



Department of History Student Learning Outcomes

Tracdat Template Instructions

Welcome!

This tutorial is meant to introduce you to data entry in Tracdat. You will have the opportunity to practice inputting information in required fields (red color) after an explanation is given of the Tracdat screens. Be sure to save this form to your computer. Next, complete the fields. Finally, transfer the data to Tracdat. Please contact me if you have any questions about Tracdat or this template at jsuarez@elcamino.edu.

How to Log into Tracdat select the following link [Tracdat Login](#) Use your ECC or Compton log-in and password.

Assessment Reports are due the 3rd week of the following semester.

INTRODUCTORY SCREEN

This is the first screen you will see in Tracdat after you log in. Select the **Course Level Plan** tab located on the upper part of the screen. You do not need to change any fields on this screen.

COURSE LEVEL PLAN SCREEN

After clicking on the **Course Level Plan** tab, this screen below will appear. The **Course** field is the only change you need to make on this screen. It is a drop down menu where you will select the course you are assessing. Make the change to the Course field below by selecting the course you are assessing this semester. After selecting the course you are assessing you will next click on the **Add New Assessment Method Description** located at the bottom of the screen. This will take you to the next screen.

Course:

ASSESSMENT METHODS SCREEN

In the **Assessment Methods** screen you will need to make changes or add text only to the following fields: **Assessment Method**, **Assessment Method Description** and **Standard and Target for Success**. Once you have saved your data, a tab labeled **Related Documents** will appear at the bottom of the page. Select this tab if you wish to upload your actual assessment tool, rubric or any other relevant material here. When finished, select the **Results** tab located on the top of Tracdat.

Be sure to always save your changes.

Assessment Method:

Assessment Method Description:

Standard and Target for Success:

ASSESSMENT AND DATA ANALYSIS SCREEN

The **Results** tab will take you to the **Assessment and Data Analysis** screen. You will need to make changes or add text only to the following fields: **Assessment Data and Analysis**, **Assessment Date and Analysis Date**, **Standards Met?**, **Semester and Year Assessment Conducted**, **Faculty Assessment Leader** and **Faculty Contributing to Assessment**. Once you have saved your data, you can select the **Related Documents** which appears the bottom of the page if you wish to upload your actual assessment data, graphs or any other relevant materials. Once finished, you click on the link labeled **add Action** located on the lower right of the screen.

Be sure to always save your changes.

Assessment Data & Analysis:

Assessment Date and Analysis Date:

Semester and Year Assessment Conducted:

Standard Met?

Faculty Assessment Leader:

Faculty Contributing to Assessment:

ACTION PLAN SCREEN

In the [Action Plan](#) screen you will need to make changes or add text only to the following fields: **Action**, **Action Due Date** and **Action Category**. Select the link [add Follow-up](#) when you are ready to enter your the analysis of your action plan.

Be sure to always save your changes.

Action:

Action Due Date:

Action Category: