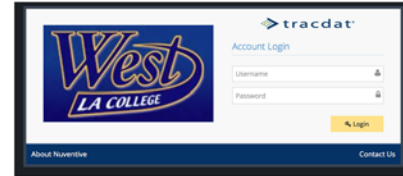


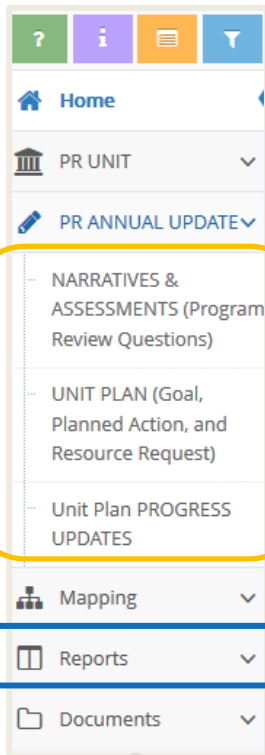
# Program Review Annual Update

## West Los Angeles College Program Review Using TracDat



### Table of Contents

- Accessing & Logging-in to TracDat.....1**
- Program Review Steps .....2**
- To Submit Your Program Review.....2**
- Decoding Page Menus.....3**
- Accessing Your Program Review.....3**
- Using the Left-Side Navigation.....4**
- PR ANNUAL UPDATE.....4
- Viewing and Editing Information in TracDat.....5**
- Entering Information .....5
- Set Program Review / ANNUAL UPDATE Cycle.....6
- To Save Your Progress.....6
- Running Reports .....7**
- Viewing Documents.....7**
- Uploading Documents.....8**



<http://wlac.tracdat.com>

← Respond to the Program Review Questions

← Create or Modify your Unit Plan

← Update on the Progress of your Unit Plan

← **Submit** by Saving the Program Review Report to the Document Repository



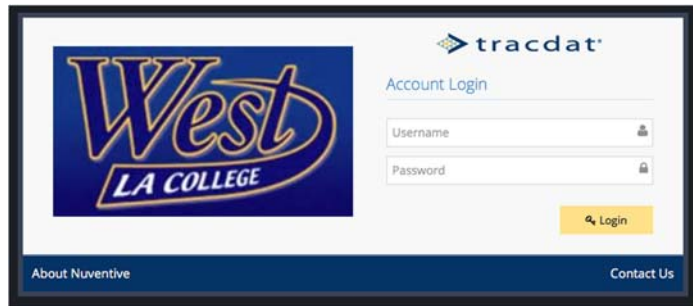
Updated 1/30/17

## Accessing & Logging-in to TracDat

Go to the website: [wlaac.tracdat.com](http://wlaac.tracdat.com)

username: email username

password: email password



You can also access TracDat from the West Program Review webpage at <http://www.wlac.edu/Research-Planning/Planning/Program-Review/2016-2017.aspx>

## Program Review Steps

1. Access your Program Review
2. Respond to the **Narratives & Assessment questions**
  - a. In the Left-Side Navigation Under **PR ANNUAL UPDATE**, Navigate to **NARRATIVES & ASSESSMENTS**
  - b. These are the Program Review Questions – Start Here
  - c. If you have responses from a prior cycle, you may copy them and edit or update for the current cycle.
3. If you have a Unit Plan from the Prior Cycle
  - a. **Provide PROGRESS UPDATES**
    - i. Go to the **Unit Plan PROGRESS UPDATE** section and provide progress updates to your Unit Plan
  - b. **Update your UNIT PLAN and Document Modifications**
    - i. If you wish to make changes to your **Unit Plan**, please document them in the **Unit Plan PROGRESS UPDATES** section
4. If there is no Unit Plan:
  - a. Create your *Goals, Planned Actions, and Resource Requests* in the **UNIT PLAN** section

## To Submit Your Program Review

After you have:

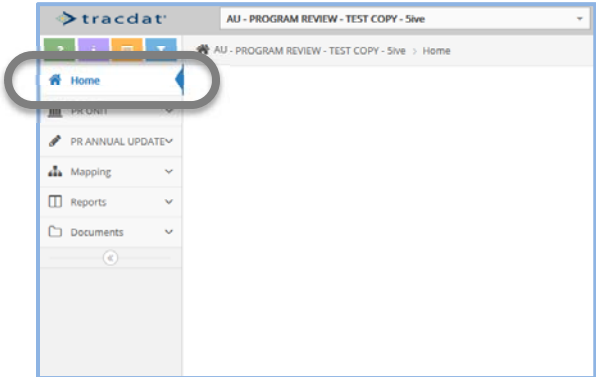
- Responded to the NARRATIVE & ASSESSMENT
- Created or Updated the UNIT PLAN
- Provided a PROGRESS UPDATE to the Unit Plan
- MAPPED your Unit Plan Goals where applicable





Go to **REPORTS**, and post your report to the **DOCUMENTS** Repository in the [Program Review 2016-2017 Folder](#)

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## Decoding Page Menus

At the top left of the screen are buttons you can press for additional information about the page. Click around to explore their functionality, which changes depending on which page you are accessing.

