

***Guide to Entering
Assessment Process Information
into
TRACDAT***

**Administrative and
Educational Support Units
February 2009**



For questions or assistance, call 7387 or email assessment@olemiss.edu

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TracDat is a software system for managing the assessment process and collecting assessment documentation. It supports the same five-column model we have been using since 1992.

Internet browsers supported: Internet Explorer; Firefox; Safari

Log on to TracDat

Open your internet browser, and point it to:
<http://oldpr2.olemiss.edu:8081/tracdat/>

Or you can navigate to TracDat from the Institutional Research and Assessment homepage:

Assessment → TracDat® Assessment Reporting → TracDat® Assessment Reporting (User ID Required)

You will come to the sign-in screen shown below.
Use your Web ID as your Username.
Your initial password was set to “assessment.”

tracdat.

THE UNIVERSITY OF MISSISSIPPI

Please **do not delete** Outcomes or Means of Assessment
(deleting either also deletes the results, use of results, and notes).
Instead, consider:
Editing the Outcome (from the Assessment Plan tab) and change the "Current Outcome Status" to "No Longer an Outcome"
Editing the Means of Assessment and uncheck "Active" (near the bottom of the edit screen)

Account Login

Username: *

Password: *

Login

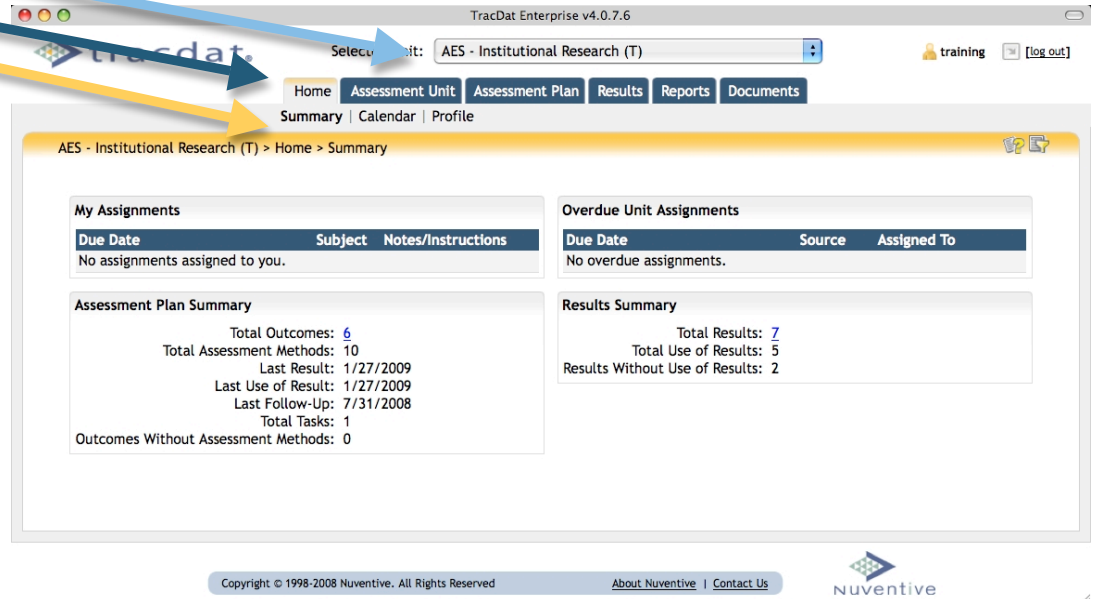
Type username and password

Instructions for changing your password are included at the end of this document. We recommend you change your password as soon as possible.

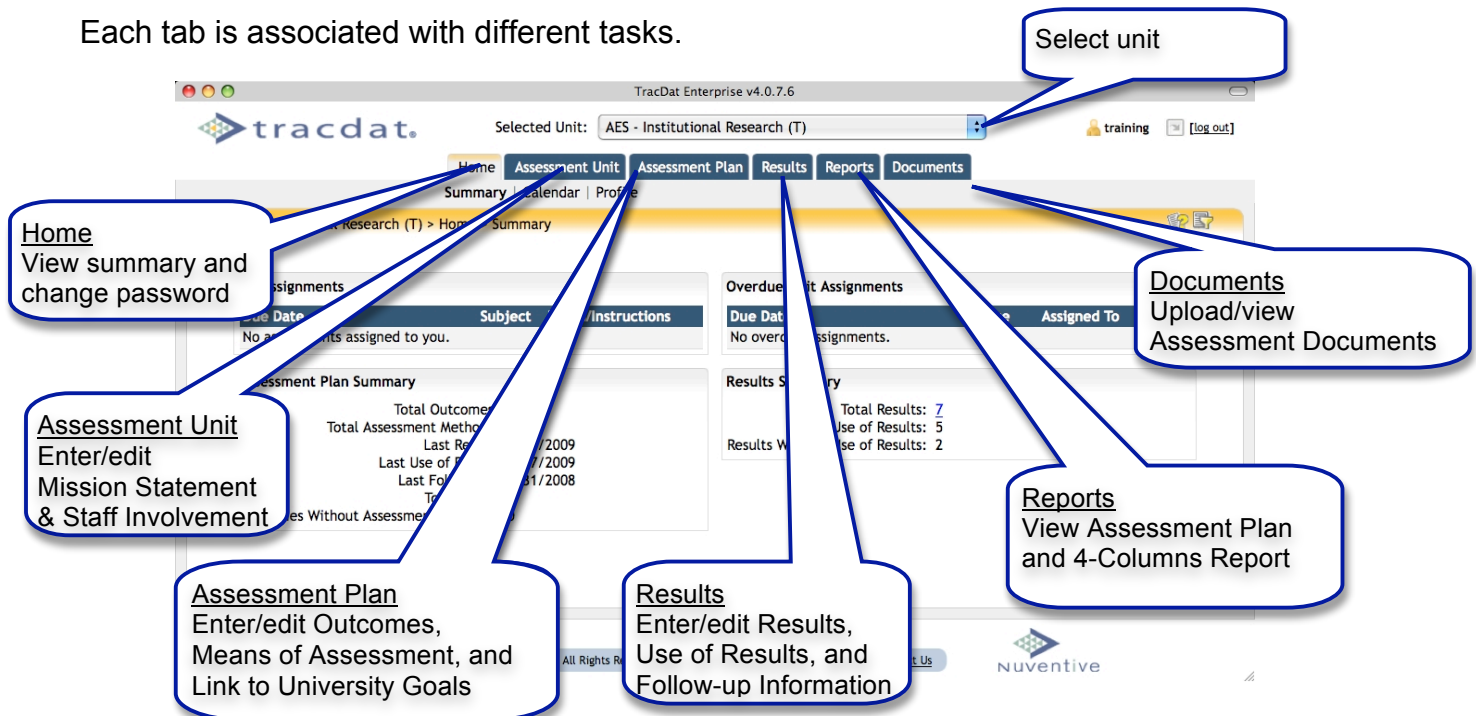
Overview

After log-in, this screen appears. TracDat is organized by:

- I. Unit
- II. Tabs
- III. Sub-tabs



Each tab is associated with different tasks.



Get Started

Once you have logged on, you will be at the “home screen.”
At the very top of the screen, use the dropdown box to select your unit.

TracDat Enterprise v4.0.7.6

tracdat.

Selected Unit: AES - Institutional Research (T)

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

Summary | Calendar | Profile

AES - Institutional Research (T) > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Overdue Unit Assignments

Due Date	Source	Assigned To
No overdue assignments.		

Assessment Plan Summary

Total Outcomes: 6
Total Assessment Methods: 10
Last Result: 1/27/2009
Last Use of Result: 1/27/2009
Last Follow-Up: 7/31/2008
Total Tasks: 1
Outcomes Without Assessment Methods: 0

Results Summary

Total Results: 7
Total Use of Results: 5
Results Without Use of Results: 2

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Enter Unit Mission and Staff Involvement

Click the blue tab "Assessment Unit" at the top of the screen. Type your mission statement and description of staff involvement in the appropriate boxes. Click Save.

