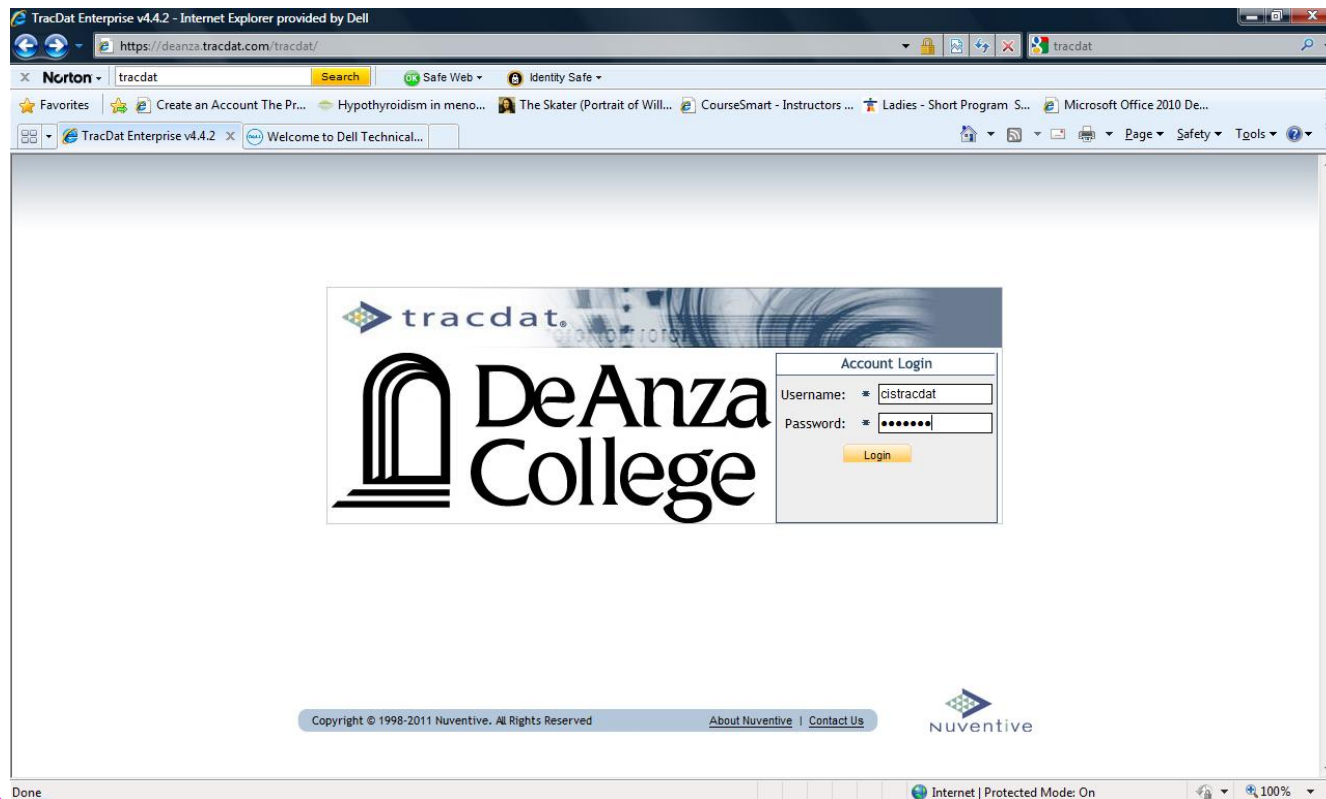


TracDat Manual for Department Chairs/Coordinators

START HERE:

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



QUESTIONS:

Need a Username/Password?

Forgot Password?

Contact: papemary@deanza.edu

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

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

The screenshot displays the TracDat web application interface. At the top, the 'tracdat.' logo 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 the header is a navigation bar with tabs: 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Department' tab is active, and within it, the 'General' sub-tab is selected. The main content area shows the 'Dept - (All) Learning TracDat > Department > General' path. The form contains several fields: 'Department Name' (filled with 'Dept - (All) Learning TracDat'), '(or Program As Applicable):' (empty), 'Program Mission Statement' (filled with '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?:' (dropdown menu set to 'Career/Technical'), 'I.A Choose a secondary mission of your program?:' (dropdown menu set to 'Transfer'), 'I.B.1 Number Certificates of Achievement awarded:' (empty), 'I.B.1 Number Certif of Achievement-Advanced awarded:' (filled with '10'), 'I.B.1 Number AA and/or AS Degrees awarded:' (filled with '0'), and 'I.B.2a Learning Resources & OSOD: #Faculty served:' (empty). At the bottom of the form are 'Save Changes' and 'Discard Changes' buttons. The footer includes the text 'SAVE OFTEN', 'Copyright © 1998-2011 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo. The browser's address bar shows 'Internet' and a 100% zoom level.

tracdat. Selected Unit: Dept - (All) Learning TracDat admin [log out]

Home Department Program Assessment Plan Course Assessment Plan Assessment Data Summaries Reports Documents

General Personnel Courses/Services

Dept - (All) Learning TracDat > Department > General

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: ?

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: ?