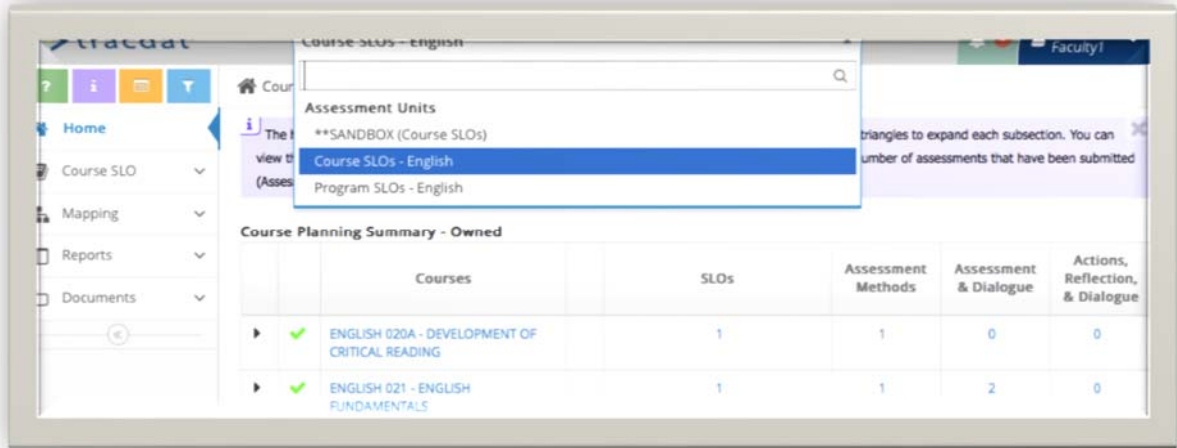


-  Information and Page Details
-  Instructions for the page
-  Audit Log tracks all changes made
-  Filter Options for the page to the page

## Accessing Your Program Review

In TracDat, information is contained in *assessment units*. Use the pull-down menu at the top of the screen to navigate between assessment units.

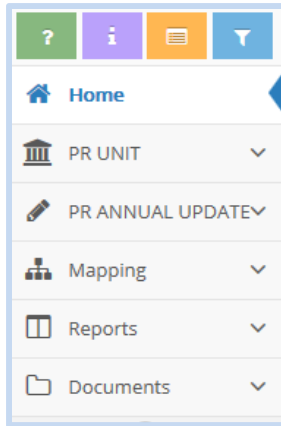
*(Program Review assessment units will be labeled with the Prefix "Program Review \*")*



Course Planning Summary - Owned					
	Courses	SLOs	Assessment Methods	Assessment & Dialogue	Actions, Reflection, & Dialogue
▶	✓ ENGLISH 020A - DEVELOPMENT OF CRITICAL READING	1	1	0	0
▶	✓ ENGLISH 021 - ENGLISH FUNDAMENTALS	1	1	2	0

The information you can access will change based on which Assessment Unit you have selected.

## Using the Left-Side Navigation

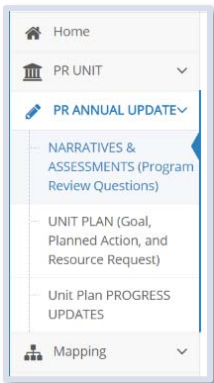


- ← Home Dashboard
- ← View Information about your Program Review Unit
- ← View your Program Review  
(Narrative & Assessment, Unit Plan, Progress Updates)
- ← Mapping to Educational Master Plan Goals
- ← View Reports
- ← View and Upload Documents

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## PR ANNUAL UPDATE

The main area for Program Review is **PR ANNUAL UPDATE**



### NARRATIVES & ASSESSMENTS

These are the Program Review Questions

### UNIT PLAN

This is your Unit Plan: Goals, Planned Actions, and Resource Requests

### Unit Plan PROGRESS UPDATE

Provide a progress update on last year's unit plan here and document any changes to last year's Unit Plan

In Addition:

- Under **MAPPING** you can map your Unit Goals to the Educational Master Plan.
- Under **REPORTS** you can print out your Program Review (Narrative/Assessment and Unit Plan).
- Under **DOCUMENTS** you can find any documents you have uploaded.

