

THE UNIVERSITY OF MISSISSIPPI

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

**Instructional Programs
February 2009**



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

Table of Contents

Log on to TracDat	2
Overview	3
Get Started	4
Enter Program Description and Faculty Involvement	5
Enter Assessment Plans	5
Step One: Enter Outcomes Statements	6
Step Two: Enter Means of Assessment and Criteria for Success.....	8
Step Three: Link Each Outcome to the Appropriate University Goal(s)	12
Refine Assessment Plan	13
View Plan	13
Edit Plan	17
Change Outcome Status.....	18
Change Means of Assessment Status	19
Attach Documents.....	20
Relating Documents to Assessment Plans.....	21
Enter Assessment Reports	23
Step One: Enter Assessment Results	23
Step Two: Add Use of Results	26
Refine Assessment Report	29
View Report.....	29
Edit Results and Use of Results	31
Edit Use of Result	32
Add Follow-Up Information.....	33
Relating Documents	34
Access “Help” or Description of Function Box	35
Change TracDat Password	36

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

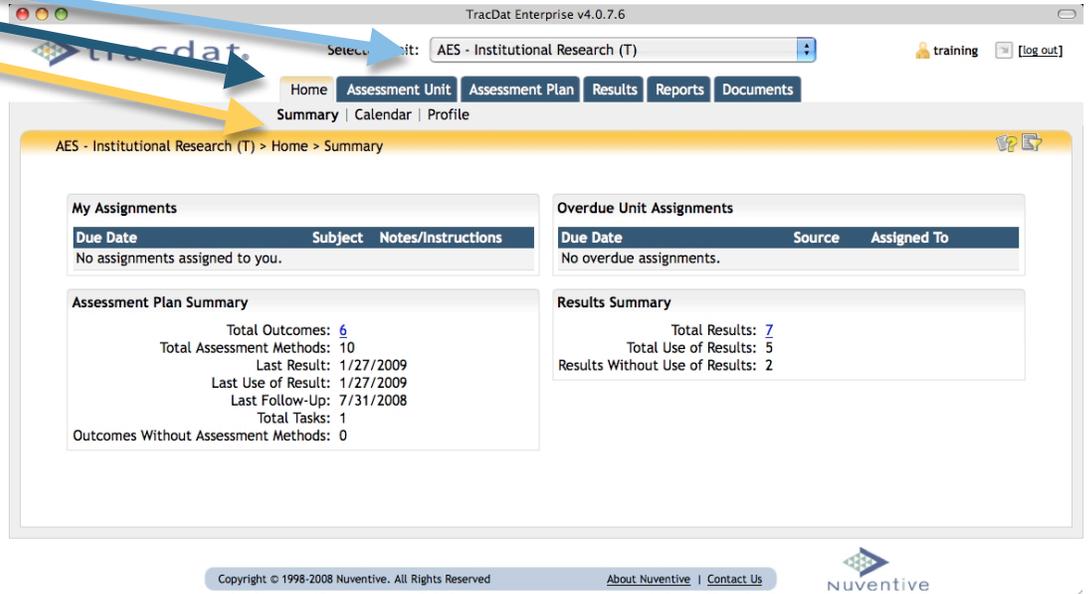
Type username and password

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

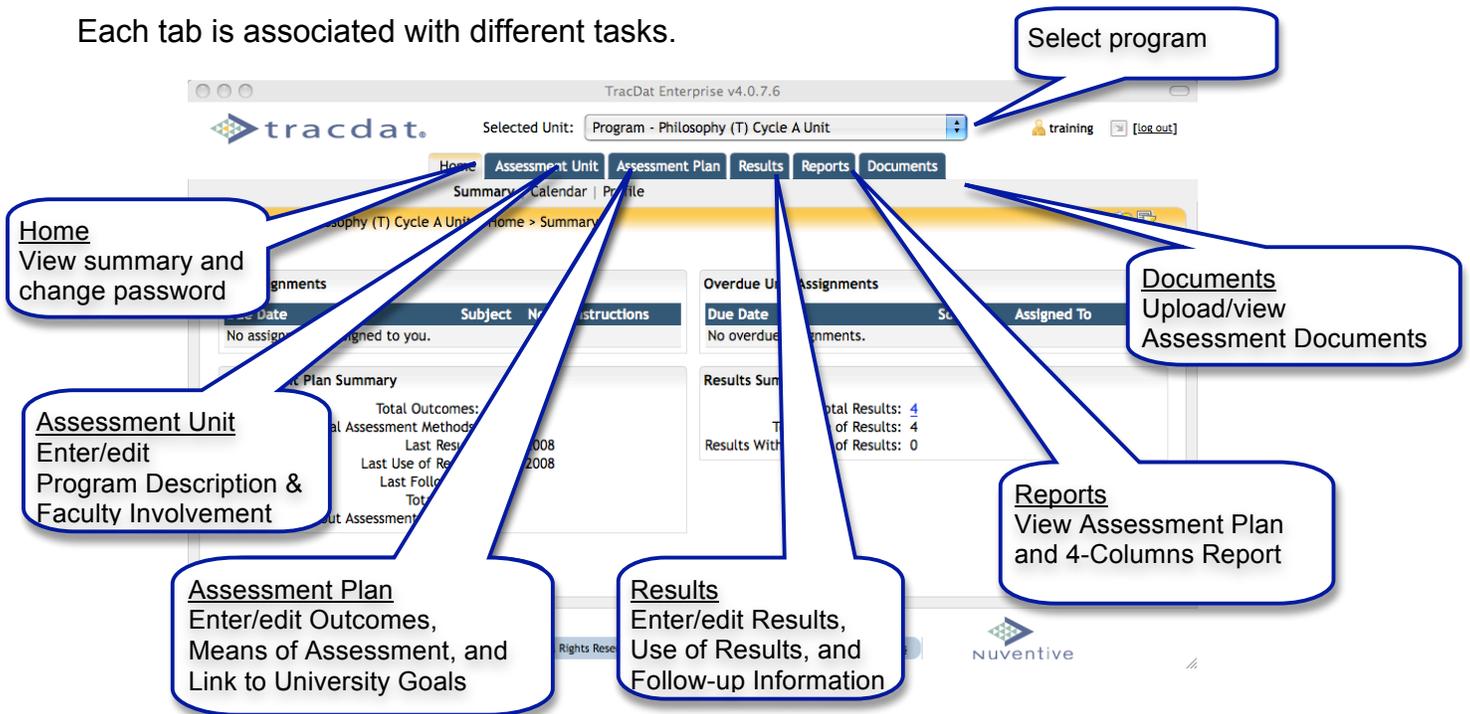
Overview

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

- I. Program
- 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 program.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

Summary | Calendar | Profile

Program - Philosophy (T) Cycle A Unit > 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: 4
- Total Assessment Methods: 7
- Last Result: 9/10/2008
- Last Use of Result: 9/10/2008
- Last Follow-Up:
- Total Tasks: 0
- Outcomes Without Assessment Methods: 1

Results Summary

- Total Results: 4
- Total Use of Results: 4
- Results Without Use of Results: 0

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us

nuventive

Enter Program Description and Faculty Involvement

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

1. Click "Assessment Unit" tab.

2. Type or paste the Program Description here

3. Provide a description of how the faculty are involved in the assessment process in the box corresponding to the assessment cycle

