NTCC-Xitracs Portal User Guide

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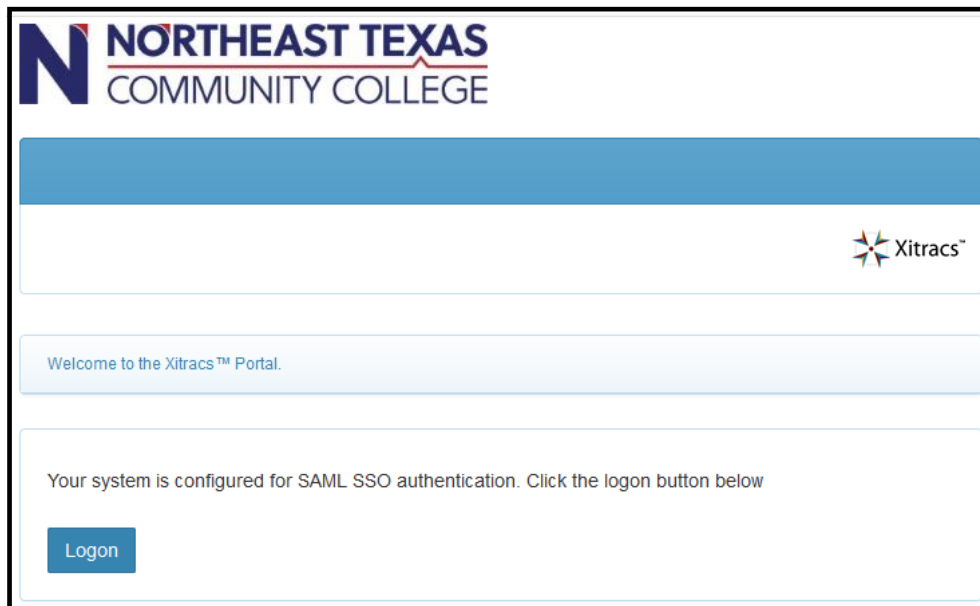
Xitracs is an easy to use web application that you can access via your browser. Supported browsers are Mozilla Firefox®, Microsoft Internet Explorer®, Microsoft Edge®, Apple Safari® for MAC or Google Chrome®.

LOGGING ON

1. Enter and save the URL address http://ntcc.xitracs.net/portal.htm in your browser

2. Click the Logon button or use the Enter key.
3. Xitracs connects through NTCC's OneLogin page. Enter your NTCC email address and Password, select Continue.
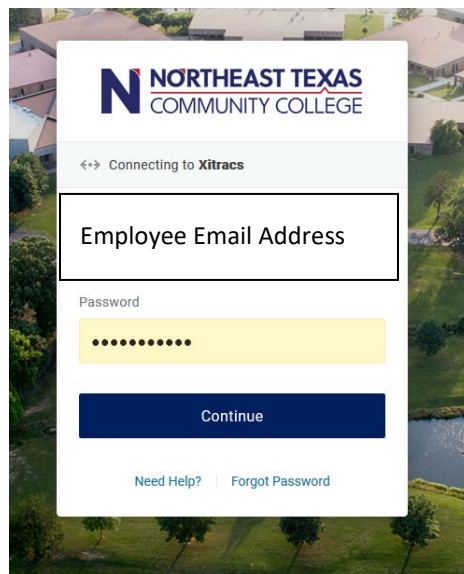
4. To log off from the Xitracs system, click the Logout link at the top of any page.

Each time you log on, a Session is created with Xitracs. This is a security feature. If you are inactive for 30 minutes, the session will automatically expire and you will need to logon again.

Most functions in the system are accessed by clicking the appropriate box. If you need to go back to a previous page, use the **Close** or **Cancel** buttons on each page, rather than using your browser's back button.

