MUW's Assessment Timeline Process

Non-Academic Assessment

June – July:

Coordinators submit the Non-Academic Assessment Follow-Ups, Results, Action Statements and Related/Supporting Documentation in the assessment software by **July 15th**.

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

August:

Supervisors/Cabinet Members review their Non-Academic Units' assessment data and submit their Review Comments in the assessment software by **August 7th**.

Assessment Specialist runs the archived reports for the fiscal year and uploads them into the assessment software and disseminates the reports to the Coordinators and Supervisors/Cabinet Members.

July – June:

Implement and Assess Plans.

August – December:

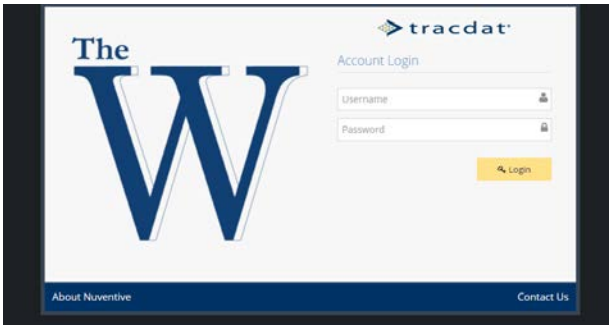
Beginning in Fall 2019, every three years, PIE Council reviews the collective results to provide feedback for consideration by the Directors and Cabinet Members. Beginning Spring 2021, every five years, PIE Council reviews the new assessment plans to make any recommendations for the Directors and Cabinet Members to consider.

The following is the instructions for inputting:
Follow-Ups,
Results and Analysis,
Action Statements,
and Supporting/Related Documentation.

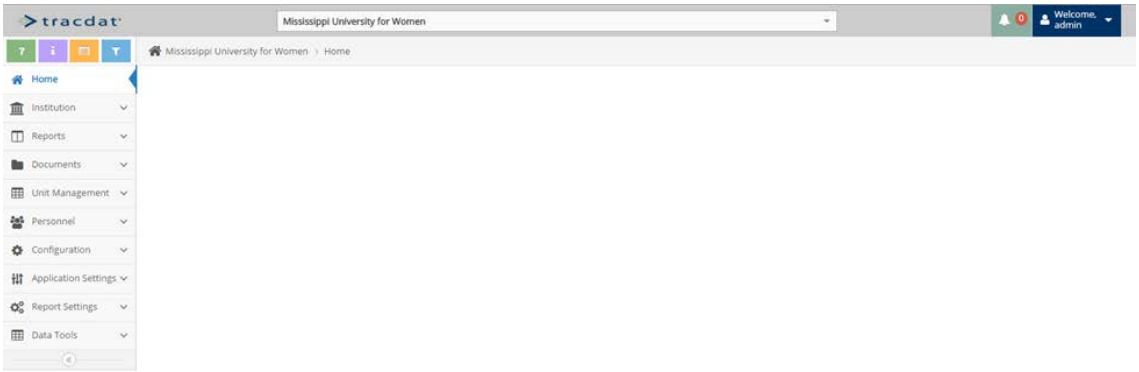
Go to http://tracdat.muw.edu/tracdat/

Add a bookmark to your browser for this site.

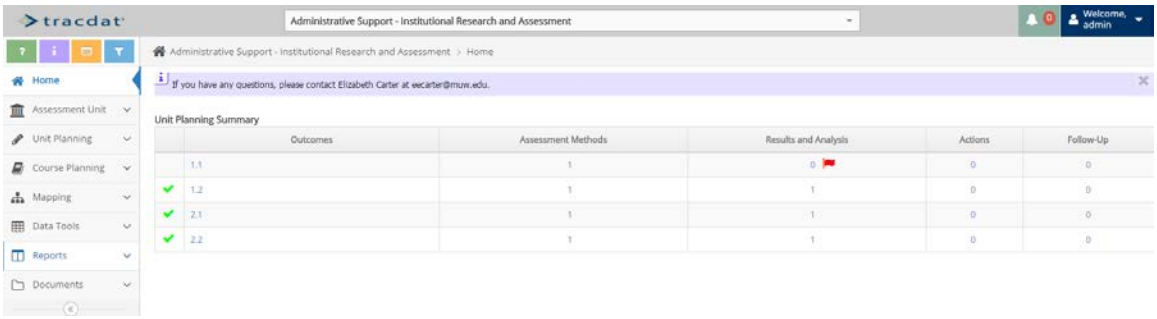
Log in screen:



