



## Administrative & Support Units Xitracs Module User Guide

The **Xitracs Module** allows faculty and staff to input assessment plan information, track progress and publish in a PDF format.

### STEP 1 – LOG INTO THE XITRACS PORTAL™

Launch an Internet browser ( i.e. **Internet Explorer, Chrome, Firefox**, etc.)

Enter the address of the Xitracs log in screen into the address bar

The address is [xitracs.tsu.edu](http://xitracs.tsu.edu)



To proceed to the logon page, click "[Click here](#)" – see below.



Welcome to the **Xitracs™** Accreditation Management System

Usage of this system is governed by the terms and conditions of the software license and applicable hosting service agreements [View](#)  
By proceeding, you agree to be bound by these terms and conditions.

[Click here](#) to proceed to the logon page



**NOTE:**

The Single Sign-On (SSO) option is available. Click ([Logon](#)) as shown below on the Xitracs login page.

Please logon below

A login form with two input fields: "User id:" and "Password:". Below the fields is a button labeled "Logon".

[Logon](#) using SAML Authentication

The screen below will appear. Enter your TSU email address ([FirstName.LastName@tsu.edu](#)) and the password you use to log onto your computer.


Enter your username and password

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**Enter your username and password**

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

**Username:** Your TSU Email Address Or Student Email Address Or TMSLAW Email Address  
**Password:** Your Email Password

 Username   
Password

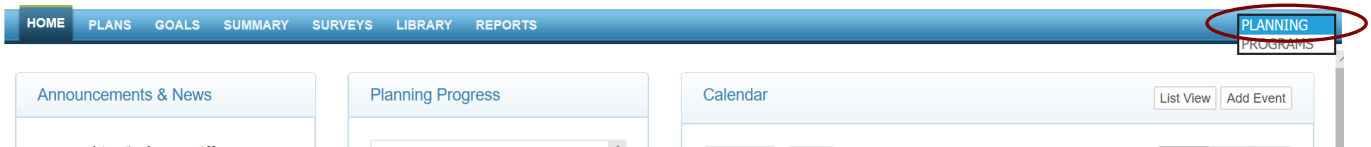
Login



## STEP 2 – SELECT AN ASSESSMENT PLAN

On the upper right of the screen, Select **Planning** from the dropdown menu.

(Depending on your access to Xitracs, you may have different options available to you.)

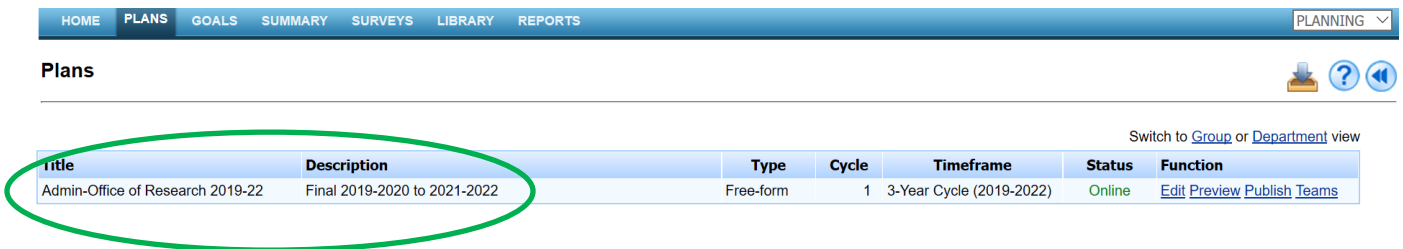


After selecting Planning, Click on the **Plans** tab on the left side of the screen.



From this screen, you can view the plans that have been assigned.

**NOTE:** If you do not see all your plan(s), please send an email to [assessment@tsu.edu](mailto:assessment@tsu.edu) and request to have your correct plans linked to you.





Click [Edit](#) under the **Function** column display the plan header.

HOME PLANS GOALS SUMMARY SURVEYS LIBRARY REPORTS							PLANNING
<b>Plans</b>							
							Switch to <a href="#">Group</a> or <a href="#">Department</a> view
Title	Description	Type	Cycle	Timeframe	Status	Function	
Admin-Office of Research 2019-22	Final 2019-2020 to 2021-2022	Free-form	1	3-Year Cycle (2019-2022)	Online	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Publish</a> <a href="#">Teams</a>	

The Administrative or Support Unit name will be located under “**Row**”- Click on the respective plan name (**Office of Research**) in blue.

<b>Plans</b>		
Admin-Office of Research 2019-22	<a href="#">Close plan</a>	Plan Cycle:1 Timeframe: 3-Year Cycle (2019-2022)
<b>Row</b>		
<b>HEADER</b> Office of Research <a href="#">Office of Research</a>		

### STEP 3 – INPUT ASSESSMENT INFORMATION

The assessment plan template (for 2019-2022) will display - Click on the editing button in the **Fields** column.

<b>Row</b>	<b>Information</b>
OFFICE OF RESEARCH	Log Fields
<b>ACTIVITY</b> Office of Research 2019-2022 Office of Research	

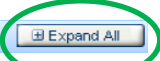



Click the **Expand All** button in the header bar to open all fields.

