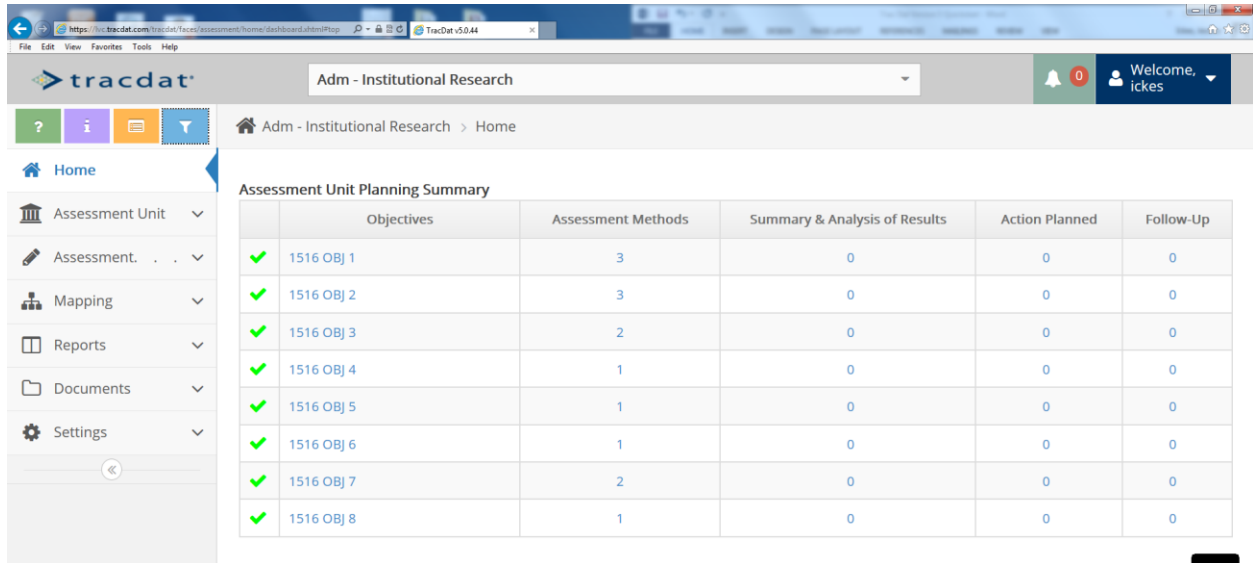


Log in

- You can log in to Trac Dat using the link you have always used - <https://lvc.tracdat.com>
- After you log in, you will see your assessment unit and the new Trac Dat page layout.



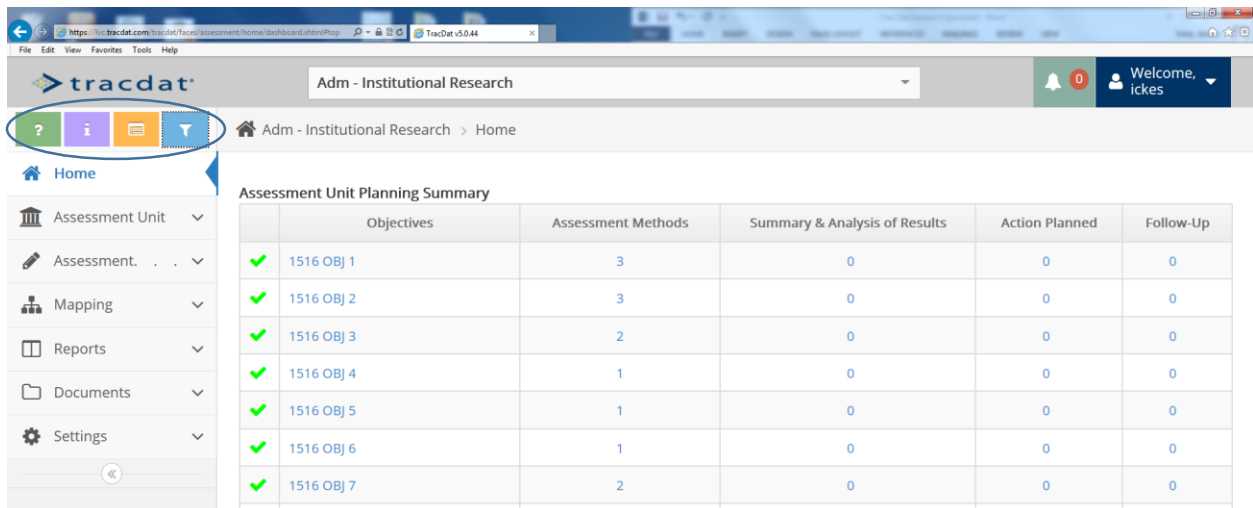
The screenshot shows the Trac Dat dashboard for 'Adm - Institutional Research'. The main content is the 'Assessment Unit Planning Summary' table, which lists objectives and their corresponding assessment methods, results, and planned actions.

	Objectives	Assessment Methods	Summary & Analysis of Results	Action Planned	Follow-Up
✓	1516 OBJ 1	3	0	0	0
✓	1516 OBJ 2	3	0	0	0
✓	1516 OBJ 3	2	0	0	0
✓	1516 OBJ 4	1	0	0	0
✓	1516 OBJ 5	1	0	0	0
✓	1516 OBJ 6	1	0	0	0
✓	1516 OBJ 7	2	0	0	0
✓	1516 OBJ 8	1	0	0	0

- This dashboard page is set for academic year 2015-2016, but you will be able to see and edit all components of your report for all years on other pages.

