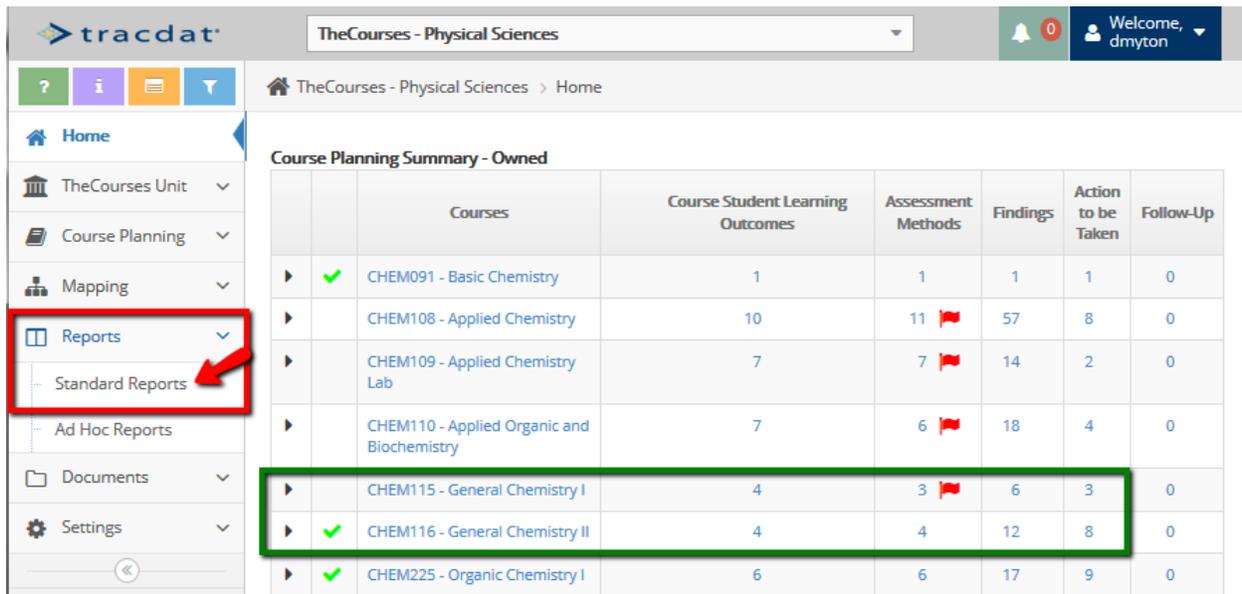


Reports using Tracdat v.5 (TD5)

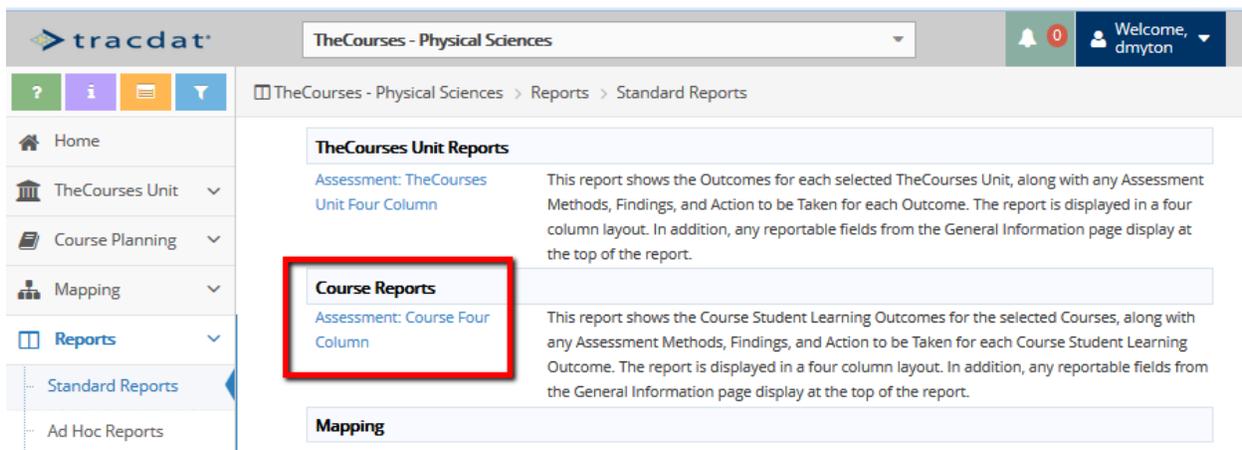
You need a report whenever you want to extract and aggregate data from TD5. Reports are contextual and give information only for the unit that is active, and not all reports are available from all units. You can run a report on ENGL for specific courses, or all course, from “TheCourses – English” module. A report from a program module can be for that program’s outcomes, or for the learning outcomes linked from courses affiliated with that program. Examples for Courses, Programs and Support Services follow.

