

Course Assessment in Tracdat v.5 (TD5)

There are four aspects that are common to all assessment of students: a) defining clear goals for student learning b) having effective ways to measure achievement of those goals c) collecting information on how students are doing in attainment of these goals d) using the information collected to improve student learning. In TD5 this is documented under the heading of “Course Planning” in two parts. Steps a) and b) are entered in ‘Course Assessment Plans’ highlighted in green, while steps c) and d) are entered under ‘Findings’ highlighted in blue. Click on the blue hyperlinked text to go to that course.

	Courses	Course Student Learning Outcomes	Assessment Methods	Findings	Action to be Taken	Follow-Up
▶	✓ BIOL104 - Survey of General Biology	7	7	12	0	0
▶	BIOL105 - Function of the Human Body	2	1	1	0	0
▶	BIOL106 - Boat Handling and Navigation	0	0	0	0	0
▶	BIOL107 - Field Biology	3	0	0	0	0

Course Outcomes and Methods are entered under “Course Assessment Plans” using the left-side menu. Select a course from the white drop-menu (blue highlights in the picture below).

Expand items by clicking the black triangles

Select course from the drop-menu

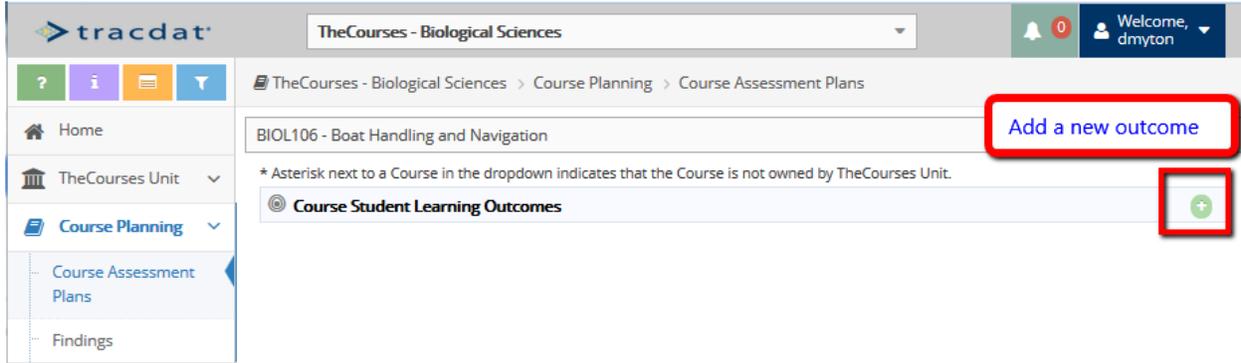
This outcome has one defined assessment method. Add a NEW one or edit the existing one

