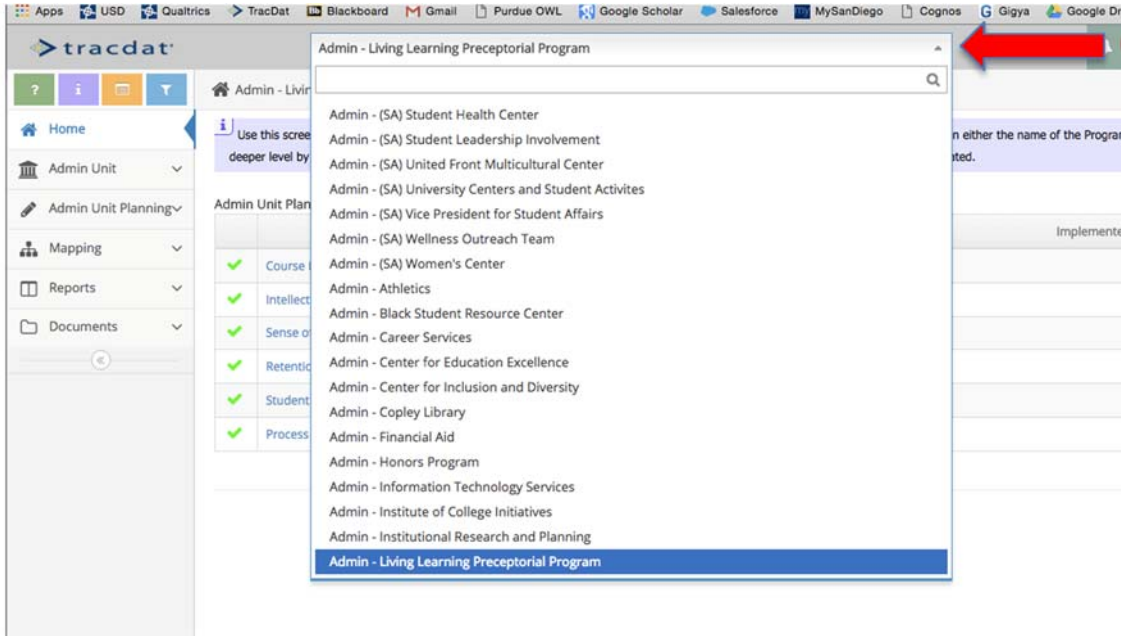


# Student Affairs Unit Annual Reports Tracdat Platform

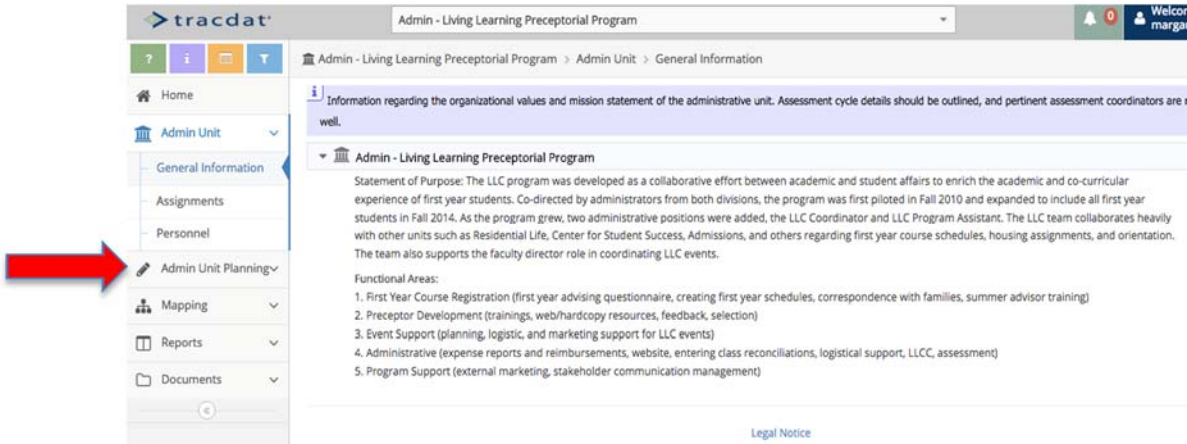
## Log In

1. To log in go to <https://tracdat.sandiego.edu/tracdat/> Note: Firefox is the best browser for tracdat
2. Enter your USDOne username and password
3. Select your unit from the dropdown menu in the grey bar at the top of the page



