TEXAS SOUTHERN UNIVERSITY
Office of Institutional Assessment, Planning & Effectiveness

Administrative & Support Units
Xitracs Portal™ User Guide

The **Xitracs Portal™** provides a simple and intuitive interface to allow faculty and staff to input assessment plan information, track progress and publish in a PDF format.

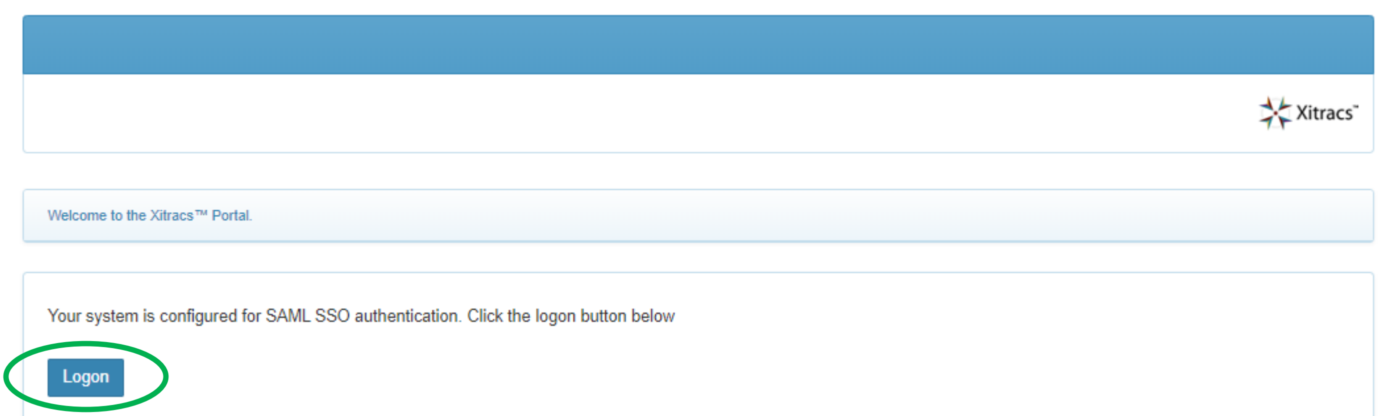
STEP 1 – LOG INTO THE XITRACS PORTAL™

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

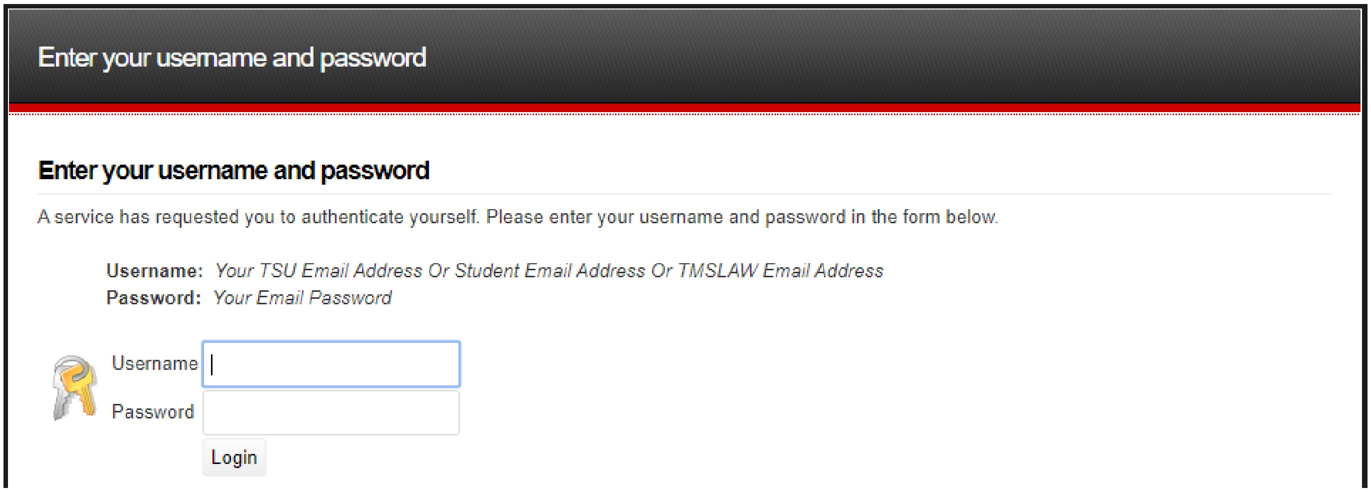
Enter the address of the Xitracs log in screen into the address bar

