

University of West Georgia
Xitracs User Manual:
General Education Core Area
Assessment Report



Table of Contents

[Logging into Xitracs Portal](#)

[Accessing Your Program Report Templates](#)

[Opening the Content for Your Core Area Program \(CAP\)](#)

[Program Details Page](#)

[Program Outcomes](#)

[Program Courses](#)

[Reporting Cycles](#)

[People](#)

[Curriculum Maps](#)

[Entering Content into your Program Assessment Report](#)

[Program Header Bar](#)

[Previous and Next Cycle Buttons](#)

[Schedule](#)

[Comments](#)

[Report Tools](#)

[+Program](#)

[Copy](#)

[View PDF](#)

[Show All](#)

[How to Add & Edit Report Content](#)

[Add new](#)

[Edit](#)

[Copy](#)

[Link](#)

[File+](#)

[Comment](#)

[Report Content Descriptions](#)

[Learning Outcome](#)

[Strategic Plan Connection](#)

[Description of Assessment Instruments and Procedures](#)

[Report of Assessment Data and Results](#)

[Results Status](#)

[Analysis and Interpretation on Results or Trends](#)

[Prior Improvement Plan](#)

[Impact of Prior Improvement Plan](#)

[Improvement Plan for Next Cycle](#)

[Type of Improvement Planned](#)

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 Program Report Templates

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 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 website.

For assistance with Xitracs, please contact Amanda Thomas at 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 for which you have been assigned 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.

Opening the Content for Your Core Area Program (CAP)

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

The screenshot shows a window titled "Core Area A2 [CA_A2] - Assessor". It contains four status tiles, each with an "Open" button. The "Program Details" tile shows "2 Outcomes", "5 Courses", and "1 Map". The "Prior Cycle" tile shows "Jul 1, 2019 - Jun 30, 2020" with "0%" progress. The "Current Cycle" tile shows "Jul 1, 2020 - Jun 30, 2021" with "6%" progress and a small green bar. The "Next Cycle" tile shows "Jul 1, 2021 - Jun 30, 2022" with "0%" progress.

For each CAP, 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 schedule for assessing, and a list of users who have access to this program.

The screenshot shows the "Program: Core Area A1 [CA_A1]" page. It has a header bar with "Curriculum Maps", "Open", and "Close" buttons. The main content is divided into several sections:

- Program Outcomes:** "Inactive outcomes are marked [Inactive]. Click the Edit link to change." Includes an "Add Outcome" button. Below it, a message states: "No program outcomes have been defined for this program."
- Program Courses:** Lists "ENGL_1101 English Composition I [GenEd]" and "ENGL_1102 English Composition II [GenEd]".
- Reporting Cycles:** Includes "Schedule" and "Show more" buttons. A table shows the following cycles:

Reporting Cycle	Status	Action
Jun 1, 2021 - May 31, 2022	Next	View
Jun 1, 2020 - May 31, 2021	Current	View
Jun 1, 2019 - May 31, 2020	Prior	View
Jun 1, 2018 - May 31, 2019	Closed	View
- People:** "Program Assessor(s)" section lists "Dycus, Ashley" with email "adycus@westga.edu".

NOTE: The only required items from this *Program Details* page are the *Program Outcomes* and the *Schedule for Assessment*. Program Courses and Curriculum Maps 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 using the UWG Catalog. If the program outcomes listed are incorrect, please notify Amanda Thomas at amandat@westga.edu.

Program Courses

This table displays the courses linked to the program (if defined). To add a course from the office list of UWG courses, click the *Add Course* button and search for the specific course.

NOTE: This is not a required field, rather a tool that is available for program use, if helpful.

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 which 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, 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.

If you would like to add a user to a program, please contact Amanda Thomas at 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.

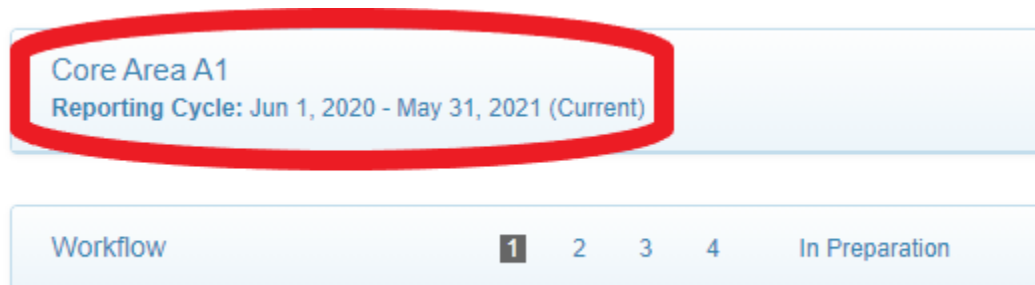
NOTE: This is not a required field, at this time. It is a tool that is available for program use, if helpful.

Entering Content into you 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.

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.

