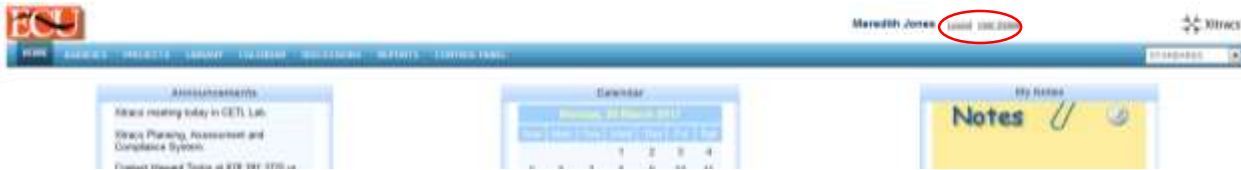


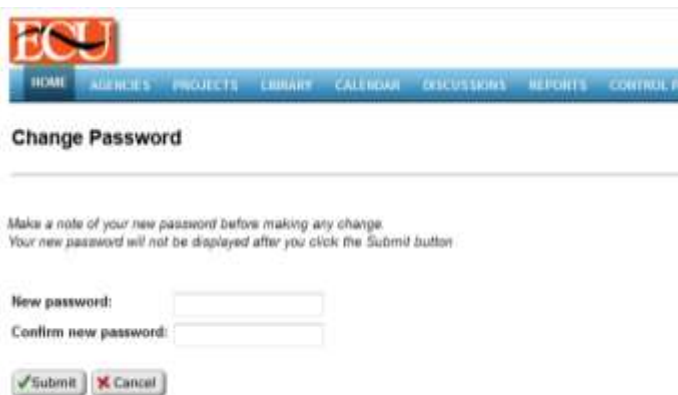
To change your password click user details



Under user details click change password



Enter your new password and submit



Now click on the "HOME" tab at the top of the menu



Accessing Xitracs Program Module

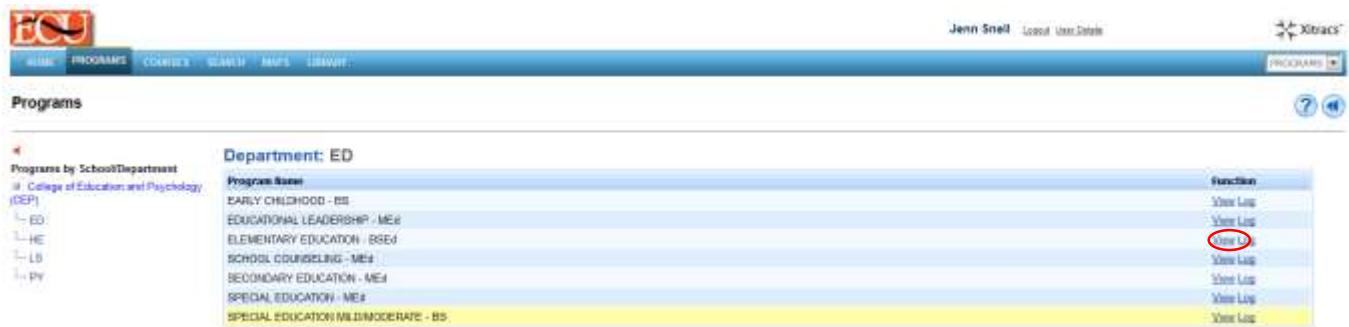
From the drop down menu on the far right choose PROGRAMS. Then click the Program tab at the top of the menu.



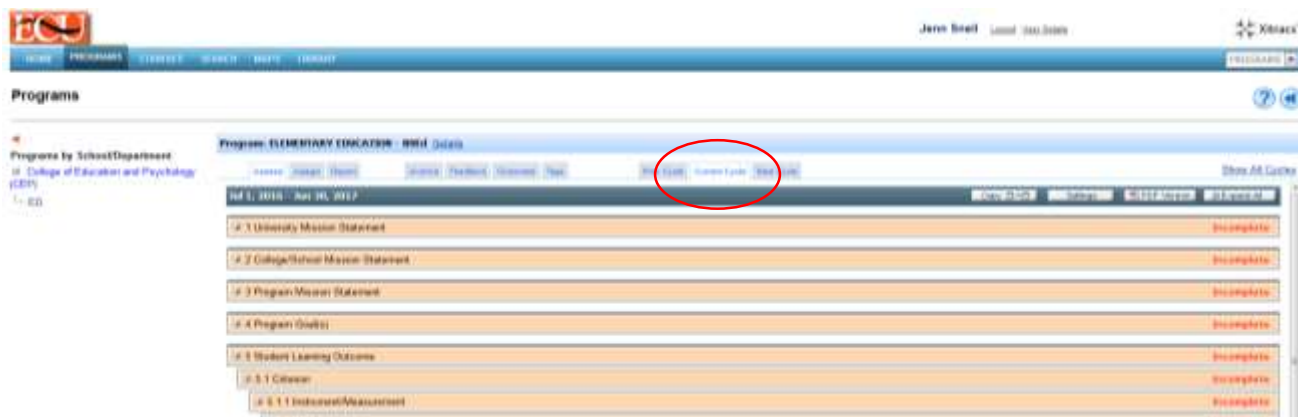
Click the college/school and select your program code.



