

## Using TracDat to complete IE Reports

Note: Purple boxes indicate OIE's instructions both within this document and within TracDat

**2016-17 IE Reports are due September 1, 2017**

### Access TracDat

1. Go to <http://tracdat.oie.msstate.edu>
2. Log in using your net id and password
3. Once you're logged in, you'll see a 4-column table that lists outcome names followed by the number of procedures, results, and use of results that relate to each outcome. You can click on the hyperlinks to jump to a specific place, or you can navigate through the four-columns by using the menu on the left.

The screenshot shows the TracDat web application interface. At the top, there is a navigation bar with a home icon and the text "Program (A&S) - Biological Sciences (MS) > Home". Below this is a left-hand menu with several options: Home, Assessment Unit, Assessment Unit Pl..., Course Planning, Mapping, Reports, and Documents. The main content area displays the "Assessment Unit Planning Summary" table.

|   | Expected Outcomes (Column 1)                               | Assessment Procedures (Column 2) | IE Results | Use of Results (Column 4) |
|---|--|----------------------------------|------------|---------------------------|
| ✓ | <a href="#">Depth of knowledge</a>                         | 2                                | 0          | 0                         |
| ✓ | <a href="#">Communication skills</a>                       | 3                                | 0          | 0                         |
| ✓ | <a href="#">Research in professional scientific forums</a> | 3                                | 0          | 0                         |

## Update Column 1: Outcomes

1. From the menu on the left, click on “Assessment Unit Plan,” then select “IE Unit Plan” from the accordion menu.
2. Your screen will show initially the outcomes in column 1 associated with your unit’s plan. If the outcomes menu happens to be collapsed initially, then click the black triangle to reveal content.


The screenshot shows the 'Assessment Unit Planning' interface for 'IE Unit Plan'. The left sidebar contains a navigation menu with 'Assessment Unit Planning' selected. The main area displays 'Expected Outcomes (Column 1)' with three items:

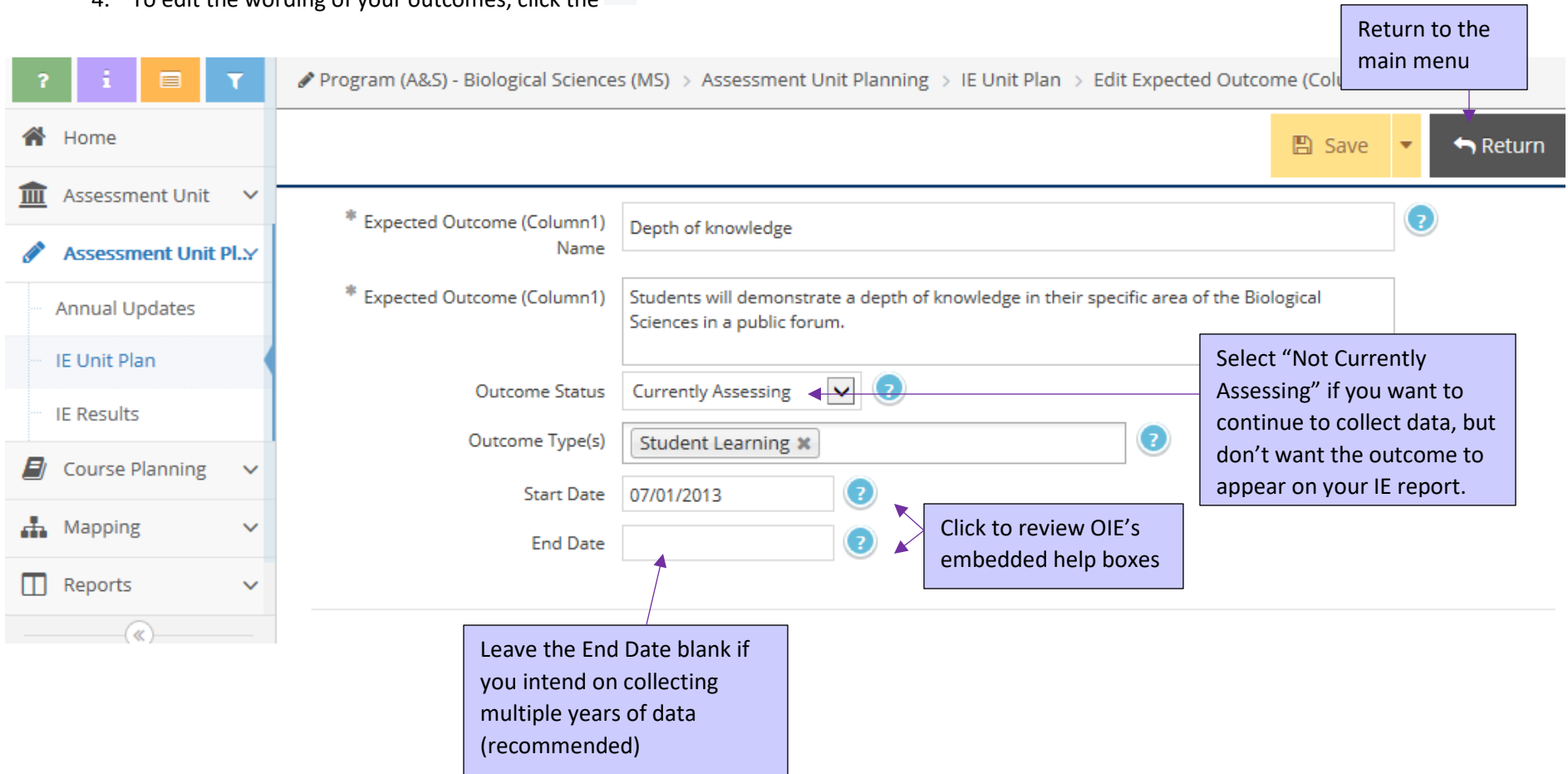
- Depth of knowledge**: Students will demonstrate a depth of knowledge in their specific area of the Biological Sciences in a public forum. (Currently Assessing)
- Communication skills**: Students will display clear development of oral communication skills. (Currently Assessing)
- Research in professional scientific forums**: Students will disseminate their original research in professional scientific forums. (Currently Assessing)