The address is **xitracs.tsu.edu/portal.htm**

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

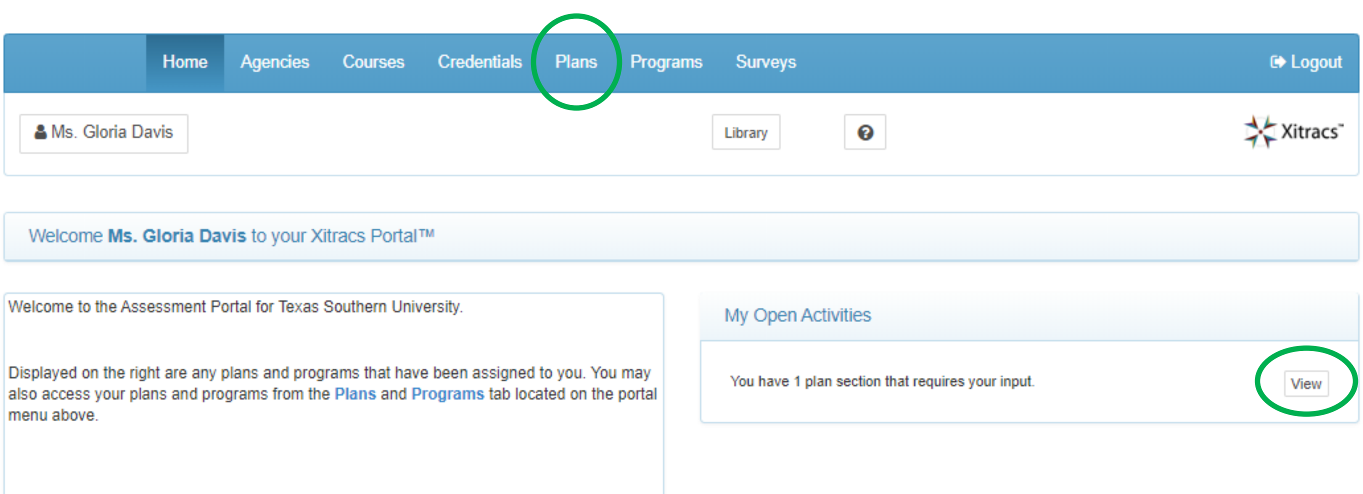


The screen below will display. To gain access to the portal, enter your TSU email address (FirstName.LastName@tsu.edu) and the password you use to log into your computer.