## Enter Statement of Purpose and Functional Areas

1. Click on Admin Unit on the left navigation bar
2. Select General Information
3. Enter your unit's Statement of Purpose
4. Enter your unit's functional areas



## Enter Unit Goals (3-5 broad, enduring outcomes for the unit)

1. Click on Admin Unit Planning from the left navigation bar
2. Select Unit Plan
3. Click on the green plus sign to the right to add a goal for your unit

The screenshot shows the Tracdat interface for 'Admin - Living Learning Preceptorial Program'. The left navigation bar has 'Unit Plan' selected. The main content area shows a list of 'Goals' and 'Outcomes'. A red arrow points to a green plus sign at the end of the 'Goals' list, indicating where to click to add a new goal.

4. Ignore the Goal Type dropdown menu
5. Enter the text for your unit goal in the goal box (this is a required field)
  - a. The goal should be one statement using outcomes language (SMART – specific, measurable, achievable, realistic, time-bound). The unit goal should directly align with the CCLOs if it is learning oriented, or the student affairs strategic plan if it is operational.
6. Click Save
7. Repeat these steps for each of your 1-5 unit goals

The screenshot shows the 'Add Goal' form in Tracdat. The 'Goal' text box contains the text: "Students will develop a sense of belonging among their peers and within the USD community". A red arrow points to a blue plus icon at the end of the text box, indicating where to click to save the goal.

## Enter Outcomes (more specific outcomes that align with unit goals, can be completed within one year)

1. Click on Admin Unit Planning from the left navigation bar
2. Select Unit Plan
3. Click on the green plus sign to the right to add an outcome for your unit

The screenshot shows the Tracdat interface for 'Admin - Living Learning Preceptorial Program'. The left navigation bar includes 'Home', 'Admin Unit', 'Admin Unit Planning', 'Unit Plan', 'Results', 'Mapping', 'Reports', and 'Documents'. The 'Unit Plan' menu item is highlighted with a red arrow. The main content area displays a list of 'Goals' and 'Outcomes'. The 'Outcomes' section has a green plus sign next to its header, which is also highlighted with a red arrow. The 'Outcomes' list includes items like 'Course Engagement Students will be more engaged in their preceptorial course compared with other courses. (Active)' and 'Intellectual Climate Preceptors will describe the intellectual climate as strong. (Active)'.

4. Fill in the following fields
  - a. Outcome Name – this is a brief description of your outcome such as “leadership” or “customer service”
  - a. Outcome – this is one statement using outcomes language (SMART – specific, measurable, achievable, realistic, time-bound). The language is more specific than the goal that it aligns with and the time frame should allow the outcome to be achieved within one year. The unit outcome should directly align with at least one unit goal.
  - b. Outcome Status – select “active” from the dropdown menu if the outcome is currently being assessed, select “inactive” if the outcome has been completed.
  - c. Outcome Assessment Cycle – select the year in which the outcome will be assessed.
  - d. Start Date – select the date the outcome will be assessed.
  - e. Inactive Date – if the outcome is inactive, select the date it became inactive.
  - f. Outcome Type – indicate whether the outcome is a learning or operational outcome.
  - g. Click Save
8. Repeat these steps for each of your unit outcomes

The screenshot shows the 'Add Outcome' form in the Tracdat interface. The form fields are filled with the following information: Outcome Name: Sense of Belonging; Outcome: Students will develop a sense of belonging among their peers and within the USD community; Outcome Status: Active; Outcome Assessment Cycle: 2015 - 2016; Start Date: 07/01/2015; Inactive Date: (empty). A 'Save' button is visible in the top right corner.

## Align Unit Goals to the CCLOs, SASP, and/or Diversity Strategic Plan

1. Click on Mapping from the left navigation bar
2. Click on Goals Mapping
3. Unit goals will appear across the top of the table
4. Select the place you want to map your unit goals to: CCLOs, SASP, Diversity Strategic Plan from the drop down menu
5. Place a check mark to indicate alignment between a unit goal and CCLO, SASP Theme, or Diversity Strategic Plan Terrain

Goals	Students will develop an understanding and a disposition across the curriculum and co-...	Students will develop a sense of belonging among their peers and within the USD community.	Maintain or improve first-time, full-time, first year fall to fall (90%) and fall to spring (96%) retention rate.	Achieve high effectiveness regarding p...
CCLO 1: Authentic Engagement - Advocacy/Using Voice Advocates for oneself and others through immersion and action in local and/or global ...				
CCLO 1: Authentic Engagement - Meaningful Dialogue Creates meaningful dialogue with local and/or global communities.		✓		
CCLO 1: Authentic Engagement - Social Change Actively collaborates with community partners to promote social change. Commitment/desire to ...				
CCLO 2: Being, Belonging, Becoming - Cultural Self-Awareness Values new perspectives on one's own ...				

