

Printing Your Assessment Plan From Xitracs

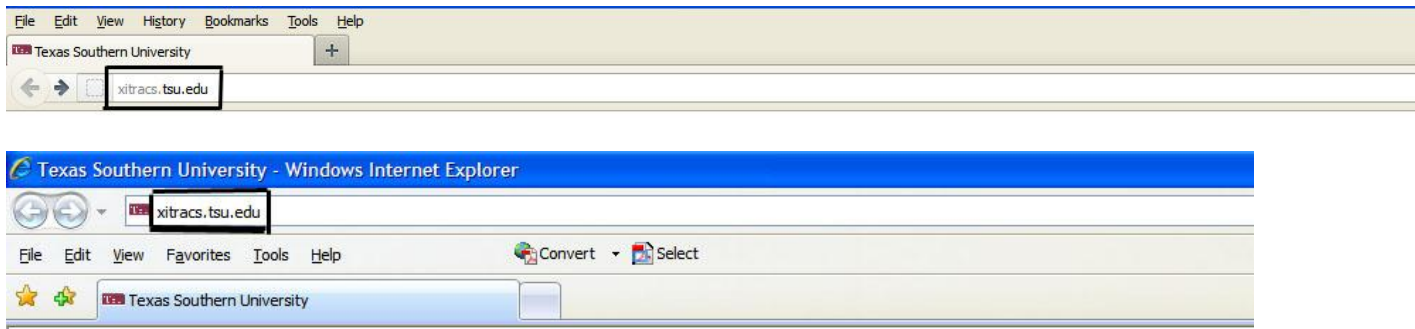
Step 1

Launch Your Internet browser. (ie; Internet explorer, Firefox, Etc...)

Enter the address to the xitracs log in screen into the address bar.

The Address is xitracs.tsu.edu.

Enter it exactly like this.



Step 2

Click on the words [Click Here](#)



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



Step 3

Log On

Your username is the prefix to your email address.

For example: Assessment@tsu.edu has the user name of "Assessment"

Your Password was provided during the training session.

If you forgot your password please send an email to assessment@tsu.edu to request that it be reset.

Enter your username and your password and click logon.



Please logon below

User id:	<input type="text" value="assessment"/>
Password:	<input type="password" value="●●●"/>
<input type="button" value="Logon"/>	

[Forget your password?](#)

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Step 4

Access your plans

Click on the Planning from the drop down menu at the top right of your screen. *(Depending on your access to xitracs you might have different options available to you.)*



After Clicking on The planning tab,

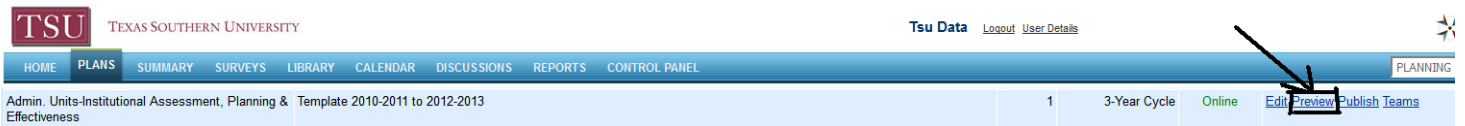
Click on the **Plans** tab on the left side of the screen



Plans

Step 5

Select the Preview Button to the right next to the plan you would like to print.



Step 6

Select the PDF option and Hit submit

Preview a Plan

Plan Name: Admin. Units-Institutional Assessment, Planning & Effectiveness
Plan Description: Template 2010-2011 to 2012-2013
Current Cycle: 3-Year Cycle (1)

Select Cycle
3-Year Cycle (1) ▾

Select Format

- Website
- PDF (Requires Adobe Reader® X or higher)
- Microsoft Word® (Requires Word 2007 or higher)

Select Linked Data

Other plans Comments

↑

Select Fields in this Plan to Include
Use CTRL/CMD click to select fields or leave unselected for all fields.

Goal Description	▲
SLO Student Learning Outcomes/Objectives	☰
Metric	☰
Target 2010-11	☰
Findings 2010-11	☰
Action Plan 2010-11	☰
Target 2011-12	▼

Select Plans link to this plan to Include
No plans linked for this cycle