Click "View" by your program.



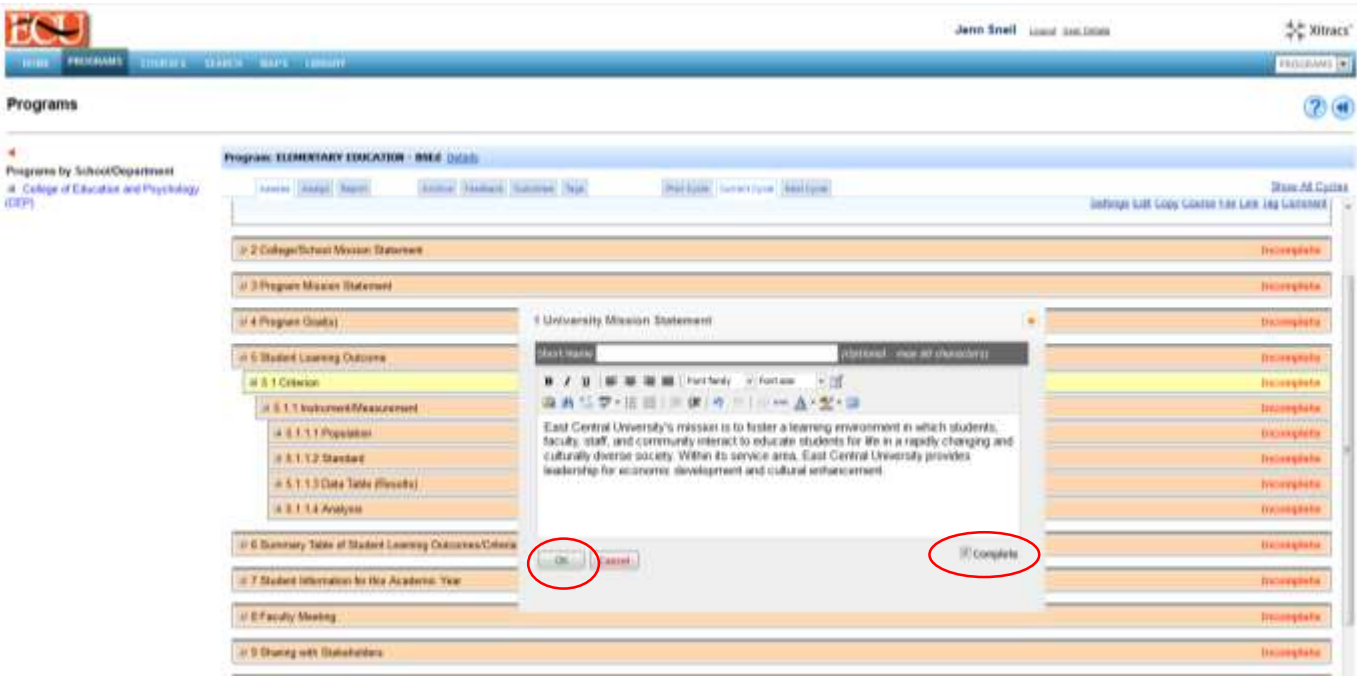
This will bring you to where you will enter your assessment report. Make sure the "current cycle" tab is active (white).



You will notice the parts of the assessment report to be entered. You may click the + the assessment section to expand and read the directions to what is required under that section. To enter the University Mission Statement click edit.



A new box will open so you can type or copy and paste the information. When you are done, click the complete box and click OK.



The information you entered will now show in the response box and has turned green to show this section is complete.



To continue just click the + then edit to bring up the text box. As you work further into the document you may have to scroll down as the text box moves down.

Example:

Program: ELEMENTARY EDUCATION - BSEd Details

Year	Enroll	Drop	Enroll	Pass/Pass	Success	Year	Other Cycle	Current Cycle	Next Cycle
2007	69	50	72%	na	na	na			
2008	54	43	80%	na	na	na			
2009	59	52	88%	na	na	na			
2010	34	23	68%	1483	1005	68%			
2011/12	21	9	43%	1379	506	37%			
2012/13	37	19	51%	2001	804	40%			
2013/14	14	5	36%	1339	606	45%			
2014/15	23	17	74%	685	441	68%			
2015/16	26	23	88%	948	739	78%			

Data Collected is the unduplicated number of students and alumni assessed during the reporting period.

- 18.1.1.4 Analysis Incomplete
- 18 Summary Table of Student Learning Outcomes/Criteria Incomplete
- 18.7 Student Information for this Academic Year Incomplete
- 18.8 Faculty Meeting Incomplete
- 18.9 Staking with Stakeholders Incomplete
- 18 Summary of Actions Related to Assessment Data Incomplete
- 18.1 Current Actions and/or Changes Incomplete
- 18.2 Summary of Latest UAC Review and Status Update Incomplete

5.1.1.3 Data Table (Results)

Once you have entered the first SLO, Criterion, Instrument/Measurement, Population, Standard, Data Table and Analysis, you will need to go back to the first criterion and click “Add new” to add the second criterion under the first SLO.

