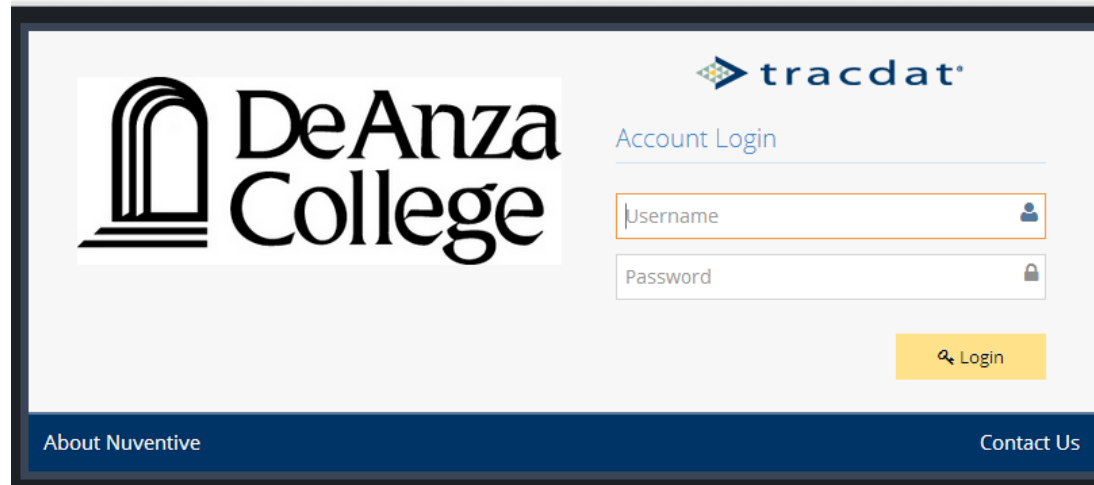


TracDat Manual for Deans Updated for 2015-16 APRU

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



The screenshot shows the login interface for TracDat at DeAnza College. On the left is the DeAnza College logo. On the right is the TracDat logo and the text 'Account Login'. Below this are two input fields: 'Username' and 'Password'. A yellow 'Login' button is positioned below the password field. At the bottom of the page, there are links for 'About Nuventive' and 'Contact Us'.

Need a Username/Password?

Forgot Password? Need help?

Contact: papemary@fhda.edu

I. Screen Shot Showing Main Tabs upon logging in:

The screenshot displays the TracDat v5.0.48 dashboard for the APRU/CPR - Business/Computer Science/Applied Technologies Division. The interface includes a navigation sidebar on the left with tabs for Home, Division, Reports, and Documents. The main content area is divided into two summary tables.

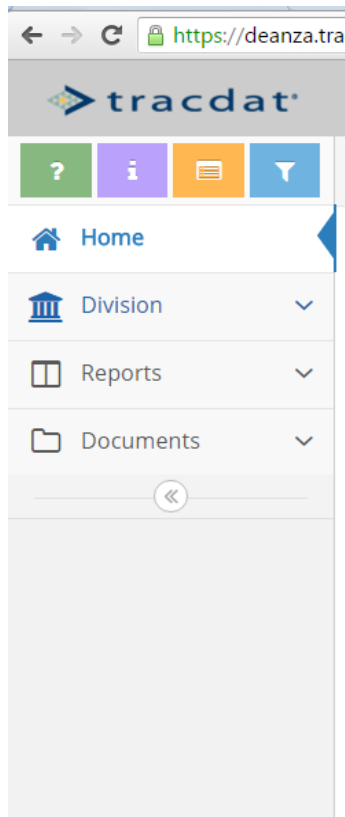
Department Planning Summary

Departments	Program Level Outcomes (PLOs)	Assessment Methods	Assessment Data Summaries	Enhancements	Follow-Up
▶ ✓ Dept - (B/CS) Accounting	14	14	16	24	0
▶ ✓ Dept - (B/CS) Automotive Technology	1	2	2	1	0
▶ ✓ Dept - (B/CS) Business	10	10	10	10	0
▶ ✓ Dept - (B/CS) Computer Information Systems	16	11	7	4	0
▶ ✓ Dept - (B/CS) Design & Manufacturing Technologies	0	0	0	0	0
▶ ✓ Dept - (B/CS) Real Estate	2	3	2	4	0

Course/Service Planning Summary

Departments	Courses/Services	Student Learning Outcomes (SLOs)	Assessment Methods	Assessment Data Summaries	Enhancements	Follow-Up
▶ ✓ Dept - (B/CS) Accounting	20	32	33	33	34	7
▶ Dept - (B/CS) Automotive Technology	57	71	40	32	24	0
▶ Dept - (B/CS) Business	18	46	14	10	8	0
▶ Dept - (B/CS) Computer Information Systems	65	112	78	80	43	0
▶ Dept - (B/CS) Design & Manufacturing Technologies	37	34	20	23	20	0
▶ Dept - (B/CS) Real Estate	8	8	5	5	8	0

A yellow callout box on the left sidebar contains the text: "The 'frame' P 3".



