



## Academic Programs Xitracs Portal™ User Guide

The **Xitracs Portal™** provides a simple and intuitive interface to allow faculty and staff to view and input program assessment information.

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

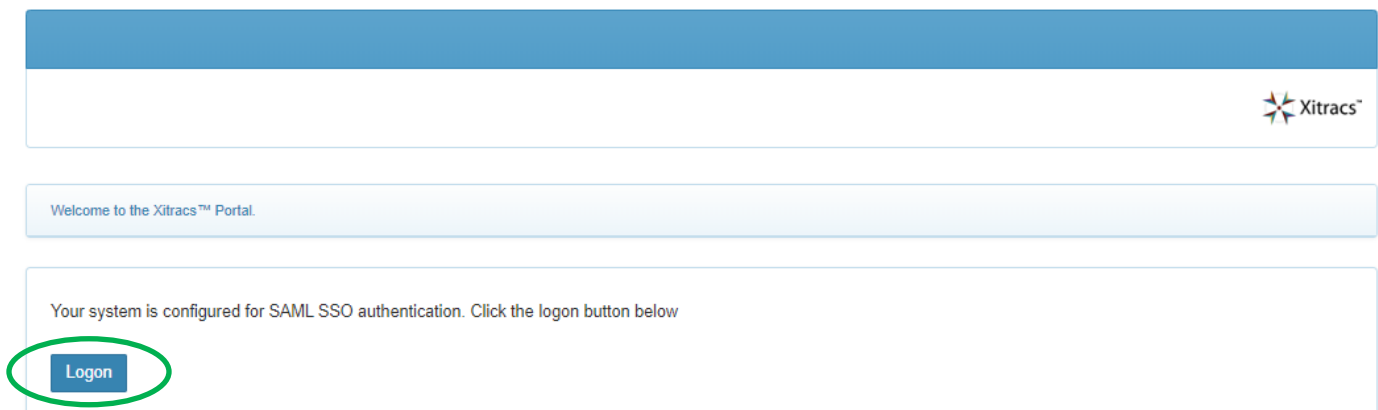
Launch an Internet browser ( i.e. **Internet Explorer, Chrome, Firefox**, etc.)

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

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



Click the **Logon** button as shown below on the **Xitracs Portal™** login page.





The screen below will display. To gain access to the portal, enter your TSU email address (FirstName.LastName@tsu.edu) and the password you use to log into 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 – OPEN THE PROGRAM ASSESSMENT

Once logged into the portal, a **My Open Activities** panel is displayed on the home page. The number of open academic programs that require input will be displayed. Click the **View** button to open the list of assigned academic programs OR you may click on the **Programs** tab located on the menu to view a list of academic programs assigned to you.

Home Agencies Courses Credentials Plans **Programs** Surveys Logout

Ms. Gloria Davis Library ? Xitrac<sup>™</sup>

Welcome Ms. Gloria Davis to your Xitrac Portal™

Welcome to the Assessment Portal for Texas Southern University.

Displayed on the right are any plans and programs that have been assigned to you. You may also access your plans and programs from the **Plans** and **Programs** tab located on the portal menu above.

**My Open Activities**

You have 1 program report that requires your input. **View**

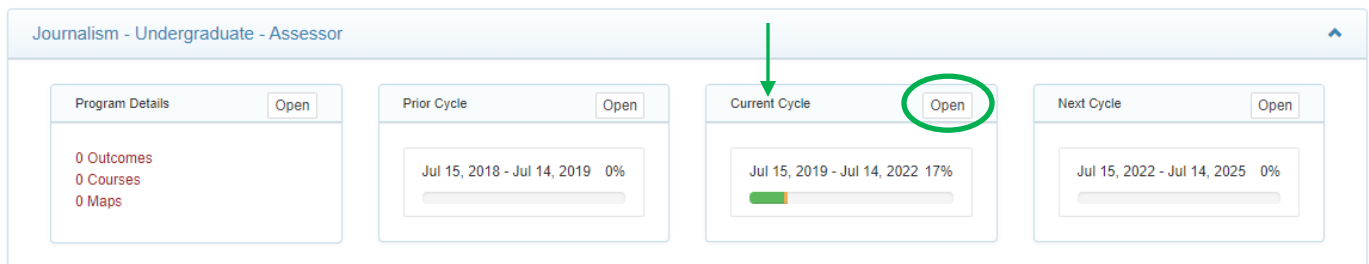


The screen below will display the academic program(s) that are assigned to you.