Context sensitive help is available by clicking the [?] button. This opens the Xitracs Portal User Help guide which contains general portal information, but <u>may NOT be NTCC specific</u>.
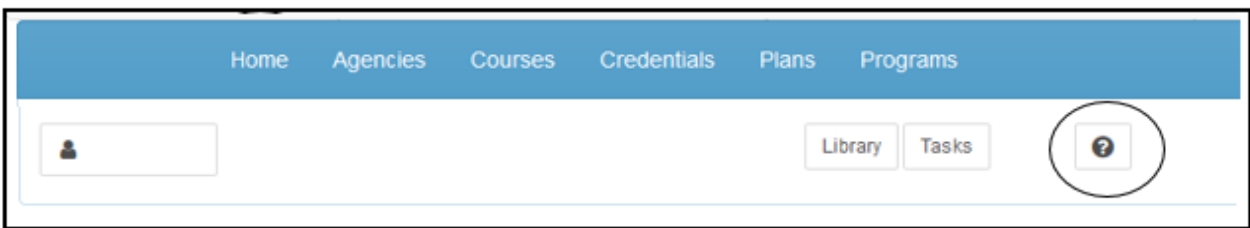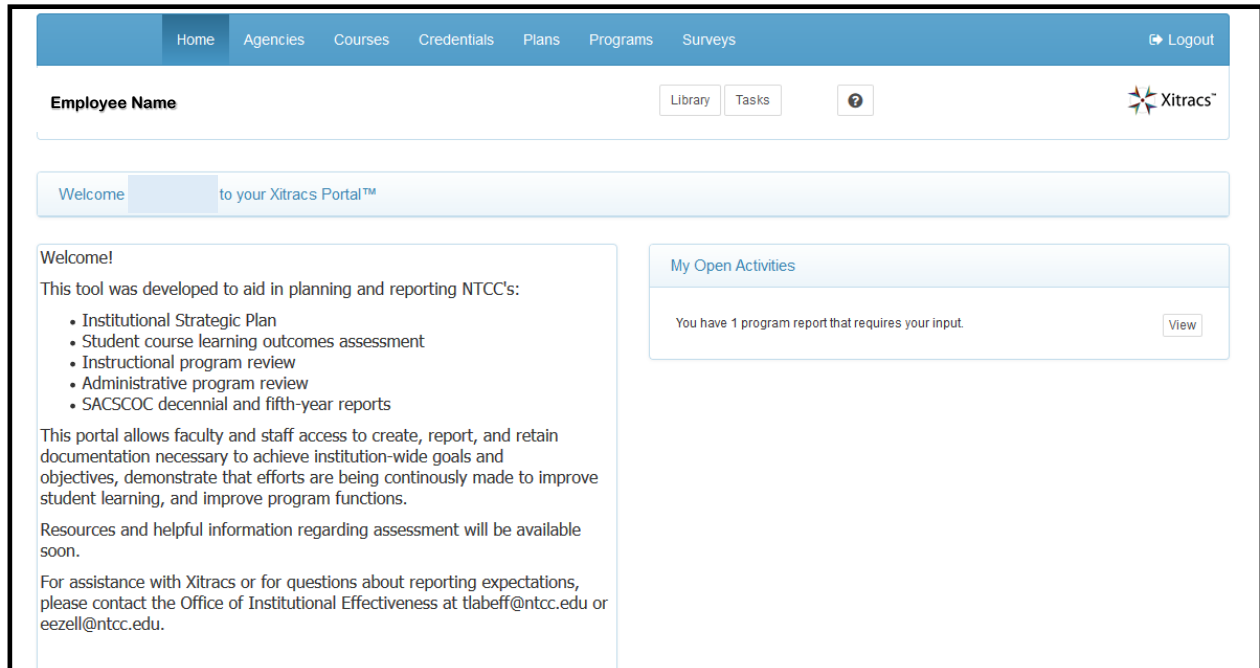