4. BE SURE TO CLICK ON "Save changes"

Provide evidence of broad faculty involvement

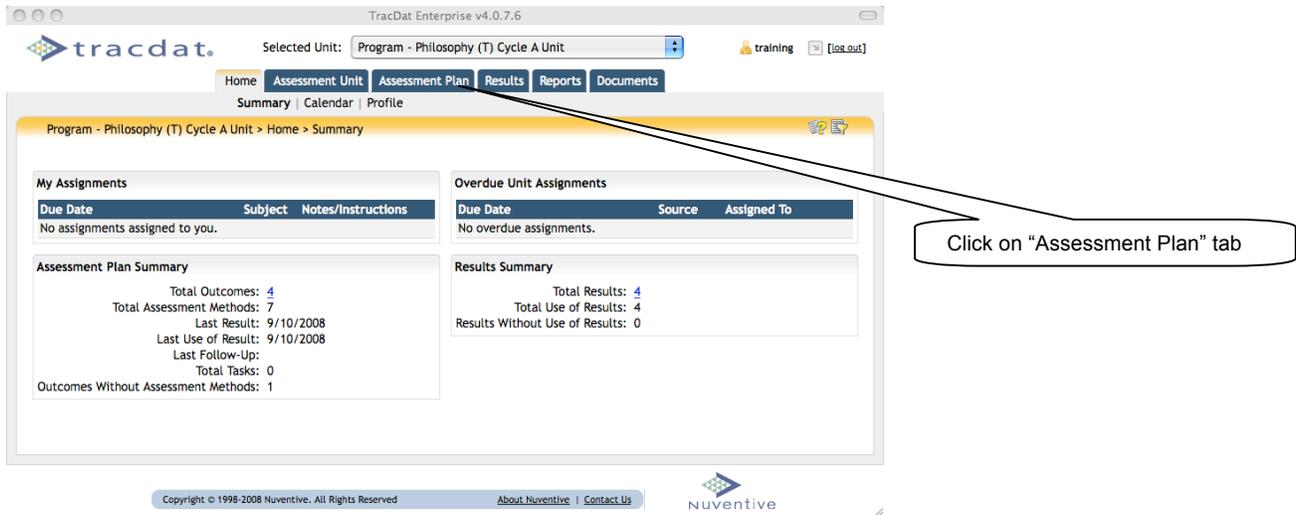
Enter Assessment Plans

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 will be able to think, know, or do because of their educational experiences in the program

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



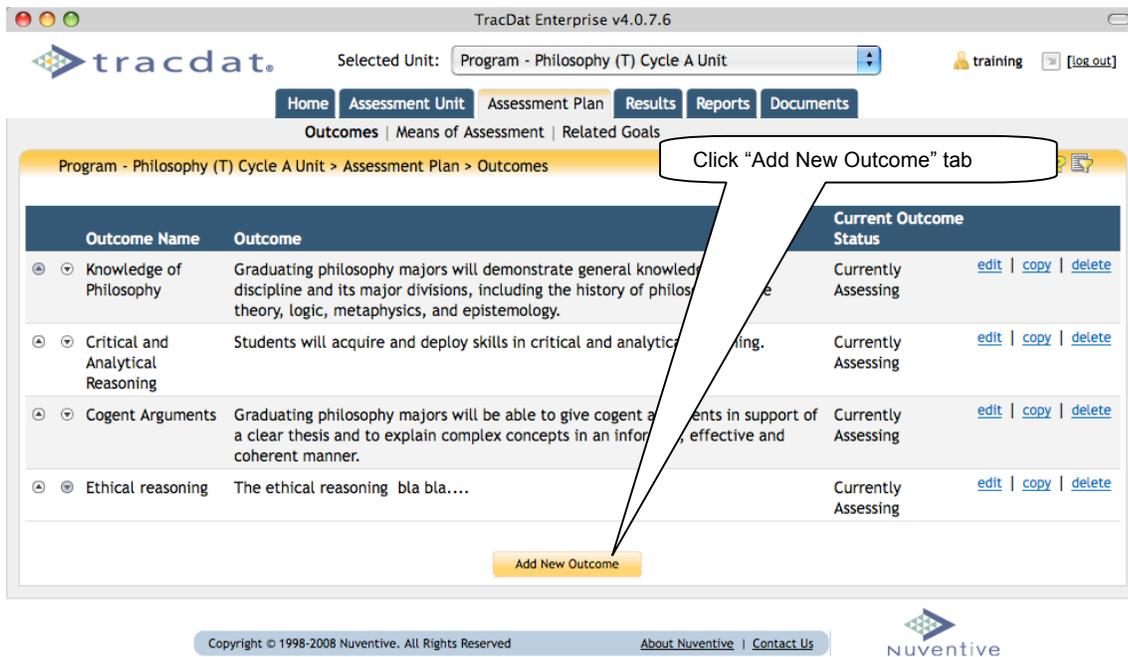
Please note:

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.

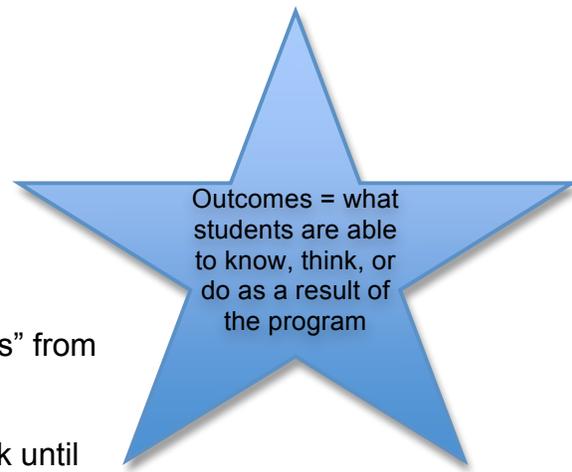
Step One: Enter Outcomes Statements

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.



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.



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.*

1. Choose a short descriptive name

2. Enter your entire Outcome

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.)

4. Choose "Currently Assessing"

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 program. Leave it blank for now.

6. **BE SURE TO CLICK ON "Save changes"**

7. After you have **saved** the information, choose "Means of Assessment" at the top of the screen.

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

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 Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes | Means of Assessment | Related Goals

Program - Philosophy (T) Cycle A Unit > Assessment Plan > Means of Assessment

Outcome Name: Knowledge of Philosophy

Outcome: Graduating philosophy majors will demonstrate general knowledge of philosophy and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?	
2/15/2008	Embedded Course Assessment	All of our graduating majors will complete an 80-question objective multiple-choice test prepared by the entire faculty. The test will assess general knowledge in four sub-divisions of the discipline: (i) the nature and history of philosophy; (ii) ethics and value theory; (iii) logic and philosophy of science; and (iv) metaphysics, epistemology, and philosophy of language. For each sub-division, 20 questions will be asked.	The criteria for success are that (A) a majority (more than 50%) of our graduating majors will answer correctly 70% of the questions in at least three of the four subject areas of (B) a majority of our majors will score 70% overall on the test. Our focus on the top 10 scores rather than the top 40 scores in previous versions. This is because everyone is exposed to all the areas, but their areas of	Y	edit copy delete

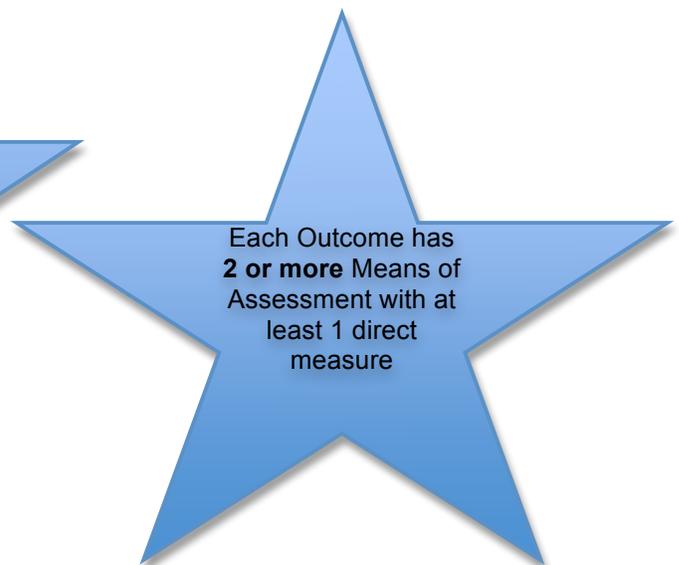
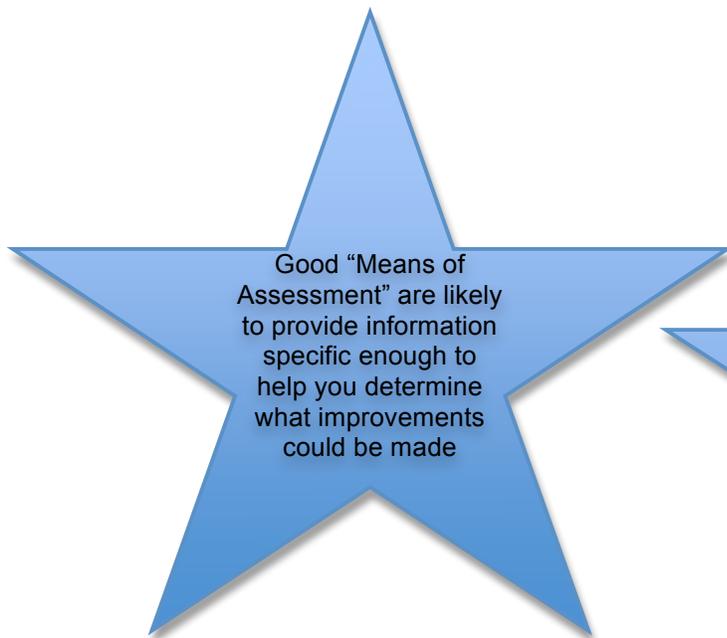
Add New Assessment Method Return To Outcome

Use the drop down menu to select the outcome name

Choose "Add New Assessment Method"

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us

nuventive



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.



