

## Documenting the **Course Assessment Report** in Tracdat

There are two ways to get to the section where you can submit the Course Assessment Report

- from the “Home” click the number in the ‘findings’ column
- in the left navigation menu select “Course Planning” then “Findings”

TheCourses - Mathematics & Computer Science > Home

Course Planning Summary - Owned

	Courses	Course Student Learning Outcomes	Assessment Methods	Findings	Action to be Taken
▶ ✓	CSCI101 - Introduction to Microcomputer Applications	1	1	2	2
▶ ✓	CSCI103 - Survey of Computer Science			2	2
▶ ✓	CSCI105 - Introduction to Computer Programming	10	16	15	6

Click findings # for the course

OR

tracdat TheCourses - Mathematics & Computer Science Welcome, dmyton

TheCourses - Mathematics & Computer Science > Course Planning > Findings

CSCI163 - Troubleshooting and Repair of Personal Computers

\* Asterisk next to a Course in the dropdown indicates that the Course is not owned by TheCourses Unit.

- ▶ **Course Assessment Report** CSCI163 Troubleshooting and Repair of Personal Computers (2,2) 3  
Basic introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. The student will learn elementary principles of electronics, magnetism and interference as they relate to computer repair and operation. The disassembly and upgrading of a personal computer will be covered in the laboratory as well as the use of diagnostic hardware and software.
- ▶ **INACTIVE GOALS LISTED BELOW:** list of inactive course goals - now incorporated into course assessment report
- ▶ **B** Understand and use basic computer terminology
- ▶ **C** Identify and describe the purpose for basic PC components
- ▶ **D** Understand basic issues involving OS and hardware interaction
- ▶ **E** Analyze and repair common cabling problems
- ▶ **F** Remove, install, and replace system components
- ▶ **G** Install and upgrade drivers for system components

Expand the Findings Box  
click the black triangle

All new findings using the course report will be entered here, the old inactive goals are still listed for now

Expand the findings section by clicking the black triangle to expand that section, then click the green circle to ‘Add Finding’ as shown below:

TheCourses - Mathematics & Computer Science > Course Planning > Findings

CSCI163 - Troubleshooting and Repair of Personal Computers

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Course Assessment Report CSCI163 Troubleshooting and Repair of Personal Computers (2,2) 3  
 A basic introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. The student will learn elementary principles of electronics, magnetism and interference as they relate to computer repair and operation. The disassembly and upgrading of a personal computer will be covered in the laboratory as well as the use of diagnostic hardware and software.

Other Findings

Course Assessment Report completed with each course offering

Add finding

Enter the ‘finding’ – a brief summary of student learning assessment, later the full report is uploaded. It is VERY helpful when reading the processed reports if the findings statements can stand alone so that the reader does not have to open attachments to know the outcome of the assessment. For example, you could report a finding as “80%” but it would be more meaningful to report “Spring 2016: 80% of students demonstrated mastery of objective 3 (drawing Krebs’s Cycle from memory).”

TheCourses - Mathematics & Computer Science > Course Planning > Findings > Add Finding

Save Return

CSCI163 - Troubleshooting and Repair of Personal Computers

Course Assessment Report CSCI163 Troubleshooting and Repair of Personal Computers (2,2) 3  
 A basic introduction to the architecture, installation, maintenance, troubleshooting and repair of personal computers. The student will learn elementary principles of electronics, magnetism and interference as they relate to computer repair and operation. The disassembly and upgrading of a personal computer will be covered in the laboratory as well as the use of diagnostic hardware and software.

Course Assessment Report completed with each course offering  
 Criterion/Target/Threshold Base expectation set at 70% achievement of course outcomes

\* Finding Date 01/14/2016

\* Finding Copy a short narrative statement from the report here

\* Finding Reporting Year Indicate the academic year

\* Goal met

Optional Data Point

Optional Data Point 2

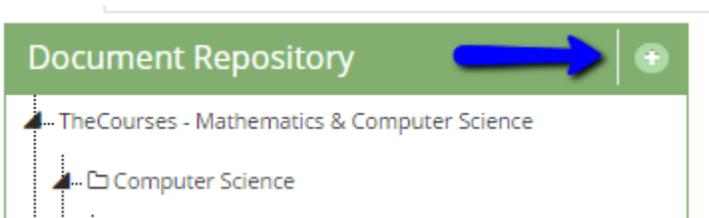
Course Instructional Modality

Description of Assessment Method (optional)  
 If the course outcomes have changed the new ones can be listed here

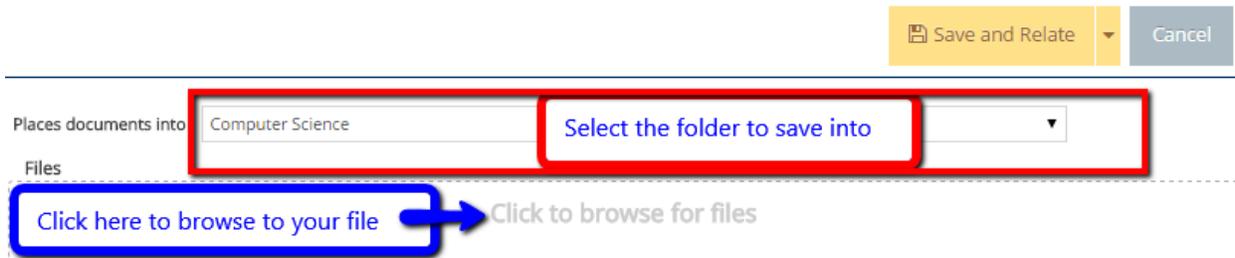
Documenting how we USE our assessment data for continuous improvement is done using the “Action” page – a brief statement about what we will do next time. Then attach your full course report as a “Related Document”



When you select “Related Documents” you go to a menu to select the file. If it’s already uploaded then it will be in one of the folders – or click the green “+” to find a file on your computer



The Related Document dialog box lets you select the folder to save into (although it isn’t prominently identified) and asks you to “click to browse for files” (although that is in a dimmed out font).



Once you “Save and Relate” the file or files you selected, Select the green “Complete” button on the related documents page to return to the Findings page.

**In Summary:** Select “Add Finding”, enter the brief summary as the FINDING, how that information will be used as the ACTION, and attach your complete Course Assessment Report as a RELATED DOCUMENT.

Thank you