Save Changes Discard Changes

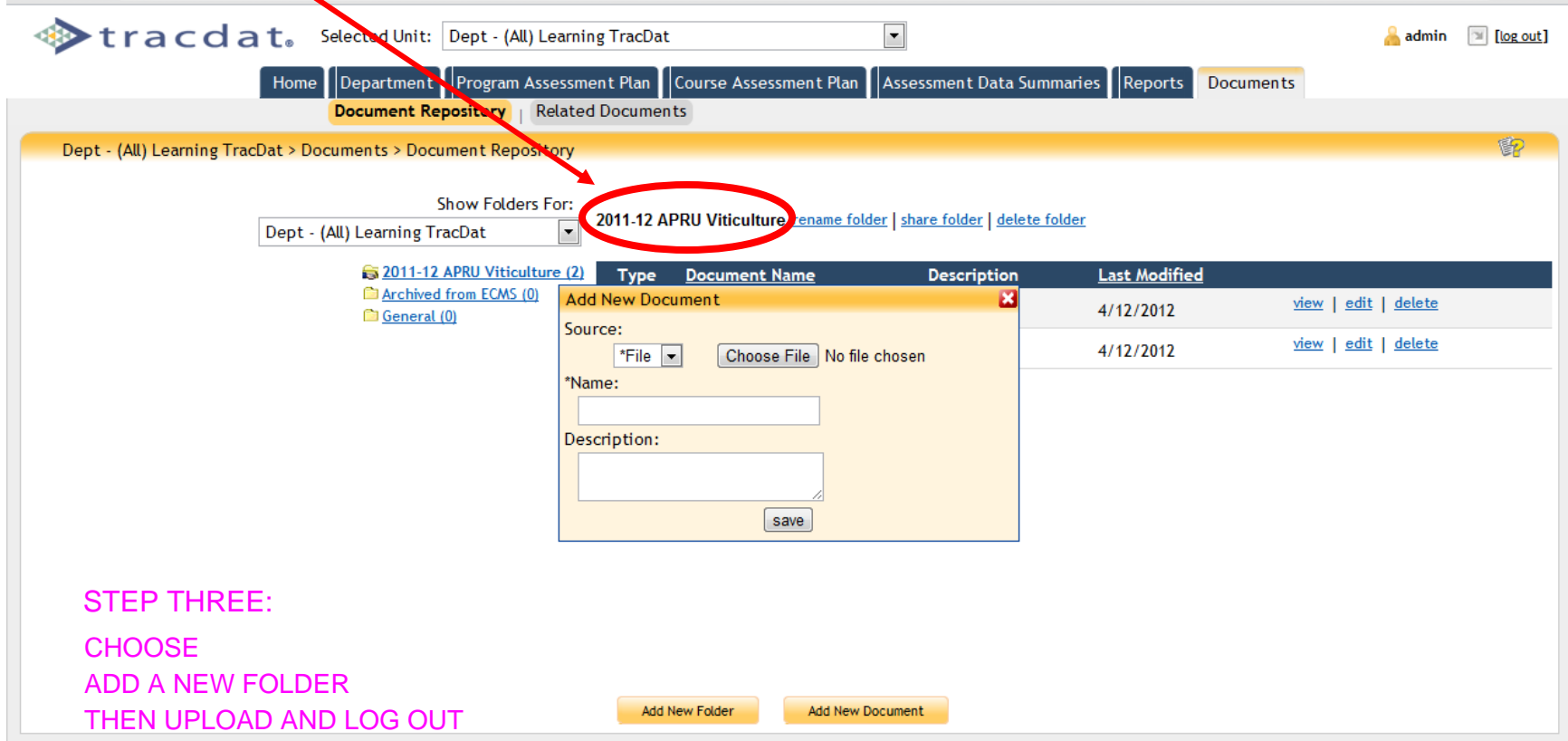
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Internet 100%

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.)



The screenshot shows the TracDat web application interface. At the top, the 'tracdat.' logo is on the left, and 'Selected Unit: Dept - (All) Learning TracDat' is in the center. On the right, there's a user profile for 'admin' and a '[log out]' link. Below this is a navigation bar with tabs: 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Documents' tab is active, showing a sub-tab for 'Document Repository'. The main content area has a breadcrumb trail: 'Dept - (All) Learning TracDat > Documents > Document Repository'. Below this, there's a 'Show Folders For:' dropdown set to 'Dept - (All) Learning TracDat'. A list of folders is shown: '2011-12 APRU Viticulture (2)', 'Archived from ECMS (0)', and 'General (0)'. The '2011-12 APRU Viticulture (2)' folder is circled in red. To the right of the folder list is a table with columns: 'Type', 'Document Name', 'Description', and 'Last Modified'. Two documents are listed, both dated '4/12/2012', with links for 'view', 'edit', and 'delete'. An 'Add New Document' dialog box is open in the foreground, containing fields for 'Source' (set to '*File'), 'Choose File' button, 'No file chosen' text, '*Name:' field, 'Description:' field, and a 'save' button. At the bottom of the main content area, there are two buttons: 'Add New Folder' and '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 application interface for generating reports. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there are two tabs: 'Set Parameters' (selected) and 'Preview Report'. The 'Set Parameters' tab contains several configuration options:

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

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