UNIVERSITY OF WEST GEORGIA

Xitracs User Manual:

How to Enter an Annual Assessment Report

(Program Student Learning Outcomes)

Table of Contents

Logging into Xitracs Portal

Log into the Xitracs Portal with the UWG ID and password through single sign-on:
https://xitracs.westga.edu

You can also access the Xitracs login page via the Xitracs Resources page found on the Institutional Effectiveness and Assessment website here,
https://www.westga.edu/administration/vpaa/iea/xitracs.php

If you are having trouble logging into the system, please contact Amanda Thomas at
amandat@westga.edu

Steps for Starting a Program Assessment Report

1. When you first log in to the Xitracs portal you will come to the homepage.

2. To access the programs you have been assigned to you can click on the programs tab at the top of the page or the "My Open Activities" under the program reports that require your input.
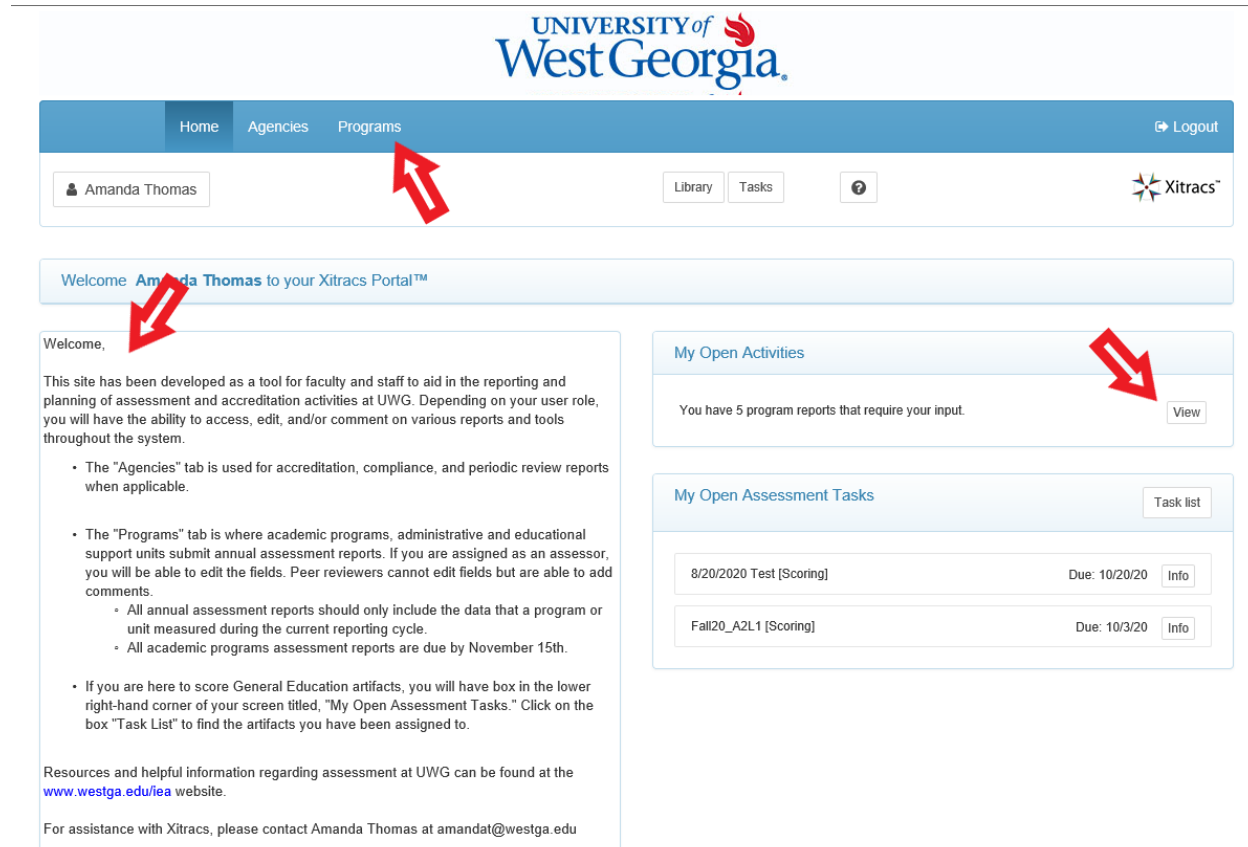
3. Scroll down and find the program you are reporting on and click the program so that it expands and displays four boxes.

4. You'll want to access the correct reporting cycle. The report date ranges should reflect the same dates data were collected.

