



UNIVERSITY OF WEST GEORGIA

Xitracs User Manual:  
Academic Program Assessment  
(Student Learning Outcomes)

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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>

You can also access the Xitracs login page via the Xitracs Resources page found on the Institutional Effectiveness and Assessment website here,

<https://www.westga.edu/administration/vpaa/iea/xitracs.php>

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

[amandat@westga.edu](mailto:amandat@westga.edu)

## Accessing Your Programs

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 access the list of programs for which you are assigned, you can either click *View* under *My Open Activities* OR use the Programs tab in the blue navigation bar at the top.

UNIVERSITY of  
West Georgia.

Home Agencies Programs Logout

Amanda Thomas Library Tasks Xitracs™

Welcome Amanda Thomas to your Xitracs Portal™

Welcome,

This site has been developed as a tool for faculty and staff to aid in the reporting and planning of assessment and accreditation activities at UWG. Depending on your user role, you will have the ability to access, edit, and/or comment on various reports and tools throughout the system.

- 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.
- 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.

Resources and helpful information regarding assessment at UWG can be found at the [www.westga.edu/iea](http://www.westga.edu/iea) website.

For assistance with Xitracs, please contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu)

My Open Activities

You have 5 program reports that require your input. View

My Open Assessment Tasks Task list

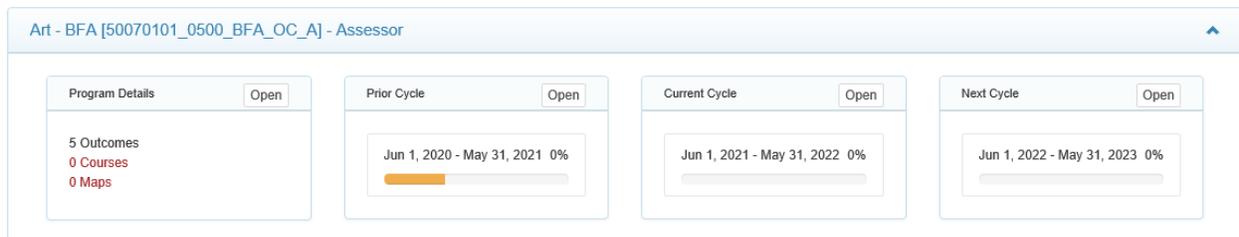
8/20/2020 Test [Scoring]	Due: 10/20/20	Info
Fall20_A2L1 [Scoring]	Due: 10/3/20	Info

The programs that have been assigned to you will be listed on the *Programs* tab.

If you believe that you should have access to additional programs that do not appear on your list, or if there is a program listed that is not under your purview, please contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu).

## Opening the Content for Your Programs

Click on the header bar of the program you wish to open, and four status tiles will appear.



For each program, the status panels show summary *Program Details* as well as progress on three assessment reporting cycles (prior, current, next).

Click the *Open* button to access each section.

## Program Details Page

The *Program Details* page provides an overview of program information in the system. This page includes your list of defined student learning outcomes, the reporting cycles, and a list of users who have access to this program.

NOTE: The only required items from this *Program Details* page are the *Program Outcomes* and the *Schedule for Assessment*. Program Courses, Curriculum Maps, and Description are NOT required, at this time.

## Program Outcomes

The list of student learning outcomes for the program appears in this tab. These cannot be modified and are entered by the Administrator. If the program outcomes listed are incorrect or

have been changed and approved by the Faculty Senate, please notify Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu).

## Program Courses

This table displays the courses linked to the program (if defined)..

## Reporting Cycles

Click on any available cycle to open the assessment report for that cycle.

The *Schedule* button in *Reporting Cycles* tile will take you to the Schedule for Assessment Reporting.

Once your outcomes have been defined, they will appear on the left hand side of this table. You will then be able to define what years you plan to assess each of the outcomes.

Click on any of the reporting cells to indicate whether an outcome will be assessed in any given year.

NOTE: If your program has not previously assessed on a schedule or rotating cycle, please first contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu), to discuss setting this up.

## People

All of the people with access to this program in the portal, as either an assessor or peer reviewer, are listed in this tile.

- An *Assessor* has the ability to input and edit content (i.e. write and edit the Assessment Report).
- A *Peer Reviewer* can only view information and provide feedback using the *Comments* function.
- A *Viewer* can only view reports in progress.

If you would like to add a user to a program, please contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu).

## Curriculum Maps

This function allows programs to map defined program outcomes to courses in the program. This helps programs know where students can expect to achieve each outcome and identify if there are any gaps in the curriculum.