Annotations include:

- A box labeled 'Add new outcomes' with an arrow pointing to a green plus sign at the top right of the outcomes list.
- A box labeled 'Modify existing outcomes' with an arrow pointing to the edit icon of the 'Research in professional scientific forums' item.
- A box labeled 'Click the triangle to reveal outcomes if they are hidden' with an arrow pointing to a small downward-pointing triangle next to the 'Expected Outcomes (Column 1)' header.

3. Add more outcomes by clicking the  at the top right side of the screen.

4. To edit the wording of your outcomes, click the 



Return to the main menu

Save Return

\* Expected Outcome (Column1) Name: Depth of knowledge

\* Expected Outcome (Column1): Students will demonstrate a depth of knowledge in their specific area of the Biological Sciences in a public forum.

Outcome Status: Currently Assessing

Outcome Type(s): Student Learning

Start Date: 07/01/2013

End Date:

Select "Not Currently Assessing" if you want to continue to collect data, but don't want the outcome to appear on your IE report.

Click to review OIE's embedded help boxes

Leave the End Date blank if you intend on collecting multiple years of data (recommended)

## Update Column 2: Assessment Procedures (detailed instructions provided on page 9)

1. Expand the Outcomes by clicking the black arrow to reveal the associated assessment procedures and criteria for success.

