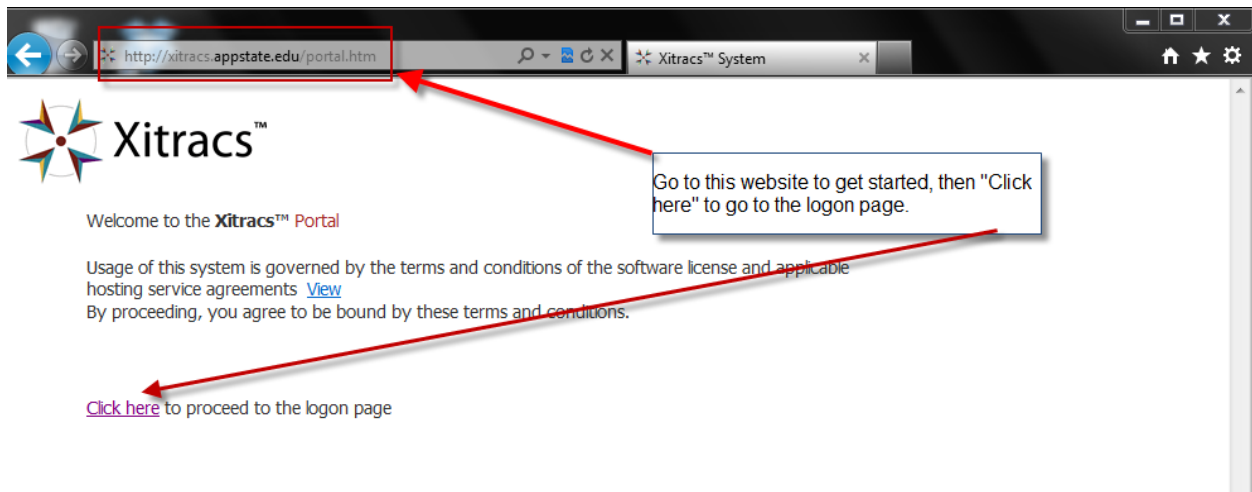


## Instructions for Using Xitracs™ Plans Module for Updating an Academic Program's Student Learning Goals and Outcomes

Welcome to Xitracs! Xitracs is a tool that Appalachian has chosen to use for a variety of reporting needs across the University. There are 3 main components that you may be asked to use at some point. The "Standards" module will be used for accreditation or compliance reports and may also be used for comprehensive program reviews. The "Plans" module provides standard forms for inputting requested information into one or more sections of a plan, such as a strategic plan. The "Programs" module is for reporting on annual assessment activity.

The "Plans" module will serve as a depository for all of an academic program's ongoing student learning goals and outcomes. The following instructions will only be for the Plans module where your program's entire list of goals and outcomes was transferred from TracDat. You may edit these assessment plans until the end of the current cycle, at which point whatever is in Xitracs will be copied over to be used for the program's published list of student learning outcomes on the University's website. The plans will also be copied over for the next assessment cycle where they will be available for editing for the new cycle. A separate set of instructions is available for the "Programs" module. For assessment reporting at Appalachian, we will be using the "Programs" module for reporting on the specific outcome(s) your program is measuring for *the current year*.

To begin, go to the Xitracs portal website (<http://xitracs.appstate.edu/portal.htm>):



Log in to the portal using your Appalachian e-mail (including @appstate.edu) and password.

The screenshot shows a web browser window with the URL `http://xitracS.appstate.edu/survey/portallogon.jsp`. The page header includes the Appalachian State University logo and the text "XitracS™ Portal". The main content area contains a welcome message: "Welcome to the institution's XitracS™ Portal. If you have a logon and password, enter them below". Below this message are two input fields: "Email:" and "Password:". At the bottom of the form are two buttons: "Logon" (with a green checkmark icon) and "Cancel" (with a red X icon).

After logging in, you will be presented with the XitracS home page. There are 2 ways to access the Plans module:

The screenshot shows the XitracS home page. At the top, there is a navigation bar with a home icon and the word "Home" on the left, and a question mark icon on the right. In the center of the navigation bar are two tabs: "PLANS" and "PROGRAMS". A red arrow points from the "PLANS" tab to a text box on the right. The text box contains the instruction: "Select the 'Plans' tab or click on the 'plan section' to see the plans available for you to edit or review." Below the navigation bar, there is a banner image of a building. To the right of the image, the text reads: "Welcome Dr. Tina Hogan to your XitracS Portal™". Below this, it says: "You are reviewing 1 [plan section](#)" and "You are reviewing 4 [programs](#)". A red arrow points from the "plan section" link to the text box.