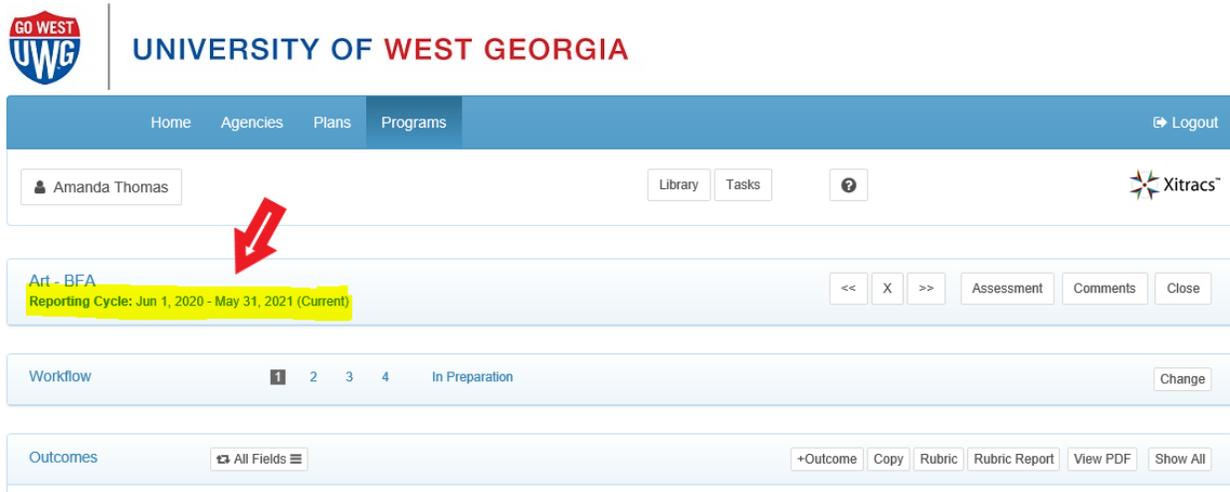
# Entering Content into your Program Assessment Report

From either the *Program Details* page OR the *Programs* list, click on the cycle/year for which you want to enter your information.

**⚠ IMPORTANT:** The report date ranges should reflect the same dates data were collected. For UWG's cycles, all reports being submitted in their normal reporting period (by November 15th each year), should end on May 31st of the same year. **For example**, a report being submitted by November 15, 2021, will have a reporting cycle of June 1, 2020 - May 31, 2021.

## Program Header Bar

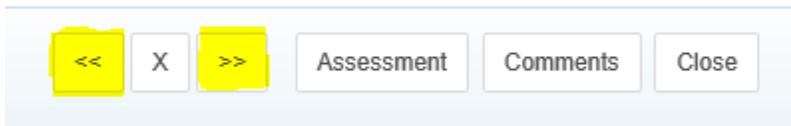
NOTE: The first thing to do when working in a given assessment report is to look at the top left to verify that you are entering information into the correct cycle/year.



Along with the date range of the selected cycle, the program *Header Bar* includes a few useful tools.

## Previous and Next Cycle Buttons

These buttons allow for easier navigation between cycles.



## Assessment

This button allows you to generate course assessment data for outcomes and semesters included in this program reporting cycle. This is NOT a feature any programs have established at this time.

## Comments

This button displays any comments that have been made on the assessment report.

## Report Tools

Below the *Program Header Bar*, you will find the Assessment Report format. The top bar of the assessment report contains the following buttons/tools:



### +Program

The *+Program* button allows you to see all the learning outcomes associated with the selected program. By clicking this button, you can select the program learning outcomes to be included in this report. \*If your program has not previously been reporting outcomes on a cycle/rotation, please contact Amanda Thomas.

### Copy

The *Copy* button allows you to copy information entered for previous reporting cycles into your *Prior*, *Current*, or *Next* cycle. This will be particularly useful if outcomes, measures, success criterion, etc. do not change year to year.

To copy content, click the *Copy* button, select a cycle that you wish to copy from, then the field(s) to be copied, then click *Submit*.

**⚠ IMPORTANT:** When you start a new report, unless your program has made substantial changes to the Learning Outcomes, Measures/Methods, or Success Criterion, we recommend that you use this function to bring over previously entered information.

### View PDF

The *View PDF* button allows you to create a PDF of your report for sharing outside of the Xitracs portal.

## Show All

The *Show All* button expands/collapses content for all fields for ease of viewing.

## How to Add & Edit Report Content

The assessment reporting template itself is broken down into fields or sections of the report.