Navigation

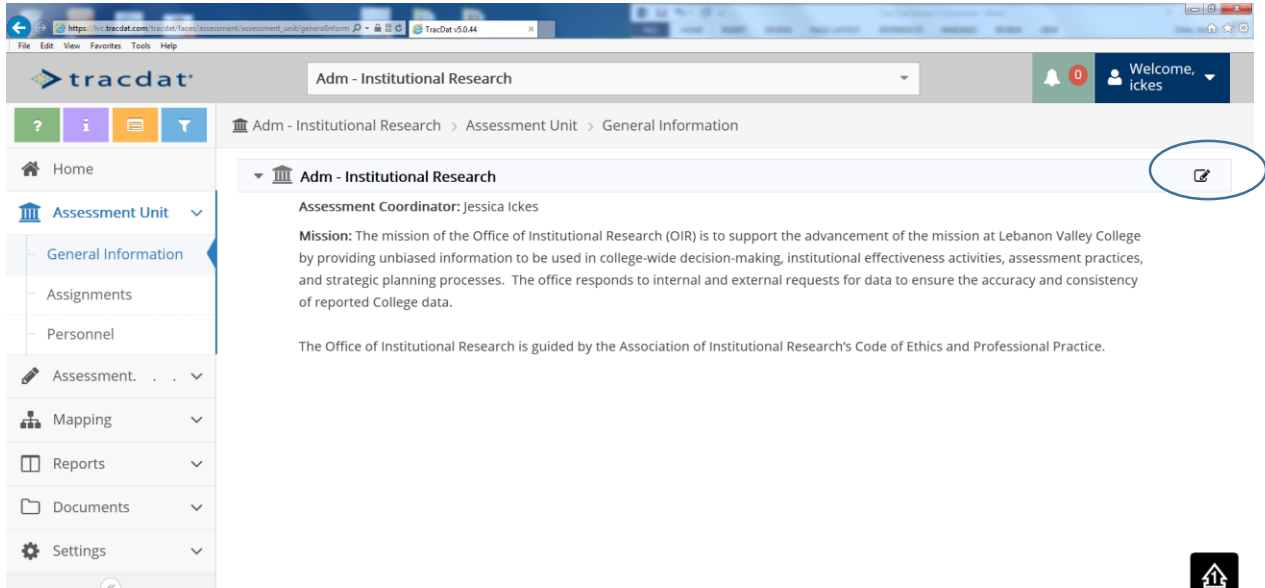
- You will now navigate through Trac Dat using the list of the left.
- On each screen, the green box at the top left provides instructions and the blue box at the top lets you filter what you see on the screen (see circle).



The screenshot shows the same Trac Dat dashboard as above, but with a red arrow pointing to the navigation menu on the left. The navigation menu includes options like Home, Assessment Unit, Assessment, Mapping, Reports, Documents, and Settings. A blue box at the top left of the dashboard contains a question mark, an information icon, a message icon, and a filter icon, which are highlighted by a blue circle.

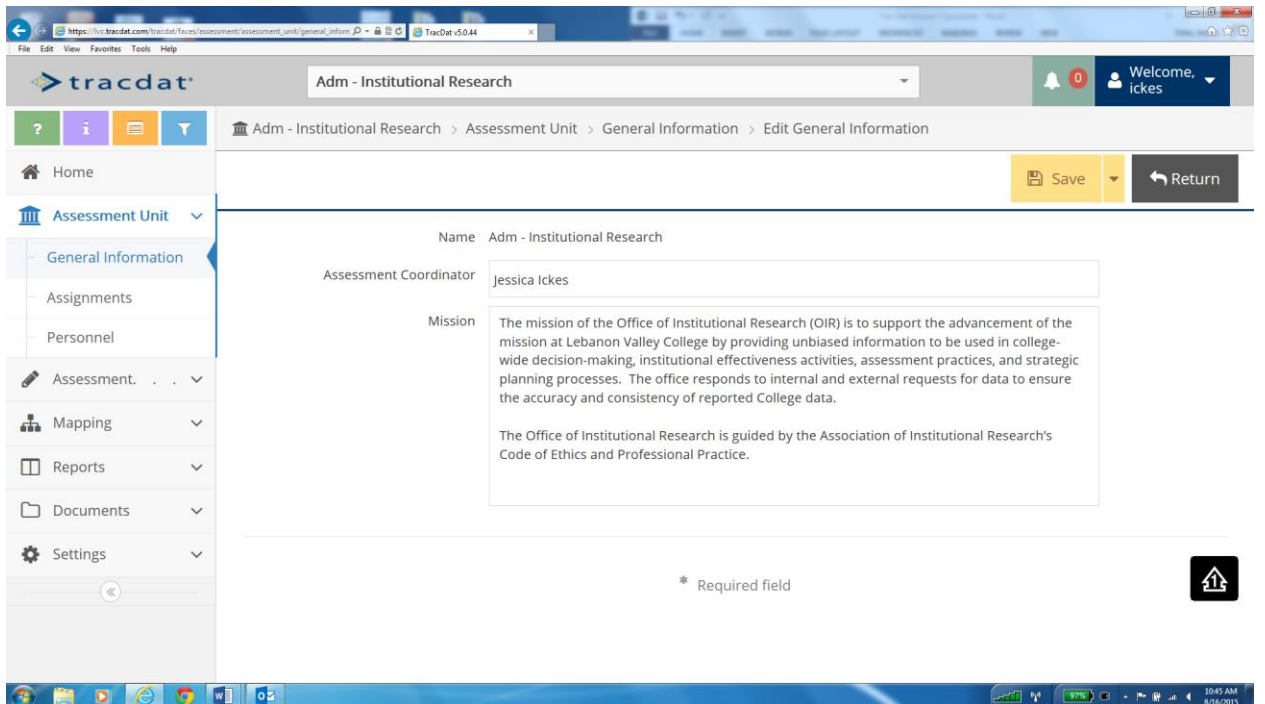
Assessment Unit

- In the assessment unit list, you will find a general information link which shows your assessment coordinator and personnel.



The screenshot shows the TracDat web application interface. The top navigation bar includes the TracDat logo, a dropdown menu for 'Adm - Institutional Research', and a user profile for 'Welcome, Ickes'. The left sidebar contains a navigation menu with 'Assessment Unit' expanded to show 'General Information', 'Assignments', and 'Personnel'. A red arrow points to the 'General Information' link. The main content area displays the 'General Information' for 'Adm - Institutional Research', including the 'Assessment Coordinator: Jessica Ickes' and a 'Mission' statement. A blue circle highlights an edit icon in the top right corner of the main content area.