TracDat Enterprise v4.0.7.6

http://130.74.162.250:8081/tracdat/

Selected Unit: AES - Institutional Research (T)

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

General Personnel Activities

AES - Institutional Research (T) Assessment Unit > General

Unit Name: AES - Institutional Research (T)

Mission Statement: * The Office of Institutional Research and Assessment disseminates official institutional data; analyzes internal support decision-making and planning; and manages the University's institutional effectiveness process. This is a test.

Staff Involvement (2006-08 or 2007-09): * All staff in Institutional Research and Assessment are involved in assessment planning, conducting the assessment, analyzing the data using the...

Assessment Review Cycle: [dropdown]

Staff Involvement (2008-2010 or 2009-2011):

Save Changes Discard Changes

4. BE SURE TO CLICK ON "Save changes"

2. Type or paste the unit Mission Statement here

3. Provide a description of how the staff are involved in the assessment process in the appropriate box

Provide evidence of broad staff involvement

Enter Assessment Plans

There are three steps to entering your Assessment Plan:

1. Enter your **Outcomes**
2. Enter the **Means of Assessment** and **Criteria for Success** associated with each **Outcome**.
3. Link each **Outcome** to a University **Goal**.

An **Outcome** describes what students learn as a result of your services or describes a current service or process you perform.

To begin, choose “Assessment Plan” at the top of your screen.

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

Home Assessment Unit Assessment Plan Results Reports Documents

Summary | Calendar | Profile

AES - Institutional Research (T) > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Assessment Plan Summary

Total Outcomes: 6
Total Assessment Methods: 10
Last Result: 9/16/2008
Last Use of Result: 9/16/2008
Last Follow-Up: 7/31/2008
Total Tasks: 1
Outcomes Without Assessment Methods: 0

Overdue Unit Assignments

Due Date	Source	Assigned To
No overdue assignments.		

Results Summary

Total Results: 6
Total Use of Results: 4
Results Without Use of Results: 2

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Please note:

Do not delete Outcomes or Means of Assessment from previous Assessment Cycles, as this will delete the results, use of results and notes. See Refining Assessment Plans for more information.

Step One: Enter Outcomes Statements

If you have previously entered outcomes, they will be displayed on the “Assessment Plan” screen. To add a new outcome, choose the “Add New Outcome” tab at the bottom of the screen.

tracdat. 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

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

Click “Add New Outcome” tab

Outcome Name	Outcome	Assessment Status	edit	copy	delete
Accurate Historical Data	The department will maintain accurate records of historical 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 Institutional Research Assessment needs of the University.	Currently Assessing			
TracDat Training	Users of the TracDat assessment reporting system will be trained in the software to enter assessment plans and reports.	Currently Assessing			
test 5	The IR&A will dsdfsdf, bla bala...	Currently Assessing			
Test outcome	This outcome is a test to illustrate outcome state	Currently Assessing			

Add New Outcome

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To create a new Outcome:

- First, choose a short descriptive name for your Outcome.
- Next, type in the entire Outcome statement.
- For Outcome Type, select the Assessment Cycle(s) in which the outcome will be assessed
- Choose “Currently Assessing” as your “Outcome Status” from the dropdown box.
- The *start date* should be *September 1* first year of the assessment cycle and the *end date* should be left blank until you are no longer assessing the outcome.

Outcomes =
current services;
what clients are
able to do as a
result

Important: Be sure to click on the “Save Changes” tab at the bottom.

*Hint: You can run **spellcheck** by clicking on the “abc” icon in the top right corner.*

The screenshot shows the Tracdat software interface for adding a new outcome. The interface includes a top navigation bar with tabs: Home, Assessment Unit, Assessment Plan, Results, Reports, and Documents. Below this is a sub-navigation bar with tabs: Outcomes, Means of Assessment, Related Activities, and Related Units. The main content area is titled "AES - Institutional Research (T) > Assessment Plan > Outcomes > Add New Outcome".

Numbered callouts provide instructions for each step:

1. Choose a short descriptive name (points to the "Name" field).
2. Enter your entire Outcome (points to the "Statement" text area).
3. Choose the appropriate time frame. (Note: If an outcome is assessed in multiple years, highlight multiple years by pressing Ctrl key while clicking the appropriate years.) (points to the "Outcome Types & Periods" section).
4. Choose "Currently Assessing" (points to the "Current Outcome Status" dropdown menu).
5. Use the appropriate start date for this outcome based on when you began assessing it; for example, 9/1/2007. The end date is entered only when the outcome is no longer applicable to your unit. Leave it blank for now. (points to the "Start Date" and "End Date" fields).
6. BE SURE TO CLICK ON "Save changes" (points to the "Save Changes" button at the bottom).
7. After you have saved the information, choose "Means of Assessment" at the top of the screen. (points to the "Means of Assessment" tab in the sub-navigation bar).

At the top right of the interface, there is a small icon labeled "ABC" with a checkmark, indicating the spellcheck function.

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Step Two: Enter Means of Assessment and Criteria for Success

Now you are ready to enter your Means of Assessment.
Click on the “Add New Assessment Method” tab at the bottom of the screen.

tracdat. 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

AES - Institutional Research (T) > Assessment Plan > Means of Assessment

Outcome Name: TracDat Training

Outcome: Users of the TracDat assessment reporting system will be trained in the software to enter assessment plans and completed reports.

Use the drop down menu to select the outcome name

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/10/2008	Training or Professional Development Evaluation	Attendees of TracDat training sessions will be asked to answer key questions regarding the data input and retrieval, report generation, and attaching documents. The data will be analyzed across attendees by each of the four components.	For each component, at least 85% of attendees will indicate correct responses. At least 80% of attendees will have an overall score of 80% or above.	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

Add New Assessment Method Return To Outcome

Choose "Add New Assessment Method"

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Good “Means of Assessment” are likely to provide information specific enough to help you determine what improvements could be made

Each Outcome has **2 or more** Means of Assessment with at least 1 direct measure

First you must select an Assessment Method Category from the dropdown box.

Then enter your:

Means of Assessment,
Criteria for Success, and
Schedule for data collection.

Important: Be sure to click on the “Save Changes” tab at the bottom.

Hint: You can run spellcheck by clicking on the “abc” icon in the top right corner.



The screenshot shows the TracDat web application interface. At the top, the 'Selected Unit' is 'AES - Institutional Research (T)'. The navigation bar includes 'Home', 'Assessment Unit', 'Assessment Plan', 'Results', 'Reports', and 'Documents'. Below this, there are tabs for 'Outcomes', 'Means of Assessment', 'Related Activities', and 'Related Goals'. The current page is 'AES - Institutional Research (T) > Assessment Plan > Means of Assessment > Add Assessment Method'. The form contains the following fields:

- Outcome Name:** TracDat Training
- Outcome:** Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.
- Assessment Method:** (Empty dropdown menu)
- Criterion:** (Empty text area)
- Schedule:** (Empty text area)
- Active:** ☒

At the bottom of the form are four buttons: 'Save Changes', 'Discard Changes', 'Return', and 'Assign'. The footer includes 'Nuventive. All Rights Reserved', 'About Nuventive', 'Contact Us', and the Nuventive logo.

Numbered callouts on the screenshot:

1. Select from dropdown box (points to the Assessment Method dropdown)
2. Describe your Means of Assessment (points to the Outcome text area)
3. Enter your Criteria for Success (points to the Criterion text area)
4. Describe when you will collect the data (points to the Schedule text area)
5. BE SURE TO CLICK ON “Save changes” (points to the Save Changes button)
6. After saving changes, click on “Return” (points to the Return button)



After selecting “Return” at the bottom of the screen, you will be presented with the summary screen that displays your Outcome, as well as the Means of Assessment, Criteria for Success, and schedule that you’ve entered.

