



How to Logon and Upload 2016—2019 Administrative & Support Units 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: | <input type="text"/> |
| Password: | <input type="password"/> |
| | <input type="button" value="Logon"/> |

[Logon](#) using SAML Authentication



The screen below will appear. Enter your TSU email address (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's, 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 and request to have your correct plans be linked to you.

STEP 4

This is a customized step for the **2016-2019 Administrative and Support Units Assessment Plans**. These plans will be provided to the Southern Association of Colleges & Schools- Commission on Colleges (SACS-COC) as a part of our 10th-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 10yr-IAPE | SACSCOC-Institutional Assessment, Planning and Effectiveness 2016-2019 10th Year Review Format |
|-------------------|--|

Click [Edit](#) under the **Function** column.

| Cycle | Timeframe | Status | Function |
|-------|--------------|--------|--|
| 1 | 3-Year Cycle | Online | Edit Preview Publish Teams |
| 1 | 3-Year Cycle | Online | Edit Preview Publish Teams |



You will see the name of your Administrative or Support Unit. Click on the respective name in blue.

SACSCOC 10yr-IAPE

[Close plan](#)

TOP

Row

HEADER IAPE [Institutional Assessment, Planning & Effectiveness](#)

You will see the 2016-2019 plan and the 3 year summary.

To upload the documents, click on the editing button



in the **Fields** column.

SACSCOC 10yr-IAPE

[Close plan](#)

TOP > INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS

| Row | Information |
|---|-------------|
| INSTITUTIONAL ASSESSMENT, PLANNING & EFFECTIVENESS | Log Fields |
| ACTIVITY IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness Institutional Assessment, Planning and Effectiveness | |
| ACTIVITY 3 year summary 3 year Summary of Institutional Assessment, Planning and Effectiveness 3 year Summary of Institutional Assessment, Planning and Effectiveness | |



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

SACSCOC 10yr-IAPE

Row: IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness

| Fields and Responses | | Close edit mode | Expand All |
|--|--|---------------------------------|----------------------------|
| 1 2016-2019 Assessment Final Plan | | | Incomplete |
| 1.1 2016-2019 Assessment Final Plan Reference Documents | | | Incomplete |

SACSCOC 10yr-IAPE

Row: IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness

| 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 | | | |



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

SACSCOC 10yr-IAPE

Row: IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness

| 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 | | | |

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 10yr-IAPE

Row: IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness

| 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 | | | |

Upload File

[Browse...](#)



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

SACSCOC 10yr-IAPE

Row: IAPE 2016-2019 Institutional Assessment, Planning and Effectiveness

| Fields and Responses | | Close edit mode | <input type="checkbox"/> 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 | | | |

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

Keep on Loving Assessment!!!