The screenshot displays a software interface for managing educational outcomes. At the top, a section titled "Expected Outcomes (Column 1)" is expanded. The first outcome is "Depth of knowledge Students will demonstrate a depth of knowledge in their specific area of the Biological Sciences in a public forum. (Currently Assessing)". Below this, the "Outcome Type(s)" is "Student Learning", the "Start Date" is "07/01/2013", and the "End Date" is blank. A callout box points to a small black triangle on the left of the "Assessment Procedures (Column 2)" header, with the text "Click triangle to expand column 2". The "Assessment Procedures (Column 2)" section is expanded, showing two criteria. Each criterion is preceded by a small black triangle and a bar chart icon. A callout box points to the first triangle with the text "Click triangle to expand criterion". The first criterion is: "Starkville EXIT SEMINARS will be evaluated, by all faculty in attendance, with a five-point rubric assessing Demonstration of Scientific Ability. The student's demonstrated abilities, relative to standard benchmarks, will be rated as 4) Expert, 3) Competent, 2) Developing, 1) Basic, or 0) Unsatisfactory. (Active)". The second criterion is: "Starkville EXIT SEMINARS will be evaluated, by all faculty in attendance, with a five-point rubric assessing General Effectiveness at Conveying Scientific Information. The student's demonstrated abilities, relative to standard benchmarks, will be rated as 4) Expert, 3) Competent, 2) Developing, 1) Basic, or 0) Unsatisfactory. (Active)". To the right of the "Assessment Procedures (Column 2)" header is a green plus icon in a circle, with a callout box pointing to it that says "Add new assessment procedures to the outcome". Below the criteria is a "Related Goals" section with a trophy icon and a green plus icon in a circle. At the bottom, two other outcomes are visible: "Communication skills Students will display clear development of oral communication skills. (Currently Assessing)" and "Research in professional scientific forums Students will disseminate their original research in professional scientific forums. (Currently Assessing)". At the top right of the interface, there is a green plus icon in a circle with a callout box that says "Add new outcomes".

### Update Column 3: Results (detailed instructions provided on page 10)

1. From the navigation menu on the left, select "Assessment Unit Plan," then "IE Results"
2. The initial screen will show all of the outcomes associated with the plan. You cannot edit outcomes from this screen. Click the triangles to reveal more content to get to the IE Results section.
3. Unlike columns 1 and 2, you always need to add new results for every academic year. Each year's result will be stacked on top of each other in reverse chronological order.
4. Notice that you can upload relevant documents to these results (e.g., a summary of the survey data or an external report)

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Assessment Unit, Assessment Unit Plan, Annual Updates, IE Unit Plan, IE Results, Course Planning, Mapping, Reports, and Documents. The main content area shows two outcome sections. The first section, 'Depth of knowledge', includes a description, a rubric for 'Starkville EXIT SEMINARS', and a criterion for 'Column 2' regarding M.S. graduates. It also shows a table of results for the 2013-2014 year, indicating 'No-Criterion Not Met' with a mean score of 2.2. The second section, 'Communication skills', is partially visible. Several callout boxes provide instructions: 'Add new results' points to a plus icon; 'Click triangle to expand column 2' points to a triangle icon; 'Click triangle to expand IE results' points to a triangle icon; 'Add use of results: Be sure to add to the correct year.' points to a plus icon; and 'Add associated documents' points to a plus icon.

Home

Assessment Unit

Assessment Unit Plan

Annual Updates

IE Unit Plan

IE Results

Course Planning

Mapping

Reports

Documents

**Depth of knowledge** Students will demonstrate a depth of knowledge in their specific area of the Biological Sciences in a public forum.

Starkville EXIT SEMINARS will be evaluated, by all faculty in attendance, with a five-point rubric assessing Demonstration of Scientific Ability. The student's demonstrated abilities, relative to standard benchmarks, will be rated as 4) Expert, 3) Competent  
2) Developing, 1) Basic, or 0) Unsatisfactory.

**Criterion (Column 2)** At least 50% of M.S. graduates will score 2.5 or higher.

|             |                      |            |
|-------------|----------------------|------------|
| 2013 - 2014 | No-Criterion Not Met | 07/31/2014 |
|-------------|----------------------|------------|

The mean score for this criterion was 2.2, with only two of five students (40%) scoring 2.5 or higher. The range of scores for the five students for whom data were available was 0.6 to 2.9.

These scores were based on responses from six to eight faculty evaluators.

Use of Results (Column 4)

Related Documents

Related IE Results

Starkville EXIT SEMINARS will be evaluated, by all faculty in attendance, with a five-point rubric assessing General Effectiveness at Conveying Scientific Information. The student's demonstrated abilities, relative to standard benchmarks, will be rated as 4) Expert, 3) Competent, 2) Developing, 1) Basic, or 0) Unsatisfactory.