## Viewing and Editing Information in TracDat

- If there is data in TracDat for your program you will see a triangle next to the gray sun icon. Click the triangle to view the information in Tracdat for your program.



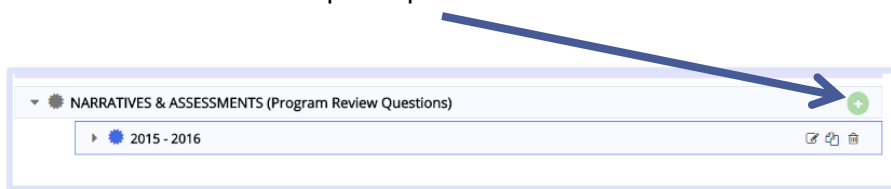
- You can expand or collapse information views on this screen by clicking on the triangle next to the blue sun icon



## Entering Information

There are several options within TracDat to enter information on clean forms, editing information previously entered, and copy existing information.

- *To create a new entry:*
  - Click the green plus icon
  - This will open up a clean form



- *To Edit an Existing entry*
  - Click on the Edit Icon for the item you wish to edit
  - This will open up the item for editing



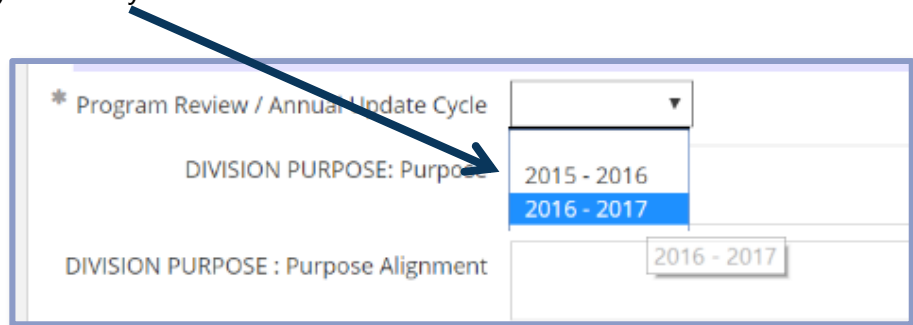
- *To Copy an Existing NARRATIVE & ASSESSMENT for a new Program Review Cycle*
  - Click on the Copy Icon for the Program Review Cycle you wish to edit

- This will create a duplicate of that NARRATIVE & ASSESSMENT



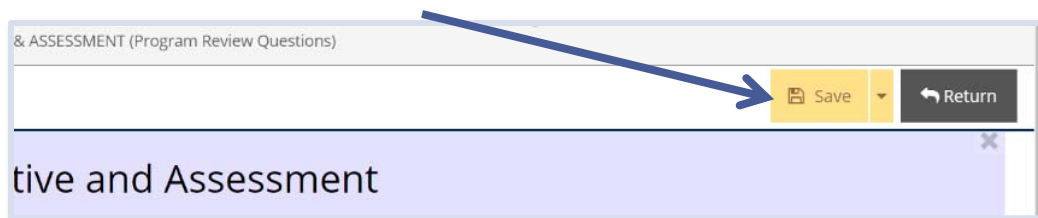
### Set Program Review / ANNUAL UPDATE Cycle

- Whether you start from scratch or copy from a previous cycle, it is important to set the Program Review / Annual Update Cycle field to the current cycle in any form that calls for it.

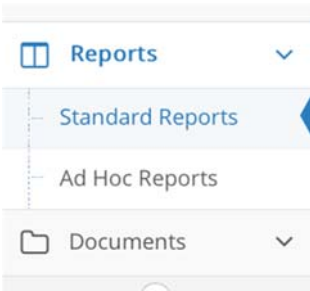


### To Save Your Progress

- In the upper right-hand corner of the screen there is a SAVE button.
- Click the SAVE button to save
- Clicking the triangle attached to the SAVE button will give you the option of saving and staying on the current page, or saving and returning to the previous screen



## Running Reports



On this screen, you can access reports with pre-defined parameters.

Locate the report you would like to access, and click on it. A new screen will open.