1. Course Reports. In this case I want to run a report for CHEM115/116. From the home page I can see that there is assessment data available for all four columns (excluding ‘follow-up’). On the left-menu select “Reports” and then “Standard Reports”.



	Courses	Course Student Learning Outcomes	Assessment Methods	Findings	Action to be Taken	Follow-Up
▶	CHEM091 - Basic Chemistry	1	1	1	1	0
▶	CHEM108 - Applied Chemistry	10	11	57	8	0
▶	CHEM109 - Applied Chemistry Lab	7	7	14	2	0
▶	CHEM110 - Applied Organic and Biochemistry	7	6	18	4	0
▶	CHEM115 - General Chemistry I	4	3	6	3	0
▶	CHEM116 - General Chemistry II	4	4	12	8	0
▶	CHEM225 - Organic Chemistry I	6	6	17	9	0

Select the Course-report titled “Assessment Course Four Column”



TheCourses Unit Reports

Assessment: TheCourses Unit Four Column

This report shows the Outcomes for each selected TheCourses Unit, along with any Assessment Methods, Findings, and Action to be Taken 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.

Course Reports

Assessment: Course Four Column

This report shows the Course Student Learning Outcomes for the selected Courses, along with any Assessment Methods, Findings, and Action to be Taken for each Course Student Learning 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.

Mapping

The Report configuration page has many filters and options you may select from, but generally you may want only to filter for a specific course or set of courses.

tracdat TheCourses - Physical Sciences

TheCourses - Physical Sciences > Reports > Standard Reports > Assessment: Course Four Column

Open Report Return

Layout

- * Format: PDF
- * Report Title: Assessment: Course Four Column
- Report Subtitle: []
- Report Logo: LSSU-logo.jpg*

Filter

Courses Selected: [All\(86\)](#)

Course Outcome Status: []

Opt. Assess Yr. or GenEd Flag: []

Assessment Method Categories: []

Sort Findings: Ascending Descending

Finding Date Between: [] and []

Finding Reporting Year: []

Goals met: []

Options

- Include Outcome with no Findings
- Include Assessment Methods with no Findings
- Include Inactive Assessment Methods
- Include Fields With No Data

Save Return

Unless you want a report on ALL the courses, you will need to filter the report for the titles you need.

Other filters can be used too, for example to only report on findings entered between specific dates.

Select Courses

Available Selected

Showing all 86 Empty list

Filter Filter

CHEM091 - Basic Chemistry

CHEM108 - Applied Chemistry

CHEM109 - Applied Chemistry Lab

CHEM110 - Applied Organic and Biochemistry

CHEM115 - General Chemistry I

CHEM116 - General Chemistry II

click or CTRL-click to select courses and use the GREY arrow to move from the left to right columns. THEN SAVE

Assessment: Course Four Column



TheCourses - Physical Sciences

Mission Statement: TheCourses is the centralized location for all course assessment data related to this school or discipline. Departmental syllabi may be appended here, and records of curriculum change noted in the 'description' field.