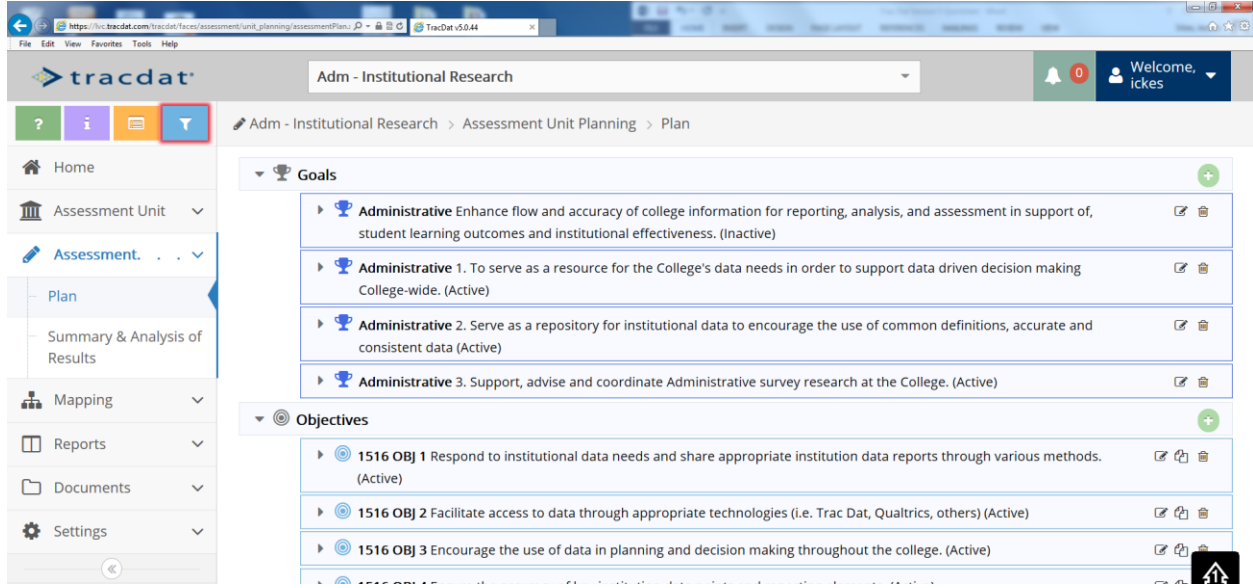
- You can edit this information by clicking on the icon on the top right (see circle)



The screenshot shows the 'Edit General Information' page in the TracDat web application. The top navigation bar includes the TracDat logo, a dropdown menu for 'Adm - Institutional Research', and a user profile for 'Welcome, Ickes'. The left sidebar contains a navigation menu with 'Assessment Unit' expanded to show 'General Information', 'Assignments', and 'Personnel'. The main content area displays the 'Edit General Information' form for 'Adm - Institutional Research'. The form includes fields for 'Name' (Adm - Institutional Research), 'Assessment Coordinator' (Jessica Ickes), and 'Mission' (The mission of the Office of Institutional Research (OIR) is to support the advancement of the mission at Lebanon Valley College by providing unbiased information to be used in college-wide decision-making, institutional effectiveness activities, assessment practices, and strategic planning processes. The office responds to internal and external requests for data to ensure the accuracy and consistency of reported College data. The Office of Institutional Research is guided by the Association of Institutional Research's Code of Ethics and Professional Practice.). A 'Save' button and a 'Return' button are visible at the top right. A legend indicates that an asterisk (*) denotes a required field.

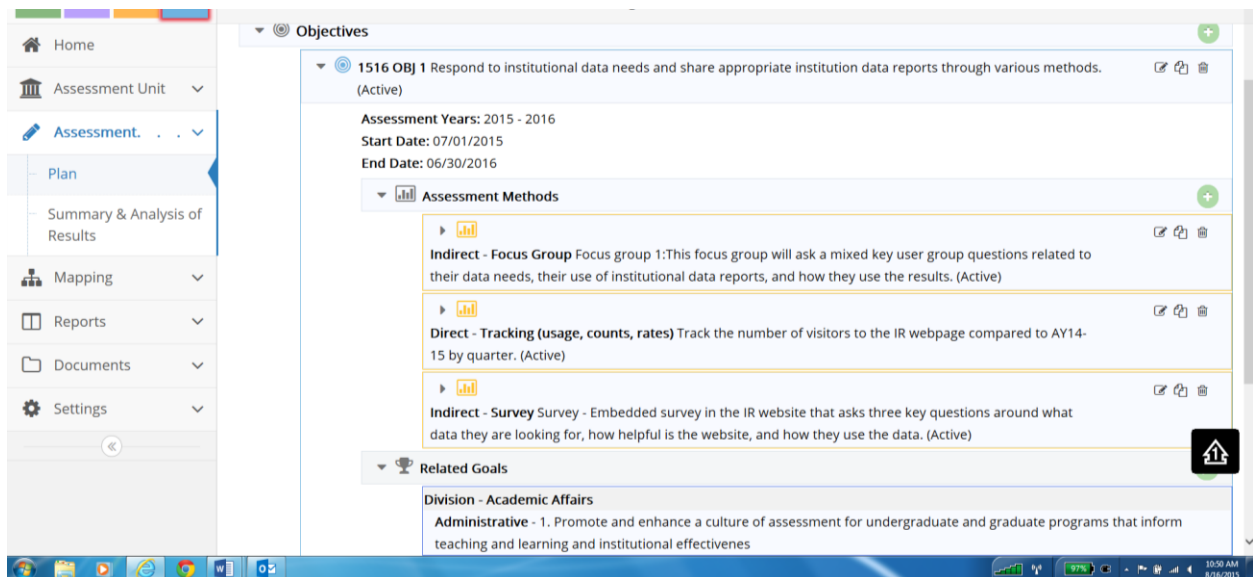
Assessment Unit

- In the assessment plan list, you will find the components to your assessment plan and your summary and analysis of results. Remember, you can filter this page using the blue box on the left to display only active objectives or objectives from a specific year.
- One of the significant benefits of this version of Trac Dat is that you can edit the components in one location and you can see how they align from this screen.



