



## Administrative & Support Units Xitracs Portal™ User Guide

The **Xitracs Portal™** provides a simple and intuitive interface to allow faculty and staff to input assessment plan information, track progress and publish in a PDF format.

### STEP 1 – LOG INTO THE XITRACS PORTAL™

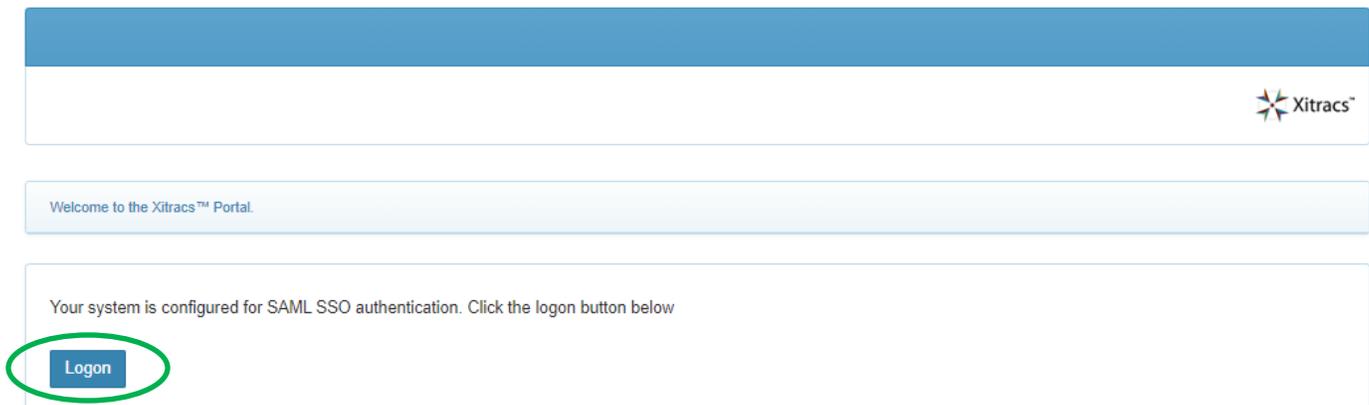
Launch an Internet browser ( i.e. **Internet Explorer, Chrome, Firefox**, etc.)

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

The address is [xitracs.tsu.edu/portal.htm](http://xitracs.tsu.edu/portal.htm)



Click the **Logon** button as shown below on the **Xitracs Portal™** login page.





The screen below will display. To gain access to the portal, enter your TSU email address (FirstName.LastName@tsu.edu) and the password you use to log into your computer.

Enter your username and password

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**Enter your username and password**

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

**Username:** *Your TSU Email Address Or Student Email Address Or TMSLAW Email Address*  
**Password:** *Your Email Password*

 Username

Password

Login

## STEP 2 – OPEN THE PLAN ASSESSMENT

Once logged into the portal, a **My Open Activities** panel is displayed on the home page. The number of open academic programs that require input will be displayed. Click the **View** button to open the list of assigned academic programs OR you may click on the **Plans** tab located on the menu to view a list of academic programs assigned to you.

