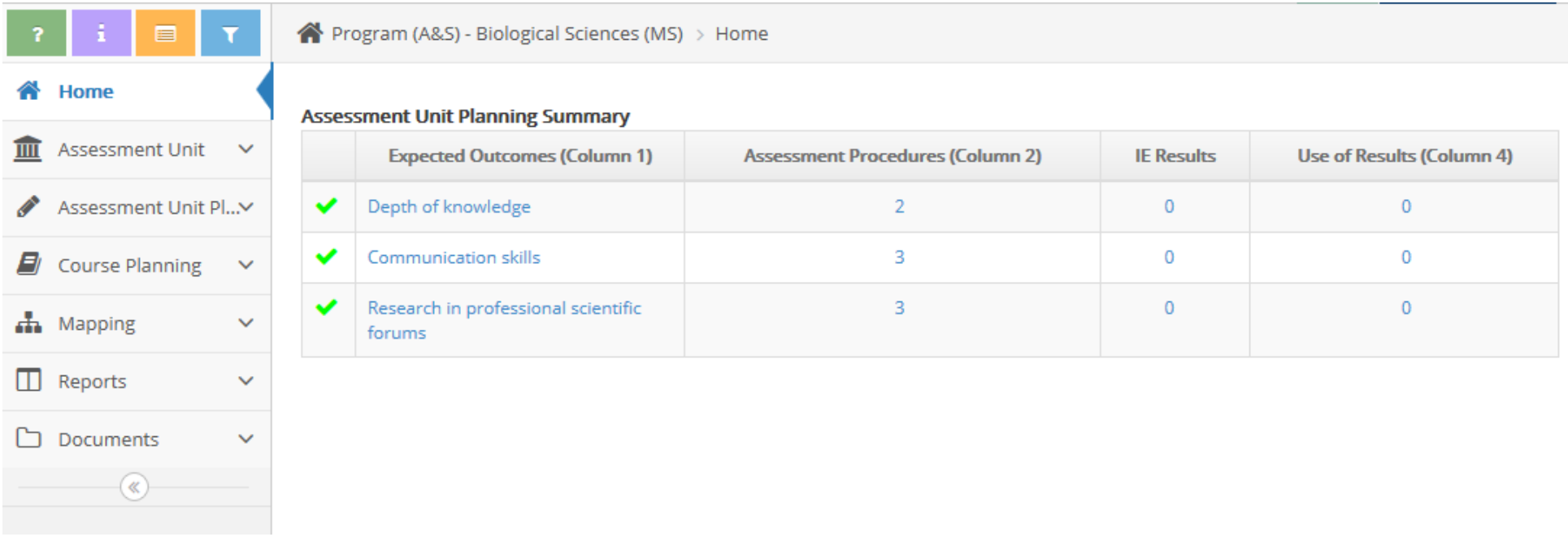
Using TracDat to complete IE Reports

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

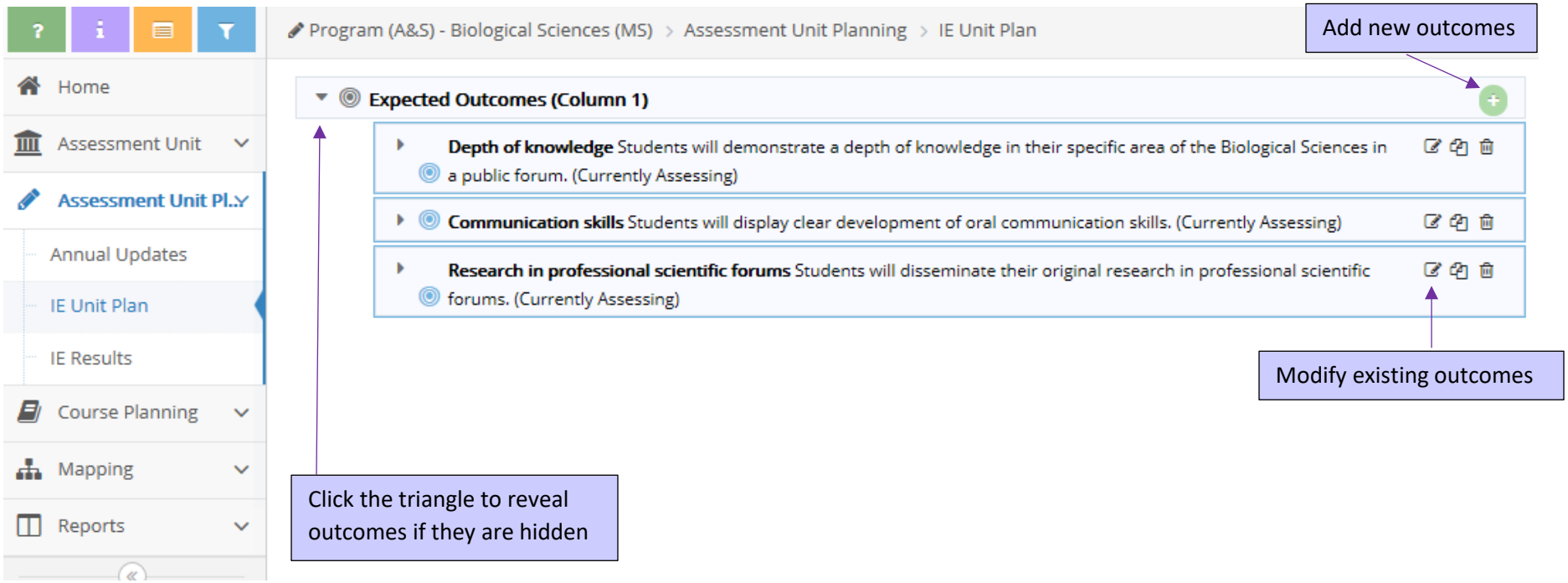
Access TracDat

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.



