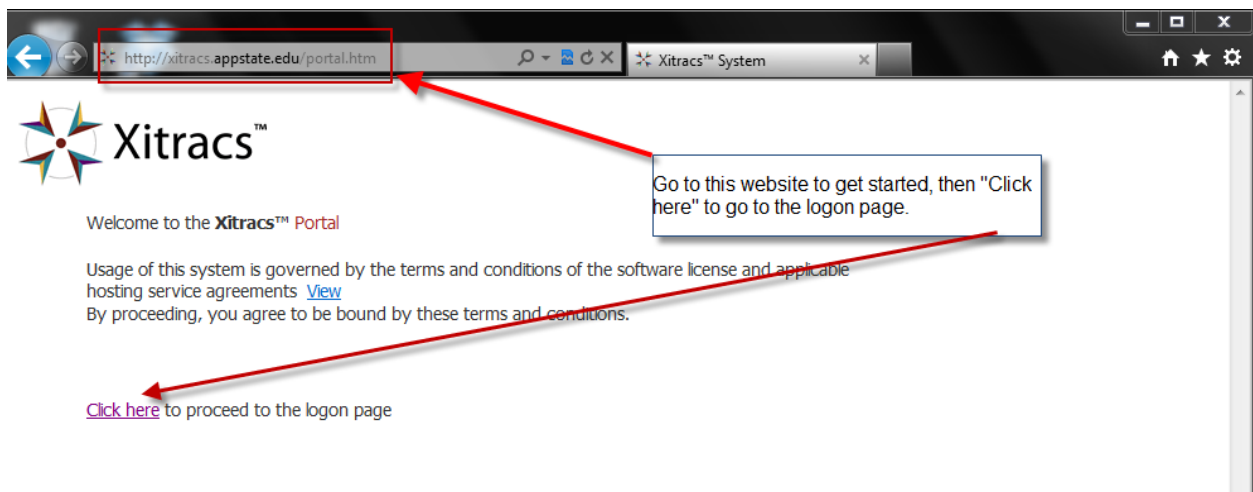


## Instructions for Using Xitracs™ Programs Module for Reporting on Assessment

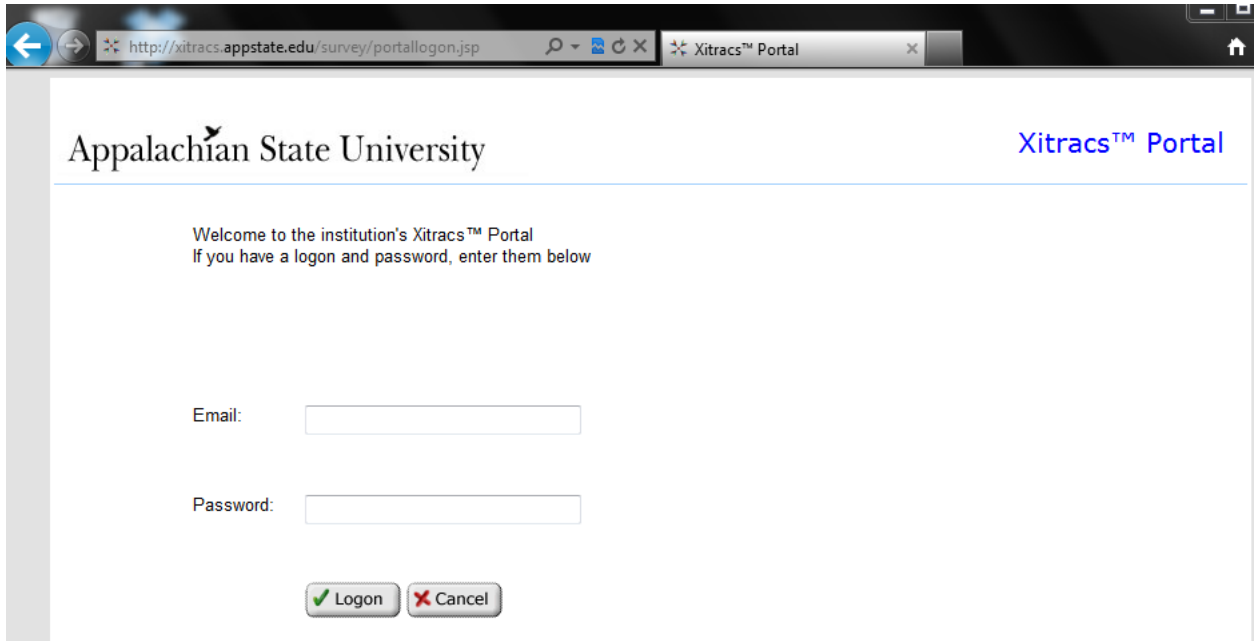
Welcome to Xitracs! Xitracs is a tool that Appalachian has chosen to use for a variety of reporting needs across the University. There are 3 main components that you may be asked to use at some point. The “Standards” module will be used for accreditation or compliance reports. The “Plans” module provides 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.

