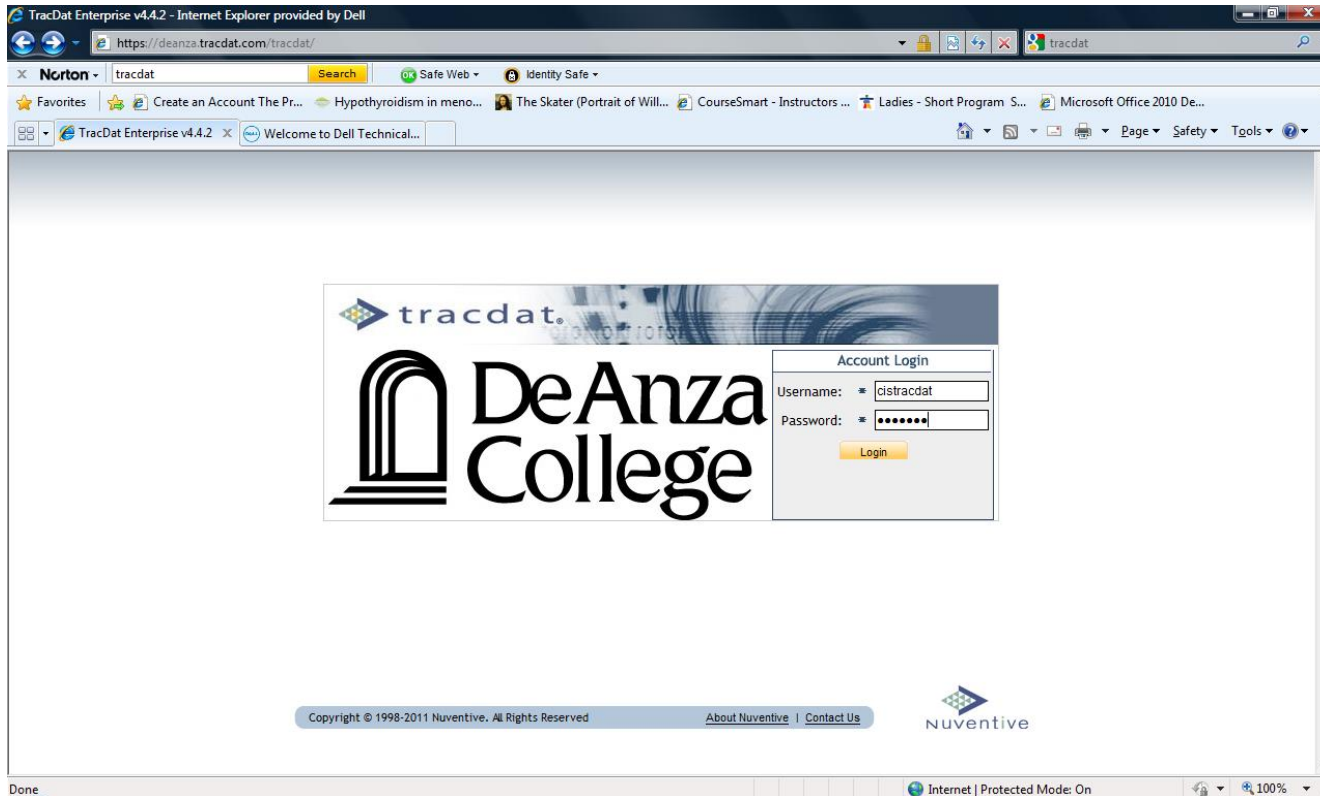


# TracDat Manual for Deans

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



Need a Username/Password?

Forgot Password? Need help?

**Contact: [papemary@fhda.edu](mailto:papemary@fhda.edu)**

## I. Screen Shot Showing Main Tabs upon logging in:

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: 22  
 Total Enhancements/Actions: 6  
 Assessment Data Summaries Without Enhancements/Actions: 1

**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).

Selected Unit: APRU - Business/Computer Science Division

instructortracdat [log out]

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

2012-13 APRU Summary Reports [rename folder](#) | [share folder](#) | [delete folder](#)

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

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.

Selected Unit: APRU - Business/Computer Science Division

instructortracdat [log out]

Home | Division | Assessment Data Summaries | Reports | Documents

Division | Assessment Unit | Course/Service | Ad Hoc

APRU - Business/Computer Science Division > Reports > Ad Hoc

APRU BUS/CS Progress by Department	This report shows the point person (department chair, coordinator) submitting report, date of last update, YES if APRU is complete for 2012-13	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part I	This report pulls information from the responses to Part I of the APRU as entered on each department's General tab.	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part IIA	Run this report to pull responses to Part II concerning equity gap from APRU.	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part IIB-E	Run this report to pull responses for Part II B - E from APRU.	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part III	This report pulls information from the responses to Part III of the APRU which focus on Student Learning Outcome work.	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part IV	Run this report to pull responses for Part IV (Budget & Enrollment Trends) for APRU	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part V-A	Run this report to pull responses for V Part A (Resource Requests) for APRU	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
APRU BUS/CS Part V-B	Run this report for Division summary of Section V Part B	Assessment Unit - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>
Business/Computer Science Division - Dean's Summary	Run this report with APRU - ... highlighted. Then save the report to Document -> De Anza College.	Division - General	Administrator, TracDat	<a href="#">run</a>   <a href="#">edit</a>   <a href="#">copy</a>   <a href="#">delete</a>

Create New Ad Hoc Report

#### IV. Division Tab

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

The screenshot shows the Tracdat web application interface. At the top left is the Tracdat logo. To its right, the 'Selected Unit' is set to 'APRU - Business/Computer Science Division'. On the top right, the user is logged in as 'instructortracdat' with a '[log out]' link. Below the logo, there is a navigation bar with tabs: 'Home', 'Division', 'Assessment Data Summaries', 'Reports', and 'Documents'. Under the 'Division' tab, there are sub-tabs: 'General', 'Evaluation Points', and 'Personnel'. The 'General' sub-tab is active. The main content area shows a breadcrumb trail: 'APRU - Business/Computer Science Division > Division > General'. Below this, there are four input fields: 'Division Name' (pre-filled with 'APRU - Business/Computer Science Division'), 'Name of Dean/Administrator' (empty), 'Dean's/Administrator's Comments' (empty text area with a help icon), and 'Reviewed by Division Dean' (a dropdown menu currently set to 'No').

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.