**Communication skills** Students will display clear development of oral communication skills.

Add new results

Click triangle to expand column 2

Click triangle to expand IE results

Add use of results: Be sure to add to the correct year.


Add associated documents

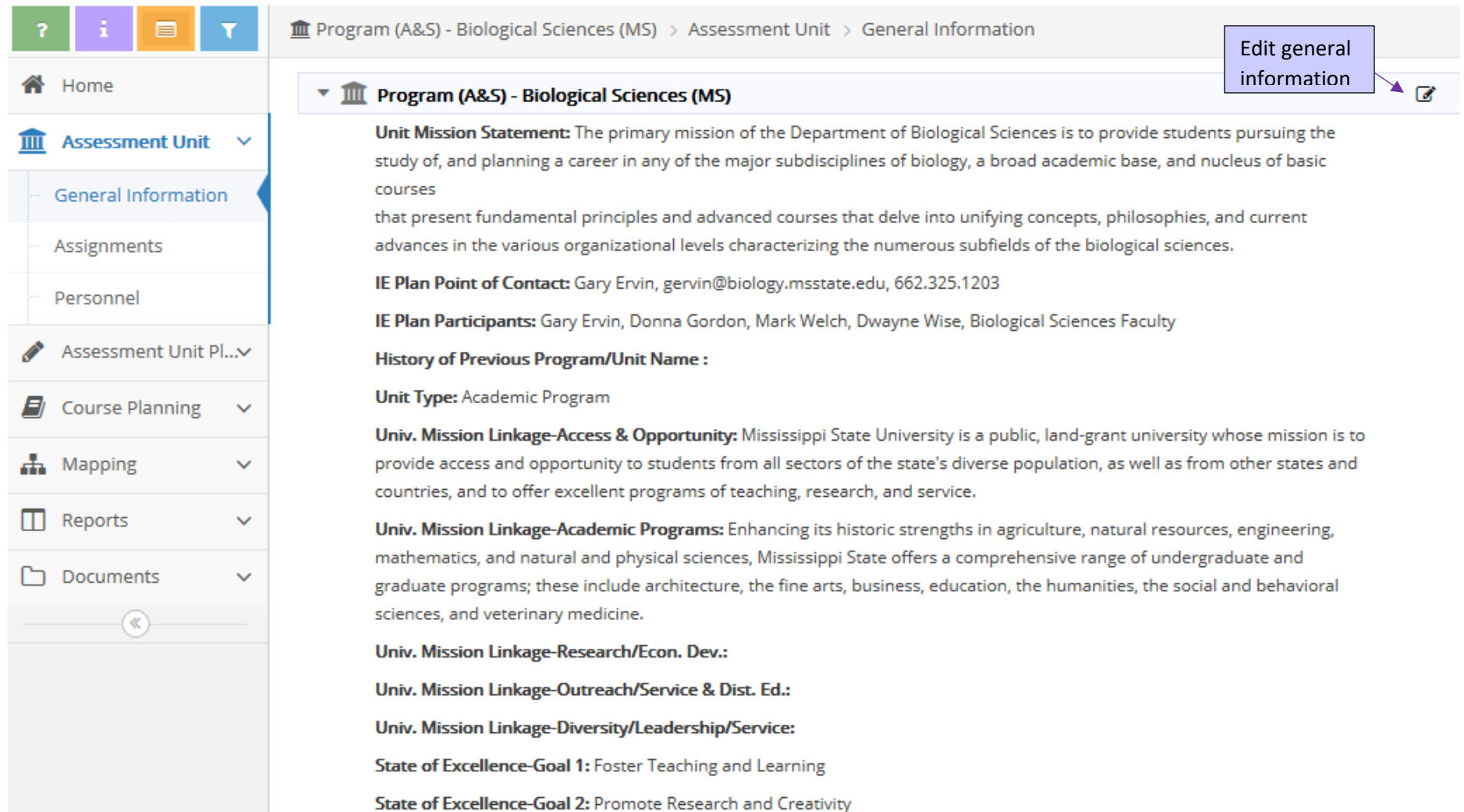
**Column 4: Use of Results** (detailed instructions provided on page 10)

1. This column is the most misunderstood part of the assessment process. Enter what accomplishments you made, what successes you've achieved as a result of your assessment efforts. These successes could be a reflection over the past year or past several years; they could be specific to the intended outcome or procedure, or they could be more general comments about the overall program. All responses should be in past or present tense.
2. You cannot add the use of results until the results have been entered for the chosen academic year.