For assessment reporting at Appalachian, we will be using the “Programs” module only for reporting on the specific outcome(s) your program is measuring for *the current year*. 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 Programs module where you will be entering information annually on your program’s assessment activity.

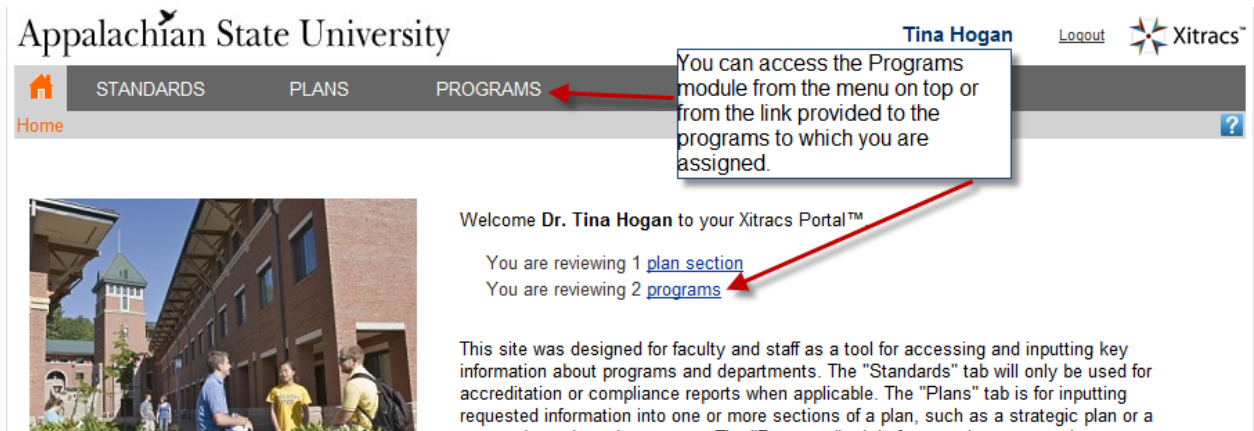
To begin, go to the Xitracs portal website (<http://xitracs.appstate.edu/portal.htm>):



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 Programs module that is used to report on assessment:



Next, you should see a list of programs that you have been assigned to edit. Each program will be displayed, showing a bar chart graphic for each cycle which will indicate the level of completion. Click on a bar chart to open the cycle and input information. By default, the fields for the *Current Cycle* will be highlighted. You can click on the *Prior Cycle* or *Next Cycle* to review and/or edit those cycles as well.

The screenshot shows the 'My Programs' section of the Xitrac interface. At the top, there is a navigation bar with tabs for STANDARDS, LIBRARY, CREDENTIALS, COURSES, SURVEYS, PLANS, and PROGRAMS. Below this, the 'My Programs' section lists two programs: 'X - Programs Test 2' and 'X - Programs Test'. Each program entry includes a progress bar for the 'Current Cycle' (Aug 1, 2012 - Jul 31, 2013) and the 'Next Cycle' (Aug 1, 2013 - Jul 31, 2014). The progress bars are partially filled with green and orange. A question mark icon is visible in the top right corner of the 'My Programs' section. Three callout boxes with red arrows provide instructions: one points to the program names, another points to a progress bar, and a third points to the question mark icon.

The names of the programs you have been assigned to can be found here.

Click on the progress bar for the cycle of the program that you wish to review or edit.

Whenever you need help in Xitrac, click the question mark for further instructions.