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

The screenshot shows a web browser window with the URL <https://deanza.tracdat.com/tracdat/faces/common/documents/documentsRepository.xhtml>. The page features the Tracdat logo and a breadcrumb trail: "APRU/CPR - Business/Computer Science/Applied Technologies Division > Document Repository".

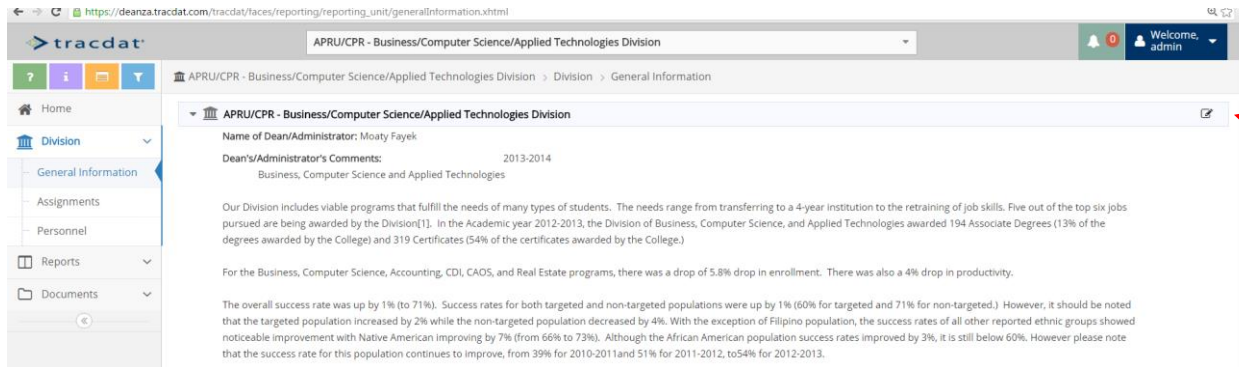
On the left, a navigation sidebar includes:

- Home
- Division
- Reports
- Documents (expanded)
- Document Repository (selected)

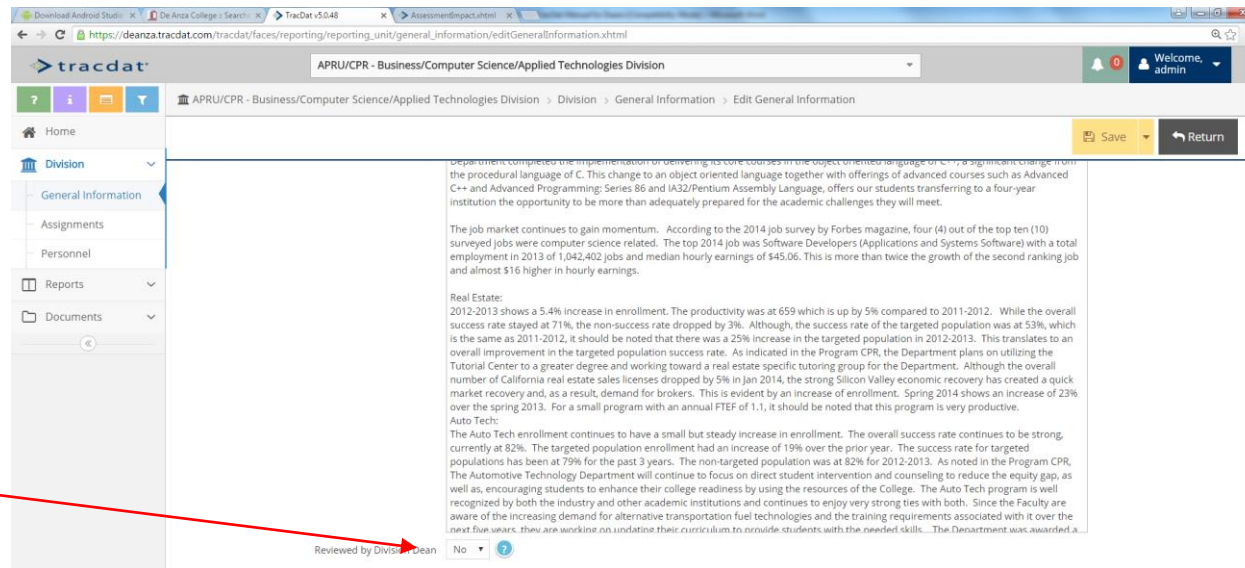
The main content area, titled "Document Repository", displays a hierarchical tree structure:

- APRU/CPR - Business/Computer Science/Applied Technologies Division
 - 2011-12 APRU Summary Reports
 - 2012-13 APRU Summary Reports
 - 2013-14 CPR Summary Reports
 - 2015-16 APRU Division Reports/Documents (selected)
 - General
- DeAnza College
 - Dept - (B/CS) Business
 - 2011-12 APRU BUS
 - 2012-13 APRU BUS
 - 2013-14 CPR BUS
 - 2015-16 APRU
 - Assessment Plans
 - SLOACs Archived from ECMS
 - Dept - (B/CS) Real Estate
 - Dept - (B/CS) Automotive Technology
 - Dept - (B/CS) Accounting
 - Dept - (B/CS) Computer Information Systems
 - Dept - (B/CS) Design & Manufacturing Technologies