5. BE SURE TO CLICK ON “Save changes”

Use Specific Criterion for Success

4. Describe when you will collect the data

2. Describe your Means of Assessment

6. After saving changes, click on “Return”

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 Enterprise v4.0.7.6 interface. The selected unit is 'Program - Philosophy (T) Cycle A Unit'. The current view is 'Means of Assessment' for the outcome 'Knowledge of Philosophy'. The outcome statement is: 'Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.'

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/15/2008	Embedded Course Assessment	All of our graduating majors will complete an 80-question objective multiple-choice test prepared by the entire faculty. The test will assess general knowledge in four sub-divisions	The criteria for success are that (A) a majority (more than 50%) of our graduating majors will answer correctly 70% of the	Y

Callout boxes provide the following instructions:

- Your Outcome:** Points to the Outcome Name dropdown menu.
- Outcome Statement:** Points to the text area containing the outcome description.
- Table:** Points to the table of assessment methods, with a note: 'This screen displays your Outcome Statement at the top, and all associated Assessment Methods, Assessment Method Categories, and Criteria for Success.'
- Buttons:**
 - 'Add New Assessment Method': 'Choose "Add New Assessment Method" to add additional means of assessment'
 - 'Return To Outcome': 'Choose "Return to Outcome" if you do not have another Means of Assessment'

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.

The screenshot shows the TracDat Enterprise v4.0.7.6 interface. The breadcrumb navigation is: Program - Philosophy (T) Cycle A Unit > Assessment Plan > Outcomes > Add New Outcome. The form contains the following fields:

- Outcome Name: * Ethical Reasoning
- Outcome: * Student demonstrate ...
- Outcome Types and Periods: Learning 9/1/18, Learning 9/1/20
- Current Outcome Status: Current
- Start Date: 9/1/18
- End Date: (empty)

Buttons at the bottom: Save Changes, Discard Changes, Return.

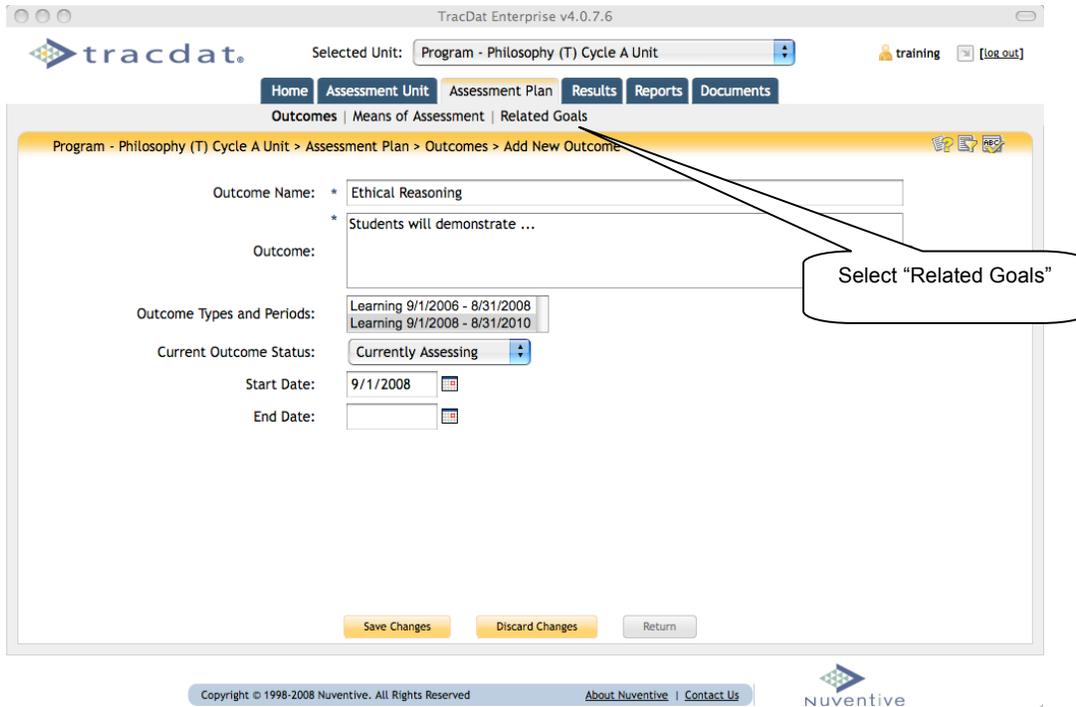
Callout box text: To enter additional outcomes or review, select “Outcomes”

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.

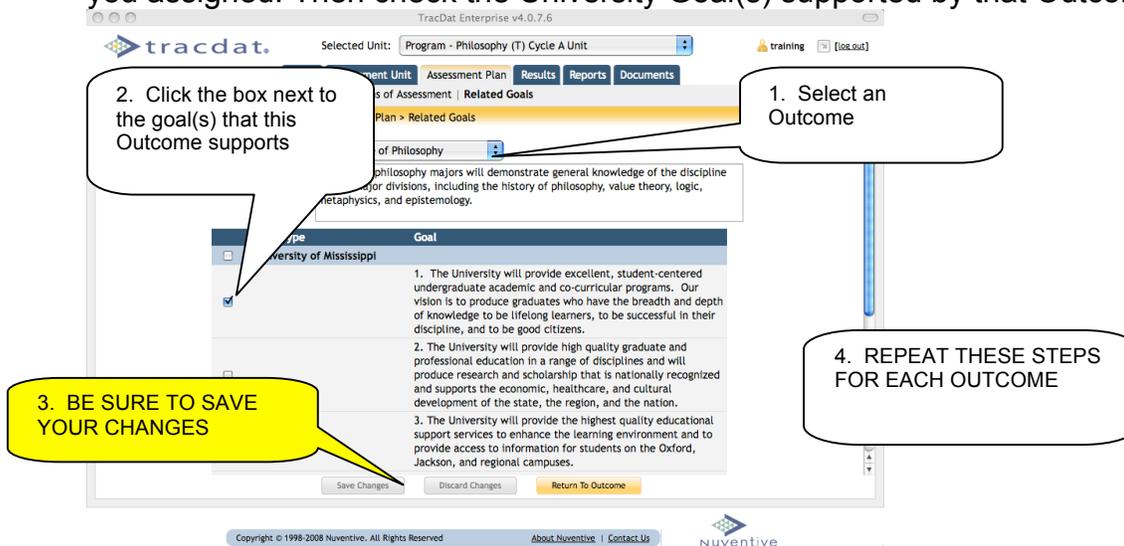


Step Three: Link Each Outcome to the Appropriate University Goal(s)

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.



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.



Be sure to hit SAVE CHANGES after each Outcome.

