

STEP ONE

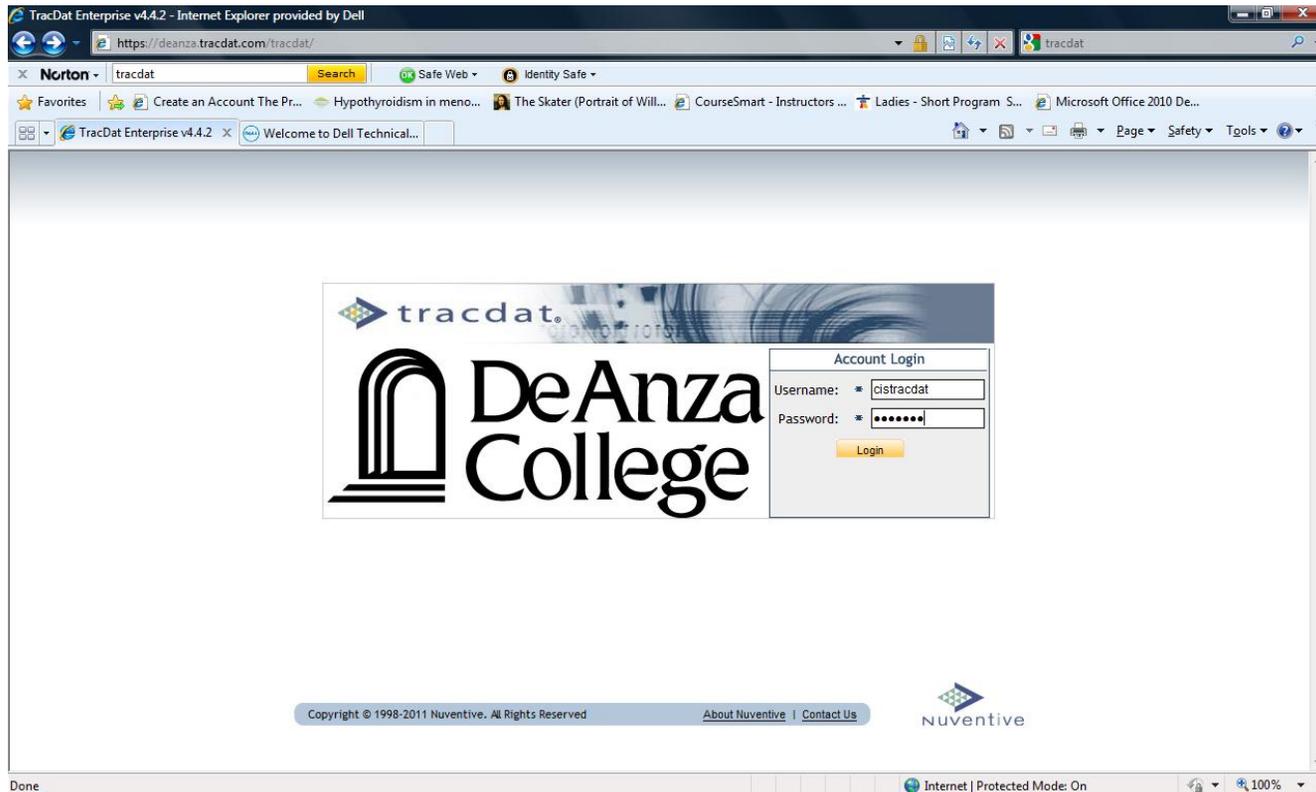
START BY DOWNLOADING THE WORD TEMPLATE FOR THE SPRING APRU FROM: <http://www.deanza.edu/gov/IPBT/resources.html>

COMPLETE THE WORD DOCUMENT AND SAVE AS: `sapru_deptname (nospaces)`

TracDat Manual for Department Chairs/Coordinators

go to:

URL: <https://deanza.tracdat.com/>



Help here

Need a Username/Password?

Forgot Password?

