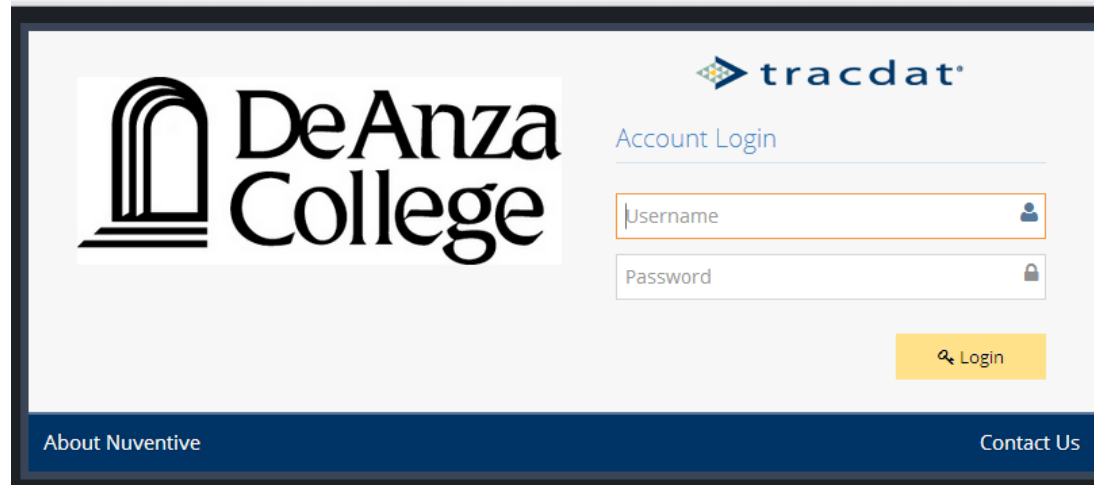


TracDat 5 Manual for Department Chairs/Coordinators

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



The screenshot shows the login interface for TracDat 5 at DeAnza College. On the left is the DeAnza College logo, which consists of a stylized archway icon followed by the text "DeAnza College". On the right, the "tracdat" logo is displayed above the heading "Account Login". Below the heading are two input fields: "Username" with a user icon and "Password" with a lock icon. A yellow "Login" button is positioned below the password field. At the bottom of the page, there is a dark blue footer bar containing the links "About Nuventive" on the left and "Contact Us" on the right.

Need a Username/Password?

Forgot Password? Need help?

Contact: papemary@fha.edu

I. Navigate to Reports->Ad Hoc

Reports needed for answering IV.A and IV.B are **Count and List of PLOs – Active Only**, **Count and List of SLOs – Active Only**, **Cycle 2 PLOAC Work – Active Only**, and **Cycle 2 CIS SLOAC Work – Active Only**

