



## How to Logon and Upload 2016—2019 Academic Assessment Plans to Xitracs

### STEP 1

Click on the link below to access Xitracs.

<https://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 appear. Enter your TSU email address ([FirstName.LastName@tsu.edu](mailto:FirstName.LastName@tsu.edu)) and the password you use to log onto your computer.

## STEP 2

### Accessing your plans

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

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



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



Plans

STEP 3

From this screen, you are able to view the plans that are assigned to you.

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

STEP 4

This is a customized step for the **2016-2019 Academic Area Assessment Plans**. These plans will be provided to the Southern Association of Colleges & Schools- Commission on Colleges (SACS-COC) as a part of our 10<sup>th</sup>-year review. After your 2016-2019 Assessment Plans in the Word templates are completed in SharePoint and approved, save them as a **.pdf** document and upload the Assessment Plan and all reference documents in Xitracs.

Note: You may see multiple plans, the current plan to be updated will have "SACSCOC" in the title.

SACSCOC-College of Education	SACSCOC-College of Education 2016-2019 10th Year Review Format
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Click [Edit](#) under the **Function** column.

Cycle	Timeframe	Status	Function
1	3-Year Cycle	Online	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Publish</a> <a href="#">Teams</a>
1	3-Year Cycle	Online	<a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Publish</a> <a href="#">Teams</a>



You will see the name of your School/College. Click on the respective name in blue.

## SACSCOC-College of Education

TOP

Row
<b>HEADER</b> College of Education <a href="#">College of Education</a>

You will see the names of all the respective programs in your school/college.

To upload the documents, click on the editing button



in the **Fields** column.

## SACSCOC-College of Education

[Close plan](#)

TOP > COLLEGE OF EDUCATION

Row	Information
COLLEGE OF EDUCATION	Log Fields
<b>ACTIVITY</b> Interdisciplinary Studies-BS Interdisciplinary Studies-BS Interdisciplinary Studies-BS	
<b>ACTIVITY</b> 3 Yr Interdisciplinary Studies 3 Yr Interdisciplinary Studies	
<b>ACTIVITY</b> Curriculum/Instruction-MS Curriculum/Instruction-MS Curriculum/Instruction-MS	
<b>ACTIVITY</b> 3 Yr Curriculum/Instruction-MS 3 Yr Curriculum/Instruction-MS	
<b>ACTIVITY</b> Curriculum/Instruction Ed.D. Curriculum/Instruction-Ed.D. Curriculum/Instruction-Ed.D.	



Click [Expand All](#) to see the options.

SACSCOC-College of Education

Row: Interdisciplinary Studies-BS Interdisciplinary Studies-BS

Fields and Responses		<a href="#">Close edit mode</a>	<a href="#">Expand All</a>
<b>1 2016-2019 Assessment Final Plan</b>			Incomplete
<b>1.1 2016-2019 Assessment Final Plan Reference Documents</b>			Incomplete

SACSCOC-College of Education

Row: Interdisciplinary Studies-BS Interdisciplinary Studies-BS

Fields and Responses		<a href="#">Close edit mode</a>	<a href="#">Collapse All</a>
<b>1 2016-2019 Assessment Final Plan</b>			Incomplete
Upload the complete and final version of your area's 2016-2019 Assessment Plan here.			
Response		<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>	
No response			
<b>1.1 2016-2019 Assessment Final Plan Reference Documents</b>			Incomplete
Upload the 2016-2019 Assessment Plan reference documents here. Make sure documents are labeled properly so it is discernible which Finding these documents support.			
Response		<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>	
No response			

Click [Add a file](#) to upload your final 2016-2019 assessment plan.

SACSCOC-College of Education

Row: Interdisciplinary Studies-BS Interdisciplinary Studies-BS

Fields and Responses		<a href="#">Close edit mode</a>	<a href="#">Collapse All</a>
<b>1 2016-2019 Assessment Final Plan</b>			Incomplete
Upload the complete and final version of your area's 2016-2019 Assessment Plan here.			
Response		<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>	
No response			
<b>1.1 2016-2019 Assessment Final Plan Reference Documents</b>			Incomplete
Upload the 2016-2019 Assessment Plan reference documents here. Make sure documents are labeled properly so it is discernible which Finding these documents support.			
Response		<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>	
No response			



A pop-up window will open. Click Browse, search for the file on your computer, select the file and click ok. (This is the same process as sending an attachment in an email)

SACSCOC-College of Education

Row: Interdisciplinary Studies-BS Interdisciplinary Studies-BS

**Fields and Responses** Close edit mode Collapse All

**1 2016-2019 Assessment Final Plan** Incomplete

Upload the complete and final version of your area's 2016-2019 Assessment Plan here.

[Response](#) Add a file [Edit](#) [Comment](#)

No response

**Upload File**

Browse...

OK Cancel

**1.1 2016-2019 Assessment Final Plan Reference Documents** Incomplete

Upload the 2016-2019 Assessment Plan reference documents here. Make sure documents are labeled properly so it is discernible which Finding these documents support.

[Response](#) Add a file [Edit](#) [Comment](#)

No response

Repeat this process in the Reference documents area to upload the reference documents.

SACSCOC-College of Education

Row: Interdisciplinary Studies-BS Interdisciplinary Studies-BS

**Fields and Responses** Close edit mode Collapse All

**1 2016-2019 Assessment Final Plan** Incomplete

Upload the complete and final version of your area's 2016-2019 Assessment Plan here.

[Response](#) Add a file [Edit](#) [Comment](#)

No response

**1.1 2016-2019 Assessment Final Plan Reference Documents** Incomplete

Upload the 2016-2019 Assessment Plan reference documents here. Make sure documents are labeled properly so it is discernible which Finding these documents support.

[Response](#) Add a file [Edit](#) [Comment](#)

No response



TEXAS SOUTHERN UNIVERSITY

Office of Institutional Assessment,  
Planning & Effectiveness

If you have any additional questions about your assessment plan, send an email to [assessment@tsu.edu](mailto:assessment@tsu.edu) or call 713-313-7366 and your inquiry will be directed to the proper individual.

**Keep on Loving Assessment!!!**