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


Programs are managed in cycles and available cycles will be displayed, along with a status bar displaying the percent of completion.

To open a program in the **Current Cycle**, click the **Open** button as shown below.






## STEP 3 – INPUT ASSESSMENT INFORMATION

You may click on the  **Information icon** to the right of the assessment field to view a description of the field.

You may copy the content of a field from a previous cycle by clicking the **Copy** button (i.e. bring forward an objective into the current cycle).

If you are assigned as an assessor (i.e. writing the program assessment report), you will be able to edit the assessment fields.

A Reviewer may enter field comments, by clicking the  **comment icon**.

Click on a **field** to enter information OR use the **Show All** button to open all of the plan fields.

The screenshot displays the Xitrac system interface for entering assessment information. At the top, the 'All Fields' header contains three buttons: 'Copy', 'View PDF', and 'Show All', all of which are circled in green. Below this, three assessment fields are listed:

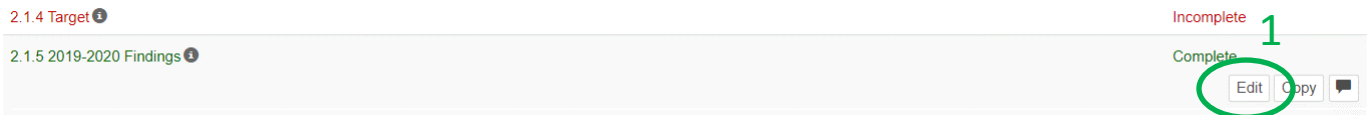
- 1 Academic Program Mission**: This field title is circled in green. To its right, the status 'Incomplete' is shown, along with 'Edit', 'Copy', and 'Comment' buttons.
- 2 Goal**: A red arrow points to the information icon next to this field title. To its right, the status 'Incomplete' is shown, along with 'Add new', 'Edit', 'Copy', and 'Comment' buttons. The text 'This is a goal.' is visible in the input area.
- 2.1 Student Learning Outcome(SLO)/Expected Outcome**: To its right, the status 'Incomplete' is shown, along with 'Add new', 'Edit', 'Copy', and 'Comment' buttons. The text 'This is a student learning outcome.' is visible in the input area.



**Note: The areas marked 1,2,3 4 show the sequence of the steps.**

After you click the **Edit** button, 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 **Complete** box. Click the **Save** button to save your information. (Note: The areas are marked 1,2,3 4 to show the sequence of the steps)





If a field has been locked or is not available for editing in a specific cycle, a **Locked** indicator is shown.

2.1.6 2020-2021 Findings ⓘ	Locked 🔒
2.1.6.1 2020-2021 Target Outcome based on Findings	Locked 🔒
2.1.7 2021-2022 Findings ⓘ	Locked 🔒
2.1.7.1 2021-2022 Target Outcome based on Findings	Locked 🔒

If the **File+** button is available, you may upload supporting documents.

5.2 Header: Reference Documents Incomplete

5.2.1 Reference Documents Incomplete

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.

*No response*

Edit | **File +**

After clicking the File+ button, 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 **Save**. (This is the same process as sending an attachment in an email.)

5.2.1 Reference Documents ✕

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Add a file

**Choose File** No file chosen

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**Save** Cancel

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.

The screenshot shows the XitracS interface. At the top, there are buttons for 'Copy', 'View PDF', and 'Show All'. Below this, there are two main sections. The first section is titled '1 Academic Program Mission' and is marked as 'Incomplete'. It has 'Edit', 'Copy', and a chat icon. The second section is titled '2 Goal' and is also marked as 'Incomplete'. In this section, the 'Add new' button is circled in green. Below the 'Add new' button are 'Edit', 'Copy', and a chat icon. The text 'This is a goal.' is visible in a text area below the goal section.

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

Click **Logout** to exit the **XitracS Portal™**.

The screenshot shows the XitracS navigation bar. The bar is blue and contains the following items: 'Home', 'Agencies', 'Courses', 'Credentials', 'Plans', 'Programs', 'Surveys', and a 'Logout' button with a circular arrow icon, which is circled in green. Below the navigation bar, there is a user profile section for 'Ms. Gloria Davis' with a 'Library' button and a help icon. The XitracS logo is also present. At the bottom of the page, there is a footer section with the text 'Admin-IAPE 2019-22 [IAPE 2019-2022] Institutional Assessment, Planning, and Effectiveness' and 'Reporting Cycle: 3-Year Cycle (2019-2022)'. There are 'View PDF' and 'Close' buttons in the footer.

If you have any additional questions about your program 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!