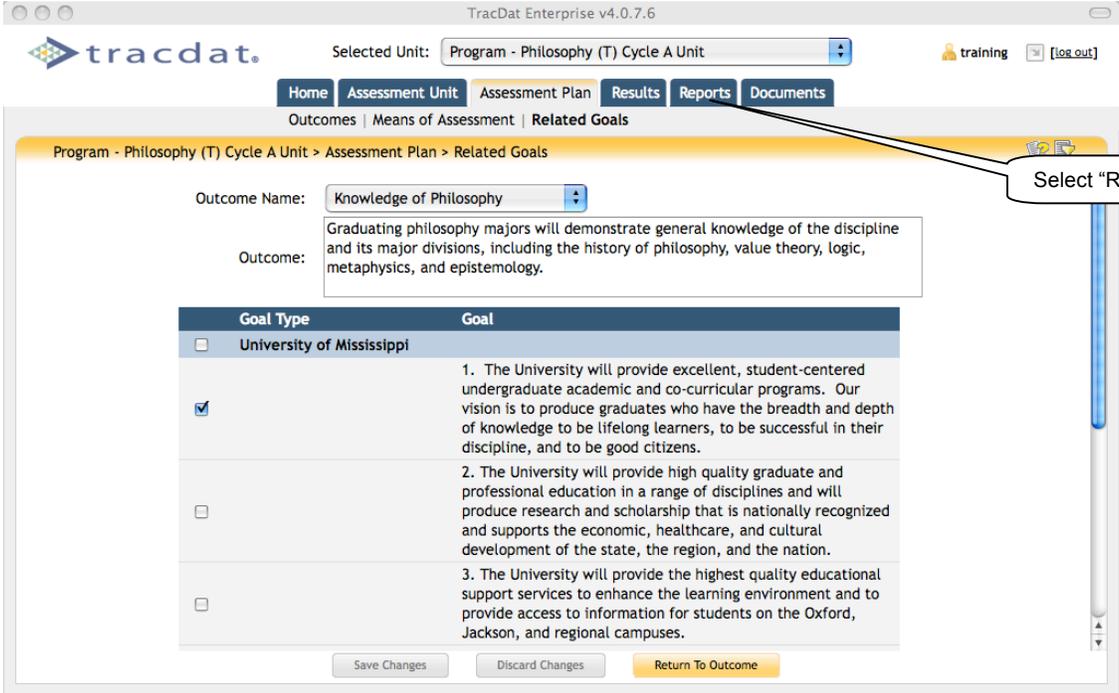
Repeat the process for each Outcome until all are linked.

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 shows the TracDat Enterprise v4.0.7.6 interface. The top navigation bar includes the TracDat logo, a dropdown menu for 'Selected Unit' (Program - Philosophy (T) Cycle A Unit), a user profile for 'training', and a '[log out]' link. Below this is a secondary navigation bar with tabs for 'Home', 'Assessment Unit', 'Assessment Plan', 'Results', 'Reports', and 'Documents'. The 'Reports' tab is highlighted. Below the navigation bar, there are links for 'Outcomes', 'Means of Assessment', and 'Related Goals'. The main content area shows the 'Program - Philosophy (T) Cycle A Unit > Assessment Plan > Related Goals' page. It features a dropdown menu for 'Outcome Name' (Knowledge of Philosophy) and a text box for 'Outcome' (Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology). Below this is a table with columns 'Goal Type' and 'Goal'. The table lists three goals, with the first one selected (checked). At the bottom of the table are buttons for 'Save Changes', 'Discard Changes', and 'Return To Outcome'. A callout box with a white background and black border points to the 'Reports' tab with the text 'Select "Reports"'. The footer contains copyright information (Copyright © 1998-2008 Nuventive. All Rights Reserved), links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

Copyright © 1998-2008 Nuventive. All Rights Reserved [About Nuventive](#) | [Contact Us](#) nuventive

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

The screenshot shows the TracDat Enterprise v4.0.7.6 web interface. At the top, the selected unit is "Program - Philosophy (T) Cycle A Unit" and the user is "training". The navigation menu includes Home, Assessment Unit, Assessment Plan, Results, Reports, and Documents. The current page is "Assessment Unit | Course | Ad Hoc" and the breadcrumb is "Program - Philosophy (T) Cycle A Unit > 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 - Four Columns	This report shows each assessment unit's objectives along with the results and any action plans in this report is useful for showing the results for a specific assessment unit.	run
Documents	Documents (files) stored in each folder for each unit.	run

Callouts in the image:

- A callout pointing to the "Assessment Plan" row: "You want to look at your Assessment Plan"
- A callout pointing to the "run" link in the "Assessment Plan" row: "Select 'run'"

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. Uncheck all other boxes.

The screenshot shows the TracDat Enterprise v4.0.7.6 interface. The selected unit is "Program - Philosophy (T) Cycle A Unit". The user is logged in as "training". The navigation menu includes Home, Assessment Unit, Assessment Plan, Results, Reports, and Documents. The current page is "Assessment Unit | Course | Ad Hoc". The breadcrumb trail is "Program - Philosophy (T) Cycle A Unit > Reports > Institution".

The main content area is titled "Assessment Plan". It includes the following options:

- Format: PDF (suggested for Print)
- Title: Assessment Plan
- Status: Currently Assessing
- Outcome Types and Periods: Learning 9/1/2006 - 8/31/2008, Learning 9/1/2008 - 8/31/2010
- Hide Inactive Assessment Methods:
- Assessment Method Categories: Capstone Assignment/Project, Comprehensive Examination, Embedded Course Assessment, Employer Survey/Employment, Final Examination in Course, Final Examination in Course A, Focus Group Instructional, Internship
- Include Courses:
- Include Tasks:
- Include Institution Goals:
- Include Summary Report Unit Goals:
- Include Assessment Unit Goals:
- Hide Inactive Goals:
- Include Course Outcomes:

Buttons at the bottom: Return to Reports List, Execute Report.

Callouts:

1. Choose “PDF (suggested for printing)” or “HTML (suggested for viewing)”
2. Edit the Title if you desire
3. Check “Include Goals” to ensure each of your Outcomes is linked to a University Goal
4. Click on “Execute Report”

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



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 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 hisotrical 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 mroe 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 mroe 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 mroe 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.

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.

3. Clicking on “edit” will allow you to edit your Outcome or Means of Assessment.

You may also choose to “copy” an Outcome or Means of Assessment.

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

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.

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.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes Means of Assessment Related Goals

Program - Philosophy (T) Cycle A Unit > Assessment Plan > Means of Assessment

Outcome Name: Knowledge of Philosophy

Outcome: Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.

Date Added	Assessment Method Category	Assessment Method	Criterion	Active?
2/15/2008	Embedded Course Assessment	All of our students will complete an 80-question multiple-choice test. The test will assess...	The criteria for success are that (A) a majority (more than 50%) of our graduating majors will...	Y edit copy delete

Copyright © 1998-2008 Nuventive. All Rights Reserved. About Nuventive | Contact Us

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

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes Means of Assessment Related Goals

Program - Philosophy (T) Cycle A Unit > Assessment Plan > Means of Assessment > Edit Assessment Method

Outcome Name: Knowledge of Philosophy

Outcome: Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.

Assessment Method Category: Capstone Assignment/Project

Assessment Method: A three-person faculty panel will evaluate a suitable, representative, and discipline-related paper from each graduating major by means of a rubric for factual accuracy and breadth of general knowledge in the discipline. Numeric ratings on a scale of 1 (incompetent) to 10 (excellent) will be given for each paper.

Criterion: The papers of a majority (more than 50%) of graduating majors will receive an average score of at least 70% on this assessment rubric. No more than 40% of students will score lower than 6 on any one dimension of the rubric.

Schedule: This paper will be assigned in the Spring 2008 and Spring 2009.