**REMEMBER: BEFORE YOU ENTER ANY CONTENT, make sure you are in the correct reporting year/cycle.**

The whole system is built off of the outcomes defined on the *Program Details* page. Once linked to the report, you see the outcomes and subsequent fields in an outline format.

The screenshot displays the assessment reporting interface. At the top, it shows the program name "Psychology - BS" and the reporting cycle "Jun 1, 2020 - May 31, 2021 (Prior)". Below this is a workflow indicator showing steps 1, 2, 3, and 4, with step 1 highlighted and labeled "In Preparation". The main area lists various fields with their completion status:

Field Name	Completion Status
1 Program Student Learning Outcome [SLO1] [P]	Incomplete
1.1 Measure/Method	Incomplete
1.1.1 Type of Measurement	Incomplete
1.1.2 Success Criterion	Incomplete
1.1.3 Results	Incomplete
1.1.4 Result Status	Incomplete
1.1.5 Interpretation & Analysis of Results	Incomplete
2 Program Student Learning Outcome [SLO2] [P]	Incomplete
2.1 Measure/Method	Incomplete
2.1.1 Type of Measurement	Incomplete

Click anywhere on the field header to open it for editing. Each field has its own set of parameters and available functionality. Once open, any existing field content will be visible, together with available links as follows:

This close-up shows the header for the "1.1 Measure/Method" field, which is marked as "Incomplete". Below the header is the text: "For each SLO, how will you collect data to assess if your students are accomplishing the learning outcomes? Who / What / When / How will data be collected?". To the right of the text are several buttons: "Add new", "Edit", "Copy", "File +", and a small icon.

## Add new

The *Add new* button appears if the field parameters allow an additional field of the same type to be created (i.e. add additional assessment measures for the same outcome)> If the field has dependent or 'child' fields, these will also be added automatically.

## Edit

Click the *Edit* button to edit/update the response for a field. Most fields have a rich text editor available. Please note that formatting may not transfer if copying and pasting from Word or PDFs.

While in the *Edit* window, in the bottom right hand corner you will see the options:

**Complete** (Select once you have completed filling out this part of the report.)

**Not Applicable** (Only available for some fields)

**Include Child Fields** (If “Complete” is selected along with this, it will mark all connected child fields as “complete” as well.)

Once marked complete, the field will change to green and will be displayed as being completed on the progress bar and the field set view. *NOTE: Do not mark as complete until data and/or information has been added.*

## Copy

The *Copy* button allows you to copy individual field information from a previous cycle into the current or next cycle.

To copy content, click the *Copy* button, select a cycle that you wish to copy from, then the field to be copied, then click *Submit*. This will be particularly helpful if measures, descriptions, success criteria, etc. do not change from year to year.

## Link

The *Link* button allows programs to link the learning outcome to the UWG Strategic Plan).

*NOTE:* This is only available for the Learning Outcome fields. ALL learning outcomes should be linked to the UWG Strategic Plan.

## File+

The *File+* button allows for programs to attach files to be included as part of the report. (i.e. raw data, tools, reports, etc.)

## Comment

Click the text box icon to add a comment to the field.

## Report Content Descriptions

Below is some guidance about what is expected for each field in the assessment report.

## Program Student Learning Outcome

All student learning outcomes have been pre-loaded and are not editable. If any of the outcomes listed are incorrect or need to be updated, please contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu).

### Strategic Plan Connection

Each outcome must be linked to one or more goals of the UWG Strategic Plan.

### Measure/Method

For each outcome, describe the assignment, exam, survey, project, etc. used to assess whether students have achieved the learning outcome. If the measure uses a sample, describe the sampling procedure. The more information about how the data will be collected and from whom, the better. Who / What / When / How will the data be collected?

### Type of Measurement

Is the measurement being used a direct or indirect measure? Direct assessment involves looking at actual samples of student work produced in our programs. Indirect assessment is gathering information through means other than looking at actual samples of student work. These can include surveys, exit interviews, focus groups, etc.

### Success Criterion

For each assessment measure/method, list the minimum number or percentage that must be achieved, that would indicate the outcome has been adequately achieved.

### Results

For each assessment measure/method used in this cycle, report that data collected. This format should match the Success Criterion described above. Additional data files (raw/aggregate, qualitative/quantitative) can be attached or inserted as a table into the field to report trends longitudinally.

### Results Status

Select one of the options provided to describe the results presented for the outcome.

- Met
- Not Met
- Undeterminable

## Interpretation & Analysis of Results

For each assessment measure/method used in this cycle, describe the programs' analysis of the data collected and what they indicate about student attainment of the outcome. In other words, based on the data collected, what can be determined about the students' achievement of the defined outcome? How does this data compare to previous results? What does the data indicate about student strengths and weaknesses?