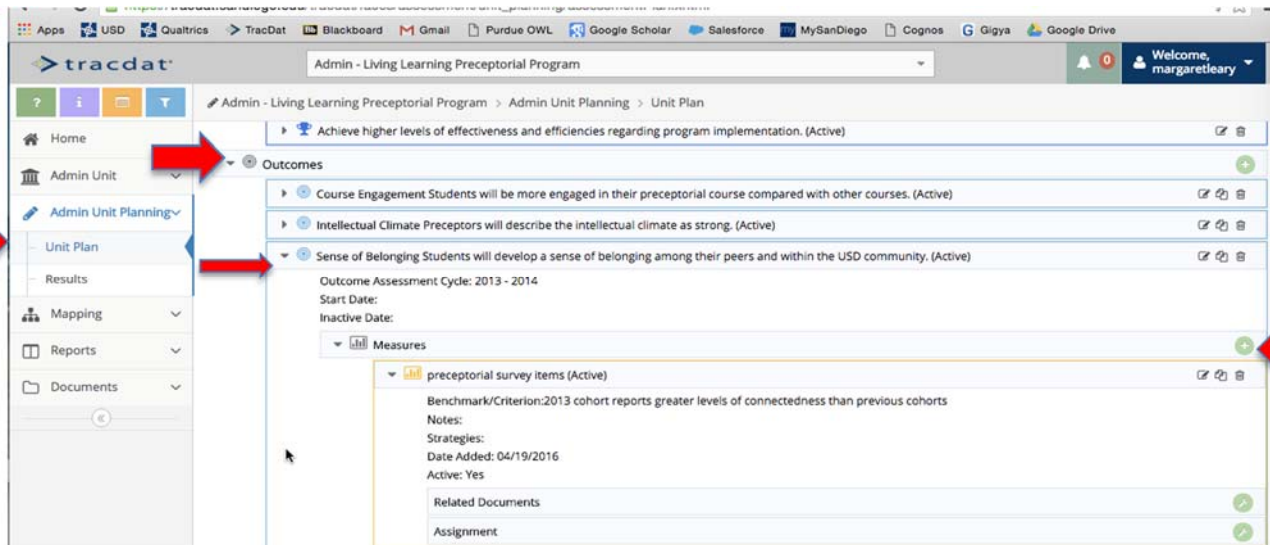
## Align Outcomes with Unit Goals

1. Click on Mapping from the left navigation bar
2. Click on Outcomes Mapping
3. Outcomes will appear across the top of the table
4. Select the place you want to map your outcomes to: unit goals, CCLOs, SASP, Diversity Strategic Plan from the drop down menu
5. Place a check mark to indicate alignment between a unit goal and CCLO, SASP Theme, or Diversity Strategic Plan Terrain