Once you log in, you will see a screen like this:



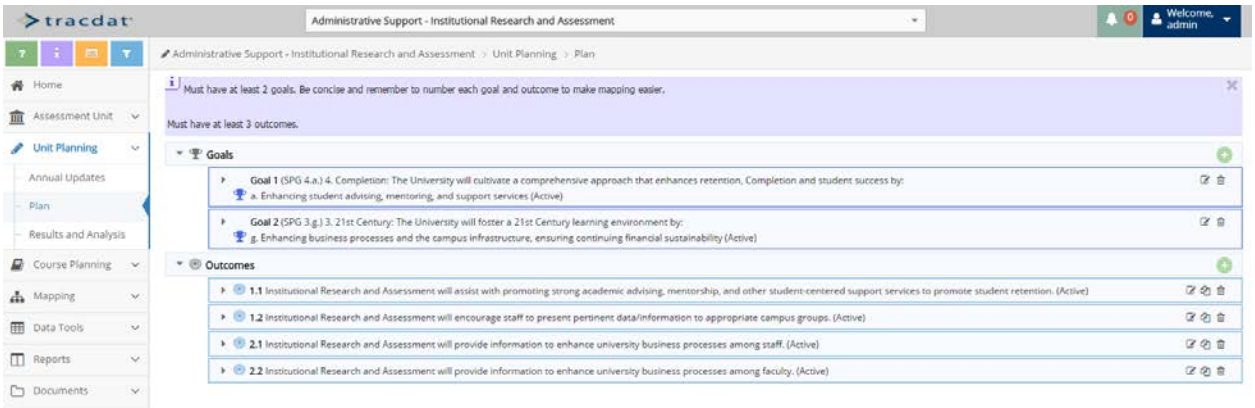
From the drop-down list box at the top center, you will choose your non-academic program for editing.



Browsing through the left-sided tabs, you can see that each one's purpose is self-explanatory.

The tabs that you will be utilizing most are "Unit Planning" and "Documents."

Each tab has a subtab. For editing purposes to your program's plan, the "Unit Planning" tab will be your destination.

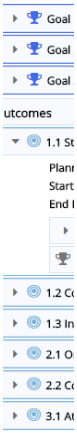


The basic icons' uses:

 Add new  Edit  Delete  Copy

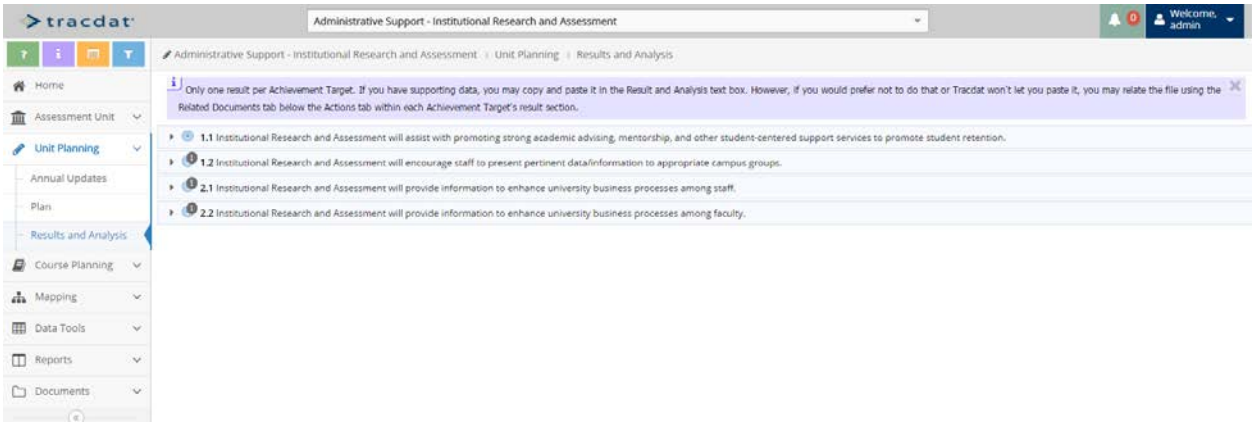
When editing your program, ALWAYS click SAVE and RETURN. Please Do NOT press the back button in your browser. This will cause issues with your edits.