**For UWG, cycles for reports being submitted in their normal reporting period, or by November 15th of each year, should end on May 31st of the same year. For example, a report being submitted by November 15, 2022, will have a reporting cycle of June 1, 2021 - May 31, 2022.


5. Once you have determined the correct cycle click "Open".

6. At the top you will notice the program name. Verify again you are in the correct reporting cycle.


7. If you scroll down, you will notice a few reporting Fields, but if you click on each of them there is nothing entered for each of these fields.

If this is the first time your program is submitting a report in Xitracs, you can click the +Program button, and each of your program learning outcomes will be displayed. You click on these so there's a check mark next to them and click save. Now each of your learning outcomes have been populated into the report along with the other corresponding fields for each of the learning outcomes.
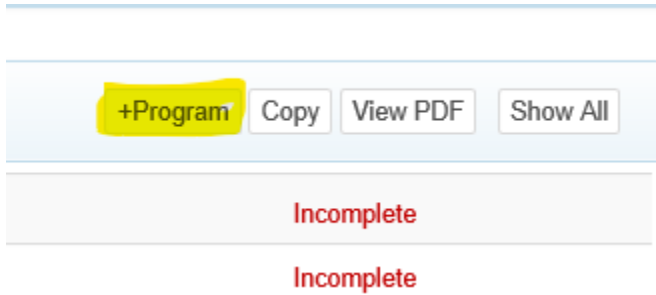
8. If, however, your program has previously submitted a report in the Xitracs system, you have the option to copy information previously submitted into this report. This is done by using the "Copy" button to the right of the +Program button.
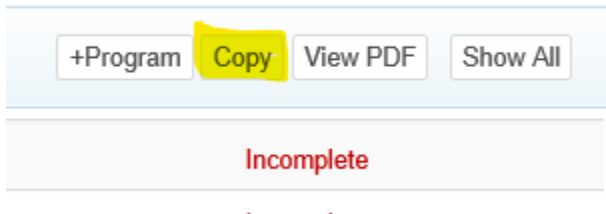
9. Click copy. You'll need to select the prior cycle that was previously submitted. For 2022 submissions, it is recommended you copy from the June 1, 2020 – May 31, 2021, cycle.
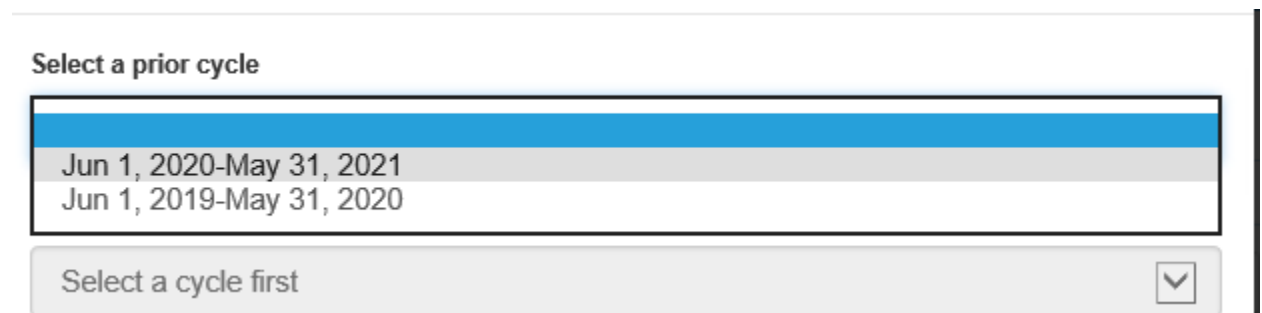
10. Once you select a previous cycle, all the fields that were previously submitted will be displayed.

11. To copy over the information, you'll need to first select a learning outcome, even if it has already been populated into your report. *This is very important as any of the sub-fields for a learning outcome will not be copied unless the Learning Outcome field has been selected.*

12. Then, click each of the fields that you want to bring over.

   Our recommendation is that you only bring over the following:

   - o learning outcomes

   - o measure and method

   - o type of measurement

   - o success criterion

   These are the fields that do not typically change from year to year and can easily apply to multiple reporting cycles.

Select a prior cycle

Jun 1, 2020-May 31, 2021

Optionally select field(s) to copy content

☑ 1 Program Student Learning Outcome
    ☑ 1.1 Measure/Method
    ☑ 1.1.1 Type of Measurement
    ☑ 1.1.2 Success Criterion
    ☐ 1.1.3 Results
    ☐ 1.1.4 Result Status
    ☐ 1.1.5 Interpretation & Analysis of Results
☑ 2 Program Student Learning Outcome
    ☑ 2.1 Measure/Method
    ☑ 2.1.1 Type of Measurement
    ☑ 2.1.2 Success Criterion
    ☐ 2.1.3 Results
    ☐ 2.1.4 Result Status

13. Continue to mark each of the fields you want to bring over for each of your learning outcomes.

14. At the bottom, you have the option to copy over existing files, plans, and other outcomes. *You will not need to copy any of the outcomes or plans. However, you can copy over any files that were previously attached. Typically, files that are attached that you would want to copy over will be included in your measure and method such as any rubrics, exams, or other assessment tools that you utilize each year. These types of tools are always smart to include in your report.