The screenshot shows a software interface for assessment management. On the left is a sidebar with navigation options: Home, Assessment Unit, Assessment Unit Plan, Annual Updates, IE Unit Plan, IE Results (highlighted), Course Planning, Mapping, Reports, and Documents. The main content area displays assessment details for 'Depth of knowledge' and 'Communication skills'. The 'Depth of knowledge' section includes a description, evaluation criteria for Starkville EXIT SEMINARS, a criterion for Column 2, and a summary of scores for the 2013-2014 year. A callout box points to the 'Use of Results (Column 4)' field with the text: 'Add use of results: Be sure to add to the correct year.' The 'Communication skills' section is partially visible at the bottom.

## Change Mission or other General Information

1. From the menu on the left, click on “Assessment Unit” and select “General Information”
2. Edit the screen by clicking on the 



Program (A&S) - Biological Sciences (MS) > Assessment Unit > General Information

Home

Assessment Unit

General Information

Assignments

Personnel

Assessment Unit Pl...v

Course Planning v

Mapping v

Reports v

Documents v

Program (A&S) - Biological Sciences (MS)

**Unit Mission Statement:** The primary mission of the Department of Biological Sciences is to provide students pursuing the study of, and planning a career in any of the major subdisciplines of biology, a broad academic base, and nucleus of basic courses that present fundamental principles and advanced courses that delve into unifying concepts, philosophies, and current advances in the various organizational levels characterizing the numerous subfields of the biological sciences.

**IE Plan Point of Contact:** Gary Ervin, gervin@biology.msstate.edu, 662.325.1203

**IE Plan Participants:** Gary Ervin, Donna Gordon, Mark Welch, Dwayne Wise, Biological Sciences Faculty

**History of Previous Program/Unit Name :**

**Unit Type:** Academic Program

**Univ. Mission Linkage-Access & Opportunity:** Mississippi State University is a public, land-grant university whose mission is to provide access and opportunity to students from all sectors of the state's diverse population, as well as from other states and countries, and to offer excellent programs of teaching, research, and service.

**Univ. Mission Linkage-Academic Programs:** Enhancing its historic strengths in agriculture, natural resources, engineering, mathematics, and natural and physical sciences, Mississippi State offers a comprehensive range of undergraduate and graduate programs; these include architecture, the fine arts, business, education, the humanities, the social and behavioral sciences, and veterinary medicine.

**Univ. Mission Linkage-Research/Econ. Dev.:**

**Univ. Mission Linkage-Outreach/Service & Dist. Ed.:**

**Univ. Mission Linkage-Diversity/Leadership/Service:**

**State of Excellence-Goal 1:** Foster Teaching and Learning

**State of Excellence-Goal 2:** Promote Research and Creativity

Edit general information

## Document Repository

1. From the menu on the left, click “Documents” and select “Document Repository.”
2. Each year, OIE will take a snap shot of the IE report and save it in the Document Repository. All prior IE reports are also saved here dating back to 2008-2009, or depending on when the unit first developed an IE report.
3. Any associated documents are also stored here, such as the IE Committee Feedback Report and any Exit Surveys.
4. Click on the triangles to display the contents of the folder.
5. You can also add more documents to these folders if you’d like and associate them to different parts of the IE report.

