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## 1. What is Xitracs?

**Xitracs stands for: Executive Information Tracking and Recording for Accreditation & Compliance System.**

**It is a tool used for program assessment and compliance standards and has the capability to assist with centralizing documentation. Also, you can conveniently publish reports with this tool.**

## 2. Who will be responsible for inputting the assessment plans into Xitracs?

**Each academic area and academic support/administrative unit will need to assign a Xitracs Tech who will be responsible for inputting departmental assessment plans into the system.**

## 3. What type of technological skills will the Xitracs Tech need to have in order to input the assessment plans?

**The Xitracs Tech will need to have a basic knowledge of common Microsoft Office skills, i.e., copying, pasting and uploading.**

## 4. Can a faculty member be a Xitracs Tech?

**Yes. The decision of who will be the Xitracs Tech is handled at the departmental level.**

## 5. Will I have to retype my assessment plan to put it into Xitracs?

**No. The assessment plans can be copied & pasted into the system.**

## 6. Can I upload my assessment plan into Xitracs?

**No. Assessment plans cannot be uploaded into the system; however reference documents can be uploaded.**

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**7. Can one person input the assessment plans for an entire School/College/Support/Administrative Unit?**

**Yes.**

**8. Will I need to install additional software on my computer to use Xitracs?**

**No. Xitracs is a web-based system.**

**9. Will we still be using WEAVE to maintain assessment plans?**

**No. Xitracs is the current assessment tool for the University.**

**10. Is there a Xitracs user guide available so that I can learn more?**

**Yes. When you log into the system using your user id & password the user guide is located under the Library tab.**

**11. How may I obtain a user id?**

**Send an email to [tsudata@tsu.edu](mailto:tsudata@tsu.edu) and include your first name, last name, department name, and department head's first name & last name**

**12. What do I do if I have forgotten my user id and/or password?**

**Send an email to [tsudata@tsu.edu](mailto:tsudata@tsu.edu) and include your first name, last name, department name, and department head's first name & last name and the information will be submitted to you.**

**13. Can more than one person in my area have access to Xitracs?**

**Yes. Colleagues within a department may have access to their department assessment plan.**

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