



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™

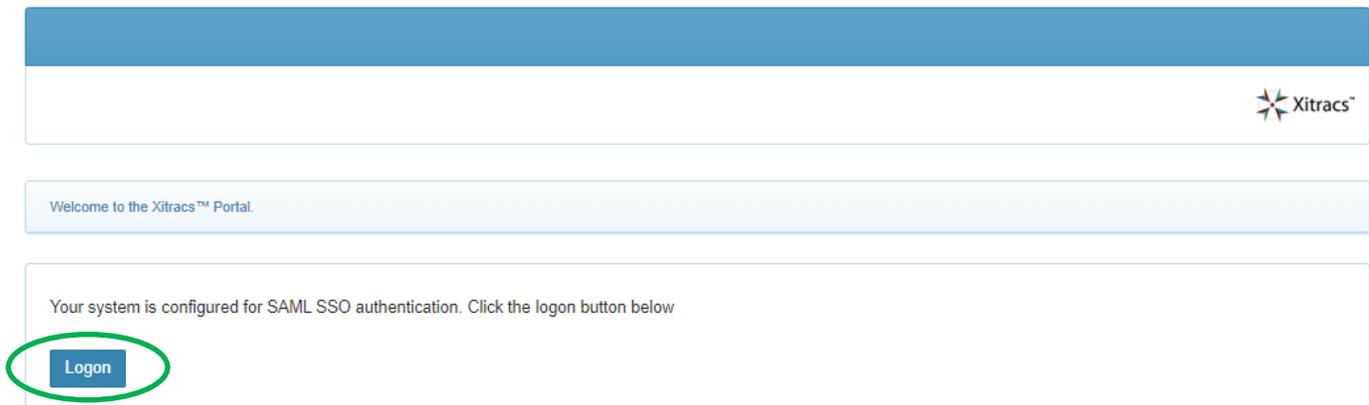
Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)

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.





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.

The screenshot shows the Xitrac Portal interface. At the top, a navigation menu includes 'Home', 'Agencies', 'Courses', 'Credentials', 'Plans', 'Programs', and 'Surveys'. The 'Programs' tab is highlighted with a green circle. Below the menu, the user is identified as 'Ms. Gloria Davis'. A 'Library' button and a help icon are visible. A welcome message reads: 'Welcome Ms. Gloria Davis to your Xitrac Portal™'. Below this, a panel titled 'My Open Activities' displays the message: 'You have 1 program report that requires your input.' A 'View' button in this panel is circled in green. A sidebar on the left contains a welcome message and instructions: '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.'



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.

The screenshot shows the Xitrac's main dashboard. At the top, there is a navigation bar with links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys, along with a Logout button. Below the navigation bar, the user's name 'Ms. Gloria Davis' is displayed. A green arrow points to the user name. To the right, there are buttons for 'Library' and a help icon. The Xitrac's logo is in the top right corner, with another green arrow pointing to it. The main content area shows two assessment plans: 'English - Undergraduate - Peer reviewer' and 'Journalism - Undergraduate - Assessor'. Below the 'Journalism' plan, there are four cards: 'Program Details', 'Prior Cycle', 'Current Cycle', and 'Next Cycle'. Each card has an 'Open' button. The 'Current Cycle' button is circled in green. The 'Current Cycle' card shows a progress bar for the reporting cycle 'Jul 15, 2019 - Jul 14, 2022' at 19%.

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

The screenshot shows the Xitrac's program details page for 'Journalism - Undergraduate'. The page title is 'Journalism - Undergraduate' and the reporting cycle is 'Jul 15, 2019 - Jul 14, 2022 (Current)'. There are navigation buttons for '<<', 'X', '>>', 'Comments', and 'Close'. Below the title, there is a 'Workflow' section with a progress indicator showing steps 1, 2, 3, and 4, with step 1 highlighted. The text 'In Preparation' is shown next to the progress indicator, and a 'Change' button is to the right. At the bottom, there is an 'All Fields' section with buttons for 'Copy', 'View PDF', and 'Show All'. The 'View PDF' button is circled in green.



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!