Active:

Save Changes Discard Changes Relate Document Return Assign

Copyright © 1998-2008 Nuventive. All Rights Reserved. About Nuventive | Contact Us

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.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

Document Repository | Related Documents

Program - Philosophy (T) Cycle A Unit > Documents > Document Repository

Show Folders For: Program - Philosophy (T) Cycle A Unit

Assessment Tools rename folder | share folder | delete folder

Type	Document Name	Description	Last Modified	
	AP Human Geography.doc	This is my tool	8/12/2008	view edit delete
	Margie's doc.ppt	describe	9/9/2008	view edit delete

Assessment Tools (2)
Margie's Folder (0)
Rubrics (3)

Add New Folder Add New Document

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

1. Click "Documents"

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

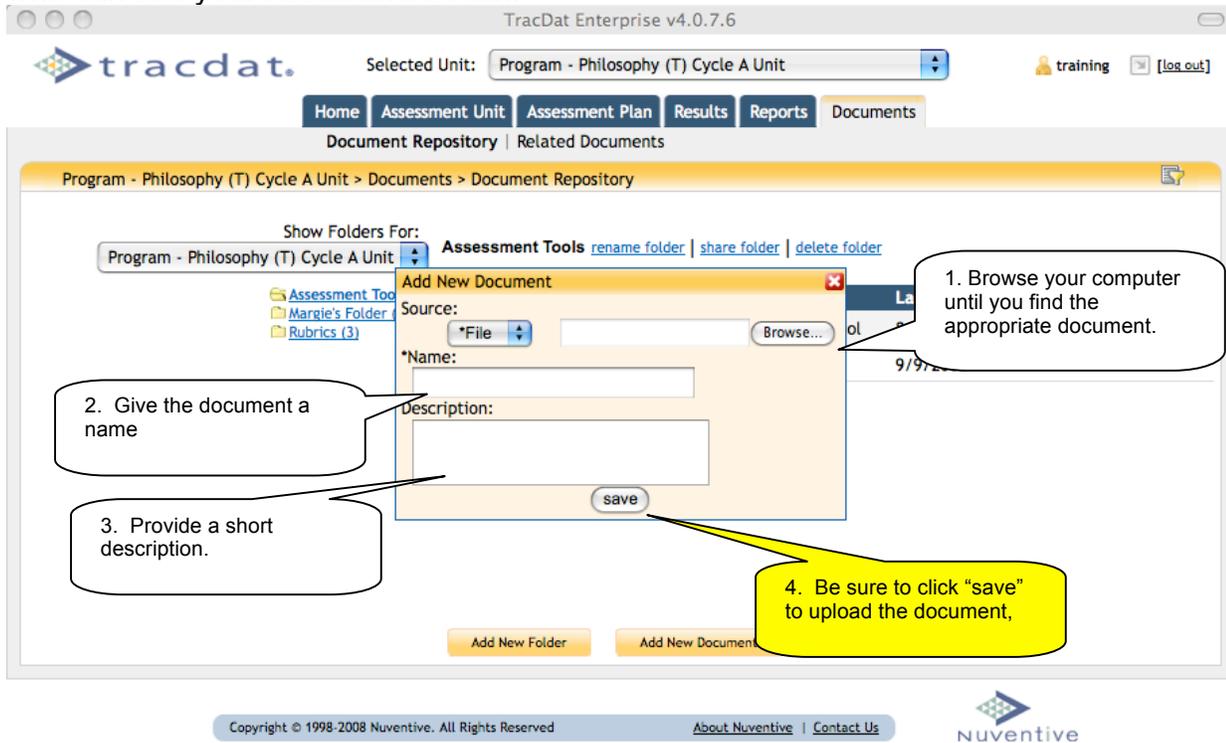
2. You may choose to "Add New Folder" to organize your documents., and give it a folder name.

4. Next choose "Add New Document"

Then next steps are:

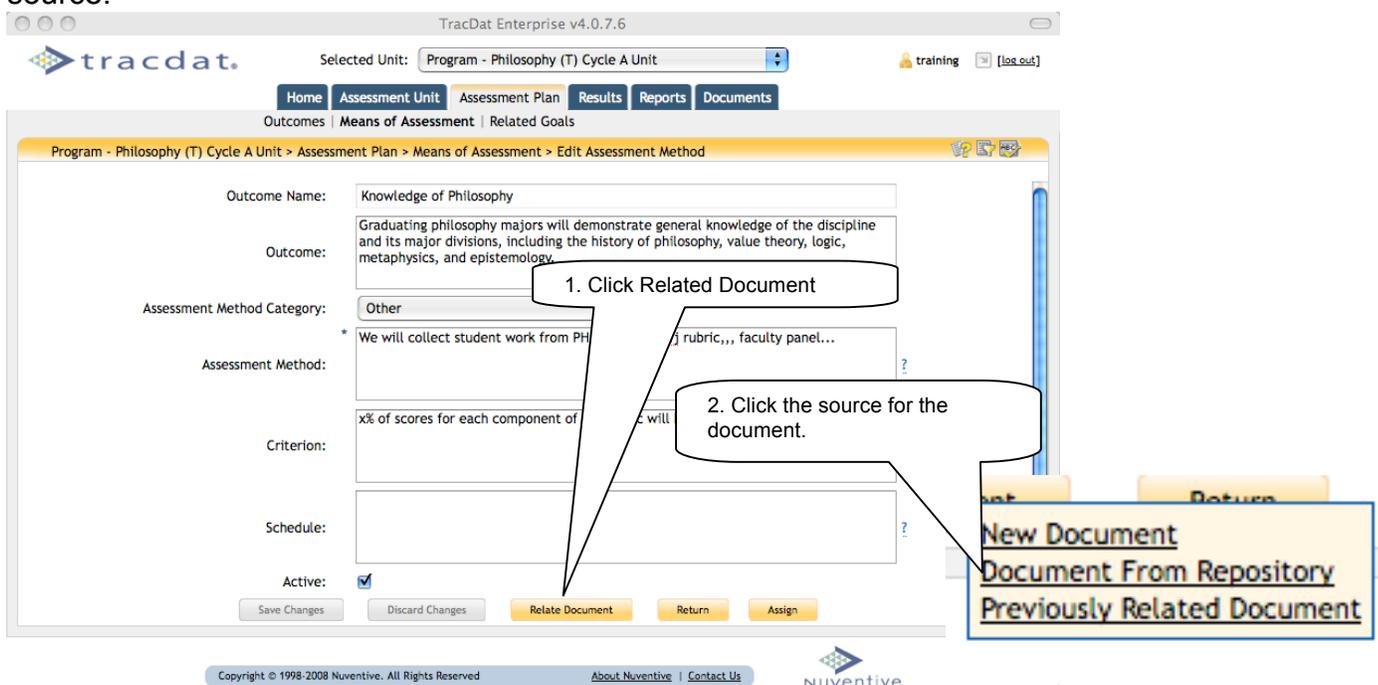
- Browse your computer to select the appropriate file
- Give it a name and description
- Then click **“save”** to upload the document.

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



Relating Documents to Assessment Plans

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



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: Program - Philosophy (T) Cycle A Unit

training [log_out]

Home Assessment Unit Assessment Plan Results Reports Documents

Outcomes | Means of Assessment | Related Goals

Program - Philosophy (T) Cycle A Unit > Assessment Plan > Means of Assessment > Edit Assessment Method

Select Document From Repository

Show Folders For: Program - Philosophy (T) Cycle A Unit

Assessment Tools

Type	Document Name	Description	
Document	AP Human Geography.doc	This is my tool	relate
Document	Margie's doc.ppt	describe	relate

