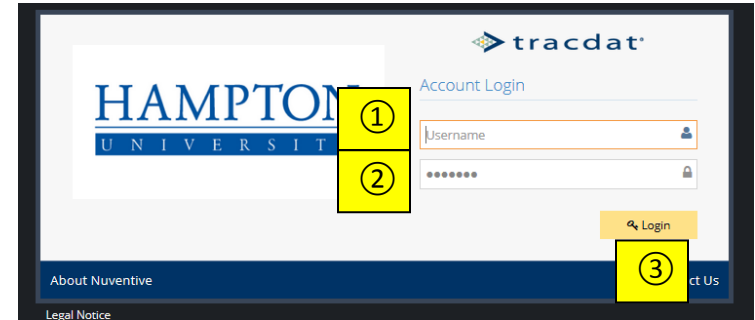


TracDat Results Update Instructions

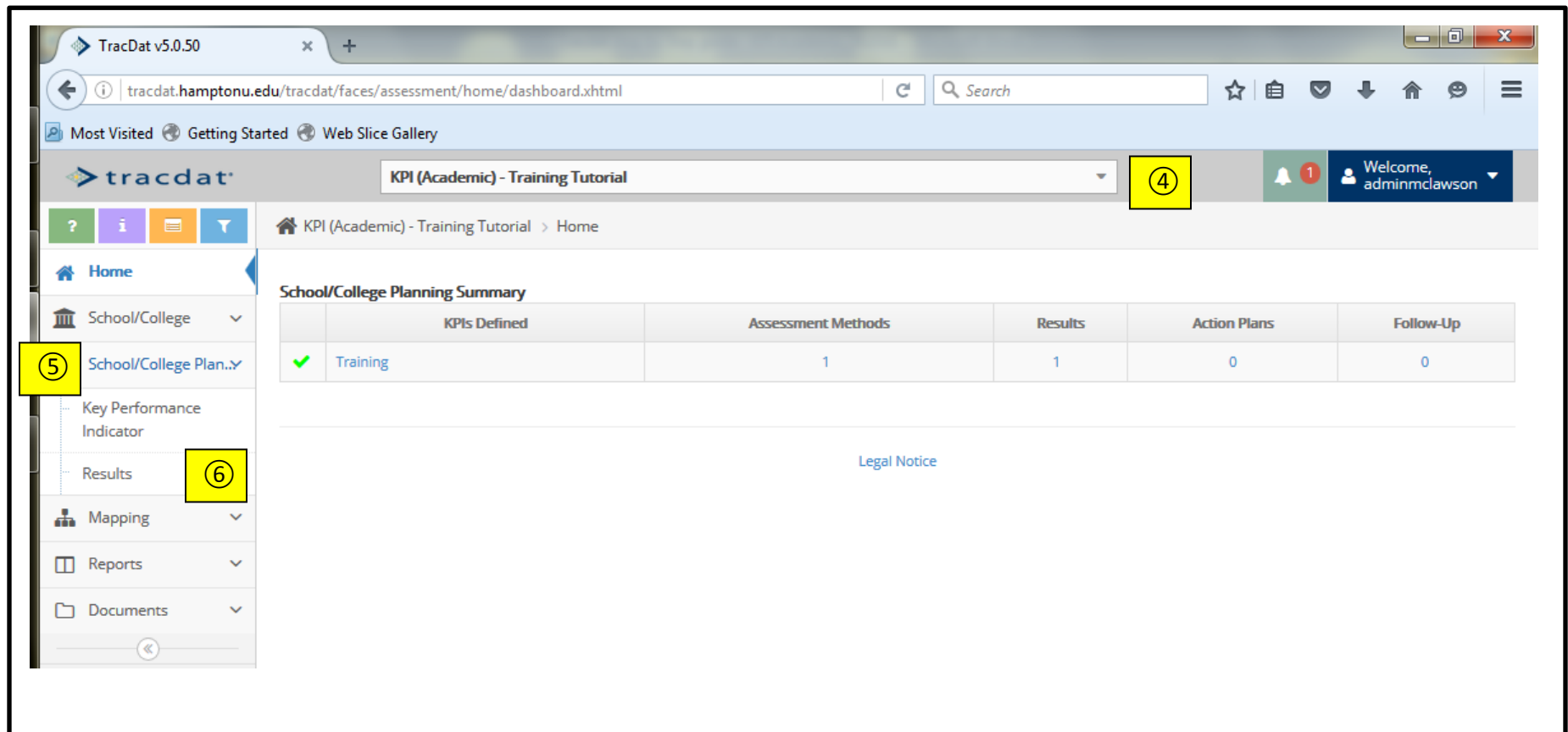
To Login to the TracDat System:

1. Enter your **Username** (first name.last name).
2. Enter your **Password** (first initial lastname – mclawson).
3. Click **Login** button.



