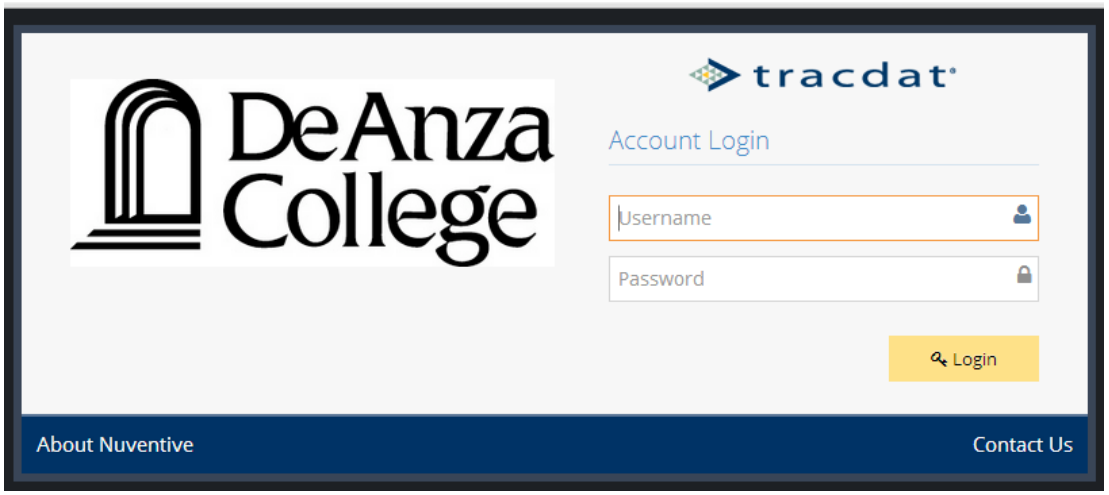
TracDat Manual for Deans
Updated for 2015-16 APRU

