# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Area Outcome Flow Chart</td>
<td>2</td>
</tr>
<tr>
<td>Tracdat Login Screen</td>
<td>4</td>
</tr>
<tr>
<td>Home</td>
<td>5</td>
</tr>
<tr>
<td>Service Area/General</td>
<td>6</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Service Area Outcomes</td>
<td>7</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Service Area Outcomes (add)</td>
<td>8</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Means of Assessment</td>
<td>9</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Means of Assessment (Add)</td>
<td>10</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Tasks</td>
<td>11</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Tasks (Add)</td>
<td>12</td>
</tr>
<tr>
<td>Service Area Outcomes and Assessment/Related Objectives/Goals</td>
<td>13</td>
</tr>
<tr>
<td>Assessment Findings</td>
<td>14</td>
</tr>
<tr>
<td>Assessment Findings/Select Service Area Outcome</td>
<td>15</td>
</tr>
<tr>
<td>Assessment Findings/Select Service Area Outcome (Popup)</td>
<td>16</td>
</tr>
<tr>
<td>Assessment Findings/Edit Assessment Finding (Add)</td>
<td>17</td>
</tr>
<tr>
<td>Reports</td>
<td>18</td>
</tr>
<tr>
<td>Documents/Document Repository</td>
<td>19</td>
</tr>
<tr>
<td>Documents/Document Repository (Add)</td>
<td>20</td>
</tr>
<tr>
<td>Roles User</td>
<td>21</td>
</tr>
</tbody>
</table>
Service Area Outcome flowchart

- Page 7 - 8: Create SAO
- Page 9 - 10: Assessment Plan
- Page 11 - 12: Task
- Page 13: Related Objectives/Goals
- Page 15: Enter Assessment Findings
To log into the system:

- Navigate to http://cos.tracdat.com
- Enter your network id into the “Username” field
- Enter your network password into the “Password” field

*(Typically, this is your User ID / Password the same that you use to login to your COS email)*
Home Screen

You will notice that there are TABS across the top of the screen (Home, Service Area, Service Area Outcomes and Assessment, Assessment Findings, Reports, and Documents). For the following pages, make sure first you are on the correct tab before trying to complete the activities. Under each of the TABS, there are SUBTABs.

- On the HOME TAB, in the “Selected Unit” field at the top of the page, use the down arrow (or pull down menu) to locate the unit on which you are working. \textit{(Please note: a “Unit” shows for a Service Area Outcome (SAO). If you are working on a Student Learning Outcome (SLO), you will see “Program” and Discipline)}

- On the HOME TAB, there are three subtabs:
  - \textit{SUMMARY} (pictured above) - The “Home” tab which displays an overview of the service area including any assignments that are due
  - \textit{CALENDAR} – Displays a calendar version
  - \textit{PROFILE} – Displays the user information; and where user can edit personal information
Service Area/General

In this section, you are going to identify the SERVICE AREA of your department.

- On the SERVICE AREA tab, there are two sub tabs:
  - GENERAL (pictured above) - Allows editing of the Service Area Name as well as the Purpose Statement for the Unit.
  - PERSONNEL – Displays the people that have access to this SERVICE AREA. On this screen, you may add or delete access for the selected unit.

- When you start to type, the “Save Changes” button will change from grey to yellow. This means to have unsaved work. When the button is pressed it returns to grey signifying your changes have been saved. (Remember to save your work)

- The system also has a spell check feature. By selecting the icon, the information in the text boxes will be checked for spelling errors. (Remember that this work gets uploaded to the website for the public.)
Service Area Outcomes and Assessment/Service Area Outcomes

In this section, you are going to identify the SERVICE AREA OUTCOMES AND ASSESSMENTS. In other words, what are you going to measure and how are you going to measure it.

- On the SERVICE AREA OUTCOMES AND ASSESSMENT tab, there are five sub tabs:
  - **SERVICE AREA OUTCOMES** - shows the existing service area outcomes and allows for editing any of the existing outcomes, as well as adding a new service area outcome. (Page 8)
  - **MEANS OF ASSESSMENT** – How are you going to assess your Service Area Outcome? (Page 9)
  - **RELATED ACTIVITIES** – Lists any related activities related to your assessment.
  - **TASKS** – You can break your assessment into individual tasks under this sub tab. (Page 11)
  - **RELATED OBJECTIVES/GOALS** – Each Service Area Outcome should be tracked back to a District Goal (Master Plan) and a District Objective (Strategic Plan).
- To add a new service area outcome press the button labeled “Add New Service Area Outcome”
Service Area Outcomes and Assessment/Service Area Outcomes (add)
After you have selected the appropriate Unit and Service Area, you will want to add an assessment and outcome.

- **TAB: SERVICE AREA OUTCOME AND ASSESSMENT/ SUB TAB: SERVICE AREA OUTCOME**
  - When adding a new Service Area Outcome several fields must be filled out
    - **Service Area Outcome Name** – enter a short, descriptive title for the SAO on which you are working.
    - **Service Area Outcome** – Enter details about the outcome that will allow another user to understand the desired outcome.
    - **Years to be assessed** – select the year or years that this particular outcome will be assessed (multiple years can be selected by depressing the <CTRL> key while clicking on the year(s)
    - **Outcome Status** – Select “Active” if this is a current outcome that is on an assessment cycle. Select “Inactive” if this outcome is no longer being assessed.
    - **Start Date** – the date the outcome was entered and made “Active”
    - **Inactive Date** – the date when the Outcome was put into the “Inactive” state.
  - If the save button changes from grey to yellow, then you have changes that are not saved. Press the “Save Changes” button to save any changes that were made.
Service Area Outcomes and Assessment/Means of Assessment

How are you going to assess your Service Area Outcome? Means of assessment page will show the “means of assessment” per each outcome.

