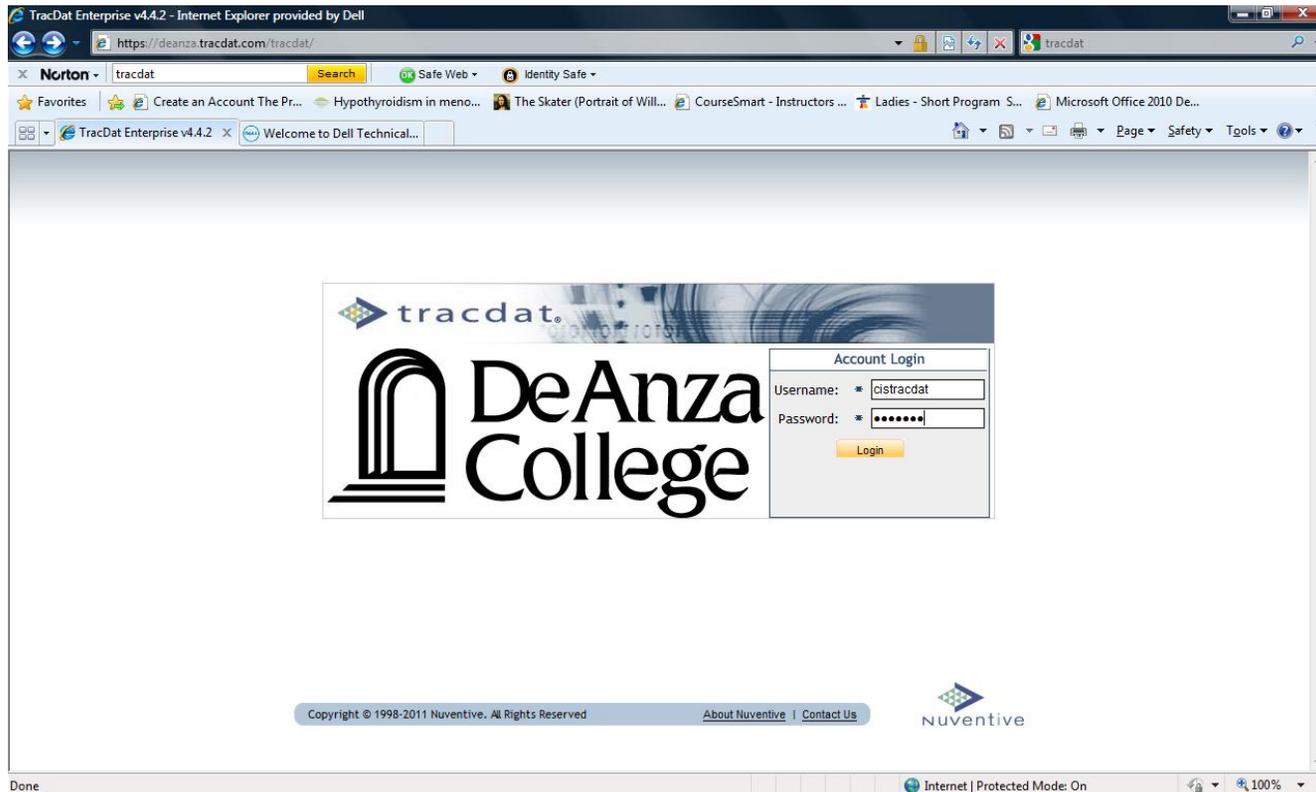


## TracDat Manual for Department Chairs/Coordinators

START HERE:

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



QUESTIONS:

Need a Username/Password?

Forgot Password?

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

STEP ONE: INPUT YOUR INFORMATION FROM YOUR WORD FILE BY:

Navigate to **Department->General** THEN FILL IN YOUR INFORMATION

The screenshot shows 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'. Under the 'Department' button, there are sub-tabs for 'General', 'Personnel', and 'Courses/Services'. The main content area has a breadcrumb trail: 'Dept - (All) Learning TracDat > Department > General'. The form contains the following fields:

- 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 two buttons: 'Save Changes' and 'Discard Changes'. The 'Save Changes' button is highlighted in yellow. Below the form, there is a footer with 'SAVE OFTEN' in pink, 'Copyright © 1998-2011 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo. The browser's address bar shows 'Internet' and a zoom level of '100%'.

STEP TWO: YOU HAVE COMPLETED YOUR INPUT TO TRAC DAT, NOW

Navigate to Documents -> Document Repository

Click on 2011-12 APRU XXX (Really make sure you choose the correct folder. Your Dean can only see the one.)

Dept - (All) Learning TracDat > Documents > Document Repository

Show Folders For: Dept - (All) Learning TracDat

2011-12 APRU Viticulture (2) | rename folder | share folder | delete folder

Type	Document Name	Description	Last Modified	
	Add New Document		4/12/2012	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
			4/12/2012	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Add New Document**

Source: \*File Choose File No file chosen

\*Name:

Description:

save

Add New Folder Add New Document

STEP THREE:  
CHOOSE  
ADD A NEW FOLDER  
THEN UPLOAD AND LOG OUT

#### 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 navigation tabs. The main content area is titled "Set Parameters" and "Preview Report". It contains several 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 form, three buttons are circled in red: "Open Report", "Download as Zip", and "Save to Document Repository".