To get to Key Performance Indicator:

4. Select your department from the drop down at the top of the screen.
5. Click **School/College Planning** tab from the left-hand navigation pane.
6. Click the **Results** sub-tab.



To add Result Information:

7. Select an arrow ► to add a result for a specific KPI.
8. Click the green button with white plus sign (+) to add data.

The screenshot displays the TracDat v5.0.50 web application interface. The browser address bar shows the URL: `tracdat.hamptonu.edu/tracdat/faces/assessment/unit_planning/observations.xhtml`. The page title is "KPI (Academic) - Training Tutorial". The user is logged in as "adminmclawson".

The interface features a left-hand navigation menu with the following items: Home, School/College, School/College Pla..., Key Performance Indicator, Results, Mapping, Reports, and Documents. The "Results" item is currently selected.

The main content area shows a breadcrumb trail: "KPI (Academic) - Training Tutorial > School/College Planning > Results". Below this, there are several expandable sections:

- Training Training of Employees**: A section with a right-pointing arrow (►) highlighted by a yellow circle with the number 7. This section is currently collapsed.
- Day of Assistance Day of Assistance**: A section with a right-pointing arrow (►) and a plus sign (+) icon. This section is expanded, showing three sub-items:
 - Directly related to Objective**: A sub-item with a plus sign (+) icon.
 - Day of assistance to employees.**: A sub-item with a plus sign (+) icon highlighted by a yellow circle with the number 8.
 - Open Session**: A sub-item with a plus sign (+) icon.

At the bottom of the page, there is a "Legal Notice" link.

To add Result Information:

9. Type Result date or keep default date.
10. Type Result data. Please make sure information is measurable (i.e. We trained 62 Units or 75.6% of the departments. Trainer visited 6 offices, and received 22 emails for assistance.)
11. Select Action Status by using drop down arrow.
12. Select Result Type by using drop down arrow.
13. Save.

The screenshot shows the TracDat v5.0.50 web application interface. The browser address bar displays the URL: `tracdat.hamptonu.edu/tracdat/faces/assessment/unit_planning/observations/editObservation.xhtml`. The page title is "KPI (Academic) - Training Tutorial". The user is logged in as "adminmclawson".

The main content area displays the "Day of Assistance" KPI. The description is: "Day of assistance to employees. Action to Meet KPI Count number in attendance and number of KPIs entered. When Measured? 82 units. Key Performance Indicator:"

The form fields are as follows:

- * Result Date: 06/06/2016 (Callout 9)
- * Result: (Empty text field) (Callout 10)
- * Action Status: (Dropdown menu) (Callout 11)
- * Result Type: (Dropdown menu) (Callout 12)

At the bottom right, there is a "Save" button (Callout 13) and a "Return" button. A legend indicates that an asterisk (*) denotes a "Required field". A "Legal Notice" link is located at the bottom center.

To Retrieve Report:

14. Click the **Reports** tab from the left-hand navigation pane.
15. Click the **Standard Reports** sub-tab.
16. Select **Key Performance Indicator Report**.

The screenshot displays the TracDat v5.0.50 web application interface. The browser address bar shows the URL `tracdat.hamptonu.edu/tracdat/faces/common/reports/standardReports.xhtml`. The page title is "KPI (Academic) - Training Tutorial". The user is logged in as "adminmclawson".

The left-hand navigation pane is visible, showing the following menu items:

- Home
- School/College
- School/College Plan..v
- Mapping
- Reports** (highlighted with a yellow box and circled number 14)
- Standard Reports (highlighted with a yellow box and circled number 15)
- Documents

The main content area displays the "Standard Reports" section, which is highlighted with a yellow box and circled number 16. The "Key Performance Indicator Report" is selected, and its description is shown:

Key Performance Indicator Report This report shows the KPIs Defined for each selected School/College, along with any Assessment Methods, Results, and Action Plans for each KPI Defined. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.

