MUW’s Assessment Timeline Process

Academic Assessment

May:

Coordinators submit the Academic Assessment Follow-Ups, Results, Action Statements and Related/Supporting Documentation in the assessment software by May 31st.

- Action Statements are based on the review of the results to determine what actions to take for the upcoming academic year, i.e. make any changes to the assessment plan.

June – July:

Department Chairs and Deans review their Academic Units’ assessment data and submit their Review Comments in the assessment software by July 1st.

Assessment Specialist runs the archived reports for the academic year and uploads them into the assessment software and disseminates the reports to the Coordinators, Department Chairs, Deans and the Provost.

June – May:

Departments Assess Student Learning and Student Achievement.

August – December:

Beginning in Fall 2019, every three years, PIE Council reviews the collective results to provide feedback for consideration by the Deans and Department Chairs. Beginning in Spring 2021, every five years, PIE Council reviews the revised assessment plans to make any recommendations for the Deans and Department Chairs to consider.
The following is the instructions for inputting:
Follow-Ups,
Results and Analysis,
Action Statements,
and Supporting/Related Documentation.
Checklist for Academic Assessment

Follow-Up for the prior Academic Year

*Reflection of what occurred over the past AY

Results for this Academic Year

Action Statements for this Academic Year

*Knowing what the results are for this AY, what would you like to do for the upcoming year?

**If you want to make changes to the Assessment Plan, make note of it in the Action Statement.

Supporting Documentation for this Academic Year’s Results

Examples {Remember NO Identifiers}: Surveys; Rubrics; Documentation List of Created Projects/Events, Attendants Present; Focus Groups; Grades (List of Students without Identifiers EITHER as an attached Spreadsheet or Listed in Results Text Box - Be Descriptive, i.e. X amount of Students scored an A, .... scored a B, .... scored a C, etc.)

For Department Chairs - Review Comments for Assessment Results under the General Information Tab (Be sure to address any changes from the Action Statements - Either Approve or Disapprove the Changes)
To Log-In...

Go to http://tracdat.muw.edu/tracdat/

Add a bookmark to your browser for this site.

Log in screen:

Once you log in, you will see a screen similar to this:
From the drop-down list box at the top center, you will choose your academic program for editing that is designated with the academic year (XXXX-XXXX).

For **Follow-Up statements**, go to the "Unit Planning" tab and then select the "Results and Analysis" subtab.

At the top of the Tabs, select the Blue Square Icon with the Funnel on it (*See Above Image*).

The Filter Settings screen will pop up above the results in the middle of the screen.

Under the BOLD "Result and Analysis Filters" heading, select in the "Reporting Periods" text box and select the **prior** Academic Year "XXXX-XXXX"
This will only show the Results for the **prior Academic Year**.

*(See Example Image Below)*

Once the filter is on, click the arrow to the left of the Outcomes, Assessment Method and Actions to expand the Results and Action Statements.

Just below the "Action," the "Follow-Up" box is listed. Click on the Green Plus button to the far right of the box.

*(See Example Image Below)*

**Updated: 10/25/2019**
In the "Follow-Up/Reflection on Action Statement" text box, explain what actually occurred over the past year.

After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner and then "RETURN."

**DISREGARD THE 2017-2018 YEAR IN THE IMAGE BELOW.**

Please complete a Follow-Up for each Result's Action Statement.
For **Results**, go to the "Unit Planning" tab and then select the "Results and Analysis" subtab.

At the top of the Tabs, select the Blue Square Icon with the Funnel on it *(See Above Image)*. The Filter Settings screen will pop up above the results in the middle of the screen.

Under the BOLD "Plan Filters" heading, select in the "Planned Assessment Year(s)" text box and select this Academic Year "XXXX-XXXX."
Academic Assessment Procedural Guide

This will only show the Results for this Academic Year. (See Image Below)

**DISREGARD THE 2018-2019 YEAR IN THE IMAGE BELOW.**

Once the filter is on, click the arrow to the left of the Outcomes to expand the Assessment Methods.

Click on the Green Plus button to the far right of the Assessment Method box.

(See Image Below)

**DISREGARD THE 2017-2018 YEAR IN THE IMAGES BELOW. YOUR'S WILL STATE THIS ACADEMIC YEAR!!**
When you click the Green Plus button, your screen should look similar to the image below.

