

## Comprehensive Program Review: Running Reports in Tracdat (v.3)

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.

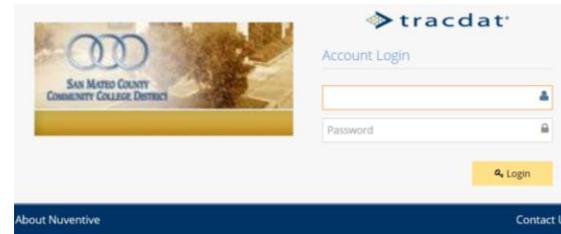
## Step A: Running a PSLO Report that Shows the Course Level Assessment Results

### 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.



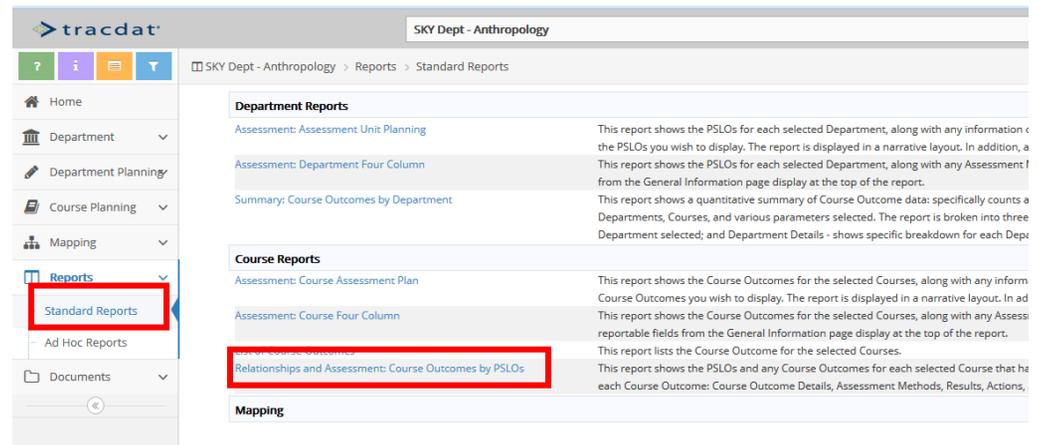
### Step 2:

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 latter information will identify which SLOs need to be assessed ASAP, or at least in the next three-year assessment cycle.

See 4a, 4b, and 4c for additional filter options.

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

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

**Step 4a (Additional Filter Options for Courses or Result Types):**

Narrow down which courses appear on the report: For instance, filter for only those courses that have a recommended sequence or those courses that are central to the degree. Choose **Courses Selected**, highlight the courses on the left which you *don't* want on the report, and then click on the single arrow.

Narrow down which courses did not meet the benchmark: Under **Result Types**, choose "Criterion not met."

Narrow down which courses had inconclusive results: Under **Result Types**, choose "Inconclusive." Inconclusive results may suggest that the course needs to be assessed again (perhaps for a longitudinal sample size, if enrollment is small each time it is offered) or that the assessment itself needs to be refined.

The screenshot shows a web-based filter interface. At the top, there is a 'Report Logo' dropdown menu. Below it is a 'Filter' section with several input fields: 'Courses Selected' (highlighted with a red box and showing 'All(14)'), 'PSLO Status', 'Planning Years', 'Course Outcome Statuses', 'Assessment Cycles', and 'Assessment Method Categories'. There are also radio buttons for 'Sort Results' (Ascending and Descending, with Descending selected) and a 'Result Date Between' range selector. Below these is a 'Reporting Cycle' field and a 'Result Types' dropdown menu (highlighted with a red box and showing 'Criterion not met'). At the bottom is an 'Options' section with several checkboxes: 'Show Details' (checked), 'Include Fields With No Data' (unchecked), 'Include PSLOs With No Related Course Outcomes' (unchecked), 'Include Course Outcomes With No Results' (checked), and 'Include Assessment Methods With no Results' (unchecked).

**Step 4b (Additional Filter Options for highlighting single PSLOs):**

If you want a separate report for each PSLO, temporarily inactivate the PSLO. Under Department Planning, choose **Program Assessment Plan**.

