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.

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

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.
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.

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.”

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.”

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.
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.”
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.

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.