I. Division -> General Information



Click to Edit
from 2013-14 to
2015-16

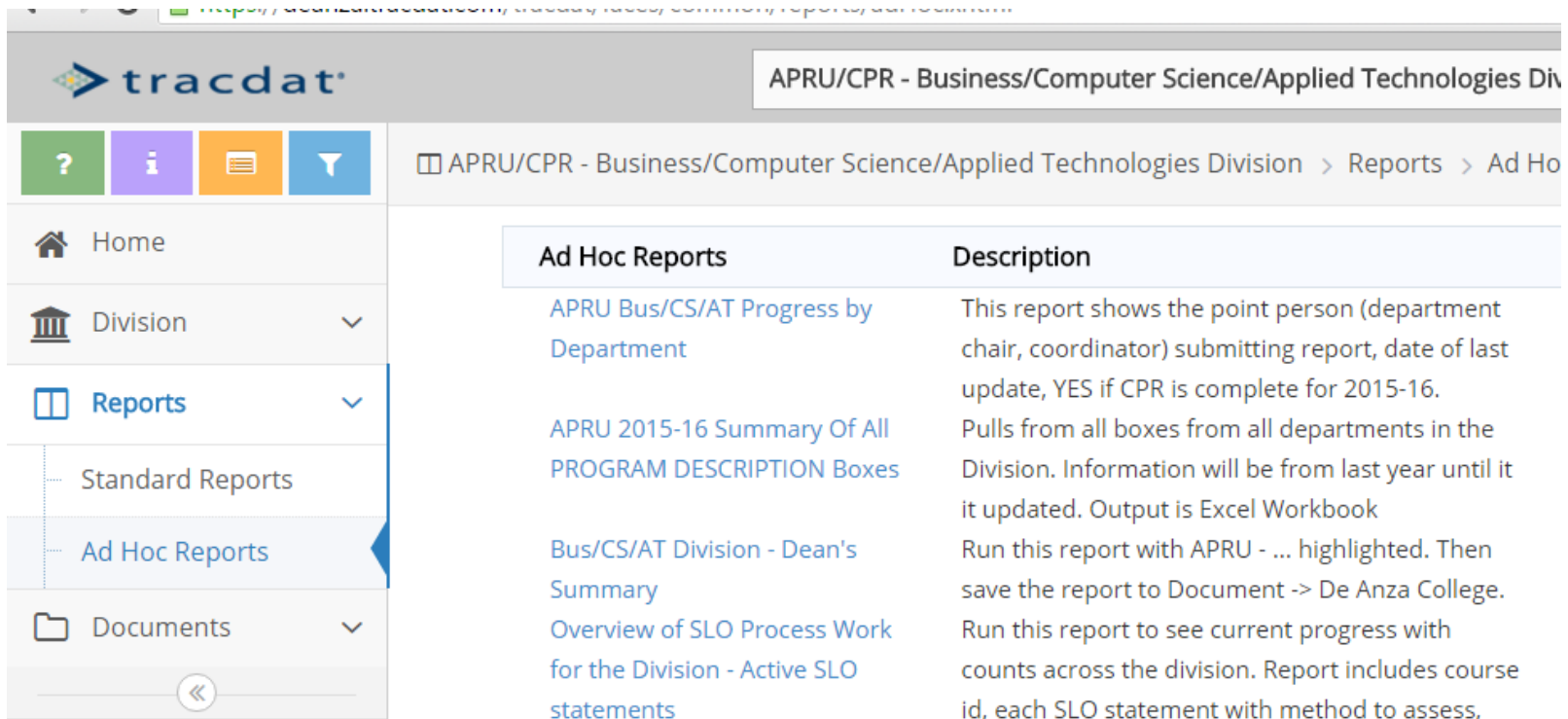


Choose "Yes"
when done

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.*



The screenshot shows the Tracdat web application interface. The top navigation bar includes the Tracdat logo and the breadcrumb path: **APRU/CPR - Business/Computer Science/Applied Technologies Div**. Below the navigation bar, there are four utility icons: a question mark, an information icon, a list icon, and a funnel icon. The main navigation menu on the left includes: Home, Division (with a dropdown arrow), Reports (with a dropdown arrow), Standard Reports, Ad Hoc Reports (highlighted with a blue arrow), and Documents (with a dropdown arrow). The main content area displays a table of Ad Hoc Reports.

Ad Hoc Reports	Description
APRU Bus/CS/AT Progress by Department	This report shows the point person (department chair, coordinator) submitting report, date of last update, YES if CPR is complete for 2015-16.
APRU 2015-16 Summary Of All PROGRAM DESCRIPTION Boxes	Pulls from all boxes from all departments in the Division. Information will be from last year until it is updated. Output is Excel Workbook
Bus/CS/AT Division - Dean's Summary	Run this report with APRU - ... highlighted. Then save the report to Document -> De Anza College.
Overview of SLO Process Work for the Division - Active SLO statements	Run this report to see current progress with counts across the division. Report includes course id, each SLO statement with method to assess,