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

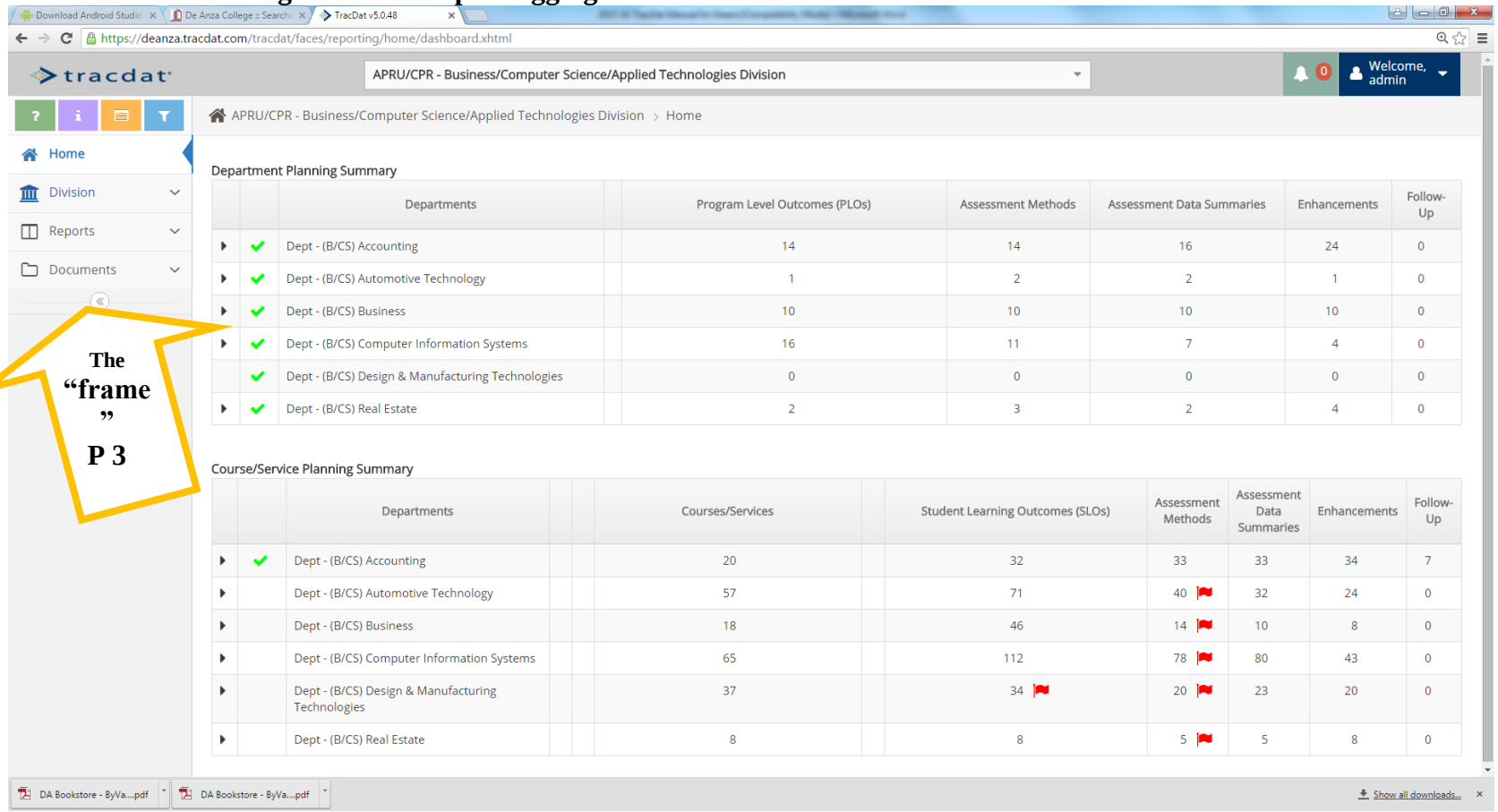


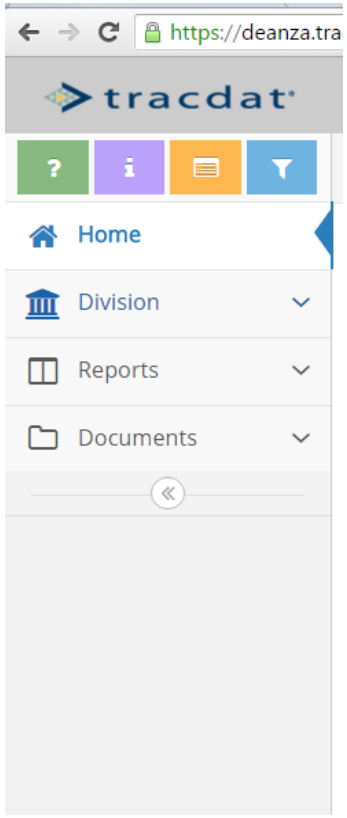
Need a Username/Password?

Forgot Password? Need help?

Contact: papemary@fhda.edu

I. Screen Shot Showing Main Tabs upon logging in:





The "Frame" Navigation

Buttons: General info; specific info; nothing; filter

Home Shows summary of the number of Program Level Outcomes and Student Learning Outcomes along with assessment methods, Assessments, and planned enhancements

