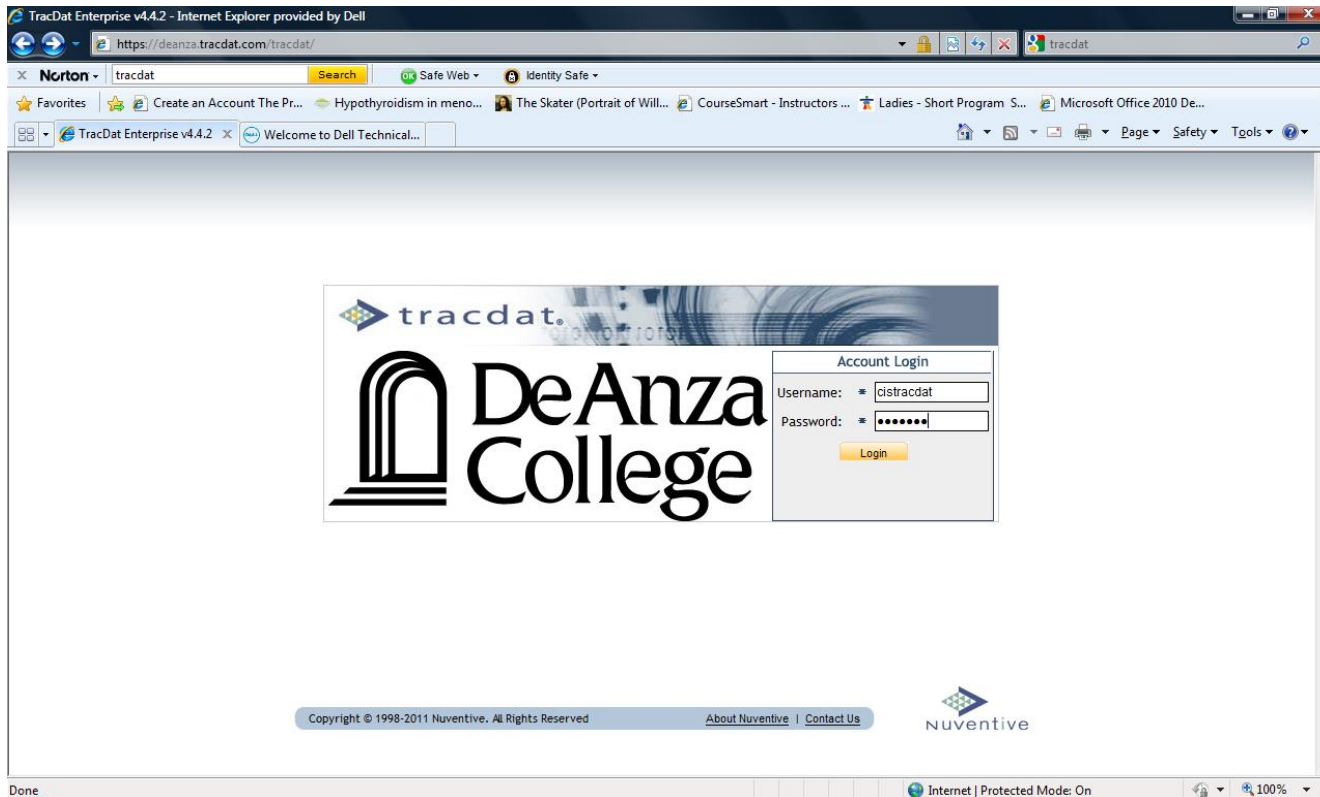


TracDat Manual for Deans

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



Need a Username/Password?

Forgot Password?

Contact: papemary@deanza.edu

I. Screen Shot Showing Main Tabs upon logging in:

The screenshot shows the Tracdat application interface. At the top, the Tracdat logo is on the left, and the user 'instructortracdat' is logged in on the right. A dropdown menu shows 'Selected Unit: APRU - Business/Computer Science Division'. Below this is a navigation bar with tabs: Home, Division, Under Construction, Reports, and Documents. The 'Summary' tab is active, showing a breadcrumb trail: APRU - Business/Computer Science Division > Home > Summary. The main content area is divided into three sections: 'My Assignments' (showing no assignments), 'Under Construction Summary' (showing totals for under construction items), and 'Assessment Units Summary' (a table of assessment units).

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:

The screenshot shows the Tracdat application with the 'Documents' tab selected. The breadcrumb trail is: APRU - Business/Computer Science Division > Documents > Document Repository. Below the breadcrumb, there is a 'Show Folders For:' section with a dropdown menu set to 'DeAnza College'. To the right of this dropdown is the text '2011-12 APRU Bus/CS Division'. Below this, there are two links: '2011-12 APRU Bus/CS Division (0)' and 'Training Documents (4)'. At the bottom, there is a table with columns: Type, Document Name, Description, and Last Modified. The table currently shows 'No documents.'