Next, you should see a list of plans that you have been assigned to edit. You will see your program listed under “SLOs by Program” if you are reviewing student learning outcomes for an academic program. In the future, you are likely to see other titles listed when additional information is needed about your program.

Title	Function
Non-Academic Program Outcomes <i>IRAP</i>	<a href="#">Open</a>
SLOs by Program <i>GR - Accounting</i>	<a href="#">Open</a>

This is the title if you are reviewing outcomes for a non-academic program.

This is the title if you are reviewing student learning outcomes for an academic program.

Click "Open" to go to the plan you wish to open.

After selecting the plan that you wish to edit, you will see the list of all the plans fields. To see more specific instructions or to see a response that has already been written, you can either expand all fields or expand only the specific field you wish to view or edit.

Plan Name: Non-Academic Program Outcomes Cycle: Plan cycle 2013/2014 [Close](#)

Description: Goals and outcomes for non-academic programs

Row: IRAP Office of Institutional Research, Assessment and Planning

Plan Fields and Responses [PDF Version](#) [Expand All](#)

1 Goal	Complete
1.1 Outcome	Complete
1.2 Outcome	Complete
1.3 Outcome	Complete
1.4 Outcome	Complete
1.5 Outcome	Complete
1.6 Outcome	Complete

You can either expand all assessment fields or expand an individual field by clicking it.

Once the field you wish to edit has been expanded, you will see instructions for that field. Highlighted in blue under the instructions are the options for that field. Select “Edit” to begin entering new text or to edit existing text.

The screenshot shows a window titled "Plan Fields and Responses" with a "PDF Version" and "Expand All" button in the top right. Below the title bar is a green header for "1 Goal" with a "Complete" checkbox on the right. The main area contains the instruction "Enter a goal for your program. The following field will report on Outcomes for this particular goal. For additional goals for this program click 'Add New' under '1 Goal.'" Below this is a blue-bordered "Response" field containing the text "IRAP will provide timely and accurate data support for university planning and management activities." To the right of the response field are three buttons: "Add new", "Edit" (circled in red), and "Comment".

If you are satisfied with the response, then be sure to check the “Complete” box at the bottom. Xitracs uses the “Complete” boxes for each field to track each program’s progress toward the completion of a report. When you are finished editing this field, select “OK.”

This screenshot shows the editing interface for the "1 Goal" field. It features a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, list, indent, font family, font size) and editing (undo, redo, link, unlink, source code, spell check, help). The text area contains the same response as the previous screenshot. At the bottom of the editor are three buttons: "OK", "Cancel", and "Mark as complete" (which has a checked checkbox). Two red arrows point from text boxes to these buttons. The first arrow points from a box containing "Click 'OK' when you are ready to exit the editing section." to the "OK" button. The second arrow points from a box containing "If you are satisfied with the response, make sure there is a check by 'Mark as complete.'" to the "Mark as complete" checkbox.

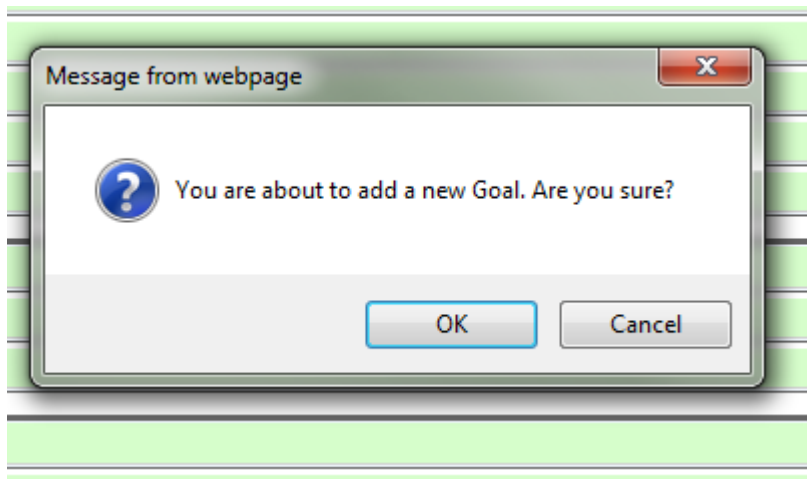
Follow these same steps for editing any fields that need to be edited.

## Adding an Additional Set of Fields

For any fields that allow it, selecting “Add new” will produce a duplicate set of fields. Please note that the “Add new” option is only available under the first instance of that plan field. In the example below, to add a new goal, you would need to expand the field for 1 Goal and click “Add New.”