1. Select the folder where the document is stored

2. Click "relate"

Save Changes Discard Changes Relate Document Return Assign

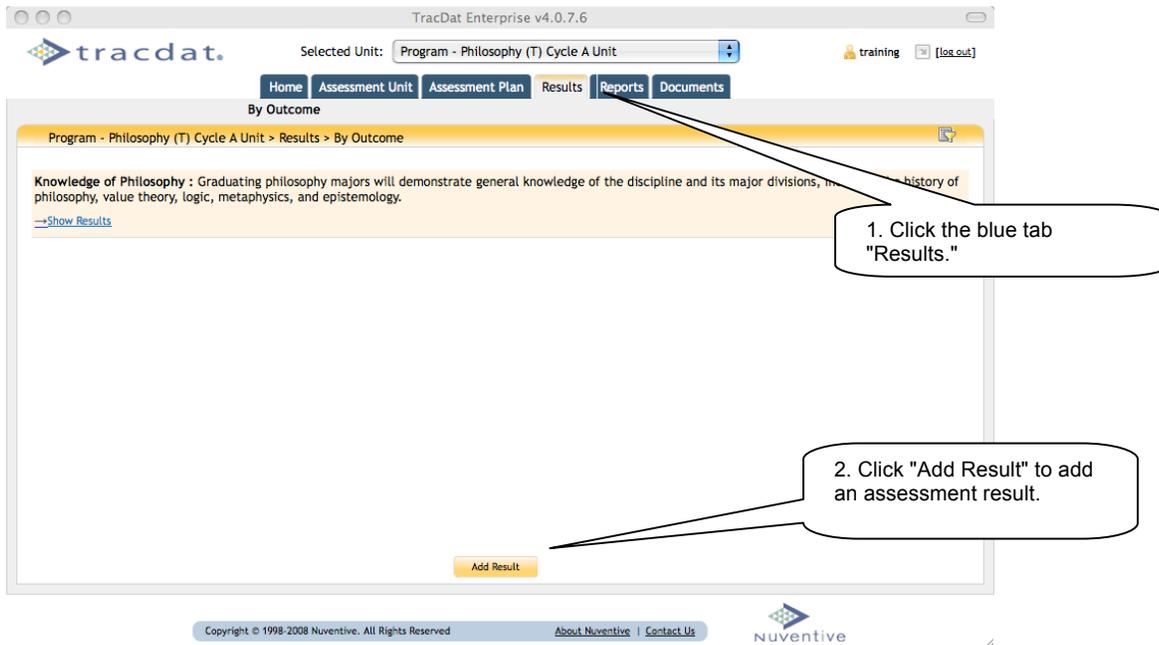
Enter Assessment Reports

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 Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

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

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > By Outcome

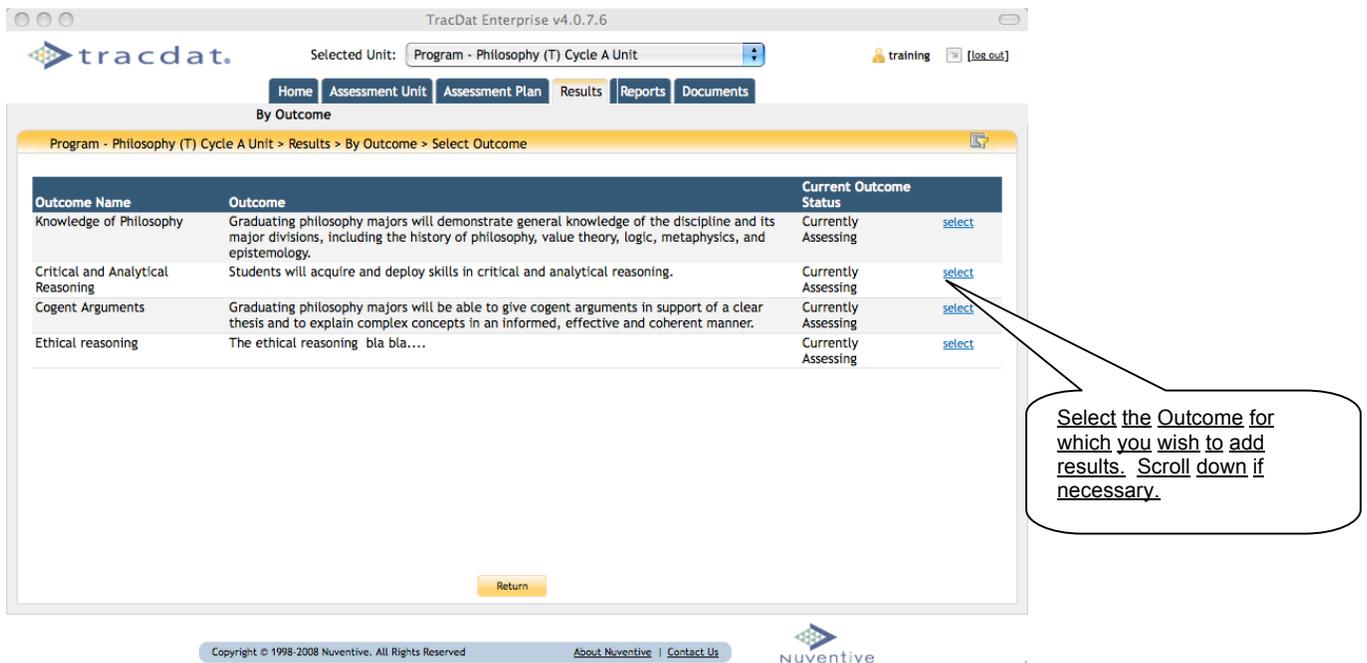
Knowledge of Philosophy : Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.

[Show Results](#)

Add Result

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive Contact Us nuventive

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



TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

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

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > By Outcome > Select Outcome

Outcome Name	Outcome	Current Outcome Status
Knowledge of Philosophy	Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.	Currently Assessing select
Critical and Analytical Reasoning	Students will acquire and deploy skills in critical and analytical reasoning.	Currently Assessing select
Cogent Arguments	Graduating philosophy majors will be able to give cogent arguments in support of a clear thesis and to explain complex concepts in an informed, effective and coherent manner.	Currently Assessing select
Ethical reasoning	The ethical reasoning bla bla....	Currently Assessing select

Return

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive Contact Us nuventive

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 Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > By Outcome > Select Outcome

Outcome Name	Outcome	Current Outcome Status
Knowledge of Philosophy	Gradu...	Currently Assessing select
Critical and Analytical Reasoning	episte...	Currently Assessing select
Cogent Arguments	Stude...	Currently Assessing select
Ethical reasoning	Gradu...	Currently Assessing select

Select Assessment Method/Task

Select: Assessment Method

Assessment Method Category	Assessment Method	
Standardized Test	Graduating majors will take the Cornell Critical Thinking Test, a nationally recognized standardized test of logic and critical thinking skills.	select
Embedded Course Assessment	Videotaped presentations of student papers will be evaluated by a faculty panel by means of a rubric for assessment erotetic pragmatics (the ability to raise effective critical points in a discursive context). In	select

Return



Results =
Specific data
linked to the
criterion for
success

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.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Result

Outcome: Critical and Analytical Reasoning : Students will acquire and deploy skills in critical and analytical reasoning.

Assessment Method
Embedded Course Assessment - Videotaped presentations of student papers will be evaluated using a rubric for assessment erotetic pragmatics (the ability to raise effective critical questions). In the evaluation, panel members will review those portions of the videotape in which the student asks questions about the paper presentations of their fellow students. The student's performance (excellent) will be given for each paper for each of the following dimensions: (a) the student's understanding of the speaker's thesis and/or argument; (b) the student's questions were relevant; (c) the respondent's questions were clearly formulated; (d) the respondent's question effectively raised an interpretive issue, a conceptual confusion, a logical flaw, an undermining consideration, or a need for further explanation or argument.

Criterion
The presentations in the Senior Seminar in the Spring of 2008 and 2009 will be videotaped and analyzed. At least 80% of student scores from the faculty panel will be 4 or 5 for each component of the rubric.

Result: [Text Box]

Result Date: * 2/9/2009

Result Type: * Criteria Met/Not Met

Result Status: * Improvement Actions Completely Implemented

Result Status Update Date: 2/9/2009

notes: [Text Box]

Save Changes Discard Changes [Buttons]

Copyright © 1998-2008 Nuventive All Rights Reserved About Nuventive Contact Us

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.

The Notes block is used for the program's own internal information.

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 Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Result

Critical and Analytical Reasoning : Students will acquire and deploy skills in critical and analytical reasoning.

Assessment Method
Embedded Course Assessment - Videotaped presentations of student papers will be evaluated by a faculty panel by means of a rubric for assessment erotetic pragmatics (the ability to raise effective critical points in a discursive context). In this evaluation, panel members will review those portions of the videotape in which graduating majors are required to respond to and ask questions about the paper presentations of their fellow students. Numeric ratings on a 1 (incompetent) to 5 (excellent) will be given for each paper for each of the following dimensions: (a) the responder demonstrates an accurate understanding of the speaker's thesis and/or argument; (b) the respondent's questions were relevant; (c) the respondent's questions were clearly formulated; (d) the respondent's contribution effectively raised an interpretive issue, a conceptual confusion, a logical flaw, an undermining consideration, or a need for further explanation or argument.