Program: ELEMENTARY EDUCATION - BSEd Details

- 18 Student Learning Outcomes Complete
Click add and add student outcomes in response box. Click add new for additional outcomes.
[Add new](#) [Settings](#) [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#) [Comment](#)
Candidates know, understand, and use the major concepts, principles, theories, and research related to development of children and young adolescents to construct learning opportunities that support individual students' development, acquisition of knowledge, and retention.
- 18.1 Criteria Complete
Click add and enter the first criterion name in the short name box then enter a description into the response box. Click add new for additional criteria.
[Add new](#) [Settings](#) [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#) [Comment](#)
Candidates will demonstrate knowledge of literacy development in the areas of Reading and Language Arts.
- 18.1.1 Instrument/Measurement Complete
Click add and enter a short name in the short name box and a brief description of the response box.
[Add new](#) [Settings](#) [Add new](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#) [Comment](#)
Licensure Test Subject one of the Oklahoma Subject Area Test (OSAT) for Elementary Education. Teacher candidates take the test when they are nearly finished with their Elementary Education major courses. The test measures the Association for Childhood Education International (ACEI) Standards as well as the African Oklahoma state teacher competencies.
- 18.1.1.1 Population Complete
Click add and enter the number of students assessed by this measure if students are from specific courses, get course number and then response box.
[Add new](#) [Settings](#) [Edit](#) [Copy](#) [Course](#) [File](#) [Link](#) [Tag](#) [Comment](#)
Elementary Education candidates who were approved to take the Elementary OSAT test.
- 18.1.1.2 Standard Complete

Clicking “Add new” will bring up a confirmation box. Just click OK.

You are about to add a new 5.1 Criterion. Are you sure?

This will give you a second criterion, instrument/measurement, population, standard, data table and analysis all under the first SLO.

Program: **ELEMENTARY EDUCATION - BSE (2014)**

Year	Accepted	Enrolled	Completed	Drop	Pass Rate	Current Cycle	Next Cycle
2012/13	37	19	51%	2001	804	40%	
2013/14	14	5	36%	1339	606	45%	
2014/15	23	17	74%	695	441	66%	
2015/16	26	23	88%	848	739	78%	

Data Collected is the unduplicated number of students and alumni assessed during the reporting period.

5.1.4 Analysis: **Complete**

5.2 Outcome: **Incomplete**

- 5.2.1 Instrument/Measurement: **Incomplete**
- 5.2.1.1 Population: **Incomplete**
- 5.2.1.2 Standard: **Incomplete**
- 5.2.1.3 Data Table (Results): **Incomplete**
- 5.2.1.4 Analysis: **Incomplete**

When you are ready to add the second SLO, you go up to the first SLO and click "Add new"

Program: **ELEMENTARY EDUCATION - BSE (2014)**

5.2 Student Learning Outcome: **Complete**

5.2.1 Program Goal(s): **Complete**

5.2.1.1 Student Learning Outcome: **Complete**

5.2.1.1.1 Add new: **Incomplete**

Again it will ask for confirmation just click OK

You are about to add a new 5 Student Learning Outcome. Are you sure?

OK Cancel

It will add the new SLO, criterion, instrument/measurement, population, standard, data table and analysis.

The screenshot shows the Xtricks assessment tool interface. At the top, there is a navigation bar with 'HOME', 'PROGRAMS', 'DIAGNOSIS', 'SEARCH', 'MAPS', and 'LOGOUT'. The user is logged in as 'Jenn Snell' on '10/20/2010'. The main content area is titled 'Programs' and shows 'Program: ELEMENTARY EDUCATION - BS.Ed. Details'. A tree view displays the assessment structure, with '6 Student Learning Outcomes' circled in red. This section includes '6.1 Criteria' and its sub-items: '6.1.1 Instrument/Measurement', '6.1.1.1 Population', '6.1.1.2 Standard', '6.1.1.3 Data Table (Results)', and '6.1.1.4 Analysis'. All items are marked as 'Incomplete'.

If your criterion has more than one instrument/measurement it is added in the same way by clicking “add new” out to the side of the last instrument/measure.

The screenshot shows the Xtricks assessment tool interface. At the top, there is a navigation bar with 'HOME', 'PROGRAMS', 'DIAGNOSIS', 'SEARCH', 'MAPS', and 'LOGOUT'. The user is logged in as 'Jenn Snell' on '10/20/2010'. The main content area is titled 'Programs' and shows 'Program: ELEMENTARY EDUCATION - BS.Ed. Details'. A tree view displays the assessment structure. The '6.1.1 Instrument/Measurement' row is highlighted, and a red circle highlights the 'Add New' button located to the right of the row. The row contains a description: 'Class will analyze a chart/graph in the professional text and a text description in the response box.' The status is 'Incomplete'.

Once you have completely entered your assessment report, email your dean and the assessment coordinator to review.