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TracDat is the tool selected by TTU for managing the evidence collected for our assessment. As a web-based assessment management system, TracDat is designed to help institutions manage assessment, planning, and quality improvement processes, as well as overcome common assessment obstacles. TracDat is not assessment, nor does it teach individuals how to assess; its sole purpose is to assist us in organizing and managing the process.

The purpose of this manual is to provide TTU TracDat users with the “how to” for entering their assessments into the software, and to expedite the creation of their unit’s Annual Assessment Report. It presents all the major heading tabs and their sub-tabs with explanations of their functionality and use. Further information is given on how to accomplish tasks below the sub-tab level, such as editing, copying, adding follow-up and relating documents. TracDat functions not currently in use at TTU may be added to this manual if implemented in the future.

If you have any questions or concerns regarding TracDat, please call or email Becky Fletcher at 806.742.1505 or rebecca.fletcher@ttu.edu.
Why Have I Received This Manual?

You have received this manual because you are responsible for submitting your department’s or unit’s annual academic assessment evidence for SLOs, and have completed a training session on the TracDat software platforms. You have communicated with staff from the Office of Planning and Assessment (OPA), set up your account, and are ready to do your report. This manual will walk you through the reporting process from logging in to TracDat to submitting your report. To set up a TracDat account or to troubleshoot, contact Becky Fletcher at the Office of Planning and Assessment (806.742.1505).

Why Do I Need To Submit Assessment Evidence?

Your submitted report will provide the University Administration with evidence that your department or unit is assessing student learning. Evidence reported by each unit will help the University track accomplishments across campus, and ensure that all unit activities are coherent with TTU’s goals.

What Will My Assessment Evidence Be Based On?

Your annual report will address what learning outcomes are essential for students in your department. These learning outcomes will vary based on your desired objectives for learning within each academic program or unit. You will enter quantitative or qualitative data into TracDat to show how your unit has met each of these outcomes. Every unit is different, so each unit’s report will include different kinds of data and responses. Your report will be complete as long as it addresses all the learning outcomes for your department.

Where Will My Data Go?

Data that you enter into the TracDat database is reviewed by the OPA, which monitors institutional effectiveness outcomes for the whole campus. OPA uses TracDat data as evidence for internal and external reports to the University President, Board of Regents, and Regional Accrediting Agencies.
Step 1: Open up your internet browser  
Step 2: In the address bar, type in the following URL:

http://tracdat.opa.ttu.edu/tracdat  
This will take you to the TracDat home page for Texas Tech University. For ease of future access, you may wish to bookmark this site.

Step 3: Enter your eRaider username and password. Depending on your browser, you may have to enter TTU\ before your eRaider username. It is suggested to always enter in TTU\ to avoid access issues. Select ‘Login’ when you have entered in both your eRaider and password.

NOTE: If you are unable to login or cannot remember your username or password, please contact the TracDat Administrator, Becky Fletcher, at 806.742.1505 for assistance.

AUTHORIZATION FOR NEW USER: The person requesting authorization for a new user should send an e-mail to the TracDat system administrator, rebecca.fletcher@ttu.edu. Please include:

1. Full name of new user and TTU title or function. E.g., Dept. Chair, Dean  
2. TTU eRaider username  
3. TTU email address  
4. Unit(s) for which you are requesting authorization  
5. Reason for the access requested
When you login, you will arrive at the ‘Home’ tab. This page displays an ‘Assessment Plan Summary’ within the department, division, and institution. Users will not make changes to the information on this tab.
When you click on ‘Assessment Plan’ at the top left portion of the page, you will see the sub-tabs of ‘Program Assessment Plan’ and ‘Results’. This tab is where you enter your unit’s assessment plan. The following functions can be performed in this section:

1. Under the ‘Program Assessment Plan’ tab: Add, copy, edit, and delete the unit’s SLOs, Relate Outcomes to General Education, and Strategic Plan goals.
2. Under the ‘Results’ tab: Results are given based on SLOs.
Adding SLOs:

**Step 1:** Select the green + symbol on the right side of the screen. When you hover over the + symbol, ‘Add Student Learning Outcome’ will appear on the screen.

**Step 2:** Enter the ‘Student Learning Outcome Name’.

**Step 3:** Enter the ‘Student Learning Outcome’.

Note: SLOs should indicate the specific skills, knowledge, or attitudes students should be able to demonstrate at the conclusion of a course of study. Nonacademic outcomes should state a goal or outcome the unit plans to pursue or achieve during the assessment period.

**Step 4:** Select the ‘Outcome Type’ then select a ‘Start’ and ‘End’ date. For a continuing/repeated outcome, leave the original start date.

