

Comprehensive Program Review: Running Reports in Tracdat

Three steps are involved: (A) running a report consisting of results for the course SLOs that map up to the PSLO(s), (B) analyzing those findings, (C) inputting your analysis and then running the four column report. Unfortunately the new Tracdat configuration does not allow for the course level assessment results to be embedded as a hyperlink.

For step B, consider the following questions as you analyze the course level results. Your responses will be entered during Step C.

- What patterns emerge about students' attainment of the SLOs? Even if all the SLOs are met, you may still see ways to strengthen your program, which you can note in the analysis and action plan.
- Conversely, what gaps in learning do you note? Note in your action plan what your department intends to do to address these gaps. In addition to including a time frame for completion (the "action date"), you also may want to include who will be responsible and where these efforts will take place, such as during departmental meetings.
 - These gaps may help determine topics for discussion. For instance, some faculty who have more success with this competency may be invited to share their instructional strategies and assignments. If the department as a whole is struggling, perhaps faculty can explore why students struggle with this competency, and then seek out resources to help students learn, such as with our [Center for Transformative Teaching and Learning](#) (CTTL), professional organizations, conferences, etc.

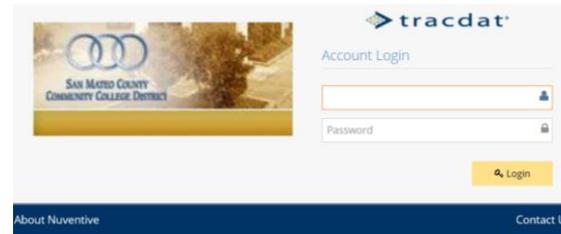
- These gaps also may provide insights about curricular alignment. Do students receive adequate exposure and opportunities to practice this competency within the course? Or more largely, for majors, do students receive adequate exposure and opportunities to practice while proceeding through the required courses? What may emerge from this discussion is a recommendation or revision of a course sequence, such as which courses are best suited for students beginning the major and which are best for more advanced study. Ideally as students take the courses for the major, they will be introduced (I) to the competency, provided opportunities to practice it (P), and eventually develop mastery (D). Curricular alignment will help ensure that students have sufficient learning opportunities, and as such, may constitute your action plan. (See the [Skyline College SLOAC Framework](#), 24-25 for guidelines, and Appendix M for a template. Tracdat also has this capability; contact [Karen Wong](#) if your department wants access and a tutorial.)
- Note which course level SLOs still need to be assessed. (These SLOs will appear in the report without an assessment method and result.) Overall, have a sufficient number of course level SLOs been assessed to provide insight about the attainment of the PSLO(s)? If not, note which course SLOs need to be assessed in your action plan.
- Do a sufficient number of course SLOs map up to the PSLO? All course level SLOs do not necessarily need to align with a PSLO, but a PSLO should have more than one course level SLO that maps up. Your action plan may be a review and revision of your PSLOs.

Step A: Running a PSLO Report that Shows the Course Level Assessment Results

Step 1:

Log in to TracDat (use Mozilla Firefox – do **not** use Internet Explorer)
<https://sanmateo.tracdat.com/tracdat/>

For user name and password, contact Karen Wong or Lorraine DeMello.



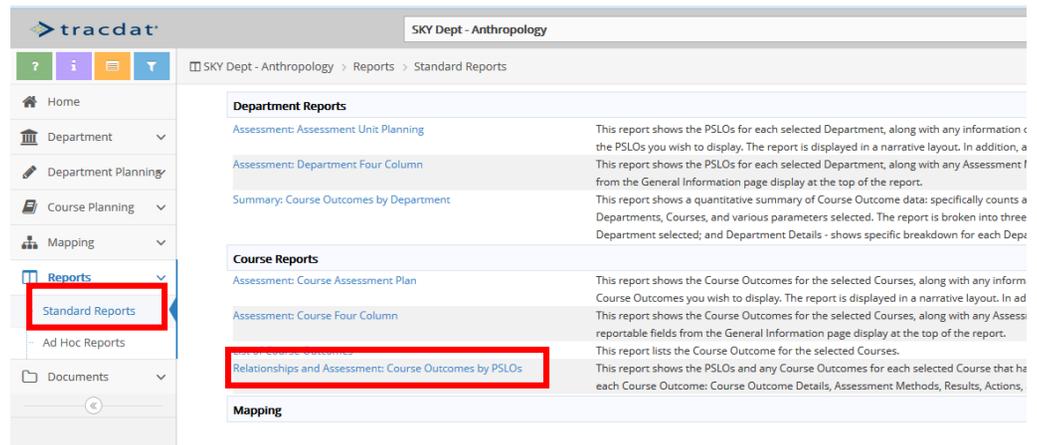
Step 2:

Access Department by selecting the correct department from the dropdown menu at the top of the page.