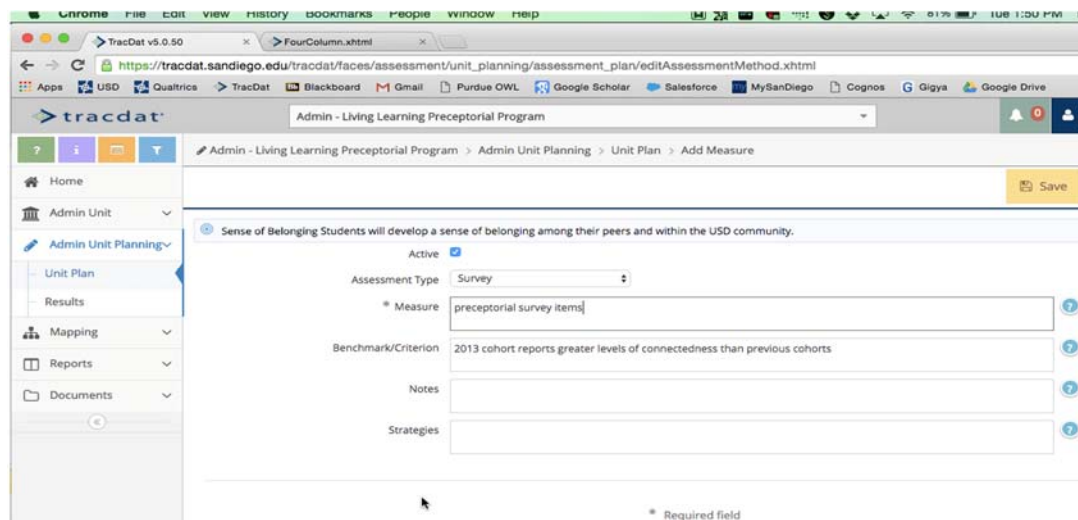
Goals	Course Engagement Students will be more engaged in their preceptorial course compared w ...	Intellectual Climate Preceptors will describe the intellectual climate as strong.	Sense of Belonging Students will develop a sense of belonging among their peers and within the ...	Retention first-time, fall (90%) a...
Students will develop an understanding and a disposition across the curriculum and co-curriculum, from making simple connections among ideas and ...	✓	✓		
Students will develop a sense of belonging among their peers and within the USD community.			✓	
Maintain or improve first-time, full-time, first year fall to fall (90%) and fall to spring (96%) retention rate.				
Achieve higher levels of effectiveness and efficiencies regarding program implementation.				

## Enter Measures

1. Click on Admin Unit Planning from the left navigation bar
2. Select Unit Plan
3. Click on the arrow next to Outcomes
4. Click on the arrow next to the outcome you want to enter a measure for
5. Click on the green plus to enter a new measure



6. Enter the following information
  - a. Assessment Type – select your measure from the drop down menu (we can edit this for SA)
  - b. Measure – describe the measure you will use to assess the outcome, you can have more than one measure, each outcome should include at least one direct measure
  - c. Benchmark/Criterion – describe the benchmark/criterion you will use to determine to what degree the outcome was achieved.
  - d. Notes – enter any relevant information to your measure
  - e. Strategies – enter the strategy, the specific effort you will make to expose students to the outcome. This can include a program, activity, service, or experience.
7. Repeat these steps for each of your measures





## Enter Results

1. Click on Admin Unit Planning from the left navigation bar
2. Select Results
3. Click on the arrow next to the outcome for which you want to enter results
4. Click on the green plus sign to enter a result

The screenshot shows the TracDat interface for the 'Admin - Living Learning Preceptorial Program'. The left navigation bar has 'Admin Unit Planning' selected, and 'Results' is highlighted. A list of outcomes is displayed, with a red arrow pointing to the 'Sense of Belonging' outcome. Another red arrow points to a plus sign next to the outcome.

5. Enter the following information
  - a. Result Date – automatically populated
  - b. Result – describe the result of your measurement
  - c. Reporting Period – select the year the reporting is taking place
  - d. Criterion Met – select yes or no
  - e. Reflective Statement – this is the evaluation, interpretation, and/or analysis of the results reported for all measures of a specific outcome. You should include information about the extent to which the outcome was met and what actions, if any, need to be taken to address your finding.
6. Repeat these steps for each of your results

The screenshot shows the 'Add Result' form for the 'Sense of Belonging' outcome. The form includes fields for Result Date, Result, Reporting Period, Criterion Met, and Reflective Statement.

## Enter an Action

1. Click on Admin Unit Planning from the left navigation bar
2. Select Results
3. Click on the arrow next to the result for which you want to enter an action
4. Click on the green plus sign to enter an action

The screenshot shows the TracDat interface for 'Admin - Living Learning Preceptorial Program'. The left navigation bar has 'Admin Unit Planning' selected, and 'Results' is highlighted. A red arrow points to the 'Results' link in the navigation bar. Another red arrow points to a plus sign next to a result item. A third red arrow points to the 'Actions' section of the result item.

5. Enter an the action you will take in response to the reflective statement you entered. What steps will you take based on the findings of your assessment?

The screenshot shows the 'Add Action' form for the 'Sense of Belonging' result. The 'Action Date' is set to 04/19/2016 and the 'Action' is 'Share the results with theme teams.'

## Reporting

To submit your annual report, please include the following reports. Be sure to indicate the appropriate outcomes assessment cycle for each outcome so that it shows in the appropriate report.