Contact: papemary@deanza.edu

or leewheatcoleen@deanza.edu x8744

STEP TWO

Navigate to **Department->General** copy and paste your information from the word template into Trac Dat

The screenshot displays the TracDat web application interface. At the top, the 'tracdat.' logo is on the left, and the 'Selected Unit: Dept - (All) Learning TracDat' dropdown is in the center. On the right, there is a user profile for 'admin' and a '[log out]' link. Below this is a navigation menu with buttons for 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. Under the 'Department' button, there are sub-tabs for 'General', 'Personnel', and 'Courses/Services'. The main content area shows the breadcrumb 'Dept - (All) Learning TracDat > Department > General' and a 'REC' icon. The form fields are as follows:

- Department Name: Dept - (All) Learning TracDat
- (or Program As Applicable):
- Program Mission Statement: To offer a diverse curriculum that serves the needs of students interested in the careers related to viticulture.
- I.A What is the primary mission of your program?: Career/Technical
- I.A Choose a secondary mission of your program?: Transfer
- I.B.1 Number Certificates of Achievement awarded: (empty)
- I.B.1 Number Certif of Achievement-Advanced awarded: 10
- I.B.1 Number AA and/or AS Degrees awarded: 0
- I.B.2a Learning Resources & OSOD: #Faculty served: (empty)

At the bottom of the form are 'Save Changes' and 'Discard Changes' buttons. The footer contains 'Copyright © 1998-2011 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo. The browser's taskbar at the bottom shows 'Internet' and '100%' zoom.

STEP THREE

Navigate to **Documents -> Document Repository**
Click on **2011-12 APRU XXX**

upload your word template (s12apru_dept). by choosing "add new document" the orange box should appear. Browse for your word template, select, name and save

The screenshot displays the TracDat web application interface. At the top, the logo 'tracdat.' is on the left, and 'Selected Unit: Dept - (All) Learning TracDat' is in the center. On the right, there is a user profile for 'admin' and a '[log out]' link. Below this is a navigation menu with buttons for 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Documents' button is highlighted in orange. Below the navigation menu, there are two tabs: 'Document Repository' (highlighted in orange) and 'Related Documents'. The main content area shows a breadcrumb trail: 'Dept - (All) Learning TracDat > Documents > Document Repository'. Below the breadcrumb, there is a 'Show Folders For:' section with a dropdown menu showing 'Dept - (All) Learning TracDat'. To the right of this dropdown are links for '2011-12 APRU Viticulture - rename folder', 'share folder', and 'delete folder'. Below the dropdown, there is a tree view showing folders: '2011-12 APRU Viticulture' and 'General (0)'. An 'Add New Document' dialog box is open in the center, with a yellow background. It has a title bar with a close button. The dialog contains the following fields: 'Source:' with a dropdown set to '*File' and a text box containing 'F:\CIS DEPT\2012 APRU' and a 'Browse...' button; '*Name:' with a text box containing '2011-12 Viticulture'; and 'Description:' with a text box and up/down arrow buttons. A 'save' button is at the bottom of the dialog. Below the dialog, there are two buttons: 'Add New Folder' and 'Add New Document'. At the bottom of the page, there is a footer with 'Copyright © 1998-2011 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo.

IV. Reports

Navigate to **Reports->Department** Or **Reports->Course/Service**

Click on **run** and you will see something like the screen below. Make any choices and click on one of the options circled in red at the bottom of the screen.

Set Parameters Preview Report

Format: PDF (suggested for Print)

Layout: Portrait

Report Title: Assessment Plan - Department

PLO Status: Active
Discontinued
Inactive
N/A
Temporarily Suspended

Year(s) to be Assessed: 2009-2010
2010-2011
2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017

Hide Inactive Assessment Methods:

Assessment Method Types: Demonstration
Exam - Course Test/Quiz
Exam - Standardized
Exit Interview
Field Placement/Internship
Focus Group
Laboratory Project
Other

Include Courses/Services:

Include Tasks:

Include Institution Goals:

Include Reporting Unit Goals:

Include Department Goals:

Open Report Download as Zip Save to Document Repository