After selecting the program and cycle that you wish to edit, you will see the list of all the assessment fields. To see more specific instructions for the field 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.

The screenshot shows the 'Assessment Fields & Responses' page for the program 'X - Programs Test 2'. The page displays a list of assessment fields for the 'Current Cycle' (Aug 1, 2012 - Jul 31, 2013). The fields are listed in a hierarchical structure, with each field having a status of 'Incomplete'. A callout box with a red arrow points to the 'Expand All' button, stating: 'You can either expand all assessment fields or expand a field individually.' Another callout box with a red arrow points to the 'Show All Cycles' link, stating: 'You can either expand all assessment fields or expand a field individually.'

Program: X - Programs Test 2

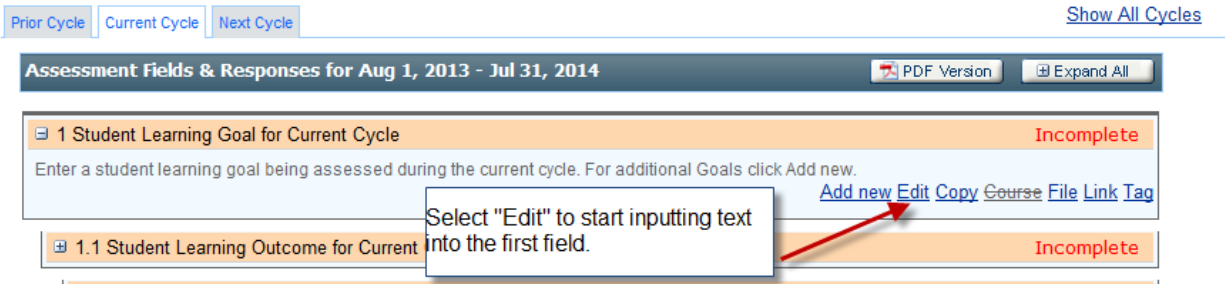
Current Cycle Next Cycle

Assessment Fields & Responses for Aug 1, 2012 - Jul 31, 2013

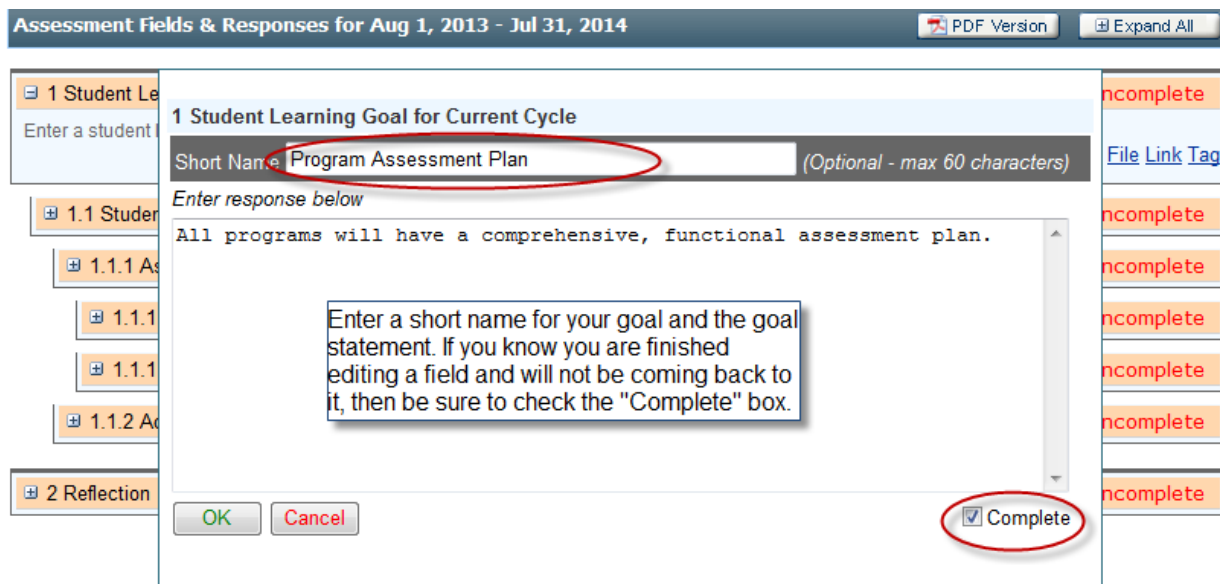
PDF Version Expand All

- 1 Student Learning Goal for Current Cycle Incomplete
  - 1.1 Student Learning Outcome for Current Cycle Incomplete
    - 1.1.1 Assessment Method Incomplete
      - 1.1.1.1 Numeric Criterion Incomplete
      - 1.1.1.2 Results Incomplete
    - 1.1.2 Action Plan Incomplete
  - 2 Reflection Incomplete

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 the text for your first goal.



