

# TracDat Four Column Report

Steps for Generating



College of Education: Preparing Teachers and Education Professionals  
**Office of Assessment and Accreditation**

# This is a sample portion of a Four Column Report:

## Unit Assessment Report - Four Column

### East Carolina University

#### COE Program - Elementary Education K-6 (BS)

**Department:** Department of Curriculum and Instruction  
**Program:** BS in Elementary Education  
**ECU Academic Program** 02/01/2013  
**Review Cycle:**

**Official Program or Unit Mission:** The mission of the College of Education is the preparation of professional educators and allied practitioners, including professionals in business information systems, counseling, electronic media, and librarianship. Significant to this mission is a strong commitment to three important related areas, all of which are realized through partnerships and other endeavors. These three areas are: the encouragement and nurturing of professional growth for educators and allied practitioners at all levels and in all areas of the educational endeavor; a continuing emphasis on and support for scholarship and research/creative activity; and service in all areas of professional education. Critical to such commitment is the promotion of effective teaching; staff participation in the improvement of schools; and, in concert with other state agencies, the development and creation of educational policy for North Carolina.

**National Accreditations:** National Council for the Accreditation of Teacher Education (NCATE)

Outcomes	Means of Assessment & Criteria for Success / Tasks	Results	Action Taken (Use of Results) & Follow-Up to Action Taken
<p>COE Program - Elementary Education K-6 (BS) - Education for a New Century (Communication with Cultural Groups) - Communicates, interacts and works positively with individuals from other cultural groups.</p> <p><b>Outcome Types:</b> Institutional Learning Outcome</p> <p><b>Start Date:</b> 10/01/2009</p> <p><b>End Date:</b> 10/01/2011</p> <p><b>Outcome Status:</b> Currently Being Assessed</p>	<p><b>Assessment Method:</b> Scores of Senior II interns on the Professional Attitudes and Relationships section of their final progress reports. Data from final reports will be reviewed in fall 2010 and spring 2011.</p> <p><b>Assessment Method Category:</b> Field Placement/Internship</p> <p><b>Criterion for Success:</b> Senior II interns will acquire a mean score of at least a 2.85 on the Professional Attitudes and Relationships section of their final progress reports.</p>	<p>09/17/2011 - Fall 2010: Mean score of 3.87; 123 interns;            Spring 2011: mean score of 3.81; 130 interns;            Strengths and weaknesses: Faculty discussed current possible flaws in data collection of those measures, specifically how the data was quantified from above satisfactory to unsatisfactory as listed on the Final Progress Report. Most concerning are the number of zeros entered in the data set. The form provides four options so 4, 3, 2, and 1 should be the only numbers showing in the data. It was noted that student scores, while well above the criterion of success of 2.85, seem clustered toward the high end of the scale. This leaves open to question how fine grained analysis these numbers provide. Additional data may be needed to further direct ongoing programmatic improvement. This data could take the form of qualitative support backing up the numbers provided and/or a new tool that allows us to document a wider range of behaviors over a longer period of time.</p>	<p>09/26/2011 - The use of Star Fish was investigated as a possible technology to assist in data collection over time regarding student attitudes and relationships with individuals from other cultural groups. The program investigated this at a department wide training on Star Fish. MIDG piloted a new Progress Report this past year. All supervisors will use the newly revised Progress Report in Spring 2012 following training of scoring procedures.</p>

Step 1: Upon logging in to TracDat, select your program.

TracDat Enterprise v4.3.1.6 - Windows Internet Explorer

https://ecu.tracdat.com/tracdat/faces/assessment/home/dashboard.jsp

File Edit View Favorites Tools Help

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Options SnagIt

TracDat Enterprise v4.3.1.6

Selected Unit: **COE Program - Elementary Education K-6 (BS)**

WORTHINGTONMA [log out]

Home Plan Results Reports Documents

Summary | Calendar | Profile

COE Program - Elementary Education K-6 (BS) > Home > Summary

**My Assignments**

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

**Overdue Unit Assignments**

Resend all [Select date range](#)

Due Date	Source	Assigned To
No overdue assignments.		

**Plan Summary**

Total Outcomes: [10](#)  
Total Assessment Methods: 13  
Last Result: 10/5/2011  
Last Action Taken (Use of Results): 10/11/2011  
Last Follow-Up to Action Taken: 11/11/2010  
Total Tasks: 0  
Outcomes Without Assessment Methods: 4

**Results Summary**

Total Results: [25](#)  
Total Actions Taken (Use of Results): 20  
Results Without Actions Taken (Use of Results): 5

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Next, find "Unit Assessment Report – Four Column" under the Reports tab. Then click "run" on the right side of the page.