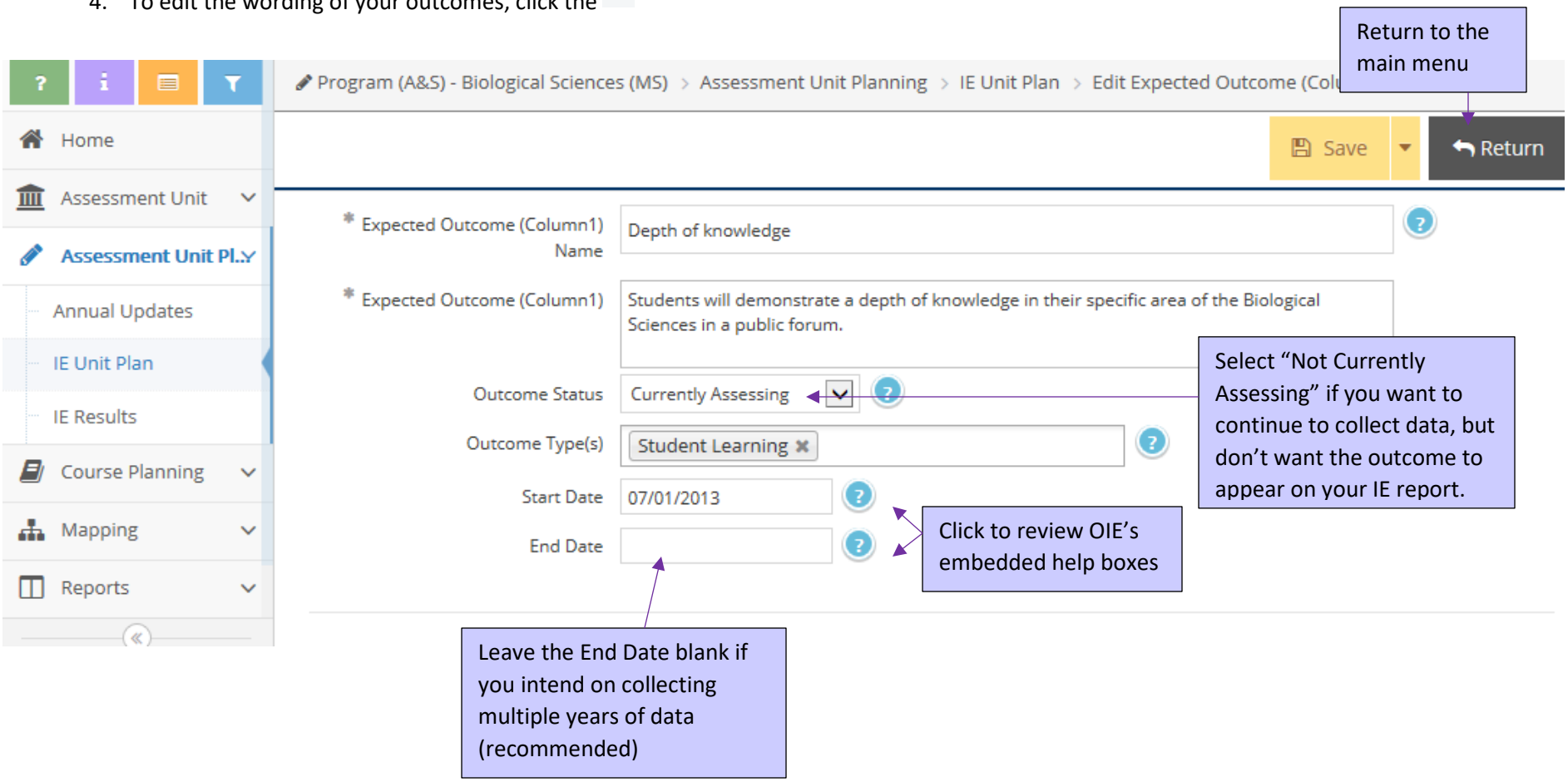
Update Column 1: Outcomes

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.



