# How to Enter or Edit Outcomes into the System

Note: Student Learning Outcomes must first be added in the *Program Details* page, prior to being linked/added to the reporting cycles.

Log into the Xitracs portal using your UGA username and password here: https://uga.xitracs.net/portal.htm. Click on the *Programs* tab in the blue bar at the top. Then follow these steps to enter or edit your program learning outcomes:

1. Navigate to the *Program Details* Page from the *Programs* tab at the top of the screen.
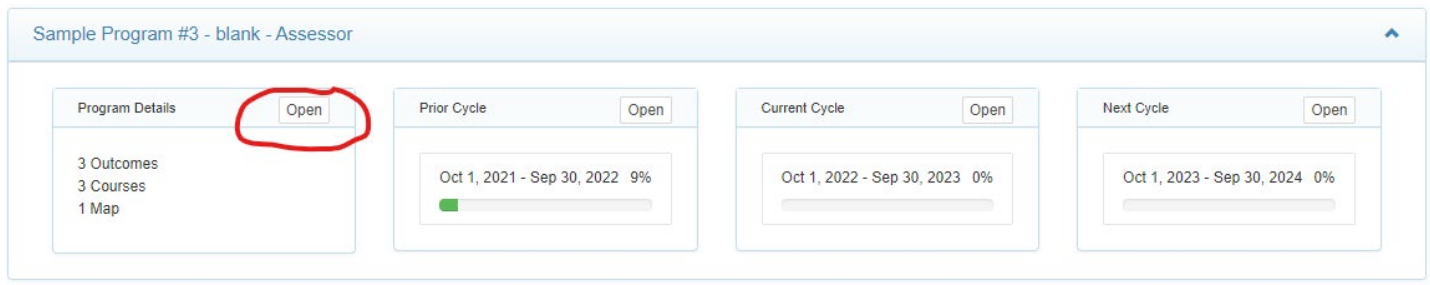
- On this page, you will see the Program Outcomes box.

2. To **EDIT** outcomes that are already listed, simply use the edit button.
    a. It is important to keep in mind that changing the outcome here changes it everywhere it is linked, including previous assessment reports. If you are simply changing a word or two to clarify the outcome, using the EDIT function may be okay. **However, if you are planning to substantively change the content or intention of the outcome, you should create a new outcome (step #3) and mark the old one as "inactive" (step #4).** This will maintain the integrity and history of your previous reports, while allowing you to update and improve your assessment practice.
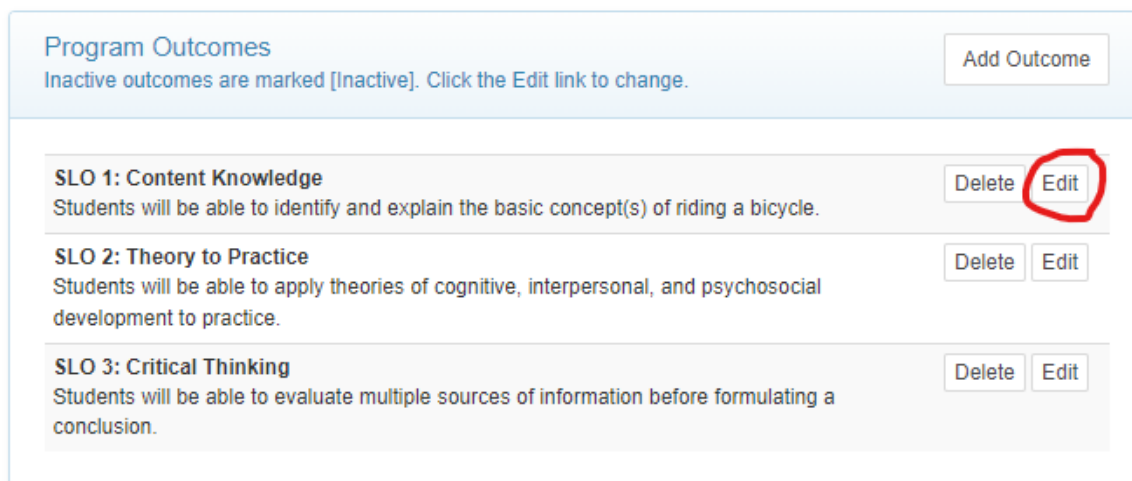
3. To **ADD** a new outcome, click Add Outcome.
    a. The text of your outcome should go into the large *Outcome Description* box. Click *Submit*.
        NOTE: The *Outcome Label* is a required field and your outcomes will be listed in alphabetical order by this field. If you want your outcomes in a specific order, include numerals (e.g., Outcome 1, Outcome 2)

Sample Program #3 - blank
Add Program Outcome

Outcome Label *Required (Max 40 characters)*

Outcome Description

Submit Close

4. To mark an outcome as "inactive," simply click Edit and select "inactive" from the drop-down menu at the bottom. This will gray out the outcome, move it to the bottom of the list, and mark it as being inactive.
NOTE: This action is also reversible, should you change your mind. Simply click on Edit and chance the outcome back to Active.

Sample Program #3 - blank
Edit Program Outcome 'SLO 1: Content Knowledge'

Outcome Label *Required (Max 40 characters)*

SLO 1: Content Knowledge

Outcome Description

Students will be able to identify and explain the basic concept(s) of riding a bicycle.

Active ⌄

Select 'Inactive' if you do not want this outcome to be available for selection

Submit Close