To open each section press the arrow next to the headings.

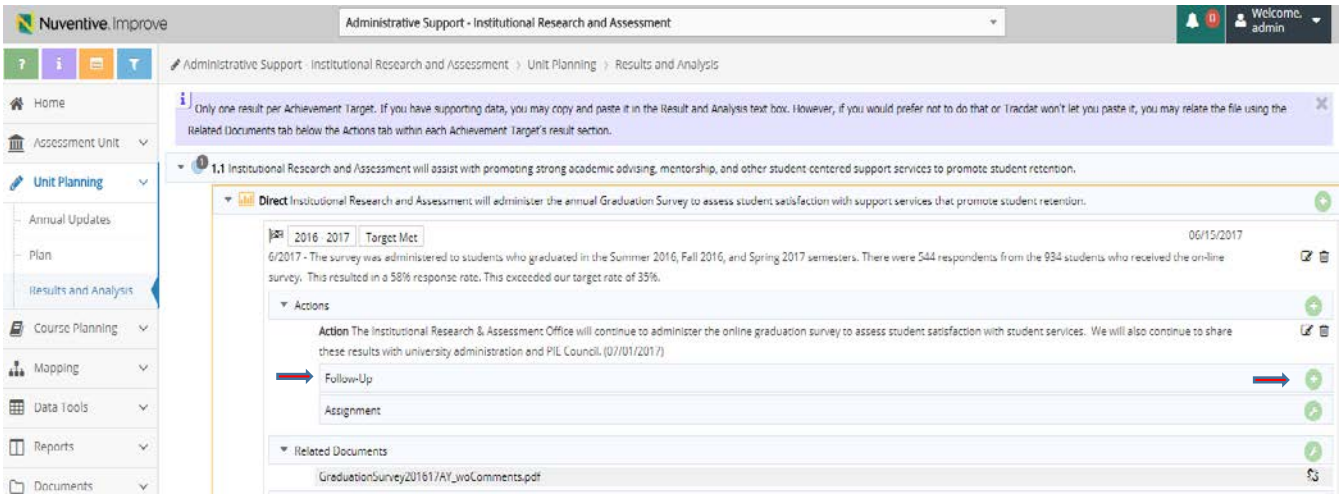


This will allow you to expand the boxes for more information.

Under "Unit Planning," go to "Results and Analysis." When you click "Results and Analysis," your screen will look like this:



Just like in the other section, these can be expanded and edited.