The screenshot shows the TracDat web application interface. At the top, the 'Selected Unit' is 'AES - Institutional Research (T)'. The navigation bar includes 'Home', 'Assessment Unit', 'Assessment Plan', 'Results', 'Reports', and 'Documents'. The current page is 'Means of Assessment' for 'TracDat Training'. The Outcome Statement is: 'Users of the TracDat assessment reporting system will be adequately trained to use the software to enter assessment plans and completed reports.' Below this is a table of Assessment Methods. The first method is 'Training or Professional Development Evaluation' with a criterion of 'For each component, at least 85% of attendees will indicate correct responses. At least 80% of attendees will have an overall satisfaction with the content and usefulness of the TracDat training sessions. They will also be asked to make suggestions for improvement.' The table has columns for 'Date Added', 'Assessment Method Category', 'Assessment Method', 'Criterion', and 'Active?'. At the bottom, there are buttons for 'Add New Assessment Method' and 'Return To Outcome'. Callout boxes provide instructions: 'Your Outcome' points to the Outcome Statement; 'This screen displays your Outcome Statement at the top, and all associated Assessment Methods, Assessment Method Categories, and Criteria for Success.' points to the table; 'Choose “Add New Assessment Method” to add additional means of assessment' points to the 'Add New Assessment Method' button; and 'Choose “Return to Outcome” if you do not have another Means of Assessment' points to the 'Return To Outcome' button.

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/10/2008	Training or Professional Development Evaluation	Attendees of TracDat training sessions will be asked to answer key questions regarding the data input and retrieval, report	For each component, at least 85% of attendees will indicate correct responses. At least 80% of attendees will have an overall	Y
2/10/2008	Training or Professional Development Evaluation	Attendees of TracDat training sessions will be asked to answer key questions regarding the data input and retrieval, report	For each component, at least 85% of attendees will indicate correct responses. At least 80% of attendees will have an overall	Y

Now you can repeat Step 2 to enter additional Assessment Methods or choose “Return to Outcome” if you do not have an additional Means of Assessment.

Please note: Each Outcome Statement should have at least 2 Assessment Methods.

Selecting “Return to Outcome” will bring you back to the screen that displays the Outcome Statement for which you have just added means of assessment.

Select “Outcomes” to return to the list of Outcomes you have entered.

tracdat. 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

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

Outcome Name: * TracDat training

Outcome: * Users of the TracDat assessment reporting system will be adequately trained in the software to create assessment plans and completed reports.

Outcome Types & Periods: [dropdown]

Current Outcome Status: Currently

Start Date: 9/1/2007

End Date: 8/31/2007

To enter additional outcomes or review, select “Outcomes”

Save Changes Discard Changes Return

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You can repeat Steps 1 and 2 to enter additional Outcomes and Means of Assessment. Be sure to **SAVE CHANGES** before navigating away from a text entry screen.

Assess 3-5
Outcomes
during a
cycle

Step Three: Link Each Outcome to the Appropriate University Goal(s)

The final step is to link *each Outcome* with the appropriate University Goal. To do this, choose “Related Goals” from the top of the screen.

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

AES - Institutional Research (T) > Assessment Plan > Means of Assessment

Outcome Name: TracDat Training

Outcome: Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/10/2008	Training or Professional Development Evaluation	Attendees of TracDat training sessions will be asked to answer key questions regarding the data input and retrieval, report generation, and attaching documents. The data will be analyzed across attendees by each of the four components.	For each component, at least 85% of attendees will indicate correct responses. At least 80% of attendees will have an overall score of 80% or above.	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

Buttons: Add New Assessment Method, Return To Outcome

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Callout: Select “Related Goals”

This will bring you to the screen that allows you to link each of your Outcomes with one or more of the University Goals. First select an Outcome from the dropdown box, using the short name you assigned. Then check the University Goal(s) supported by that Outcome.

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

AES - Institutional Research (T) > Assessment Plan > Related Goals

Outcome Name: TracDat Training

Outcome: Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.

Goal Type	Goal
University of Mississippi	1. The University will provide excellent, student-centered undergraduate academic and co-curricular programs. Our vision is to produce graduates who have the breadth and depth of knowledge to be lifelong learners, to be successful in their discipline, and to be good citizens. 2. The University will provide high quality graduate and professional education in a range of disciplines and will produce research and scholarship that is nationally recognized and supports the economic, healthcare, and cultural development of the state, the region, and the nation. 3. The University will provide the highest quality educational support services to enhance the learning environment and to provide access to information for students on the Oxford, Jackson, and regional campuses. 4. The University will be a leader in providing...

Buttons: Save Changes, Discard Changes, Return To Outcome

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Callouts:

- 1. Select an Outcome
- 2. Click the box next to the goal(s) that this Outcome supports
- 3. BE SURE TO SAVE YOUR CHANGES
- 4. REPEAT THESE STEPS FOR EACH OUTCOME

Be sure to hit SAVE CHANGES after each Outcome.

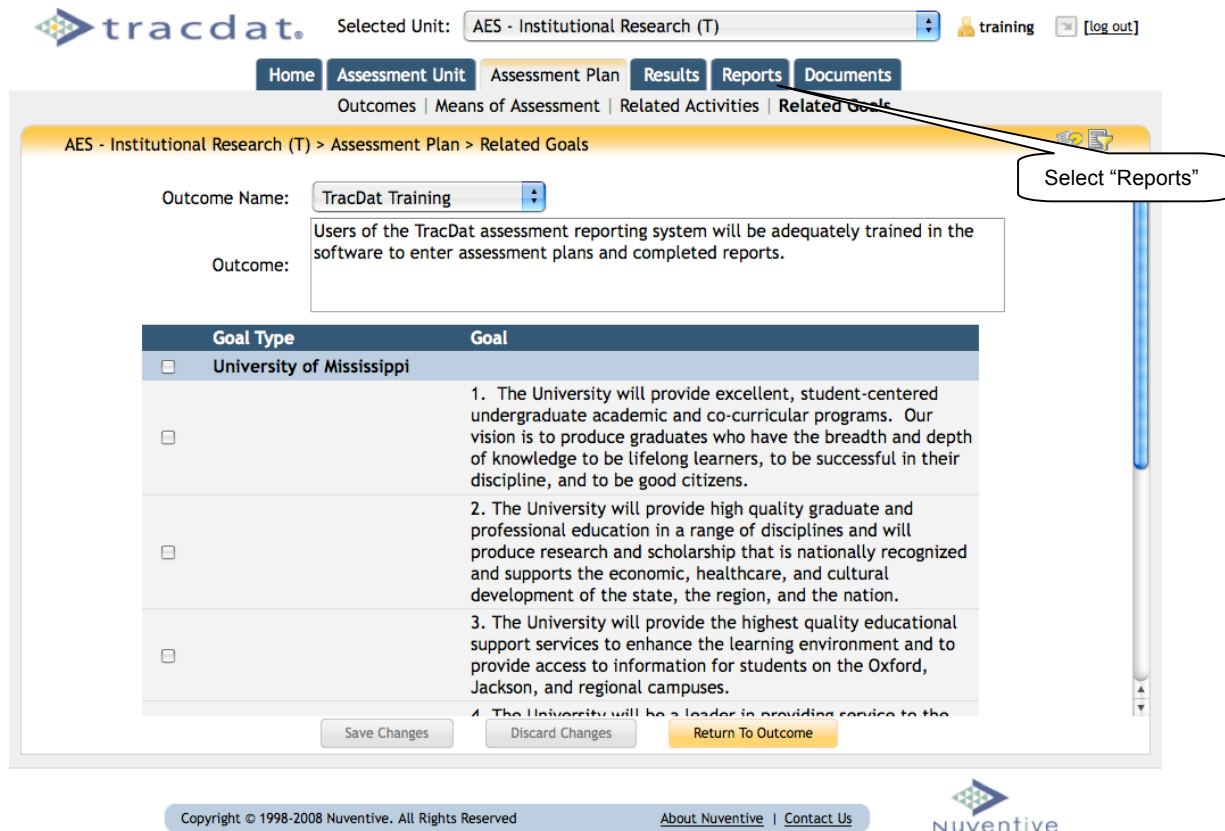
Repeat the process for each Outcome until all are linked.

Refine Assessment Plan

View Plan

After you have finished entering all your Outcomes, Means of Assessment, and Criteria for Success and have linked each Outcome to a University Goal, you may wish to verify that all the information has been entered correctly by running a Report.

To do this, click on the “Reports” tab at the top of your screen.