If you wish, you may enter a short name for the goal. Enter the complete goal statement in the field below. If you are satisfied with the goal and know you will not be returning to edit it, then be sure to check the “Complete” box at the bottom. Xitrac uses the “Complete” boxes for each field to track each program’s progress toward the completion of a report. Note that the highlighted field title will turn from orange to green when the field is marked as “complete. When you are finished editing this field, select “OK.”



The next step is to enter an outcome associated with the goal you just entered. Expand the field for Student Learning Outcome for Current Cycle and select “Edit.”

Assessment Fields & Responses for Aug 1, 2013 - Jul 31, 2014 PDF Version Expand All

1 Student Learning Goal for Current Cycle [Program Assessment Plan] Complete

Enter a student learning goal being assessed during the current cycle. For additional Goals click Add new.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

All programs will have a comprehensive, functional assessment plan.

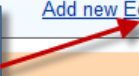
1.1 Student Learning Outcome for Current Cycle Incomplete

Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click Add new.

[Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

1.1.1 Assessment Method Incomplete

Select "Edit" to enter the text for the Student Learning Outcome.



Follow these same steps for entering in the Assessment Method and Numeric Criterion for the Student Learning Outcome just entered. You can return later in the year to enter the corresponding results and any necessary action plans in the appropriate fields.

Prior Cycle Current Cycle Next Cycle [Show All Cycles](#)

1 Student Learning Goal for Current Cycle [Program Assessment Plan] Complete

Enter a student learning goal being assessed during the current cycle. For additional Goals click Add new.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

All programs will have a comprehensive, functional assessment plan.

1.1 Student Learning Outcome for Current Cycle Complete

Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click Add new.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

Academic programs will be able to write specific, measurable student learning outcomes indicating what students will know or be able to do upon completion of the program.

1.1.1 Assessment Method Complete

Briefly explain one means by which you will measure this outcome. Be sure to attach any related documentation (survey instruments, rubrics, etc.). Click Add new for each additional assessment method.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

A college-level panel will review programs' learning outcomes and score them using a rubric.

1.1.1.1 Numeric Criterion Complete

Briefly describe the level of performance which will indicate that the program is successful in achieving the outcome. Example: 90% of students in the program will achieve a score of 3 or above on the rubric.

## Adding an Additional Learning Outcome

Remember, that for annual assessment reporting, you will only need to enter the outcomes that your program has chosen to measure for the current cycle. In other words, if you have more than one outcome associated with a goal, you do not need to enter all the outcomes for that goal if you are not measuring all of them this year. If you do have more than one outcome associated with the first goal entered in Xitracs that will be measured this assessment cycle, then select “Add new” under 1.1 Student Learning Outcome for Current Cycle.

The screenshot shows the Xitracs assessment reporting interface for the period Aug 1, 2013 - Jul 31, 2014. At the top, there are tabs for 'Prior Cycle', 'Current Cycle', and 'Next Cycle', along with a 'Show All Cycles' link. Below the header, there are buttons for 'PDF Version' and 'Expand All'. The main content area displays a list of assessment items:

- 1 Student Learning Goal for Current Cycle [Program Assessment Plan]** (Status: Complete)  
Enter a student learning goal being assessed during the current cycle. For additional Goals click Add new.  
Response: All programs will have a comprehensive, functional assessment plan.  
Action links: Add new, Edit, Copy, Course, File, Link, Tag
- 1.1 Student Learning Outcome for Current Cycle** (Status: Complete)  
Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click Add new.  
Response: Academic programs will be able to write specific, measurable student learning outcomes indicating what students will know or be able to do upon completion of the program.  
Action links: Add new, Edit, Copy, Course, File, Link, Tag
- 1.1.1 Assessment Method** (Status: Complete)

A red arrow points to the 'Add new' link under the 1.1 Student Learning Outcome for Current Cycle item. A callout box with a red arrow pointing to the 'Add new' link contains the text: "Select 'Add new' when you need to input an additional learning outcome."