1. Relationships and Assessment: Outcomes by Goals (Admin Unit) for the current academic year
2. Assessment Unit Plan – for the subsequent year
3. Unit Dashboard (see new tabs for student leader/organization participation and committee service)
4. Up to two page summary document (optional)

1. Click on Reports from the left navigation bar
2. Select Standard Reports
3. Select Relationships and Assessment: Outcomes by Goals (Admin Unit)

The screenshot shows the TracDat web application interface. The browser address bar displays the URL: <https://tracdat.sandiego.edu/tracdat/faces/common/reports/standardReports.xhtml>. The page title is "Admin - Living Learning Preceptorial Program". The left navigation bar includes links for Home, Admin Unit, Admin Unit Planning, Mapping, Reports, Standard Reports, and Ad Hoc Reports. A red arrow points to the "Standard Reports" link. The main content area displays a list of reports with descriptions. The "Relationships and Assessment: Outcomes by Goals (Admin Unit)" report is highlighted with a red box and a red arrow pointing to its description.

These default reports provide comprehensive information regarding the overall assessment plans and activity for a unit. After selecting the appropriate report, details of the report can be specified, including layout, filters, and export format (.pdf, html, or other).

Report Name	Description
Admin Unit Reports	This report shows the Outcomes for each selected Admin Unit, along with any Measures, Results, and Actions for each Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
Assessment: Unit Plan	This report shows the Outcomes for each selected Admin Unit, along with any information contained in the Unit Plan area related to each Outcome. This may include any Mapping for the Outcomes you wish to display. The report is displayed in a narrative layout. In addition any reportable fields from the General Information page display at the top of the report.
Relationships and Assessment: Outcomes by Goals (Admin Unit)	This report shows the Goals and any Outcomes for the Admin Unit that have been mapped to the Goals. By default, the 'Show Details' options selected which will also display the Admin Unit Planning data for each Outcome: Outcome Details, Measures, Results, Actions, and Implemented Changes. To just see the Mapping relationships, uncheck the 'Show Details' option before running the report.

#### 4. Enter the following information

##### a. Layout

- i. Format – select PDF, HTML, or Word
- ii. Report Title – edit title
- iii. Report Subtitle – include if you wish
- iv. Report Logo – select USD Color Logo

##### b. Filter

- i. Goal Type – leave blank
- ii. Outcome Status – select active, inactive, or archived to filter, or leave blank to view all
- iii. Outcome Assessment Cycle – select the year in which the goals/outcomes are assessed or leave blank to view all
- iv. Assessment Types – leave blank unless you want to filter on specific measures
- v. Sort Results – select ascending or descending (by year)
- vi. Result Date Between – leave blank unless you want to set a parameter for this
- vii. Reporting Period – select the year in which the results are reported or leave blank to view all
- viii. Criterion met – leave blank unless you only want to report on yes/no

##### c. Options

- i. Select as needed



tracdat Admin - Living Learning Preceptorial Program

Admin - Living Learning Preceptorial Program > Reports > Standard Reports > Relationships and Assessment: Outcomes by Goals (Admin Unit)

Home Admin Unit Admin Unit Planning Mapping Reports Standard Reports Ad Hoc Reports Documents

Layout

\* Format PDF

\* Report Title Relationships and Assessment: Outcomes by Goals (Admin Unit)

Report Subtitle

Report Logo USD Color Logo

Filter

Goal Type

Outcome Status

Outcome Assessment Cycle

Assessment Types

Sort Results Ascending Descending

Result Date Between and

Reporting Period

Criterion Met

Options

Show Details

Include Inactive Goals

Include Fields With No Data

Include Outcomes with no Results

Fill in the appropriate fields for the Assessment Unit Plan Report:

tracdat Admin - Living Learning Preceptorial Program

Welcome, margareteary

Admin - Living Learning Preceptorial Program > Reports > Standard Reports > Assessment: Unit Plan

Home Admin Unit Admin Unit Planning Mapping Reports Standard Reports Ad Hoc Reports Documents

Open Report Return

Layout

\* Format PDF

\* Report Title Assessment: Unit Plan

Report Subtitle

Report Logo USD Color Logo

Filter

Outcome Status

Outcome Assessment Cycle

Assessment Types

Options

Include Tasks

Include Related Courses/Curriculum Mapping

Include Related Course Outcomes

Include Institution Goals

Include Reporting Unit Goals

Include Admin Unit Goals

Include Inactive Measures

Include Inactive Goals

Include Fields With No Data

\* Required field