Division

General Information = Dean's Summary for Program Review
Assignments
Personnel

Reports

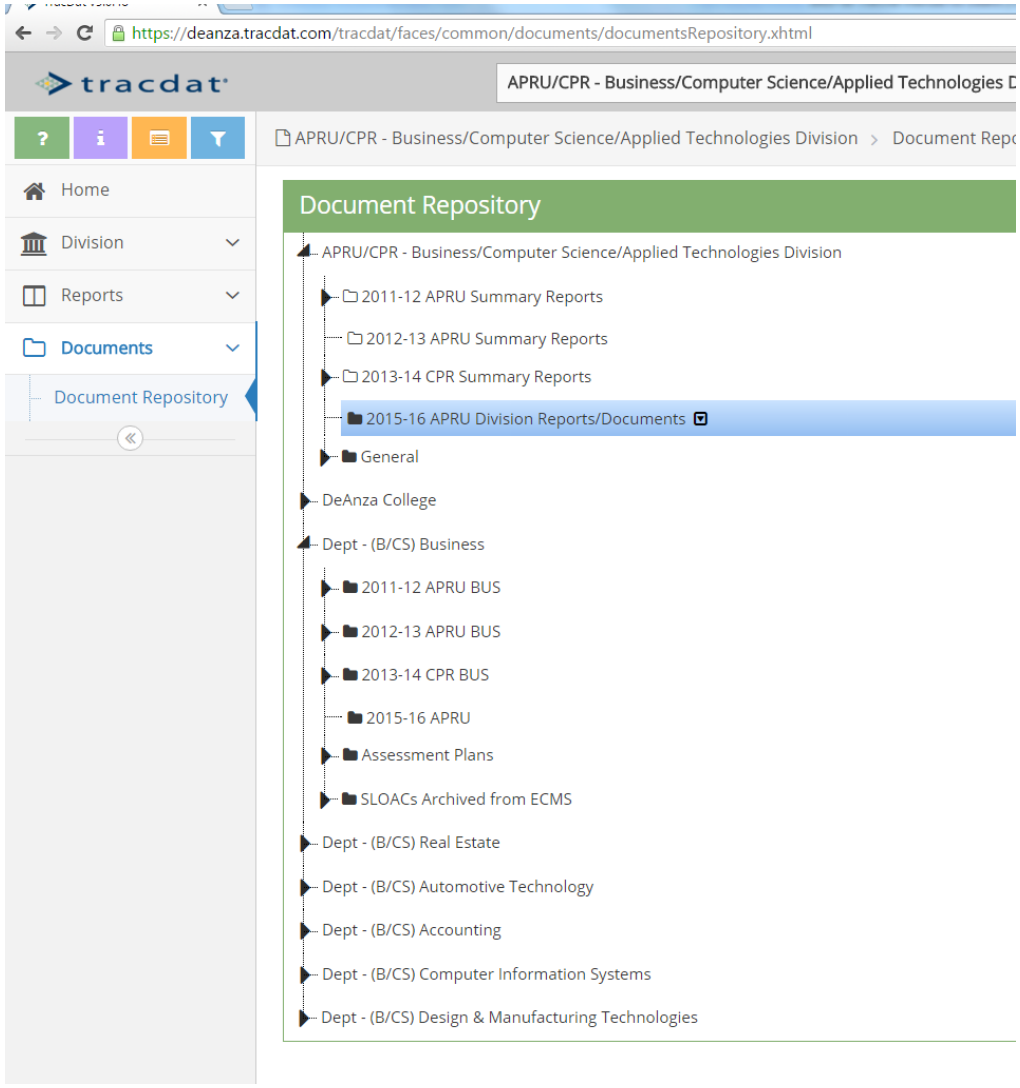
Standard

Assessment: Assessment Unit Four Column
Assessment: Assessment Unit Planning
Assessment: Course/Service Four Column

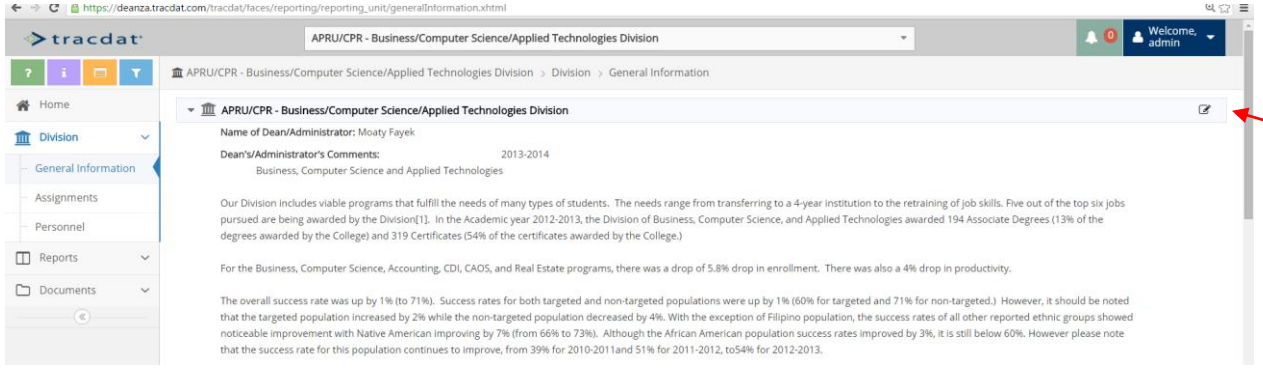
Ad hoc reports can be run. More reports will be available as time goes on.