Program (A&S) - Biological Sciences (MS) > Document Repository

Add documents from your files to TracDat

### Document Repository

- Program (A&S) - Biological Sciences (MS)
  - 2007-2008 IE Report
  - 2008-2009 IE Report
  - 2009-2010 IE Report
  - 2010-2011 IE Report
  - 2011-2012 IE Report
  - 2012-2013 IE Report & Resources
  - 2013-2014 IE Report & Resources
  - 2014-2015 IE Report & Resources
    - Biological Sciences (MS) 1415.docx (04/11/2016)
    - Biological\_Sciences\_(MS)\_1415 Feedback Report (01/21/2016)
    - Summer14\_Fall14\_Spring15\_GR\_Starkville\_Biological Sciences Major.pdf (06/06/2016)
  - 2015-2016 IE Report & Resources
  - General
- Mississippi State University

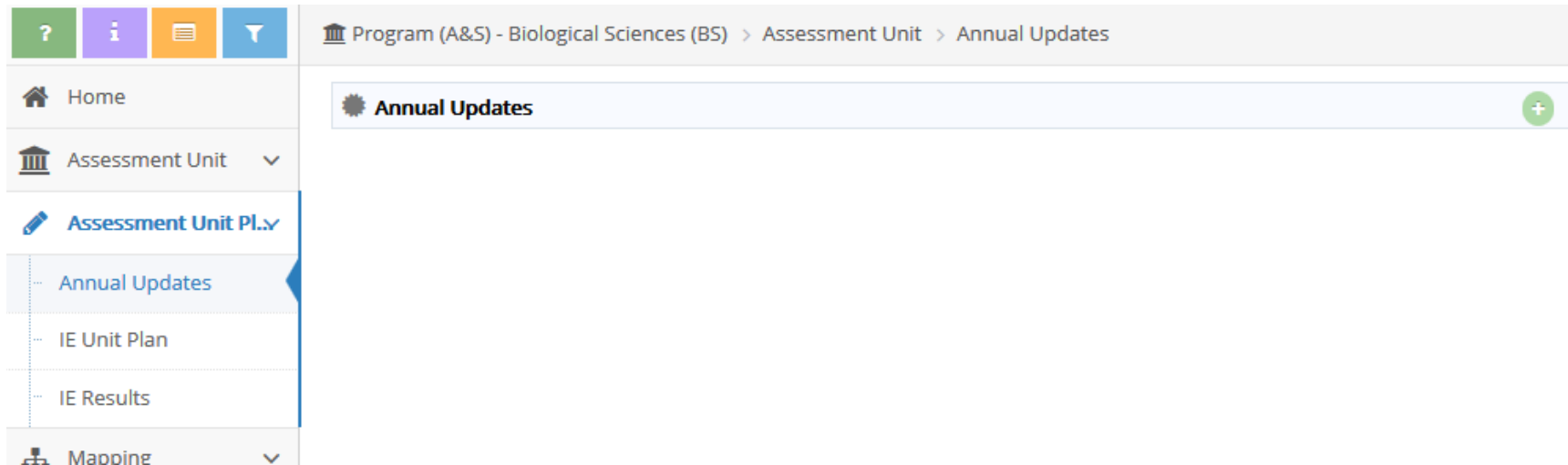
Click the triangle to expand the content



## Annual Updates

Sometimes, units would like to provide more context to their IE reports (e.g., Only three students were enrolled in this academic year) or would like to reflect on some overall program improvements or accomplishments that may not relate to any particular outcome. This area is not required, but is available if you choose to use it and will print on the final report.

1. In Assessment Unit Planning menu, select Annual Updates
2. Click the green plus sign to add content



3. In the screen that appears after you've clicked the green plus sign, select the academic year where you'd like this content to be added, as well as any information related to Context or Overall improvements or accomplishments.

## Mississippi State University, Office of Institutional Effectiveness

### Detailed TracDat guide

#### Logging into TracDat

- Go to <https://tracdat.oie.msstate.edu/tracdat/>
- Use your MSState user name and password to log in










#### Assessment Unit




##### General Information

- Ensure that your mission statement is up to date
- Make changes to IE Plan Point of Contact and IE Plan Participants as needed

##### IE Unit Plan




The IE Unit plan is Columns 1 and 2.