For detailed information and step by step instructions, this manual, **NTCC-Xitracs Portal User Manual**, will always be available to you in the **Library** under Faculty Training Materials.
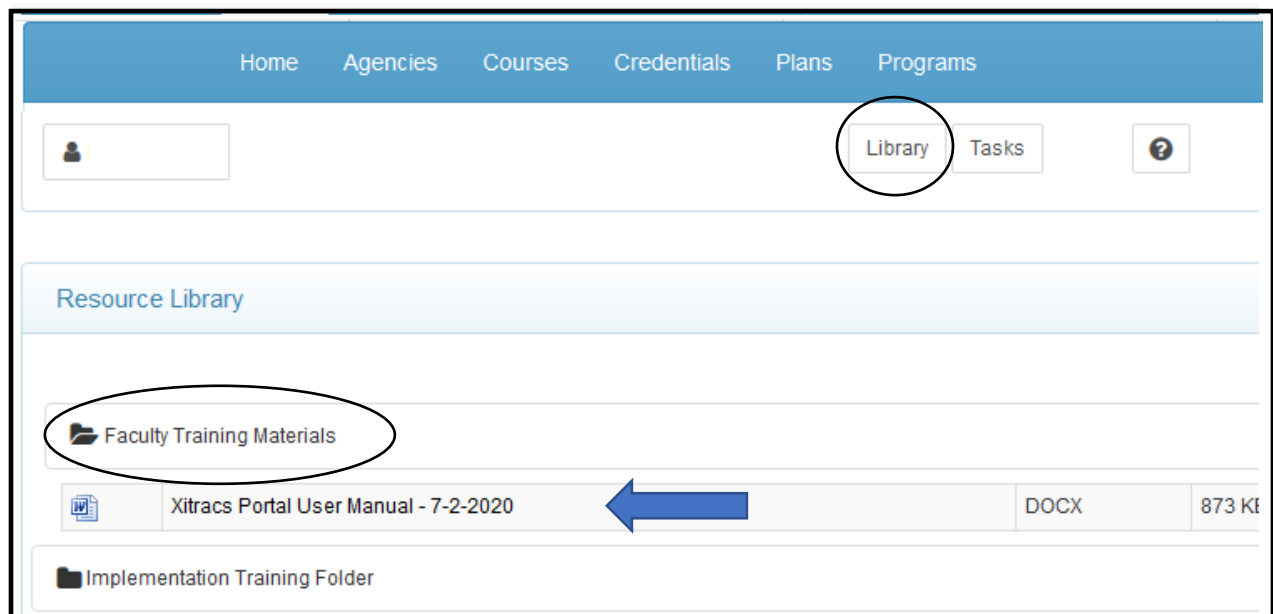
SECTION 2 – HOME PAGE