Other reports listed include "School/College Reports" (with sub-item "Assessment: Assessment Unit Planning") and "Course Reports" (with sub-items "Relationships and Assessment: Course Outcomes by Key Performance Indicators (School/College)").

A "Legal Notice" link is located at the bottom of the page.

To Open Report:

17. Enter **Result Date** (i.e. 01/01/2016 and 06/30/2016).
18. Click **Open Report** tab in upper right corner (near Return button).

The screenshot displays the TracDat v5.0.50 web application interface. The browser address bar shows the URL: `tracdat.hamptonu.edu/tracdat/faces/faces/common/reports/FourColumn.xhtml`. The page title is "KPI (Academic) - Training Tutorial". The user is logged in as "adminmclawson".

The interface is divided into several sections:

- Layout:** Includes a "Format" dropdown set to "PDF", a "Report Title" field containing "Key Performance Indicator Report", a "Report Subtitle" field, and a "Report Logo" dropdown set to "Hampton U Logo*".
- Filter:** Includes fields for "Outcome Status", "Outcome Types", and "Assessment Method Categories". It also features "Sort Results" radio buttons for "Ascending" and "Descending" (selected), and a "Result Date Between" field with input values "01/01/2016" and "06/30/2016". Other fields include "Action Status" and "Result Types".
- Options:** Includes checkboxes for "Include KPI Defined with no Results" (checked), "Include Assessment Methods with no Results" (checked), "Include Inactive Assessment Methods" (unchecked), and "Include Fields With No Data" (unchecked).

Two yellow callout boxes highlight specific elements: box 17 points to the "Result Date Between" input fields, and box 18 points to the "Open Report" button in the top right corner.

* Required field

Print Report

- Report is complete!
- Print. *Note:* Individual printers may have different printing properties. Please use your printer's guideline to print landscaped formatted report.

The screenshot shows a web browser window with the following details:

- Browser: TracDat v5.0.50
- Page: 1 of 1
- Zoom: Automatic Zoom
- URL: tracdat.hamptonu.edu/tracdat/faces/common/reports/FourColumn.xhtml

Key Performance Indicator Report

HAMPTON UNIVERSITY

KPI (Academic) - Training Tutorial

<i>KPIs Defined</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Action Plans</i>
Training - Training of Employees Outcome Status: Active Outcome Type: Key Performance Indicator	To train 82 employees to use TracDat. Action to Meet KPI: Trainer will keep tally of emails, telephone calls, and office visits of employees that need assistance. Trainer will also print out a report as end result to determine successful completion of KPI entries. When Measured?: 82 employees will enter KPI results.		
Day of Assistance - Day of Assistance Outcome Status: Active Start Date: 09/01/2014 Completion Date: 12/05/2014	Day of assistance to employees. Action to Meet KPI: Count number in attendance and number of KPIs entered. When Measured?: 82 units.	Action Status: Action Plan in Progress Result Type: Not Met We trained 62 Units or 75.6% of the departments. Trainer visited 6 offices and received 22 emails for assistance. (06/06/2016)	

06/06/2016 Generated by TracDat® a product of Nuventive Page 1 of 1

To Add a KPI:

1. Select Key Performance Indicator on left navigation tab.
2. Select Green icon with plus sign on far right of **Key Performance Indicators** to add goal. Do not relate goal.
3. Select Green icon with plus sign on far right of **KPIs Defined** to describe goal. You do not need to put a date.

The screenshot displays the TracDat v5.0.50 web application interface. The browser address bar shows the URL: `tracdat.hamptonu.edu/tracdat/faces/assessment/unit_planning/assessmentPlan.xhtml`. The page title is "KPI (Academic) - Training Tutorial". The user is logged in as "adminmclawson".

The left navigation menu is visible, with the "Key Performance Indicator" tab highlighted. A yellow circle with the number "1" is placed over this tab. The main content area shows two sections: "Key Performance Indicators" and "KPIs Defined".

The "Key Performance Indicators" section contains two items: "Training (Active)" and "Day of Assistance (Active)". A green plus icon is visible on the far right of this section, with a yellow circle and the number "2" placed over it.

The "KPIs Defined" section contains two items: "Training Training of Employees (Active)" and "Day of Assistance Day of Assistance (Active)". A green plus icon is visible on the far right of this section, with a yellow circle and the number "3" placed over it.

At the bottom of the page, there is a "Legal Notice" link.