Assessment Contact: Derek Wright, Chair

CHEM115:General Chemistry I

Course Student Learning Outcome	Assessment Methods	Finding	Action to be Taken
Natural Science General Education Outcome - Students will be able to incorporate empirical evidence in the analysis of the causes and consequences of natural phenomena. Course Outcome Status: GenEd Active Opt. Assess Yr. or GenEd Flag: GenEd: Natural Science Start Date: 08/26/2013 Inactive Date: 12/13/2013 Course Goal Differentiation: Mid-Level (Analyzing/Applying)	Direct - Exam/Quiz - Standardized - 1997 First-Term General Chemistry Examination Criterion/Target/Threshold: Class average raw score meeting national average raw score of 39.4. Additionally, 75% of students scoring high enough in the class overall to move on to general chemistry II (C or higher) High Impact Course Practices 2: Not applicable to this outcome High Impact Course Practices 1: Not applicable to this outcome	Finding Reporting Year: 2013-2014 Goal met: Yes Class average raw score meeting national average raw score of 40.1 (10/20/2014) Finding Reporting Year: 2013-2014 Goal met: Yes Students achieved a class average of 40.3 on the ACS examination. Also, 76% of students earned a C or higher in the course and are eligible to take CHEM 116 next semester. (12/16/2013) Related Documents: Section 01 Report Blue.pdf Section 01 Report Grey.pdf Section 02 Report Blue.pdf Section 02 Report Grey.pdf	null.courseAction: Increase targeted ACS raw score to 41. In an effort to increase the number of students achieving the CHEM 116 prerequisite score, schedule mandatory office meetings with students that do not pass the 1st exam. Attempt to convince these students to attend SLA sections. An air of urgency needs to be impressed upon these students, especially if the perform poorly on the Toledo exam as well. (12/16/2013)
General Chemistry I Outcome - Students will learn the basics of physical chemistry and the mathematics associated with the			

2. Program Reports – Begin by selecting a program unit from the white drop-down menu, then go to the Standard Reports menu. There are two key reports you might want – first (blue) a report on program outcome assessment, and maybe the second on assessment on all courses in the program (green)

The screenshot shows the TracDat web application interface. At the top, there is a navigation bar with the TracDat logo, a dropdown menu for "Program (BIOLOGICAL) - Fisheries Wildlife Management BS", and a user profile for "Welcome, dmyton". Below the navigation bar, there is a sidebar menu with options: Home, Program, Program Planning, Course Planning, Mapping, Reports, Standard Reports, Ad Hoc Reports, and Documents. The "Reports" menu is expanded, showing "Standard Reports". The main content area displays a list of reports under the heading "Program (BIOLOGICAL) - Fisheries Wildlife Management BS > Reports > Standard Reports". Two reports are highlighted with boxes and callouts:

- Program Reports** (blue box): Assessment: Program Four Column. This report shows the Outcomes for each selected Program, along with any Assessment. A report on program-level learning outcomes.
- Course Reports** (green box): Assessment: Course Four Column. This report shows the Course Student Learning Outcomes for the selected Courses, along with any Assessment Methods, Findings, and Action to be Taken for each Course Student Learning Outcome. A report on all outcomes from the courses in this program.

Return to the Home page for this unit and we can see where the data for these reports will come from. The program outcomes are listed on the upper half this window, and in blue we can see the assessment activity for each. The lower half lists the courses affiliated with the program and their course-level assessment activity. NOTE: not every course outcome will be relevant to this program, however the course-level report will give back all the course data. Use the “Mapping” tools to directly connect specific items of course assessment to support program learning outcomes (but that’s another episode).