After successfully logging on to the Xitracs system, the **Home** page is presented.

TAB MENU

The main functional areas in the Xitracs system are accessed by clicking on a tab at the top of the page.

SECTION 3 – CREDENTIALS PAGE

The first tab you will want to explore is Credentials. It contains your Base Data, Position Details, Degrees and Awards, Certification and Licensures, and Experience and Other Qualifications as required by SACSCOC for reporting. The data presented here reflects your personal information as maintained by Human Resources.

It is important that you review each tab for accuracy and supply data as indicated in this checklist:

- **Review Base Data**
    - ○ **Add or update CV document**
- **Review Position Details**
- **Review Degrees and Awards**
    - ○ **Report any missing transcripts**
    - ○ **Report any transcript that requires additional redaction of SSN**
- **Review Certifications and Licensures (if any)**
- **Review Experience and Other Qualifications (if any)**

To begin, click on **Base Data**. You cannot edit this information, but you are able to provide feedback which will appear to those authorized to manage this data.
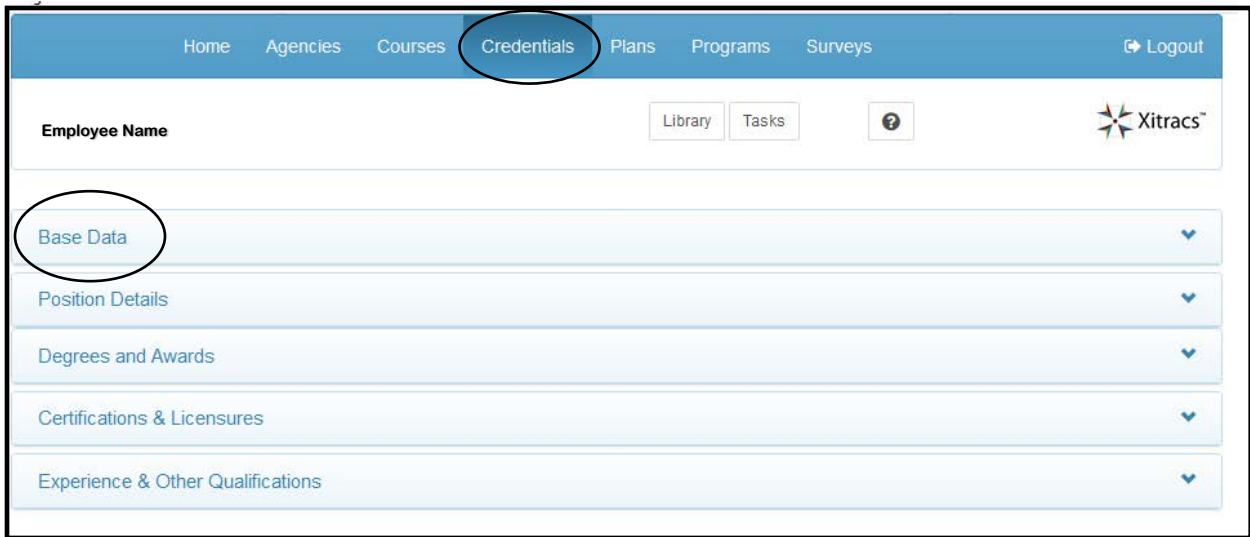
Use the **Feedback** button to comment on or request an update to this information.
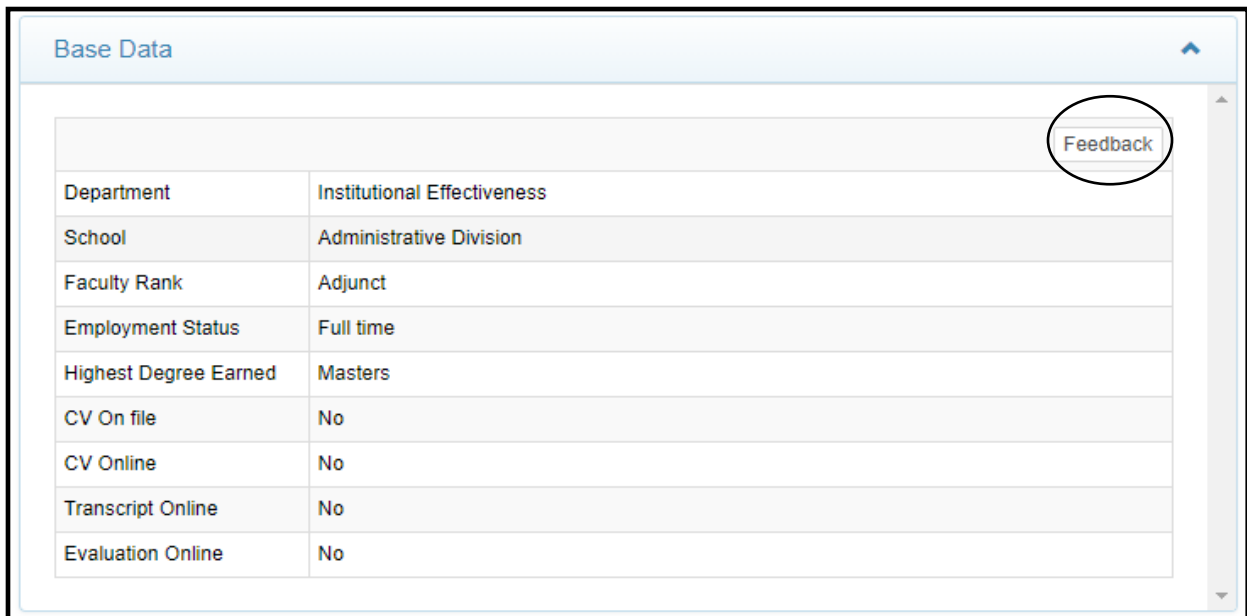
CV ON FILE

All faculty need to have an updated CV on file. To add your CV, click the **Feedback** button in the **Base Data** section and select the **CV On file** option from the dropdown. Attach a **.pdf** of your CV document using the **Browse** option, select the file and save. This submits your file to be added by an administrator. It does not immediately update your Base Data page.

