

Tracdat roles: "Admin" vs. "User"

Reporting Units

"User" role will see:

Selected Unit: Demo

practice11 [log out]

Home Results Reports Documents

Summary | Calendar | Profile

Demo > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Results Summary

Total Results:
Total Actions:
Results Without Actions:

Goals Summary

Total Goals: 7
Goals Not Related to Any Outcomes: 0

Assessment Units Summary

Assessment Unit	Total Outcomes	Total Assessment Methods	Outcomes Without Assessment Methods	Last Result	Last Action	Last Follow-Up	Past due Assignments
AAA - Demo	8	13	0	12/11/2008	12/11/2008	12/11/2008	1
AAA - Sandbox	94	74	27	4/24/2009	1/12/2009	2/17/2009	8

"Admin" role will see:

The additional tab that the "Admin" role will see is called the Reporting unit tab.

Selected Unit: Demo

practice12 [log out]

Home Reporting Unit Results Reports Documents

Summary | Calendar | Profile

Demo > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Results Summary

Total Results:
Total Actions:
Results Without Actions:

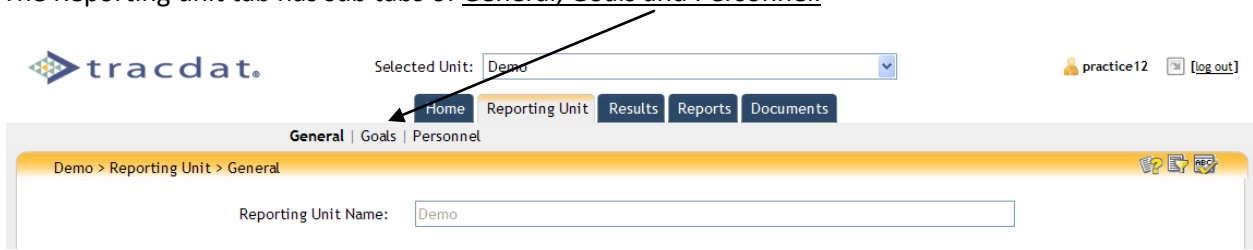
Goals Summary

Total Goals: 7
Goals Not Related to Any Outcomes: 0

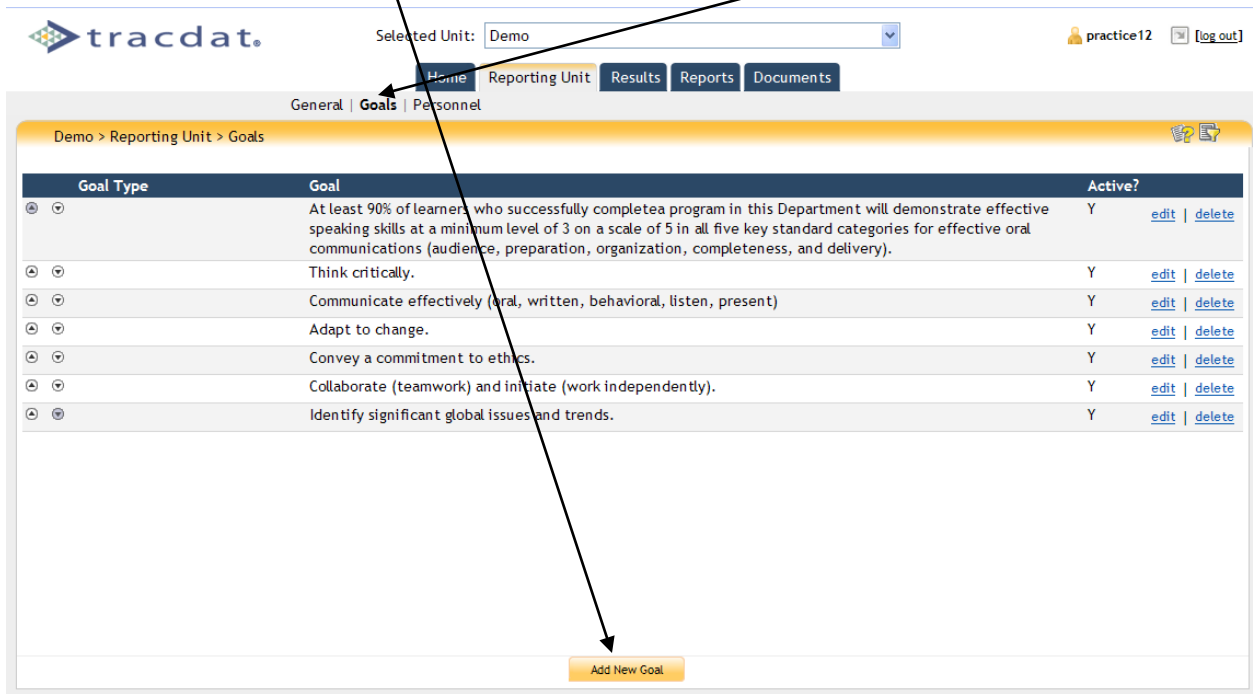
Assessment Units Summary

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The Reporting unit tab has sub tabs of General, Goals and Personnel.



The “admin” will be able to enter Goals for the reporting unit by clicking on the “Goals” sub tab. To add a new goal, click on the “Add New Goal” button at the bottom of the page.



The “admin” would then type the goal in the “Goal” box. Click on the “Save changes” button at the bottom of the screen when complete.

Selected Unit: Demo practice12 [log out]