Step 3:

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Relationship and Assessment: Course Outcomes by PSLOs**.



Step 4:

To run a report that summarizes results for course level SLOs that map up to the PSLOs:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO Status** and **Course Outcomes Statuses**, and the past six years’ **Reporting Cycle**.

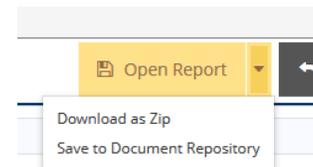
Under **Options**, mark “Show Details” and “Include Course Outcomes with No Results.”

The screenshot shows a report configuration interface with three main sections: Layout, Filter, and Options. Red boxes highlight the following elements:

- Layout:** Format set to PDF; Report Title set to "Relationships and Assessment: Course Outcomes by PSLOs"; Report Logo set to Skyline College.
- Filter:** PSLO Status set to Active; Course Outcome Statuses set to Active; Reporting Cycle set to 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, and 2011-2012.
- Options:** Show Details checked; Include Course Outcomes with No Results checked.

Step 5:

Click **Open Report**, **Download as Zip**, or **Save in Document Repository** (if you'd like to directly save in a Tracdat file designated for PSLO reports) in the upper right hand corner.



Step 6:

If you open the report, in the upper right-hand corner, you have options you can exercise:

-  View the report in full-screen format.
-  Print the report.
-  Download the document to save.



Step C: Inputting your Analysis and Running the Four Column Report

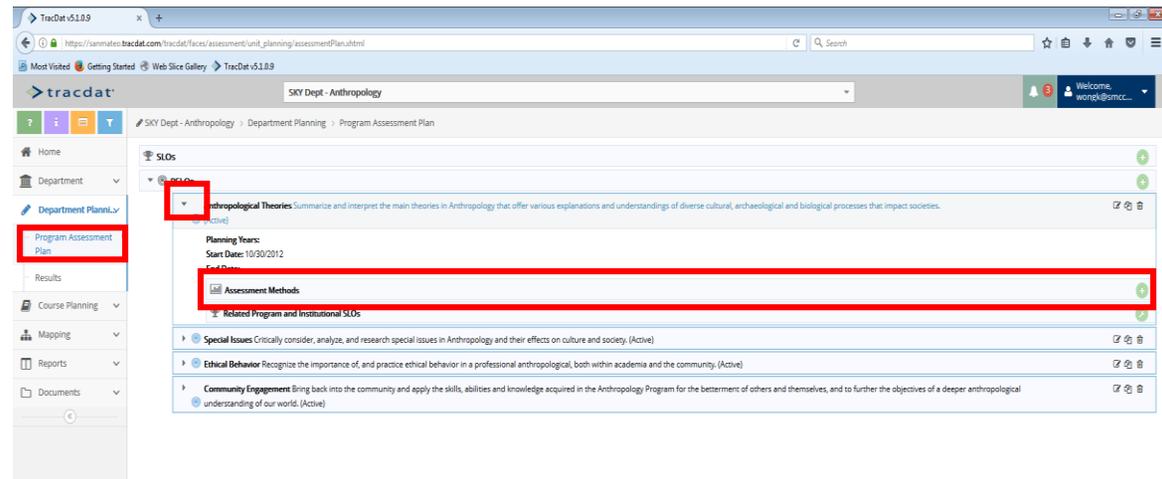
Step 1: Assessment Method

From the options on the left-hand side of the page, click on **Departmental Planning**, and then **Program Assessment Plan**.

To the right, click on the arrow to the corresponding PSLO. Add an assessment method by clicking on the



to the right of **Assessment Methods**.



