

# An Introduction to TracDat Basics

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## I. Logging In

Go to <http://assessment.ccac.edu> to access the TracDat system

Enter your username and password and Click **Login**

(Note: your username is your first initial and last name. The system administrator assigned your initial password.)

To change your password, go to **Profile** on the **HOME Tab**

Click **Change Password** and enter

Current Password:

New Password:

Confirm Password:

Click **Save Changes**

## II. Overview

First things first – the **Selected Unit**

Each user has access to one or more units in TracDat. To determine which unit you want to access, select the unit from the **Selected Unit** drop down box at the top of the screen. *This should always be your first step.* If you skip this step and you make changes to another unit inadvertently, you must delete the changes in the one unit and recreate them in the other.

A birds-eye view – the **HOME Tab**

The **Summary Tab** on the **HOME Tab** provides an overview of the programs assigned to your user account. You will see at a glance:

- the number of objectives defined for each unit
- the number of measures entered in the system

- the number of objectives without measures
- the dates the last result, action, and follow up were entered into the system

Hints:

- the recommended number of objectives is five
- the required number of measures is two per objective
- if the dates for the last follow up are old or missing, look at the action items to see if it is time to update the system

Levels of access

There are two main types of access to TracDat.

- User – This level of user can do everything the ‘Admin’ level can do except enter high level goals, assign personnel and courses to the unit, and share folders.
- Reports Only – This level of user can run reports for the unit but can not access any of the data entry screens for the unit.

Most users were assigned “Reports Only” access

### III. Training Materials

#### Method 1

Training documents are available in a shared folder for anyone with “User” access. To access this information Click the **DOCUMENTS Tab**.

Select “Community College of Allegheny County” in the **Show Folders For** drop down box

Click [Training materials](#) to see a list of available documents

Select the document you wish to view by clicking [view](#)

#### Method 2

Training documents are also posted to the TracDat page of our assessment website. Just click the TracDat link on [www.ccac.edu/assessment](http://www.ccac.edu/assessment) to access the information.

### IV. Running Reports

Click the **REPORTS Tab** for a list of reports available to you

Select the report you wish to run by clicking [run](#)

Descriptions of each report appear next to the report name

Choose your parameters and Click **Execute Report**. This will open another window.  
(Note: Reports are available in two formats: PDF if you wish to print the report and HTML if you wish to view the report on line)

If you wish to run a second report, select the open TracDat window and Click **Return to Reports List**

The most commonly viewed reports are:

Assessment Plan – Use this report to view assessment plans for the units you have access to

Assessment Impact Report by Unit Objectives – Use this report to view the plans and results for the units you have access to. (Note: this report will be blank if the assessment unit does not have results in the system.)

Assessment Report (*Available for Reporting Units only*) – Use this report to view plans and results in a five column format. *Recommended - Very easy to read!*

## V. Help

For help with TracDat contact:

Mary Kate Quinlan 412-237-8191  
[mquinlan@ccac.edu](mailto:mquinlan@ccac.edu)

Lucy Wang 412-237-3059  
[lwang@ccac.edu](mailto:lwang@ccac.edu)

We can help you:

- Reset your password
- Change your level of access
- Answer questions about functionality

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