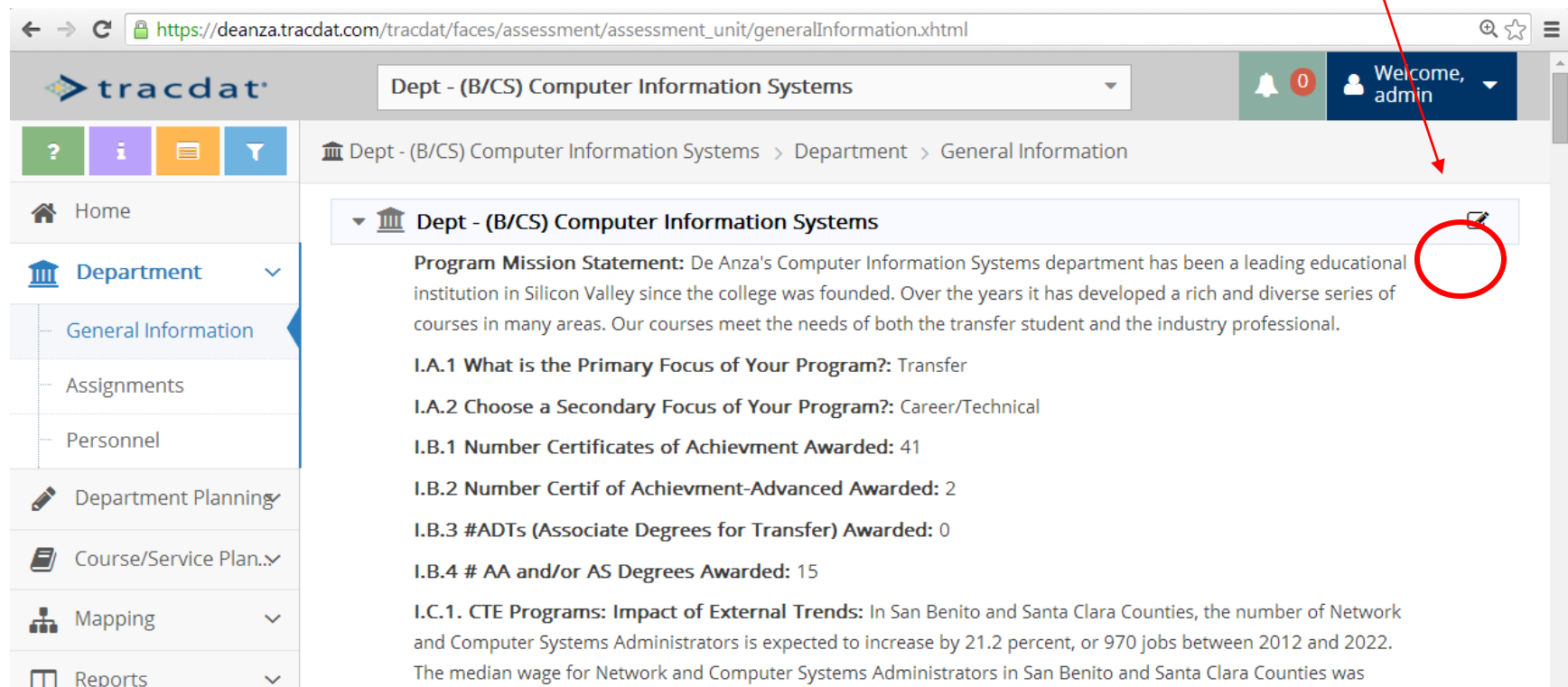
The screenshot shows the TracDat web application interface. The breadcrumb path is "Dept - (B/CS) Computer Information Systems > Reports > Ad Hoc Reports". The main content area displays a list of reports with columns for report name, description, data source, and user. The left sidebar shows navigation options like Home, Department, and Reports.

Report Name	Description	Data Source	User	Actions
Count and List of PLOs - Active Only	Lists all Program Level Outcome statements with the total count at the bottom.	Department - Assessment Data Summaries (All Summaries)	Administrator, TracDat	✎ 📄 🗑️
Count and List of SLOs - Active Only	Lists all Student Learning Outcome statements with the total count at the bottom.	Department - Assessment Data Summaries (All Summaries)	Administrator, TracDat	✎ 📄 🗑️
Cycle 2 CIS PLOAC Work - Active Only	For each program, PLOs, Assessment Data Summary, Reflection & Analysis, and Enhancements	Department - Assessment Data Summaries (All Assessment Data Summaries)	Administrator, TracDat	✎ 📄 🗑️
Cycle 2 CIS SLOAC work - Active Only	For each course, SLOs, Assessment Methods, Assessment Data Summary, Reflection & Analysis, and Enhancements since June 30, 2014	Department - Assessment Data Summaries (Related directly to Assessment Methods)	Administrator, TracDat	✎ 📄 🗑️
SLO Statement and Status Testing 5		Department - Assessment Data Summaries	Administrator, TracDat	✎ 📄 🗑️
		Department - Assessment Data Summaries (All	Administrator, TracDat	✎ 📄 🗑️

II. Navigate to Department->General Information

Information from 2013-14 CPR is still in the boxes if that box/question still exists. Thus, you will only need to edit this information and update as appropriate. **The information must also be entered into the Word document of the blank APRU. You are to upload the Word document to the 2015-16 APRU folder under the Documents tab (see next page).** The Word document will eventually be posted onto De Anza's website as it has been in prior years.

Make sure to choose "Yes" on the very last box when you are done so that your Dean will know. Note that the frame collapses and this page can be printed as a nicely formatted pdf and emailed to others as a pdf.