Plan Fields and Responses		PDF Version	Expand All
<b>1 Goal</b>		Complete	
Enter a goal for your program. The following field will report on Outcomes for this particular goal. For additional goals for this program click "Add New" under "1 Goal."			
Response		<a href="#">Add new</a> <a href="#">Edit</a> <a href="#">Comment</a>	
IRAP will provide timely and accurate data support for university planning and management activities.			
<b>1.1 Outcome</b>		Complete	
<b>1.2 Outcome</b>		Complete	
<b>1.3 Outcome</b>		Complete	
<b>1.4 Outcome</b>		Complete	
<b>1.5 Outcome</b>		Complete	
<b>1.6 Outcome</b>		Complete	
<b>2 Goal</b>		Complete	
<b>2.1 Outcome</b>		Complete	
<b>2.2 Outcome</b>		Complete	
<b>3 Goal</b>		Complete	
<b>3.1 Outcome</b>		Complete	
<b>3.2 Outcome</b>		Complete	

A message box will appear that requires you to confirm that you want to add a new goal.



You will now see a new goal added to the end of the list, along with any corresponding fields.

Plan Name: Non-Academic Program Outcomes Cycle: Plan cycle 2013/2014  
Description: Goals and outcomes for non-academic programs  
Row: IRAP Office of Institutional Research, Assessment and Planning

[Close](#)

Plan Fields and Responses		PDF Version	Expand All
<b>1 Goal</b>		Complete	
1.1 Outcome		Complete	
1.2 Outcome		Complete	
1.3 Outcome		Complete	
1.4 Outcome		Complete	
1.5 Outcome		Complete	
1.6 Outcome		Complete	
<b>2 Goal</b>		Complete	
2.1 Outcome		Complete	
2.2 Outcome		Complete	
<b>3 Goal</b>		Complete	
3.1 Outcome		Complete	
3.2 Outcome		Complete	
<b>4 Goal</b>		Incomplete	
4.1 Outcome		Incomplete	

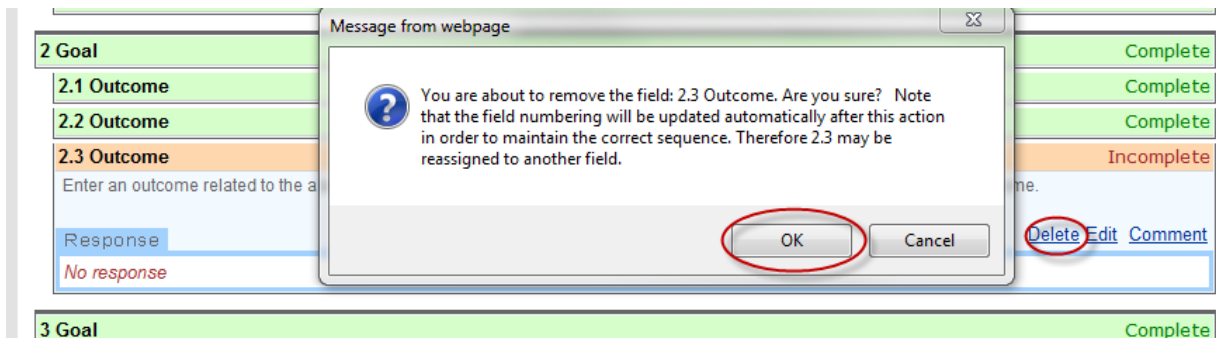
If you needed to add an outcome under an existing goal, you would need to expand the first outcome field under the appropriate goal to see the “Add new” option. In the example below, if outcome 2.3 needed to be added, you would need to expand 2.1 Outcome and click “Add new.”

Plan Fields and Responses		PDF Version	Expand All
<b>1 Goal</b>		Complete	
1.1 Outcome		Complete	
1.2 Outcome		Complete	
1.3 Outcome		Complete	
1.4 Outcome		Complete	
1.5 Outcome		Complete	
1.6 Outcome		Complete	
<b>2 Goal</b>		Complete	
2.1 Outcome	Complete	Complete	
Enter an outcome related to the above goal. To add another outcome to this goal, click "Add New" under the goal's first outcome.			
Response		<a href="#">Add new</a>	<a href="#">Edit</a> <a href="#">Comment</a>
Academic, administrative, and service units will have functional, ongoing planning processes in place.			
2.2 Outcome		Complete	
<b>3 Goal</b>		Complete	

Again, you will need to confirm in the message box that you want to add a new outcome, then the new outcome will appear at the end of the appropriate set of outcomes. You can now expand the new field and add text.

2 Goal	Complete
2.1 Outcome	Complete
2.2 Outcome	Complete
2.3 Outcome	Incomplete
3 Goal	Complete

If you decide you do not need the additional field, simply expand the field, select “Delete,” and click “OK” when presented with the warning message.



## Questions?

If you have any questions, please contact the Office of Institutional Research, Assessment and Planning at X4090.