Recommended Nuventive Improve (TracDat) Reports

Faculty with user access to TracDat are able to run the following reports at anytime in TracDat.

Unit Type: Discipline (Course) Assessment Units							
Report Name	Purpose	Limitations & Notes					
1. Most Recent Results, Actions, and Follow-up for Active Course Outcomes by Assessment Method	Program review and planning, curriculum development, and teaching and learning	If an SLO does not have results recorded in TracDat, it will not appear on this report.					
2. Last Result, Action, and Follow-up Date for Each Active Course Outcome	Planning assessment cycles.	If an SLO does not have results recorded in TracDat, it will not appear on this report.					
3. Active Course Outcomes with NO Results Entered into TracDat	Identify active course outcomes with no results or actions reported in TracDat.	The outcomes on this report won't appear on the two reports 1 and 2 above.					
Unit Type: Program Assessment Units							
Report Name	Purpose	Limitations & Notes					
1. Most Recent Results, Actions, and Follow-up for Active Program Outcomes by Assessment Method	Useful report for course and program review and planning, curriculum development, and teaching and learning:	If an SLO does not have any assessment methods or results recorded in TracDat, it will not appear on this report.					
2. Last result, action, and follow-up date for each active program outcome	Planning assessment cycles.	If a program outcome has more than one entry it is because the outcome has more than one set of results with the same result summary date. Also, if an outcome does not have any assessment methods or results recorded in TracDat, it will not appear on this report.					
3. Program Outcomes with NO results entered for an Assessment Method	Identify active program outcomes with no results or actions reported for an assessment method.	If an outcome appears on this report, it doesn't necessarily mean that the outcome has never been assessed. It means that an assessment method has been documented in TracDat, but no results have been reported for that assessment method.					

How to Run Above Reports in Nuventive Improve (TracDat)

- 1. Login to TracDat and go to the assessment unit for a discipline or program
- 2. Go to Reports Ad Hoc reports in left hand menu
- 3. Chose from reports 1, 2 and/or 3
- 4. Report will open as excel document.
- 5. Note about opening reports in TracDat. If your browser pop-up settings are not configured for Nuventive Improve, the first time you try to run a report you might get an error message. To bypass this issue, try running the report again. The file should open on the second attempt.

*	Home						
盦	Discipline	~					
	Course Planning	~	Ad Hoc Reports	Description	Dataview		
	course marining		1. Most Recent Results,	Presents the most recent assessment results,	Custom - Most Recent SLO Result grouped by		
	Mapping	~	Actions, and Follow-up for Active Course Outcomes by Assessment Method	actions and follow-up for each active course outcome. Activity is listed for each outcome assessment method. If an SLO does not have results recorded in TracDat, it will not appear	SLO (Updated 7.17.18)		
⊞	Data Tools	~					
Ш	Reports	~	a Loss Brook Anton and	on this report.			
	Standard Reports		2. Last Result, Action, and Follow-up Date for Each Active Course Outcome	If a course outcome has more than one entry it is because the outcome has more than one set of results with the same result summary	Custom - Most Recent SLO Result grouped by SLO (Updated 7.17.18)		
	Ad Hoc Reports			date. If an SLO does not have results recorded in TracDat, it will not appear on this report.			
	Documents	~	3. Active Course Outcomes with NO Results Entered	This report provides a list of active outcomes with no results entered in TracDat/Nuventive	Discipline - Results		
	(«)		into TracDat	Improve. Outcomes without results will not appear on other reports, e.g. ad hoc reports 1 and 2.			

Fields Included in Course Reports

Report 1. Most Recent Results, Actions, and Follow-up for Active Course Outcomes by Assessment Method

		Assessment							
	COURSE SLO	Method			Reflection of			Follow-Up	
Course ID	NAME	Category	Result Date	Result	Results	Action Date	Action	Date	Follow-Up

Recommended Nuventive Improve (TracDat) Reports

Report 2. Last Result, Action, and Follow-up Date for Each Active Course Outcome

Course ID	COURSE SLO NAME	Reporting Year	Result Summary Date	Action Date	Follow-Up Date
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Report 3. Active Course Outcomes with NO Results Entered into TracDat

Course ID Course SLO Name

Fields Included in Program Reports

Report 1. Most Recent Results, Actions, and Follow-up for Active Program Outcomes by Assessment Method

Category	Unit Name	Program SLO Name	Assessment Method Category	Result Summary Date	Result Summary	Reflection of Results	Action Date	Action	Follow-Up Date	Follow-Up
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Report 2. Last Result, Action, and Follow-up Date for Each Active Program Outcome

Unit Name	Program Outcome Name	Assessment Method Category	Result Date	Action Date	Follow-Up Date
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Report 3. Program Outcomes with NO results entered for an Assessment Method

Unit Name	Program Outcome Name	Assessment Method Category	Result Date	Action Date	Follow-Up Date
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