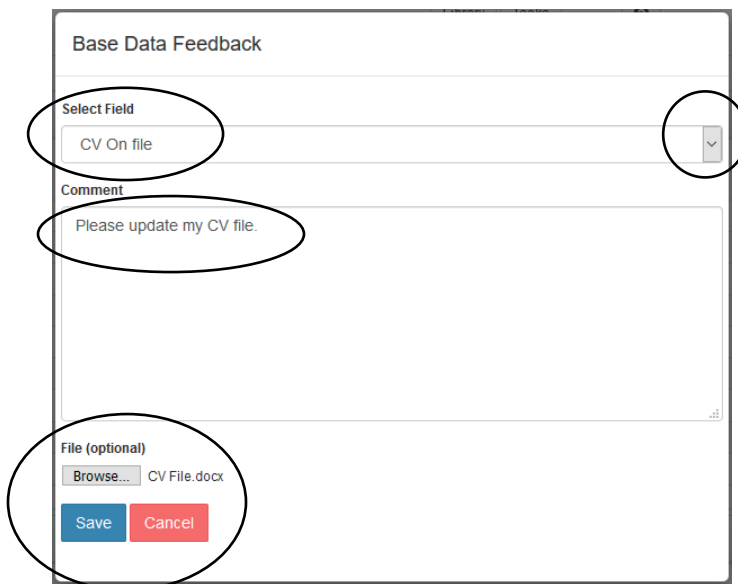Xitracs will display your CV on the NTCC website in compliance with HB2504.
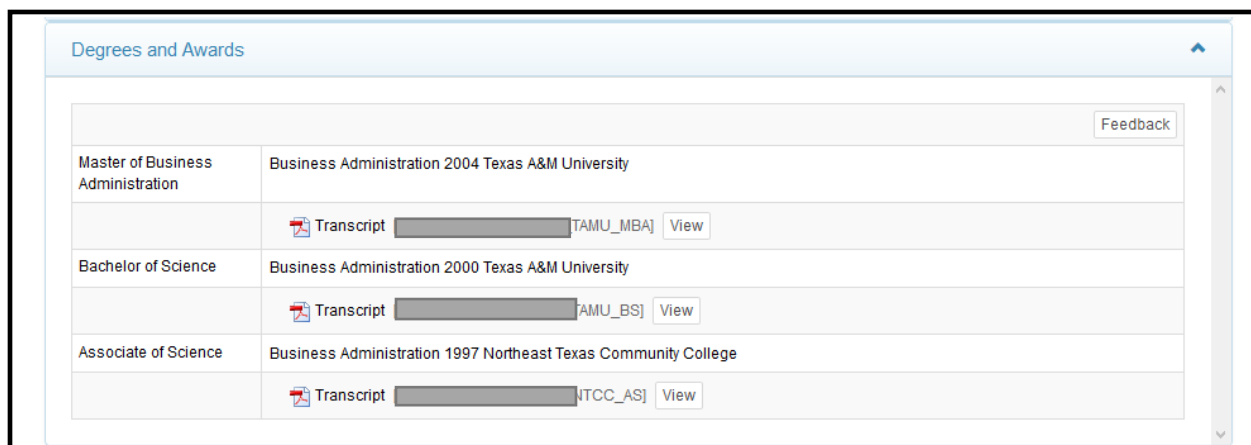
DEGREES AND AWARDS

SACSCOC requires that the institution have **official** transcripts on file in Human Resources for each university/college attended. Copies of transcripts or transcripts 'issued to student' are NOT considered official by SACSCOC and do not meet their requirements.

- If transcripts are missing, please notify by using the Feedback button.
- Social Security numbers have been redacted to ensure your privacy. Please open each pdf transcript and carefully review all redactions for accuracy. Use the Feedback button to report any issues you may find.

