Save Change

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Save Changes

8. Select edit to review Assessment Strategies and Targets.

| A - instruction - General Education > Program Assessment Plan > Assessment  | trategies  |
|---|--|
| Program Student Learning Outcome Name:<br>Program Student Learning Outcome: | GE1.1 :<br>Write a clear, well-organized paper using user mentation and quantitative tools when<br>appropriate               |
| Date Added Assessment Type Assessment Strategy                              | Target Active?   |
| • 9/23/2013 Written Assignment Instructors will use a ne                    | why developed rubric to evaluate papers 70% of the student will receive a satisfactory on their paper Y edit   copy   delete |

9. If the assessment strategy is not going to be used mark as inactive



## 10. Add New Assessment Strategy (bottom of screen)

| Add New Assessment Strategy                      |   |
|--|---|
|  | _   |
| Home Program Program Ass                         | sessment Plan Course Assessment Plan Results Reports Documents                                  |
| rogram Assessment Plan > Assessment Strategies > | Add Assessment Strategy   |
| Program Student Learning Outcome Name:           | GE1.1   |
| Program Student Learning Outcome:                | Write a clear, well-organized paper using documentation and quantitative tools when appropriate |
| Assessment Type:                                 | ÷   |
| Assessment Strategy:                             |   |
| Target:  |   |
| Notes:   |   |
| Active   |   |

11. To same process can be used to develop Course Assessment Plans.