# TSU  TEXAS SOUTHERN UNIVERSITY
## Office of Institutional Assessment, Planning & Effectiveness

# Academic Programs
# Print Assessment Plan (Xitracs Portal™)

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**



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



Welcome to the Xitracs™ Portal.

Your system is configured for SAML SSO authentication. Click the logon button below

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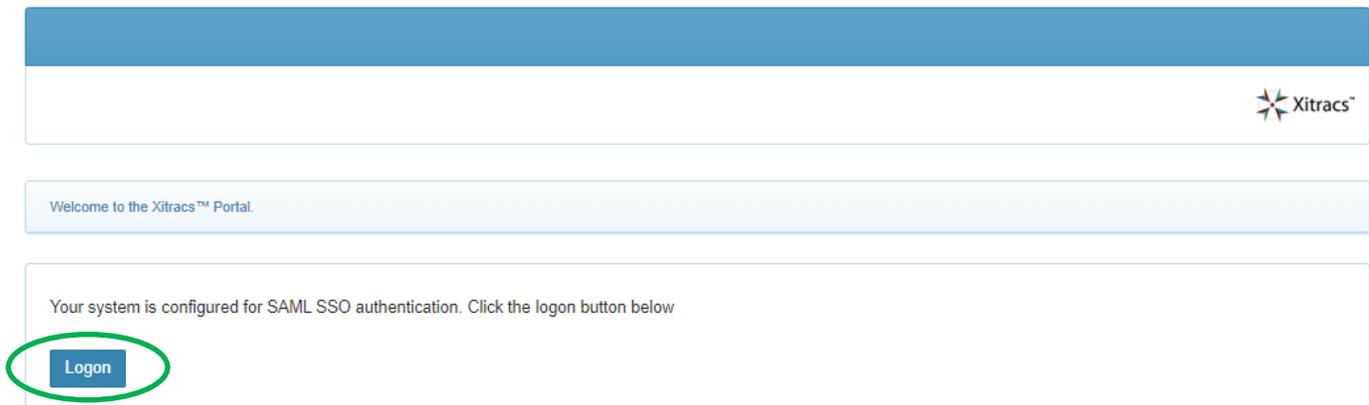
The screen below will display. To gain access to the portal, enter your TSU email address (FirstName.LastName@tsu.edu) and the password you use to log into your computer.



**Enter your username and password**

**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    ❓                    ✳ Xitracs™

Welcome **Ms. Gloria Davis** to your Xitracs 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 assessment plan(s) that are assigned to you.

Select the assessment plan. Click the **Open button**.

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



Click the **View PDF** button to generate a PDF report of the academic program.

Select options to include in the report.

Click the **Submit button** to view the assessment plan report.

## PDF Report Options ✕

*Select any additional information to include in this program report.*

☐ Include Comments    ☐ Include Field numbers    ☐ Include Tags

☐ Files as attachments (Requires Adobe XI or higher)

☐ Reporting Map

☐ Links

*Select cycle(s) to include in this report. Skipped cycles cannot be selected.*

> Cycle 8 (Jul 15, 2022-Jul 14, 2025)
> Cycle 7 (Jul 15, 2019-Jul 14, 2022)
> Cycle 6 (Jul 15, 2018-Jul 14, 2019)
> Cycle 5 (Jul 15, 2017-Jul 14, 2018)
> Cycle 4 (Jul 15, 2016-Jul 14, 2017)
> Cycle 3 (Jul 15, 2015-Jul 14, 2016)
> Cycle 2 (Jul 15, 2014-Jul 14, 2015)
> Cycle 1 (Jul 15, 2013-Jul 14, 2014)

☐ Column (Side-by-Side) format. *Reporting map will not be included.*

[ Submit ]  [ Cancel ]

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.

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