Criterion
The presentations in the Senior Seminar in the spring of 2008 and 2009 will be videotaped and analyzed. At least 80% of student scores from the faculty panel will be 4 or 5 for each component of the rubric.

Result:
* Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met
* Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - not met
* Clearly Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.

Result Date: * 2/9/2009 Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented Result Status Update Date: 2/9/2009

notes:

Use of Results Related Documents

Use of Result	Follow-Up
No Use of Res	

Save Changes Discard Changes Return Change Outcome Delete Result

add Use of Result

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

Criterion not
met – Use data
to make specific
program
improvements

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 Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

training [log out]

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Use of Result

Critical and Analytical Reasoning : Students will acquire and deploy skills in critical and analytical reasoning.

Assessment Method
Videotaped presentations of student papers will be evaluated by a faculty panel by means of a rubric for assessment erotic pragmatics (the ability to raise effective critical points in a discursive context). In this evaluation, panel members will review those portions of the videotape in which graduating majors are required to respond to and ask questions about the paper presentations of their fellow students. Numeric ratings on a 1 (incompetent) to 5 (excellent) will be given for each paper for each of the following dimensions: (a) the responder demonstrates an accurate understanding of the speaker's thesis and/or argument; (b) the respondent's questions were relevant; (c) the respondent's questions were clearly formulated; (d) the respondent's contribution effectively raised an interpretive issue, a conceptual confusion, a logical flaw, an undermining consideration, or a need for further explanation or argument.

Outcome:

Criterion
The presentations in the Senior Seminar in the spring of 2008 and 2009 from the faculty panel will be 4 or 5 for each component of the rubric.

Result:
Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met.
Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - met.
Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.

Use of Result:
* The undergraduate curriculum family discussed the results of the assessment and decided to revise the course context of PHIL 3XX to provide additional instruction and practice asking relevant questions. This change was implemented beginning summer semester 2008.

Date: * 2/9/2009

Save Changes Discard Changes Assign Return Delete Use of Result

Copyright © 1998-2008 Nuventive, Inc. All Rights Reserved About Nuventive | Contact Us

nuventive

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.”

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Result

Critical and Analytical Reasoning : Students will acquire and deploy skills in critical and analytical reasoning.

Outcome: Embedded Course Assessment - Videotaped presentations of student papers will be evaluated by a faculty panel by means of a rubric for assessment erotetic pragmatics (the ability to raise effective critical points in a discursive context). In this evaluation, panel members will review those portions of the videotape in which graduating majors are required to respond to and ask questions about the paper presentations of their fellow students. Numeric ratings on a 1 (incompetent) to 5 (excellent) will be given for each paper for each of the following dimensions: (a) the responder demonstrates an accurate understanding of the speaker's thesis and/or argument; (b) the respondent's questions were relevant; (c) the respondent's questions were clearly formulated; (d) the respondent's contribution effectively raised an interpretive issue, a conceptual confusion, a logical flaw, an undermining consideration, or a need for further explanation or argument.

Criterion: The presentations in the Senior Seminar in the spring of 2008 and 2009 will be videotaped and analyzed. At least 80% of student scores from the faculty panel will be 4 or 5 for each component of the rubric.

Result: Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met
Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - not met
Clearly Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.

Result Date: * 2/9/2009 Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented Result Status Update Date: 2/9/2009

notes:

Use of Results Related Documents add Use of Result

Use of Result Date Use of Result Follow-Up edit add Follow-Up

Discard Changes Return Change Outcome Delete Result

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 Enterprise v4.0.7.6 interface. The 'Reports' tab is selected in the top navigation bar. Below the navigation bar, there are tabs for 'Assessment Unit', 'Course', and 'Ad Hoc'. The main content area displays a list of reports under the heading 'Program - Philosophy (T) Cycle A Unit > Reports > Assessment Unit'. The reports listed are:

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 plans in 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

Callout boxes provide instructions:

- 1. To generate a copy of your assessment report, click "Reports" in the set of blue tabs.
- 2. Select the "run" by "Assessment Impact by Unit Objectives."
- or Select the "run" by "Unit Assessment Report - Four Column."

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. The 'Format' dropdown is set to 'PDF (suggested for Print)'. The 'Status' dropdown is set to 'Currently Assessing'. The 'Outcome Types and Periods' section shows 'Learning 9/1/2006 - 8/31/2008' and 'Learning 9/1/2008 - 8/31/2010'. The 'Assessment Method Categories' list includes 'Capstone Assignment/Project', 'Comprehensive Examination', 'Embedded Course Assessment', 'Employer Survey/Employment', 'Final Examination in Course', 'Final Examination in Course A', 'Focus Group Instructional', and 'Internship'. The 'Result Date' is set to 'BETWEEN: [] AND: []'. The 'Result Types' are 'Criteria Met' and 'Criteria Not Met'. The 'Result Status' options are 'Improvement Actions Completely Implemented', 'Improvement Actions Partially Implemented', 'No Action Required', and 'Pending Follow-Up'. The 'Show Outcome Details' checkbox is checked. The 'Execute Report' button is highlighted.

Callout boxes 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 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 program has a complete history of its assessment work.

Example of Assessment Impact by Unit Objectives Report

Assessment Impact by Unit Objectives
 University of Mississippi
 Program - Philosophy (T) Cycle A Unit

Program - Philosophy (T) Cycle A Unit

Program Description: Our department offers a major in philosophy which culminates in a B.A. degree. Philosophy is an excellent choice for those who wish to pursue a double major. A few examples of the majors that our students have combined with their philosophy major are: English, psychology, history, classics, modern languages, political science, premedical studies, and mathematics. We also offer a minor in either philosophy or religion to supplement work in other areas.

Faculty Involvement: Faculty are involved in each step of the assessment process. They determine student learning outcomes, decide what student artifacts will be collected and how the artifacts will be analyzed. Faculty collect and analyze the data and use the data to implement improvements in the program.

Outcome: Knowledge of Philosophy
 Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.

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

Assessment Method	Means of Assessment	Schedule	Active
All of our graduating majors will complete an 80-question objective multiple-choice test prepared by the entire faculty. The test will assess general knowledge in four sub-divisions of the discipline: (i) the nature and history of philosophy; (ii) ethics and value theory; (iii) logic and philosophy of science; and (iv) metaphysics, epistemology, and philosophy of language. For each sub-division, 20 questions will be asked.	The criteria for success are that (A) a majority (more than 50%) of our graduating majors will answer correctly 70% of the questions in at least three of the four subject areas of the test, (B) a majority of our graduating majors will score 70% or higher overall on the test. Our criteria focus on the top three scores rather than all four areas as in previous versions. This is because everyone is exposed to all the areas, but their areas of strength will differ, depending on which philosophy electives they took and which courses were offered in recent years.	The test will be administered to the program's graduating majors in May of 2008 and May of 2009.	Yes
Assessment Method Category: Embedded Course Assessment Related Documents: Critical Thinking Rubric Harner's doc.aspx			
A three-person faculty panel will evaluate a suitable, representative, and discipline-related paper from each graduating major by means of a rubric for factual accuracy and breadth of general knowledge in the discipline. Numeric ratings on a scale of 1 (incomplete) to 10 (excellent) will be given for each paper for each of the following dimensions: (a) the paper discusses the relevant philosophers, positions, or arguments that are central to the topic; (b) the thinkers discussed are accurately portrayed; (c) the philosophical arguments of other authors are accurately articulated or fairly paraphrased; (d) the student is aware of possible objections to the paper's thesis and arguments; and (e) the student makes effective and correct use of specialized philosophical	The papers of a majority (more than 50%) of graduating majors will receive an average score of at least 70% on this assessment rubric. No more than 40% of students will score lower than 6 on any one dimension of the rubric.	This paper will be assigned in the Spring 2008 and Spring 2009 Senior Seminar.	Yes

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
 Program - Philosophy (T) Cycle A Unit

Program Description: Our department offers a major in philosophy which culminates in a B.A. degree. Philosophy is also an excellent choice for those who wish to pursue a double major. A few examples of the majors that our students have combined with their philosophy major are: English, psychology, history, classics, modern languages, political science, premedical studies, and mathematics. We also offer a minor in either philosophy or religion to supplement work in other areas.

