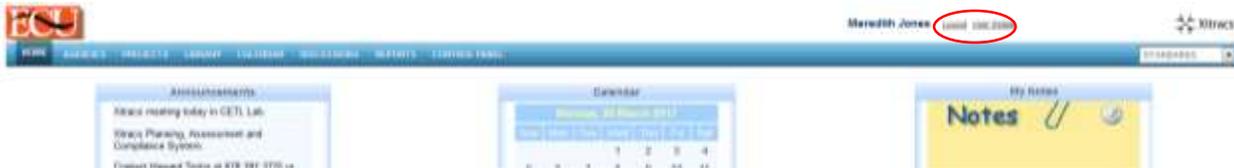


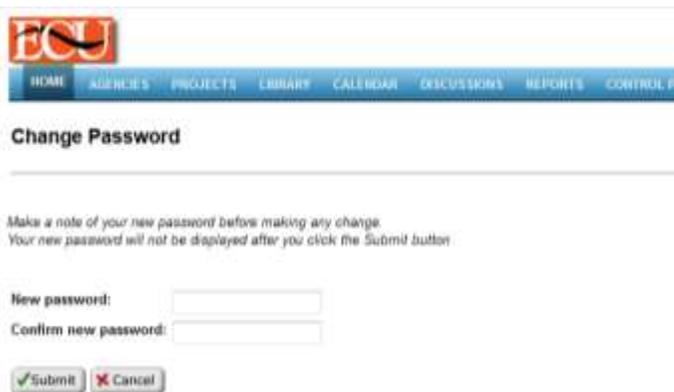
To change your password click user details



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

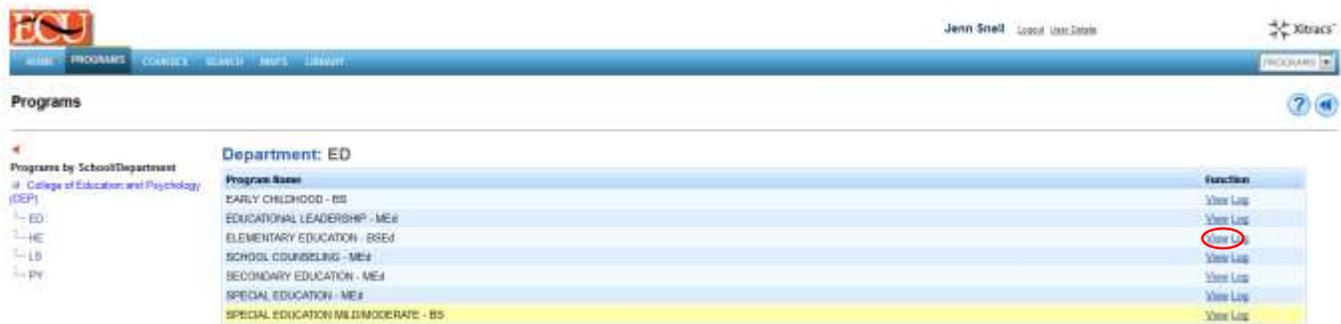
From the drop down menu on the far right choose PROGRAMS. Then click the Program tab at the top of the menu.



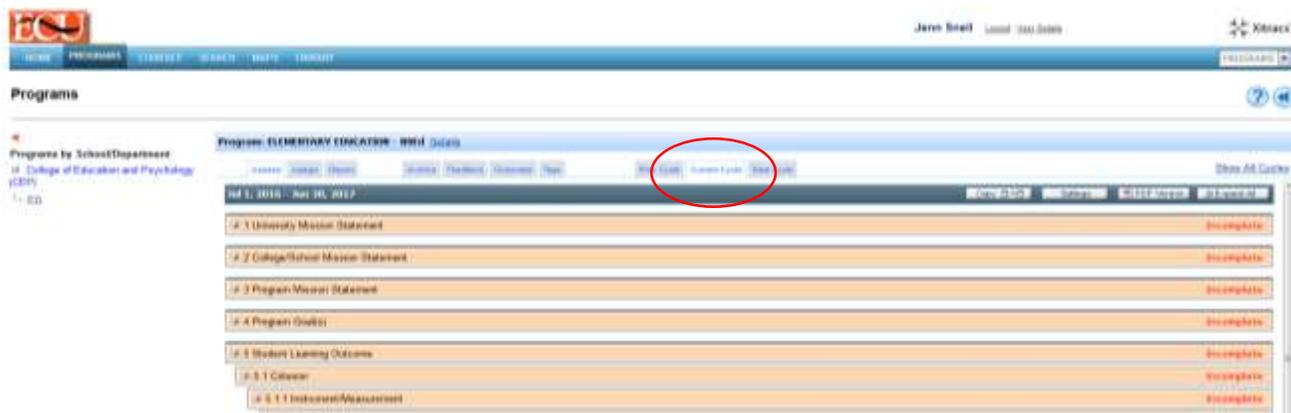
Click the college/school and select your program code.