### Plans

Admin-Office of Research 2019-22

Row: Office of Research 2019-2022 Office of Research

Fields and Responses		Close edit mode	
1	Administrative Unit Mission		Incomplete
2	Goal		Incomplete
2.1	Header: Student Learning Outcome(SLO)/Expected Outcome		Incomplete
2.1.1	Student Learning Outcome(SLO)/Expected Outcome		Incomplete
2.1.1.1	Header: Metric		Incomplete
2.1.1.1.1	Metric		Incomplete

Fields and Responses		Close edit mode	
1	Administrative Unit Mission		Incomplete
	Response		<a href="#">Edit</a> <a href="#">Comment</a>
	Welcome to Assessment!		
2	Goal		Incomplete
	Enter Goal and Goal number. (i.e. Goal 1) The Goal describes the broad scope of and intended purpose of the measure as it relates to your areas role in contributing to student success & University efficiency. Goals include what you will achieve over time.		
	Response		<a href="#">Add new</a> <a href="#">Edit</a> <a href="#">Comment</a>
	No response		
2.1	Header: Student Learning Outcome(SLO)/Expected Outcome		Incomplete
	NO content needs to be entered in this area. This is a Header ONLY.		
	Response		<a href="#">Add new</a> <a href="#">Edit</a> <a href="#">Comment</a>
	No response		



Click the **Edit** button and enter your assessment plan information in the pop-up window. (Note: If you have completed your assessment plan content in the Word template from SharePoint just “copy” that part of your plan and “paste” it into the corresponding area in Xitracs. You may also type your assessment plan information into Xitracs directly).

When the information you’ve entered is complete and ready to be reviewed, check the **Mark as Complete** box. Click the **OK** button to save your information. (Note: The areas are marked 1,2,3 4 to show the sequence of the steps)

Admin-Office of Research 2019-22  
Row: Office of Research 2019-2022 Office of Research

The screenshot shows a table with one row titled "1 Administrative Unit Mission". The status is "Incomplete". The response field contains "No response". A green circle labeled "1" highlights the "Edit" button in the top right corner of the row.

The screenshot shows the edit pop-up window for "1 Administrative Unit Mission". The text area contains "Welcome to Assessment!". A green circle labeled "2" highlights the text area. At the bottom left, a green circle labeled "4" highlights the "OK" button. At the bottom right, a green circle labeled "3" highlights the "Mark as complete" checkbox.



If **Add a file** is available, it will allow you to upload supporting documents.

<b>2.2.1 Reference Documents</b>	<b>Incomplete</b>
Attach ALL reference or supporting documents in this section that show the evidence of how the Findings were derived. Make sure they are labeled to clearly identify which Finding is being referenced. This could include course rubric templates, course mapping matrices, etc. This could also include detailed reports of plans for continuous improvement that are too robust to include as a summarized Action Plan.	
Response	<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>
<i>No response</i>	

After clicking **Add a file**, a pop-up window will open. Click the **Choose File** button, search for the file on your computer, select the file, click Open, and click **OK**. (This is the same process as sending an attachment in an email.)

**Upload File**

No file chosen

**Repeat step 3 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.**



## STEP 4 – ADD A NEW GOAL OR STUDENT LEARNING OUTCOME (SLO)

To add additional Goals or SLOs click **Add New**. When you add a new Goal, all other content associated with Goals, i.e. SLOs, Metrics, etc will automatically be added. When you add a new SLO this same process of automatically adding all other content will occur.

<b>1 Administrative Unit Mission</b>	Incomplete
Response	<a href="#">Edit</a> <a href="#">Comment</a>
Welcome to Assessment!	
<b>2 Goal</b>	Incomplete
Enter Goal and Goal number. (i.e. Goal 1) The Goal describes the broad scope of and intended purpose of the measure as it relates to your areas role in contributing to student success & University efficiency. Goals include what you will achieve over time.	
Response	<a href="#">Add new</a> <a href="#">Edit</a> <a href="#">Comment</a>
No response	
<b>2.1 Header: Student Learning Outcome(SLO)/Expected Outcome</b>	Incomplete
NO content needs to be entered in this area. This is a Header ONLY.	
Response	<a href="#">Add new</a> <a href="#">Edit</a> <a href="#">Comment</a>
No response	
<b>2.1.1 Student Learning Outcome(SLO)/Expected Outcome</b>	Incomplete
Describe the Outcome and how it coincides with the associated Goal. Student Learning Outcomes/Expected Outcomes are more precise and clearly stated. An Outcome should be specifically related to a particular skill, ability or action, try to avoid using "AND". Most times using "and" indicates different skills/abilities/actions are being referenced, skills/abilities/actions should be independently assessed in the plan Note: Each SLO/Expected Outcome should be reported separately. If you have more than 1 SLO/Expected Outcome, enter the first and use the "Add new" option to create another row to add the subsequent SLOs/Expected Outcomes.	
Response	<a href="#">Edit</a> <a href="#">Comment</a>
No response	

## STEP 5 – LOG OUT OF THE XITRACS MODULE™

Click **Logout** on the upper right to exit the **Xitracs Module**.





TEXAS SOUTHERN UNIVERSITY

Office of Institutional Assessment,  
Planning & Effectiveness

If you have any additional questions about your assessment plan, send an email to [assessment@tsu.edu](mailto:assessment@tsu.edu) or call 713-313-7138 and your inquiry will be directed to the proper individual.

**We look forward to helping you Tell Your Story through Assessment!**