Copy any existing links for:

☐ Files   ☐ Plans   ☐ General outcomes   ☐ External outcomes   ☐ Program outcomes

15. You have the option to mark these copied Fields as "Complete." Complete fields will display as a green text and will show that this part of the report has been written.

**Please note that a field marked as "Complete" only means that portion of the report has been written. It does not mean that the learning outcome, measure/method, etc. is no longer going to be used. It is only a way to keep track of what parts of the report have and have not been written.

16. After you have selected each of the options you want to copy over, click submit.

17. Now, you will see parts of the report have been populated.

18. Fields that were not copied over, are still blank and will need to be filled in with the information specific to this reporting cycle.

Definitions and additional explanations for each field

Below is some guidance about what is expected for each field in the assessment report.

Program Student Learning Outcome

All student learning outcomes have been pre-loaded and are not editable. If any of the outcomes listed are incorrect or need to be updated, please contact Amanda Thomas at amandat@westga.edu.

Measure/Method

For each outcome, <u>describe</u> 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. The more information about how the data will be collected and from whom, the better. Who / What / When / How will the data be collected?

Type of Measurement

Is the measurement being used a direct or indirect measure? <u>Direct assessment</u> involves looking at actual samples of student work produced in our programs. <u>Indirect assessment</u> is gathering information through means other than looking at actual samples of student work. These can include surveys, exit interviews, focus groups, etc.

Success Criterion

For each assessment measure/method, list the minimum number or percentage that must be achieved, that would indicate the outcome has been adequately achieved.

Results

For each assessment measure/method used in this cycle, report that data collected. This format should match the Success Criterion described above. Additional data files (raw/aggregate, qualitative/quantitative) can be attached or inserted as a table into the field to report trends longitudinally.

Results Status

Select one of the options provided to describe the results presented for the outcome.
- Met
- Not Met
- Undeterminable

Interpretation & Analysis of Results

For each assessment measure/method used in this cycle, describe the programs' analysis of the data collected and what they indicate about student attainment of the outcome. In other words, based on the data collected, what can be determined about the students' achievement of the defined outcome? How does this data compare to previous results? What does the data indicate about student strengths and weaknesses?

Status of Prior Improvement Plan(s)

Select one of the options provided to describe the status of the Improvement Plan(s) reported in last year's report.
- Completed

- Ongoing
- Not Started

Impact of Prior Improvement Plan(s)

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? If the improvement plan is ongoing or not yet started, please explain why it is in that status and if possible, how any changes made up to this point might have impacted student learning.

Improvement Plan for Next Year

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

Helpful Information for working in Xitracs

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. By clicking this button, you can select the program learning outcomes to be included in this report. *If your program has not previously been reporting outcomes on a cycle/rotation, please contact Amanda Thomas.

Copy

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

⚠ **IMPORTANT:** When you start a new report, unless your program has made substantial changes to the Learning Outcomes, Measures/Methods, or Success Criterion, we recommend that you use this function to bring over previously entered information.

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.
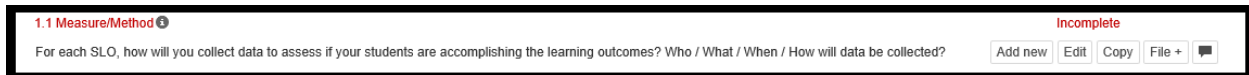
How to Add & Edit Report Content

The assessment reporting template itself is broken down into fields or sections of the report.

REMEMBER: <u>BEFORE YOU ENTER ANY CONTENT</u>, 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:

1.1 Measure/Method ⓘ   Incomplete

For each SLO, how will you collect data to assess if your students are accomplishing the learning outcomes? Who / What / When / How will data be collected?   Add new   Edit   Copy   File +   💬

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.

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:
> **Complete** (Select once you have completed filling out this part of the report.)
> **Not Applicable** (Only available for some fields)
> **Include Child Fields** (If "Complete" is selected along with this, it will mark all connected child fields as "complete" as well.)

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 the UWG Strategic Plan).
NOTE: This is only available for the Learning Outcome fields. ALL learning outcomes should be linked to the UWG Strategic Plan.