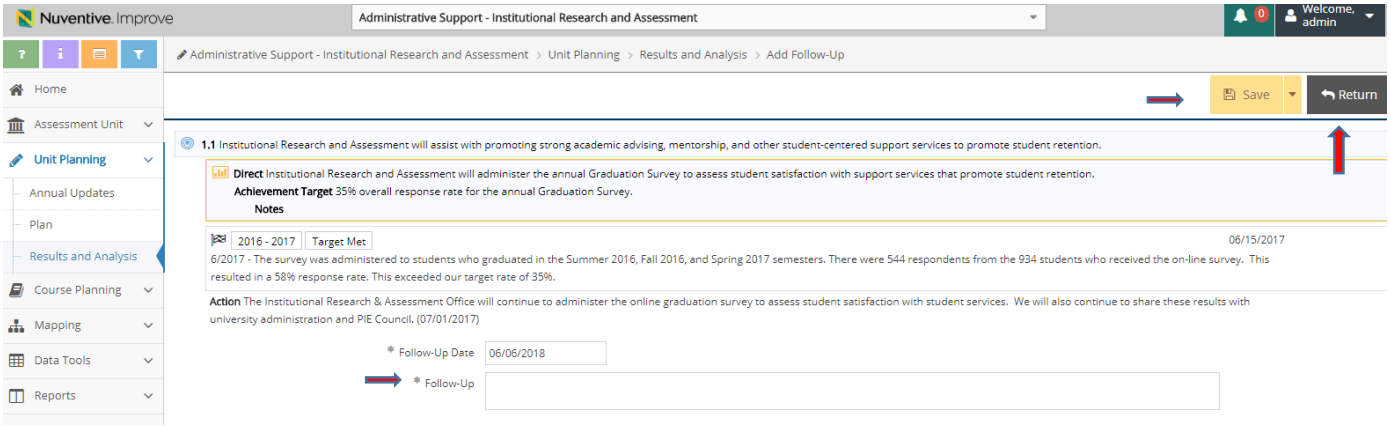


To complete the **Follow-Up** for **<u>last year's</u>** Action Statements, look below the "Action" for the "**Follow-Up**" box and click the Green Plus button to the far right of the box. See above image.

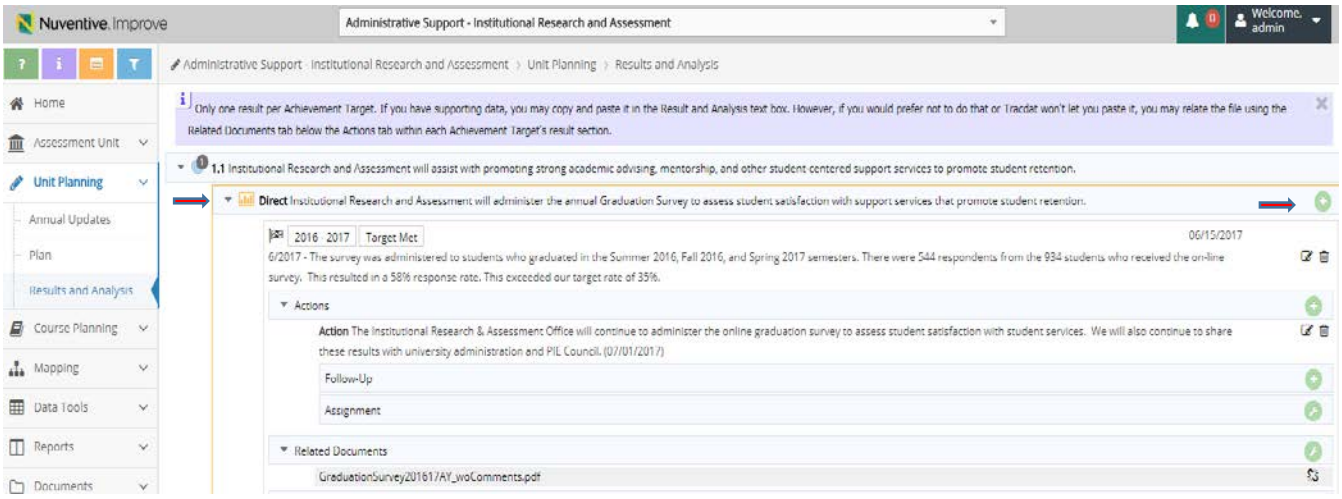
When you click the Green Plus button, your screen should look similar to the image below.

In the "**Follow-Up**" text box, explain what actually occurred over the past year. If the Action Statement was not followed through, please explain why.