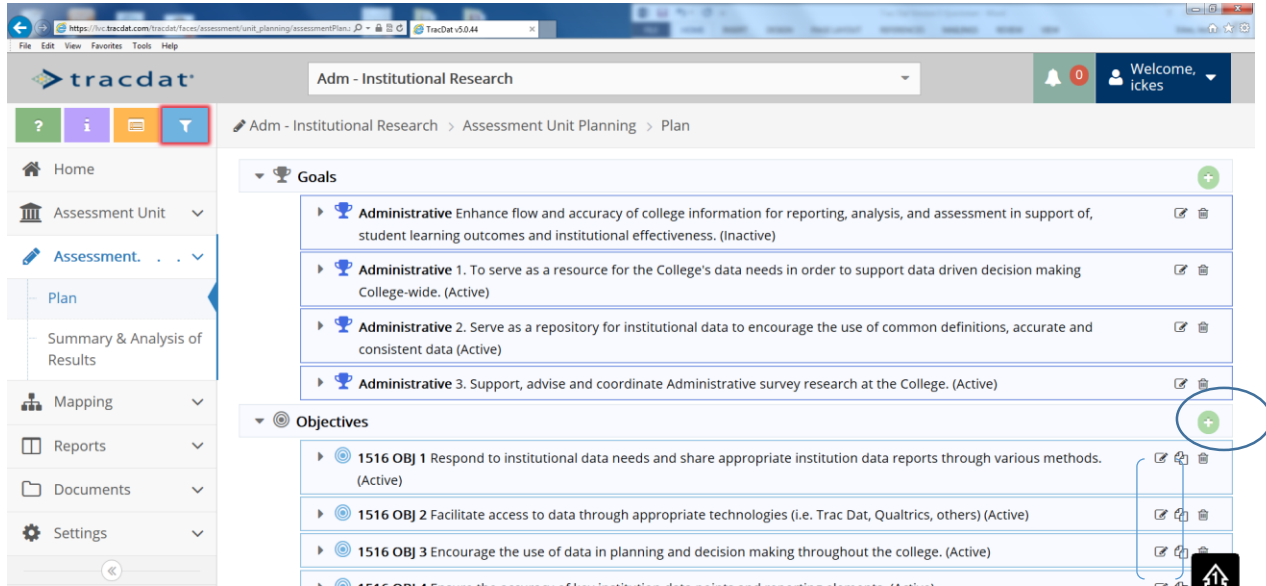
The screenshot shows the TracDat web application interface. The left sidebar contains a navigation menu with items: Home, Assessment Unit, Assessment Unit (selected), Plan, Summary & Analysis of Results, Mapping, Reports, Documents, and Settings. A red arrow points to the 'Assessment Unit' menu item. The main content area displays the 'Assessment Unit Planning' page for 'Adm - Institutional Research'. It shows a list of Goals and Objectives. The 'Goals' section includes three items: 'Administrative Enhance flow and accuracy of college information for reporting, analysis, and assessment in support of, student learning outcomes and institutional effectiveness. (Inactive)', 'Administrative 1. To serve as a resource for the College's data needs in order to support data driven decision making College-wide. (Active)', and 'Administrative 2. Serve as a repository for institutional data to encourage the use of common definitions, accurate and consistent data (Active)'. The 'Objectives' section includes three items: '1516 OBJ 1 Respond to institutional data needs and share appropriate institution data reports through various methods. (Active)', '1516 OBJ 2 Facilitate access to data through appropriate technologies (i.e. Trac Dat, Qualtrics, others) (Active)', and '1516 OBJ 3 Encourage the use of data in planning and decision making throughout the college. (Active)'. Each item has a small arrow icon on the right side.

- Click on any of the arrows (see circle) to display the related information. For example, if you click the arrow for objectives, you can see the assessment methods as well as your follow-up.

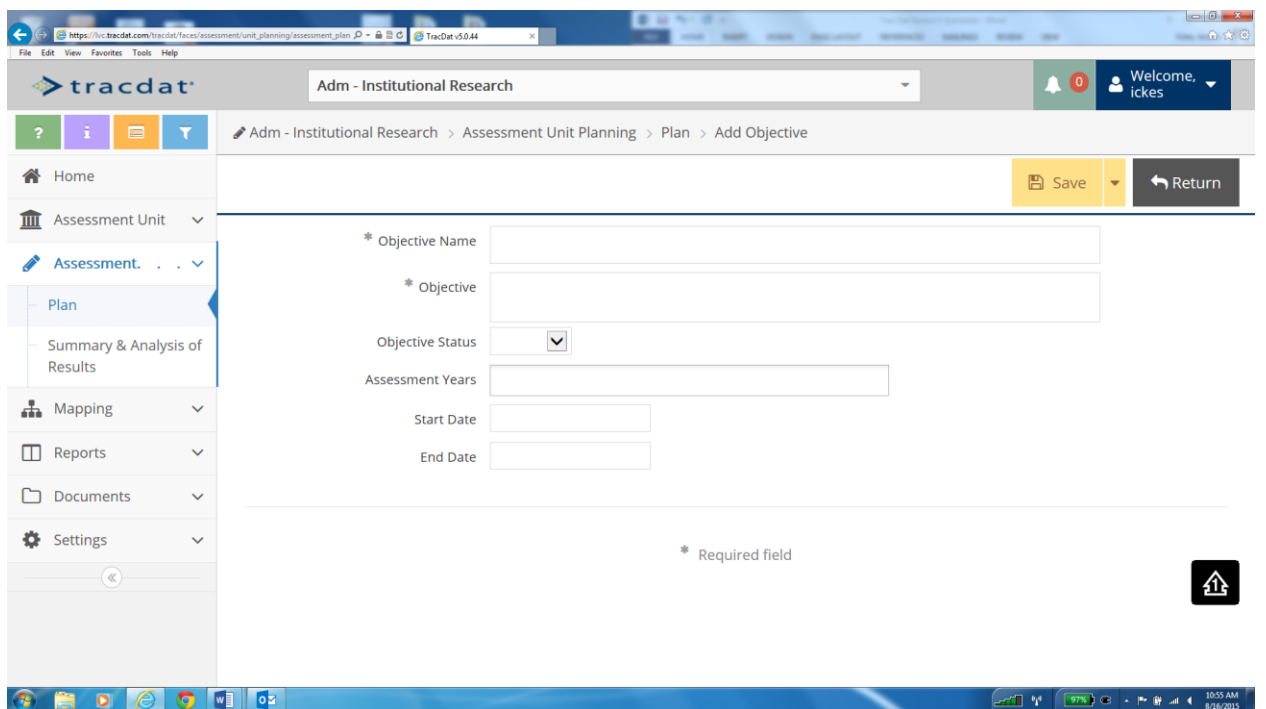


The screenshot shows the detailed view of an Objective in the TracDat web application. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Objectives' section, with '1516 OBJ 1 Respond to institutional data needs and share appropriate institution data reports through various methods. (Active)' selected. Below the objective title, the 'Assessment Years' are listed as '2015 - 2016', the 'Start Date' is '07/01/2015', and the 'End Date' is '06/30/2016'. The 'Assessment Methods' section is expanded, showing three methods: 'Indirect - Focus Group Focus group 1:This focus group will ask a mixed key user group questions related to their data needs, their use of institutional data reports, and how they use the results. (Active)', 'Direct - Tracking (usage, counts, rates) Track the number of visitors to the IR webpage compared to AY14-15 by quarter. (Active)', and 'Indirect - Survey Survey - Embedded survey in the IR website that asks three key questions around what data they are looking for, how helpful is the website, and how they use the data. (Active)'. Below the assessment methods, the 'Related Goals' section is visible, showing 'Division - Academic Affairs' and 'Administrative - 1. Promote and enhance a culture of assessment for undergraduate and graduate programs that inform teaching and learning and institutional effectiveness'.

