Use your EUID and password to log in to TracDat: https://unt.tracdat.com/tracdat/

Email tracdat@unt.edu to reset your password.
Use the bar at the top of the page to locate COMMITTEE - UNT CORE 2014

<table>
<thead>
<tr>
<th>Assessment Unit Planning Summary</th>
<th>Expected Outcomes</th>
<th>Assessment Methods</th>
<th>Results</th>
<th>Recommendations</th>
<th>Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>✓</td>
<td>146</td>
<td>196</td>
<td>65</td>
<td>1</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>✓</td>
<td>146</td>
<td>195</td>
<td>70</td>
<td>1</td>
</tr>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>✓</td>
<td>60</td>
<td>68</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Teamwork</td>
<td>✓</td>
<td>73</td>
<td>87</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Social Responsibility</td>
<td>✓</td>
<td>84</td>
<td>110</td>
<td>42</td>
<td>1</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>✓</td>
<td>49</td>
<td>80</td>
<td>17</td>
<td>0</td>
</tr>
</tbody>
</table>
To add a new assessment method, click on Assessment Unit Planning, and then click on Plan.
Click on the outcome for which you will add an assessment method. Click the arrow by assessment methods. Scroll down to see if your course has already identified one or more assessment methods.
If your course does not have a method of assessment identified, click on the “+” to add one.
#1 Select the category that best represents your method.
#2 Begin your description with the course subject and number…”ENGL students are assessed using a writing assignment and scoring rubric…”
#3 State the criterion as the % of students expected to achieve a specific score that represents successful attainment. “70% of students will score 80% of the points as represented in the rubric”
#4 Add the schedule (every semester, etc) if desired.
#5 This is a reminder for you to upload your rubric and the assignment (what you are using to assess)
#6 Save, then Return
Once you select Return, your method will appear at the bottom of the list. From there, use the “wrench” to add your documentation (Assignment or prompt, scoring rubric, example test questions, etc.)

<table>
<thead>
<tr>
<th>Course Assignment/Project</th>
<th>PHIL 4970 - Discussion Paper Presentation whereby students formulate a coherent interpretation and provide critical analysis of class material. (Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion:</td>
<td>90% of students should receive &lt;80% of the points available for the assignment.</td>
</tr>
<tr>
<td>Schedule:</td>
<td>Analysis of course materials occurs once per year, accounting for Fall, Spring, and Summer Terms.</td>
</tr>
<tr>
<td>Save, then Upload the assignment &amp; scoring rubric:</td>
<td></td>
</tr>
<tr>
<td>Date Added:</td>
<td>10/30/2013</td>
</tr>
<tr>
<td>Active:</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Use the “+” to add a document to the repository. Then relate it to the method of assessment. All of the documents and folders from the old version of TracDat migrated to the new version.
#1 Use the drop down menu to select the folder you will store your documents in.
#2 Click in the box to Search for the document you need (PDF is the preferred document type).
#3 Double click on your document and it will appear in the upload
#4 Add a description (Course subject and number are useful)
#5 Save and Relate.
Repeat slides 4 through 10 for ALL outcomes needing a method of assessment. Each course must assess Critical Thinking and Communication plus one or two more.
To Enter Results for the Core

From the Home view, select “Assessment Unit Pl...” and then “Results”
#1 Select the outcome (click the little arrow)
#2 Select your method
#3 Use the “+” to add a result
#1 Include the total number of students assessed and then the % that met the criterion. State if the criterion was met or not.
#2 Based on these results have you or will you make a change?
#3 Select a result type.
#4 Will you upload examples of the student work? (One that shows what is considered poor and one that is considered excellent are very helpful for reviewers. Please redact student names.)
#5 Select the academic cycle in which your results were collected.

SAVE CHANGES AND RETURN

| Result Date | 08/24/2016 | #1 |
| Change Status |
| Result Type |
| Examples of Student Work will be uploaded: |
| Academic Cycle |

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**Communication Skills** Students demonstrate Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.

**Course Exam** PHED 1000 students will complete an interactive communication skill exam using a Power Point presentation format. The exam has 20 items.

**Criterion** 70% correct response rate across all examinees.

Save, then upload the assignment & scoring rubric:
The result appears in the list. Select the “wrench” next to related documents to add your documentation.
Use the “+” to add the documents to the repository.

Document Repository

- COMMITTEE - UNT CORE 2014
  - 2015-16 Evidence of Results
  - 2016 - 17 Evidence of Results
  - 2017 - 18 Evidence of Results

Related Documents

Drag documents here to relate
- Copy of 2015 2016 Capstone Report EDSE 4118.xlsx
#1 Use the drop down menu to select the folder in which you will store results documentation.
#2 Click in the box to Search for the document you need (PDF is the preferred document type).
#3 Double click on your document and it will appear in the upload.
#4 Add a description (Putting “results from” with the course subject and number are useful)
#5 Save and Relate.
Please follow up on any recommendations made in the last cycle. Select the “+” sign next to “follow up”. Add information regarding the recommendation. Was it implemented? Did it make a difference? Then Save and Return.
Questions on assessing the Core should be directed to Dr. Jeanne Tunks, Director of the Core.

Questions on Using TracDat:

Office of University Accreditation
Hurley Administration Building Room 360

tracdat@unt.edu