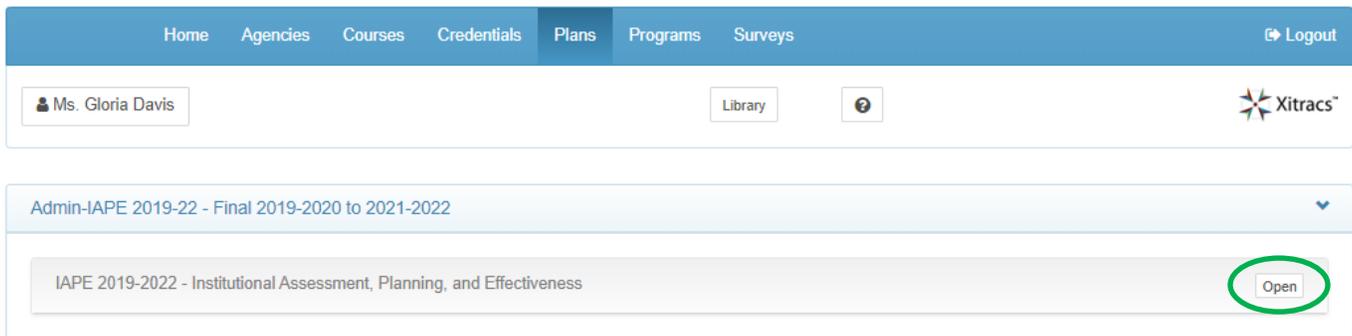
The screenshot shows the Xitrac Portal interface. At the top, a navigation menu includes 'Home', 'Agencies', 'Courses', 'Credentials', 'Plans', 'Programs', 'Surveys', and 'Logout'. The 'Plans' tab is circled in green. Below the menu, the user is identified as 'Ms. Gloria Davis'. A 'Library' button and an information icon are also visible. A welcome message reads: 'Welcome Ms. Gloria Davis to your Xitrac Portal™'. Below this, a panel titled 'My Open Activities' displays the message: 'You have 1 plan section that requires your input.' and a 'View' button, which is also circled in green. A separate text box on the left provides instructions: 'Welcome to the Assessment Portal for Texas Southern University. Displayed on the right are any plans and programs that have been assigned to you. You may also access your plans and programs from the Plans and Programs tab located on the portal menu above.'



The screen below will display the plan(s) that are assigned to you.

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

To open a plan, click the **Open** button as shown below.

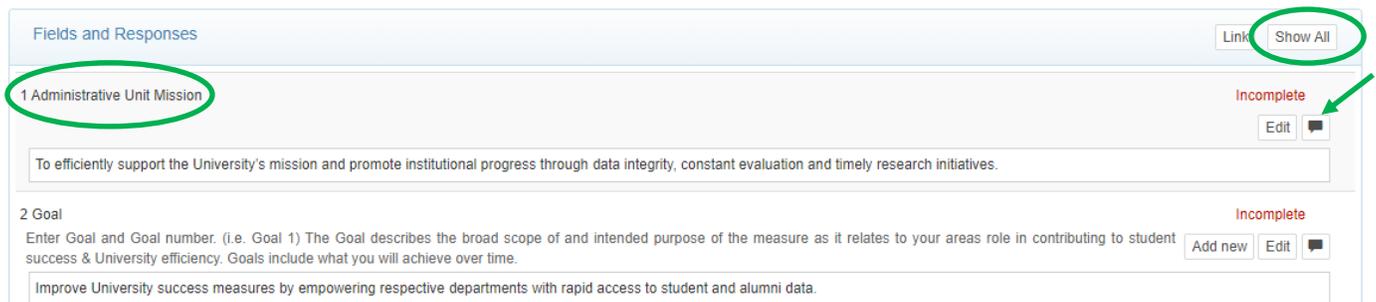


### STEP 3 – INPUT ASSESSMENT INFORMATION

If you are assigned as an assessor (i.e. writing the program assessment report), you will be able to edit the assessment fields.

A Reviewer may enter field comments, by clicking the  **comment icon**.

Click on a **field** to enter information OR use the **Show All** button to open all of the plan fields.





Click the **Edit** button and 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 **Mark as Complete** box. Click the **Save** button to save your information. (Note: The areas are marked 1,2,3 4 to show the sequence of the steps)

2.1.1.4.1 2019-2020 Findings Incomplete **1**  
Enter the Findings or results as they relate to the Goal, Objectives, Metric and Target. The Finding should include the actual value attained and demonstration of your calculations. Findings should include numerator/denominator, specific dates and the like. Example: Surveys deployed=1000, surveys returned=200, response rate=20% Target Met. If Findings are in progress report it as In Progress, anticipated update available XX (Month), XXXX Year. Note: Each Finding should be reported separately. If you have more than 1 Finding, enter the first and use the “Add new” option to create another row to add the subsequent Finding, these must coincide with the above SLOs/Outcomes, Metrics & Targets.