Documents. Click on Document Repository

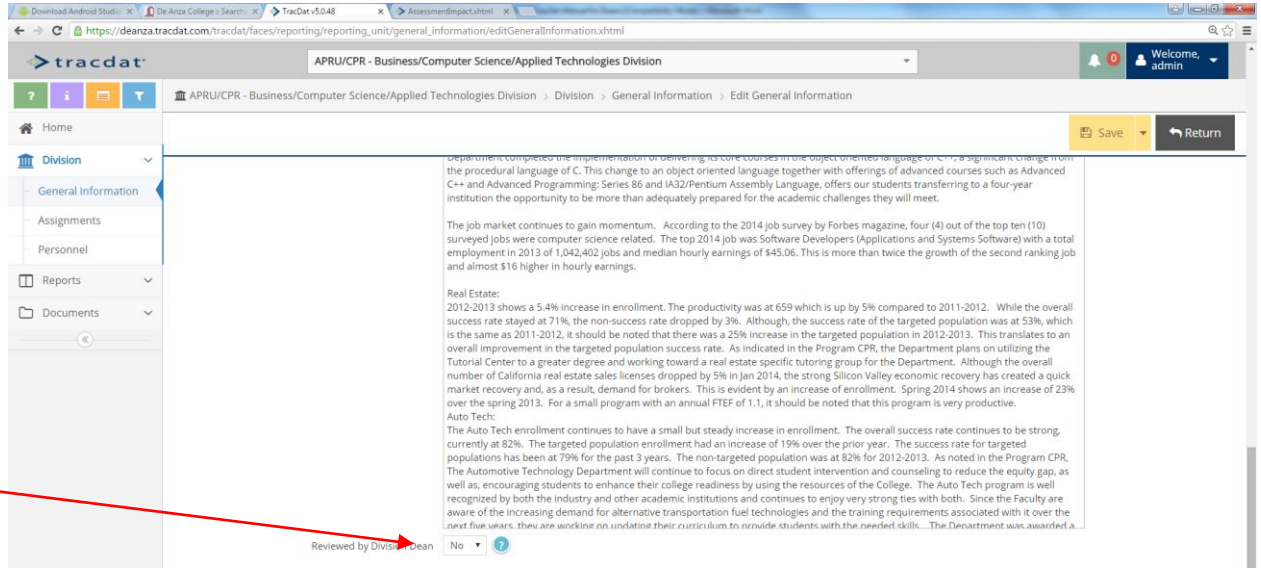
II. Documents -> Document Repository



I. Division -> General Information

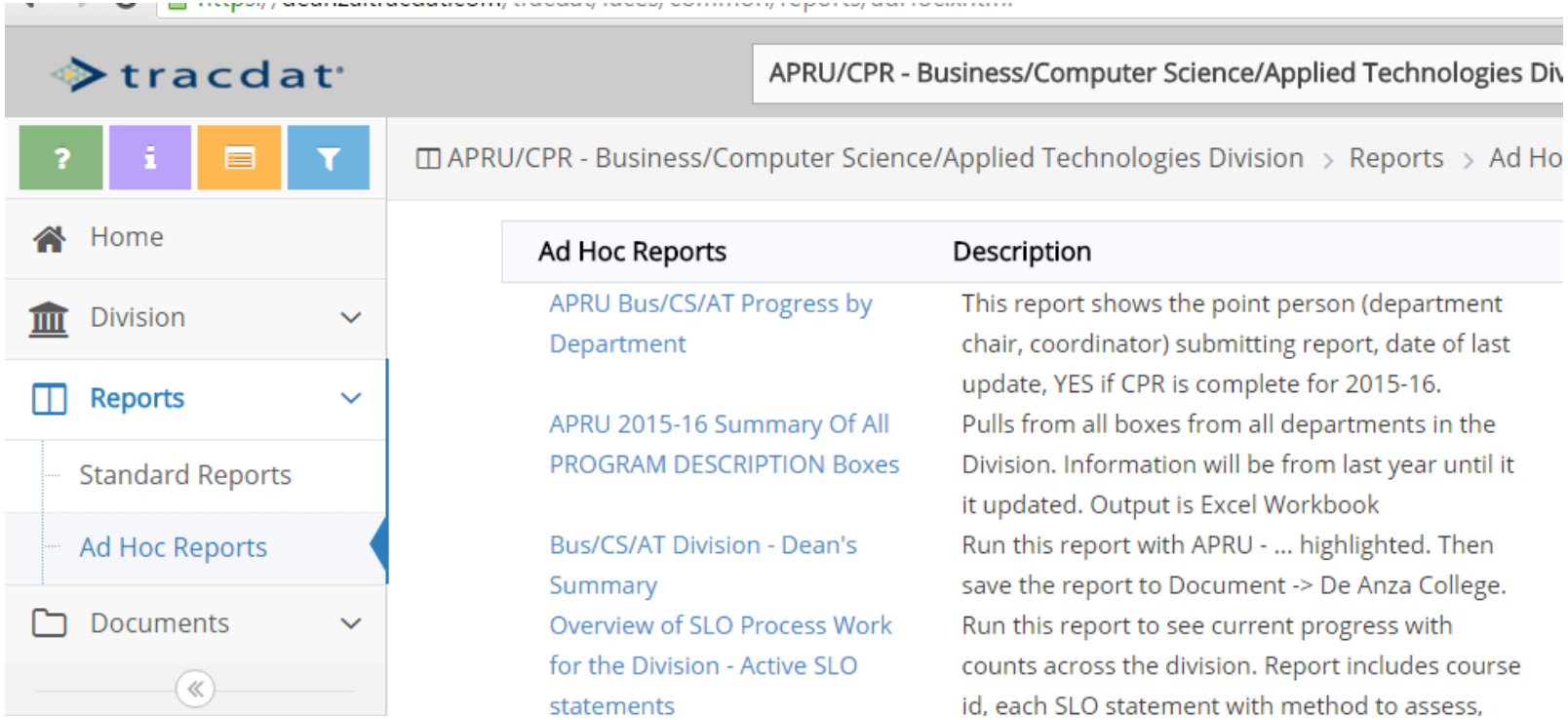


Click to Edit from 2013-14 to 2015-16



Choose "Yes" when done

Save and Return. Close frame, save page as pdf file upload to Documents -> 2015-16 AUPR Summary Reports folder.

II. Reports -> Ad Hoc

Navigate to Reports->Ad Hoc ***Run these reports to see work completed by all departments within your division. "CPR … Progress by Department" lets you know which departments have completed their report.***