STEP 2 – OPEN THE PLAN ASSESSMENT

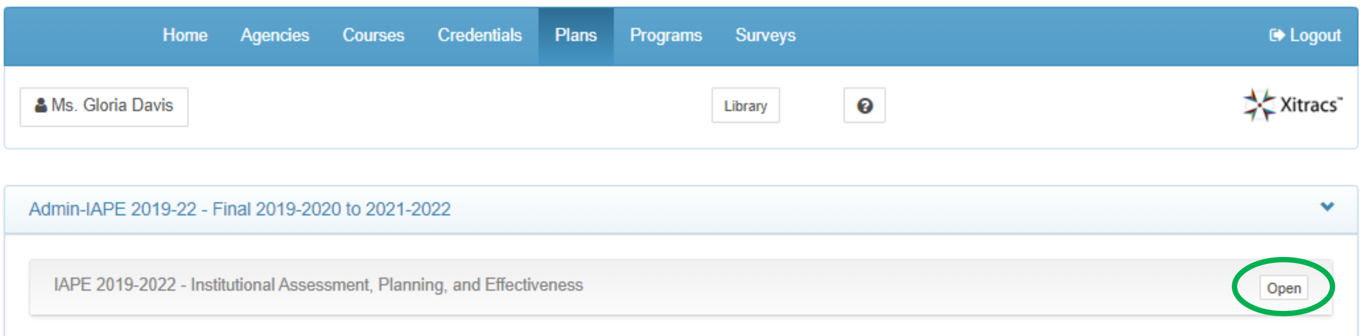
Once logged into the portal, a **My Open Activities** panel is displayed on the home page. The number of open academic programs that require input will be displayed. Click the **View** button to open the list of assigned academic programs OR you may click on the **Plans** tab located on the menu to view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



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

NOTE : If you do not see all of your academic programs, send an email to assessment@tsu.edu and request to have your correct plans linked to you.

To open a plan, click the **Open** button as shown below.

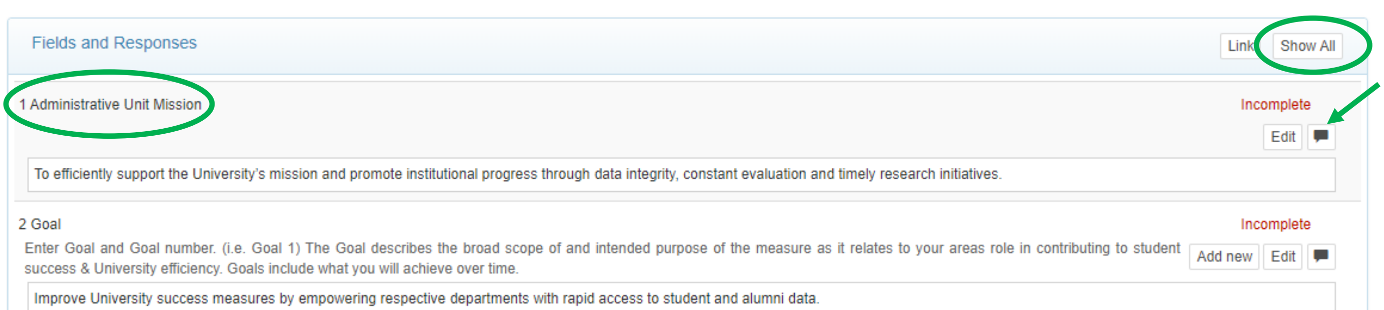


STEP 3 – INPUT ASSESSMENT INFORMATION

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

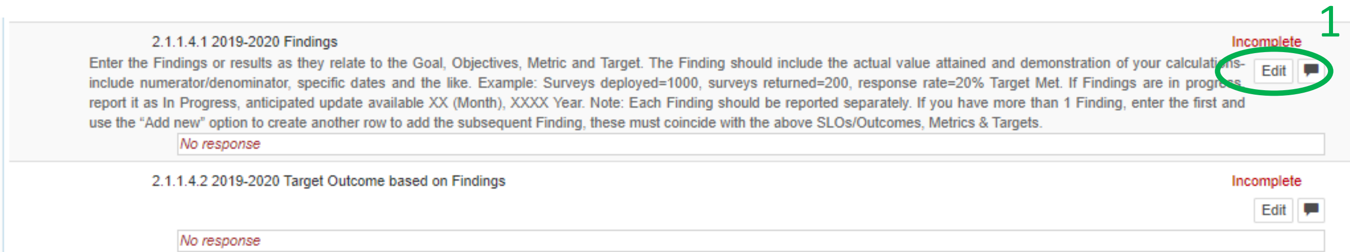
A Reviewer may enter field comments, by clicking the  **comment icon**.