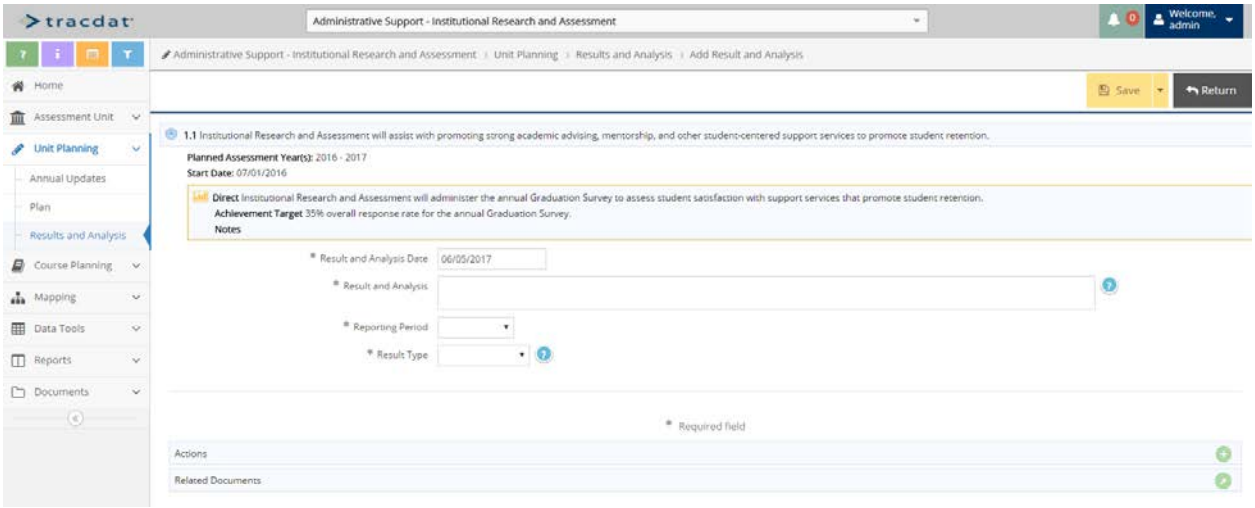
After you have finished, REMEMBER to click the "SAVE" button in the upper right-hand corner and then "RETURN."



To add Results for each Achievement Target, click the Green Plus button to the far right of the screen directly beneath the Outcome. See below image.



When you click the Green Plus button, your screen should be like this:



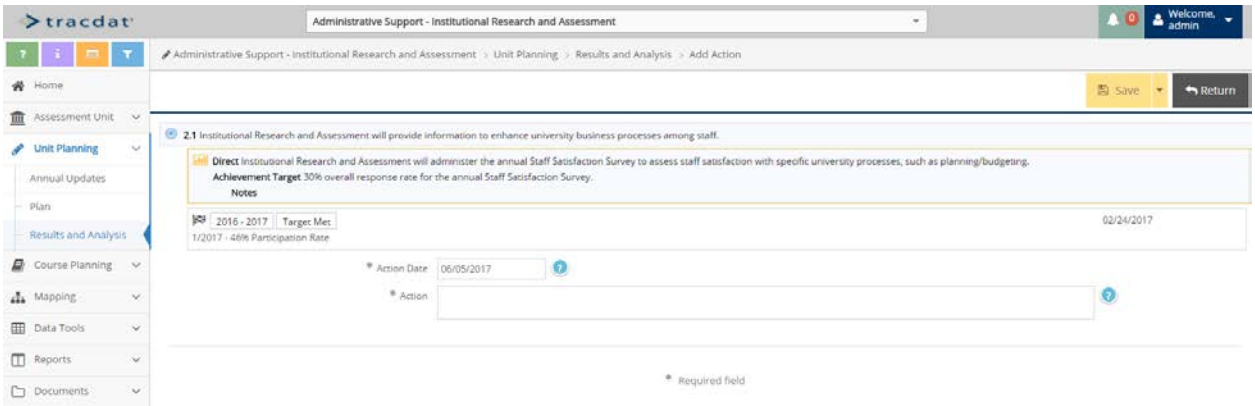
The **Results and Analysis Date** will be defaulted to the date that you enter the results.