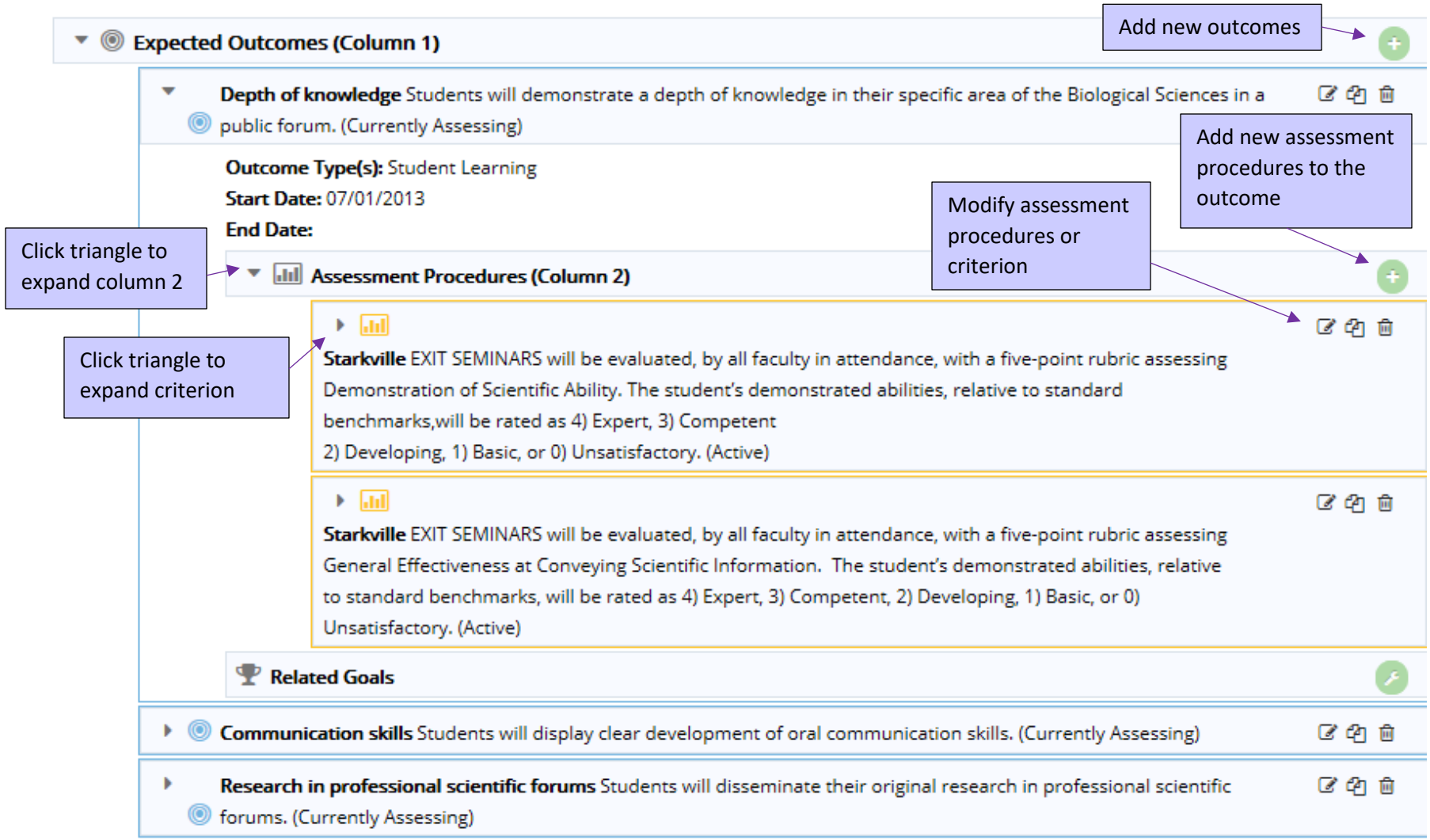
3. Add more outcomes by clicking the at the top right side of the screen.

