

Academic Programs Xitracs Module User Guide

The **Xitracs Module** allows faculty and staff 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



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 <u>View</u> By proceeding, you agree to be bound by these terms and conditions.





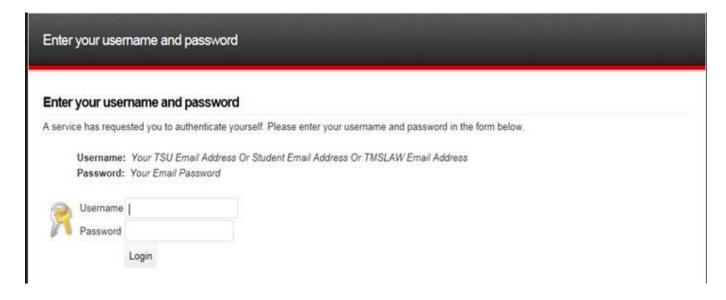
NOTE:

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

Please logon below



The screen below will appear. Enter your TSU email address (<u>FirstName.LastName@tsu.edu</u>) and the password you use to logon to your computer.





STEP 2 – SELECT AN ASSESSMENT PLAN

On the upper right of the screen, select **Programs** from the dropdown menu.

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



After selecting Programs, Click on the Programs tab on the left side of the screen.



From this screen, you will see the names of all Schools and Colleges. Select the School or College for your area.



Programs by Group

Switch to school/department view

- Barbara Jordan-Mickey Leland School of Public Affairs
- College of Education
- College of Liberal & Behavioral Sciences
- College of Pharmacy & Health Sciences
- College of Science, Engineering and Technology
- Jesse H. Jones School of Business
- School of Communication
- Thurgood Marshall School of Law



Expand the School or College by clicking on the plus icon to display the academic programs.

■ Jesse H. Jones School of Business

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- Bachelor of Business Administration in

Bachelor of Business Administration Mana

- Executive Master of Business Administr
- Master of Business Administration [1]
- Master of Science in Management Infor

Note: To see the entire program name – move the scroll bar at the bottom of the left side of the computer screen. If you do not see all your plan(s), please send an email to assessment@tsu.edu and request to have your correct plans linked to you.



STEP 3 – INPUT ASSESSMENT INFORMATION

Click View under the Function column - to open the selected program.

Program Group: Bachelor of Business Administration in Accounting

Program Name	Status	Function
Accounting - Undergraduate	Active	<u>View</u> <u>Lou</u>

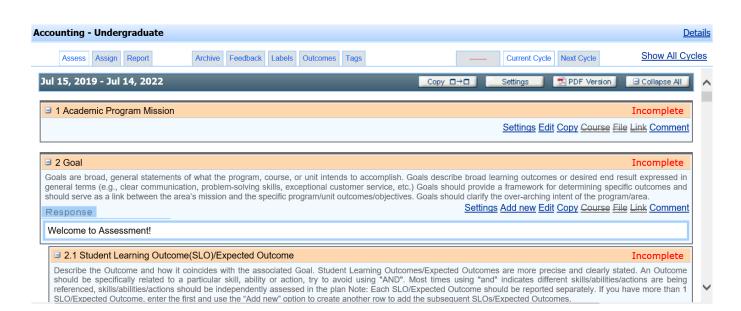


Click the Assess tab to open the fieldset for editing. This tab will show the program template.



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

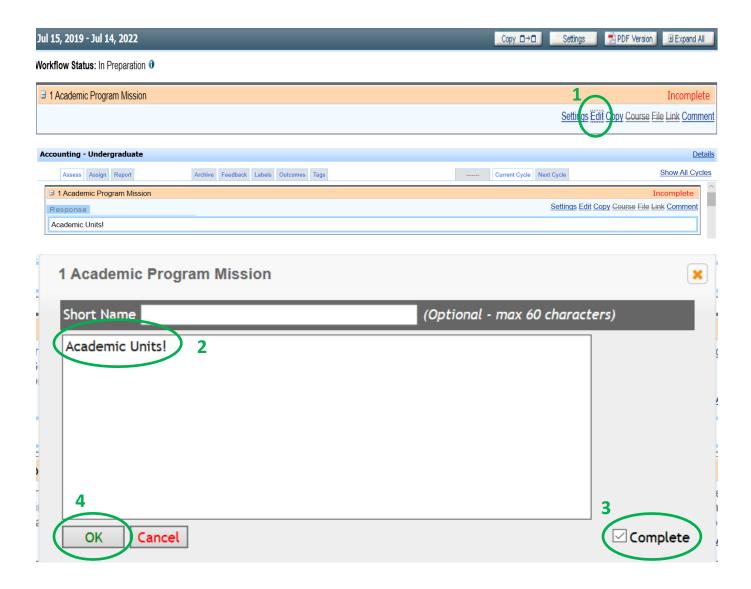






After you click the **Edit** button, enter your assessment plan information in the pop-up window. (Note: If you have completed your assessment plan content in the Word template from SharePoint just "copy" that part of your plan and "paste" it into the corresponding area in Xitracs. You may also type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

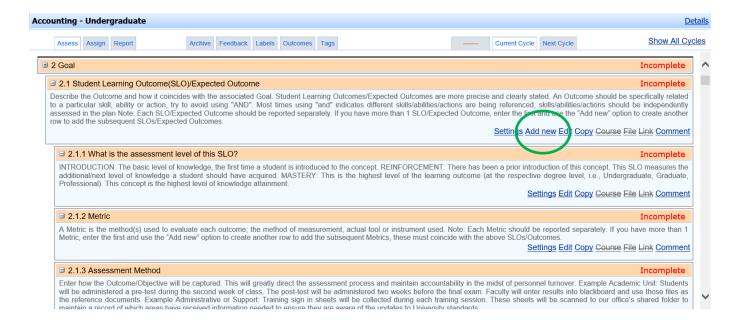
When the information you've entered is complete and ready to be reviewed, check the Complete box. Click the button to save your information. (Note: The areas are marked 1,2,3 4 to show the sequence of the steps)



Repeat step 6 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.



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.



If you have any additional questions about your assessment plan, send an email to 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!