The **Reporting Period** will be for the current fiscal year.

The **Result Type** will either be "Inconclusive, Target Met and Target Not Met." ****Only select "Inconclusive" if there was NO DATA collected or if this is a Baseline Year in a growth Achievement Target.*

Once finished, click Save and Return.

Scroll down on your “Results and Analysis” page to the “Action” section, click the Add New Green Plus button to the far right and the screen will look like this:



The **Action Date** should be July 1st every year to follow the fiscal year calendar.

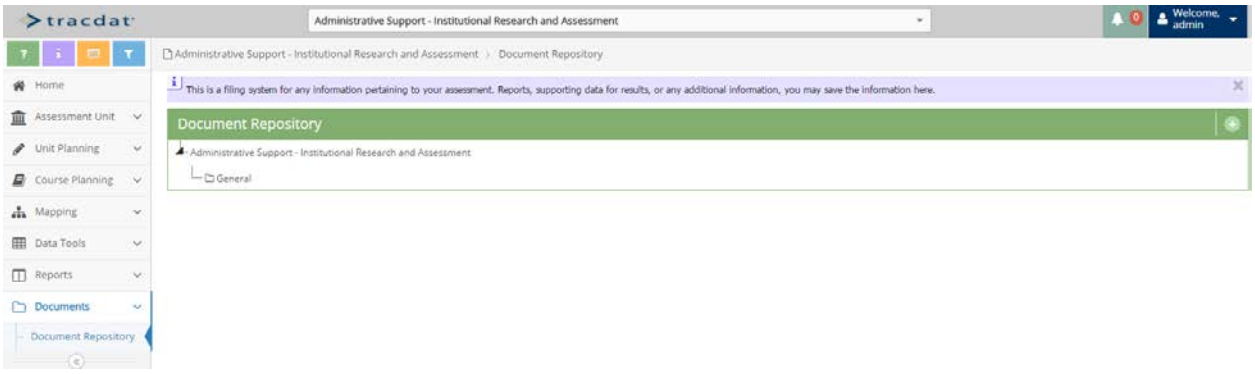
As you can see, the **Action** is a required field, so even if your target was met, an Action Statement is still required. The Action Statement is a statement of intent = *Now that you know the results, what changes, if any, do you plan to implement for the upcoming fiscal year.*

<u>***If you want to make any changes to your assessment plan, please provide an explanation for your supervisor in the Action Statement and state exactly what changes you recommend.</u>

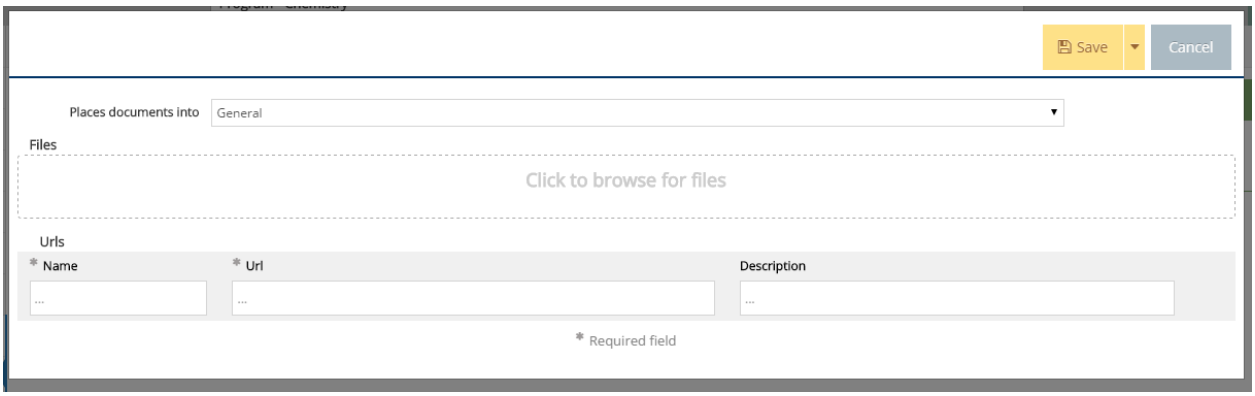
Once finished, click Save and Return.