The screenshot displays the TracDat web application interface. At the top, the 'Selected Unit' is 'AES - Institutional Research (T)'. The navigation bar includes tabs for 'Home', 'Assessment Unit', 'Assessment Plan', 'Results', 'Reports', and 'Documents'. The 'Reports' tab is currently selected. Below the navigation bar, the breadcrumb trail shows 'AES - Institutional Research (T) > Assessment Plan > Related Goals'. The main content area shows the 'Outcome Name' as 'TracDat Training' and the 'Outcome' description: 'Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.' Below this, a table lists 'Goal Type' and 'Goal' for the 'University of Mississippi'. The table has four rows, each with a checkbox in the 'Goal Type' column and a corresponding goal description in the 'Goal' column. At the bottom of the table, there are three buttons: 'Save Changes', 'Discard Changes', and 'Return To Outcome'. A callout box with the text 'Select "Reports"' points to the 'Reports' tab in the navigation bar.

tracdat. 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

AES - Institutional Research (T) > Assessment Plan > Related Goals

Outcome Name: TracDat Training





Outcome: Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.

Goal Type	Goal
<input type="checkbox"/> University of Mississippi	1. The University will provide excellent, student-centered undergraduate academic and co-curricular programs. Our vision is to produce graduates who have the breadth and depth of knowledge to be lifelong learners, to be successful in their discipline, and to be good citizens.
<input type="checkbox"/>	2. The University will provide high quality graduate and professional education in a range of disciplines and will produce research and scholarship that is nationally recognized and supports the economic, healthcare, and cultural development of the state, the region, and the nation.
<input type="checkbox"/>	3. The University will provide the highest quality educational support services to enhance the learning environment and to provide access to information for students on the Oxford, Jackson, and regional campuses.
<input type="checkbox"/>	4. The University will be a leader in providing service to the

Save Changes Discard Changes Return To Outcome

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Because you want to look at the PLAN you just entered, select “run” next to the Assessment Plan and Description.

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

Home

Assessment Unit





Assessment Plan

Results

Reports

Documents

Assessment Unit | Course

AES - Institutional Research (T) > Reports > Assessment Unit    


Report	Description	
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	run
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	run
Unit Assessment Report - Four Column	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	run
Documents	This report shows the documents (files) stored in each folder for each unit.	run

You want to look at your Assessment Plan Report

Select "run"

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You will then be presented with a number of options.

Format: Select “PDF (suggested for printing)” or “HTML (suggested for view)” depending on whether you will be printing the report or viewing it on the screen.

Report Title: This will default to “Assessment Plan.” Feel free to edit this title.

Current Outcome Status: Choose “Currently Assessing.”

Select “Include Institution Goals” to verify you have linked all your Outcomes to a University Goal. Unclick all other boxes.

The screenshot shows the Tracdat web application interface. At the top, the logo "tracdat." is on the left, and "Selected Unit: AES - Institutional Research (T)" is in the center. On the right, there is a user profile icon labeled "training" and a "[log out]" link. Below the header is a navigation bar with buttons: "Home", "Assessment Unit", "Assessment Plan", "Results", "Reports", and "Documents". The main content area is titled "Assessment Unit | Course" and "AES - Institutional Research (T) > Reports > Institution". The "Assessment Plan" section contains several fields and checkboxes. Callout 1 points to the "Format:" dropdown menu, which is set to "PDF (suggested for Print)". Callout 2 points to the "Report Title:" text field, which contains "Assessment Plan". Callout 3 points to the "Include Institution Goals:" checkbox, which is unchecked. Callout 4 points to the "Execute Report" button at the bottom right. Other visible fields include "Status:" with a dropdown menu showing "Currently Assessing", "No Longer an Outcome", and "Not Currently Assessing"; "Outcome Types & Periods:" with two rows of dates; "Hide Inactive Assessment Methods:" with an unchecked checkbox; "Assessment Method Categories:" with a list of categories; "Include Activities:" with a checked checkbox; "Include Tasks:" with a checked checkbox; "Include Summary Report Unit Goals:" with an unchecked checkbox; "Include Assessment Unit Goals:" with an unchecked checkbox; "Hide Inactive Goals:" with an unchecked checkbox; and "Include Course Outcomes:" with an unchecked checkbox. At the bottom of the form are two buttons: "Return to Reports List" and "Execute Report". The footer contains copyright information, links to "About Nuventive" and "Contact Us", and the Nuventive logo.

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

Home Assessment Unit Assessment Plan Results Reports Documents

Assessment Unit | Course

AES - Institutional Research (T) > Reports > Institution

Assessment Plan

Format: PDF (suggested for Print)

Report Title: Assessment Plan

Status: Currently Assessing
No Longer an Outcome
Not Currently Assessing

Outcome Types & Periods: Administrative 9/1/2006 - 8/31/2008
Administrative 9/1/2008 - 8/31/2010

Hide Inactive Assessment Methods: ☐

Assessment Method Categories: Accuracy Check
AES Other
AES Student Learning Assessment Tool
Data Log
External Audit/Evaluation
Focus Group AES
Internal Audit
Other

Include Activities: ☒

Include Tasks: ☒

Include Institution Goals: ☐

Include Summary Report Unit Goals: ☐

Include Assessment Unit Goals: ☐

Hide Inactive Goals: ☐

Include Course Outcomes: ☐

Return to Reports List Execute Report

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The following report will be generated in a new window or tab.

TracDat Enterprise v4.0.7.6 http://130.74.1...s/runReport.jsp

Assessment Plan

University of Mississippi

AES - Institutional Research (T)

AES - Institutional Research (T)

Unit Mission Statement: The Office of Institutional Research and Assessment collects, organizes and disseminates institutional data; analyzes internal, external and peer data to support decision-making and planning; and manages the University's institutional effectiveness process. This is a test.

Staff Involvement: All staff in Institutional Research and Assessment are involved in assessment planning, conducting the assessment, analyzing the data, and making decisions about using the results of assessment to make improvements.

Outcome: Accurate Historical Data
The department will maintain accurate records of historical student and course data.

Outcome Type & Period: Administrative 9/1/2006 - 8/31/2008
Start Date: 09/01/2006
Current Outcome Status: Currently Assessing

Means of Assessment			
Assessment Method	Criterion	Schedule	Active
We will run a set of edit reports for two sets of student and course data for the Fall 2008-09: Enrollment and Outcomes. Then an analysis will be done of the number of errors in the following six categories: 1. Student Classification (hours do not match classification category of freshmen, sophomore, etc.) 2. Mismatches between Organizational Unit and Program 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) Assessment Method Category: Accuracy Check	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 classification. There will be no more than 25 missing delivery modes or categories on courses. There will be no more than 2 invalid social security numbers. There will be no more than 25 residency errors.	This accuracy audit will be performed during the Fall of 2008-09.	Yes
Once data has been edited and corrected, files are sent to the IHL. The IHL runs reports using the data and returns error reports to us. Our second Means of Assessment will analyze the IHL error reports for the Fall of 2008-09 for three files: Enrollment, Outcomes, and Financial Aid. The following three types of errors will be analyzed: 1. Invalid high school or community college codes 2. High school GPA errors 3. Community college transfer GPA errors Assessment Method Category: External Audit/Evaluation	There will be no more than 20 valid high school or community college errors. There will be no more than 10 high school GPA errors. There will be no more than 10 community college transfer GPA errors.	This audit will be performed during the Fall of 2008-09	Yes

Related Goals

University of Mississippi

- The University will be a leader in providing service to the public, through the application and dissemination of its expertise and knowledge, in Mississippi, the region, and the nation.
- The University will maintain efficient and effective administrative services to support the University's instructional, research, and public service programs. The University will be a good steward of its resources.

To return to TracDat, close new window or tab

Shows linkage between Outcome and University Goal

To get back to the TracDat system, close the window in which the report is displayed by clicking on the red "X" at the top right of the report.

Note: Be sure you click the "X" at the top of the report and not the one associated with TracDat.

Edit Plan

Suppose you find that you need to edit your Outcome or some of the information associated with your Means of Assessment.

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.

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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

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

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

Add New Outcome

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

2. Click “edit”

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

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

Outcome Types & Periods:

Current Outcome Status: Currently Assessing

Start Date: 9/1/2006

End Date:

Save Changes Discard Changes

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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

3. BE SURE TO SAVE YOUR CHANGES

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.

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

AES - Institutional Research (T) > Assessment Plan > Means of Assessment

Outcome Name: TracDat Training

Outcome: Users of the TracDat assessment reporting system will be adequately trained to enter assessment plans and completed reports.

