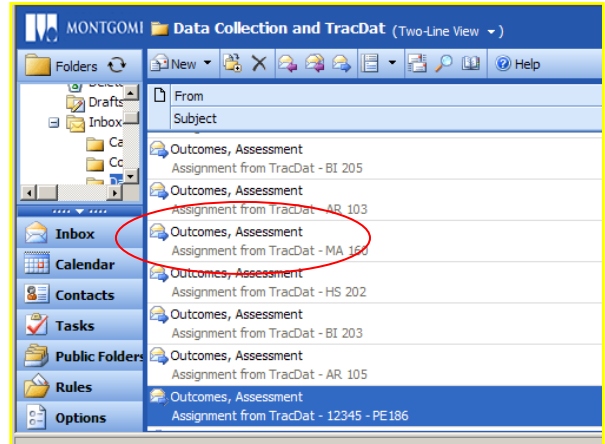


Outcomes Assessment – TracDat OA Data Collection FAQ

1. Q: Where should I enter the assessment data?

A: Assignment emails came from 'Outcomes, Assessment' to your MC Outlook account (i.e. yourName@montgomerycollege.edu). The subject line has the following format: <course name>+'OA Data Collection Page'+<crn>, e.g. 'PY 102 OA Data Collection Page 20946'. Follows the instructions and the link inside the email to access the TracDat data collection screen. Emails are normally sent out between 4-6 weeks before the end of the semester. If you're using a third-party email system, ensure the spam filter doesn't block the account. Email Outcomes@montgomerycollege.edu to request a re-send if the original one is misplaced.

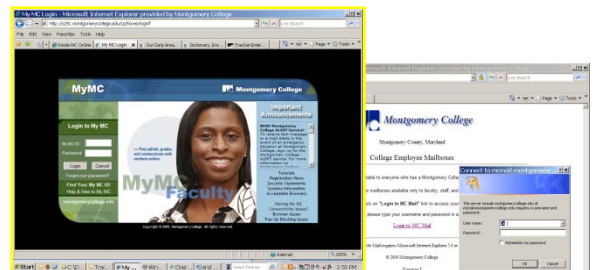


2. Q: I teach more than one class. How many emails will I receive?

A: TracDat sends out ONE email per section or CRN. Each email contains a unique assignment link to access a specific CRN student roster. Thus, if you have three sections participated in OA, you will receive three separate emails from 'Outcomes, Assessment' – one for each section.

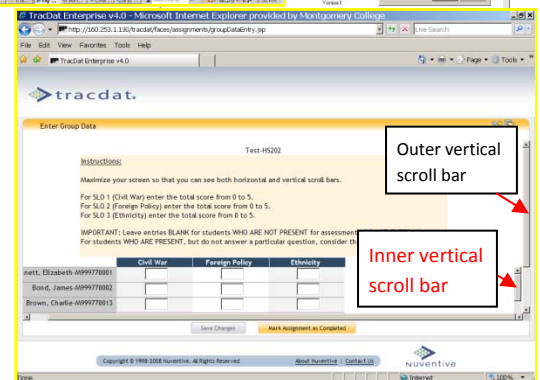
3. Q: How can I access the data collection page when I am off-campus?

A: You can access your MC email via MyMC portal from www.montgomerycollege.edu or from this direct URL link at <http://mcmmail.montgomerycollege.edu>. Contact IT Helpdesk if you need further assistance to access your email when off-campus.



4. Q: The system shows only six students but there are more in my class. Why?

A: There are two set of scroll bars on the data collection screen. The inner vertical scroll bar allows you to navigate among the student roster. To access the inner vertical scroll bar, maximize the screen or use the outer horizontal scroll bar to move to the right-hand side of the screen. You are also use the 'tab' key to move across the data fields. [Otherwise, the screen appears to be 'stuck' at the 6th student.]



Use the inner horizontal scroll bar to navigate across the full set of the data fields. Failure to provide the entire set of data will cause your section to be excluded from the assessment analysis.

5. Q: How can I save the data now and resume the process later?

A: Click the 'Save Changes' button. Do NOT click the 'Mark Assignment as Completed' until all the data is entered. Otherwise, you will be locked out from any further data entry.

6. Q: I am an adjunct faculty who don't have a MC email account. How can I enter OA data for my class?

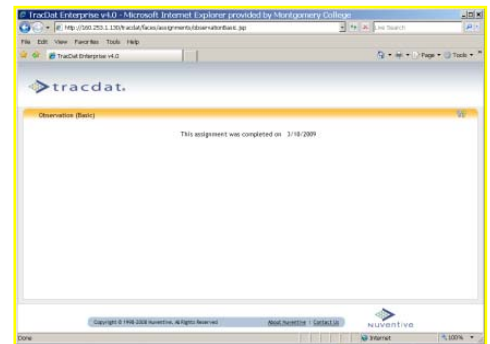
A: Please check with your discipline chair if you do not have a MC account. (more at #1)

7. Q: Why does the roster in the system not reflect the students I have in class now?

A: Student roster in TracDat was extracted at the third week of the semester (a day after the general deadline to drop a class). The roster does not reflect any registration changes in Banner that took place after the third week date.

8. Q: When I click the link, the system displays the message 'You have completed the assignment' but I haven't finished entering the data! Why and what should I do?

A: You have clicked 'Mark Assignment as Completed' prematurely and are locked out from further data entry. Email Outcomes@montgomerycollege.edu to request your section to be unlocked. Please include the course name, CRN, and your name in your email request. You will be informed once the section is unlocked.



9. Q: The assignment link does not respond.

A: TracDat is hosted on the College network. When the network fails, you will encounter a connection error. TracDat is certified to run on Microsoft Internet Explorer 7.x and FireFox 3.0.x on a Windows platform. Currently, it does not support Mac or Safari.

10. Q: Where can I access the instructions for entering the OA data?

A: Instructions can be found on the Outcomes Assessment web site at this link:

<http://www.montgomerycollege.edu/Departments/outcomes/documents/TracDatInstructions.pdf>

11. Q: What is the required participation percentage in order to produce a valid OA data analysis result?

A: 85% for Full Implementation phase. During the Full Implementation phase, all sections are required to participate and provide assessment data. If there are 20 sections for a course, at least 17 sections should provide their completed set of OA data. Failure to meet this requirement may cause the entire course to repeat the data collection phase.

12. Q: Who should I contact if I have more questions?

A: Email Outcomes@montgomerycollege.edu. Please include your name, course, and CRN information.