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



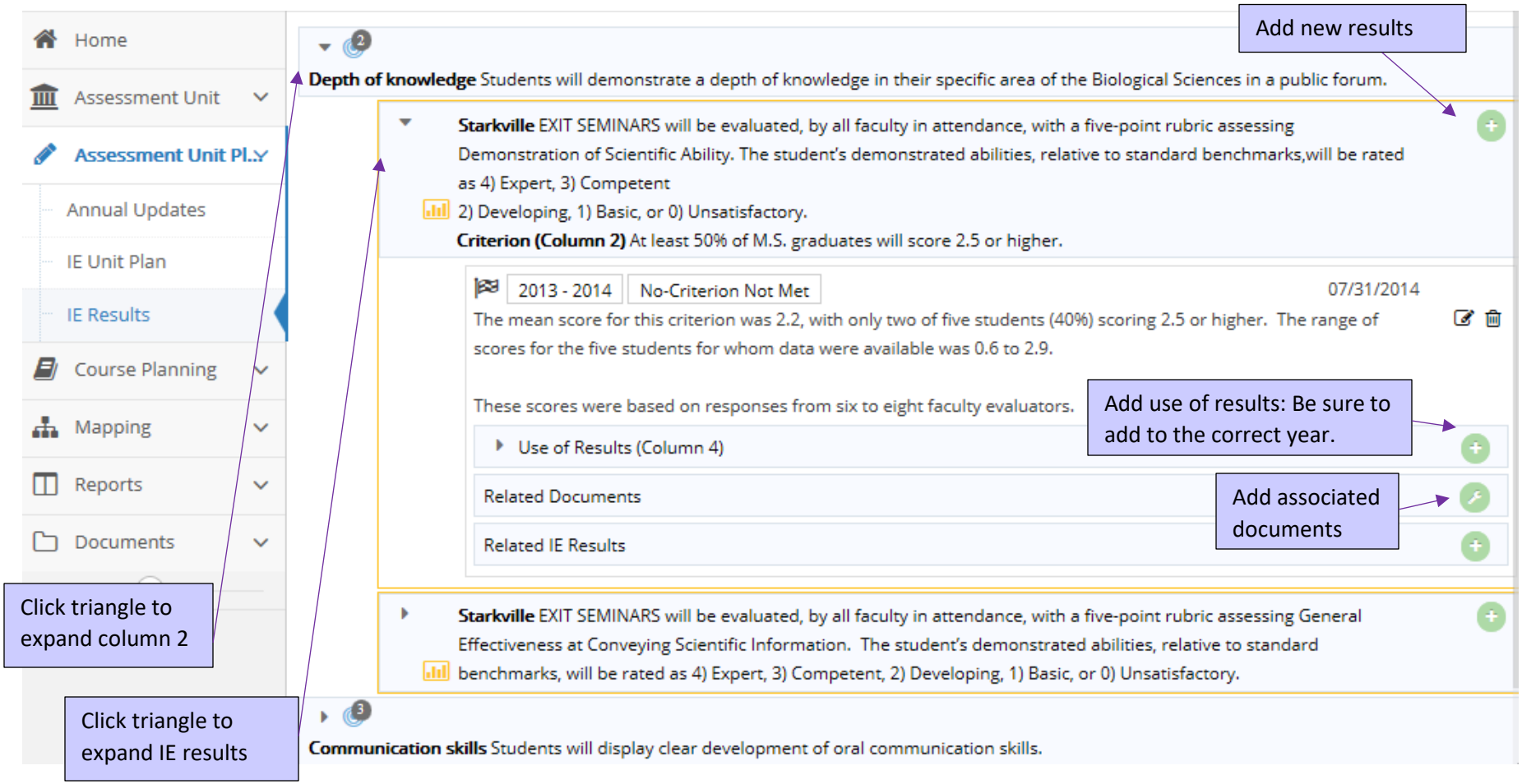
Update Column 2: Assessment Procedures (detailed instructions provided on page 9)

