

Instructions for Entering Outcomes Assessment Data in TracDat

Please enter all data by the same time final grades are due.

1. Check your MC email account for an email from the **Outcomes** mailbox. The email should have been sent around the mid of the semester and is titled *Outcomes Assessment for <Course Name>-<CRN>*.

Upon receiving the email, verify your course name and CRN at the subject line.

If you notice any discrepancy, contact Prof. Samantha Veneruso immediately at Samantha.Veneruso@montgomerycollege.edu. Otherwise, read the email for important information.

There are three links in the email.

- a. The first link you see, will add the assignment to your MC Outlook Calendar.
- b. The second link, in the body of the email, is a link to these instructions.
- c. The last link, or the third link, is the link to the data collection spreadsheet.

The screenshot shows an email interface with the following content and annotations:

- Subject:** Outcomes Assessment for HS201-30837
- Attachments:** Add_To_Calendar.ics (2 Kb) - An annotation box points to this attachment with the text: "Click and Open this link to add the reminder to your Outlook calendar".
- Body Text:**
 - "Dear Colleague,"
 - "This semester you are participating in a pilot outcomes assessment project. The purpose of this email is to give you an email link to the data collection sheet. Note: All data will remain confidential and no assessment results will ever be reported at any level in a way that can attribute them to individual students or faculty members. If you have questions about the project, please contact your department chair or course coordinator. If you have questions about entering your data, please see the instructions linked here: (<http://www.montgomerycollege.edu/outcomes/documents/TracDatInstructions.pdf>)" - An annotation box points to this link with the text: "Link to Instructions for Data Entry (a.k.a. this document)".
 - "If you have problems with entering data, please contact Samantha Veneruso (Samantha.veneruso@montgomerycollege.edu)." - An annotation box points to this text with the text: "Click this link to access your secured OA data collection spreadsheet." (Note: The annotation box in the image points to a link in the text below, but the text above is the intended target).
 - IMPORTANT NOTES:**
 - Do not click on MARK ASSIGNMENT AS COMPLETE until you are ready to submit ALL data.
 - Be sure to maximize your browser and to use the interior scroll bars to see all the student columns.
 - Please enter all data by the same time grades are due, May 15, 2008.
 - Due Date: Thu May 15 09:02:20 EDT 2008
 - Assigned By: Outcomes Assessment
 - To complete, go to: <http://160.253.1.130/tracdat/assignment?y=aRvkaa67D2Kx2VQWtJNF7iJK> - This link is circled in red.
 - NOTE: You can open or import the attached file to add this assignment to your personal calendar.

2. Click the link to the spreadsheet. Be sure to **maximize the browser** window size for the data entry page; if the browser is not full size, the spreadsheet may appear distorted.
3. Enter data as instructed.
4. As you enter data, periodically click “save changes”. You can go back and add more data at any point.

Enter Group Data

1 est-50101

Instructions:
 Enter "3" for Exemplary "2" for Satisfactory "1" for Unsatisfactory
 IMPORTANT: Leave entries BLANK for students who do not do the assignment.
 DO NOT ENTER "0."

Instructions for entering OA scores

	Pt 1: Identify	Pt. 1: Analyze	Pt 1. Interpret	Pt. 2 Interpret
Bennett, Elizabeth-M999770001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Brown, Charlie-M999770013	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DeBussy, Claude-M999770028	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Disney, Walt-M999770021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Holmes, Sherlock-M999770003	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Keller, Helen-M999770020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Use this scroll bar to scroll across

Do not click here until you are completely finished entering data

Use this scroll bar to scroll down

Save Changes

~~Mark Assignment as Completed~~

5. **VERY IMPORTANT**-

DO NOT click ‘**Mark Assignment as Completed**’ until you are **COMPLETELY** finished entering data. This will deactivate the link, and you will be unable to go back to edit or add more data. (If you do mistakenly click on “Mark Assignment as Completed” before you are finished entering all your data, please notify Samantha Veneruso at Samantha.Veneruso@montgomerycollege.edu.) When you are ready **SUBMIT** your **FINAL DATA**, click Mark Assignment as Completed.

Save Changes

Mark Assignment as Completed

For other information regarding Collegewide Outcomes Assessment initiative, check out the web site www.montgomerycollege.edu/outcomes.