Date Added	Assessment Method Category	Assessment	Criterion	Active?
2/10/2008	Training or Professional Development Evaluation	Attendees of sessions will key question data.	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

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”

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

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 > Means of Assessment > Edit Assessment Method

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

1. Scroll to the bottom of the web-page

2. Click the check to unselect “active”

3. BE SURE TO SAVE YOUR CHANGES

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Attach Documents

TracDat provides the opportunity for you to attach documents to your Assessment Plan and Report.

To attach a document:

Click the blue “Documents” tab at the top of the screen.

You may want to click on “Add New Folder” at the bottom to organize your files.

Finally, click on “Add New Document” at the bottom of the screen.

The screenshot displays the TracDat web application interface. At the top, the TracDat logo is on the left, and the 'Selected Unit' dropdown is set to 'AES - Institutional Research (T)'. On the right, there's a user profile for 'training' and a '[log out]' link. Below this is a navigation bar with tabs: Home, Assessment Unit, Assessment Plan, Results, Reports, and Documents. The 'Documents' tab is selected and highlighted in blue. Below the navigation bar, the page title is 'Document Repository | Related Documents'. The main content area shows the breadcrumb 'AES - Institutional Research (T) > Documents > Document Repository'. Under 'Show Folders For:', there's a dropdown menu showing 'AES - Institutional Research (T)' and three links: 'rename folder', 'share folder', and 'delete folder'. Below this, there are three folder options: 'Assessment Data (0)', 'Assessment Reports (0)', and 'Assessment Tools (3)'. To the right of these folders is a table with columns 'Type', 'Document Name', 'Description', and 'Last Modified'. The table currently shows 'No documents.' At the bottom of the main content area, there are two buttons: 'Add New Folder' and 'Add New Document'. The footer contains copyright information 'Copyright © 1998-2008 Nuventive. All Rights Reserved', links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

1. Click “Documents”

2. You may choose to “Add New Folder” to organize your documents., and give it a folder name.

3. Choose the folder in which you want the document to be stored

4. Next choose “Add New Document”

Then next steps are:

- Browse your computer to select the appropriate file
- Give it a name and description
- Then click **"save"** to upload the document.

This results in the document being uploaded to TracDat and thus available for viewing to anyone who can see your Assessment Plan.

The screenshot shows the TracDat web application interface. At the top, the 'Selected Unit' is 'AES - Institutional Research (T)'. The navigation bar includes 'Home', 'Assessment Unit', 'Assessment Plan', 'Results', 'Reports', and 'Documents'. The 'Documents' tab is active, showing the 'Document Repository'. A sidebar on the left lists folders: 'Assessment Data (0)', 'Assessment Reports (0)', and 'Assessment Tools (3)'. A modal window titled 'Add New Document' is open, with fields for 'Source' (set to 'File'), '*Name:', 'Description:', and a 'save' button. Four numbered callouts provide instructions: 1. 'Browse your computer until you find the appropriate document.' (pointing to the 'Browse...' button), 2. 'Give the document a name' (pointing to the '*Name:' field), 3. 'Provide a short description.' (pointing to the 'Description:' field), and 4. 'Be sure to click "save" to upload the document.' (pointing to the 'save' button). The footer includes copyright information for Nuventive (1998-2008) and links to 'About Nuventive' and 'Contact Us'.


Relating Documents to Assessment Plans

From the Means of Assessment edit screen, select "Relate Document". Choose the document source.

The screenshot shows the 'Means of Assessment' edit screen in TracDat. The 'Selected Unit' is 'AES - Institutional Research (T)'. The navigation bar is the same as the previous screenshot. The 'Means of Assessment' tab is active, showing a list of assessment methods. The 'Assessment Method' field is selected, showing a list of methods including '3. Mismatches between admissions category and classification', '4. Missing delivery mode and category on courses', '5. Invalid Social Security Numbers', and '6. Residency errors (missing count)'. The 'Criterion' field is also visible, with text like 'There will be no more than 20 student cla...'. The 'Schedule' field is empty. The 'Active' checkbox is checked. At the bottom, there are buttons for 'Save Changes', 'Discard Changes', 'Relate Document', 'Return', and 'Assign'. Two numbered callouts provide instructions: 1. 'Click Related Document' (pointing to the 'Relate Document' button) and 2. 'Click the source for the document.' (pointing to the 'New Document' button in a dropdown menu). The dropdown menu is open, showing options: 'New Document', 'Document From Repository', and 'Previously Related Document'. The footer includes copyright information for Nuventive (1998-2008) and links to 'About Nuventive' and 'Contact Us'.

Follow the on-screen instructions. Here's an example for relating a document stored in the Document Repository. Select the appropriate folder and click "relate".

TracDat Enterprise v4.0.7.6

 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

AES - Institutional Research (T) > Assessment Plan > Means of Assessment > Edit Assessment Method

Outcome Name: Accurate Historical Data

Select Document From Repository

Show Folders For: AES - Institutional Research (T) Assessment Tools

Assessment Data

Assessment Reports

Assessment Tools

Type	Document Name	Description	
	Survey for website	sdfsdsdsg	relate
	Margie survey	sdfjsdlfjsdlfndm jsflkjflsdfjs	relate
	ike sas7bdat	yum	relate

1. Select the folder where the document is stored

2. Click "relate"


Save Changes

Discard Changes

Relate Document

Return

Assign

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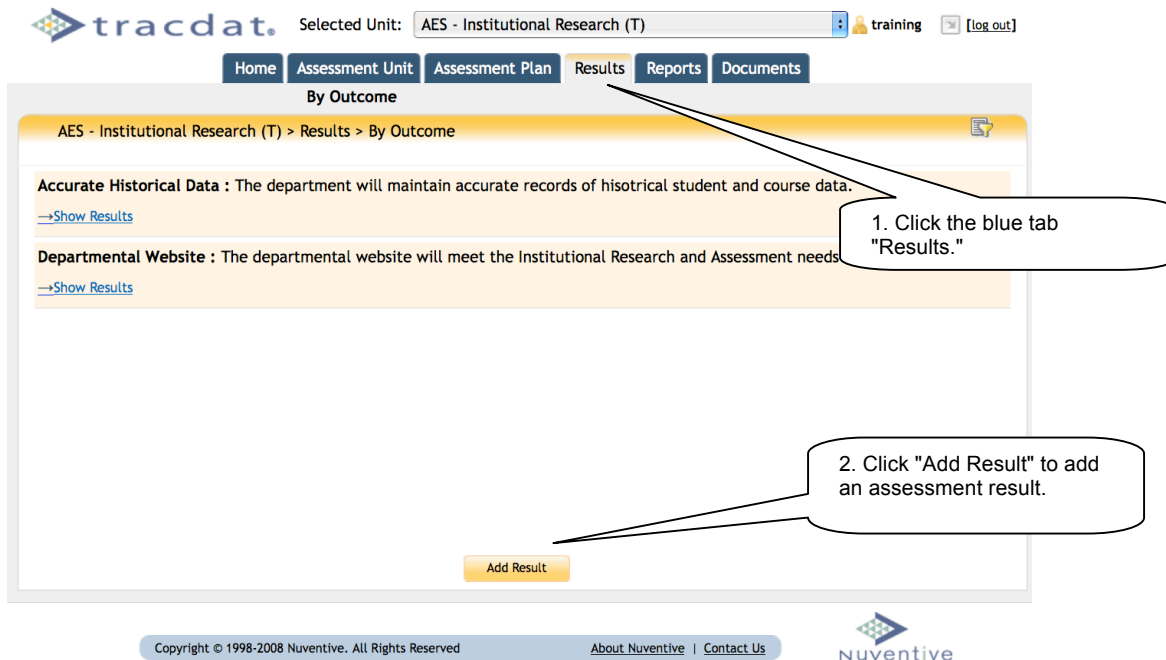
Enter Assessment Reports

Step One: Enter Assessment Results

To enter assessment results:

Click the blue tab “Results.”

Then click on the “Add Result” tab at the bottom of the screen.