Home Reporting Unit Results Reports Documents

General | Goals | Personnel

Demo > Reporting Unit > Goals > Add Goal

Goal Type: *
 Goal: Test
 Active:

Goal Type	Goal
<input type="checkbox"/>	Ferris State University

Save Changes Discard Changes Return

The “admin” will be able to add personnel to the reporting unit for “e-mail only” access. To add personnel for “e-mail only” access, click on the “Assign Personnel to Unit” button at the bottom of the screen.

Selected Unit: Demo practice12 [log out]

Home Reporting Unit Results Reports Documents

General | Goals | Personnel

Demo > Reporting Unit > Personnel

Previous 1-25 of 136 Next 25

Last Name	First Name	Title	Email
Anderson	Kay		andersok@ferris.edu
Anderson	Jennifer		andersoj@ferris.edu
Armstrong	Lori	Administrative Assistant	armstrol@ferris.edu
Babcock	Tamara		babcockt@ferris.edu
Babcock	Kevin		rotc@ferris.edu
Bailey	Christine		christinebailey@ferris.edu
Baker	Anthony		bakera@ferris.edu
Baker	David	instructor/program coordinator	davidbaker@ferris.edu
Baker	Frederick		FrederickBaker@ferris.edu
Bennett	Jean		bennettj@ferris.edu
Bigford	Maude		bigfordm@ferris.edu
Blake	Paul		blakep@ferris.edu
Bonacci	Mary Lou		MaryBonacci@ferris.edu
Brayton	Edward		braytone@ferris.edu
Brigance	Sandra		brigancs@ferris.edu
Briggs	Lianne		briggsl@ferris.edu
Buckingham	Bob	Asst. Dean for Clinic Affairs	buckingr@ferris.edu
Buse	Amy		AmyBuse@ferris.edu

Assign Personnel to Unit

Click on the Personnel name and then click on the “Move” option to add that person to the Assigned Personnel list. You may also “remove” personnel from the unit. Click on the “Assign Personnel to Unit” button at the bottom of the screen when finished assigning personnel.