Click the  to the right of the program outcome. Select **Inactive** from the **PSLO Status**

For the **Filter**, choose **“Inactive” PSLO Status**. (See [Step 4](#) for the other filters.)

Once you’ve run the report, change the **PSLO Status** back to the **Active** status.

\* Format PDF

\* Report Title Relationships and Assessment: Course Outcomes by PSLOs

Report Subtitle

Report Logo

Courses Selected [All\(9\)](#)

PSLO Status Inactive ✖

Planning Years

Course Outcome Statuses

Assessment Cycles

Assessment Method Categories

Sort Results  Ascending  Descending

Result Date Between and

### Step 4c (Additional Filter Options for Excluding Results to Ineffective Assessment Methods):

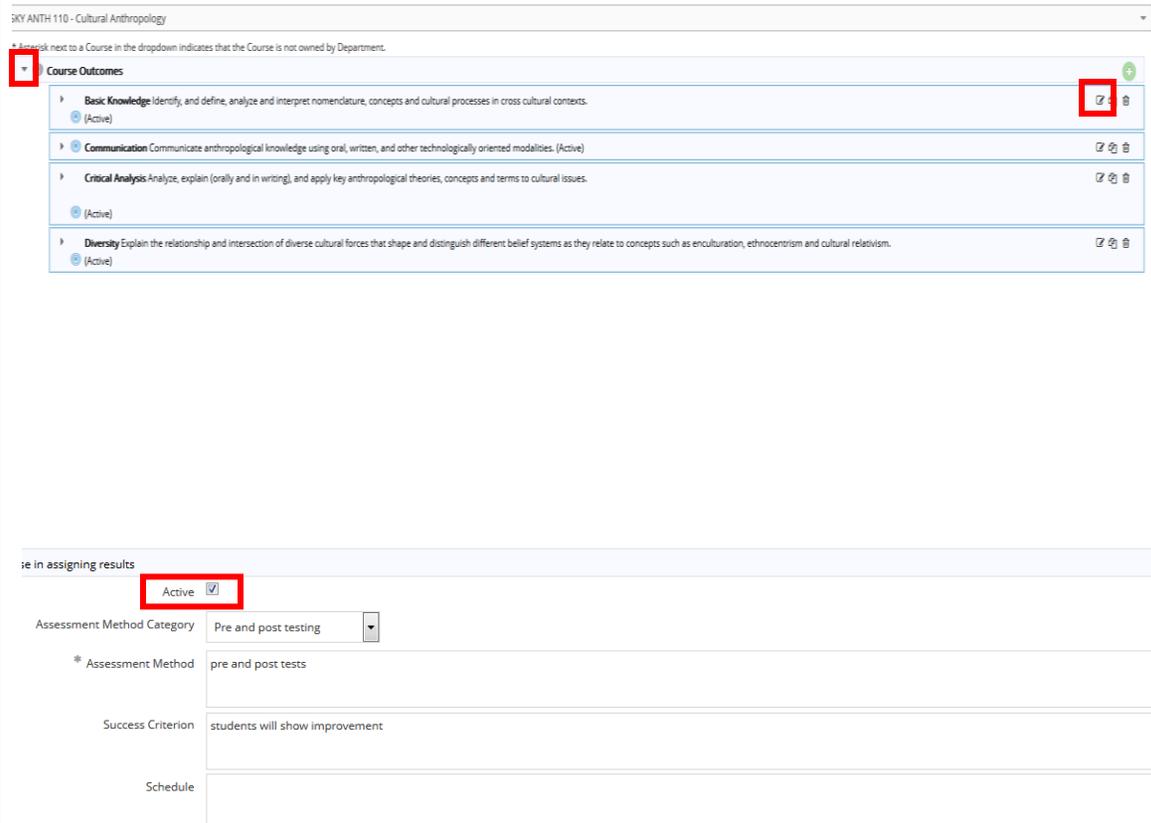
To remove results for course level assessment methods that didn't work well, inactivate them.

Click on the **Course Name** for the appropriate course.

