



Academic Programs Xitracs Module User Guide

The **Xitracs Module** allows faculty and staff input assessment plan information, track progress and publish in a PDF format.

STEP 1 – LOG INTO THE XITRACS PORTAL™

Launch an Internet browser (i.e. **Internet Explorer, Chrome, Firefox**, etc.)

Enter the address of the Xitracs log in screen into the address bar

The 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

A login form with two input fields: "User id:" and "Password:". To the right of the fields is a button labeled "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 logon to your computer.

A screen titled "Enter your username and password" with a red header bar. Below the header, the text "Enter your username and password" is repeated. A message states: "A service has requested you to authenticate yourself. Please enter your username and password in the form below." Below this, instructions are given: "Username: Your TSU Email Address Or Student Email Address Or TMSLAW Email Address" and "Password: Your Email Password". There are two input fields, one for "Username" and one for "Password", with a key icon to the left of the "Password" field. A "Login" button is positioned below the fields.



STEP 2 – SELECT AN ASSESSMENT PLAN

On the upper right of the screen, select [Programs](#) from the dropdown menu.

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



After selecting Programs, Click on the [Programs](#) tab on the left side of the screen.



From this screen, you will see the names of all Schools and Colleges. Select the School or College for your area.

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



Expand the School or College by clicking on the plus icon to display the academic programs.

+ Jesse H. Jones School of Business

- Jesse H. Jones School of Business

- Bachelor of Business Administration in
- Bachelor of Business Administration Mana
- Executive Master of Business Administ
- Master of Business Administration [1]
- Master of Science in Management Infor

Note: To see the entire program name – move the scroll bar at the bottom of the left side of the computer screen. If you do not see all your plan(s), please send an email to assessment@tsu.edu and request to have your correct plans linked to you.



STEP 3 – INPUT ASSESSMENT INFORMATION

Click **View** under the **Function** column - to open the selected program.

Program Group: Bachelor of Business Administration in Accounting

Program Name	Status	Function
Accounting - Undergraduate	Active	View Log



Click the **Assess** tab to open the fieldset for editing. This tab will show the program template.

Accounting - Undergraduate [Details](#)

Assess Assign Report Archive Feedback Labels Outcomes Tags ----- Current Cycle Next Cycle [Show All Cycles](#)

Jul 15, 2019 - Jul 14, 2022 Copy Settings PDF Version [Expand All](#)

1 Academic Program Mission	Incomplete
2 Goal	Incomplete
2.1 Student Learning Outcome(SLO)/Expected Outcome	Incomplete

Click the **Expand All** button in the header bar to open all fields.

Accounting - Undergraduate [Details](#)

Assess Assign Report Archive Feedback Labels Outcomes Tags ----- Current Cycle Next Cycle [Show All Cycles](#)

Jul 15, 2019 - Jul 14, 2022 Copy Settings PDF Version [Expand All](#)

1 Academic Program Mission	Incomplete
2 Goal	Incomplete
2.1 Student Learning Outcome(SLO)/Expected Outcome	Incomplete

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Assess Assign Report Archive Feedback Labels Outcomes Tags ----- Current Cycle Next Cycle [Show All Cycles](#)

Jul 15, 2019 - Jul 14, 2022 Copy Settings PDF Version [Collapse All](#)

1 Academic Program Mission	Incomplete
Settings Edit Copy Course File Link Comment	
2 Goal	Incomplete
<p>Goals are broad, general statements of what the program, course, or unit intends to accomplish. Goals describe broad learning outcomes or desired end result expressed in general terms (e.g., clear communication, problem-solving skills, exceptional customer service, etc.) Goals should provide a framework for determining specific outcomes and should serve as a link between the area's mission and the specific program/unit outcomes/objectives. Goals should clarify the over-arching intent of the program/area.</p> <p>Settings Add new Edit Copy Course File Link Comment</p> <p>Response</p> <p>Welcome to Assessment!</p>	
2.1 Student Learning Outcome(SLO)/Expected Outcome	Incomplete
<p>Describe the Outcome and how it coincides with the associated Goal. Student Learning Outcomes/Expected Outcomes are more precise and clearly stated. An Outcome should be specifically related to a particular skill, ability or action, try to avoid using "AND". Most times using "and" indicates different skills/abilities/actions are being referenced, skills/abilities/actions should be independently assessed in the plan Note: Each SLO/Expected Outcome should be reported separately. If you have more than 1 SLO/Expected Outcome, enter the first and use the "Add new" option to create another row to add the subsequent SLOs/Expected Outcomes.</p>	