Selected Unit: Demo

Home Reporting Unit Results Reports Documents

General | Goals | Personnel

Demo > User Accounts > Mass Assign Personnel to Unit

Selected Unit: Demo

Personnel:

- Cron, Michael
- Crowe, Frank
- Daniels, Pamela
- DeSante, Paul
- Gregory, Jill
- Griffin, Richard
- Huston, Rob
- Manuszak, Rick
- Speirs, Robert
- VandePanne, Shelly
- Wilber, Kim
- Woodman, Helen

Assigned Personnel:

- Anderson, Kay
- Anderson, Jennifer
- Armstrong, Lori
- Babcock, Tamara
- Babcock, Kevin
- Bailey, Christine
- Baker, Anthony
- Baker, David
- Baker, Frederick
- Bennett, Jean
- Bigford, Maude
- Blake, Paul
- Bonacci, Mary Lou
- Brayton, Edward
- Brigance, Sandra
- Briggs, Lianne
- Buckingham, Bob
- Buse, Amy
- Cairns, Mike
- Carlson, Enid

Move
Move All
Remove
Remove All

Assign Personnel to Unit Cancel

Assessment Units

“User” role will see:

Selected Unit: AAA - Sandbox

Home Program Assessment Course Assessment Plan (Coming Soon) Results Reports Documents

Summary | Calendar | Profile

AAA - Sandbox > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Overdue Unit Assignments

Due Date	Source	Assigned To	
9/1/2008	Assessment Method	Coon, Julie	edit view
9/3/2008	Assessment Method	Samuels, Wendy	edit view
9/3/2008	Assessment Method	Marion, David	edit view
9/12/2008	Assessment Method	Wyman, Fred	edit view
10/1/2008	Assessment Method	Reifert, Steven	edit view

“Admin” role will see:

The additional tab that the “Admin” role will see is called the “Assessment unit” tab.

Selected Unit: AAA - Sandbox

practice12 [log out]

Home Assessment Unit Program Assessment Course Assessment Plan (Coming Soon) Results Reports Documents

Summary | Calendar | Profile

AAA - Sandbox > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Overdue Unit Assignments

Due Date	Source	Assigned To	edit	view
9/1/2008	Assessment Method	Coon, Julie	edit	view
9/3/2008	Assessment Method	Samuels, Wendy	edit	view
9/3/2008	Assessment Method	Marion, David	edit	view
9/12/2008	Assessment Method	Wyman, Fred	edit	view

The Assessment unit tab has sub tabs of **General, Personnel and Courses**. The “admin” will be responsible for entering the information on the General sub tab.

Selected Unit: AAA - Sandbox

practice12 [log out]

Home Assessment Unit Program Assessment Course Assessment Plan (Coming Soon) Results Reports Documents

General | Personnel | Courses

AAA - Sandbox > Assessment Unit > General

Assessment Unit Name: AAA - Sandbox

Mission Statement: The sandbox mission is to encourage children to play well together and share.

Sites Offered: Playground, Office, Shuberg's

Advisory Board/Committee: Yes ?

Advisory Board/Committee Meetings: More than twice per year ?

Next FSU Academic Program Review: 2012-2013 ?

Accreditation Body: National Association of Sandbox Managers ?

Academic Year of Next Accreditation Review: 2014-2015

Reason for NOT being accredited: ?

Internships/Student Teaching/etc.: Required for ALL graduates ?

Program available fully online?: Yes, fully online ?

If not fully online, plans to do so?: ?

Certification: ?

Save Changes Discard Changes

Documents Tab

The "User" role will see:

The screenshot shows the Tracdat interface for a user named 'practice11'. The 'Documents' tab is selected in the top navigation bar. The breadcrumb trail is 'AAA - Sandbox > Documents > Document Repository'. A dropdown menu for 'Show Folders For:' is set to 'AAA - Sandbox'. On the left, a folder tree lists: ABET A-K (1), Accountancy (0), Assignment Rubrics (0), Communication Documents (3), DAGD Exit Interviews (1), Energy Initiatives (5), and flow chart (0). The main area displays 'Communication Documents' with links for 'rename folder' and 'delete folder'. A table lists documents:

Type	Document Name	Description	Last Modified	
	Blue Hills		11/18/2008	view edit delete
	03ballot.pdf	Test Upload	2/20/2009	view edit delete
	03ballot	Test 2 upload	2/20/2009	view edit delete

