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.

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.
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. Xitracs 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.”

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.
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.

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.
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.

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

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.

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.

Select an option from the drop-down menu, check the appropriate outcome(s), 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.
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.

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

The copied text will not display until after you select “Edit.”
If you need to make changes to the copied text, you can do so. If not, then simply select “OK.”

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

Now the copied text should be displayed in the field.