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

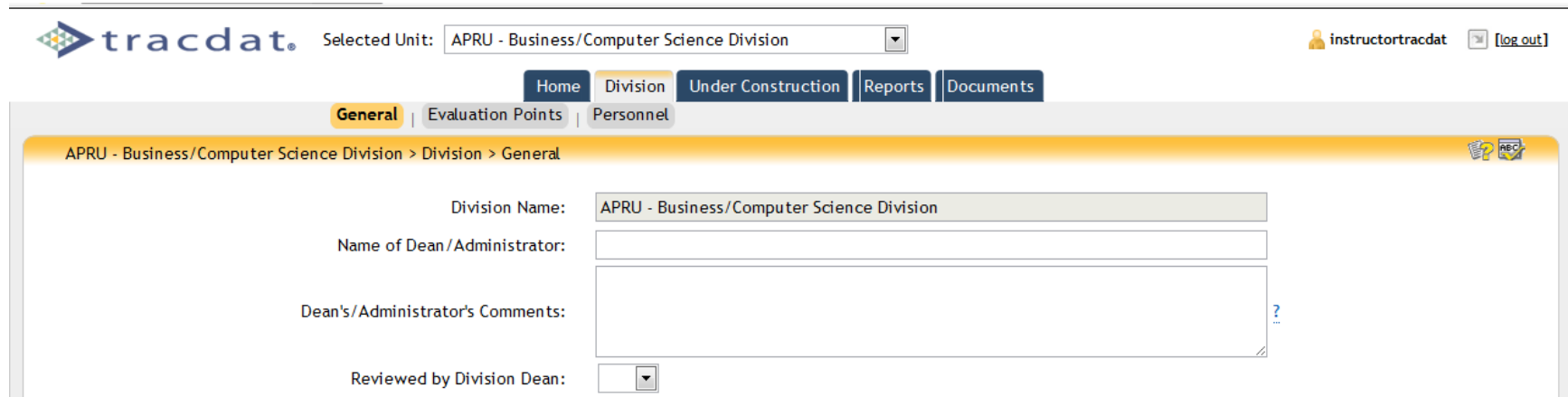
2011-12 APRU Bus/CS Division

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 displays the Tracdat web application interface. At the top left is the Tracdat logo. To its right is a dropdown menu labeled "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 header 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. The main content area has a breadcrumb trail: "APRU - Business/Computer Science Division > Division > General". The form contains the following 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 blue question mark icon to its right.
- Reviewed by Division Dean:** A dropdown menu with a downward arrow.

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 application interface for generating reports. At the top, there's a navigation bar with a search bar and status indicators for 'Safe Web' and 'Identity Safe'. Below this, the 'Preview Report' tab is active. The main content area is divided into several sections for configuring the report:

- Format:** A dropdown menu set to 'PDF (suggested for Print)'.
- Layout:** A dropdown menu set to 'Portrait'.
- Report Title:** A text field containing 'Assessment Plan - Department'.
- PLO Status:** A list box with options: 'Active', 'Discontinued', 'Inactive', 'N/A', and 'Temporarily Suspended'.
- Year(s) to be Assessed:** A list box showing academic years from '2009-2010' to '2016-2017'.
- Hide Inactive Assessment Methods:** A checkbox that is currently unchecked.
- Assessment Method Types:** A list box with options: 'Demonstration', 'Exam - Course Test/Quiz', 'Exam - Standardized', 'Exit Interview', 'Field Placement/Internship', 'Focus Group', 'Laboratory Project', and 'Other'.
- Include Courses/Services:** A checked checkbox.
- Include Tasks:** A checked checkbox.
- Include Institution Goals:** An unchecked checkbox.
- Include Reporting Unit Goals:** An unchecked checkbox.
- Include Department Goals:** An unchecked checkbox.

At the bottom of the interface, three yellow buttons are circled in red:

- Open Report**
- Download as Zip**
- Save to Document Repository**

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



Selected Unit: APRU - BHES Division

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	run edit copy delete
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	run edit copy delete
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	run edit copy delete
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	run edit copy delete
2011-12 APRU BHES Part V	Run this report to pull responses for Part V (Resource Requests) for APRU	Assessment Unit - General	Administrator, TracDat	run edit copy delete
BHES Division - Dean's Summary		Division - General	Administrator, TracDat	run edit copy delete
SLOs for BHES Division	This report lists all SLOs	Assessment Unit - Course/Service Under Construction (All Under Construction)	Administrator, TracDat	run edit copy delete

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.

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 Certificate s of Achievement awarded	I.B.1 Number Certif of Achievement Advanced awarded	I.B.1 Number AA and/or AS Degrees awarded	I.B.2a Learning Resource s & OSOD: #Faculty served	I.B.2a Learning Resource s & OSOD: #Students served	I.B.2a Learning Resource s & OSOD: #Staff served	I.B.2b # Faculty Employee s	I.B.2b # Part-time Faculty Employee s	I.B.2b # Student Employee s	I.B.2b #Staff Employees
Dept - (All) Learning TracDat	Career/Technical	Transfer		10	0				5	20	10	1

04/12/2012 1:37 PM

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