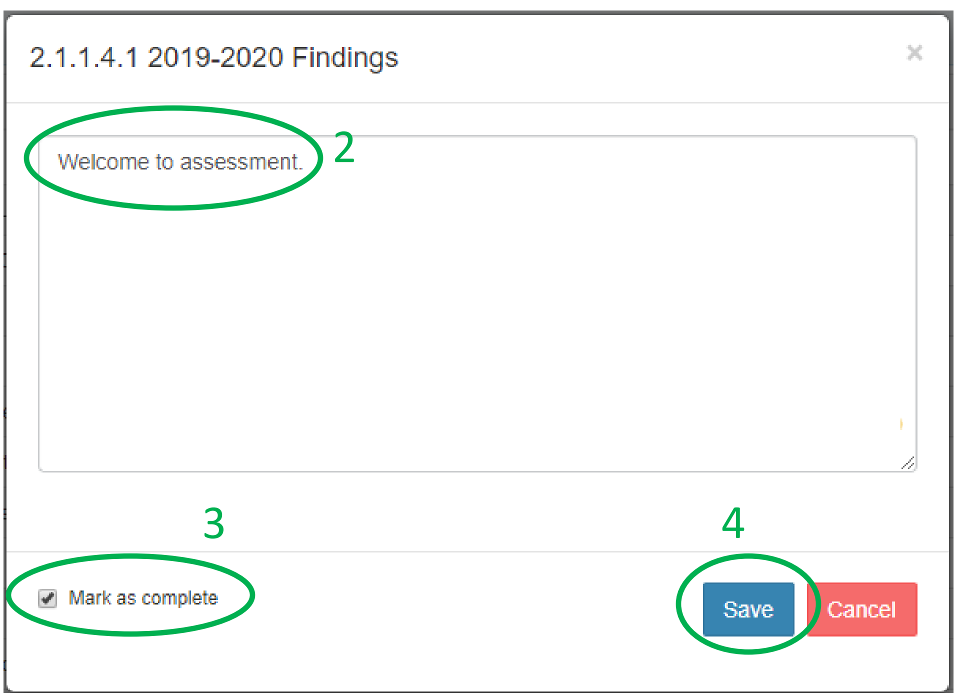
Click on a **field** to enter information OR use the **Show All** button to open all of the plan fields.



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).

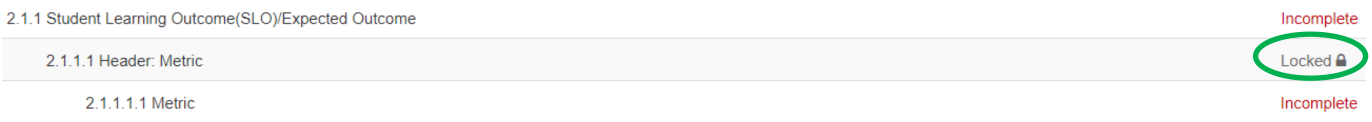
When the information you’ve entered is complete and ready to be reviewed, check the **Mark as Complete** box. Click the **Save** button to save your information. **(Note: The areas are marked 1,2,3 4 to show the sequence of the steps)**



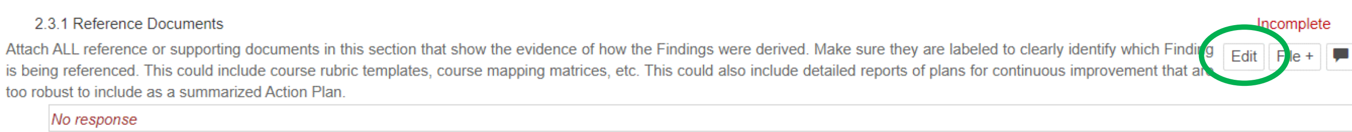


Repeat step 3 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.

