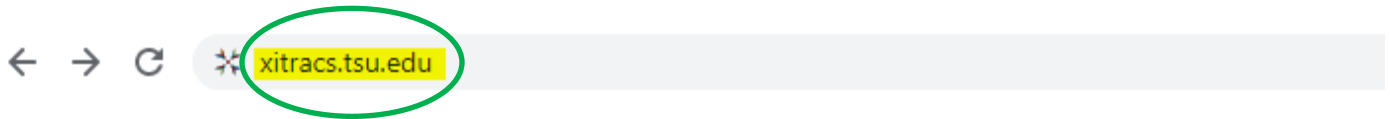




Administrative & Support Units Print Assessment Plan (Xitracs Module)

STEP 1 – LOG INTO THE XITRACS MODULE

- Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)
- Enter the portal address to the Xitracs log in screen into the address bar
- The portal 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 [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

User id:
Password:

[Logon](#) using SAML Authentication


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

Enter your username and password

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*

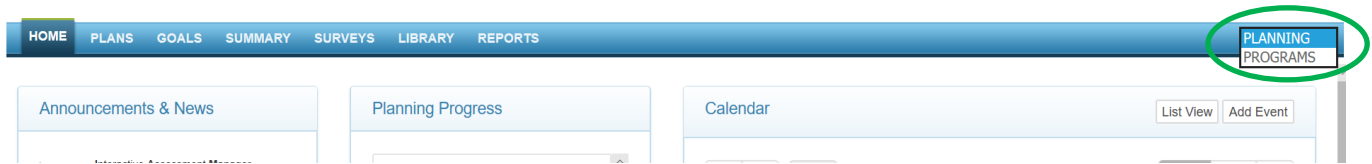
 Username
Password



STEP 2 – PREVIEW & PRINT 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.



Plans

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 and request to have your correct plans linked to you.



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	Edit Preview Publish Teams

Click **Preview** under the **Function** column.



Title	Description	Type	Cycle	Timeframe	Status	Function
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Select **Plan Cycle**.

Select **Format** (PDF).

Select **Program Reporting Cycle(s)**. (Hold the **Ctrl** key on your **keyboard** to select multiple cycles.)

Select **Plan Content**. (optional)

Click the **Submit** button.

(Note: The areas are marked 1,2,3, 4, 5 to show the sequence of the steps)

Plans

Preview Plan: Admin-IAPE 2019-22 [Free-form]

1 Select Plan Cycle
3-Year Cycle (2019-2022) (1) ▼

2 Select Format
 Website
 PDF (Requires Adobe Reader® X or higher)
 Microsoft Word® (Requires Word 2010 or higher)

Select Linked Data
 Other plans
 Programs
 Include field responses and child field responses
3 Include Program reporting cycle(s):
Jul 15, 2028 - Jul 14, 2029 [#10]
Jul 15, 2025 - Jul 14, 2028 [#9]
Jul 15, 2022 - Jul 14, 2025 [#8]
Jul 15, 2019 - Jul 14, 2022 [#7]
Jul 15, 2018 - Jul 14, 2019 [#6]
Jul 15, 2017 - Jul 14, 2018 [#5]
Jul 15, 2016 - Jul 14, 2017 [#4]
Jul 15, 2015 - Jul 14, 2016 [#3]

4 Select Plan Content
Include Comments Field Numbers

Select Plan Fields
Use CTRL/CMD click to select or leave unselected to include all.
Administrative Unit Mission
Goal
Header: Student Learning Outcome(SLO)/Expected Outcome
Student Learning Outcome(SLO)/Expected Outcome
Header: Metric
Metric
Header: Assessment Method
Assessment Method
Assessment Responsibility
Header: Target

Select Linked Plans
No other online plans are linked in this cycle.

5



TEXAS SOUTHERN UNIVERSITY

Office of Institutional Assessment,
Planning & Effectiveness

If you have any additional questions about printing 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.