Program (BIOLOGICAL) - Fisheries Wildlife Management BS

Program (BIOLOGICAL) - Fisheries Wildlife Management BS > Home

Program Planning Summary

	Outcomes	Assessment Methods	Findings	Action to be Taken	Follow-Up
✓	Scientific Literature	4	6	0	0
✓	Scientific Investigation	1	1	0	0
✓	Communication	3	4	0	0
✓	External Validity				
✓	Professionalism				
✓	Program Review				
✓	2.1 Program Enrollment				

Course Planning Summary - Owned

	Courses	Course Student Learning Outcomes	Findings	Action to be Taken	Follow-Up
No data available in table					

Course Planning Summary - Assigned

	Courses	Course Student Learning Outcomes	Findings	Action to be Taken	Follow-Up
▶ ✓	BIOL131 - General Biology: Cells	4	9	2	0
▶ ✓	BIOL132 - General Biology: Organisms				
▶ ✓	BIOL199 - Freshman Seminar				
▶ ✓	BIOL203 - Fundamentals of Natural Resources				

Standard Reports

Select Unit

These are the program-level student learning outcomes. Good to see findings documented, yet it would be good to have some actions identified based on those findings.

These are the courses affiliated with the program. Not all the course outcomes will directly support program outcomes - those links are established in 'mapping' tools

The report configuration page doesn’t need any filters, just ‘open report’ to see the summary. Note that the ‘Action to be Taken’ column is empty, consistent with the data from the home page. If students are doing well on a particular outcome, if no action is needed to maintain that good performance, then consider moving on to assessment of some other aspect of the program and consider how you could invest valuable time and resources in assessing other areas that you could be strengthened.

Assessment: Program Four Column



Program (BIOLOGICAL) - Fisheries Wildlife Management BS

Mission Statement: Graduates of the Bachelors of Science Degree in Fisheries & Wildlife Management at Lake Superior State University will demonstrate skill in the practice of natural resources conservation or management and the ability to design and complete a scientific investigation.

Outcome	Assessment Methods	Finding	Action to be Taken
<p>Scientific Literature - Students in the Fisheries and Wildlife Management program will thoroughly research and synthesize the primary literature for information relevant to a current scientific investigation.</p> <p>Outcome Status: Active</p> <p>Outcome Category: Student Learning</p> <p>Plan Goals Differentiation : High-Level (Creating/Evaluating)</p>	<p>Direct - Capstone Project - including undergraduate research - As part of their undergraduate research project, F&W students are required to use sources from the primary literature to communicate the scope and rationale of their project.</p> <p>Rubrics are used to evaluate this requirement for the poster, thesis paper, and oral presentation.</p> <p>Criterion/Target/Threshold: All F&W students will meet minimum satisfactory requirements (average 6 of 10 for the relevant sections of the poster and presentation rubrics; 12 of 20 for the 'Introduction' section of the thesis rubric). At least 75% of the students will demonstrate exemplary performance (average 9 of 10 for the relevant sections of the poster and presentation rubrics; 18 of 20 for the 'Introduction' section of the thesis rubric).</p> <p>Schedule/Notes: Assessment will occur each semester.</p> <p>High Impact Program Practices 1: Undergraduate Research</p> <p>High Impact Program Practices 2: Capstone Course(s), Projects</p>	<p>Finding Reporting Year: 2012-2013 Goal met: No</p> <p>(Fall 2012) All F&W students met the minimum acceptable standards for the poster. 53% of F&W students demonstrated exemplary standards for the poster. (05/13/2013)</p> <p>Finding Reporting Year: 2012-2013 Goal met: No (Spring 2013) All F&W students met the minimum acceptable standard for each of the three formats (poster, oral presentation, and thesis paper). 90% of F&W students demonstrated exemplary performance for the oral presentation. 73% of F&W students demonstrated exemplary performance for the thesis paper. 50% of F&W students demonstrated exemplary performance for the poster. (05/10/2013)</p>	

If the goal was not met can we do anything to address that next time?