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



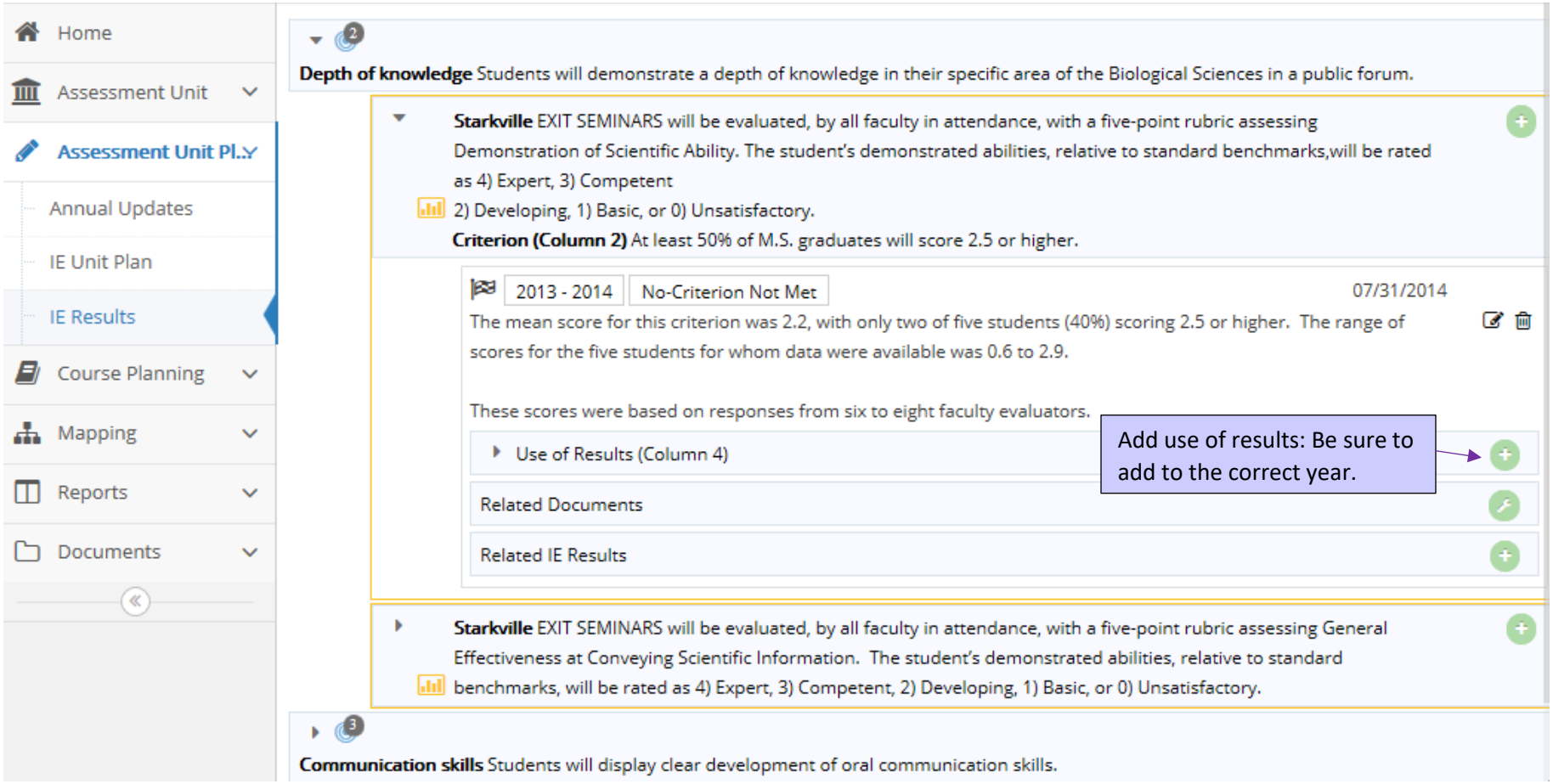
Update Column 3: Results (detailed instructions provided on page 10)