Selected Unit:

WORTHINGTONMA [log out]

[Home](#) [Plan](#) [Results](#) [Reports](#) [Documents](#)

**Assessment Unit** | [Course](#) | [Ad Hoc](#)

COE Program - Elementary Education K-6 (BS) > Reports > Assessment Unit

Report	Description	
Assessment Impact by Assessment Methods	This report shows each assessment unit's results and action plans sorted by the various Assessment Methods. This report is useful for showing results for a unit or across multiple units that use similar assessment methods. (Example: Standardized Test)	<a href="#">run</a>
Assessment Impact by Goals	This report displays each of the selected unit's goals along with the assessment unit's plan and results that support the goals. This report is useful for showing alignment between the goals and assessment units plan and assessment results.	<a href="#">run</a>
Assessment Impact by Unit Objectives	This report shows each assessment unit's assessment plan along with the results and action plans. This report is useful for showing the impact doing assessment has had on an assessment unit.	<a href="#">run</a>
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	<a href="#">run</a>
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	<a href="#">run</a>
Unit Assessment Report - Four Column	This report shows each assessment unit's outcomes along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	<a href="#">run</a>
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	<a href="#">run</a>
Objective Relationships	This report shows each of the goals of the selected unit and any objectives at the institution that support those goals.	<a href="#">run</a>
Documents List	This report list all documents (files) stored in each folder for each unit.	<a href="#">run</a>



# Step Three: Set the Parameters for your report output.

The screenshot shows the TracDat Report Viewer interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://ecu.tracdat.com/tracdat/faces/common/reports/viewReport.jspx>. The interface has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar is a search bar and several utility icons. The main content area is titled 'TracDat Report Viewer' and has two tabs: 'Set Parameters' (which is circled in red) and 'Preview Report'. The 'Set Parameters' tab contains several configuration options:

- Format:** A dropdown menu set to 'PDF (suggested for Print)'. A red arrow points to this dropdown with the annotation: '1) Format: You may select pdf or Word output. How your program plans to use this report may influence this selection.'
- Layout:** A dropdown menu set to 'Portrait'.
- Report Title:** A text input field containing 'Unit Assessment Report - Four Column'.
- Outcome Status:** A dropdown menu with three options: 'Currently Being Assessed' (highlighted in blue), 'No Longer An Outcome', and 'Not Currently Being Assessed'. A red arrow points to this dropdown with the annotation: '2) Outcome Status: Select a status of "Currently Being Assessed."'
- Outcome Types:** A list box containing 'Institutional Learning Outcome', 'Program Learning Outcome', and 'Strategic Planning Outcome'.
- Hide Inactive Assessment Methods:** A checkbox that is currently unchecked.
- Assessment Method Categories:** A list box containing various categories such as 'Annual Presentation', 'Annual Report', 'Capstone Assignment/Project', 'Clinical Defense Presentation', 'Clinical Rotation', 'Course Embedded', 'Doctoral Comprehensive Exam', and 'Doctoral Dissertation Proposal'.
- Result Date:** Two date pickers with 'BETWEEN:' and 'AND:' labels.
- Sort Results:** Radio buttons for 'Ascending' and 'Descending', with 'Descending' selected.
- Reporting Years:** A list box containing the years '2008-2009', '2009-2010', '2010-2011' (highlighted in blue), '2011-2012', and '2012-2013'. A red arrow points to this list with the annotation: '3) Reporting Year: Select appropriate year.'
- Action Status:** A list box containing 'Action Complete', 'Action In Progress', and 'No Action Required'.

At the bottom of the interface, there are three buttons: 'Open Report', 'Download as Zip', and 'Save to Document Repository'. A red arrow points to the 'Open Report' button with the annotation: '4) Open the report.'

On the right side of the interface, there is a note in purple text: 'Opening the report generates an electronic file that you can email to program area colleagues.'

At the bottom right, there is another note in purple text: 'Note: On the next slide, you will see an additional option for your output...'

TracDat Report Viewer - Windows Internet Explorer

https://ecu.tracdat.com/tracdat/faces/common/reports/viewReport.jsp

File Edit View Favorites Tools Help

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TracDat Report Viewer

**Set Parameters** Preview Report

Format: PDF (suggested for Print)

Layout: Portrait

Report Title: Unit Assessment Report - Four Column

Outcome Status: Currently Being Assessed  
No Longer An Outcome  
Not Currently Being Assessed

Outcome Types: Institutional Learning Outcome  
Program Learning Outcome  
Strategic Planning Outcome

Hide Inactive Assessment Methods:

Assessment Method Categories: Annual Presentation  
Annual Report  
Capstone Assignment/P  
Clinical Defense Present  
Clinical Rotation  
Course Embedded  
Doctoral Comprehensive  
Doctoral Dissertation Pro

Result Date: BETWEEN:

Sort Results:  Ascending  Descending

Reporting Years: 2008-2009  
2009-2010  
2010-2011  
2011-2012  
2012-2013

Action Status: Action Complete  
Action In Progress  
No Action Required

**Save to Document Repository**

Folder: COE OA 08-09

Name: Column4AssessmentReport

Description:

save

Open Report Download as Zip Save to Document Repository

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Clicking "Save to Document Repository" will save the report you prepared automatically to your related documents. The COE OAA, your chair, and IPAR will have access to these documents.



Congratulations, you have successfully generated a report in TracDat!

If you have any questions, or feel you need additional help, please feel free to contact our office.

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# East Carolina University College of Education Office of Assessment and Accreditation

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