2.1.1.4.2 2019-2020 Target Outcome based on Findings Incomplete

2.1.1.4.1 2019-2020 Findings ✕

Welcome to assessment. **2**

Mark as complete **3**

**4**

Repeat step 3 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.



If a field has been locked or is not available for editing in a specific cycle, a **Locked** indicator is shown.

2.1.1 Student Learning Outcome(SLO)/Expected Outcome		Incomplete
2.1.1.1 Header: Metric		Locked
2.1.1.1.1 Metric		Incomplete

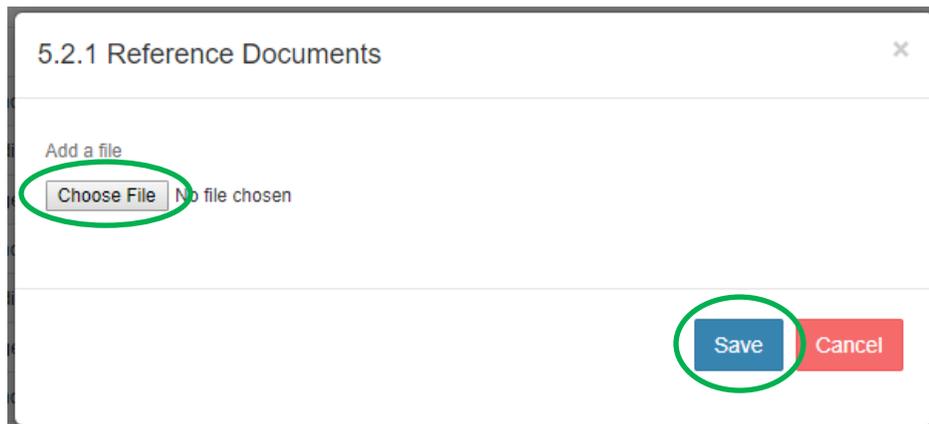
If the **File+** button is available, it will allow you to upload supporting documents.

2.3.1 Reference Documents

Attach ALL reference or supporting documents in this section that show the evidence of how the Findings were derived. Make sure they are labeled to clearly identify which Finding is being referenced. This could include course rubric templates, course mapping matrices, etc. This could also include detailed reports of plans for continuous improvement that are too robust to include as a summarized Action Plan.

*No response*

After clicking the File+ button, a pop-up window will open. Click the **Choose File** button, search for the file on your computer, select the file, click Open, and click **Save**. (This is the same process as sending an attachment in an email.)



**Repeat step 3 to enter data in all fields (e.g., Goal, SLOs/EO, Metric, etc.) of the template.**



## STEP 4 – ADD A NEW GOAL OR STUDENT LEARNING OUTCOME (SLO)

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.

1 Administrative Unit Mission Incomplete

2 Goal Incomplete

Enter Goal and Goal number. (i.e. Goal 1) The Goal describes the broad scope of and intended purpose of the measure as it relates to your areas role in contributing to student success & University efficiency. Goals include what you will achieve over time.

*No response*

**Add new** Edit

## STEP 5 – LOG OUT OF THE XITRACS PORTAL™

Click **Logout** to exit the **XitracS Portal™**.

Home Agencies Courses Credentials **Plans** Programs Surveys **Logout**

Ms. Gloria Davis Library ? XitracS™

Admin-IAPE 2019-22 [IAPE 2019-2022] Reporting Cycle: 3-Year Cycle (2019-2022)

Institutional Assessment, Planning, and Effectiveness **View PDF** **Close**

If you have any additional questions about your program assessment plan, send an email to [assessment@tsu.edu](mailto: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!**