Xitracs Programs Module
UGA User Guide

Portal User
Table of Contents

Logging into Xitracs Portal ................................................................. 1
Accessing the Programs Module ....................................................... 1
Accessing Your Programs .................................................................. 2
  Program Details .............................................................................. 3
LOA Reporting ................................................................................. 5
  Report Content .............................................................................. 7
  Annual Reporting Expectations ...................................................... 8
Logging into Xitracs Portal

Log into the Xitracs Portal with your UGA MyID and password: https://uga.xitracs.net/portal.htm.

Accessing the Programs Module

The default view when logging into the portal is your home screen.

If you have been assigned to a program or programs, there will be a message under My Open Activities. Click the View button to open.

You can also click the Programs tab in the navigation bar above.

If you believe that you should have access to additional programs that do not appear on your list, please contact Maggie Parker at mcparker@uga.edu.
Accessing Your Programs

Your available programs will be listed on the Programs tab.

Click on the header bar of the program to open the status panel.

For each program, the status panel shows 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

The Program Details page provides an overview of program information in the system.

The program header bar contains the following buttons:

**Curriculum Maps**
This function allows you to map loaded courses to program outcomes.

*NOTE: This function is currently not available. As we further develop the tool, we expect course linking and curriculum mapping to be available.*

**Description**
Click the Description button to view and edit the description of the program.

*NOTE: Entering description information here is not mandatory. A description of the program will be included in the assessment report.*

Below the header bar are various tiles that contain assessment related information for that program.

**Program Outcomes**
The list of student learning outcomes for the program appears in this tab. Click the Edit link to edit an existing outcome and the Add link to add an outcome.

*NOTE: Outcomes must be added here, prior to being added to an Assessment Report.*

As LOA plans and outcomes are changed, you can indicate whether an outcome is Active or Inactive using the Edit button.
**Program Courses**
This table displays the courses linked to the program (if defined). To add a course from the office list of UGA courses click the **Add Course** Button and search for the specific course.

*NOTE: This function is currently not available. As we further develop the tool, we expect course linking and curriculum mapping to be available.*

**Reporting Cycles**
Click on any available cycle progress bar to open the assessment report for that cycle.

*NOTE: The date ranges for the reporting cycles are defined as follows, until UGA submits its SACSCOC Fifth-Year Interim Report in March 2018. Following the completion of the FYIR review, the Current Cycle will revert to the current year for reporting. As you are entering LOA reports, always note the date listed in the Header Bar to confirm cycle.*

<table>
<thead>
<tr>
<th>Cycle Type</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Cycle</td>
<td>Oct 1, 2014 - Sep 30, 2015</td>
</tr>
<tr>
<td>Current Cycle</td>
<td>Oct 1, 2015 - Sep 30, 2016</td>
</tr>
<tr>
<td>Next Cycle</td>
<td>Oct 1, 2016 - Sep 30, 2017</td>
</tr>
</tbody>
</table>

The **Map** button in **Reporting** tile will take you to the list of outcomes along with the scheduled for which cycle/year they are to be reported. Click on any of the reporting cells to indicate whether an outcome will be assessed in any given year.

*NOTE: If an outcome is marked as Inactive, you can remove it from your Reporting Cycle.*

**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 information (i.e. write 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 Maggie Parker at mcparker@uga.edu.
LOA Reporting

To access the LOA report for a selected program, click on the progress bar or Open button to open the prior, current, or next cycle.

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.

**Map**
This button shows you which outcomes are designated to be assessed in a given cycle. To edit this reporting map, navigate back to the Program Details tile, Reporting Cycles, and the click the Map button (see page 4).

**View Comments**
This button displays any comments that have been made on the selected cycle report.

Below the program Header Bar, you will find the LOA Report format. The top bar of the assessment report contain the following buttons:

**+Program**
The +Program button allows you to add any previously defined Outcomes into the LOA Plan. Outcomes must first be defined using the Outcomes tile of the Program Details page (see page 3), and then added via the +Program button on the LOA Report.

**Copy**
The Copy button allows you to copy information from a previous cycle into the next cycle. To copy content, first select a cycle, then the field(s) to be copied. This will be particularly helpful if outcomes, measures, thresholds, etc. do not change from year to year.

**View PDF**
The PDF button produces a pdf version of the assessment information loaded into the current cycle.

**Show All**
Use the Show All button to expand/collapse content for all fields.
Each section of the LOA Report is called a field. Click anywhere on the field header to open it for editing. You can also click the Show All button to open all of the fields.

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 and the numbering updated automatically.

  **NOTE:** Assessment measure fields 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.

  While in the *Edit* window, in the bottom right hand corner you will see the option to Mark as Complete. 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 a field as complete until data and/or information has been added.

- **Copy**
  The *Copy* button allows you to copy information from a previous cycle into another cycle. Select a cycle, then the field to be copied. This will be particularly helpful if APCs, descriptions, measures, etc. do not change from year to year.

- **File+**
  The *File+* button allows for supporting files to be attached as part of a response.

- **Comment**
  Click the 📝 icon to add a comment to the field.
Report Content

**Academic Program Coordinator**
List the current Academic Program Coordinator of the program

**Description of the Program**
Provide a brief description of the program including any relevant information that would enhance the understanding and interpretation of the LOA report.

**Outcome**
All student learning outcomes for the program must first be loaded in the *Outcomes* tile of the *Program Details* page (see page 3), before they can be added to the LOA report.

**Measure(s):**
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.

**Threshold for success (if applicable):**
For each assessment measure, list the minimum percentage of students who must perform at a defined level on the assessment measure in order to indicate the outcomes has been adequately achieved.

**Data Collected:**
For each assessment measure used in this cycle, report the data collected.

**Analysis of Data:**
For each assessment measure used in this cycle, describe the program’s analysis of the data collected and what they indicate about student attainment of the outcome.

**Improvements Based on Analysis:**
Based on the analysis, describe the actions the program has taken or will take to improve student attainment of the learning outcome.

**Additional Narrative (if applicable):**
Include any additional information relevant to understanding this cycle’s assessment.
Annual Reporting Expectations

As outlined in Academic Affairs Policy No. 2.04-4, each academic program must have an assessment plan and collect data on at least one of their outcomes annually. To facilitate this requirement, this tool organizes both the plan and report information into one format.

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

1. List all SLOs in the LOA report for the given assessment cycle.
2. List all assessment measures and thresholds (as appropriate) for each SLO in your plan.
3. For SLOs assessed in the current cycle, enter data and information into the Data Collected, Analysis of Data, and Improvements Based on Analysis fields.
4. For SLOs not assessed in the current cycle, select the Not applicable button in the bottom right corner of the Edit field.
5. Create and maintain a schedule for assessment using the Reporting Cycles Map button on the Program Details page.