*For attached Supporting/Related Documentation, please follow the directions below.

Next go to the “Documents” tab, then click the “Document Repository,” which is like attaching a file in an email. This will enable you to look at any documents that pertain to your assessment, such as surveys or charts/tables for your results, etc.

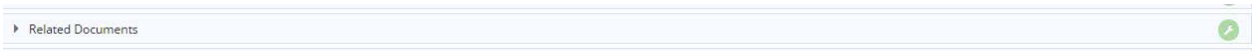


Click the Add New button. Your screen should look like this:

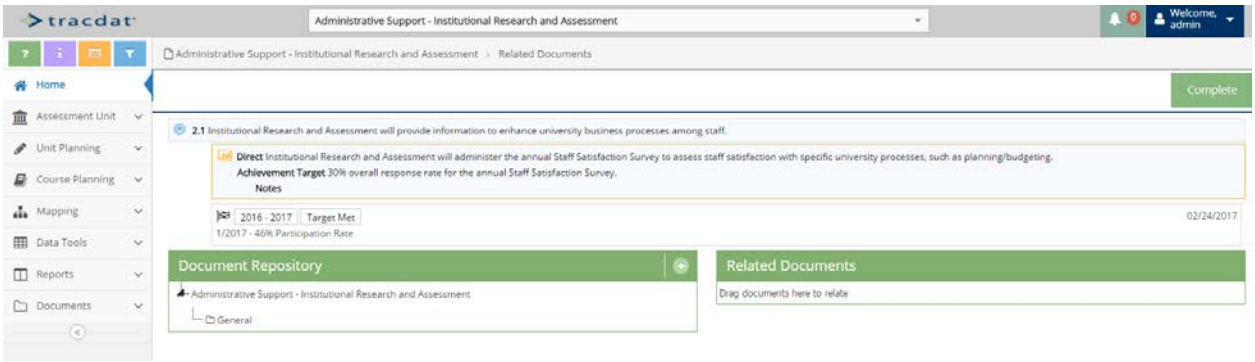


"Click to browse for files" and the rest is like attaching a file to an email. You may give a more specific description if you like. Once finished, click Save.

Once you have your files uploaded, you can pull these to support your plan and results by choosing to "Relate Document" by clicking the tool wrench button to the right.



Then you simply drag and drop the documents that pertain to that particular aspect of the plan.

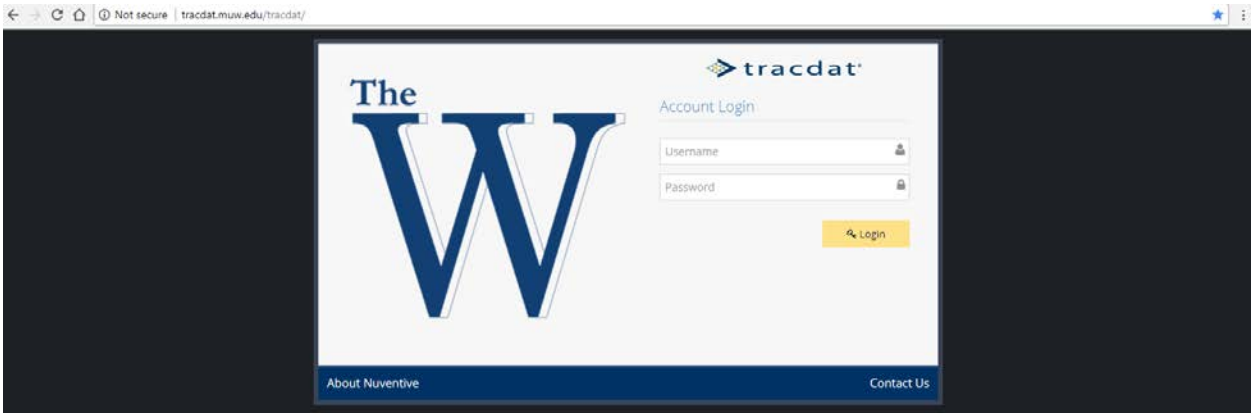


Once you drop them, click Complete in the upper right-hand corner.

