Xitracs Programs Module
UGA Portal User Manual

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Logging into Xitracs Portal

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

If you are having trouble logging into the system, please contact Maggie Parker at mcparker@uga.edu.

Accessing Your Programs

When you first log into the Portal, you will arrive at the homepage. Here you will see a welcome message that includes information about expectations for assessment reporting along with a few helpful links.

To get to the list of programs for which you are assigned, you can either click *View* under *My Open Activities* OR use the Programs tab in the blue navigation bar at the top.

The programs for which you have been assigned will be listed on the *Programs* tab.
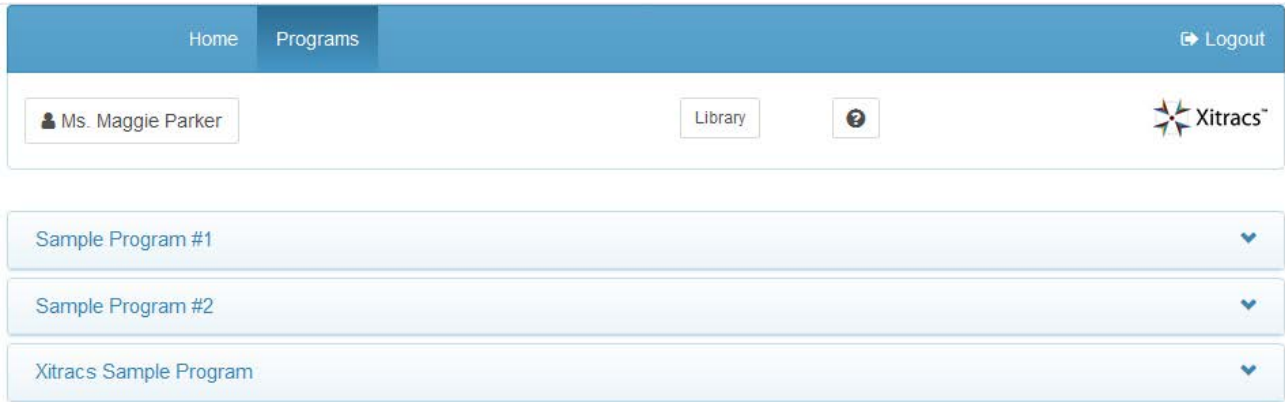
If you believe that you should have access to additional programs that do not appear on your list or if there is a program listed that is not under your purview, please contact Maggie Parker at mcparker@uga.edu.

Opening the Content for Your Programs

Click on the header bar of the program you wish to open, and four status tiles will pop down.
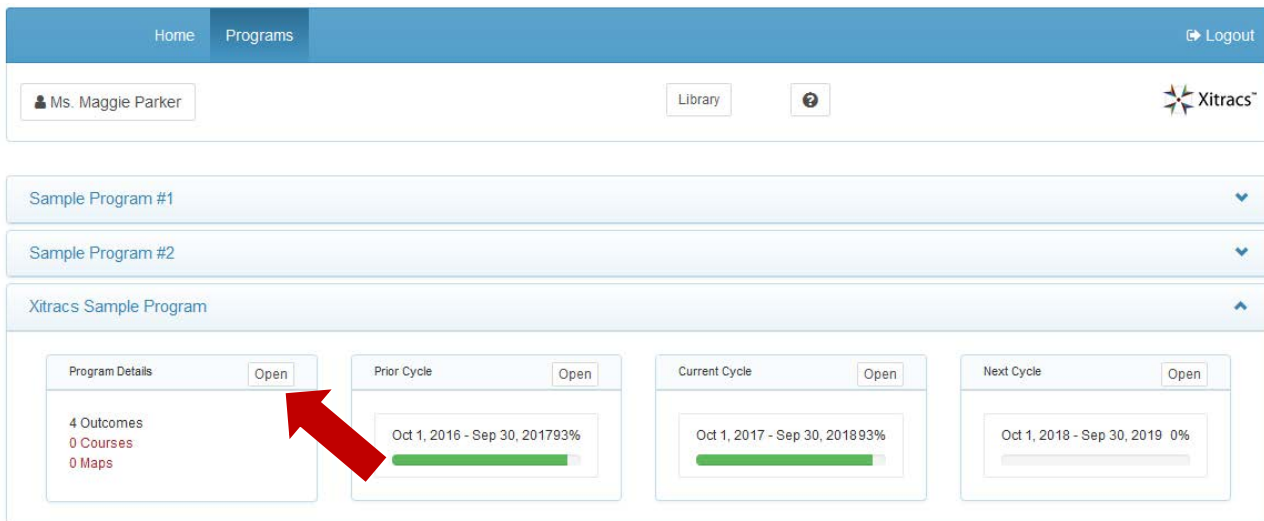
For each program, the status panels show summary *Program Details* as well as progress on three assessment reporting cycles (prior, current, next).