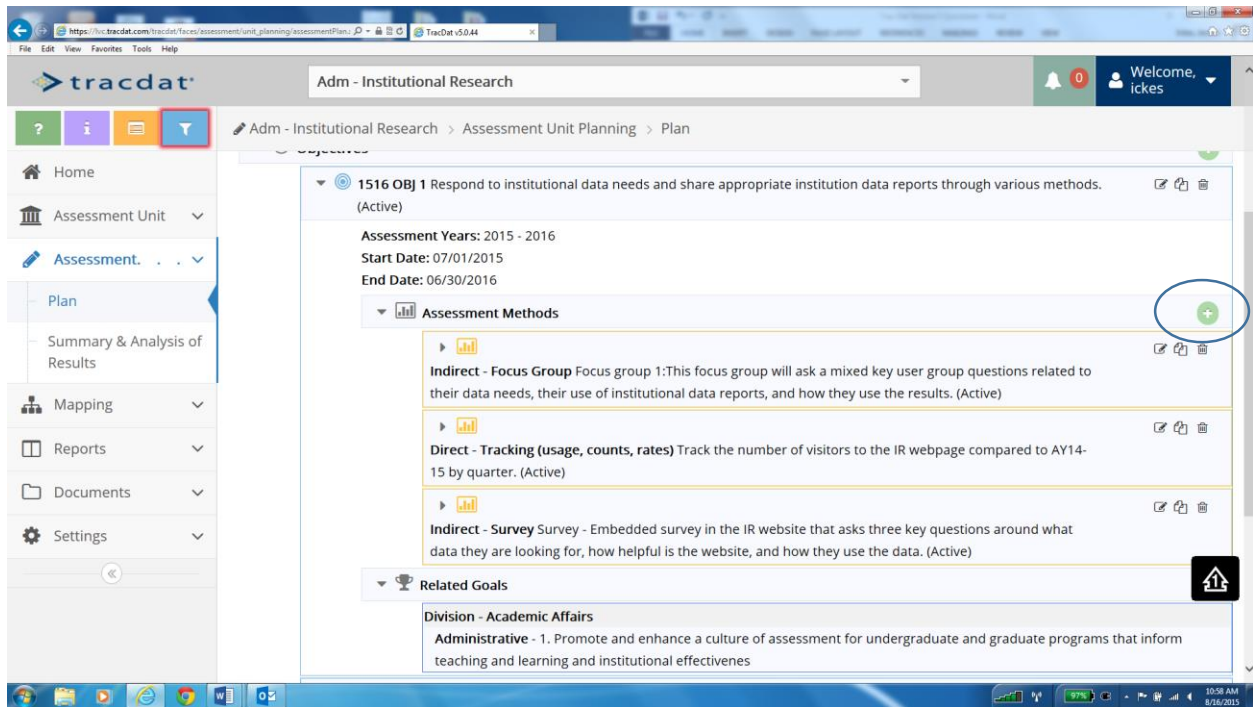
- To add a new objective, click the green plus sign to the far right of the word objectives (see circle)
- To edit an existing objective (or any component throughout Trac Dat) use the note icon to the right of that objective or other component (see brackets at the bottom right).



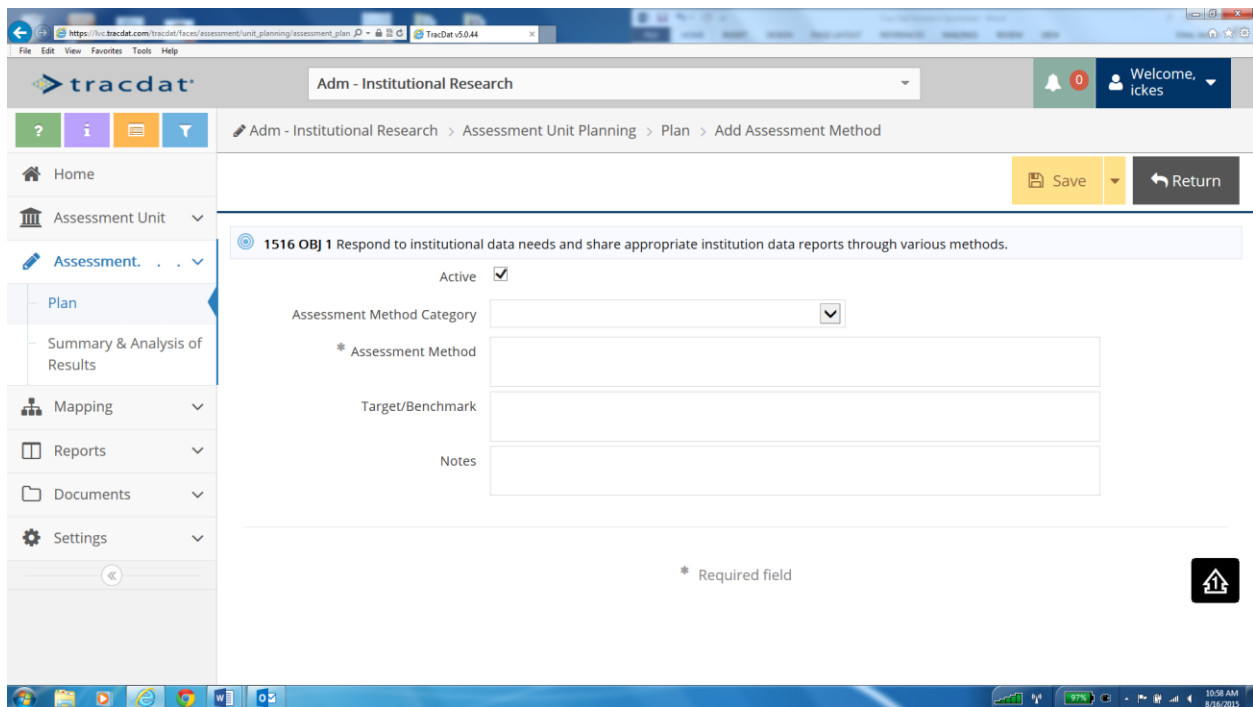
- When you add a new objective to Trac Dat, you will see a screen with the same content as the previous version of Trac Dat. You will see this same screen when you edit an objective.