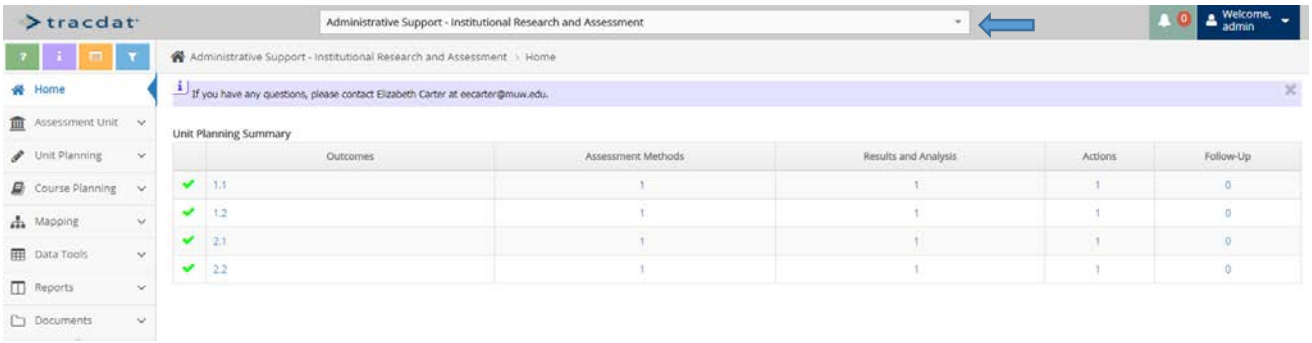
The following is the Supervisors' instructions for inputting Review Comments.

After you have reviewed the assessment results report(s) attached in your email, please log into Tracdat/Nuventive 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.

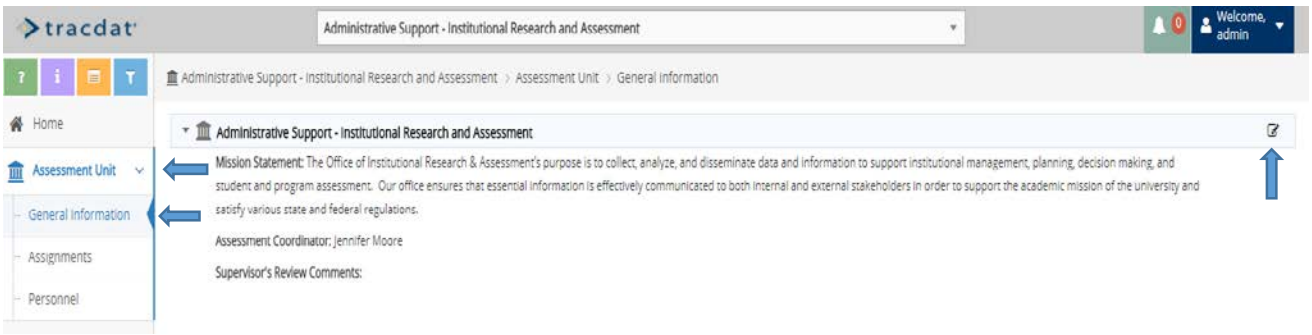
Click here to go to the login page for Tracdat/Nuventive http://tracdat.muw.edu/tracdat/



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.



Your edit page will look like the image below. Please enter **THIS YEAR'S** review comments **BEFORE** last year's review. Once you have entered your review confirmation and comments, please **sign and 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.