Select the **dropdown** on the SLO and then the Assessment Methods dropdown.

Click the **edit** icon  to update the Assessment Method. Uncheck **Active**.

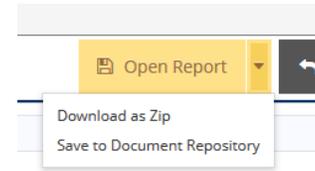
See [Step 4](#) for the filters. Under Options, the box for "Include Inactive Assessment Methods" should *not* be checked.



The screenshot displays the LMS interface for 'SKY ANTH 110 - Cultural Anthropology'. At the top, a dropdown menu is open, showing a list of 'Course Outcomes'. The first outcome, 'Basic Knowledge', is highlighted, and its 'Active' checkbox is checked. A red box highlights the 'Active' checkbox. Below the outcomes, there is a section for 'Assessment Methods'. The 'Active' checkbox is checked, and a red box highlights it. The 'Assessment Method Category' is set to 'Pre and post testing'. The 'Assessment Method' is 'pre and post tests'. The 'Success Criterion' is 'students will show improvement'. The 'Schedule' field is empty.

**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.

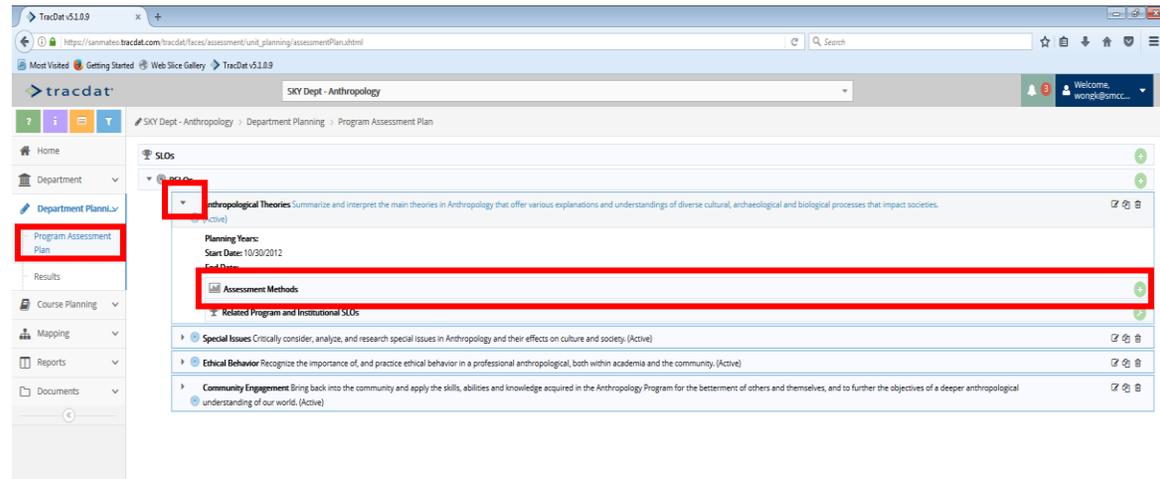


## Step C: Inputting your Analysis and Running the Four Column Report

### 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**.

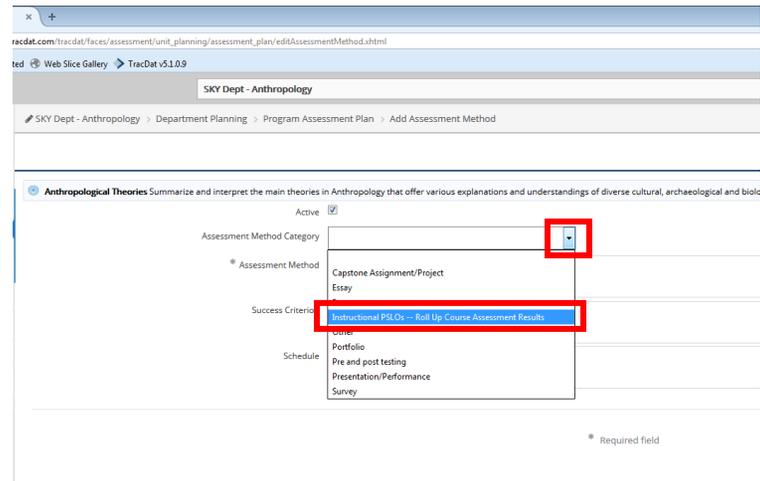


The screenshot shows the TracDat v5.1.0.9 interface. The left sidebar contains a navigation menu with 'Program Assessment Plan' selected. The main content area displays a list of PSLOs for the 'SKY Dept - Anthropology' department. The 'Assessment Methods' section is highlighted in red, and a plus icon to its right indicates where to click to add a new assessment method.