**Step 5:** Select ‘Save’ at the right side of the page and select ‘Return’.
Copying SLOs:

This function is helpful if you want to use an Outcome from a previous year for the current year. When you ‘Copy’ you do not have to re-type the information regarding that particular Outcome.

**Step 1:** Select ‘Copy’ on the right hand side of the page.

**Step 2:** Your Outcome will appear on a new screen. Select all the items within the Outcome that you wish to copy, e.g. Assessment Methods, Related Courses, etc.

**Step 3:** Select the unit to which the Outcome will belong (normally the same unit). You will only see the units you are assigned to.

**Step 4:** Select ‘Save’ at the top right corner of the page.
Editing SLOs:

**Step 1:** Select the ‘Edit’ button on the right hand side of the page.

**Step 2:** A new page will open that allows you to make changes to the Outcome. You can change the information in any of the active fields.

**NOTE:** If you have copied an outcome from a prior year, be sure to select the Outcome Type for the new assessment year.

**Step 3:** Select ‘Save’ at the top right corner of the page, then select ‘Return’.
Adding Assessment Methods:

**Step 1:** Click the **green + symbol** to ‘Add Assessment Method’.

**Step 2:** Choose the Outcome for which you wish to enter the Assessment Method.

**Step 3:** Select the ‘Assessment Method Category’ from the drop down list.

**Step 4:** After you have selected the type of assessment method, enter a detailed description of the assessment method in the ‘Assessment Method’ field. The information in this field should describe how the assessment will be accomplished.

**Step 5:** In the ‘Criterion’ box, state what level of achievement of the outcome will be considered a success. E.g. 60% of all students will achieve a 70% or better rating on the outcome.

**Step 6:** Use the ‘Schedule’ box to set up a calendar of when you will accomplish each step in the assessment process such as collecting data, analyzing and entering your results, planning how to use the results, and following-up on the changes you have made.

**NOTE:** You are not required to use the schedule field.

**Step 7:** The ‘Active’ box should be checked.

**Step 8:** Select ‘Save’ at the top right corner of the page, then select ‘Return’.
Step 9: If you would like to add ‘Related Goals’, click on the green symbol at the right of the same column.

Note: If you add click on ‘Related Goals’, it will take you to following screen.

Step 10: Click on the box of the Student Learning Outcome(s) that align with the Goal.

Step 11: Select ‘Save’ at the top right corner of the page.

Note: Assessment Methods can also be edited and copied like Outcomes. Please refer back to ‘Copying Student Outcomes’ and ‘Editing Outcomes’ sections on pages 10 and 11 for instructions.
The ‘Results’ tab allows you to enter the data collected for ‘Outcomes’. These functions can be performed in this section:

1. Add, edit, and delete ‘Results’ for each outcome or assessment method.
2. Enter ‘Actions for Improvement’ for each Result.
3. Relate evidence from the document repository or your hard drive that supports your findings, details your plans for improvement, or supports your follow-up.
Adding a Result:

**Step 1:** Select the **green + symbol** that appears when the arrow next to an Outcome is selected. This will allow you to enter a new result for that specific SLO.

**NOTE:** The number of results that have been entered will appear next to each Outcome.

**Step 2:** After you click on ‘Add Result’, the display page below appears.

**Step 3:** Select ‘Results Date’. This should reflect the date when Results were completed, not necessarily the date it is entered or the end of the assessment cycle.

**Step 4:** Summarize the Results for the selected Outcome and Assessment Method in the ‘Result’ box. DO NOT attempt to enter charts, tables or bullets. TracDat will not be able to recognize the format. Save them in a Word, PDF, or picture file.
NOTE: Please do not enter more than 5-7 sentences in this section. Summarize your data and answer the basic question—did you meet or not meet your identified target? The detailed explanation and evidence should be added as a document in the repository and related to the Results. When relating evidence, please be sure it is clear what year the evidence is for, and that you relate the document to the Results for the correct Outcome and Assessment Methods. See pages 20-21 on how to relate a document.

**Step 5:** Select ‘Assessment Cycle’ from drop down menu.

**Step 6:** Select ‘Result Type’ from the drop down menu. Select ‘Criterion Met’ if the criterion was achieved or exceeded. Select ‘Criterion Not Met’ if the criterion was not achieved. Select ‘Inconclusive’ if the procedure or data cannot be analyzed, which would make using results impossible or if you do not know how the data should be interpreted.

**Step 7:** Select ‘Save’ at the top right of the page then ‘Return’ to enter in another result. Follow the previous steps.