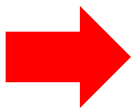
- You can add a new assessment method again using the green plus sign to the far right of the row and use the note icon to edit an existing assessment method.



- The screen contains the same information as the previous version of Trac Dat.



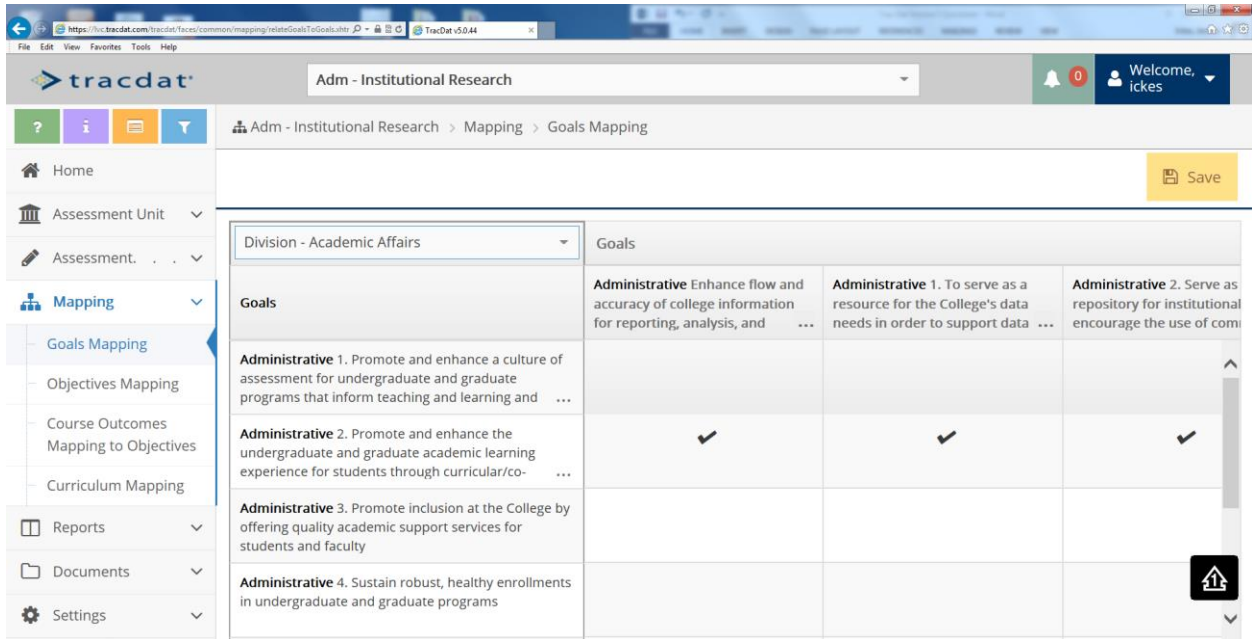
- When you select summary and analysis of results from the list on the left you will see your objectives and assessment methods.
- To add a summary and analysis of results, click the green plus sign to the right of the assessment method (see circle).



- This screen contains the same information as the previous version of Trac Dat.

Mapping

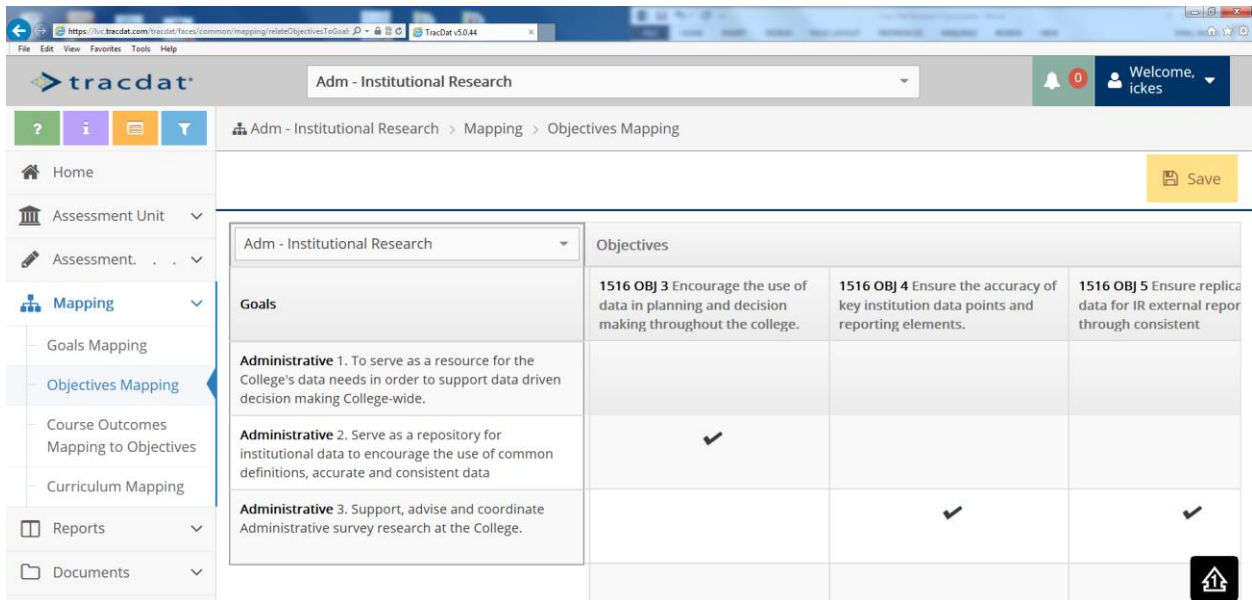
- When you select Mapping from the list on the left, you will be able to relate your goals to your division goals and your objectives to your unit goals.