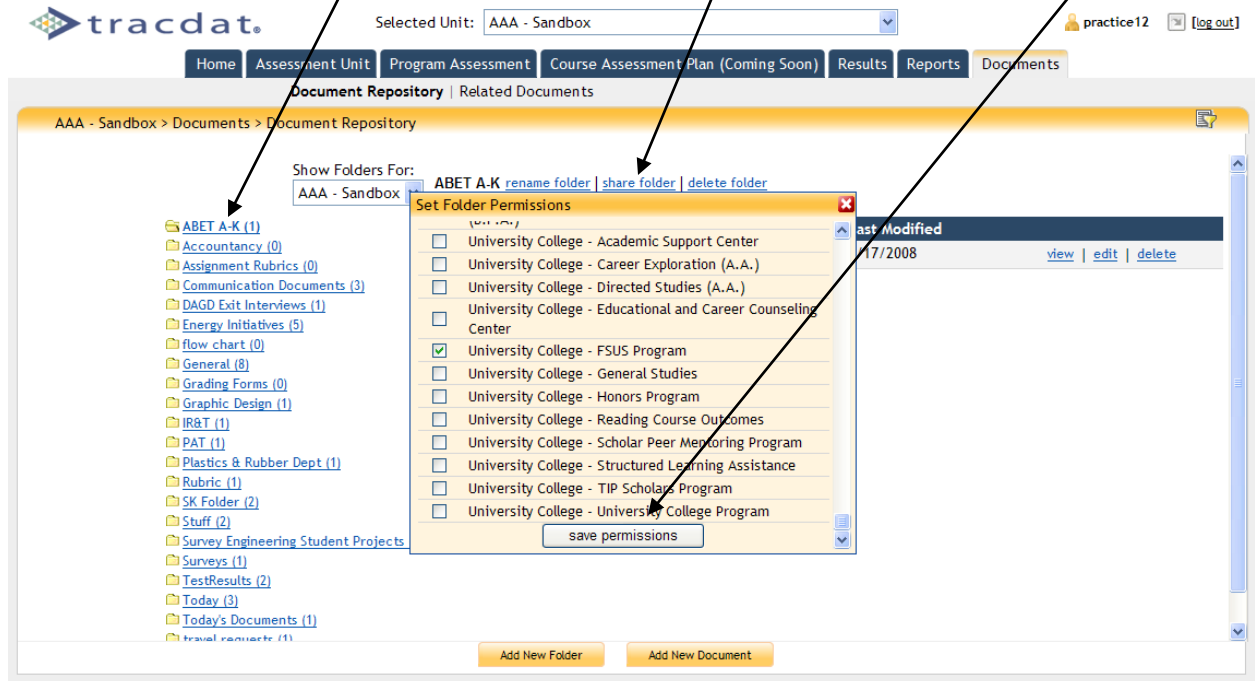
The "Admin" role will see:

The extra option that the "Admin" has is to "share folder".

The screenshot shows the Tracdat interface for an admin user named 'practice12'. The 'Documents' tab is selected. The breadcrumb trail is 'AAA - Sandbox > Documents > Document Repository'. The 'Show Folders For:' dropdown is set to 'AAA - Sandbox'. The folder tree on the left is identical to the user view. The main area displays 'Communication Documents' with links for 'rename folder', 'share folder', and 'delete folder'. A table lists documents:

Type	Document Name	Description	Last Modified	
	Blue Hills		11/18/2008	view edit delete
	03ballot.pdf	Test Upload	2/20/2009	view edit delete
	03ballot	Test 2 upload	2/20/2009	view edit delete

To share a folder, click on the folder name. Then click on “share folder”. A window will pop up called “Set Folder Permissions”. Check the units that you want to share the folder with. Click the “Save Permissions” button at the bottom of the list.



The “shared” folder will now have a hand symbol on it because it is shared. To remove a folder from being shared, follow the above steps and remove the check from the units. Click on the “save permissions” button at the bottom of the list.