Schedule

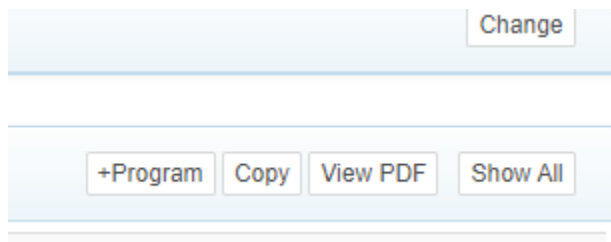
This button shows you which outcomes are designated to be assessed in a given cycle. To edit this reporting schedule, navigate back to the *Program Details* tile, *Reporting Cycles*, and then click the *Schedule* button.

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 that are scheduled to be assessed in the given cycle. If this information is incorrect, it will have to be corrected using the *Schedule* function described above.

Copy

The *Copy* button allows you to copy information entered for previous reporting cycles into your *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*.

View PDF

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

Show All

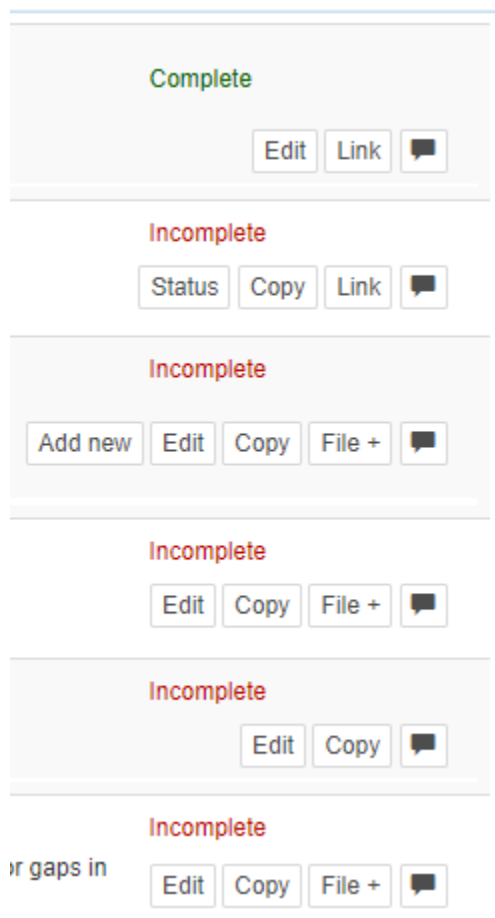
The *Show All* button expands/collapses content for all fields for ease of viewing.

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.



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:

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.

NOTE: The *Measure/Method* and *Improvement Plan for Next Year* are the only fields with the *Add new* function.

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 to:

Mark as Complete

Not Applicable (only available in the *Status of Prior Improvement Plan(s)* and *Impact of Prior Improvement Plan(s)* fields)

Include Child Fields

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 a Plan (i.e. UWG Strategic Plan, College Strategic Plan, etc) or Outcome (i.e. General Education outcome). NOTE: ALL learning outcomes should be linked to the UWG Strategic Plan.

File+

The *File+* button allows for programs to attach files, regardless of format, to be included as part of the report. This allows programs to attach data, tools, reports, etc. to any given field in their assessment report.

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.

Learning Outcome

All student learning outcomes have been pre-loaded according to the most recent UWG Catalog and therefore are not editable. If any of the outcomes listed are incorrect, please contact Amanda Thomas at amandat@westga.edu.

Strategic Plan Connection

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

Description of Assessment Instruments and Procedures

Provide a summary that addresses the following questions: 1) What courses were used to collect data? 2) If units used different approaches, please describe in as much detail as possible. 3) What assessment measures were used in the courses? 4) What was the process for assessing student learning in the courses? 5) What is the expected criteria for success or performance target for successfully meeting the SLO? (include examples of rubrics or assessment instruments)

Report of Assessment Data and Results

Provide a summary of assessment results.

Results Status

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

- Met
- Not Met
- Exceeded

Analysis and Interpretation on Results or Trends

Provide an analysis of assessment results included in this report by discussing strengths and/or weaknesses in students' performance/learning. Were there any major gaps in the data/results?

Prior Improvement Plan

Provide the improvement plan that was decided on by the faculty that was to be implemented following the last data collection cycle.

Impact of Prior Improvement Plan

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?

Improvement Plan for Next Cycle

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

Type of Improvement Planned

For each improvement plan listed, select one of the options provided for how would you characterize the type of improvement planned?

- Curricular
 - Improvement planned are program curriculum changes
- Pedagogy
 - Improvement planned is pedagogical in nature
- Additional Resources for Students
 - Improvement planned is to add resources for students
- Methodology
 - Improvement planned is to modify the current methodology of the assessments
 - **NOTE: Measures and Methodology should not change before the program has collected at least 3 years of data, except under extenuating circumstances and approval by GEAC.**