

Reports with Tracdat – a stepwise guide

Academic Reporting

Each report summarizes information within its own frame of reference. For example a 4-column report generated in “TheCourses – English” would only capture courses with the ENGL and JOUR prefixes listed in that unit.

If reports are run at the Program level you must choose the report which captures the information you need. For example, there is a 4-column report to summarize the findings of the PROGRAM OUTCOMES, to access this you need to use the “Program” tab as shown below with RED highlight:



Selected Unit: Program (ECLS) - Communication BA

Home Program Program Assessment Plan Course-to-Program Links Findings Data Tools Reports Documents

Program Course Ad Hoc

Program (ECLS) - Communication BA > Reports > Program

Report	Description	
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
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

If you want assessment findings for the courses used by this program then move across to the “Course” tab under the “Reports” menu. RED highlights the 4-column report that will be based on the course (as compared to the program) outcomes. If you used the “Course-to-Program Links” feature to connect specific course assessment to the program outcomes then use the GREEN highlighted report “Course Outcome Assessment related to Program Outcomes” report. Finally, if you want a printout of all courses connected to this program use the BLUE highlighted report.

Selected Unit: Program (ECLS) - Communication BA

Home Program Program Assessment Plan Course-to-Program Links Findings Data Tools Reports Documents

Program Course Ad Hoc

Program (ECLS) - Communication BA > Reports > Course

Report	Description	
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course 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
Course Outcome Assessment related to Program Outcomes	This report displays each of the selected unit's objectives along with the assessment unit's course plan and results that support the unit objectives. This report is useful for showing alignment between the unit objectives and unit's course plan and assessment results.	run
Course Assessment Plan	This report shows each course's assessment plan. This report is useful for showing how a particular course is being assessed.	run
Course List by Unit	This report shows the courses per unit.	run

To simplify the menus, not every available report is currently listed on every Report menu. Since a report within a given unit can only generate a summary from units or courses affiliated with that unit, and since I may not have correctly or completely made those affiliations, it is possible that a report can't get to the data you need.

Two common mistakes that lead to a blank report, are to run the report for PROGRAM OUTCOMES, and expecting to see results for COURSE OUTCOMES, and to not select the “Course” tab from the “Report” menu for a course unit:

Selected Unit: TheCourses - Communication

Home TheCourses Unit Course Assessment Plans Findings Data Tools Reports Documents

TheCourses Unit Course Ad Hoc

TheCourses - Communication > Reports > Course

Select "Reports" then "Course" then the report itself

Report	Description	
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course 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
Course List by Unit	This report shows the courses per unit.	run

Administrative Unit Reporting

Reports for administrative support units are more direct than for academic areas since there are fewer organizational layers. Either run the report within the unit of interest (typically called “Cabinet Assessment (VPxx) – YYYYYYYY) or to aggregate across the VP’s entire area use the unit called “Cabinet Reports (VPxx) – WWWWW). For example, the 4-column summary of the AV Department is generated from the report highlighted in RED below. If the report lacks data then it is necessary to go back and review the “Findings” tab to review what has been reported and what actions were identified and/or review the “Unit’s Assessment Plan” tab to see what outcomes and measures were defined.

Selected Unit: Cabinet Assessment (VPAA) - Audio Visual

Home Administrative Unit Unit's Assessment Plan Assessment Findings Reports Documents

Administrative Unit Ad Hoc

Cabinet Assessment (VPAA) - Audio Visual > Reports > Administrative Unit

Report	Description	
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
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

If the goal is to capture data across the entire domain of a VP then use the “Cabinet Reports (VPxx)” unit. Select “Strategic Planning” or “Assessment Unit” depending if you want a report on the outcomes defined for this VP’s overall area, or a report that summarizes all of the assessment units under this VP, respectively.

Selected Unit: CABINET Reports - (VPES) Enrollment

Home Strategic Planning Updates, Summary of Findings Reports Documents

Strategic Planning Assessment Unit Course Ad Hoc

CABINET Reports - (VPES) Enrollment > Reports > Assessment Unit

Report	Description	
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

Using Filters to Refine your Reports

After you select “run” the “Set Parameters” page appears. UNLESS you want to filter your results and restrict the data that appears you can simply NOT SELECT anything and select [Open Report](#). Selecting ANY FIELD, by clicking and having it turn blue, will limit the findings to the area(s) you select.

Set Parameters **Preview Report**

Format: PDF (suggested for Print) Report format

Layout: Landscape

Report Title: Assessment Report

Report Logo: LSSU-logo.jpg*

Click to select, SHIFT-Click to select a range, CTRL-Click for multiple selections or to DESELECT

- Annual Reports
- Goal A/Strategy 1 LSSU Community
- Goal B/Strategy 2 School of Choice
- Goal C/Strategy 3 Campus Experience
- Goal C/Strategy 4 Student Learning
- Goal C/Strategy 5 Region
- Goal C/Strategy 6 Support
- Goal D/Strategy 7 Stewardsh

Hide Inactive Strategic Objectives: Select a specific unit or all units

Select Unit: * < All >

Outcome Status: Active Inactive

Outcome Types:

- 1.1 Shared Governance
- 1.2 Internal Communications
- 1.3 Collaborations
- 1.4 Member Commitment
- 1.5 Innovation
- 1.6 Campus Climate
- 1.x Other
- 2.1 Enrollment

Hide Inactive Assessment Methods:

Assessment Method Categories:

- Climate Update
- Strategic - Activity or Event
- Strategic - Report or Audit
- Strategic - Student Learning
- Strategic - Survey or Focus Group

Update, Summary of Finding Date: BETWEEN: AND:

Sort Updates, Summary of Findings: Ascending Descending

Strategic Status Indicators:

- Continuing or Ongoing Assessment Activity - Action Plan recommended
- Inconclusive - Must address through Action Plan
- No
- Yes

Generates report

- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017

Notes:

Contact David Myton for information, to change access or affiliated units/courses. X2349 dmyton@lssu.edu