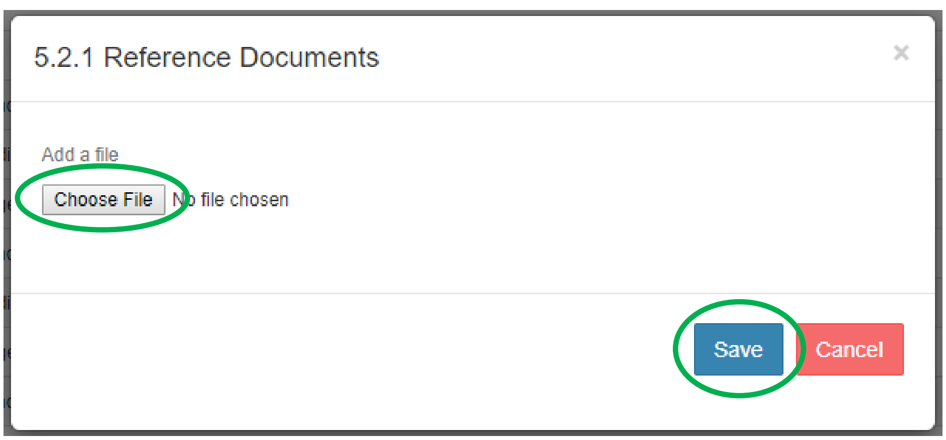
If a field has been locked or is not available for editing in a specific cycle, a **Locked** indicator is shown.



If the **File+** button is available, it will allow you to upload supporting documents.



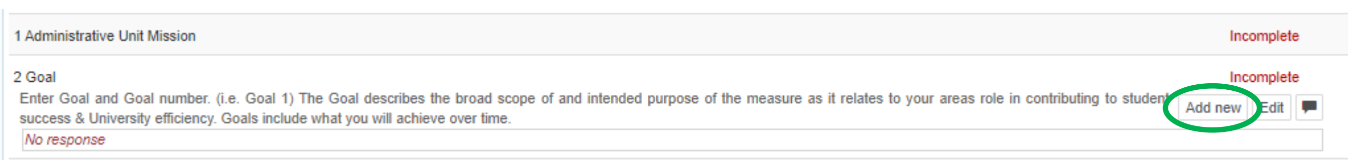
After clicking the File+ button, a pop-up window will open. Click the **Choose File** button, search for the file on your computer, select the file, click Open, and click **Save**. (This is the same process as sending an attachment in an email.)



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

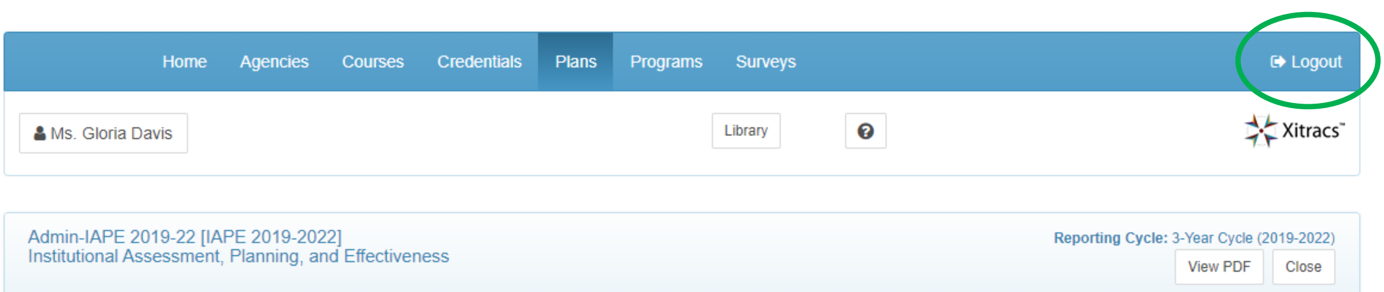
STEP 4 – ADD A NEW GOAL OR STUDENT LEARNING OUTCOME (SLO)

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.



STEP 5 – LOG OUT OF THE XITRACS PORTAL™

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



If you have any additional questions about your program 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!