CERTIFICATES AND LICENSURES / EXPERIENCE AND OTHER QUALIFICATIONS

You may submit additional necessary documents to be attached here. Only documents required for review by SACSCOC will be housed in Xitracs. All documentation provided will be forwarded to Human Resources to be placed in your personnel file.

SECTION 4 – COURSES PAGE

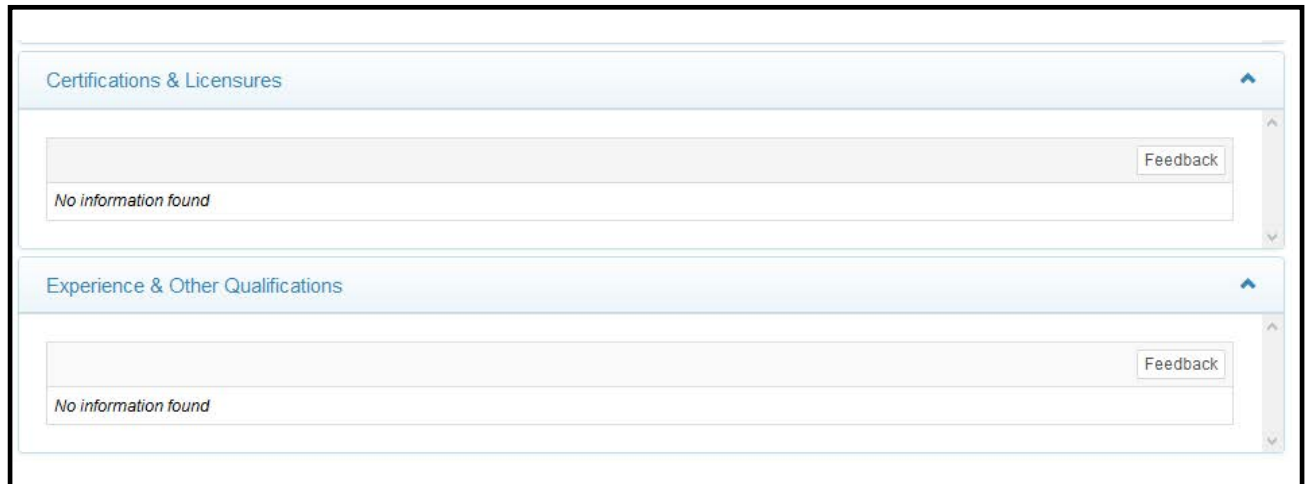The Courses page is where assessment begins. Student scores in class sections are used to measure Course Outcomes and linked to General Education Outcomes in the Assessment Module. These scores will be pulled directly from your Blackboard Gradebook.

WHAT YOU NEED TO KNOW BEFORE LINKING TO BLACKBOARD

SET IT AND FORGET IT

Setting up your Blackboard gradebook in Xitracs is only required when you teach the course for the first time. Courses roll over from one semester to the next retaining all the connections you have set up. You may need to create additional gradebook shells for different delivery methods or course length (5-week courses, 8-week courses, 16-week courses, face-to-face courses, web courses), if different assignments are used.

LINKING UP YOUR BLACKBOARD GRADEBOOK

Programs should determine the best approach for assessing outcomes in their discipline and decide how much flexibility is allowed in the methods of assessment. **The score linked should *directly* represent the item(s) included in the outcome.**

If your outcome states that the student will "write a research-based critical paper about the assigned reading in clear and grammatically correct prose, using various critical approaches to literature", the overall grade of the paper on this topic is appropriate for the gradebook score.

If your outcome states that the student will "distinguish differences between leadership and management", however, it would not be appropriate to link to the comprehensive final exam score even if this particular question is on the exam as it does not specifically measure the topic. Creating a gradebook column to score this particular question separately would provide a more accurate measurement, or targeted, short quizzes throughout the semester addressing the content could be another beneficial solution.

WHEN AND HOW OFTEN SHOULD I "FETCH" SCORES FROM BLACKBOARD?

