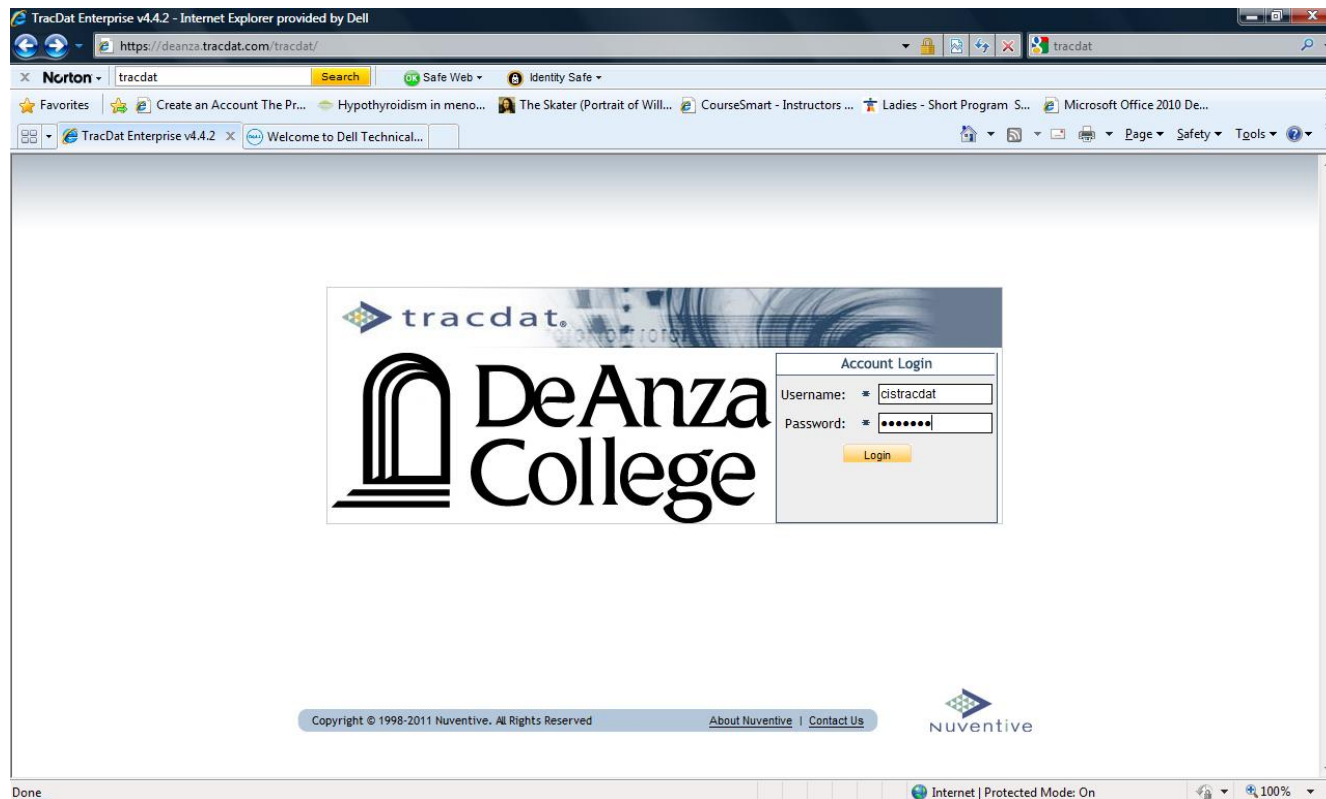


TracDat Manual for Department Chairs/Coordinators

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



Need a Username/Password?

Forgot Password? Need help?

Contact: papemary@fha.edu

II. Navigate to Reports->Ad Hoc

Run the two reports shown below for necessary information to answer section III of the APRU.

The screenshot shows the TracDat web application interface. At the top left is the TracDat logo. To its right, the 'Selected Unit' is set to 'Dept - (B/CS) Computer Information Systems'. On the top right, the user is logged in as 'instructortracdat' with a 'log out' link. Below the logo and unit selection is a navigation menu with buttons for 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Reports' button is highlighted. Below the navigation menu, there are sub-navigation tabs for 'Department', 'Course/Service', and 'Ad Hoc', with 'Ad Hoc' being the active tab. A breadcrumb trail shows 'Dept - (B/CS) Computer Information Systems > Reports > Ad Hoc'. The main content area contains a table with the following data:

Report Title	Description	Data View	Created By
CIS PLOAC Work	For each program, PLOs, Assessment Data Summary, Reflection & Analysis, and Enhancements	Department - Unit Assessment Data Summaries (Related directly to Program Level Outcomes (PLOs))	Administrator, TracDat
CIS SLOAC work	For each course, SLOs, Assessment Methods, Assessment Data Summary, Reflection & Analysis, and Enhancements	Department - Course/Service Assessment Data Summaries	Administrator, TracDat

II. Navigate to Department->General

Information from 2011-12 APRU is still in the boxes that were the same as last year's boxes. 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 2012-13 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.

The screenshot displays the TracDat web application interface. At the top, the 'tracdat.' logo is on the left, and the 'Selected Unit: Dept - (All) Learning TracDat' dropdown is in the center. On the right, the user is logged in as 'admin' with a '[log out]' link. Below the logo, a navigation menu includes 'Home', 'Department', 'Program Assessment Plan', 'Course Assessment Plan', 'Assessment Data Summaries', 'Reports', and 'Documents'. The 'Department' tab is active, and the 'General' sub-tab is selected. The main content area shows the 'Dept - (All) Learning TracDat > Department > General' page. The form contains the following fields and options:

- 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 'Save Changes' and 'Discard Changes' buttons. The footer of the page includes 'Copyright © 1998-2011 Nuventive. All Rights Reserved', 'About Nuventive | Contact Us', and the Nuventive logo. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

IV. Reports

Navigate to Documents -> Document Repository

Click on 2012-13 APRU XXX (Really make sure you choose the correct folder. Your Dean can only see this one.)

Upload the completed word document titled APRU 2012-13.

Selected Unit: Dept - (B/CS) Computer Information Systems

instructortracdat [log out]

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

Document Repository | Related Documents

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

Show Folders For: Dept - (B/CS) Computer Information Systems

2012-13 APRU CIS [rename folder](#) | [delete folder](#)

Type	Document Name	Description	Last Modified
No documents.			

2011-12 APRU CIS (5)
2012-13 APRU CIS (0)
Archived SLO
General (1)

Add New Document

Source: *File Choose File No file chosen

*Name:

Description:

save

Add New Folder Add New Document