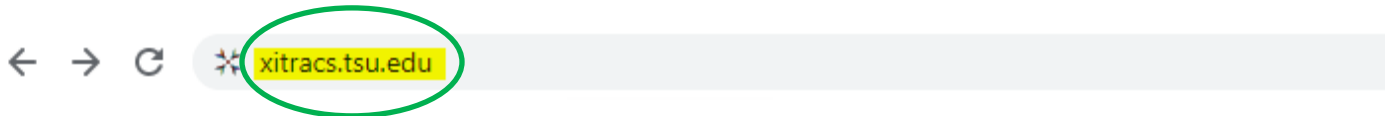




Academic Programs Print Assessment Plan (Xitracs Module)

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*

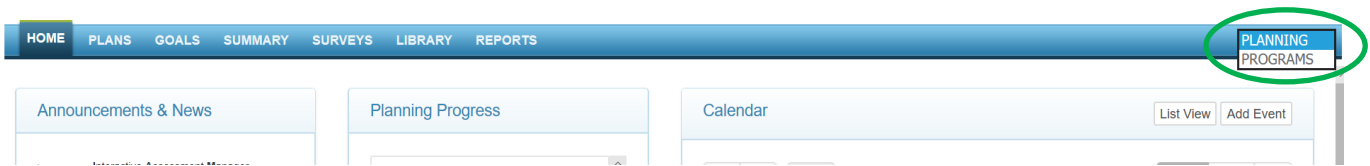
 Username
Password



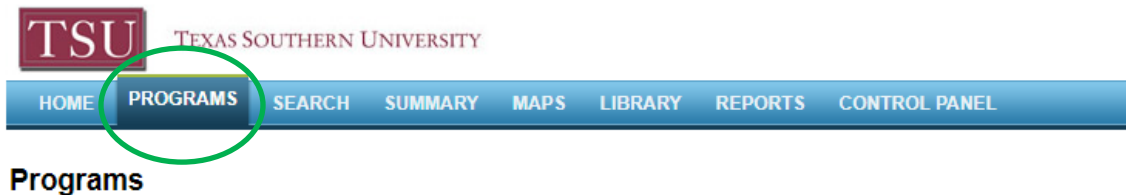
STEP 2 – PREVIEW & PRINT AN ASSESSMENT PLAN

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

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



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



Click the + sign to expand the **School/Department** and show the Academic Programs.

- ◀
- Programs by Group**
- Switch to [school/department](#) view
- Barbara Jordan-Mickey Leland School of Public Affairs [12]
 - College of Education [14]
 - College of Liberal & Behavioral Sciences [18]
 - College of Pharmacy & Health Sciences [9]
 - College of Science, Engineering and Technology [17]
 - Jesse H. Jones School of Business [8]
 - School of Communication [6]
 - Thurgood Marshall School of Law [2]



Select an **Academic Program**.

Programs by Group

Switch to [school/department](#) view

- ⊕ [Barbara Jordan-Mickey Leland School of Education \[14\]](#)
- ⊕ [College of Education \[14\]](#)
- ⊕ [College of Liberal & Behavioral Science](#)
- ⊕ [College of Pharmacy & Health Sciences](#)
- ⊕ [College of Science, Engineering and Technology \[14\]](#)
- ⊖ [Jesse H. Jones School of Business \[8\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Bachelor of Business Administration in Management \[1\]](#)
 - └─ [Executive Master of Business Administration \[1\]](#)
 - └─ [Master of Business Administration \[1\]](#)
 - └─ [Master of Science in Management Information Systems \[1\]](#)
- ⊕ [School of Communication \[6\]](#)
- ⊕ [Thurgood Marshall School of Law \[2\]](#)

Under the Function column on the far right of the screen, select **View**.

Status	Function
Active	View Log



Select the **Report** tab.

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

Select PDF for the **Format**.

Select View for **Function**.

Include any optional report fields.

Click the **OK** button to view report.

(Note: The areas are marked 1,2,3, 4, 5, 6 to show the sequence of the steps)

Business Administration - Graduate-Masters

Assess Assign **Report** Archive Feedback Labels Outcomes Tags

Program Report

Cycle 2
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) ▼

[Reporting schedule](#)
Select the cycle(s) to be included in the report.
Use the CTRL or CMD key to select multiple cycles.
Note that cycles set to 'Not Reported' cannot be selected.

Format 3
 PDF Columns (Side-by-Side cycles) Files as attachments (Requires Adobe XI or higher)
 MSEXcel®
 Website

Function 4
 View Download (Website format only - as compressed .zip file)

Include 5
 Comments
 Curriculum Map (Current)
 Field Numbers
 Links
 Reporting Schedule
 Rubric
 Tags

OK Clear 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.