2016 TracDat Instructions for the CORE
Use your EUID and password to log in to TracDat: https://unt.tracdat.com/tracdat/
Use the bar at the top of the page to locate COMMITTEE - UNT CORE 2014

<table>
<thead>
<tr>
<th>Expected Outcomes</th>
<th>Assessment Methods</th>
<th>Results</th>
<th>Recommendations</th>
<th>Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>146</td>
<td>196</td>
<td>65</td>
<td>1</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>146</td>
<td>195</td>
<td>70</td>
<td>1</td>
</tr>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>60</td>
<td>68</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Teamwork</td>
<td>73</td>
<td>87</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Social Responsibility</td>
<td>84</td>
<td>110</td>
<td>42</td>
<td>1</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>49</td>
<td>80</td>
<td>17</td>
<td>0</td>
</tr>
</tbody>
</table>
To add a new assessment method, click on Assessment Unit Planning, and then click on Plan.
Click on the outcome for which you will add an assessment method. Click the arrow by assessment methods. Scroll down to see if your course has already identified one or more assessment methods.
If your course does not have a method of assessment identified, click on the “+” to add one.
#1 Select the category that best represents your method.
#2 Begin your description with the course subject and number…”ENGL students are assessed using a writing assignment and scoring rubric…”
#3 State the criterion as the % of students expected to achieve a specific score that represents successful attainment. “70% of students will score 80% of the points as represented in the rubric”
#4 Add the schedule (every semester, etc) if desired.
#5 This is a reminder for you to upload your rubric and the assignment (what you are using to assess)
#6 Save, then Return
Once you select Return, your method will appear at the bottom of the list. From there, use the “gear” to add your documentation (Assignment or prompt, scoring rubric, example test questions, etc.
Use the “+” to add a document to the repository. Then relate it to the method of assessment. All of the documents and folders from the old version of TracDat migrated to the new version.
#1 Use the drop down menu to select the folder you will store your documents in.
#2 Click in the box to Search for the document you need (PDF is the preferred document type).
#3 Double click on your document and it will appear in the upload
#4 Add a description (Course subject and number are useful)
#5 Save and Relate.
Repeat slides 4 through 10 for ALL outcomes needing a method of assessment. Each course must assess Critical Thinking and Communication plus one or two more.
Results Entry for the Core

From the Home view, select “Assessment Unit Pl...” and then “Results”
#1 Select the outcome (click the little arrow)
#2 Select your method
#3 Use the “+” to add a result
#1 Include the total number of students assessed and then the % that met the criterion. State if the criterion was met or not.
#2 Based on these results have you or will you make a change?
#3 Select a result type.
#4 Will you upload examples of the student work? (One that shows what is considered poor and one that is considered excellent are very helpful for reviewers. Please redact student names.
#5 Select their academic cycle in which your results were collected.
SAVE CHANGES AND RETURN
The result appears in the list. Select the gear next to related documents to add your documentation.

Capstone Assignment/Project: EDSE 4118 students will be assessed by completing a classroom teaching assignment. Communication within teaching episodes will be observed and scored on a 6-point scale, with 4 being "satisfactory." (See related documents: NTACT instrument and capstone assignment description.)

Criterion: 80% of students completing this assignment will score a minimum of 4 out of 6 points.

Schedule: Data will be collected each long semester. Results will be compiled at the end of each academic school year.
Use the “+” to add the documents to the repository.

<table>
<thead>
<tr>
<th>Document Repository</th>
<th>Related Documents</th>
</tr>
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<tbody>
<tr>
<td>COMMITTEE - UNT CORE 2014</td>
<td></td>
</tr>
<tr>
<td>□ 2015-16 Evidence of Results</td>
<td></td>
</tr>
<tr>
<td>□ 2016 - 17 Evidence of Results</td>
<td></td>
</tr>
<tr>
<td>□ 2017 - 18 Evidence of Results</td>
<td></td>
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</tbody>
</table>

Drag documents here to relate

- Copy of 2015 2016 Capstone Report EDSE 4118.xlsx
#1 Use the drop down menu to select the folder you will store your results documentation in.
#2 Click in the box to Search for the document you need (PDF is the preferred document type).
#3 Double click on your document and it will appear in the upload
#4 Add a description (Putting “results from” with the course subject and number are useful)
#5 Save and Relate.
Please follow up on any recommendations made in the last cycle. Select the “+” sign next to “follow up”. Add information regarding the recommendation. Was it implemented? Did it make a difference? Then Save and Return.