File+

The *File+* button allows for programs to attach files to be included as part of the report. (i.e. raw data, tools, reports, etc.)
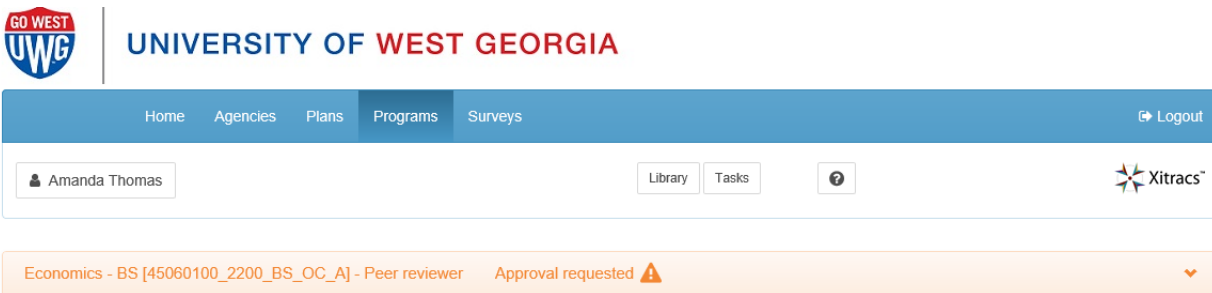
Comment

Click the text box icon to add a comment to the field.

Submitting Report for Approval (Assessor)

1. Verify all fields are filled out correctly and marked as "Complete." All fields should be green.

2. At the top of the page in the "Workflow" header, click the *Change* button. Here, you can select "Approval Requested" and enter any comments to share with the person assigned as "Peer Reviewer." The Peer Reviewer will receive an email notification.

3. The Peer Reviewer/Approver will have the chance to review the report and provide feedback if desired. If the report is sent back to you with feedback, after making any edits you will once again need to click the *Change* button and request approval.
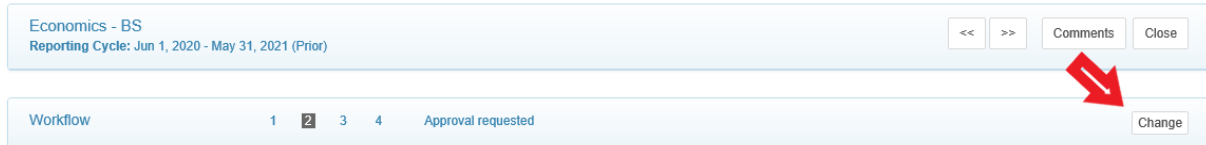
Reviewing, Commenting, and Submitting (Peer Reviewer)

1. Once the person designated as the "Assessor" has requested approval, you will receive an email notification. While in the system, the report header will be colored orange with "Approval Requested ⚠", shown below.

2. Open the report to be reviewed.

3. As you read through the various fields, anytime you see a grey comment box 💬 you can add comments/feedback on the field or to report in general.

4. After you have reviewed the report, provided any necessary comments and/or are ready to approve the report, you will change the Workflow status by clicking the *Change* button within the Workflow header at the top of the page.

5. A pop-up window will appear with options for you to select.
   a. Reviewed with comments: This will send the report back to the Assessor for additional editing, who will be notified via email.
   b. Approved: This will mark the report as "Approved" and the system will notify the assessor.

6. If you choose to provide comments and send it back to the assessor, they will once again need to request approval. You will follow the same process as described above.

Annual Reporting Expectations and Requirements

As outlined in the UWG Policy 1.4: Institutional Assessment and UWG Procedure 1.4.1 Assessment, each academic program must have an assessment plan and collect data on at least one of their outcomes annually. Outcomes are allowed to be assessed on a cycle and all must be assessed no less than every three years. The approval of all cycles lies solely with the Assessment Director. To facilitate this requirement, Xitracs organizes both the plan and report information into one format.

To comply with the policy using the new format, programs must:
1. List all student learning outcomes (SLOs) in the Learning Outcomes Assessment Report for the given assessment cycle.
2. List all assessment measures/methods and success criterion for each SLO in your plan.
3. For SLOs assessed in the current cycle, enter data and information into the *Results, Interpretation and Analysis of Results, Status of Prior Improvement Plan, Impact of Prior Improvement Plan, and Improvement Plan for Next Year* fields.
4. For SLOs not assessed in the current cycle, select the *Not applicable* button in the bottom right corner field in the *Edit* field.
   a. If you would like to create a reporting cycle for your SLOs, please contact Amanda Thomas at amandat@westga.edu