The screenshot shows the TracDat web application interface. The browser address bar displays the URL: https://samites.tracdat.com/tracdat/faces/assessment/unit_planning/assessmentPlan.xhtml. The page title is "tracdat" and the user is logged in as "SKY Dept - Anthropology". The navigation menu on the left includes "Home", "Department", "Departmental Planning", "Program Assessment Plan", "Results", "Course Planning", "Mapping", "Reports", and "Documents". The "Program Assessment Plan" menu item is highlighted with a red box. The main content area shows a list of PSLOs (Program Student Learning Objectives) for Anthropology. The first PSLO is "Anthropological Theories" and the second is "Assessment Methods". The "Assessment Methods" section is highlighted with a red box. The "Assessment Methods" section includes a "Planning Years" section with "Start Date: 10/30/2012" and "End Date:" followed by a red box. Below this, there is a "Related Program and Institutional SLOs" section with three items: "Special Issues", "Ethical Behavior", and "Community Engagement".

Step 2:

From the pull-down menu, choose **Instructional PSLOs—Roll Up Course Assessment Results** (unless you're using a different assessment).

Enter information for the remaining three fields. The success criterion may be a certain percentage of course level results whose criteria are met. The schedule may be the year your department is conducting its Comprehensive Program Review.

The screenshot shows a web browser window with the URL `racdat.com/tracdat/faces/assessment/unit_planning/assessment_plan/editAssessmentMethod.xhtml`. The page title is "SKY Dept - Anthropology" and the breadcrumb trail is "SKY Dept - Anthropology > Department Planning > Program Assessment Plan > Add Assessment Method".

The main content area displays the "Anthropological Theories" form. The "Active" checkbox is checked. The "Assessment Method Category" field has a pull-down menu open, showing options: "Capstone Assignment/Project", "Essay", "Instructional PSLOs—Roll Up Course Assessment Results" (highlighted in blue), "Portfolio", "Pre and post testing", "Presentation/Performance", and "Survey". The "Success Criterion" field is also highlighted in blue. The "Schedule" field is empty. A red box highlights the pull-down menu, and another red box highlights the "Instructional PSLOs—Roll Up Course Assessment Results" option.

Required field

Step 3a:

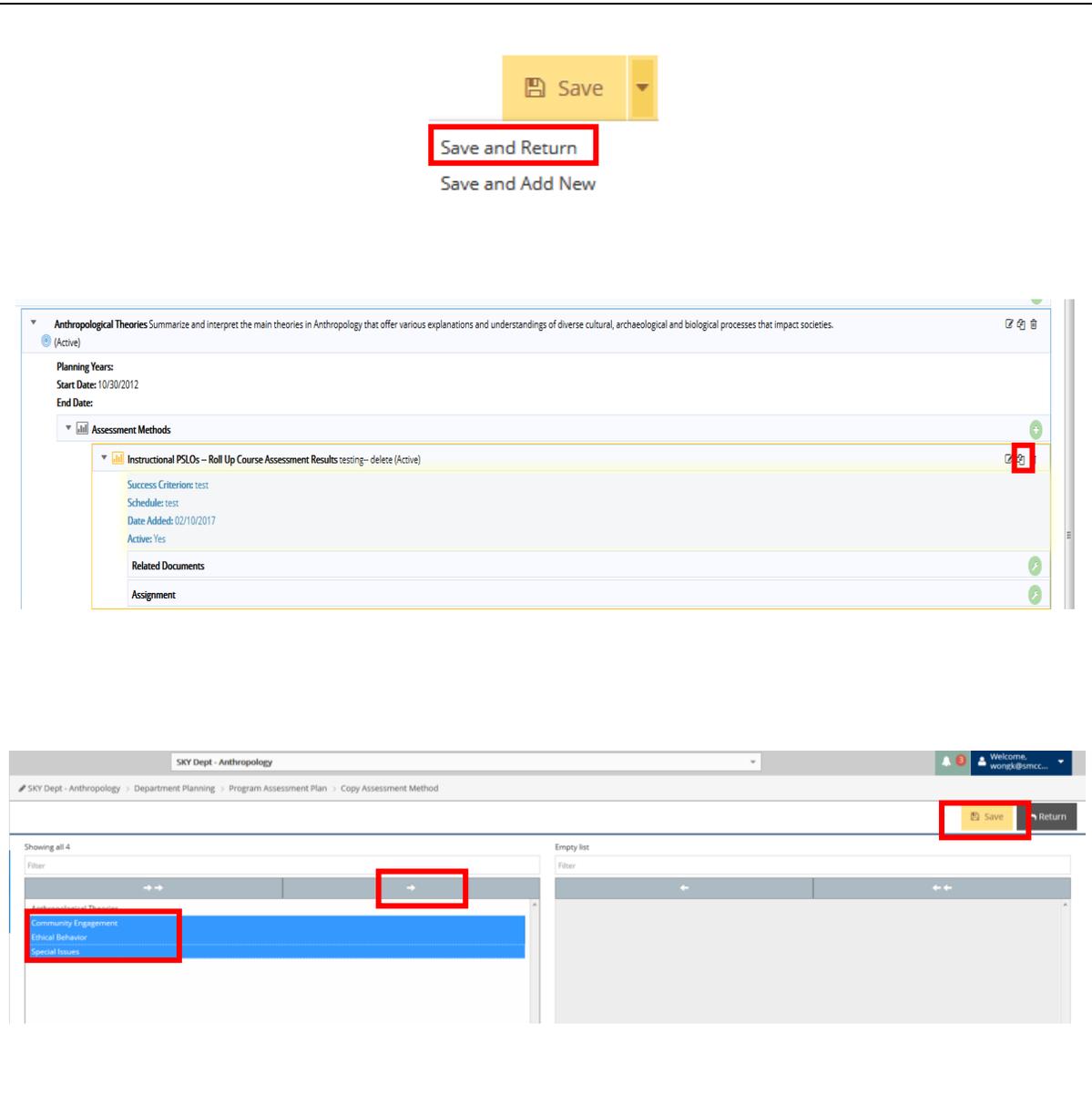
In the upper-right hand corner, choose **Save and Return**.