After you click the **Edit** button, enter your assessment plan information in the pop-up window. (Note: If you have completed your assessment plan content in the Word template from SharePoint just “copy” that part of your plan and “paste” it into the corresponding area in XitracS. You may also type your assessment plan information into XitracS directly).

When the information you’ve entered is complete and ready to be reviewed, check the **Complete** box. Click the **OK** button to save your information. (Note: The areas are marked 1,2,3 4 to show the sequence of the steps)

The screenshot displays the XitracS interface. At the top, a dark blue header shows the date range "Jul 15, 2019 - Jul 14, 2022" and utility buttons for "Copy", "Settings", "PDF Version", and "Expand All". Below this, the "Workflow Status" is "In Preparation". A list item "1 Academic Program Mission" is shown as "Incomplete". A green circle labeled "1" highlights the "Edit" button in the list item's action menu. Below the list is a section for "Accounting - Undergraduate" with various tabs and cycle options. Another "1 Academic Program Mission" entry is shown, also "Incomplete". A green circle labeled "2" highlights the "Response" field, which contains the text "Academic Units!". A pop-up window titled "1 Academic Program Mission" is open, showing a "Short Name" field and a larger text area containing "Academic Units!". A green circle labeled "3" highlights a "Complete" checkbox in the bottom right of the pop-up. A green circle labeled "4" highlights the "OK" button in the bottom left of the pop-up.

Repeat step 6 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.



To add additional Goals or SLOs click **Add New**. When you add a new Goal, all other content associated with Goals, i.e. SLOs, Metrics, etc will automatically be added. When you add a new SLO this same process of automatically adding all other content will occur.

Accounting - Undergraduate Details

Assess Assign Report Archive Feedback Labels Outcomes Tags Current Cycle Next Cycle Show All Cycles

2 Goal	Incomplete
2.1 Student Learning Outcome(SLO)/Expected Outcome Describe the Outcome and how it coincides with the associated Goal. Student Learning Outcomes/Expected Outcomes are more precise and clearly stated. An Outcome should be specifically related to a particular skill, ability or action, try to avoid using "AND". Most times using "and" indicates different skills/abilities/actions are being referenced, skills/abilities/actions should be independently assessed in the plan Note: Each SLO/Expected Outcome should be reported separately. If you have more than 1 SLO/Expected Outcome, enter the first and use the "Add new" option to create another row to add the subsequent SLOs/Expected Outcomes.	Incomplete
2.1.1 What is the assessment level of this SLO? INTRODUCTION: The basic level of knowledge, the first time a student is introduced to the concept. REINFORCEMENT: There has been a prior introduction of this concept. This SLO measures the additional/next level of knowledge a student should have acquired. MASTERY: This is the highest level of the learning outcome (at the respective degree level, i.e., Undergraduate, Graduate, Professional). This concept is the highest level of knowledge attainment.	Incomplete
2.1.2 Metric A Metric is the method(s) used to evaluate each outcome; the method of measurement, actual tool or instrument used. Note: Each Metric should be reported separately. If you have more than 1 Metric, enter the first and use the "Add new" option to create another row to add the subsequent Metrics, these must coincide with the above SLOs/Outcomes.	Incomplete
2.1.3 Assessment Method Enter how the Outcome/Objective will be captured. This will greatly direct the assessment process and maintain accountability in the midst of personnel turnover. Example Academic Unit: Students will be administered a pre-test during the second week of class. The post-test will be administered two weeks before the final exam. Faculty will enter results into blackboard and use those files as the reference documents. Example Administrative or Support: Training sign in sheets will be collected during each training session. These sheets will be scanned to our office's shared folder to maintain a record of which areas have received information needed to ensure they are aware of the updates to University standards.	Incomplete

If you have any additional questions about 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.

We look forward to helping you Tell Your Story through Assessment!