Selecting “Add new” will produce a duplicate set of fields that will be needed for another outcome. You will now see 1.2 Student Learning Outcome for Current Cycle, along with the corresponding Assessment Method, Numeric Criterion, Results, and Action Plan fields.

Assessment Fields & Responses for Aug 1, 2013 - Jul 31, 2014		PDF Version	Expand All
1 Student Learning Goal for Current Cycle [Program Assessment Plan]	Complete		
1.1 Student Learning Outcome for Current Cycle	Complete		
1.1.1 Assessment Method	Complete		
1.1.1.1 Numeric Criterion	Complete		
1.1.1.2 Results	Incomplete		
1.1.2 Action Plan	Incomplete		
1.2 Student Learning Outcome for Current Cycle	Incomplete		
1.2.1 Assessment Method	Incomplete		
1.2.1.1 Numeric Criterion	Incomplete		
1.2.1.2 Results	Incomplete		
1.2.2 Action Plan	Incomplete		

### Adding an Additional Goal

If you are assessing a learning outcome during the current cycle that falls under a goal that has not yet been entered, then you will need to select “Add new” under 1 Student Learning Goal for Current Cycle. You may need to expand the field to see the “Add new” option.

Assessment Fields & Responses for Aug 1, 2013 - Jul 31, 2014		PDF Version	Expand All
1 Student Learning Goal for Current Cycle [Program Assessment Plan]	Complete		
Enter a student learning goal being assessed during the current cycle. For additional Goals click Add new.			
Response	All programs will have a comprehensive, functional assessment plan.	Add new	Edit Copy Course File Link Tag
1.1 Student Learning Outcome for Current Cycle	Complete		
1.1.1 Assessment Method	Complete		

Again, selecting “Add new” will create a duplicate set of fields to be completed.

2 Student Learning Goal for Current Cycle	Incomplete
2.1 Student Learning Outcome for Current Cycle	Incomplete
2.1.1 Assessment Method	Incomplete
2.1.1.1 Numeric Criterion	Incomplete
2.1.1.2 Results	Incomplete
2.1.2 Action Plan	Incomplete

## Attaching Files to Selected Fields

Some fields in the Programs module are set up to allow you to attach files that may provide additional information. For example, you may need to attach a copy of a survey document or a rubric under Assessment Method or more detailed results under Results. To attach a file, simply select “File” under the appropriate expanded field. Then, browse for the document on your computer and select “OK.”

Prior Cycle | Current Cycle | Next Cycle [Show All Cycles](#)

1 Student Learning Goal for Current Cycle [Program Assessment Plan] Complete

Enter a student learning goal being assessed during the current cycle. For additional Goals click Add new.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

All programs will have a comprehensive, functional assessment plan.

1.1 Student Learning Outcome for Current Cycle

To add a document associated with an assessment method, select "File." Browse for the desired document, then select "OK."

1.1.1 Assessment Method

Briefly explain one means by which you will measure this outcome. Be sure to attach any related documentation (survey instruments, rubrics, etc.). Click Add new for each additional assessment method.

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

A college-level panel will

1.1.1.1 Numeric Cri Complete

1.1.1.2 Results Incomplete

1.1.2 Action Plan Incomplete

**1.1.1 Upload File**

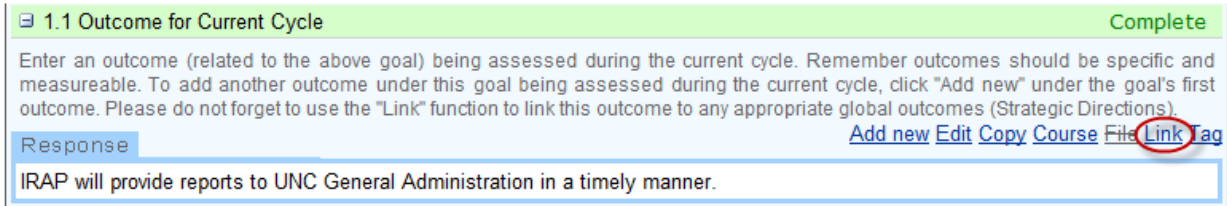
## Reflection

The reflection field is simply a place to add any thoughts you may have about the program’s assessment efforts. For example, a program may want to add suggestions for changes for future assessment or may want to indicate why assessment plans did not go as intended. This is also a place to reflect on whether action plans from any previous cycles were implemented or not.



