



Clark Atlanta University  
Office of Planning, Assessment and Research  
TRACDAT – Electronic Assessment, Planning and Reporting System

**PHASE I - Annual Assessment Plan (Administrative Units)**

**STEP ONE:** Select the Administrative Unit name from the drop down menu if assigned more than one Division; if only one Administrative Unit is assigned it will be the only option to choose

**STEP TWO:** Click the **Administrative Unit Tab** at the left-side of the screen

- Enter Departmental Mission Statement in the text box > *Click question mark to the right of the text box if additional information is needed*
- Click Save Changes

**STEP THREE:** Click the **Administrative Assessment Plan Tab** at the top of the screen

**STEP FOUR:** Select the **Objectives** Tab and Click the **Add New Objective** button at the bottom of the screen

Additional steps required to complete a New Objective:

- Type the Objective Name > *Click question mark to the right of the text box if additional information is needed*
- Type description in the next text box titled Objective
- Click Administrative/Program in the Objective Types box
- Click Active or Inactive Objective or Objective Status
- Click Calendar Icon select a Start Date > *Beginning of the assessment period*
- Click Calendar Icon select an End Date > *End of the assessment period*
- Type Budget Amount Request > *Please enter whole numbers, without characters or decimals*
- Budget Resource Explanation > *Explanation of how the budget amount will be used.*
- Type Responsible Party > *Please indicate the school(s), department(s), or unit(s) responsible for the implementation of the Strategic Objective.*
- Click Save Changes

**STEP FIVE:** While still in the Administrative Assessment Plan > ***Click Means of Assessment***

Additional steps required to complete Adding a New Means of Assessment:

- Select an Assessment Method Tool from the drop down menu  
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- Type the Assessment Method > *How will the tool be administered*
- Click the Criterion box and type desired quantitative or qualitative measurement
- Click Assessment Schedule > *When will the assessment tool be administered*
- Click Save Changes

**STEP SIX:** While still in the Administrative Assessment Plan > ***Click Activities***

- From the drop down menu choose an Objective to attach a Measure
- Click the Add New Activity button at the bottom of the screen
- Type the activity/task Name and a Description of the activity/task
- Click Save Changes

**STEP SEVEN:** While still in the Administrative Assessment Plan > ***Click Related Goals*** >  
*Check appropriate Strategic Goals the Academic Administrative Unit supports*

- Click Save Changes



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**PHASE II - Annual Assessment Plan (Administrative Units)**

**STEP ONE:** Select the Administrative Unit name from the drop down menu if assigned more than one Division; if only one Administrative Unit is assigned it will be the only option to choose

**STEP TWO:** Click the Results Tab at the top of the screen

- Click Add Result button at the bottom of the screen
- Click Select for the appropriate Objective, click Select again
- Type in the Results box a summary of the assessment results
- Click the Calendar Icon next to Results Date > *Select the day the results were actually collected*
- Click drop down menu Result Type > *Select Criterion Met or Criterion Not Met*
- Click drop down menu Action Status, select Action Plan Complete, or Action Plan Incomplete > *Select one and click*
- Click Calendar Icon next to Action Status Update if Action Plan was marked incomplete
- Type in Use of Results > *Use of results should contain information on how you plan to use your results for the next academic year*
- Related Documents > *See Phase I*
- Click the Save Changes

**STEP THREE:** While still in Results > *Click add Plan of Action for Improvement at the bottom of the screen*

- Type the Plan of Action for Improvement
- Click Calendar Icon and select a date
- Select Yes if the Plan of Action impacts the budget
- Enter Requested Amount > *Please add whole numbers only, no characters or decimals*
- Type Planning Based Budgeting Description
- Click Save Changes

**STEP FOUR:** Click the **Reports Tab** at the top of the screen

- Click *run* to the right of the Unit/Administrative Assessment Report Four Column
- This page allows you to either print all data entered or to sort the data into a specific report > *In order to print a report with only the objectives that were met during the*  
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*academic year under Objective Status highlight Objective Met; likewise in order to view a report where the objectives were marked a needs improvement, click on Progress and select Needs Improvement etc.*

- Click the Open Report button at the bottom of the screen
- Print or Save the report as a pdf