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

Home Assessment Unit Assessment Plan **Results** Reports Documents

By Outcome

AES - Institutional Research (T) > Results > By Outcome

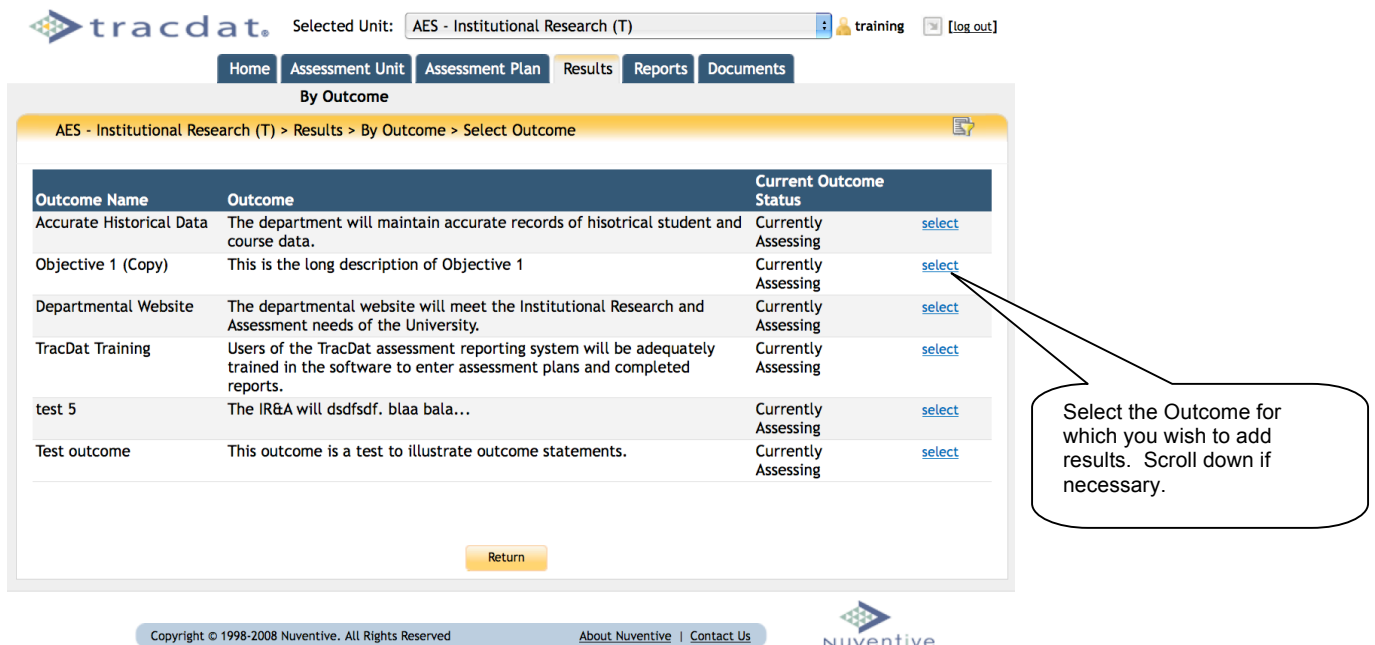
Accurate Historical Data : The department will maintain accurate records of hisotrical student and course data.
→Show Results

Departmental Website : The departmental website will meet the Institutional Research and Assessment needs
→Show Results

Add Result

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Select the appropriate outcome by clicking [select](#).



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

Home Assessment Unit Assessment Plan **Results** Reports Documents

By Outcome

AES - Institutional Research (T) > Results > By Outcome > Select Outcome

Outcome Name	Outcome	Current Outcome Status
Accurate Historical Data	The department will maintain accurate records of hisotrical student and course data.	Currently Assessing select
Objective 1 (Copy)	This is the long description of Objective 1	Currently Assessing select
Departmental Website	The departmental website will meet the Institutional Research and Assessment needs of the University.	Currently Assessing select
TracDat Training	Users of the TracDat assessment reporting system will be adequately trained in the software to enter assessment plans and completed reports.	Currently Assessing select
test 5	The IR&A will dsdfdsf. blaa bala...	Currently Assessing select
Test outcome	This outcome is a test to illustrate outcome statements.	Currently Assessing select

Return

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Select the Outcome for which you wish to add results. Scroll down if necessary.

Select the Assessment Method by clicking select on the appropriate Assessment Method. Scroll down if necessary.

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

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

AES - Institutional Research (T) > Results > By Outcome > Select Outcome

Outcome Name	Select Assessment Method/Task	Outcome
Accurate Historical Data	Select: Assessment Method	y select
Objective 1 (Copy)	Assessment Method Category	y select
Departmental Website	Survey	y select
TracDat Training	An online survey will be sent to a representative sample of campus users of our website to evaluate it in the following areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through various links (four questions are related to this last topic).	y select
test 5	External	y
Test outcome	Audit/Evaluation	y

Return

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Follow the on-screen instructions. Here's an example for relating a document stored in the Document Repository. Select the appropriate folder and click "relate".



In the “Result” box, describe the data that has been collected and analyzed.

Then select the appropriate “Result Type” from the drop down menu.

Select the appropriate “Result Status” from the drop down menu.

Use the notes block to make internal notes about the entries made on this screen.

Be sure to click “Save Changes” to save your results.

The screenshot shows the TracDat 'Edit Result' form for 'AES - Institutional Research (T)'. The form includes several sections and fields:

- Outcome:** A text box containing 'Departmental Website : The departmental website will meet the Institutional Research and Assessment needs of the University.'
- Assessment Method:** A text box containing 'Survey - An online survey will be sent to a representative sample of campus users of our website to evaluate it areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through va questions are related to this last topic.'
- Criterion:** A text box containing 'At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no com shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).'
- Result:** A text box containing 'A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.'
- Result Date:** A date field set to '1/27/2009'.
- Result Type:** A dropdown menu currently showing 'Criteria Not Met'.
- Result Status:** A dropdown menu currently showing 'Improvement Actions Completely Implemented'.
- Result Status Update Date:** A date field set to '1/27/2009'.
- notes:** A text box containing 'Question 2. Ease of Navigation did not meet the assessment criten.'
- Buttons:** 'Save Changes', 'Discard Changes', 'Return', 'Change Outcome', and 'Delete Result'.

Numbered callouts provide instructions for each field:

1. Describe the data that has been collected. Be specific. If you plan to present assessment results in table format, save your Word, Excel or other document in the TracDat documents folder.
2. Use the drop down menu to identify the Result Type as Criteria Met or Criteria Not Met.
3. Use the drop down menu to identify the Result Status regarding improvement actions.
4. Be sure to click "Save Changes" to save your assessment results.

A note at the bottom right states: 'The Notes block is used for the assessment units' own internal information.'

If you have documents (such as spreadsheets, logs, etc.) that support your data collection or analysis, save them in the TracDat Documents Repository by clicking the “Related Documents” tab at the bottom left.

Step Two: Add Use of Results

When you are ready to add a “Use of Results” for this assessment method, click “[add Use of Results](#)” near the bottom right.

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

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Result

Assessment Method

Outcome: Survey - An online survey will be sent to a representative sample of campus users of our website to evaluate it in the following areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through various links (four questions are related to this last topic).

Criterion

At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result:

* A table with detailed data is attached.
For question 1. 82% (31 of 38 respondents) agreed or strongly agreed.
For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Result Date: * 1/27/2009 Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented Result Status Update Date: 1/27/2009

notes:

Question 2. Ease of Navigation did not meet the assessment criterion.

Use of Results Related Documents

add Use of Result

Use of Result Date Use of Result Follow-Up

No Use of Results defined.

Save Changes Discard Changes Return Change Outcome Delete Result

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Documents concerning data analysis that have been saved in the TracDat Documents Repository can be related by clicking the Related Documents tab. Follow instructions provided earlier for relating documents.

To add a description of the "Use of Results," click "[add Use of Result](#)."

Criterion not met – Use data to make specific unit improvements

Criterion met – Revise Outcome, Assessment Means, or Criterion for success

In the “Use of Results” box, describe the improvements in services, processes, research, or learning outcomes that have been made based on the assessment data.

Be sure to click “Save Changes.”

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

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Use of Result

Departmental Website : The departmental website will meet the Institutional Research and Assessment needs of the University.

