TracDat Version 4
User Reference Guide   Curriculum Mapping

This reference guide is intended for both TracDat Administrators who will be configuring the Curriculum Mapping function as well as TracDat users who will be completing the Curriculum Mapping for their unit.

This reference guide will serve as a general introduction to Curriculum Mapping in TracDat – here you will find a step-by-step walkthrough in addition to some definitions and explanations of its functionality and the edit screens. This guide is not intended to serve as a replacement for training and/or consultation on TracDat.

The information in this reference guide is organized according to the stock nomenclature that originally comes with TracDat. Please be aware that your experience with TracDat may look slightly different than the screenshots below due to the software’s dynamic labeling feature and your specific institution’s configuration.

Overview

The curriculum mapping feature gives you the opportunity to identify specifically how each course addresses each unit objective. Until now you have been simply able to demonstrate which courses relate to each unit objective. The curriculum mapping feature allows you to further define the roles those courses play in addressing the objective.

Note to TracDat Administrators

For those familiar with configuration, curriculum mapping works like any other List Value in TracDat. First you set up the values you would like to appear for curriculum mapping (e.g. Introduced, Reinforced, Assessed, etc.), and then you can relate them to the appropriate units.

After the configuration is complete, your TracDat Users will be able to see this curriculum mapping capability under the (Assessment Unit) Plan tab under the Related Courses sub-tab. Once a user chooses to relate a unit objective to a course, they will then see the curriculum mapping values to choose from.

Note to TracDat Users

After the curriculum mapping configuration is complete, you will be able to see this curriculum mapping capability within the Related Courses sub-tab under the (Assessment Unit) Plan tab. Once you choose to relate a unit objective to a course, you will then see the curriculum mapping values to choose from. Here you will be able to provide a higher level of detail for the relationship between particular Unit Objectives and Courses.
Configuration

Below are the steps to configure Curriculum Mapping for your Institution.

1. Navigate to the **Institution** from the top drop-down > **Configuration** > **List Values**

2. Select **Curriculum Mapping** from the drop-down menu.

3. Click the **Add New Curriculum Mapping** button at the bottom.


5. Select Assessment Units that should be able to select this choice.

6. After you finalize your values and assign them to the appropriate units, you can then check your work by following the TracDat User directions in the next section.
Using Curriculum Mapping

Below are the steps for end users to follow when using TracDat for Curriculum Mapping. Again, please be aware that your experience with TracDat may look slightly different than the screenshots and descriptions below due to the software’s dynamic labeling feature and your specific institution’s configuration.

1. Select the appropriate Assessment Unit from the top drop-down.

2. Click the Plan tab.

3. Click on the Objectives sub-tab.

4. Click Edit next to the Objective you would like to “map”.

5. Click the Related Courses sub-tab.

6. You should now see the objective you selected and a list of all the courses in the unit underneath. If you have already related courses to this objective, there will be a checkmark next to those courses.

If you have not related any courses already, check the box next to the course that addresses the objective. Once a course is checked, you will see the term Curriculum Mapping in blue to the right of the course.

7. Click on the Curriculum Mapping term.

You should now see the Curriculum Mapping terms that have been configured for your unit. If you do not see the correct terms, please contact your TracDat Administrator.

8. Select one or more of the choices by clicking the appropriate check box(es).
9. Click **Save Changes**.

   **Objective Name:** Curriculum Mapping

   **Objective:** TracDat Users should understand how the Curriculum Mapping feature is configured and implemented.

10. **Repeat these steps for each applicable course** related to the objective.

11. When you have completed all Curriculum Mapping for the courses for the first objective, select another objective from the objective drop-down menu above and **repeat the process for each objective**.

### Running the Curriculum Mapping Report

Below are the steps for all users to follow when running the report matrix for Curriculum Mapping. **Again, please be aware that your experience with TracDat may look slightly different than the screenshots and descriptions below due to the software’s dynamic labeling feature and your specific institution’s configuration.**

1. **Select the** appropriate **Assessment Unit** from the top drop-down.

2. **Click the** Reports **tab.**

3. **Make sure the** Assessment Unit **sub-tab is selected.**

4. **You should see a list of available reports.** **Click run to the right of the Curriculum Map Report.**
5. From the Format drop-down menu, select PDF if you want to print the report, select HTML if you want to view the report on screen, or select Excel if you want to export the report into an Excel file for further manipulation.

6. Use the remaining three report options to customize your report.

7. Click the **Execute Report** button at the bottom of the screen.