

ANNUAL REPORT INSTRUCTIONS: A TIP SHEET

Please continue to use AU's assessment tracking system, TracDat, to enter the latest progress that you have made in implementing your assessment plan. If you are new to assessment and need an account please contact Karen Frosliid Jones (kfrosliid@american.edu) and she will get you set up. TracDat can be accessed at: <http://american.tracdat.com>

You can use your regular AU ID and password!

- 1. Please review your learning outcomes and assessment plan.** You can do this by printing out a copy of your assessment plan in TracDat. (You can do this by going to "Reports" in the TracDat menu and choosing the standard report called "Goal Four Column Report".)
- 2. Revise your learning outcomes or assessment plan, as necessary.** If you do not see the assessment method that you used this year reflected in your assessment plan, please add it. You cannot report on the results of an assessment that is not already listed in your plan. In TracDat go to "Program Planning", then "Plan". Use the arrow to expand the information under each learning outcome so that you can see the details of each assessment method and edit or add accordingly. *Note: Do NOT delete assessment methods that have been used in the past. Instead, uncheck the box that says that it is an "active" assessment.*
- 3. Provide information on the assessments you did this past year, and what you learned.** To do this, go to the "Assessment Results (What we learned)" tab and pick "Program Planning". Pick the learning outcome that was assessed and the assessment method that was used. Now you can add your result by clicking the green circle. You can write a short summary of your findings.
Adding "Next Steps". Now that you have these results, what will you do with them? You'll notice that once you "save" your assessment results and hit "return", there is a blue box right underneath your summary called "Actions". If you click on this you'll be able to add information on how you plan to use the results, whether you're making adjustments to courses, adding assignments, considering new requirements, marketing the results to perspective students, etc.
Adding supporting documentation. Although you will only write a short summary of your findings, you can expand on your results using supporting documentation. You'll notice that right under the "Actions" box is one for "Documentation". Please use this to add the rubric you used (if any), the summary report of the results (if you have it) or anything else that may help one to understand the conclusions that you came to as a result of your assessment. (It is possible to add new folders in the Documents section by putting your cursor over the name of the program on the top and clicking on the small down arrow you see to the right of the program name.)
- 4. "Submitting" your report.** Please go to the "Program Planning" tab and pick "Annual Updates". Click on the pencil on the upper right to edit this year's annual report. Make sure that the "contact person for assessment" name is listed correctly. Pick "yes" for October report submitted. If you edited/changed the learning outcomes, change your assessments, or have anything else you would like us to know, please send us a note in the box provided.
- 5. Getting Assistance.** Need help with TracDat or articulating how you assessed this year? Need help improving your assessments? Please contact Karen Frosliid Jones kfrosliid@american.edu