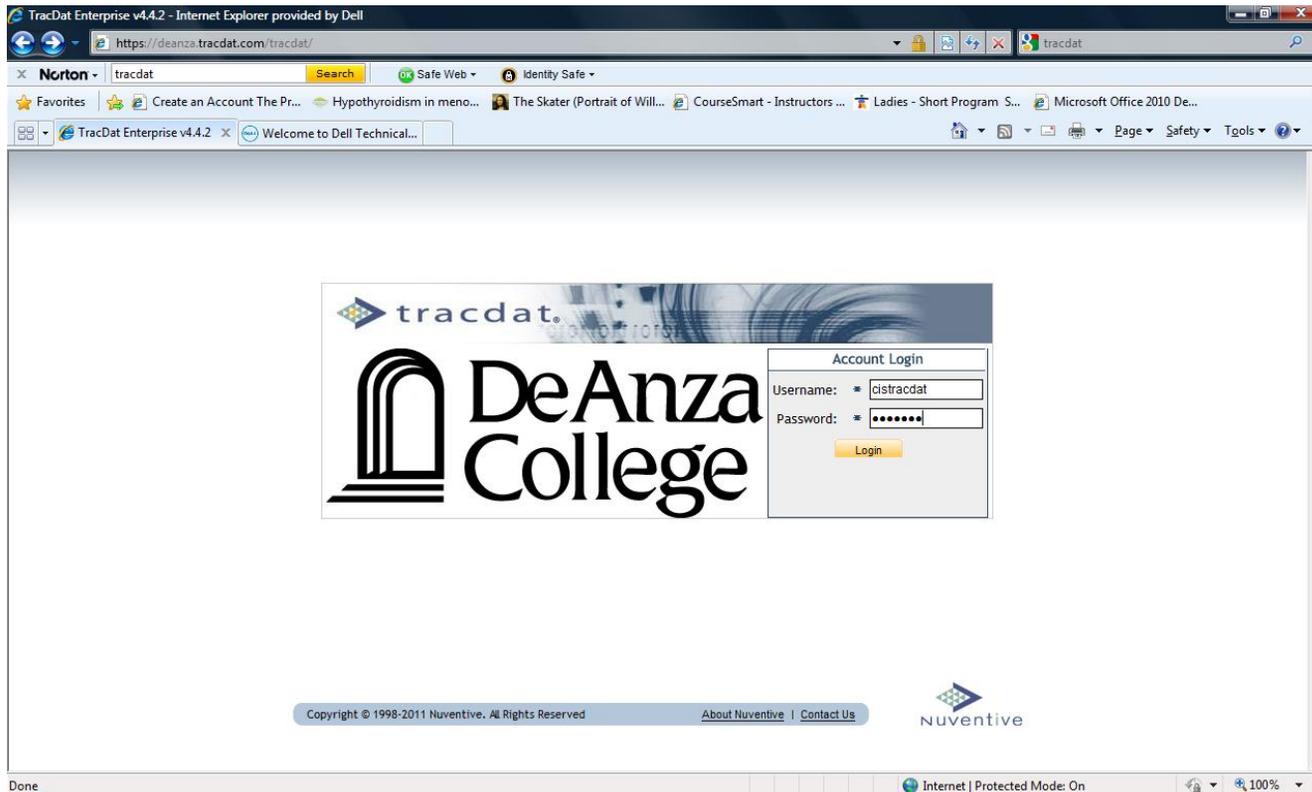


# TracDat Manual for Deans

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



Need a Username/Password?

Forgot Password?

**Contact: [papemary@deanza.edu](mailto:papemary@deanza.edu)**

I. Screen Shot Showing Main Tabs upon logging in:

Selected Unit: APRU - Business/Computer Science Division

instructortracdat [log out]

Home | Division | Under Construction | Reports | Documents

Summary | Calendar | Profile

APRU - Business/Computer Science Division > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Under Construction Summary**

Total Under Construction:  
 Total Enhancements/Actions:  
 Under Construction Without Enhancements/Actions:

**Assessment Units Summary**

Assessment Unit	Total Program Level Outcomes (PLOs)	Total Assessment Methods	Program Level Outcomes (PLOs) Without Assessment Methods	Last Under Construction	Last Enhancement/Action	Last Follow-Up	Past due Assignments
Dept - (B/CS) Accounting	22	1	21	5/11/2011	5/11/2011		0
Dept - (B/CS) Business	5	0	5				0