## Linking

The Programs module offers a linking function for instances when a program needs to link its outcomes to university-wide goals or outcomes. Simply click the “Link” function under the expanded outcome field.



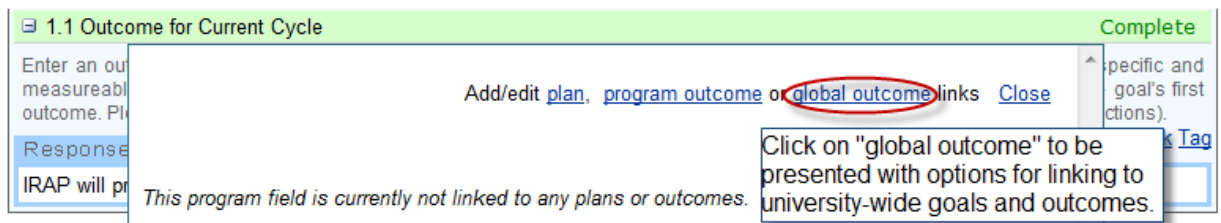
1.1 Outcome for Current Cycle Complete

Enter an outcome (related to the above goal) being assessed during the current cycle. Remember outcomes should be specific and measurable. To add another outcome under this goal being assessed during the current cycle, click "Add new" under the goal's first outcome. Please do not forget to use the "Link" function to link this outcome to any appropriate global outcomes (Strategic Directions).

Response [Add new](#) [Edit](#) [Copy](#) [Course File](#) [Link](#) [Tag](#)

IRAP will provide reports to UNC General Administration in a timely manner.

A box will open with options to link to a plan, program outcome, or global outcome. Currently, programs will only need to worry about linking to global outcomes such as General Education goals, QEP learning outcomes and the University's strategic directions.



1.1 Outcome for Current Cycle Complete

Enter an outcome (related to the above goal) being assessed during the current cycle. Remember outcomes should be specific and measurable. To add another outcome under this goal being assessed during the current cycle, click "Add new" under the goal's first outcome. Please do not forget to use the "Link" function to link this outcome to any appropriate global outcomes (Strategic Directions).

Response [Add new](#) [Edit](#) [Copy](#) [Course File](#) [Link](#) [Tag](#)

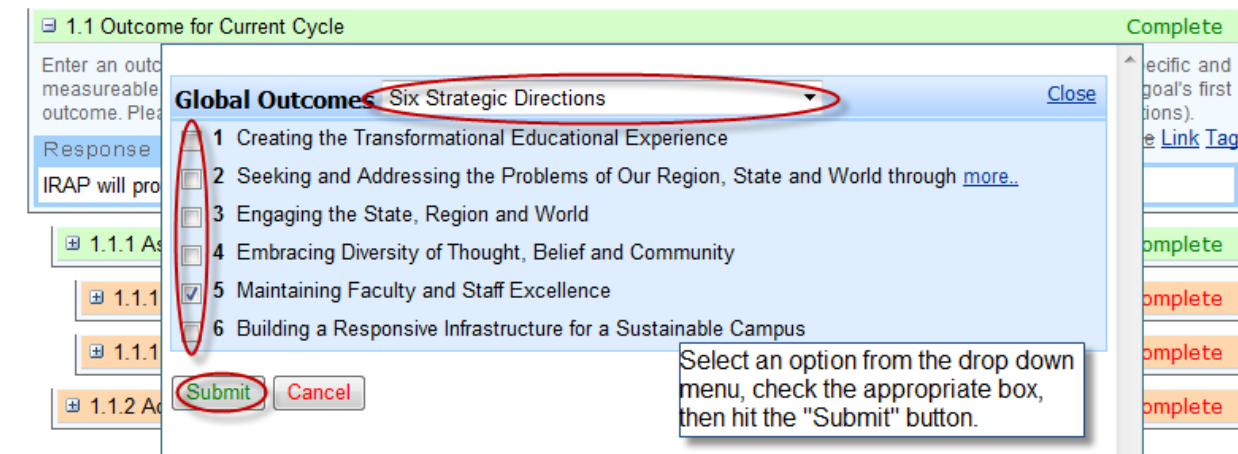
IRAP will provide reports to UNC General Administration in a timely manner.