### 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 the 'Add Assessment Method' form in the TracDat v5.1.0.9 application. The 'Assessment Method Category' dropdown menu is highlighted in red, and the 'Instructional PSLOs—Roll Up Course Assessment Results' option is selected in the 'Success Criteria' field. The form also includes fields for 'Assessment Method', 'Schedule', and 'Active'.

**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:**

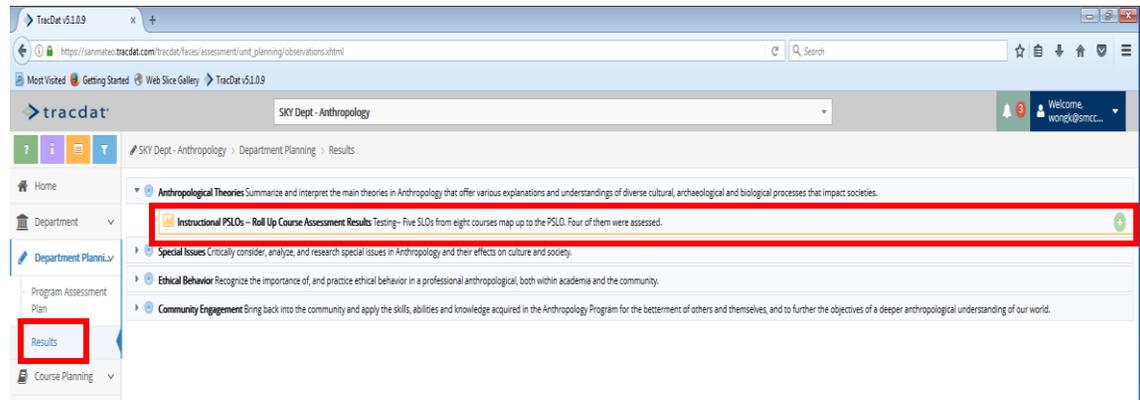
Hold down the ctrl key and left click the remaining PSLOs, and then click on the single arrow. Then **Save**.

The screenshot displays a software interface for managing assessment methods. At the top, there are three buttons: 'Save', 'Save and Return' (highlighted with a red box), and 'Save and Add New'. Below this, a detailed view of an 'Anthropological Theories' assessment method is shown, including its description, planning years, and a list of 'Assessment Methods'. One method, 'Instructional PSLOs - Roll Up Course Assessment Results testing- delete (Active)', is highlighted with a yellow border and has a red box around its 'Copy' icon. The bottom section shows a list of PSLOs: 'Community Engagement', 'Ethical Behavior', and 'Special Issues'. A red box highlights the middle arrow icon between the first and second PSLOs. To the right, another red box highlights the 'Save' and 'Return' buttons in the top right corner of the list area.