Click the *Open* button to access each section.

Entering Content into your Program Assessment Report

Program Details Page

The *Program Details* page provides an overview of program information in the system. This page includes your list of defined program student learning outcomes, the schedule for assessing, and a list of users who have access to this program.

NOTE: The only required items from this *Program Details* page are the *Program Outcomes* and the *Schedule for Assessment*. Program Courses and Curriculum Maps are NOT required.

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.

As LOA plans and outcomes are changed, you can indicate whether an outcome is *Active* or *Inactive* using the *Edit* button.

NOTE: Outcomes must be added here, prior to being added to an Assessment Report. The rest of the tool is built off of these defined outcomes, so Program Outcomes must be defined on this page PRIOR to being linked to an assessment report for a given year.

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 is not a required field, rather a tool that is available for program use, if helpful.

Reporting Cycles

Click on any available cycle to open the assessment report for that cycle.

The *Schedule* button in *Reporting Cycles* tile will take you to the Schedule for Assessment Reporting.

Once your outcomes have been defined, they will appear on the left hand side of this table. You will then be able to define what years you plan to assess which outcomes.

Click on any of the reporting cells to indicate whether an outcome will be assessed in any given year.

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 and edit content (i.e. write and edit the outcomes and 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.

Curriculum Maps

This function allows programs to map defined program outcomes to courses in the program. This helps program know where students can expect to achieve each outcomes and identify if there are any gaps in the curriculum. *NOTE: This is not a required field, rather a tool that is available for program use, if helpful.*

Archive

Any assessment plans or reports submitted into the historical Academic Program System (APS) prior to 2017, have been migrated to the program's archive here.

Assessment Cycle Reports

From either the *Program Details* page <u>OR</u> the *Programs* list*,* click on the cycle/year for which you want to enter your information.

 OR
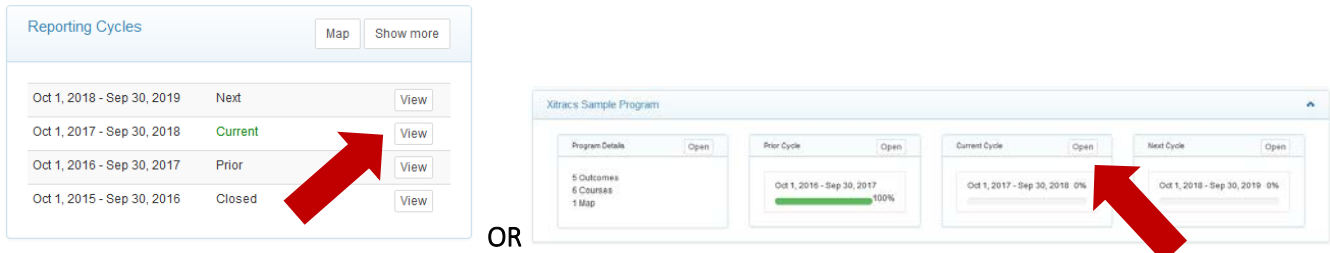
Program Header Bar

NOTE: The first thing to do when working in a given assessment report is to look at the top left to verify that you are entering information into the correct year.