3. Support Services – select the unit from the white drop-down menu and review the home page

The screenshot shows the TracDat software interface. At the top, there is a navigation bar with the TracDat logo, a dropdown menu for 'Cabinet Assessment (VP-ESSA) - Advising & Retention', a notification bell with '0' alerts, and a user profile for 'Welcome, dmyton'. Below the navigation bar is a sidebar with various menu items: Home, Administrative Unit, Administrative Unit, Course Planning, Mapping, Reports, Standard Reports, Ad Hoc Reports, Documents, and Settings. The main content area displays the 'Administrative Unit Planning Summary' table, which is highlighted with a red border. The table has columns for 'Administrative Unit Outcomes', 'Strategic Activities or Measures', 'Assessment Findings', 'Action to be Taken', and 'Follow-Up'. The data rows are: Retention (3 Strategic Activities, 6 Findings, 2 Action to be Taken, 0 Follow-Up), Annual Unit Report (1 Strategic Activity, 0 Findings, 0 Action to be Taken, 0 Follow-Up), and Campus Climate Update (1 Strategic Activity, 0 Findings, 0 Action to be Taken, 0 Follow-Up). Below the table, there are sections for 'Course Planning Summary - Owned' and 'Course Planning Summary - Assigned', both showing 'No data available in table'.

Administrative Unit Outcomes	Strategic Activities or Measures	Assessment Findings	Action to be Taken	Follow-Up
Retention	3	6	2	0
Annual Unit Report	1	0	0	0
Campus Climate Update	1	0	0	0

There is data for the Retention outcome, and this will be captured in the report

Select "Standard Reports" from the Report menu on the left and then the "Administrative Unit Four Column" report. No filters are needed for this report, select "open report" and view the summary.

Assessment: Administrative Unit Four Column

Cabinet Assessment (VP-ESSA) - Advising & Retention

Mission Statement: The mission of the Advising and Retention Office is to advocate for student retention efforts and to promote collaborative support for the academic advising processes on campus. We do this by studying current research and campus initiatives that focus on improving student learning, satisfaction and persistence at LSSU. By sharing data and communicating openly with the campus community, we can jointly explore and develop new initiatives that enrich our retention efforts and academic advising processes at LSSU.

Assessment Contact: Karen Johnston, in the Office of Advising, Retention and Orientation Office at 906-635-2269

Administrative Unit Outcome	Strategic Activities or Measures	Assessment Findings	Action to be Taken
<p>Retention - 3.1 The Office of Advising and Retention will lead institutional initiatives to improve first year retention rates.</p> <p>Outcome Status: Active</p> <p>Critical Outcome: 3.1 Retention Rates</p>	<p>Strategic - Report or Audit - Advising Office will monitor first-year retention rates, producing annually a report with analysis of retention trends and program effectiveness.</p> <p>Goal/Criterion: Be at or above national average for benchmark schools.</p> <p>Timing & Notes: Benchmark school list developed by January 2013. LSSU goal set by March 2013. Initiatives for LSSU determined by April 2013. MAP-Works software license & maintenance \$24,240</p> <p>Related Documents: Retention Stats - New FT FTJC - starting F11 returning F12.pdf</p>	<p>Finding Reporting Year: 2013-2014</p> <p>Performance Target Met: Yes</p> <p>The fall to fall retention rates of new first-year full-time degree seeking students at LSSU have been above the national average (as reported by ACT) for BA/BS public institutions. (09/08/2014)</p> <p>Related Documents: ftic_startingf12_returningf13.pdf ftic_startingf13_returningf14.pdf retain_2014.pdf retain_2013.pdf</p> <hr/> <p>Finding Reporting Year: 2012-2013</p> <p>Performance Target Met: Yes</p> <p>First to second year rates meet goals. 70% for Fall 2011 to Fall 2012 (09/10/2013)</p> <hr/> <p>Finding Reporting Year: 2013-2014</p> <p>Performance Target Met: Yes</p> <p>The Advising and Retention Office and the Retention Committee have been reviewing annual NSSE reports and internal retention statistics. Advising has been repeatedly mentioned in the NSSE reports. Since advising plays a</p>	<p>Action to be Taken: Continue to review reports annually with the Retention Committee. (09/15/2015)</p>

07/31/2015
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