- **TAB: SERVICE AREA OUTCOME AND ASSESSMENT/SUB TAB: MEANS OF ASSESSMENT**
- The first line shows your SAO Name. To find the Outcome Name, use the pull down menu and select the Outcome Name for which you want to see the assessments already entered or for which you want to enter a new mean of assessment.
- You can edit, copy or delete an existing means of assessment.
- To add a new assessment plan, click the button at the bottom of the page (Page 10).
Service Area Outcomes and Assessment/Means of Assessment (Add)

You will want to make sure that each Service Area Outcome has at least one Assessment Plan.

- After clicking “Add New Assessment Plan Button” at the bottom of the SERVICE AREA OUTCOMES AND ASSESSMENT/MEANS OF ASSESSMENT (page 9)
  - On this screen, the Service Area Outcome Name and Service Area Outcome fields are non-editable since you have set up your Outcome Names and Descriptions on previous screens.
  - Choose the assessment method type from the drop down. You will be given the following choices:
    - Focus Group:
    - Group Project:
    - Other:
    - Qualitative Data Collection:
    - Quantitative Data Collection:
    - Research Project or Survey
  - Assessment Plan: Explain the assessment plan that you will use
  - Target: Describe the target that you want to achieve
  - Notes: Add any notes
  - Active: If this is an active method select the check box for “Active”
Service Area Outcomes and Assessment/Tasks

Sometimes it is important to break down overall assessment into tasks, under this tab those tasks can be created and monitored. Each Service Area Outcome can have “Tasks” associated with it. While these are optional, departments may wish to use Tracdat to assist in project management.

- **TAB: SERVICE AREA OUTCOME AND ASSESSMENT/SUB TAB: TASKS**
- All tasks assigned to this SAO will be listed here.
- To add a task, click on the tab at the bottom of the screen (page 12).
Service Area Outcomes and Assessment/Tasks (Add)

Used for Project Management, Departments may wish to identify individual tasks that make up an Assessment.

- To add a task, click “Add a Task” at the bottom of the General Task Page. The SAO Name and Description will automatically populate.
- Add a “Task Name” and “Task Description” to the new task.
- By assigning the task, the assignee will get an email notifying him/her of the task. In addition, it will appear on the individuals Tracdat home page.
Service Area Outcomes and Assessment/Related Objectives/Goals

In accordance with planning at College of the Sequoias Community College District, all District Service Area Outcomes will be directly tied back to the District’s Goals (Master Plan) and District Objective (Strategic Plan)

- **TAB: SERVICE AREA OUTCOME AND ASSESSMENT/ SUB TAB: RELATED OBJECTIVES/GOALS**
- Using the pull down menu, select the Service Area Outcome Name for which you are assigning to a Goal and an Objective. (Once selected, the description will appear)
- Select those goals or objectives that are supported from the outcome.
- Three buttons at the bottom allow you to Save Changes, Discard Changes or Return to Service Area Outcome. The Save and Discard Buttons will not become yellow (thereby allowing them to be used, if a change is not made on this page.)
Assessment Findings
When the assessment has been completed, the results need to be entered!

- **TAB: ASSESSMENT FINDINGS/SUB TAB: BY UNIT**
- Assessment findings are listed per outcome and per assessment method
- Select the “Show Assessment Findings” link to display the findings for that assessment
- To add a finding, click button at the bottom of the screen.
Assessment Findings/Select Service Area Outcome

- **TAB: ASSESSMENT FINDINGS/ SUB TAB: BY UNIT**
- Find the Service Area Outcome for which you want to input results. Click the “Select” button at the right. See Page 16 for more information.
- Click on the return button at the bottom of the screen to return to the previous screen.
Assessment Findings/Select Service Area Outcome (Popup)

Each outcome can have one or more assessment types. Each of the assessment types can have findings associated with it.

- **TAB**: ASSESSMENT FINDINGS/ **SUB TAB**: BY UNIT (Assessment Plan popup)
- The assessment type and plan are displayed in a pop-up once an outcome is selected
- Each plan can then be selected and edited.
Assessment Findings/Edit Assessment Finding (Add)

After selecting an assessment method from an outcome the results/findings are entered.

- **TAB: ASSESSMENT FINDINGS**/SUB TAB: **By Unit**
- On this page you enter all the information regarding the assessment findings
  - Included are drop downs for the result and the year the assessment occurred.
  - In the analysis section describe any analysis that was done based on the assessment findings.
- After entering the information make sure to press the save changes button at the bottom of the page.
- Additional buttons allow you to discard changes if a mistake is made before you hit save, change the association of the finding to a different assessment plan and delete the assessment finding.
- **Two Sub-Tabs are used for creating an Action Plan and associating external documents to the findings.** {training to be added}
Reports

Reports are available in Tracdat for reporting the Outcomes and Assessments.

- TAB: REPORTS/SUB TAB: Service Area
- Select “Reports” on the top of the page
- On the report page several reports are available however the report that will be used the most is the “Unit Assessment Report – Four Column”. This report shows all of the information that has been entered per Service Area Outcome.
Documents/Document Repository

- You can also upload documents and links to the system
Once you select “Add New Document” you are presented with a popup for upload
Select either URL or File on the source drop down
For a file use the “Choose File” button to navigate to the file you want uploaded
Give it a name and description and press “save”
The file will be uploaded to the system and is available from the “Documents” tab
Roles User

In development