

University of West Georgia
Xitracs User Manual:
General Education Scoring Artifacts



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Logging into Xitracs Portal

Log into the Xitracs Portal with the UWG ID and password through single sign-on:

<https://xitracs.westga.edu>

If you are having trouble logging into the system, please contact Amanda Thomas at

amandat@westga.edu

Accessing Your Assessment Tasks

When you first log into the Portal, you will arrive at the homepage. Here you will see a welcome message that includes information about expectations for assessment reporting along with a few helpful links.

To get to the list of artifacts for when you are assigned to score, Click *Info* under the My Open Assessment Tasks box.

The screenshot displays the Xitracs Portal interface. At the top, the University of West Georgia logo is visible. Below it, a navigation bar includes 'Home', 'Agencies', and 'Programs', along with a 'Logout' button. The user's name, 'Amanda Thomas', is shown in the top left, and 'Library' and 'Tasks' buttons are in the top right. A welcome message reads: 'Welcome Amanda Thomas to your Xitracs Portal™'. The main content area is divided into two columns. The left column contains a 'Welcome' message and a list of instructions: 'The "Agencies" tab is used for accreditation, compliance, and periodic review reports when applicable.', 'The "Programs" tab is where academic programs, administrative and educational support units submit annual assessment reports. If you are assigned as an assessor, you will be able to edit the fields. Peer reviewers cannot edit fields but are able to add comments.', 'All annual assessment reports should only include the data that a program or unit measured during the current reporting cycle.', 'All academic programs assessment reports are due by November 15th.', and 'If you are here to score General Education artifacts, you will have box in the lower right-hand corner of your screen titled, "My Open Assessment Tasks." Click on the box "Task List" to find the artifacts you have been assigned to.' The right column features two sections: 'My Open Activities' with a 'View' button and 'My Open Assessment Tasks' with a 'Task list' button. Below the 'Task list' button, a table lists 'Gen Ed Artifact Scoring [Scoring]' with a due date of '4/24/21' and an 'Info' button. A red arrow points to the 'Info' button.

Assessment Tasks Page

The *Assessment Tasks* page provides a list of all student artifacts (student work) that has been assigned to you to score. This page includes an anonymized student number, a pdf of the artifact to be scored, and the rubric to be used for scoring.

Towards the top of the page, under the header bar, you will see three buttons:

Add Note

Here you can add notes about this task. You can write notes to yourself if you need to leave and come back later or for system administrators. Once you have completed your task, this will no longer be available/visible to you. Any notes written will be visible to system administrators upon completion.

View Notes

While you are still working on your task, you can view any notes that you have left. Once you have completed your task, this will no longer be available/visible to you.

Mark Complete

This button should **ONLY** be clicked after you have completed all scoring. If you click this button before scoring all artifacts, you will have to contact Amanda Thomas at amandat@westga.edu, to reset all your student artifacts again. Do **NOT** click until you are certain you are done.

UNIVERSITY of West Georgia

Home Agencies Programs Logout

Amanda Thomas Library Tasks Xitrac's™

Assessment Task **Import test**
Please go through and carefully review and score each student artifact assigned to you.

Add note View notes Mark Complete

Semester: Fall 2020	Artifact Files: 1 per student	Scoring Deadline: 1/1/22				
Student #03	Student Artifact 1 [PDF 1,403 KB] View	A2 SLO 1	<input checked="" type="checkbox"/>	Rubric+	Rubric	100%
		A2 SLO 2	<input checked="" type="checkbox"/>	Rubric+	Rubric	100%
Student #04	Student Artifact 2 [PDF 15 KB] View	A2 SLO 1	<input checked="" type="checkbox"/>	Rubric+	Rubric	100%
		A2 SLO 2	<input type="checkbox"/>	Rubric+	Rubric	0%
Student #05	Student Artifact 3 [PDF 16 KB] View	A2 SLO 1	<input type="checkbox"/>	Rubric+	Rubric	0%
		A2 SLO 2	<input type="checkbox"/>	Rubric+	Rubric	0%
Student #06	Student Artifact 4 [PDF 16 KB] View	A2 SLO 1	<input type="checkbox"/>	Rubric+	Rubric	0%
		A2 SLO 2	<input type="checkbox"/>	Rubric+	Rubric	0%

Scoring student artifacts assigned

After navigating to your Assessment Tasks page, you will see a table with a list of students, pdfs of their artifacts (student work) on one side. At the top of the table will display the semester from which the student artifacts were collected, how many artifacts there are per student, and your scoring deadline.

To score an artifact, there are two options.

1. Rubric+ button (Best if you have one screen)

If you select the *Rubric+* button in the right-hand column, the system will open a new tab in your browser with a split screen. The left side will be the student artifact (work). The other side will be the rubric for scoring.

NOTE: This works best if you have the browser window fully expanded. Otherwise the rubric formatting may not show correctly.

Once you have reviewed the student work and scored in the rubric, you can select *Close* to save your work and close the tab. Or you may select *Save* and exit out of the tab.

NOTE: If you exit out of the tab without selecting *Save* it will not save your scored rubric.

Back on the *Assessment Tasks* page, you will notice there is no check mark to the left of the *Rubric+* previously selected. To have the system show this student artifact and rubric as being completed, you will need to refresh your browser.

2. View and Rubric buttons (Best if you have two screens)

If you select the *View* button in the left-hand column to the right of the student artifact, the system will open a new tab in your browser and display the student artifact.

You will then need to select the *Rubric* button. The system will open a pop-up in your current browser window of only the rubric for scoring.

Once you have reviewed the student work and scored in the rubric, you can select *Close* to save your work and close the pop-up window. Or you may select *Save* and exit out of the pop-up window.

NOTE: If you exit out of the pop-up window without selecting *Save* it will not save your scored rubric.

Back on the *Assessment Tasks* page, you will notice a black check mark has appeared to the left of the *Rubric+* button, indicating the student artifact has been scored.

Continue to score each artifact until all tasks have been completed. Once you have finished scoring all artifacts with each assigned rubric, and you are confident with your scores, click the *Mark Complete* button at the top of the page.

Assessment Task **Import test** Add note View notes Mark Complete

Please go through and carefully review and score each student artifact assigned to you.

Semester: Fall 2020	Artifact Files: 1 per student	Scoring Deadline: 1/1/22			
Student #03 Student Artifact 1 [PDF 1,403 KB] View	A2 SLO 1	<input checked="" type="checkbox"/> Rubric+ Rubric	100%		
	A2 SLO 2	<input checked="" type="checkbox"/> Rubric+ Rubric	100%		
Student #04 Student Artifact 2 [PDF 15 KB] View	A2 SLO 1	<input checked="" type="checkbox"/> Rubric+ Rubric	100%		
	A2 SLO 2	Rubric+ Rubric	0%		
Student #05 Student Artifact 3 [PDF 16 KB] View	A2 SLO 1	Rubric+ Rubric	0%		
	A2 SLO 2	Rubric+ Rubric	0%		
Student #06 Student Artifact 4 [PDF 16 KB] View	A2 SLO 1	Rubric+ Rubric	0%		
	A2 SLO 2	Rubric+ Rubric	0%		

If you have any questions or issues while working in Xitrac's, please contact Amanda Thomas at amandat@westga.edu