## 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.

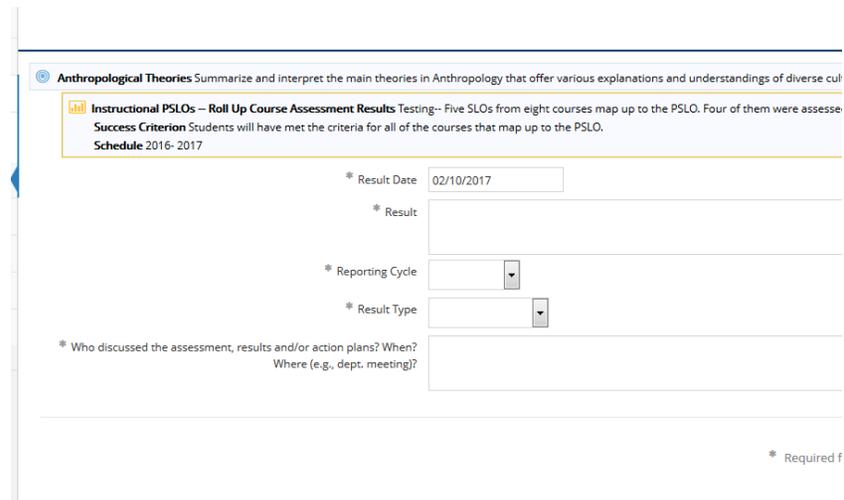


The screenshot shows the TracDat v5.1.0.9 web application. The left sidebar contains a navigation menu with 'Results' highlighted in a red box. The main content area displays a list of PSLOs for the Anthropology department. The second item, 'Instructional PSLOs - Roll Up Course Assessment Results', is highlighted with a red box and has a green plus icon to its right.

## Step 5:

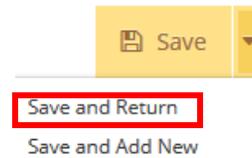
Fill in the assessment **Result**, **Reporting Cycle** (academic year the PSLO was assessed), **Result Type**, and **Who Discussed the Results** et al.

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



The screenshot shows the 'Add Result' form for the 'Instructional PSLOs - Roll Up Course Assessment Results' PSLO. The form includes fields for 'Result Date', 'Result', 'Reporting Cycle', 'Result Type', and 'Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting?)'. The 'Result Date' field is populated with '02/10/2017'.

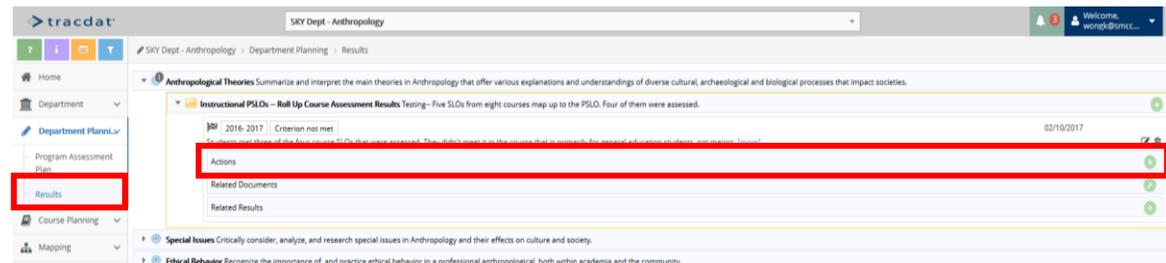
**Step 6:**  
Click **Save and Return** in the upper right-hand corner of the screen.



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

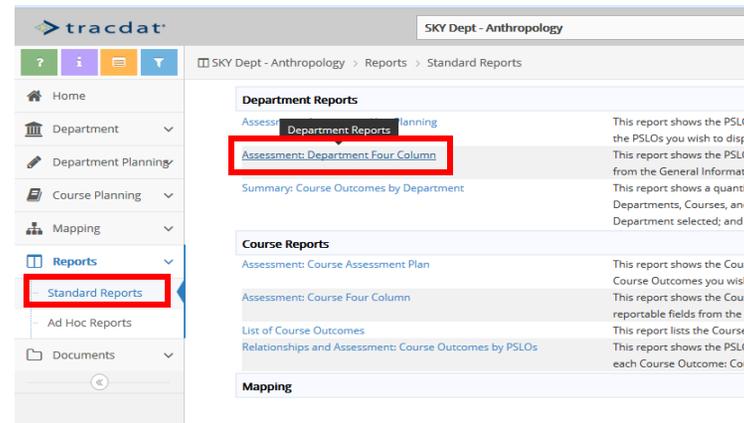
**Step 7b:**  
Enter the date the action will take place by **(Action Date)**, the **Action** to be completed and **Action Plan Category** (optional).

**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.