II. Documents Tab

Choose **De Anza College** from the drop-down list box -> Navigate to **2011-12 APRU** folder:

Selected Unit: APRU - Business/Computer Science Division

instructortracdat [log out]

Home | Division | Under Construction | Reports | Documents

Document Repository | Related Documents

APRU - Business/Computer Science Division > Documents > Document Repository

Show Folders For:

DeAnza College

2011-12 APRU Bus/CS Division

2011-12 APRU Bus/CS Division (0)  
 Training Documents (4)

Type	Document Name	Description	Last Modified
No documents.			

### III. Division Tab

Choose **General** Sub-tab and complete boxes

The screenshot shows the Tracdat web application interface. At the top left is the Tracdat logo. To its right is a dropdown menu for 'Selected Unit' with the value 'APRU - Business/Computer Science Division'. Further right is a user profile icon labeled 'instructortracdat' and a '[log out]' link. Below the logo and unit selection is a navigation bar with tabs: 'Home', 'Division', 'Under Construction', 'Reports', and 'Documents'. The 'Division' tab is active, and within it, the 'General' sub-tab is selected. Below the navigation bar is a breadcrumb trail: 'APRU - Business/Computer Science Division > Division > General'. The main content area contains the following form fields:

- Division Name:** A text box containing 'APRU - Business/Computer Science Division'.
- Name of Dean/Administrator:** An empty text box.
- Dean's/Administrator's Comments:** A large text area with a question mark icon to its right.
- Reviewed by Division Dean:** A dropdown menu.

#### 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.

The screenshot shows a web browser window with a search bar and security indicators. The main content area is titled "Preview Report" and contains the following configuration options:

- 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:

At the bottom of the screen, three buttons are circled in red: "Open Report", "Download as Zip", and "Save to Document Repository".

Navigate to **Reports**->**Ad Hoc**



Selected Unit:

admin [log out]

[Home](#) [Division](#) [Under Construction](#) [Reports](#) [Documents](#)

[Division](#) | [Assessment Unit](#) | [Course/Service](#) | [Ad Hoc](#)

APRU - BHES Division > Reports > Ad Hoc

Report Title	Description	Data View	Created By
2011-12 APRU BHES Part I	This report pulls information from the responses to Part I of the APRU as entered on each department's General tab.	Assessment Unit - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
2011-12 APRU BHES Part IIA	Run this report to pull responses to Part II concerning equity gap from APRU.	Assessment Unit - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
2011-12 APRU BHES Part IIB-E	Run this report to pull responses for Part II B - E from APRU.	Assessment Unit - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
2011-12 APRU BHES Part IV	Run this report to pull responses for Part IV (Budget & Enrollment Trends) for APRU	Assessment Unit - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
2011-12 APRU BHES Part V	Run this report to pull responses for Part V (Resource Requests) for APRU	Assessment Unit - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
BHES Division - Dean's Summary		Division - General	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
SLOs for BHES Division	This report lists all SLOs	Assessment Unit - Course/Service Under Construction (All Under Construction)	Administrator, TracDat <a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

[Create New Ad Hoc Report](#)



You may save or print these reports. Disclaimer: As you will find if you should try creating Ad Hoc reports on this system, your hands are rather tied in the formatting area.

1 / 1 69.1% Find

### 2011-12 APRU ALL Part I

Assessment Unit	I.A. What is the primary mission of your program?	I.A. Choose a secondary mission of your program?	I.B.1 Number Certificates of Achievement awarded	I.B.1 Number Certificates of Achievement Advanced awarded	I.B.1 Number AA and/or AS Degrees awarded	I.B.2a Learning Resources & OSOD: #Faculty served	I.B.2a Learning Resources & OSOD: #Students served	I.B.2a Learning Resources & OSOD: #Staff served	I.B.2b # Faculty Employees	I.B.2b # Part-time Faculty Employees	I.B.2b # Student Employees	I.B.2b #Staff Employees
Dept - (All) Learning TracDat	Career/Technical	Transfer		10	0				5	20	10	1

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