TracDat Manual for Deans

URL: https://deanza.tracdat.com/
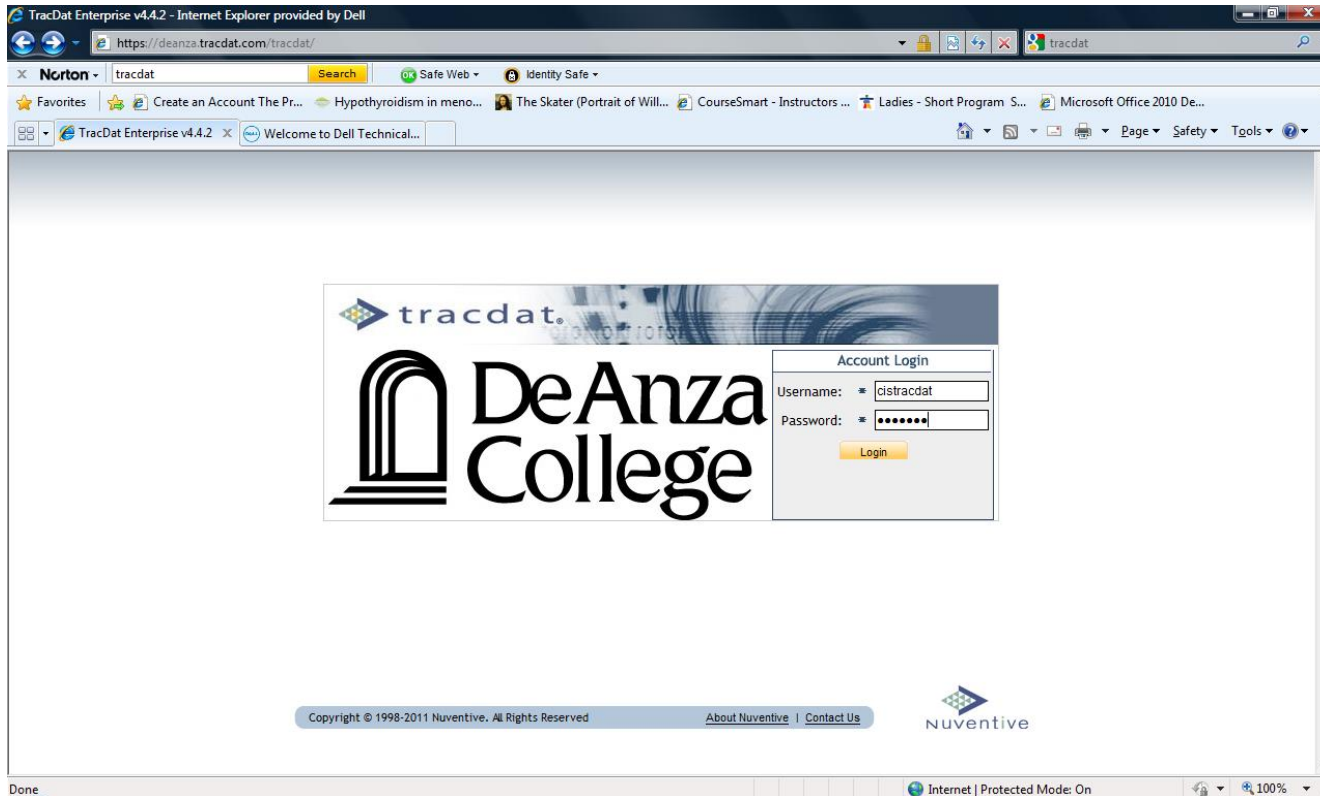
Need a Username/Password?

Forgot Password? Need help?
Contact: papemary@fhda.edu

I. Screen Shot Showing Main Tabs upon logging in:

tracdat. Selected Unit: APRU - Business/Computer Science Division ▼   👤 instructortracdat [log out]

Home | Division | Assessment Data Summaries | Reports | Documents

Summary | Calendar | Profile

APRU - Business/Computer Science Division > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Assessment Data Summaries Summary

Total Assessment Data Summaries:
Total Enhancements/Actions:
Assessment Data Summaries Without Enhancements/Actions:

Assessment Units Summary

Assessment Unit	Total Program Level Outcomes (PLOs)	Total Assessment Methods	Program Level Outcomes (PLOs) Without Assessment Methods	Last Assessment Data Summary	Last Enhancement/Action	Last Follow-Up	Past due Assignments
Dept - (B/CS) Accounting	22	1	21	7/12/2012	7/12/2012		0
Dept - (B/CS) Business	6	1	5	6/7/2012	6/14/2012		1

II. Documents Tab

Choose **APRU – XXX Division** from the drop-down list box. Navigate to **2012-13 APRU** folder. Upload to this folder the summary reports run at Reports Tab - > Ad Hoc Sub-tab (see next page).

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Home | Division | Assessment Data Summaries | Reports | Documents

Document Repository | Related Documents

APRU - Business/Computer Science Division > Documents > Document Repository

Show Folders For:

APRU - Business/Computer Science Division ▼

📁 2011-12 APRU Summary Reports (7)
📁 2012-13 APRU Summary Reports (0)
📁 General (1)

2012-13 APRU Summary Reports rename folder | share folder | delete folder

Type	Document Name	Description	Last Modified
No documents.			

IV. Reports Tab

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

When all departments have completed their work run these reports and upload the pdf file to 2012-13 APRU XXX folder under the Documents tab.

IV. Division Tab

Choose <mark>**General**</mark> Sub-tab and complete boxes *However, you will probably wish to first run the Reports -> Ad Hoc summaries from the departments within your Division.*

Return to Reports -> Ad Hoc and run XXX Dean's Summary report when the boxes on this tab are complete.

Upload pdf file created to Documents -> 2012-13 APRU folder.