Add/edit [plan](#), [program outcome](#) or [global outcome](#) links [Close](#)

This program field is currently not linked to any plans or outcomes.

Click on "global outcome" to be presented with options for linking to university-wide goals and outcomes.

Select an option from the drop-down menu, check the appropriate outcome(s), then hit the “Submit” button.



1.1 Outcome for Current Cycle Complete

Enter an outcome (related to the above goal) being assessed during the current cycle. Remember outcomes should be specific and measurable. To add another outcome under this goal being assessed during the current cycle, click "Add new" under the goal's first outcome. Please do not forget to use the "Link" function to link this outcome to any appropriate global outcomes (Strategic Directions).

Response [Add new](#) [Edit](#) [Copy](#) [Course File](#) [Link](#) [Tag](#)

IRAP will provide reports to UNC General Administration in a timely manner.

**Global Outcomes** Six Strategic Directions [Close](#)

- 1 Creating the Transformational Educational Experience
- 2 Seeking and Addressing the Problems of Our Region, State and World through [more..](#)
- 3 Engaging the State, Region and World
- 4 Embracing Diversity of Thought, Belief and Community
- 5 Maintaining Faculty and Staff Excellence
- 6 Building a Responsive Infrastructure for a Sustainable Campus

[Submit](#) [Cancel](#)

Select an option from the drop down menu, check the appropriate box, then hit the "Submit" button.

Once you have successfully made a link between a global outcome and a program outcome, you will see the global outcome listed under the program outcome.

1.1 Outcome for Current Cycle Complete

Enter an outcome (related to the above goal) being assessed during the current cycle. Remember outcomes should be specific and measurable. To add another outcome under this goal being assessed during the current cycle, click "Add new" under the goal's first outcome. Please do not forget to use the "Link" function to link this outcome to any appropriate global outcomes (Strategic Directions).

**GO Maintaining Faculty and Staff Excellence (Global Outcome: 5)**

Response [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

IRAP will provide reports to UNC General Administration in a timely manner.

## Copying

The copy function allows you to copy text from a field in a prior cycle. Note that supporting documents, or attachments, will not be copied.

1.2 Student Learning Outcome for Current Cycle Incomplete

Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click "Add new" under the first outcome under the appropriate goal.

[Delete](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

You will need to choose from which cycle and from which field you would like the text to be copied.

1.2 Student Learning Outcome for Current Cycle Incomplete

Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click "Add new" under the first outcome under the appropriate goal.

[Delete](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

1.2 Student Learning Outcome for Current Cycle

Copy from a prior cycle.

Aug 1, 2012-Jul 31, 2013 ▾

1.1 Student Learning Outcome for Current Cycle ▾

Mark as complete

Select the prior cycle from which you would like to copy. Then, select the field from which you would like the text copied. Check "Mark as complete." Finally, click "OK."

1.2.2 Action Plan Incomplete

The copied text will not display until after you select "Edit."

1.2 Student Learning Outcome for Current Cycle [SLOs] Complete

Enter a student learning outcome (related to the above goal) being assessed during the current cycle. A student learning outcome is one that focuses on what students will be able to do as a result of completing your program. For additional outcomes, click "Add new" under the first outcome under the appropriate goal.

[Delete](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#)

If you need to make changes to the copied text, you can do so. If not, then simply select “OK.”

## 1.2 Student Learning Outcome for Current Cycle

Short Name  (Optional - max 60 characters)

Academic programs will be able to write specific, measurable student learning outcomes indicating what students will know or be able to do upon completion of the program.

Make any needed changes to the copied text, then select "OK."

Complete

Now the copied text should be displayed in the field.