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)



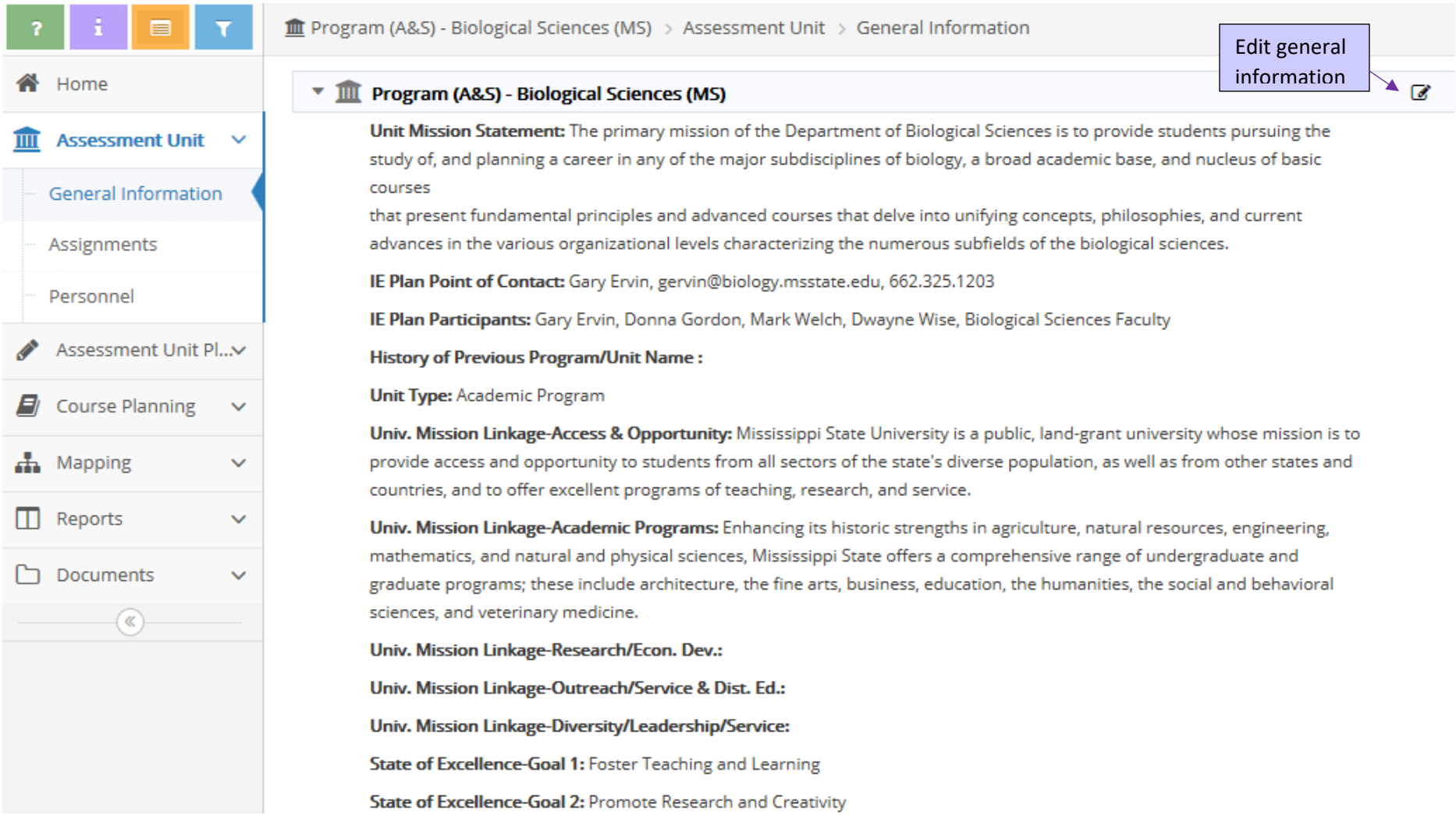
Column 4: Use of Results (detailed instructions provided on page 10)