You may "fetch" scores at any point during the semester, but it is crucial to your outcome results that you always "fetch" scores once the semester has ended and scores are final in Blackboard. If scores are changed in Blackboard gradebook, the changes DO NOT automatically update in Xitracs.

You may "fetch" scores as many times as necessary.

STEP 1 - VIEW COURSES

Click the **Courses** tab to view all classes you are teaching. By default, the current semester will be shown. You can change the semester displayed by selecting the drop-down.

If any sections are missing for the semester, please contact Toni LaBeff in the IE Department: tlabeff@ntcc.edu. If there is an issue with a section, you may communicate this through the Feedback button located to the far right on the section row.

You can click on the **Section code** button to open and view details from the course catalog.
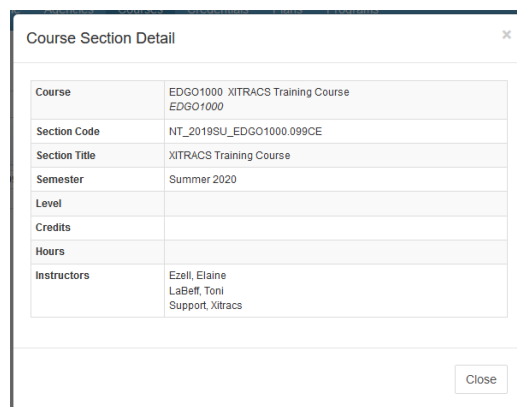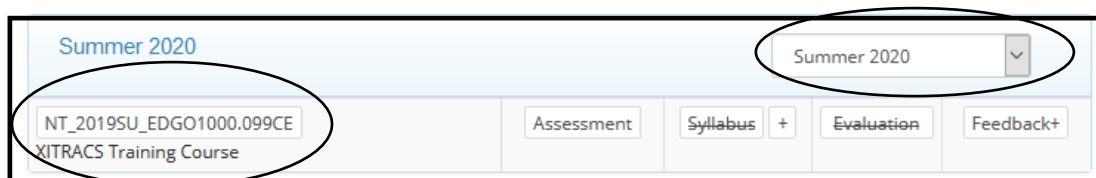
STEP 2 – UPDATE SYLLABUS

You will need to upload your syllabus for <u>each</u> class taught every semester as required by TX HB 2504. The **Syllabus** button allows you to view the syllabus if it is on fi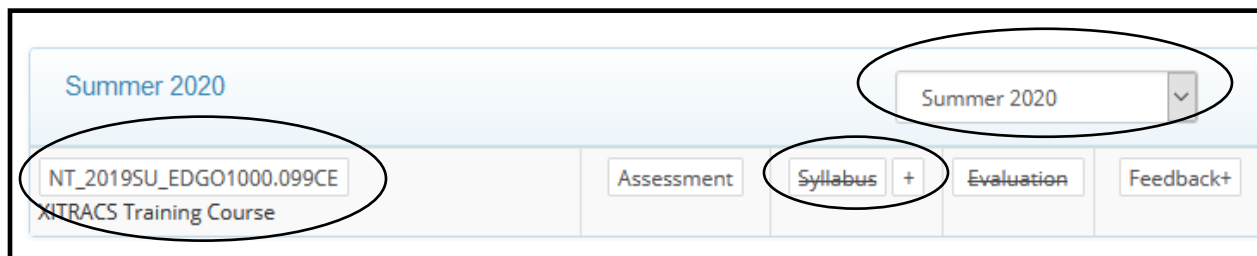le. If it is not on file, the button will be crossed through as seen below. Use the **+** button next to **Syllabus** to upload a **.pdf** document. Xitracs will display your syllabus on the NTCC website in compliance with HB2504.