Assessment Method

Outcome: An online survey will be sent to a representative sample of campus users of our website to evaluate it in the following areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through various links (four questions are related to this last topic).

Criterion

At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result: A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Use of Result: * Institutional Research and Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.

Date: * 1/27/2009

Save Changes Discard Changes Assign Return Delete Use of Result

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1. Describe the improvements in services, processes, research, or learning outcomes which the unit has made that are based on the data presented for this Assessment Method.

2. Be sure to click "Save Changes" to save the data.

Select the appropriate choice for “Result Status” from the drop-down menu. Improvements that have not been completely implemented at the time the assessment report is due should be updated later by clicking “add Follow-up.”

Selected Unit: AES - Institutional Research (T)

training [log out]

HomeAssessment UnitAssessment PlanResultsReportsDocuments

By Outcome

AES - Institutional Research (T) > Results > Edit Result

questions are related to this last topic).
Criterion
At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result:
* A table with detailed data is attached.
For question 1. 82% (31 of 38 respondents) agreed or strongly agreed.
For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Result Date: * 1/27/2009
Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented
Result Status Update* 1/27/2009
Date:

notes:
Question 2. Ease of Navigation did not meet the assessment criterion.

Use of ResultsRelated Documents

Use of Result Date	Use of Result	Follow-Up
1/27/2009	Institutional Research at the University of Illinois	0 and Assessment has modified the website navigated by placing tabs at the top of the page and 0 page. Additionally, descriptions for the tabs were modified to more clearly communicate the selecting the tab.

add Use of Result

editadd Follow-Up

When the improvement has been completely implemented and reassessed and determined to be effective, the Result Status should be changed to, "Improvement Actions Completely Implemented."

Improvements that have not been completely implemented at the time the assessment report is due should be updated by clicking "add Follow-Up."

Refine Assessment Report

View Report

Assessment reports can be generated that show the entire assessment report by clicking “Reports” in the set of blue tabs. Select the report titled “Assessment Impact by Unit Objectives” and click “Run” on the right side of the screen.

The screenshot shows the TracDat interface with the 'Reports' tab selected. The 'Selected Unit' is 'AES - Institutional Research (T)'. A table lists four reports: 'Assessment Impact by Unit Objectives', 'Assessment Plan', 'Unit Assessment Report - Four Column', and 'Documents List'. Each report has a 'run' link on the right. Callouts provide instructions: 1. Click 'Reports' in the blue tabs. 2. Select the 'run' link for 'Assessment Impact by Unit Objectives'. 3. Alternatively, select the 'run' link for 'Unit Assessment Report - Four Column'.

Report	Description	run
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	run
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	run
Unit Assessment Report - Four Column	This report shows each assessment unit's objectives along with the results and any action plan a four column report. This report is useful for showing the results for a specific unit.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

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Select “Currently Assessing” and select the appropriate Period. Click “Execute Report.”

The screenshot shows the configuration screen for the 'Assessment Impact by Unit Objectives' report. Callouts provide instructions: 1. Choose 'PDF (suggested for printing)' or 'HTML (suggested for viewing)'. 2. Edit the Title if you desire. 3. Select 'Currently Assessing'. 4. Select Period. 5. Click 'Execute Report.' The interface includes fields for Format, Title, Current Outcome Status, Outcome Types & Periods, Assessment Methods, Result Date, Result Types, Result Status, and Show Outcome Details.

Format: HTML (suggested for viewing)

Assessment Impact by Unit Objectives

Current Outcome Status: Currently Assessing

Outcome Types & Periods: Administrative 9/1/2008 - 8/31/2008

Assessment Methods: Accuracy Check, AES Other, AES Student Learning Assessment Tool, Data Log, External Audit/Evaluation, Focus Group AES, Internal Audit, Other

Result Date: BETWEEN: AND:

Result Types: Criteria Met, Criteria Not Met

Result Status: Improvement Actions Completely Implemented, Improvement Actions Partially Implemented, No Action Required, Pending Follow-Up

Show Outcome Details: ☒

Return to Reports List Execute Report

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The PDF or HTML report comes up as a different screen. Drag the scroll bar on the right to view the entire report. When this report is FINAL after review of the assessment committee, it can be saved in a documents folder created in the Documents Repository so the unit has a complete history of its assessment work.

Example of Assessment Impact by Unit Objectives Report

Assessment Impact by Unit Objectives
University of Mississippi
AES - Institutional Research (T)

Unit Mission Statement: The Office of Institutional Research and Assessment collects, organizes and disseminates official institutional data; analyzes internal, external and peer data to support decision-making and planning; and manages the University's institutional effectiveness process. This is a test.

Staff Involvement: All staff in Institutional Research and Assessment are involved in assessment planning, conducting the assessment, analyzing the data, and making decisions about using the results of assessment to make improvements.

Outcome: Accurate Historical Data
The department will maintain accurate records of historical student and course data.
Start Date: 09/01/2006
Current Outcome Status: Currently Assessing

Assessment Method	Criterion	Schedule
We will run a set of edit reports for two sets of student and course data for the Fall 2008-09. Enrollment and Outcomes. Then an analysis will be done of the number of errors in the following six categories: 1. Student Classification (hours do not match classification category of freshmen, sophomores, etc.) 2. Mismatches between Organizational Unit and Program 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)	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 classification. There will be no more than 25 missing delivery modes or categories on courses. There will be no more than 2 invalid social security numbers. There will be no more than 25 residency errors.	This accuracy audit will be performed during the Fall of 2008-09.
Assessment Method Category: Accuracy Check	Once data has been edited and corrected, files are sent to the IRL. The IRL runs reports using the data and returns error reports to us. Our second Means of Assessment will analyze the college errors. The IRL error reports for the Fall of 2008-09 for three files: Enrollment, Outcomes, and Financial Aid. The following three types of errors will be analyzed: 1. Invalid high school or community college codes 2. High school GPA errors 3. Community college transfer GPA errors	There will be no more than 20 valid high school or community college errors. There will be no more than 10 high school GPA errors. There will be no more than 10 community college transfer GPA errors.

Result	Use of Result	Follow-Up	Result Status
Accuracy Check - 09/16/2008 - etebwewe new for marge	09/16/2008 - we fixed it....		Improvement Actions

Done

Drag Scroll Bar down to view entire report, including assessment results and use of results.

Report opens a new screen. You may save, print, or send the report by email if you select pdf format. To close the screen, click the red "x" for the report, not for TracDat. TracDat will be available.

Example of Four Column Report

Unit Assessment Report - Four Column
University of Mississippi
AES - Institutional Research (T)

Unit Mission Statement: The Office of Institutional Research and Assessment collects, organizes and disseminates official institutional data; analyzes internal, external and peer data to support decision-making and planning; and manages the University's institutional effectiveness process. This is a test.

Staff Involvement: All staff in Institutional Research and Assessment are involved in assessment planning, conducting the assessment, analyzing the data, and making decisions about using the results of assessment to make improvements.

Outcomes
AES - Institutional Research (T) - Accurate Historical Data - The department will maintain accurate records of historical student and course data.
Start Date: 09/01/2006
Current Outcome Status: Currently Assessing

Means of Assessment & Criteria / Tasks	Results	Use of Result & Follow-Up
Assessment Method: We will run a set of edit reports for two sets of student and course data for the Fall 2008-09. Enrollment and Outcomes. Then an analysis will be done of the number of errors in the following six categories: 1. Student Classification (hours do not match classification category of freshmen, sophomores, etc.) 2. Mismatches between Organizational Unit and Program 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)	09/16/2008 - etebwewe new for marge Result Type: Criteria Met Result Status: Improvement Actions Completely Implemented	09/16/2008 - we fixed it....

2/2/09 4:01 PM Generated by TracDat a product of Nuventive. Page 1 of 7

Outcomes	Means of Assessment & Criteria / Tasks	Results	Use of Result & Follow-Up
	errors.	09/16/2008 - etebwewe new for marge Result Type: Criteria Met	09/16/2008 - we fixed it....

Done

Drag Scroll Bar down to view entire report, including assessment results and use of results.

Report opens a new screen. You may save, print, or send the report by email if you select pdf format. To close the screen, click the red "x" for the report, not for TracDat. TracDat will be available.