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.



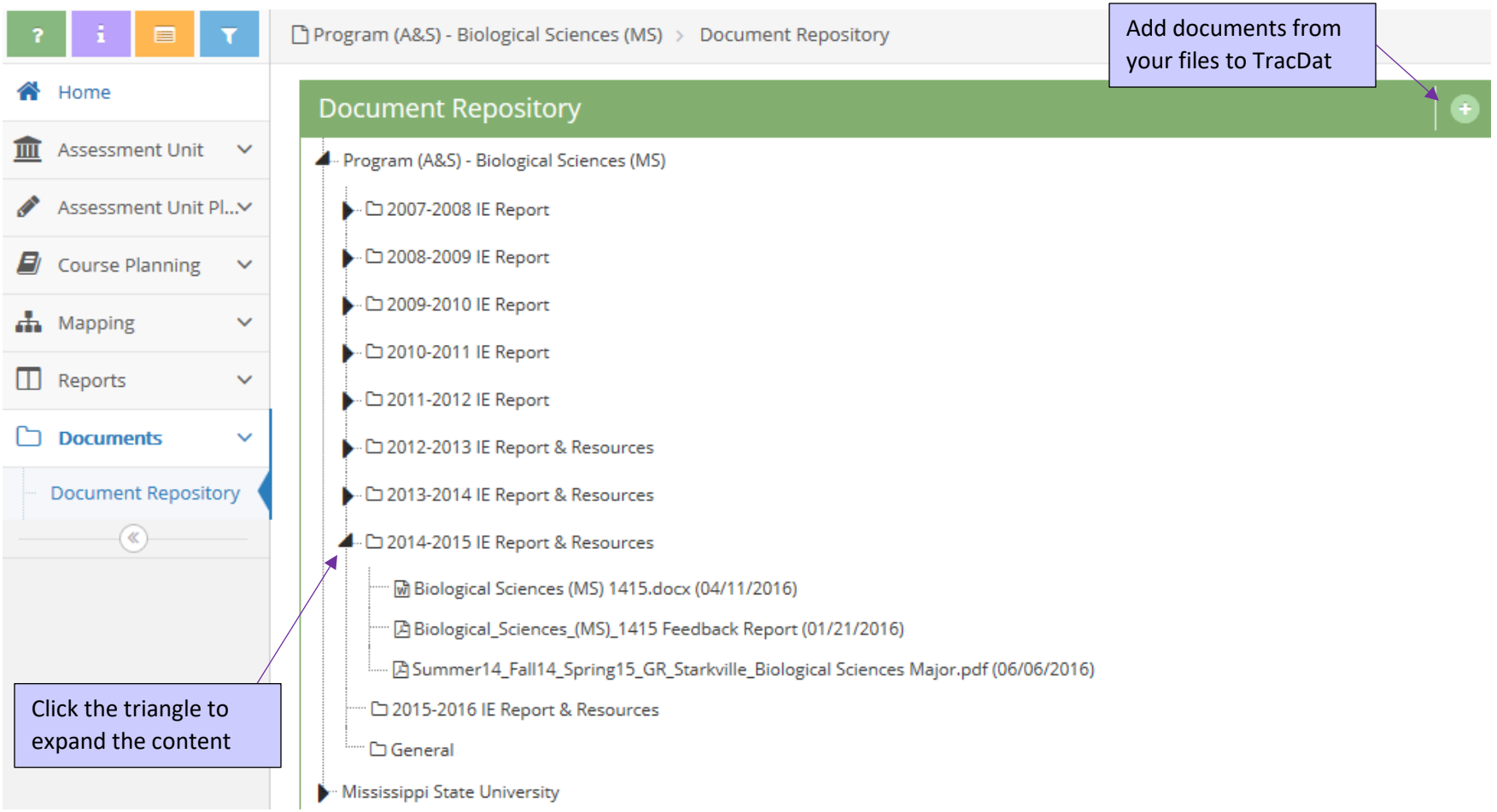
Change Mission or other General Information

