

Nuventive Improve/TracDat “One-Pager” (updated 1/25/18)

The Basic Stuff you Need to Know to Get Started Entering your ALC/GALC in TracDat/Improve

What needs to be done:

- Your next ALC/GALC update is due on March 1, 2018.
- The current Assessment Year and Reporting Year (both are fields in Improve/TracDat) is 2017.

To log in:

- Log into myWings. Go to the Institutional Effectiveness channel on the Staff tab. Click on TracDat.
- Log in with your UNF credentials.

Home:

- The Home page provides you with quick links to all the parts of your assessment plan.

Working Unit:

- General Information: Your program’s Mission Statement and Assessment Approaches text are as you last edited them. Feel free to update them. Please complete at least the first four fields on this page.
- Personnel: Let Amanda Kulp know if you want any departmental personnel to be added or deleted.

Working Unit Planning:

Assessment Plan:

- Student Learning Outcomes: You can change the list order by clicking and dragging the target next to each outcome. You can edit the Student Learning Outcome, its properties, or its Name by clicking the edit icon next to the Outcome.
 - Click in the Assessment Years box to select the years in which you have and will assess each outcome (4 year plan). Select an ALC/GALC Outcome Category.
 - If your program revises one or more Outcomes:
 - **Do not delete an outcome**, rather make it Inactive and add a new one. Deleting an outcome will delete data associated with the outcome.
 - Changing the outcome text will result in relating old data to the new outcome, so **changes to outcome text should be minor**.
- Measures: Expand the relevant Outcome, expand the Measures, then Edit or Add Measure. **Do not delete old measures**—doing so will delete data associated with them.
 - You can Assign a Measure via email to any of the personnel associated with your unit. Expand the Measure, click on the wrench icon next to Assignment, click inside the Assign To box and select the person you wish to assign this task. Be sure to check the Email Assignment to Assignee box, then Save to send the email.
 - You can (and should!) Relate Documents such as rubrics and sample assignments to a Measure. See Documents section below for more information.
 - Note that if a Measure is written generically, it can be used year after year, by adding new Related Documents (updated assignments, for example) and new Results and Evaluation.

Results and Evaluation:

- Open the Outcome you wish to work on, and click the + sign next to the Measure for which you want to report a Result.
 - In most cases, don’t change the default Result and Evaluation Date.
 - Add summary Result and Evaluation text and indicate the Reporting Period and Result Type. Use the Reporting Period drop down menu to indicate the year in which the assessment was done. (You’re working on the 2017 Reporting Year.)

- Save your work and return to the Results and Evaluation page to add an Action Taken and follow-ups to Action Taken, to create a log of continuous improvement. Also note that you can Relate Documents such as spreadsheets of data, rubric summaries, and minutes of department meetings.

Mapping:

- Student Learning Outcomes Mapping: CCBL, General Education, and sometimes other units would appreciate your indicating the relevance of each of your Student Learning Outcomes to their goals. Select a related unit from the dropdown menu and check the relevant boxes to indicate how your program's learning outcome contributes to an institutional goal.
- Curriculum Mapping:
 - Click on one or more number(s) in each cell to indicate whether each Outcome is introduced, reinforced, mastered, and/or assessed in the indicated course. You can check as many or as few as you wish. Your curriculum map can be viewed in the Reports area.
 - Let Amanda Kulp know if you want any changes to this list of courses.
 - Pending an upcoming bug fix, you can relate documents (such as syllabi) to individual courses.

Reports:

- Reports can be run in a variety of formats, and can be filtered in a variety of ways. Experiment, you can't hurt anything! The most useful for your purposes right now are probably the Mapping: Curriculum Mapping and the Assessment Report – Working Unit Four Column. Additional reports can be configured upon request.

Documents:

- You can and should create a folder structure to keep your related documents organized.
- Relating a document is easiest if you have first created a relevant folder in the Documents tab. To create a folder or sub-folder, click the down arrow to the right of any of the items in the folder tree.
- When you relate a document in a Working Unit Planning area, you will need to either put it in an existing folder, or first go to Documents/Document Repository and create a new folder for it.

Where to Get Help:

- Click on the blue question mark to the right of many fields to view help text for that field.
- Look at the Program – Sample ALC - Antarctic Studies (B) in the drop down menu labeled "Selected Unit" at the top of each screen for samples of various fields.
- Call or email Amanda Kulp at Amanda.kulp@unf.edu or 904-620-1944 for help.
- Your old ALCs/GALCs are in Documents/Document Repository, in the Archived ALCs/GALCs folder.
- Feedback on your prior ALCs/GALCs is in Documents /Document Repository, in the ALC/GALC feedback folder.

Thinking Big:

- Improve/TracDat is flexible and configurable. If there's something you'd like that it's not doing for you, especially for professional accreditation purposes, talk to Amanda Kulp.
- If you are accountable to a professional accreditor, there are a variety of ways to consolidate and streamline your assessment efforts. Please ask for an individual consultation!