The Result and Analysis Date is defaulted to when you input your data - you don't have to change the date.

In the "Result and Analysis" text box, provide the necessary information for a reviewer to understand why the Achievement Target was Met, Not Met, or Inconclusive.

Select this Academic Year "XXXX-XXXX" for the "Reporting Period."

Select the appropriate "Result Type." Only select Inconclusive if there was NO Data collected or if this is a Baseline year in a growth Achievement Target.

Remember to provide the "Total Number of Students Assessed" and the "Total Number of Students that Met Target." - This is REQUIRED

If you have any special notes you wish to add, please feel free to use the "Notes" text box.

After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner, AND to save time, STAY on the page to complete the Action Statement.
For Actions...

After you have SAVED your results, select the Green Plus button at the far right of the "Actions" box toward the bottom of your screen (See Image Above). Once you click on the Green Plus button, your screen should look similar to the image below.

In the "Action Date" text box, select the first day Fall classes begin for the upcoming Academic Year.

In the "Action" text box, please state what you hope to accomplish in the upcoming academic year knowing now if the Achievement Target was Met or Not Met or Inconclusive.
If you have **ANY CHANGES** you want to make to the assessment plan regarding the Assessment Method or Achievement Target, please **STATE the CHANGE in the Action Statement**, so that your Department Chair and Dean understand what you think is appropriate for the next year, and they can either approve or disapprove the Change/Action.

After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner and then "RETURN."

**For Supporting/Related Documentation...**

When you hit "Return," you will be taken back to your "Results" page.

If you need to supply Supporting Documentation for your Results, go to the bottom of the screen until you see the "Related Documents" box *(See Image Below)*.

***Examples (Remember NO Identifiers): Surveys; Rubrics; Documentation List of Created Projects/Events, Attendants Present; Focus Groups; Grades (List of Students without Identifiers EITHER as an attached Spreadsheet or Listed in Results Text Box - Be Descriptive, i.e. X amount of Students scored an A, .... scored a B, .... scored a C, etc.)

Click on the Wrench Tool Icon to the far right of the "Related Documents" box.
Once you click on the Wrench Tool Icon, your screen should be similar to the image below.

To add new documents, click on the Green Plus button to browse for files.
Academic Assessment Procedural Guide

When you click on the Green Plus button, the pop-up box below will be displayed. Once you have selected your file, click "Save and Relate."

**Only select one file at a time! Save and Relate each file - Tracdat/Nuventive does NOT like multiple files!

When you have uploaded and related all of the files necessary for that particular Result, click the "Complete" button in the upper right-hand corner of your screen (See Image Below).
When you hit "Complete," you will be taken back to your "Results" page.

Please remember to click the "Save" button first and then the "Return" button - just to be safe!

**Please complete the Results, Action Statement and Related Documents for each Assessment Method's Achievement Target.**
The following is the Deans’ and Department Chairs’ instructions for inputting Review Comments.
After you have reviewed the assessment results report(s) attached in your email, please log into Tracdat using your **name portion of your email** as your **username** and, if you haven’t changed your password, **muw123** as your **password**. If you have changed your password and have forgotten it, please let me know. I will be glad to reset it for you.

Click here to go to the login page for Tracdat [http://tracdat.muw.edu/tracdat/](http://tracdat.muw.edu/tracdat/)

You may have multiple assessment units that need to be reviewed. In order to select the assessment unit in need of review, you will need to select it from the top center drop-down box on the page.

Once you select the proper assessment unit, your home page will look similar to the image above. To leave your review confirmation and comments, please select the “Assessment Unit” tab to the left of the screen. Then, select the “General Information” subtab. Your screen should be similar to the image below. You will also see an edit icon button (notepad and pen) to the far right of the screen. Please click on it to open the edit page to leave your review comments.
Please enter **THIS YEAR’S** review comments BEFORE last year’s review. Once you have entered your review confirmation and comments, please **date it at the end in parentheses**. **Always remember to select “Save” and then “Return”** in the upper right-hand corner before switching to another assessment unit.

**** If you have any objections or concerns regarding any of the Action statements in a results report, please state them in your review comments. From there, I will work with the assessment coordinator for that unit to make any necessary edits; however, before any changes are made, I will contact you to gain final approval.