

## Editing Assessment Plans in TracDat

To make changes, make sure the “Assessment Plan” tab at the top is highlighted; then select either “Outcome” or “Means of Assessment” depending upon what you want to edit.

The example below illustrates the steps to edit your Outcome.

The screenshot shows the TracDat web application interface. At the top, the 'Assessment Plan' tab is selected. Below the navigation tabs, the 'Means of Assessment' section is active. A table lists assessment items with columns for Date Added, Assessment Method Category, Method, Criterion, and Active?. Callouts provide instructions on how to edit, copy, and delete items.

1. Make sure you have selected the “Assessment Plan” tab at the top.

2. Then choose “Outcomes” or “Means of Assessment” depending upon what you want to edit.

Clicking on “edit” will allow you to edit your Outcome or Means of Assessment. **Please only use “edit” for minor textual edits.**

3. Choose to “copy” an Outcome or Means of Assessment that will be modified from a previous assessment cycle.

**Do not delete** an Outcome or Means of Assessment – as this will delete all associated information (Results, Notes, Use of Results)

You may also select the “**copy**” function if there is an Outcome or Means of Assessment that you want to copy. This will result in duplicated Outcomes and Means of Assessment that you can then edit.

Please do NOT use the “delete” function (as this deletes associated fields as well) but instead rely on the “edit” function to make corrections.

## Change Outcome Status

Instead of deleting older Outcome statements, you may change the status to “No longer an Outcome” or “Not Currently Assessing”.

To make this change, select “Assessment Plan” tab and the “Outcomes” sub-tab. Click “edit” by the outcomes you would like to modify

Selected Unit: AES - Institutional Research (T) training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes | Means of Assessment | Related Activities | Related Goals

Outcome Name	Outcome	Current Outcome Status
Accurate Historical Data	The department will maintain accurate records of historical student and course data.	Currently Assessing
Objective 1 (Copy)	This is the long description of Objective 1	Currently Assessing
Departmental Website	The departmental website will meet the Assessment needs of the University	
TracDat Training	Users of the TracDat assessment software are trained in the software to generate reports.	
test 5	The IR&A will dsdfsdf. bla	
Test outcome	This outcome is a test to illustrate outcome statements.	Currently Assessing

1. Make sure you have selected the “Assessment Plan” tab and “Outcomes” sub-tab at the top.

2. Click “edit”

Add New Outcome

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Use the drop down menu by the “Current Outcome Status” to change the status. Remember to save your changes.

TracDat Enterprise v4.0.7.6

Selected Unit: AES - Institutional Research (T) training

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes | Means of Assessment | Related Activities | Related Goals

AES - Institutional Research (T) > Assessment Plan > Outcomes > Edit Outcome

Outcome Name: \* Accurate Historical Data

\* The department will maintain accurate records of historical student and course data.

Outcome:

Outcome Types & Periods:

Current Outcome Status: Currently Assessing

Start Date: 9/1/2006

End Date:

3. BE SURE TO SAVE YOUR CHANGES

1. Click the drop down menu and select the appropriate statement (i.e., “Not Currently Assessing” or “No Longer an Outcome”)

2. If you selected “No Longer an Outcome”, enter the date the Outcome ended

Save Changes Discard Changes

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## Change Means of Assessment Status

Instead of deleting older Means of Assessment, you may change the status from “Active” to not active.

To make this change, select “Assessment Plan” tab and the “Means of Assessment” sub-tab. Select the Outcome for which you’d like to change the means of assessment. Click “edit” by the Means of Assessment you would like to modify.

The screenshot shows the TracDat web application interface. At the top, the 'Assessment Plan' tab is selected, and the 'Means of Assessment' sub-tab is active. A table lists assessment methods with columns for Date Added, Assessment Method Category, Assessment Method, Criterion, and Active?. Callouts provide instructions: 1. Select the 'Assessment Plan' tab and 'Means of Assessment' sub-tab at the top. 2. Use the drop-down menu to select the Outcome. 3. Click 'edit'.

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/10/2008	Training or Professional Development Evaluation	Attendees sessions will key question...	For each component, at least 85% of attendees will indicate correct responses. At least 80% of...	Y
2/10/2008	Training or Professional Development Evaluation	Attendees will be asked to rate their satisfaction with the content and usefulness of the TracDat training sessions. They will also be asked to make...	At least 85% of attendees will indicate they are very satisfied or satisfied with the content and with the usefulness of the TracDat training. Suggestions for...	Y

Scroll to the bottom of the edit window. Uncheck the check-box next to “Active”.

The screenshot shows the 'Edit Assessment Method' form in the TracDat web application. The form includes fields for Assessment Method, Criterion, and Schedule. The 'Active' checkbox is checked. Callouts provide instructions: 1. Scroll to the bottom of the web-page. 2. Click the check to unselect 'active'. A yellow callout at the bottom left says: 3. BE SURE TO SAVE YOUR CHANGES.

Assessment Method:  
3. Mismatches between admissions category and classification  
4. Missing delivery mode and category on courses  
5. Invalid Social Security Numbers  
6. Residency errors (missing counties, mismatches)

Criterion:  
There will be no more than 20 student classification errors.  
There will be no more than 25 mismatches between organizational unit and program.  
There will be no more than 25 instances of mismatched admissions category and

Schedule:  
This accuracy audit will be performed during the Fall of 2008-09.

Active:

Save Changes Discard Changes Relate Document Return Assign