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



Document Repository

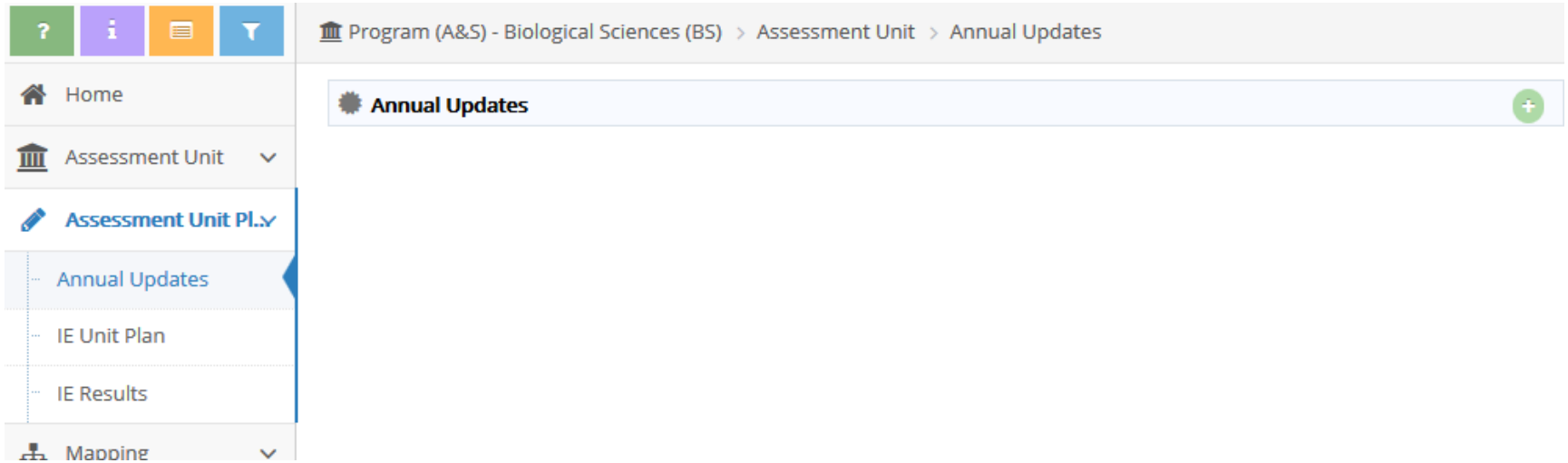
1. From the menu on the left, click “Documents” and select “Document Repository.”
2. Each year, OIE will take a snap shot of the IE report and save it in the Document Repository. All prior IE reports are also saved here dating back to 2008-2009, or depending on when the unit first developed an IE report.
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.



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

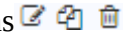
- Ensure that your mission statement is up to date
- Make changes to IE Plan Point of Contact and IE Plan Participants as needed

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