

## Recommended Nuventive Improve (TracDat) Reports

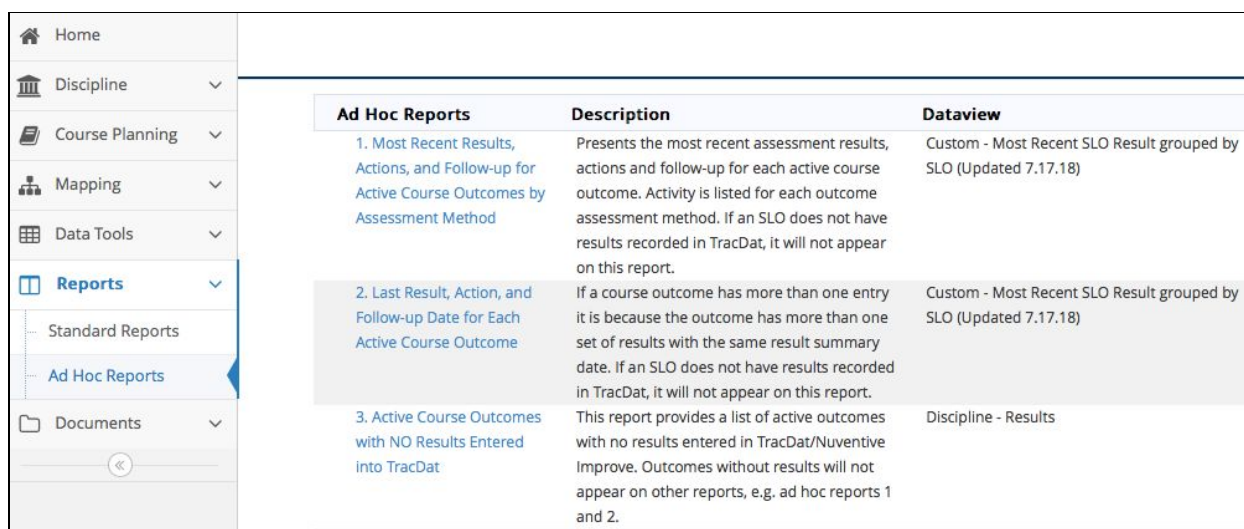
Faculty with user access to TracDat are able to run the following reports at anytime in TracDat.

Unit Type: Discipline (Course) Assessment Units		
Report Name	Purpose	Limitations & Notes
<b>1. Most Recent Results, Actions, and Follow-up for Active Course Outcomes by Assessment Method</b>	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.
<b>2. Last Result, Action, and Follow-up Date for Each Active Course Outcome</b>	Planning assessment cycles.	If an SLO does not have results recorded in TracDat, it will not appear on this report.
<b>3. Active Course Outcomes with NO Results Entered into TracDat</b>	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
<b>1. Most Recent Results, Actions, and Follow-up for Active Program Outcomes by Assessment Method</b>	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.
<b>2. Last result, action, and follow-up date for each active program outcome</b>	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.
<b>3. Program Outcomes with NO results entered for an Assessment Method</b>	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.

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### 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.



### Fields Included in Course Reports

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

Course ID	COURSE SLO NAME	Assessment Method Category	Result Date	Result	Reflection of Results	Action Date	Action	Follow-Up Date	Follow-Up
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## 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
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## Fields Included in Program Reports

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

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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