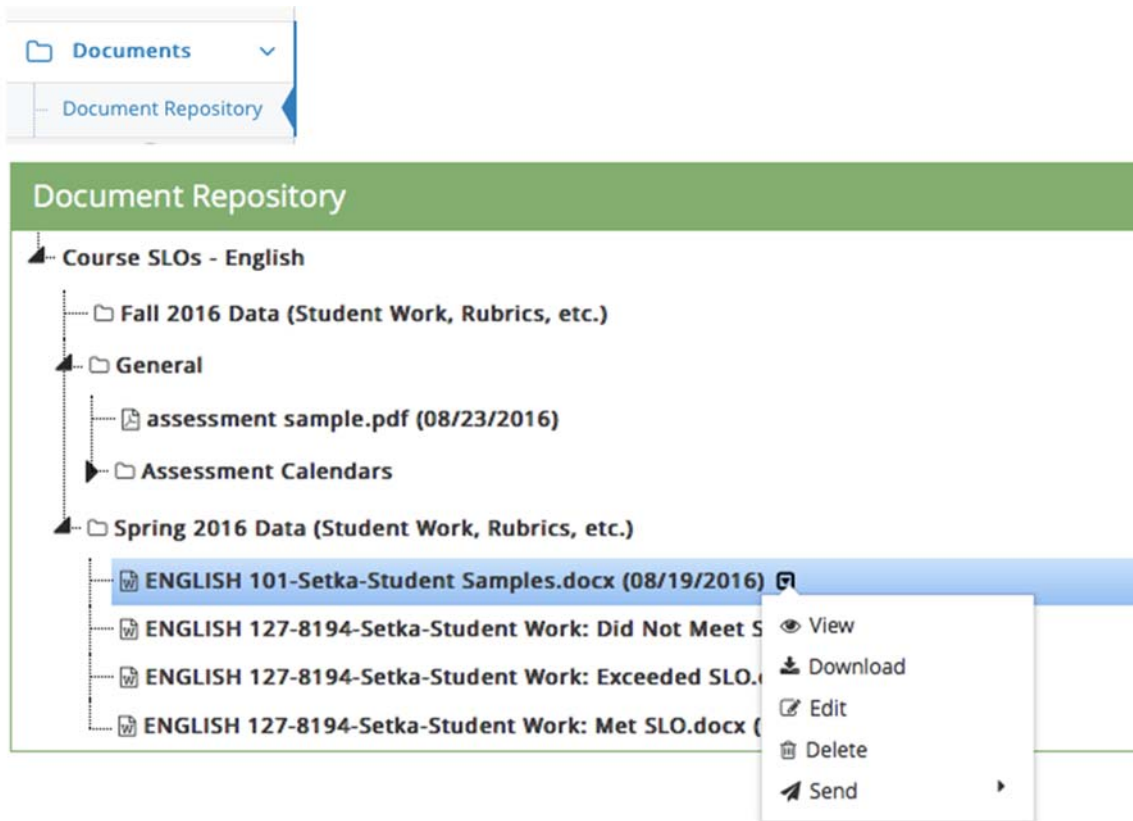
## Viewing Documents

On this screen, you can access all of the documents uploaded for the discipline and add any of your own.

To **ACCESS** a file,

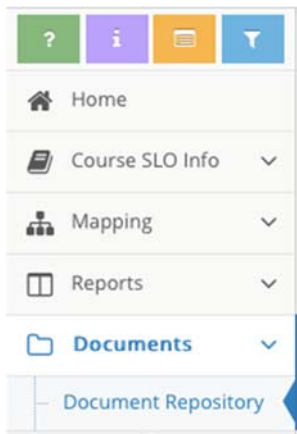
A) click on a file. Then, a black arrow appears at the right of the file name.

B) Click on this black arrow to view, download, or edit (rename) the file.