No assessment method yet - add a new one

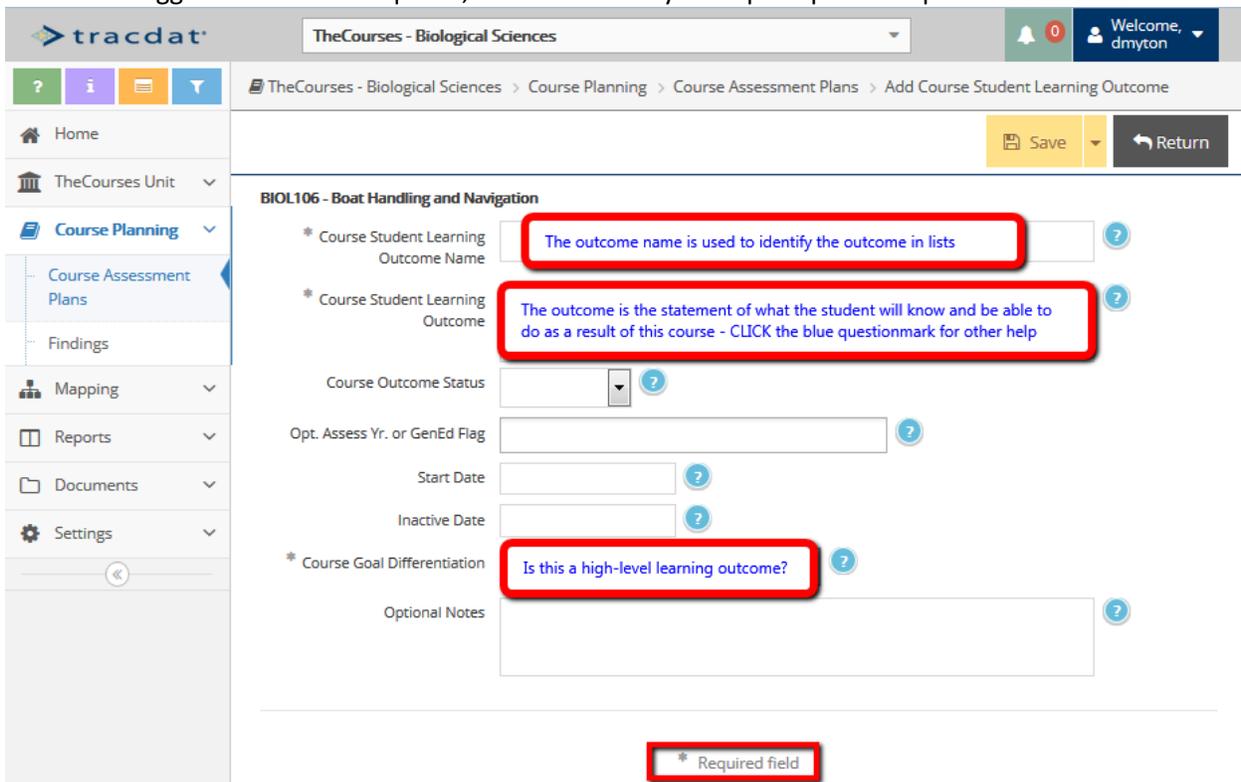
Expand items by clicking on the black triangle. This course had a red flag under “Assessment Method” based on the rules that called for one measure for each outcome – this isn’t really critical if it is a result of having many outcomes and not measuring them all, or having a course that hasn’t been taught yet. However, it is expected that every course we teach will incorporate some assessment of student

learning. Add new methods using the green button  or edit methods using the tools 

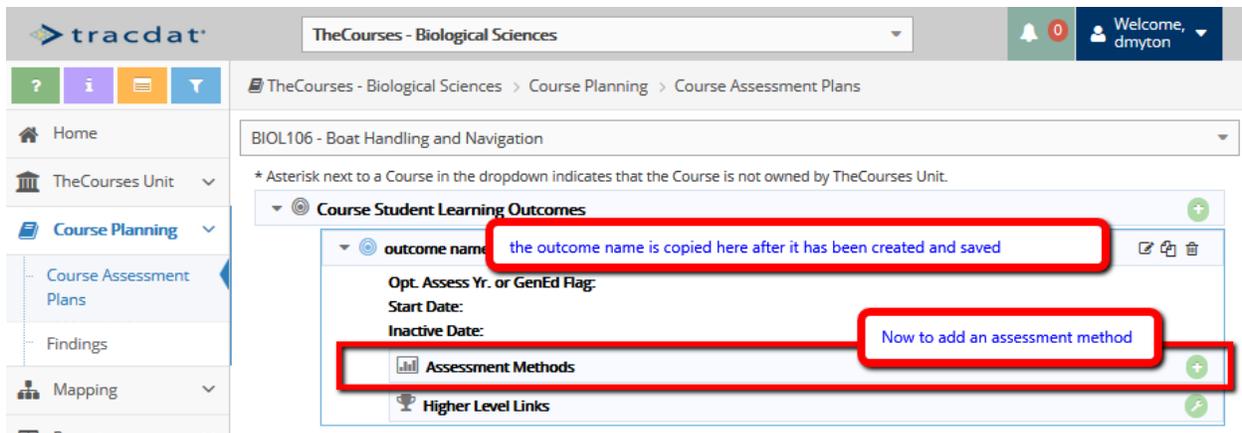
Adding a new course outcome – click the green button