Step 3b:

To copy the same assessment method to the other PSLOs, choose the middle icon.

Step 3c:

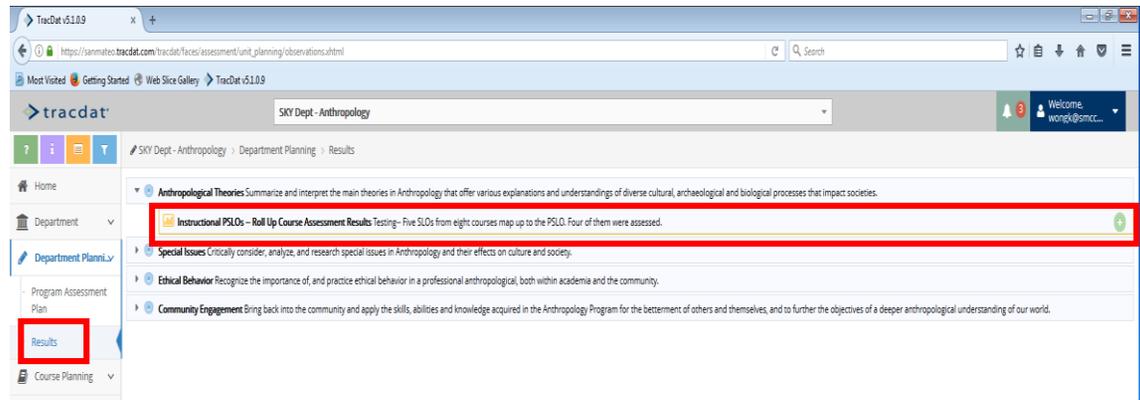
Hold down the ctrl key and left click the remaining PSLOs, and then click on the single arrow. Then **Save**.



Step 4: Analysis

From the options on the left-hand side of the page, click on **Departmental Planning**, and then **Results**.

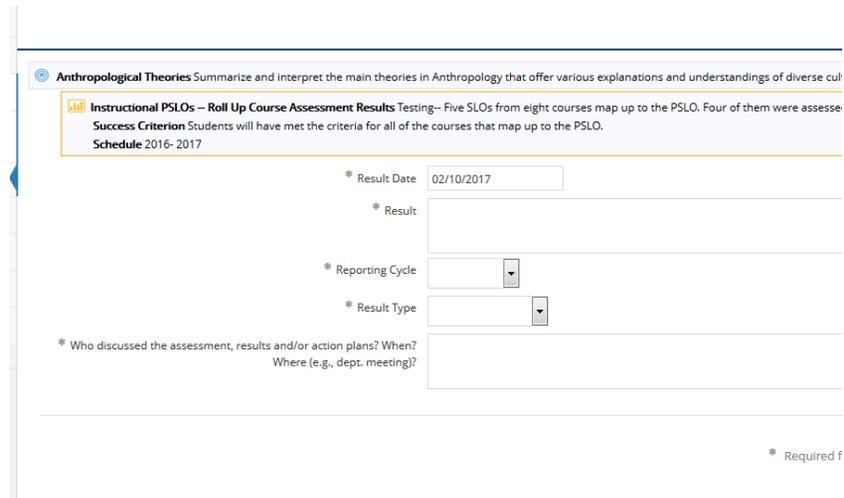
Click on the arrow to the corresponding PSLO. Add a result by clicking on the  to the right of the corresponding assessment method.