## Status of Prior Improvement Plan(s)

Select one of the options provided to describe the status of the Improvement Plan(s) reported in last year's report.

- Completed
- Ongoing
- Not Started

## Impact of Prior Improvement Plan(s)

Based on the data presented in this report, what impact do you think your previous improvement plan(s) had on your students, their learning, the data, etc.? Did it achieve the intended results? If the improvement plan is ongoing or not yet started, please explain why it is in that status and if possible, how any changes made up to this point might have impacted student learning.

## Improvement Plan for Next Year

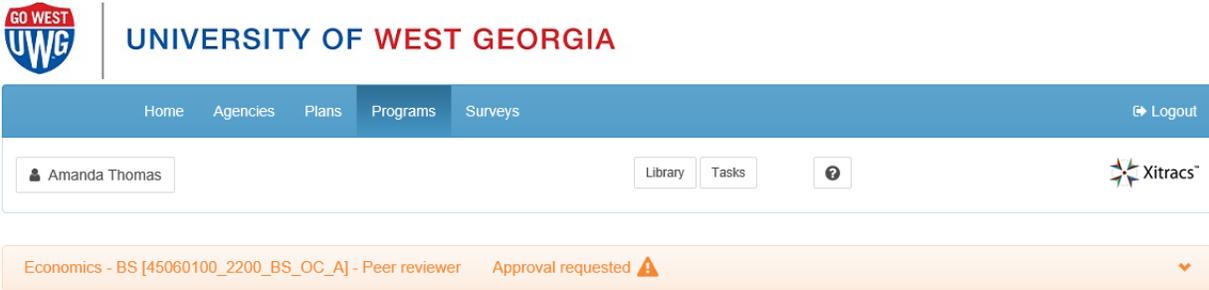
Based on the analysis, describe the actions the program plans to take to improve student attainment of the learning outcomes reported. NOTE: This field is repeatable. Please list each improvement plan separately.

## Submitting Report for Approval (Assessor)

1. Verify all fields are filled out correctly and marked as "Complete." All fields should be green.
2. At the top of the page in the "Workflow" header, click the *Change* button. Here, you can select "Approval Requested" and enter any comments to share with the person assigned as "Peer Reviewer." The Peer Reviewer will receive an email notification.
3. The Peer Reviewer/Approver will have the chance to review the report and provide feedback if desired. If the report is sent back to you with feedback, after making any edits you will once again need to click the *Change* button and request approval.

# Reviewing, Commenting, and Submitting (Peer Reviewer)

1. Once the person designated as the “Assessor” has requested approval, you will receive an email notification. While in the system, the report header will be colored orange with “Approval Requested ⚠”, shown below.



2. Open the report to be reviewed.
3. As you read through the various fields, anytime you see a grey comment box  you can add comments/feedback on the field or to report in general.
4. After you have reviewed the report, provided any necessary comments and/or are ready to approve the report, you will change the Workflow status by clicking the *Change* button within the Workflow header at the top of the page.



5. A pop-up window will appear with options for you to select.
  - a. Reviewed with comments: This will send the report back to the Assessor for additional editing, who will be notified via email.
  - b. Approved: This will mark the report as “Approved” and the system will notify the assessor.
6. If you choose to provide comments and send it back to the assessor, they will once again need to request approval. You will follow the same process as described above.

## Annual Reporting Expectations and Requirements

As outlined in the [UWG Policy 1.4: Institutional Assessment](#) and [UWG Procedure 1.4.1 Assessment](#), each academic program must have an assessment plan and collect data on at least one of their outcomes annually. Outcomes are allowed to be assessed on a cycle and all must be assessed no less than every three years. The approval of all cycles lies solely with the Assessment Director. To facilitate this requirement, Xitracs organizes both the plan and report information into one format.

To comply with the policy using the new format, programs must:

1. List all student learning outcomes (SLOs) in the Learning Outcomes Assessment Report for the given assessment cycle.
2. List all assessment measures/methods and success criterion for each SLO in your plan.
3. For SLOs assessed in the current cycle, enter data and information into the *Results, Interpretation and Analysis of Results, Status of Prior Improvement Plan, Impact of Prior Improvement Plan, and Improvement Plan for Next Year* fields.
4. For SLOs not assessed in the current cycle, select the *Not applicable* button in the bottom right corner field in the *Edit* field.
  - a. If you would like to create a reporting cycle for your SLOs, please contact Amanda Thomas at [amandat@westga.edu](mailto:amandat@westga.edu)