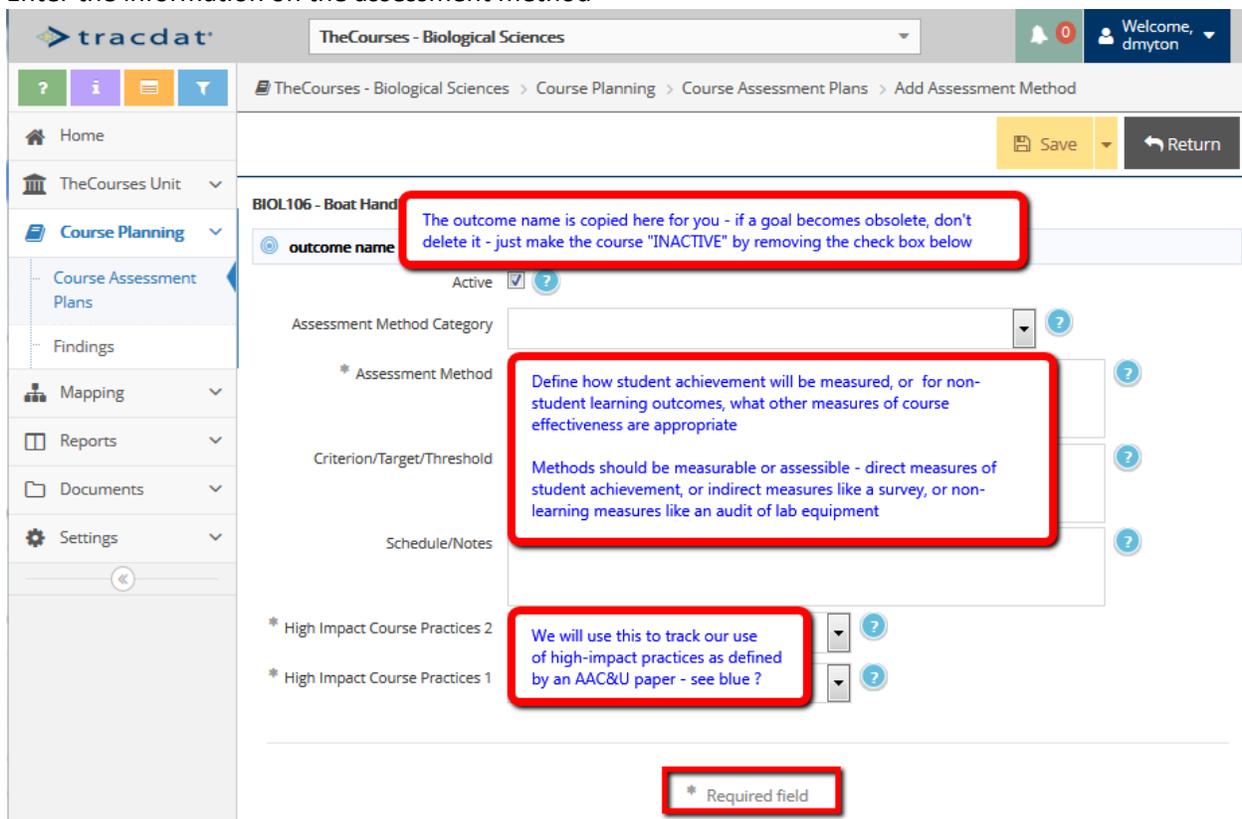
The fields flagged with “*” are required, the blue “?” may have prompts to help with each field.