- To add a new expected outcome, click 
  - Name the new expected outcome (Should be a brief description of the Expected Outcome)
  - Enter in the new expected outcome
  - Select “currently assessing” for the Outcome Status
  - Select the Outcome Type (NOTE: Not everyone will have all 3 options)
    - Process- Short term activities that lead to program outcomes
    - Program- Long-term goal to improve the functionality of the unit
    - Student Learning- What you want your students to think, know, or do
  - Select the Start Date that correlates to the new expected outcome
  - Leave the End Date blank
  - Click Save and Return
- To inactivate an old expected outcome, **DO NOT DELETE IT!**
  - Click the first of these three buttons    (when hovering over it, it will say “Edit Expected Outcome”)
  - Change the Outcome Status to “No Longer an Outcome”
  - Click Save and Return
- To add the Assessment Procedures to an Expected Outcome push  on the Expected Outcome
  - To add a new assessment procedure, click 
  - Click the  out beside Assessment Procedures
  - Select the Assessment Location, this is the location of the unit
  - Input the Assessment Procedure for the Expected Outcome

- Input the Criterion on which the Assessment Procedure will be based
- The Notes for Procedure/ Criterion Modification and Action Steps boxes are optional that allow room for clarifying the procedure/ criterion and room to input what steps are already being taken to complete the rest of this report
- To inactivate an old assessment procedure, **DO NOT DELETE IT!**
  - Go to the assessment procedure that needs to be inactivated
  - Click the first of these three buttons    (when hovering over it, it will say “Edit Expected Outcome”)
  - Uncheck the “Active” box at the top
  - Click Save and Return
- There are two blocks that are new to the IE Process, both are OPTIONAL
  - Notes for Procedure/ Criterion Modification- use this space to note any changes that were made to the assessment procedure or criterion
  - Action Steps- use while writing your report to help you know what steps you've already taken or are needed to complete columns 3 and 4.
  - Click Save and Return

## IE Results

The IE Results is for Columns 3 and 4

- To add new assessment results, click  next to the appropriate expected outcome
  - Click the  next to the appropriate assessment procedure. **DO NOT CLICK THE EDIT BUTTON**
  - The IE Result Date should be on or before 07/31/YYYY
  - Enter in your IE Results into the appropriate box
  - Select the correct year for the assessment results
  - If you select the incorrect year, the results will **NOT** show in that year’s report
  - If criterion has not been met, select Criterion Not Met. Otherwise, select Criterion Met.
  - Click Save and Return
- To add a new use of results, click  next to the appropriate assessment result
  - The action date should be on or before 08/31/YYYY
  - Input the Use of Results which is what actions you took based on the results that were gathered. Future tense is **NOT** acceptable in this box.
  - Planning for next year is an optional box that allows for planning for the next year’s assessment cycle. Future tense **IS** acceptable in this box.
  - Click Save and Return

## Reports

- To access the 4 column matrix report used in the past, click on Assessment: Assessment Unit Four Column
  - Select PDF, HTML, or Word for the format
  - Change the Report Title or leave it as it is, depending on what the report needs to be labeled
  - A university logo is loaded into the system for the Office of Institutional Research and Effectiveness to place on the official version to be placed in the Document Repository.
  - Outcome Status- Select Currently Assessing to only include the outcomes that are currently being assessed
  - Outcome Types- Leave this blank unless you want a report only representing Process, Program, or Student Learning outcomes
  - Assessment Locations- If the unit has more than one location, here you can select only one of the locations or allow all of the locations to show up in the report
  - Sort IE Results- This is about preference, the default used is Descending
  - IE Result Date Between- Leave blank
  - Assessment Result Year- Select the assessment year that needs to be viewed
  - Criterion Met- Leave this blank unless you want to see only results where the criterion was either met or not met.
  - To see the entire report, whether complete or not for the assessment cycle, check the boxes next to Include Expected Outcome with no IE Results and Include Assessment Procedures with no IE Results
  - To avoid seeing old Assessment Procedures, do NOT select Include Inactive Assessment Procedures
  - To avoid confusion, do not select Include Fields with No Data

## Documents

- The Document Repository contains past IE Reports and Feedback Reports