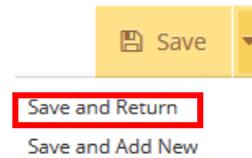
Step 5:

Fill in the assessment **Result**, **Reporting Cycle** (academic year the PSLO was assessed), **Result Type**, and **Who Discussed the Results** et al.

Your Assessment Results will be your responses to [Step B](#).



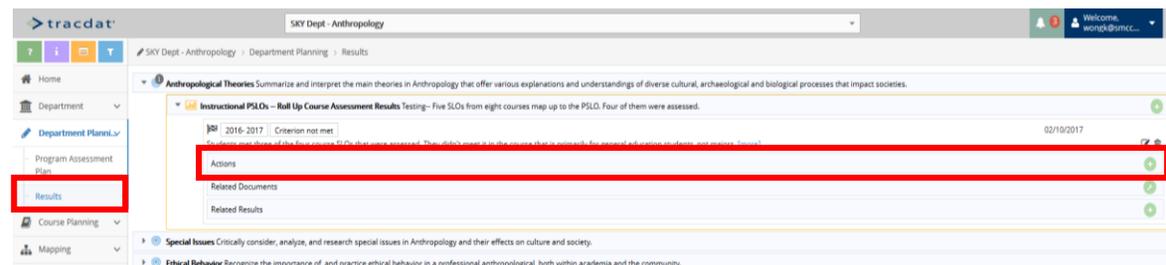
Step 6:
Click **Save and Return** in the upper right-hand corner of the screen.



Step 7a:
Enter an Action plan by clicking on the  to the right of **Actions**.

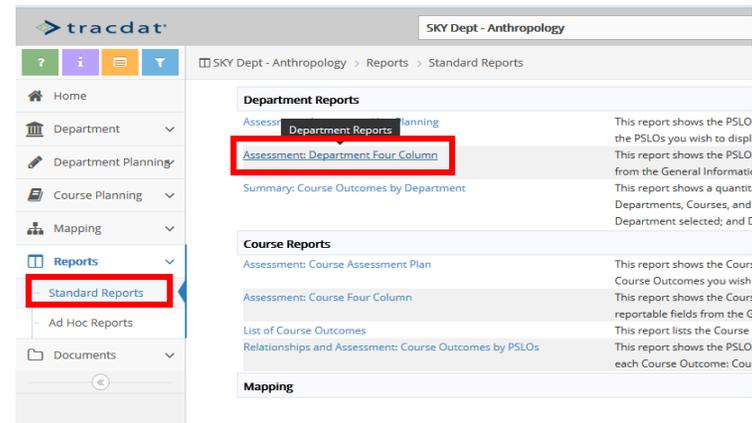
Step 7b:
Enter the date the action will take place by (**Action Date**), the **Action** to be completed and **Action Plan Category** (optional).

Step 7c:
Click **Save and Return**.



Step 8: Report

From the options on the left-hand side of the page, click on **Reports**, then **Standard Reports**, and then **Assessment: Department Four Column** (under Department Reports).



Step 9:

For the **Layout**, choose the **Format**, give the report a **Title**, and choose Skyline College from the pull-down **Report Logo** options.

For the **Filter**, choose “Active” **PSLO Status** and this academic year for the **Reporting Cycle**.

For the **Options**, choose **Include PSLO with no Results**.

The screenshot shows a report configuration interface with three main sections: Layout, Filter, and Options. In the **Layout** section, the **Format** is set to PDF, the **Report Title** is "Assessment: Department Four Column", and the **Report Logo** is Skyline College. In the **Filter** section, the **PSLO Status** is set to Active, and the **Reporting Cycle** is 2016-2017. In the **Options** section, the checkbox for **Include PSLO with no Results** is checked. Other options like "Include Assessment Methods with no Results", "Include Inactive Assessment Methods", "Include Fields With No Data", and "Include Annual Updates" are unchecked.

Step 10:

Click **Open Report**, **Download as Zip**, or **Save in Document Repository** (if you'd like to directly save in a Tracdat file designated for PSLO or CPR reports) in the upper right hand corner. Upload this report to your CPR/ SPOL.