Assessment Methods – after the outcome has been created and saved, return to define the ways that success in meeting the outcome will be measured (what the assessment method will be). Select the green + button to “Add Assessment Method” as shown below:



Enter the information on the assessment method



Entering Assessment outcomes and assessment methods is probably done once for a course and then again only when there are major curriculum changes, not every time a course is taught.

Findings and actions are entered from the Findings-menu (highlighted in red box). We prefer to have findings entered in response to a pre-defined assessment method (green box). On the Plans page the assessment method was defined – here it is displayed and additional findings are entered using the green button (right edge of green box). On the other hand, data that directly relates to the outcome but is not part of any assessment method is entered (blue box) as an “other finding” – generally this feature should not be used.

The screenshot shows the Tracdat interface for 'TheCourses - Biological Sciences'. The left sidebar has 'Findings' highlighted with a red box. The main content area shows a course 'BIOL105 - Function of the Human Body'. A finding is expanded, showing a table with columns for 'Year', 'Status', and 'Date'. Below the table, there are fields for 'Optional Data Point', 'Course Instructional Modality', and 'Description of Assessment Method (optional)'. A red arrow points to a green plus button next to the 'Action to be Taken' field.

To add a finding to an existing assessment method - select that method and click the green + button

The screenshot shows the Tracdat interface for 'TheCourses - Biological Sciences'. The left sidebar has 'Findings' highlighted with a red box. The main content area shows a course 'BIOL106 - Boat Handling and Navigation'. A finding is expanded, showing a table with columns for 'Year', 'Status', and 'Date'. Below the table, there are fields for 'Optional Data Point', 'Course Instructional Modality', and 'Description of Assessment Method (optional)'. A red box highlights the green plus button next to the 'Action to be Taken' field.

Enter a narrative summary outlining what you found this semester relative to student learning of this outcome using this specific method/measure. You can attach supporting documents, so charts, graphs, survey results, video clips of interpretive dance, and photos can be added to support your statements.

Each course only has one entry in Tracdat – use the “course instructional modality” field to differentiate online sections or regional center sections from the main campus section in order to help validate that we provide equivalent educational opportunities to all our students. Aggregate the results from multiple sections of the same course and present only one set of findings – or use the ‘description of assessment method’ to differentiate between sections and their unique characteristics.

tracdat TheCourses - Biological Sciences

TheCourses - Biological Sciences > Course Planning > Findings > Add Finding

Home TheCourses Unit Course Planning Course Assessment Plans Findings Mapping Reports Documents Settings

BIOL106 - Boat Handling and Navigation

outcome name outcome statement

Direct - Case Analysis open the case, check it
Criterion/Target/Threshold

* Finding Date 07/31/2015

* Finding

* Finding Reporting Year

* Goal met

Optional Data Point

Optional Data Point 2

Course Instructional Modality

Description of Assessment Method (optional)

Keep the finding box for a narrative summary of what was found. Consider restating course name and semester in the narrative so report is easier to read. Don't use this box to expound on future action - save that for the next step

Report on the Academic Year for this finding

* Required field

Add an "Action to be Taken" that describes how the finding will be used to inform and guide future course offerings using the green + (highlighted with green box below).

tracdat TheCourses - Biological Sciences

TheCourses - Biological Sciences > Course Planning > Findings

Home TheCourses Unit Course Planning Course Assessment Plans Findings Mapping Reports Documents

BIOL106 - Boat Handling and Navigation

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by TheCourses Unit.

outcome name outcome statement

Other Findings

Direct - Case Analysis open the case, check it

2014-2015 Yes We find the defendant: guilty 07/31/2015

Action to be Taken

Related Documents

Once you have a finding, you can add an action or related documents to support the finding (but no personally identifiable information about students!)

Do these steps and the home page menu will be updated with a lovely green check:

▶	✓	BIOL106 - Boat Handling and Navigation	1	1	1	1
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