Click "View" by your program.



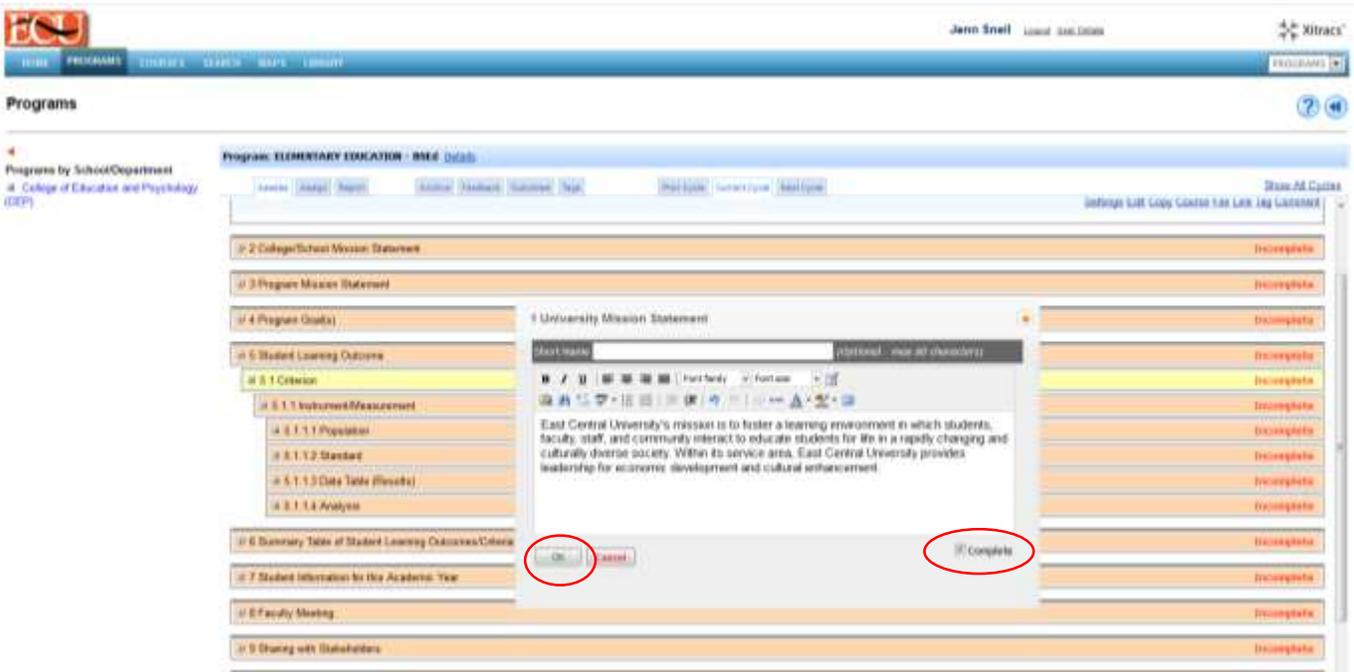
This will bring you to where you will enter your assessment report. Make sure the "current cycle" tab is active (white).



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 Rate	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.

5.1.1.4 Analysis Incomplete

6 Summary Table of Student Learning Outcomes/Criteria Incomplete

7 Student Information for this Academic Year Incomplete

8 Faculty Meeting Incomplete

9 Sharing with Stakeholders Incomplete

10 Summary of Actions Related to Assessment Data Incomplete

11.1 Current Actions and/or Changes Incomplete

11.2 Summary of Latest UAC Review and Status Update Incomplete

5.1.1.3 Data Table (Results) Incomplete

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

5 Student Learning Outcomes Complete

5.1 Criteria Complete

5.1.1 Instrument/Measurement Complete

5.1.1.1 Population Complete

5.1.1.2 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	Assess	Passes	Success	Feedback	Comments	Next	Prev Cycle	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%			665	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.

5.1.1.4 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)**

Elementary Education Program Mission: The mission of the Elementary Education Program is to provide a quality competency-based teacher preparation program that prepares Elementary Education majors to enter careers as first through eighth grade classroom teachers.

5.1 Program Goal(s) Complete

5.2 Student Learning Outcome Complete

5.1.1.4 Analysis Complete

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 interface for the 'ELEMENTARY EDUCATION - BS.Ed.' program. The interface lists various assessment items, including criteria, instruments, measurements, populations, standards, data tables, and analyses. A red circle highlights the 'Add New' button next to the last instrument/measurement row for criterion 6.1.1.

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 interface for the 'ELEMENTARY EDUCATION - BS.Ed.' program. The interface lists various assessment items, including criteria, instruments, measurements, populations, standards, data tables, and analyses. A red circle highlights the 'Add New' button next to the last instrument/measurement row for criterion 6.1.1.

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