



UNIVERSITY OF WEST GEORGIA

# Xitracs User Manual: Creating a Curriculum Map

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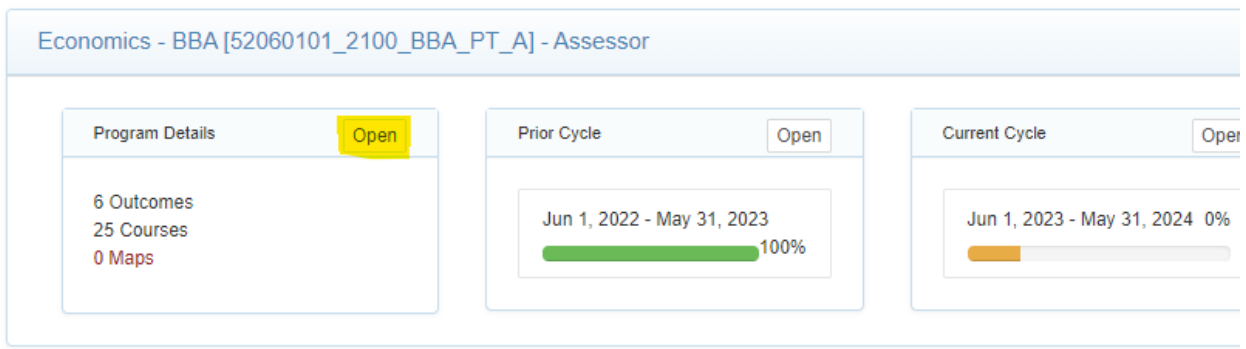
This user manual will guide you through the process of creating a Curriculum Map in Xitracs. A Curriculum Map helps you visualize how program learning outcomes are covered across program courses.

## Step 1: Logging into Xitracs

1. Access Xitracs by visiting <https://xitracs.westga.edu> and use your university single sign-on credentials to log in.

## Step 2: Accessing the Program Details

1. Click on the "Programs" tab at the top of the Xitracs dashboard.
2. Locate the program for which you want to create a Curriculum Map. Click the row corresponding to the program. It will expand to display four boxes.
3. Click the "Open" button on the box furthest to the left, labeled "Program Details."





## Step 3: Review Program Information

1. In the "Program Details" section, you will find information on program outcomes, program courses, individuals with access to this program in Xitracs, and reporting cycles.
2. Review the list of program courses. If you need to make changes, you can:
  - Remove a course by clicking the "Rem" option.
  - Add a course by clicking "Add Course" and searching for a specific course. If a course is missing, contact Amanda Thomas to have it added to the system.

## Step 4: Accessing Curriculum Maps

1. Near the top right-hand corner of the same row as the program name, you will find a button labeled "Curriculum Maps." Click this button, and it will take you to a new page.

ks  

**Curriculum Maps** Description Open Close

Reporting Cycles Schedule Show more

Jun 1, 2024 - May 31, 2025 Next View

2. If a curriculum map has already been created, it will be listed. Click the "View" button.
3. If not, you will see "No curriculum maps have been defined for this program." In this case, click "New Map" at the top right.

## Step 5: Creating the Curriculum Map

1. Fill out the "Map Name" field and leave all other information the same. Click "Submit."

Economics - BBA [52060101\_2100\_BBA\_PT\_A] ✕

Field	Detail
Map Name	<input type="text" value="Curriculum Map"/>
Column Label	<input type="text" value="Outcome"/>
Row Label	<input type="text" value="Course"/>
Level Key	<input type="text" value="I/R/M"/>

## Step 6: Mapping the Curriculum

1. A curriculum map will be generated with program courses in the far-left column and program learning outcomes across the top. (If you move and hover your mouse over each SLO, a window will display the full text of the LO.)

**Program:** Criminology - BS, Carrollton [45040101\_1810\_BS\_OC\_A]  
**Curriculum Map:** Curriculum Map

Course		Outcome		
		SLO1 [Program]	SLO2 [Program]	SLO3 [Program]
CRIM 1100 [Core]	Syllabus	Edit	Edit	Edit
	Outcomes			
CRIM 2000 [Core]	Syllabus	Edit	Edit	Edit
	Outcomes			
CRIM 2245 [Core]	Syllabus	Edit	Edit	Edit
	Outcomes			

2. In the remaining spreadsheet, align where your Student Learning Outcomes (SLOs) are taught throughout your offered courses.
3. In the corresponding aligned box, click the "edit" button and choose to mark the level of instruction for an SLO as:
  - o Introduced "I"
  - o Reinforced "R"
  - o Mastered "M" within the course.
4. Ensure that each course aligns with at least one learning outcome.

## Step 7: Review and Finalize

1. Once you have aligned each course to at least one learning outcome, review the full map to check for progression from introduced to reinforced to mastery. Your Curriculum Map is now complete.

## Step 8: Adding Outcomes for Each Course (Optional)

1. In the Curriculum Map, you will notice that each course will have a "Syllabus" and "Outcomes" button next to it. These are **NOT** part of the reporting requirement, but if you wish to include the outcomes for each course, you can do this back on the Program Details page under the list of program courses.
2. Click the "Outcomes" button and then "Add outcome."

Congratulations! You have successfully created a Curriculum Map in Xitracs. If you encounter any issues or have further questions, refer to [Xitracs Resources](#) or contact Amanda Thomas at, [amandat@westga.edu](mailto:amandat@westga.edu) for assistance.