Faculty Involvement: Faculty are involved in each step of the assessment process. They determine student learning outcomes, decide what student artifacts will be collected and how the artifacts will be analyzed. Faculty collect and analyze the data and use the data to implement improvements in the program.

Outcomes	Means of Assessment & Criteria / Tasks	Results	Use of Results
Program - Philosophy (T) Cycle A Unit - Knowledge of Philosophy - Graduating philosophy majors will demonstrate general knowledge of the discipline and its major divisions, including the history of philosophy, value theory, logic, metaphysics, and epistemology.	Assessment Method: All of our graduating majors will complete an 80-question objective multiple-choice test prepared by the entire faculty. The test will assess general knowledge in four sub-divisions of the discipline: (i) the nature and history of philosophy; (ii) ethics and value theory; (iii) logic and philosophy of science; and (iv) metaphysics, epistemology, and philosophy of language. For each sub-division, 20 questions will be asked.	09/10/2008 - Margies Junk.....fajjsdd 3284 4822:dd / Result Type: Criteria Not Met Result Status: Pending Follow-Up	09/10/2008 - fjsd...sdksfjsd
Outcome Types and Periods: Learning 9/1/2006 - 8/31/2008 Start Date: 09/01/2006 Current Outcome Status: Currently Assessing	Assessment Method Category: Embedded Course Assessment Criterion: The criteria for success are that (A) a majority (more than 50%) of our graduating majors will answer correctly 70% of the questions in at least three of the four subject areas of the test, (B) a majority of our graduating majors will score 70% or higher overall on the test. Our criteria focus on the top three scores rather than all four areas as in previous versions. This is because everyone is exposed to all the areas, but their areas of strength will differ, depending on which philosophy electives they took and which courses were offered in recent years.	09/09/2008 - This data is for the FIRST assessment method. ldsd;fkds;fkd ffsdk;sd Result Type: Criteria Not Met Result Status: Improvement Actions Completely Implemented	09/09/2008 - Margi made changes;....sdfsdfsd
		09/09/2008 - For this assessment 48 students took the test.... Result Type: Criteria Met Result Status: Improvement Actions Partially Implemented	09/09/2008 - A new project has been added to Phil 314.....

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: Program - Philosophy (T) Cycle A Unit

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

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > By Outcome

Knowledge of Philosophy : Graduating philosophy students will demonstrate an understanding of the discipline and its major divisions, including the history of philosophy, value, and the role of philosophy in society.

→ Show Results

Critical and Analytical Reasoning : Students will acquire and deploy skills in critical and analytical reasoning.

Hide Results

Date	Result	Use of Results	Related Documents	Result Status
2/9/2009	Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - not met Clearly Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.	1	0	Improvement Actions Completely Implemented

Add Result

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us

Edit the portions of the results you would like.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

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

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Result

Result: * Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met
Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - not met
Clearly Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.

Result Date: * 2/9/2009

Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented

Update Date:

Use of Results

Use of Result Date Use of Result Follow-Up

2/9/2009 The undergraduate curriculum family discussed the results of the assessment and decided to revise the course context of PHIL 3XX to provide additional instruction and practice asking relevant questions. This change was implemented beginning

Save Changes Discard Changes Return Change Outcome Delete Result

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us

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.

Copyright © 1998-2008 Nuventive. All Rights Reserved. About Nuventive | Contact Us

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.

Copyright © 1998-2008 Nuventive. All Rights Reserved. About Nuventive | Contact Us

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

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.

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Result

Result:

- * Accurate Understanding of Thesis - 41 of the 50 (82%) students scored a 4 or 5 - met
- * Relevant Questions - 35 of the 50 (70%) students scored a 4 or 5 - not met
- * Clearly Formulated - 44 of the 50 (88%) students scored a 4 or 5 - met.

Result Date: * 2/9/2009 Result Type: * Criteria Not Met

Result Status: * Improvement Actions Completely Implemented Result Status Update Date: 2/9/2009

notes:

Use of Results Related Documents

add Use of Result

Use of Result Date	Use of Result	Follow-Up
2/9/2009	The undergraduate curriculum family discussed the results of the assessment and decided to revise the course context of PHIL 3XX to provide additional instruction and practice asking relevant questions. This change was implemented beginning	0 edit add Follow-Up

Save Changes Discard Changes Return Change Outcome Delete Result

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

Click “add Follow-Up”.

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

TracDat Enterprise v4.0.7.6

Selected Unit: Program - Philosophy (T) Cycle A Unit

Home Assessment Unit Assessment Plan Results Reports Documents

By Outcome

Program - Philosophy (T) Cycle A Unit > Results > Edit Follow-Up

Assessment Method

Outcome: Videotaped presentations of student papers will be evaluated by a faculty panel by means of a rubric for assessment erotetic pragmatics (the ability to raise effective critical points in a discursive context). In this evaluation, panel members will review those portions of the videotape in which graduating majors are required to respond to and ask questions about the paper presentations of their fellow students. Numeric ratings on a 1 (incompetent) to 5 (excellent) will be given for each paper for each of the following dimensions: (a) the responder demonstrates an accurate understanding of the speaker's thesis and/or argument; (b) the responder's questions were relevant; (c) the responder's questions were clearly formulated; (d) the responder's contribution effectively raised an interpretive issue, a conceptual confusion, a logical flaw, an undermining consideration, or a need for further explanation or argument.

Criterion

The presentations in the Senior Seminar in the spring of 2008 and 2009 will be videotaped and analyzed. At least 80% of student scores from the faculty panel will be 4 or 5 for each component of the rubric.

Result:

Use of Result: The undergraduate curriculum family discussed the results of the assessment and decided to revise the course context of PHIL 3XX to provide additional instruction and practice asking relevant questions. This change was implemented beginning

Follow-Up:

Date: * 2/9/2009

Save Changes Discard Changes Return Delete Follow-Up

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

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.

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”.

Type	Document Name	Description	
	AP Human Geography.doc	This is my tool	relate
	Margie's doc.ppt	describe	relate

1. Select the folder where the document is stored

2. Click "relate"

Access “Help” or Description of Function Box

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

The screenshot displays the TracDat Enterprise v4.0.7.6 web application interface. The top navigation bar includes the TracDat logo, a dropdown menu for the selected unit (Program - Philosophy (T) Cycle A Unit), and a user profile for 'training' with a [log out] link. Below this is a secondary navigation bar with buttons for Home, Assessment Unit, Assessment Plan, Results, Reports, and Documents. The main content area is titled 'Program - Philosophy (T) Cycle A Unit > Assessment Unit > General' and contains three text input fields: 'Assessment Unit Name', 'Program Description', and 'Faculty Involvement'. The 'Faculty Involvement' field is highlighted with a callout bubble that reads: 'Click the “?” on the side of a box for additional assistance or description.' The bubble points to a question mark icon on the right side of the text area. At the bottom of the form are 'Save Changes' and 'Discard Changes' buttons. The footer contains copyright information (© 1998-2008 Nuventive), links for 'About Nuventive' and 'Contact Us', and the Nuventive logo.

Change TracDat Password

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

TracDat Enterprise v4.0.7.6

http://130.74.162.250: Oxford City Schools Mississippi

Selected Unit: Program - Philosophy (T) Cycle A Unit training

Home Assessment Unit Assessment Plan Results Reports Documents

Summary | Calendar | Profile

Program - Philosophy (T) Cycle A Unit > Home > Profile

First Name: * Training - IR

Last Name: * Training - IR

Email: * ir@olemiss.edu

Title:

Degree:

Phone: 5026

Description:

Save Changes Discard Changes Change Password

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

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

TracDat Enterprise v4.0.7.6

http://130.74.162.250: Oxford City Schools Mississippi

Selected Unit: Program - Philosophy (T) Cycle A Unit training

Home Assessment Unit Assessment Plan Results Reports Documents

Summary | Calendar | Profile

Program - Philosophy (T) Cycle A Unit > Profile > Change Password

Current Password: *

New Password: *

Confirm Password: *

Save Changes Discard Changes Return

Copyright © 1998-2008 Nuventive. All Rights Reserved About Nuventive | Contact Us nuventive

Good Luck!

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