STEP 3 - LINK COURSE OUTCOMES TO SCORES (GRADES) IN BLACKBOARD

Select **Assessment** for the course you would like to link to Blackboard.
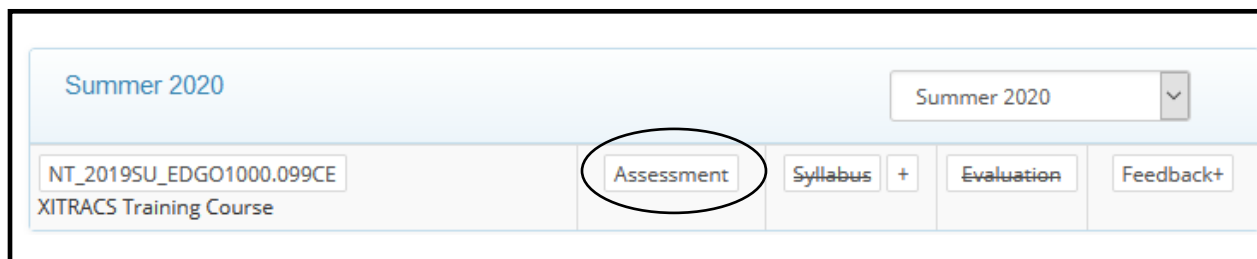
You will see a list of course outcomes for this course section. Select **Score** for the outcome you are linking.

The **Score** button links the outcome to this course section in Blackboard. From the **Gradebook Column dropdown**, select the appropriate column in Blackboard that will be used for assessing this outcome. Hidden columns in Blackboard will be visible in Xitracs.

The default thresholds for all courses is set at 70% for meeting the minimum requirement and will also recognize how many achieved an exemplary level at 90% or above. These may be changed, but it is recommended that they be standard for all sections of each course taught by all instructors.

Once the column has been selected and the threshold confirmed, you will then select the **Fetch LMS data** button to retrieve scores from Blackboard. This action pulls student scores from the

selected column and populates the data into the Course Outcomes row. Xitracs calculates and records the data for you.

If no scores are present at the time of linking, zeros will populate the data columns.

You will repeat this process for each of your Course Outcomes linking each one to a single gradebook column.

Course Outcomes	Scoring Method	Date Scored	Students	Did not meet		Met		Above		Action
Demonstrate Understanding of Level-Appropriate Spoken Spanish [C]	LMS gradebook		0							Reset Score Set
Write Simple Sentences and Organize Them Into Short Paragraphs [C]	LMS gradebook		0	0		0		0		Reset Score Set
Read and Comprehend Level-Appropriate Texts [C]	LMS gradebook	8/13/20	4	1	25.0%	2	50.0%	1	25.0%	Reset Score Set
Identify and Discuss Traditions, Customs and Values of the Hispanic World [C]	LMS gradebook		0							Reset Score Set

When you are ready to "fetch" scores at a later date, simply click **Score** again, the gradebook column and thresholds will already be selected and saved. You will you simply **Fetch LMS data**.

Data can be "fetched" as often as you like. If scores are changed or new scores are added to the gradebook, you will need to "fetch" again to capture the changes.

The **Reset** button clears all data related to an outcome, including the selected gradebook column, any changes made to the thresholds, and all scores previously "fetched". The system will prompt you with the question, "Are you sure?" before resetting and permanently removing the previous selections and data. Please use caution.

IMPORTANT: It is <u>absolutely necessary</u> to **Fetch LMS data** at the end of each semester for each section taught in order to capture the final scores for all students and to ensure that the outcome results are accurate.

STUDENT LEVEL ASSESSMENT

By selecting the Student tab, you may view Student Level results for each individual Outcome.

EDGO1000:XITRACS Training Course			
NT_2019SU_EDGO1000.099CE - Summer 2020	Enrollment: 6 students	Students PDF Close	

Student	Outcome [C] Demonstrate Understanding of Level-Appropriate Spoken Spanish		Outcome [C] Identify and Discuss Traditions, Customs and Values of the Hispanic World		Outcome [C] Read and Comprehend Level-Appropriate Texts		Outcome [C] Write Simple Sentences and Organize Them Into Short Paragraphs	
	Score	Result	Score	Result	Score	Result	Score	Result
	90.00	Above	80.00	Met	50.00	Did not meet	75.00	Met
	90.00	Above	75.00	Met	80.00	Met	100.00	Above
	70.00	Met	100.00	Above	80.00	Met	0.00	Did not meet
	85.00	Met	100.00	Above	95.00	Above	90.00	Above