The following TracDat instructions assume that you have been given a TracDat user account with the appropriate security level access. If you do not have a TracDat user account, or have forgotten your user account and/or password, please contact one of the following TracDat database administrators for the University of Guam:

For CNAS programs: Dr. Frank Lee flee@triton.uog.edu
For all other programs or units: Deborah Leon Guerrero, 735-2585, deborah@triton.uog.edu

TracDat

Login Instructions:

From the login dropdown menu on the www.uog.edu home page, click the menu option “TracDat Assessment System”

On the TracDat login screen, enter your username and password and click Login:
Select the program you will be working on by clicking the down arrow in the top menu box and clicking on the program in the drop down list:

You are now on the Home page of your program. If the Program Learning Outcomes (PLOs) have been created in TracDat, they will be listed on the Home page, along with the descriptions of the assessment tools assigned to assess the PLOs, results, and actions (closing the loop), if any have been entered.

NOTE: tabs referred to in this document are located on the left side of the TracDat screen.

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**STEP 1 Program Profile**

Click the Program tab to view and edit general information about your program. For example the mission statement and date information about program review submissions, places where PLOs are published should be maintained on this screen. To view all the users that are assigned to your program in TracDat and their TracDat roles, click the Personnel option under this Program tab.
**STEP 2 Assessment Plan**

(creating and maintaining PLO statements, assessment instruments, and benchmarks)

Click the **Program Planning** tab then click the “**Program Assessment Plan**” subtab to create or modify your program’s assessment plan.

All the PLOs will appear on the screen. If there are no PLOs or if a new PLO needs to be added, click the **+** icon on the right side of the screen to add a PLO.

For each PLO that you will be reporting on in the Annual Assessment Inventory click the **✓** icon on the right side of the PLO to update the “Year(s) to be assessed” field. For example, if you are assessing a PLO in AY2016-2017, click anywhere in the “Year(s) to be assessed” field box. A drop down list of AY will appear. Click “AY 16-17” and it will be added to that field box. Click the **Save** button then click the **Return** button.
For each PLO that you will be reporting on in the Annual Assessment Inventory click the icon on the right side of the “Assessment Tools Descriptions” to add or specify the assessment tool (e.g., research paper, embedded question, presentation, etc.) that will be used to measure the PLO.

A clear description of the tool as well a statement of the benchmark should be entered into the respective “Assessment Tool Description and the “Benchmark” fields. Enter in the “Assessment Schedule” field which semester or academic year the assessment will be conducted. Now click the Save button then click the Return button.
The “Related Learning Outcomes“ is used to map the alignment of each PLO to and ILO(s). Click the 🔄 icon at the right side of the “Related Learning Outcomes”. Click the appropriate box to check mark the alignment of PLO to ILO. Note: A PLO can align to more than one ILO.
Step 3: Results and Closing the Loop

Click the Results sub tab under the Program Planning tab to enter assessment results.

The PLOs will be listed on the screen. Find the PLO in the list for which you are reporting results. Click the arrow to the left of the PLO. Click the icon at the right side assessment tool to enter the results.

Type a summary of the results in the “Result” field. Select the Academic Year from the drop down list of the “Assessment Year” field. Use the drop down list at the “Result Type” field to specify if the benchmark has been met or not been met. Once these fields have been entered, Click the Save button then click the Return button.
Once the results have been saved, an “Actions” section will appear. Click the icon to the right of the “Actions” row to add open the Actions screen. Enter the action date and actions (closing-the-loop) that will be taken or planned to address the assessment results. Click the Save button then click the Return button.

To upload supporting documents for evidence of the assessment and results, click the icon at the “Related Documents”. Click the icon to search or browse the location of your document that you will upload to the program folder.
Once the above steps have been completed send an email to deborah@triton.uog.edu to notify the Office of Institutional Effectiveness that the submission is completed.

This completes the assessment inventory submission!

For questions or assistance, please contact the Office of Institutional Effectiveness at 735-2585 or 735-2646.

All prior inventory submissions can be viewed in the TracDat document repository, folder “University of Guam”