The screenshot shows the TracDat interface for 'Goals Mapping'. The left sidebar has a red arrow pointing to the 'Mapping' menu item. The main content area displays a table with the following structure:

Goals	Administrative	Administrative	Administrative
Administrative 1. Promote and enhance a culture of assessment for undergraduate and graduate programs that inform teaching and learning and ...			
Administrative 2. Promote and enhance the undergraduate and graduate academic learning experience for students through curricular/co- ...	✓	✓	✓
Administrative 3. Promote inclusion at the College by offering quality academic support services for students and faculty			
Administrative 4. Sustain robust, healthy enrollments in undergraduate and graduate programs			

- To relate goals, click on the box that aligns your goal to the division goal. A check mark will appear.



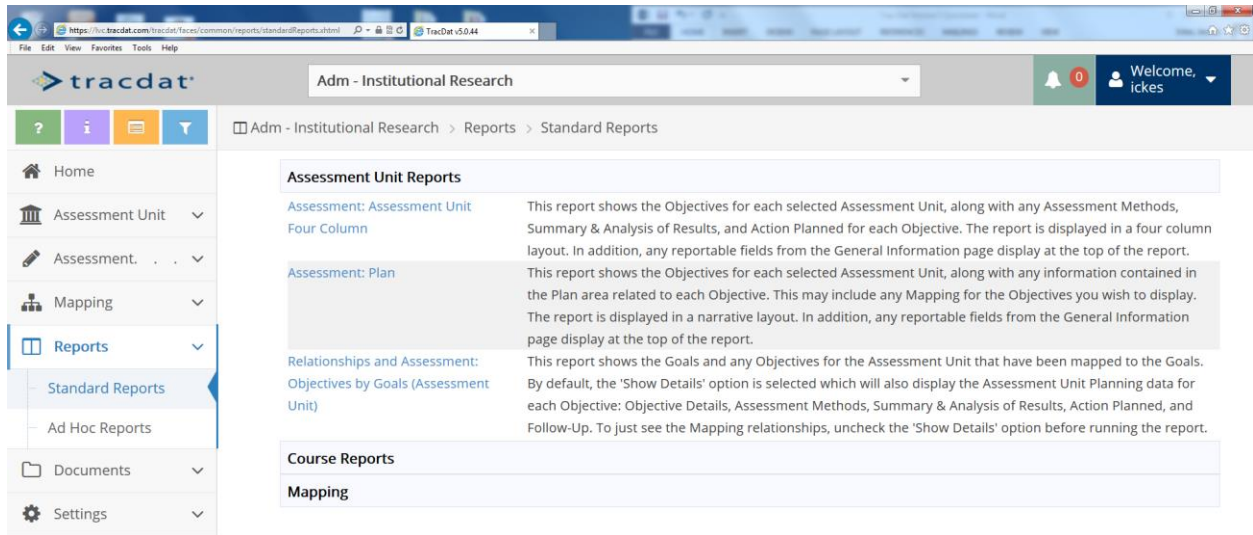
The screenshot shows the TracDat interface for 'Objectives Mapping'. The left sidebar has 'Objectives Mapping' selected. The main content area displays a table with the following structure:

Goals	1516 OBJ 3	1516 OBJ 4	1516 OBJ 5
Administrative 1. To serve as a resource for the College's data needs in order to support data driven decision making College-wide.			
Administrative 2. Serve as a repository for institutional data to encourage the use of common definitions, accurate and consistent data	✓		
Administrative 3. Support, advise and coordinate Administrative survey research at the College.		✓	✓

- Academic departments also have the opportunity to complete their curriculum map using the curriculum mapping link on the left.

Reports

- When you select Reports in the list on the left, you will see standard Trac Dat reports including your assessment plan and your assessment report reports. Academic departments will also be able to run a report that displays their curriculum map.

