You can also access TracDat through your OneTech OR on the Assessment website.

Using your ATU login, enter your username and password in the fields as shown in the screen shot above.
HOME PAGE

You will only be able to see the program(s) to which you are assigned. The dashboard provides you with a brief summary of your program’s assessment status.
If you are responsible for multiple programs, you can use the Smart Search feature to find the program you are wanting.
The **green check marks** indicated that all requirements for the learning objective have been met. The **red flags** indicate that something is missing. If you hover over the red flags, it will indicate what is needed.

Ex: Each assessment measure must have at least one result. So if you were to hover over these red flags it would let you know that a result is missing.
Everything in **blue** is an active link. So you can click on any of the learning objectives, assessment measures, results, actions, or follow-ups and it will take you directly that information.

**Please note:** You **CAN EDIT** but **CANNOT ENTER NEW** learning objectives, assessment measures, results, actions, or follow-ups by clicking on the links from the dashboard. You must enter the new information using the navigation panel to the left. (This will be further discussed on page 15.) However, once you have entered them, you will be able to view them from the dashboard.
**General Information**
You can add/edit your mission statement here by selecting the **edit icon** on the right hand side of the screen.
Assignments
This is where you can **VIEW** who has been assigned a task to complete. It **IS NOT** where you enter an assignment. This will be discussed later.

Personnel
This is where you review who has been assigned a role in TracDat for the selected program. You should review this tab at the beginning of each academic year to make sure the list is up to date. You **will not** be able to update the list. Please contact ???.
UNIT PLANNING

This is where the majority of your work will be done to include entering and editing your learning objectives and assessment measures.
**Filter Icon**

The filter is specific to the page you are on within TracDat so your options will vary. You must click on the individual boxes in order to see the available filter options. Please note the ability to match ANY or ALL of the filters selected. To remove the filter, just click on the blue filter icon.
Filter Icon, Cont’d.
You must put your cursor in the individual text boxes and click on it in order to display what filters are available. I have selected all of the options for each filter to show what is available. You can select options from one filter or all four filters. You can clear each filter individually by selecting the “X” within the individual option or you can clear all filters at once by selecting the “Clear Filters” option.
**Unsaved Changes**

**NOTE:** When entering data in TracDat, make sure you use the Save button at the top of your page and then click on the Return button. **DO NOT USE YOUR BROWSER’S NAVIGATION OR BACK ARROWS.**

You may lose data that you intended to save.

If you try to navigate back to another location without saving your data first, you will get a pop-up reminder that you did not save your changes. Click “OK” if you want to leave without saving your changes or click “Cancel” and then select “Save” in the yellow textbox.
Instructions

By selecting the purple icon, any specific instructions provided at the institutional level will be displayed. It will provide more detailed instructions and is specific to the page you are on. The instructions do not automatically display when navigating to a new page so you must have the purple icon selected in order for the instructions to appear.

1. You must click in the textbox or on the “?” in order for the instructions to appear.
Rearranging Learning Objectives

You can rearrange the order of the learning objectives by hovering over the target, at which point an icon with four directional arrows will appear and you can then drag the objective to reposition it.
**Learning Objectives:**
Add/Edit/Copy/Delete

**DO NOT DELETE** ANY of your learning objectives EVER as this will also delete the results. Instead, edit the learning objective and change the Learning Objective Status to Inactive.
Assessment Measures:
Add/Edit/Copy/Delete

1. Add Assessment
2. Edit Assessment Measure
3. Copy Assessment Measure
4. Delete Assessment
5. Add Assessment
## Relating a Document

1. Click on the green icon to Relate a Document
Relating a Document, Cont’d.
(see previous slide for step-by-step instructions to get to this screen)

2. Select the green “+” icon.

3. Select where you want to place the documents.

4. Click to browse for

5. Save!
**Results:**
Add/Edit/Copy/Delete

1. To Add a Result, click on the green “+” icon.

2. Enter the result information and click SAVE!

3. Edit Result

4. Delete Result
Assessment Plan: This report shows the Learning Objectives for each selected Assessment Unit, along with any information contained in the Assessment Plan area related to each Learning Objective. This may include any Mapping for the Learning Objectives you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

Assessment Unit Four Column: This report shows the Learning Objectives for each selected Assessment Unit, along with any Assessment Measures, Results, and Actions for each Learning Objective. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
Assessment Plan Report

1. Select the format in which you would like to have the results: PDF, HTML, or Word.

2. You can rename the Report Title or leave it as is and include a Report Subtitle.

3. You can select to have the institution logo on the report.
Assessment Plan Report, Cont’d.

Clicking in each individual textbox will provide you with a dropdown list of the filter options available.
These additional options will allow you to further narrow your report, specifically noting the ability to exclude inactive assessment measures and goals.
**Assessment Unit Four Column**
When running the Assessment Unit Four Column report, the Layout options will be the same as previous with the Assessment Plan report. However, the Filter and Options are different.

1. You can filter by the Reporting Period, allowing you to see the information relevant only for the Reporting Period you are working with.

2. Again, you have the ability to exclude inactive learning objectives and assessment measure.

**Active, Inactive, No Longer Assessed**
- Course – Multiple Measures
- Course Class Presentation
- Course Embedded Observation
- Course Exam
- Course Lab Assignments
- Course Quiz
- Course Research Project
- Observation of Intern Supervisor
- Surveys and Interviews