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.

Schedule

This button shows you which outcomes are designated to be assessed in a given cycle. To edit this reporting scheduled, navigate back to the *Program Details* tile, *Reporting Cycles,* and the click the *Schedule* button.

Comments

This button displays any comments that have been made on the assessment report.

Report Tools

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

+Program

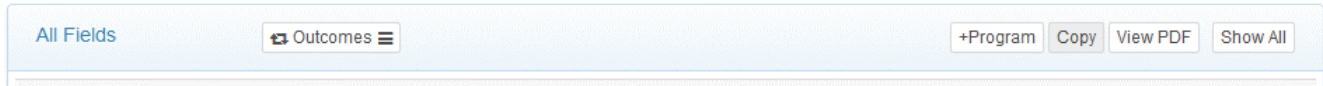The *+Program* button allows you to add any previously defined Outcomes into the LOA Report. Outcomes must first be defined using the *Outcomes* tile of the *Program Details* page and then added via the *+Program* button on the LOA Report.

NOTE: <u>BEFORE YOU ENTER ANY CONTENT,</u> click on the +Program button to add your defined outcomes to the report. This is a step that many people forget, and it can lead to information being entered into the wrong fields in the report.

Copy

The *Copy* button allows you to copy information entered for previous reporting cycles into the *Current* or *Next* cycle. This will be particularly helpful if outcomes, measures, thresholds, etc. do not change from 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.*

View PDF

The *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 cycle report itself is broken down into fields or sections of the report.

REMEMBER: <u>BEFORE YOU ENTER ANY CONTENT,</u> click on the +Program button to add your defined outcomes to the report. This is a step that many people forget, and it can lead to information being entered into the wrong fields in the report.

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:

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.

NOTE: The *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 or PDFs.

While in the *Edit* window, in the bottom right hand corner you will see the options to:

      Mark as Complete
      Not Applicable
      Include Child Fields

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.*

For outcomes or measures that are not being reported on in the given cycle, you can mark a field as *Not Applicable* and this will grey out the field in the report and mark it as Not being reported in the given cycle.

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 APCs, descriptions, measures, etc. do not change from year to year.

File+

The *File+* button allows for programs to attach files, regardless of format, to be included as part of the report. This allows programs to attach data, tools, reports, etc. to any given field in their assessment report.

Comment

Click the 💬 icon to add a comment to the field.

Report Content Descriptions

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

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, before they can be added to the LOA report.

BEFORE YOU ENTER ANY CONTENT, click on the +Program button to add your defined outcomes to the report.

NOTES: All outcomes must be listed and all measures must be defined in each reporting cycle. However, for those that are not being reported on, simply mark them and their subsequent data related fields as *Not Applicable.*

The outcome fields (i.e. the text of the outcome) are not editable from this view. To edit an outcome, navigate to the *Program Details* page. To mark an Outcome as *Complete* or *Not Applicable*, simply click on the *Edit* button, select the appropriate designation, and click *Save*.

Measure(s):
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.

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. This can be in the format of raw or aggregate, qualitative or quantitative. Many programs choose to attach data files or insert a table into the field to report trends longitudinally.

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. In other words, based on the data collected, what can be determine about the students' achievement of the defined 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.

Feedback
The feedback field is intended for uploading feedback on assessment reports from a variety of sources including: annual feedback from the Center for Teaching and Learning, cyclical feedback as part of the Program Review and Assessment Committee's program reviews, and any school/college level feedback.

All feedback is formative—intended to help program faculty improve the usefulness and efficiency of assessment in future cycles.

Annual Reporting Expectations and Requirements

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 Schedule* button on the *Program Details* page.