The screenshot displays the Tracdat web interface. The browser address bar shows the URL: https://deanza.tracdat.com/tracdat/faces/assessment/assessment_unit/generalInformation.xhtml. The page header includes the Tracdat logo, a dropdown menu for the department name "Dept - (B/CS) Computer Information Systems", a notification bell with a red "0", and a user profile for "Welcome, admin". The breadcrumb trail reads: "Dept - (B/CS) Computer Information Systems > Department > General Information". The left sidebar contains navigation options: Home, Department (expanded), General Information (selected), Assignments, Personnel, Department Planning, Course/Service Plan..., Mapping, and Reports. The main content area shows the department header "Dept - (B/CS) Computer Information Systems" with an edit icon circled in red. Below the header, the "Program Mission Statement" is displayed, followed by several sections: "I.A.1 What is the Primary Focus of Your Program?: Transfer", "I.A.2 Choose a Secondary Focus of Your Program?: Career/Technical", "I.B.1 Number Certificates of Achievement Awarded: 41", "I.B.2 Number Certif of Achievement-Advanced Awarded: 2", "I.B.3 #ADTs (Associate Degrees for Transfer) Awarded: 0", "I.B.4 # AA and/or AS Degrees Awarded: 15", and "I.C.1. CTE Programs: Impact of External Trends: In San Benito and Santa Clara Counties, the number of Network and Computer Systems Administrators is expected to increase by 21.2 percent, or 970 jobs between 2012 and 2022. The median wage for Network and Computer Systems Administrators in San Benito and Santa Clara Counties was".

III. Reports

Navigate to Documents -> Document Repository

Click on 2015-16 APRU (Really make sure you choose the correct folder. Your Dean can only see this one.)

Upload the completed word document titled 2015-16_APRU_XXXDepartment

https://deanza.tracdat.com/tracdat/faces/common/documents/documentsRepository.xhtml

tracdat

Dept - (B/CS) Computer Information Systems

Welcome, admin

Dept - (B/CS) Computer Information Systems > Document Repository

Document Repository

- Dept - (B/CS) Computer Information Systems
 - 2011-12 APRU CIS
 - 2012-13 APRU CIS
 - 2015-16 APRU
 - Archived SLOACs from ECMS
 - Assessment Plans
 - General
 - Related Documents
 - DeAnza College
 - APRU/CPR - Business/Computer Science/Applied Technologies Division

IV. Navigate to **Reports->Standard**

Other helpful reports are Assessment: **Department Four Column and Assessment and Course/Service Four Column**

The screenshot shows the TracDat v5.0.48 web application interface. The browser address bar displays the URL: <https://deanza.tracdat.com/tracdat/faces/common/reports/standardReports.xhtml>. The page header includes the TracDat logo, a dropdown menu for the department (currently set to "Dept - (B/CS) Computer Information Systems"), a notification bell with a red "0", and a user profile for "Welcome, admin".

The left sidebar contains a navigation menu with the following items: Home, Department, Department Planning, Course/Service Plan..., Mapping, Reports (highlighted), Standard Reports (highlighted), Ad Hoc Reports, and Documents. Below the menu is a search bar.

The main content area displays the breadcrumb "Dept - (B/CS) Computer Information Systems > Reports > Standard Reports" and a list of reports:

- Assessment: Department Four Column**: This report shows the Program Level Outcomes (PLOs) for each selected Department, along with any Assessment Methods, Assessment Data Summaries, and Enhancements for each Program Level Outcome (PLO). The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- Summary: Student Learning Outcomes (SLOs) by Department**: This report shows a quantitative summary of Student Learning Outcome (SLO) data: specifically counts and percentages of Departments and Courses/Services that have Course/Service Planning data. The data shown on the report depends on the Departments, Courses/Services, and various parameters selected. The report is broken into three areas: Overall Summary - shows totals for all Departments selected; Summary by Departments - shows totals for each Department selected; and Department Details - shows specific breakdown for each Department selected. (Placed in each assessment and reporting unit.)

Below the list, there are two sections:

- Course/Service Reports**:
 - Assessment: Course Assessment Plan**: This report shows the Student Learning Outcomes (SLOs) for the selected Courses/Services, along with any information contained in the Course Assessment Plan area related to each Student Learning Outcomes (SLOs). This may include any Mapping for the Student Learning Outcomes (SLOs) you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.
 - Assessment: Course/Service Four Column**: This report shows the Student Learning Outcomes (SLOs) for the selected Courses/Services, along with any Assessment Methods, Assessment Data Summaries, and Enhancements for each Student Learning Outcome (SLO). The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
- Mapping**