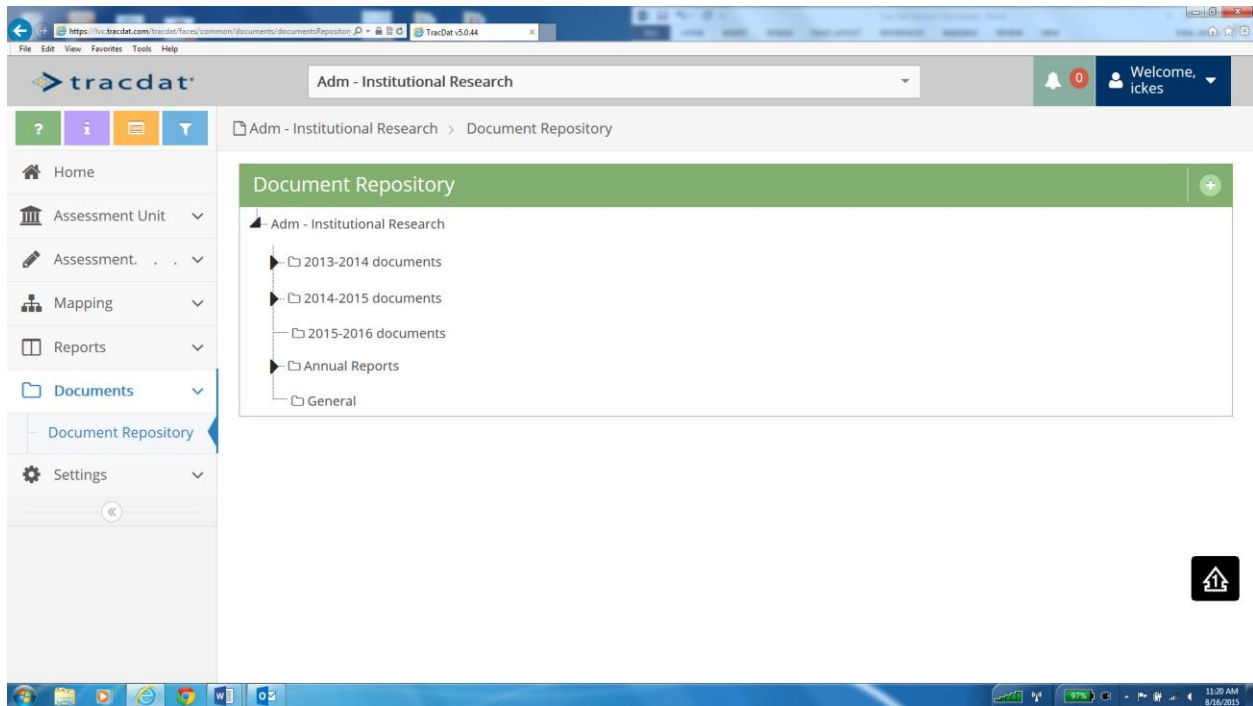


The screenshot shows the TracDat web application interface. The browser address bar displays the URL: <https://tracdat.com/tracdat/faces/common/reports/standardReports.xhtml>. The page title is "Adm - Institutional Research". The left sidebar contains a navigation menu with the following items: Home, Assessment Unit, Assessment, Mapping, Reports, Standard Reports, Ad Hoc Reports, Documents, and Settings. A red arrow points to the "Reports" menu item. The main content area displays the "Standard Reports" page, which includes the following sections:

- Assessment Unit Reports**
 - Assessment: Assessment Unit Four Column**: This report shows the Objectives for each selected Assessment Unit, along with any Assessment Methods, Summary & Analysis of Results, and Action Planned for each 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**: This report shows the Objectives for each selected Assessment Unit, along with any information contained in the Plan area related to each Objective. This may include any Mapping for the 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.
 - Relationships and Assessment: Objectives by Goals (Assessment Unit)**: This report shows the Goals and any Objectives for the Assessment Unit that have been mapped to the Goals. By default, the 'Show Details' option is selected which will also display the Assessment Unit Planning data for each Objective: Objective Details, Assessment Methods, Summary & Analysis of Results, Action Planned, and Follow-Up. To just see the Mapping relationships, uncheck the 'Show Details' option before running the report.
- Course Reports**
- Mapping**

Document

- When you select Documents in the list on the left, you will be taken to the document repository.

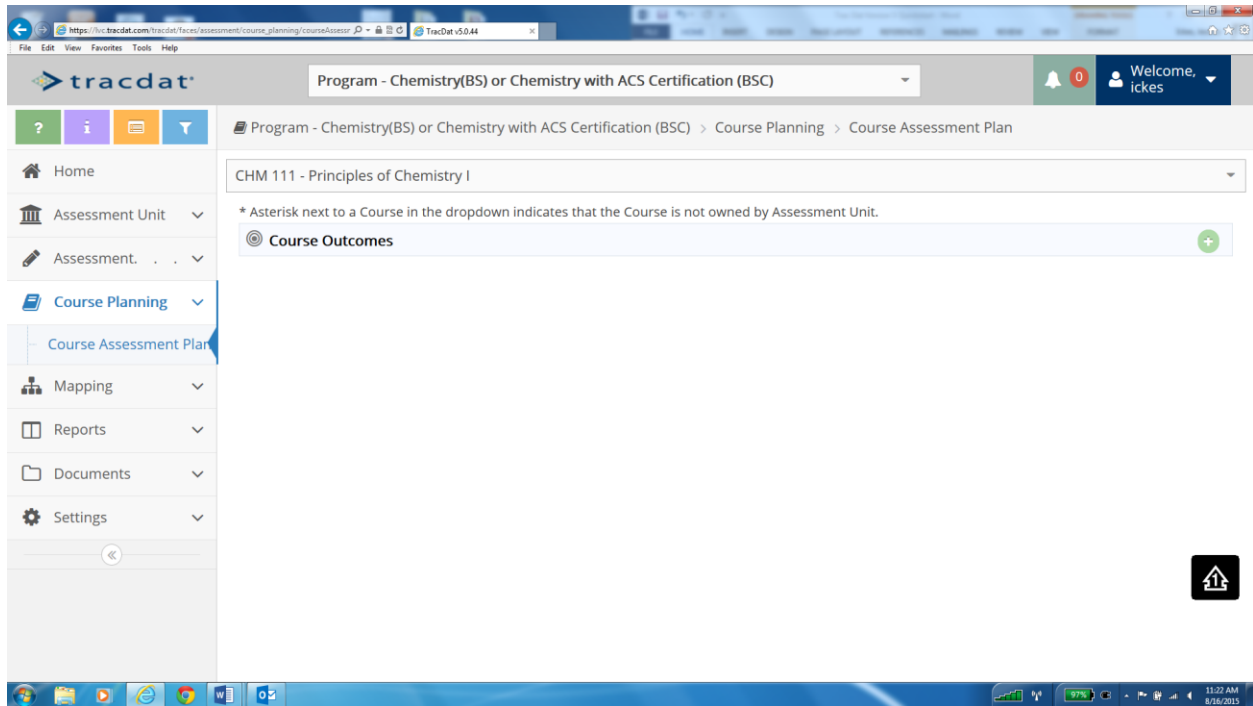


The screenshot shows the TracDat web application interface. The browser address bar displays the URL: <https://tracdat.com/tracdat/faces/common/documents/documentRepository.xhtml>. The page title is "Adm - Institutional Research". The left sidebar contains a navigation menu with the following items: Home, Assessment Unit, Assessment, Mapping, Reports, Documents, Document Repository, and Settings. A red arrow points to the "Documents" menu item. The main content area displays the "Document Repository" page, which shows a tree view of the document structure:

- Adm - Institutional Research
 - 2013-2014 documents
 - 2014-2015 documents
 - 2015-2016 documents
 - Annual Reports
 - General

Faculty only: Course Planning

- The new version of Trac Dat includes a course assessment plan. This allows an academic department to map course objectives to departmental objectives and goals and to articulate a course assessment plan. This is not currently required and further information and training will be provided.



The screenshot displays the TracDat web application interface. The browser address bar shows the URL: https://tracdat.com/tracdat/aces/assessment/course_planning/courseAssessor. The page title is "Program - Chemistry(BS) or Chemistry with ACS Certification (BSC)". The breadcrumb navigation path is "Program - Chemistry(BS) or Chemistry with ACS Certification (BSC) > Course Planning > Course Assessment Plan". The main content area shows a dropdown menu for "CHM 111 - Principles of Chemistry I" and a section for "Course Outcomes" with a green plus icon. A red arrow points to the "Course Planning" menu item in the left sidebar. The system tray at the bottom shows the date and time as 11:22 AM on 8/16/2015.