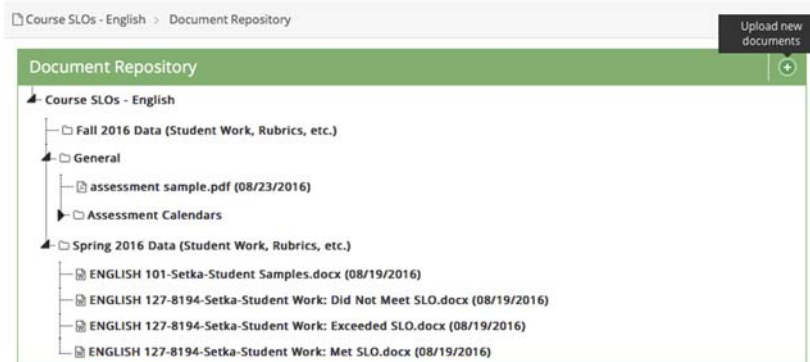




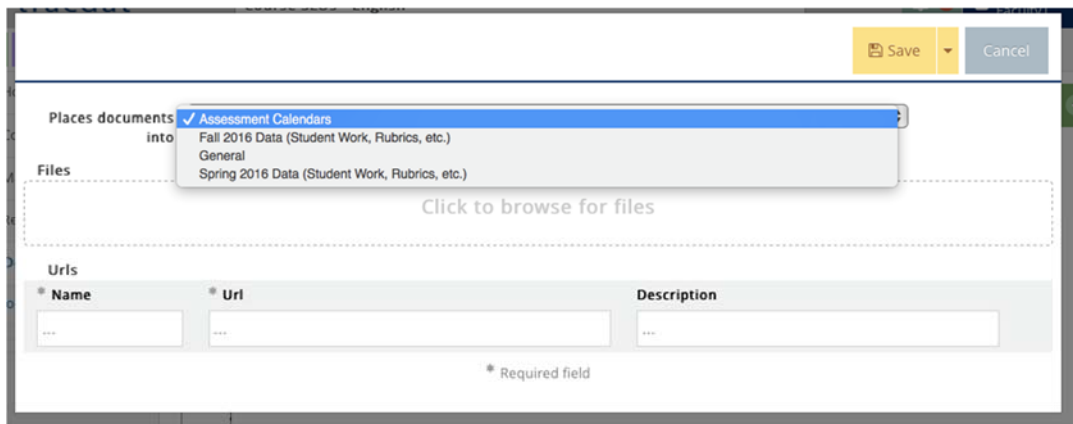
## Uploading Documents



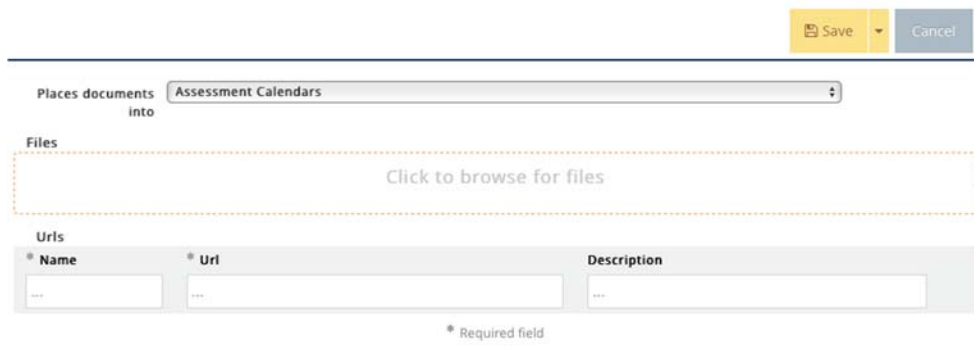
To **UPLOAD a file**, 1) click on the green plus sign next to "Document Repository." A pop-up window appears.



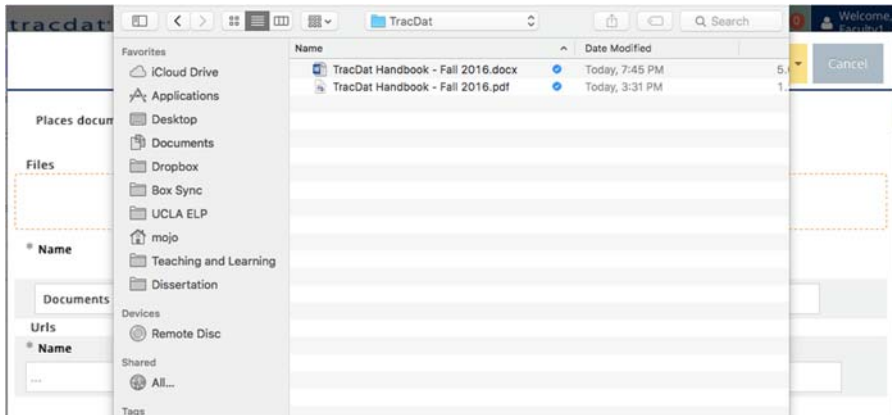
2) From the pull-down menu, select the destination folder for your uploaded documents. This should be the folder name that corresponds to the assessment you submitted.



3) After you've selected the folder, click in the box that says "Click to browse for files." Another pop-up window will appear for you to browse.



(4) Select the file to upload from your computer.



5) Select the file and click "Open." The file name appears under "Name."

7) Repeat these

instructions to upload any additional files.

8) Click the yellow save button on the top right.

# Notes

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