Edit Results and Use of Results

On occasion you may wish to make text edits to the results, change the result status, edit the use of results, or follow-up information.

To add new results, remember to use "Add Results" rather than the edit process.

Select the result you would like to edit, by clicking the "Results" tab, toggling the show/hide results for the outcome, and clicking edit.

TracDat Enterprise v4.0.7.6

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

Home Assessment Unit Assessment Plan **Results** Reports Documents

By Outcome

AES - Institutional Research (T) > Results > By Outcome

Accurate Historical Data : The department will maintain accurate historical data.

Show Results

Departmental Website : The department website needs the University.

Hide Results

Date	Result	Use of Results	Related Documents	Result Status
1/27/2009	A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.	1	0	Improvement Actions Completely Implemented
9/16/2008	My results are wanner	0	0	Improvement Actions Completely Implemented
7/31/2008	This is my data for the secnd assessment methods....	1	0	Pending Follow-Up
7/17/2008	This is a sample assessment data for practice purpose.	1	1	Pending Follow-Up

Add Result

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Done

Edit the portions of the results you would like.

TracDat Enterprise v4.0.7.6

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

Home Assessment Unit Assessment Plan **Results** Reports Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Result

questions are related to this last topic.

Criterion

At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result:

* A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Result Date: * 1/27/2009 Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented

Date:

the assessment criterion.

Use of Results

Use of Result

Follow-Up

1/27/2009 Institutional Research Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.

Save Changes Discard Changes Return Change Outcome Delete Result

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Edit Use of Result

You may wish to make text edits to the Use of Results. To do so, click “edit” from the Edit Results screen.

To add new use of results or provide additional detail about actions taking place after the initial report is complete, remember to use “Add Use of Results” or “Add Follow-Up” rather than the edit process.

Selected Unit: AES - Institutional Research (T)

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Result

questions are related to this last topic.

Criterion

At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result:

A table with detailed data is attached.

For question 1. 82% (31 of 38 respondents) agreed or strongly agreed.

For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Result Date: 1/27/2009

Result Type: Criteria Not Met

Result Status: Improvement Actions Completely Implemented

Result Status Update Date: 1/27/2009

notes:

Question 2. Ease of Navigation did not meet the assessment criterion.

Use of Results Related Documents

add Use of Result

Use of Result Date	Use of Result	Follow-Up
1/27/2009	Institutional Research and Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.	0

edit add Follow-Up

Save Changes Discard Changes Return Change Outcome Delete Result

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Click “edit” for the use of results you would like to edit.

Make any textual corrections you would like to the use of results. Remember to Save your changes.

Selected Unit: AES - Institutional Research (T)

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Use of Result

Departmental Website : The departmental website will meet the Institutional Research and Assessment needs of the University.

Assessment Method

Outcome: An online survey will be sent to a representative sample of campus users of our website to evaluate it in the following areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through various links (four questions are related to this last topic).

Criterion

At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result:

A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Use of Result:

* Institutional Research and Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.

Be sure to click "Save Changes" to save your changes.

Save Changes Discard Changes Assign Return Delete Use of Result

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Make text edits to the Use of Results.

Please use “Add Use of Results” for new uses of your results or “add Follow-Up” instead of editing!

Add Follow-Up Information

To add information about improvement implementation, use the “add Follow-up” button next to the use of results you would like to amend on the Edit Results screen.

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

Home | Assessment Unit | Assessment Plan | Results | Reports | Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Result

questions are related to this last topic.
Criterion
At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

* A table with detailed data is attached.
For question 1. 82% (31 of 38 respondents) agreed or strongly agreed.
For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Result: [text area]

Result Date: 1/27/2009 | Result Type: Criteria Not Met | Result Status Update Date: 1/27/2009

Result Status: Improvement Actions Completely Implemented

notes: Question 2. Ease of Navigation did not meet the assessment criterion.

Use of Results | Related Documents | add Use of Result

Use of Result Date	Use of Result	Follow-Up
1/27/2009	Institutional Research and Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.	0 edit add Follow-Up

Save Changes | Discard Changes | Return | Change Outcome | Delete Result

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Click “add Follow-Up”.

Enter the information in the block for “Follow-up.” Remember to click “Save Changes.”

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

Home | Assessment Unit | Assessment Plan | Results | Reports | Documents

By Outcome

AES - Institutional Research (T) > Results > Edit Follow-Up

Departmental Website : The departmental website will meet the Institutional Research and Assessment needs of the University.

Outcome: Assessment Method
An online survey will be sent to a representative sample of campus users of our website to evaluate it in the following areas: 1) appearance, 2) ease of navigation, 3) ability to find data 4) knowing what data is available through various links (four questions are related to this last topic).
Criterion
At least 75% of respondents will rate each question on the survey as 4 (Strongly Agree) or 3 (Agree). On no component of the survey shall more than 10% of respondents give a rating of a 1 (Strongly Disagree) or 2 (Disagree).

Result: A table with detailed data is attached. For question 1. 82% (31 of 38 respondents) agreed or strongly agreed. For question 2. 68% (26 of 38 respondents) agreed or strongly agreed.

Use of Result: Institutional Research and Assessment has modified the website navigated by placing tabs at the top of the page and at the left side of the page. Additionally, descriptions for the tabs were modified to more clearly communicate the information found by selecting the tab.

Follow-Up: The staff identified and implemented additional changes to the tab descriptions.

Date: 1/27/2009

Save Changes | Discard Changes | Return | Delete Follow-Up

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Descriptions of follow-up actions should be entered here. Each follow-up action is date stamped so the reader has a history of actions taken to implement improvements.

Be sure to click “Save Changes” to save the data.

Relating Documents

Also see Attach Documents in Revise Assessment Plan for Document Repository instructions.

TracDat allows you to store and attach documents to your assessment report. This is useful for providing tables and/or detailed data not easily described in the Result text.

To relate a document use the “Relate Document” button from the Edit Results screen. Then choose the source for your document. Suggestion: Consider storing all documents in the Document Repository.

1. Click Related Documents

2. Click Relate Document

3. Click the source for the document.

New Document
Document From Repository
Previously Related Document

Follow the on-screen instructions. Here's an example for relating a document stored in the Document Repository. Select the appropriate folder and click “relate”.

1. Select the folder where the document is stored

2. Click “relate”

Type	Document Name	Description	
Assessment Data	Survey for website	sdfsdgsdg	relate
Assessment Reports	Margie survey	sdfjsdlfjsdlfndm jsfkljfsdkfjs	relate
Assessment Tools	Assessment Tools		relate

Access “Help” or Description of Function Box

Click the “?” on the side of a box for additional assistance or description of box contents.

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

Home Assessment Unit Assessment Plan Results Reports Documents

General | Personnel | Activities

AES - Institutional Research (T) > Assessment Unit > General

Assessment Unit Name: AES - Institutional Research (T)

Unit Mission Statement:

Staff Involvement:

Save Changes Discard Changes

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Change TracDat Password

From the Home Tab and Profile sub-tab, select “change password”.

The screenshot shows the TracDat Enterprise v4.0.7.6 interface. The 'Home' tab is selected, and the 'Profile' sub-tab is active. The breadcrumb trail reads 'AES - Institutional Research (T) > Home > Profile'. The profile form contains fields for First Name, Last Name, Email, Title, Degree, Phone, and Description. At the bottom of the form are three buttons: 'Save Changes', 'Discard Changes', and 'Change Password'. Callouts indicate the following steps: 1. Click 'Home' (pointing to the Home tab), 2. Click 'Profile' (pointing to the Profile sub-tab), and 3. Click 'Change Password' (pointing to the Change Password button).

Then enter your current and new password and **SAVE CHANGES**.

The screenshot shows the TracDat Enterprise v4.0.7.6 interface with the 'Change Password' sub-tab selected. The breadcrumb trail reads 'AES - Institutional Research (T) > Profile > Change Password'. The form contains three password fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom are three buttons: 'Save Changes', 'Discard Changes', and 'Return'. Callouts indicate the following steps: 1. Enter current and new password. (pointing to the password fields) and 2. Be sure to SAVE CHANGES (pointing to the Save Changes button).

Good Luck!

**If you have any questions, please call 915.7387 or email
assessment@olemiss.edu.**