NOTE: You must select a ‘Result Type’ and ‘Assessment Cycle’ for your Result to be saved.
Entering Actions for Improvement:

**Step 1:** Click on the arrow to show ‘Results’, which is directly under the Outcome that you are interested in on the ‘Results’ homepage.

**Step 2:** Next, click on green + symbol in the ‘Actions for Improvement’ on the right-hand side of the page.

**Step 3:** Choose an ‘Action Date’.

**Step 4:** Add the Action in the ‘Actions for Improvement’ window.

**Step 5:** Select ‘Save’.

**Step 6:** Select ‘Return’ and repeat steps to add an additional Action.
Adding a Follow-up:

**Step 1:** Click on the **green + symbol** at the top right of the screen in the same column as ‘Follow-Ups: Evidence of Improvement’, which is directly under the Actions for Improvement.

**Step 2:** Enter the ‘Follow-Up: Evidence of Improvement’ in the box provided.

**Step 3:** Select ‘Save’ near the top of the page.

**NOTE:** The Follow-Up is normally entered at a later date than the ‘Action for Improvement’, so it will be necessary to return to your Unit’s TracDat account at a later date.
Editing a Result:

**Step 1:** Click on the arrow next to ‘Show Results’, which is directly under the Outcome that you are interested in.

**Step 2:** Next, select ‘Edit’ on the right-hand side of the page.

**Step 3:** Change what is needed and select ‘Save’ then ‘Return’.
Deleting a Result:

**Step 1:** Click on the arrow next to ‘Show Results’, which is directly under the Outcome that you are interested in.

**Step 2:** Next, click on ‘Delete’ (the trash can icon) on the right side of the page.

**Step 3:** Select ‘OK’.
Relating a Document:

Step 1: The ‘Document Repository’ is located under the ‘Documents’ tab. When you click on ‘Document Repository’, your program account will appear. By clicking on the arrow to the left of the program, folders and documents that have been added will appear. When you scroll over the account, a drop down will appear, that will provide an option to ‘Add Folder’.

Step 2: Folders will help keep documents organized. Add Folder by name. Select Save.

Step 3: Click the green symbol on the right side of the ‘Document Repository’ column to upload a new document.

Step 4: Click on browse for files. Choose a document that you like to add. ‘Places documents into’ section has a drop down that allows you to choose what folder to place chosen document into.

Step 5: Select ‘Save’, then ‘Return’. The document is now saved in the ‘Document Repository’.
Step 6: ‘Relating’ a document can occur in the ‘Assessment Methods’ for SLO’s in the ‘Program Assessment Plan’ and in the ‘Results’ for SLO’s.

Step 7: A document can be ‘Related’ by clicking on the document and dragging it over to the ‘Related Documents’. ‘Related Documents’ box will turn green when a document has been related. Click complete and the document will then be considered ‘Related’.

Note: In order to ‘Relate a Document’, it has to be uploaded into the ‘Document Repository’. See pages 23-24 for further information.
Step 1: Select ‘Standard Report’ on the right side of the page and click on ‘Assessment: Account Information Four Column’.

Step 2: Select ‘Open Report’ at the top right corner of the page to view the report. The report will open in a new screen. Click on ‘Open Report’.

Step 3: Once opened, you can print the report or save it to your computer as a PDF file.
The ‘Documents’ Tab provides an electronic filing cabinet in which all documents uploaded to TracDat are stored. Use this Tab to add or view documents.

**NOTE:** Documents uploaded to folders in the Document Repository are listed in their respective folders under the ‘Document Repository’ sub-tab. Previously related documents are listed under the ‘Related Documents’ sub-tab.

**Step 1:** Under the ‘Document Repository’ sub-tab, scroll over ‘Degree Program’. A drop down symbol will appear to the right of the Degree Program name. Click on drop down symbol and enter the name of your Folder.

**Step 2:** Select ‘Save’. You should now see the new folder listed in the ‘Document Repository’.

**Step 3:** To ‘Upload a New Document’, click the green + symbol at the top right side of the page.
Step 4: Select from the drop down ‘Places documents into’.
Step 5: Click on the ‘Files’ box to browse for files to upload.
Step 6: Add a description of the document in the ‘Description’ box.
Step 7: Select ‘Save’.

Step 8: User has options to ‘Rename, Share, Add Folder, or Delete’ from the ‘Document Repository’. Hover over a folder and a drop down symbol will appear with the aforementioned options.

Step 9: User also has options to ‘View, Download, Edit, or Delete’ a document that is located in the ‘Document Repository’. Hover over a document and a drop down symbol will appear with the aforementioned options.
If you have questions or concerns regarding TracDat, please contact Becky Fletcher by phone: 806.742.1505 or by email: rebecca.fletcher@ttu.edu.