Instructions on Using Xitracs Portal Planning Module

Xitracs is a web-based Accreditation Management System used by the Texas Tech University Health Sciences Center El Paso. This online portal provides a workspace where users can develop, edit, and review responses to Institution Effectiveness (IE) Plans.

To access the Xitracs portal click on the following URL:

https://elpaso-ttuhsc.xitracs.net/survey

This will redirect the user to the TTUHSC El Paso logon page:

Enter you eRaider and password (same username/password used to logon to Windows).

Planning Module

To view your Department's Unit please click on the Plans option in the Tab menu or the View button under "My Open Activities".

On the following page click on the Administrative Support Units bar.

Click on Open on the desired Unit to start adding information.

This will open the selected Plan where you'll be able to add Goals or explore the ones that you previously created:

Next, you can perform the following actions:

- **Narrative** – This option allows you to add an introduction to your Unit's plan or the Unit's mission statement. Click Save or Cancel to go back.

- **Add Goal** – Allows you to add a new goal to your Unit's Plan. By clicking on this option the user will immediately be taken to the page shown below to begin entering the information.

Academic Affairs - TTUHSC EP Libraries of the Health Sciences [AA- Library] Active
Goal: AA- Library-G003
Goal #003
Your role in this plan is **Editor**

Reporting Cycle: Plan cycle 2020/2021

View PDF | Edit | Link [0] | Delete | Finish | Close

You are editing the current cycle. [Plan cycle 2020/2021]

Go to prior cycle

Reporting fields for AA- Library-G003

Show All

1 Expected Outcome	Incomplete
1.1 Measure	Incomplete
1.1.1 Target	Incomplete
1.1.2 Was the target met?	Incomplete
1.1.3 Results/Findings	Incomplete
1.2 Overall Analysis of Expected Outcome	Incomplete
1.3 Other Supporting Evidence	Incomplete

- **View PDF** – This option allows you to generate a PDF file with the information that has been entered into your Unit's plan.

PDF Report Options

Select any additional information to include in this plan report.

☐ Title Page   ☐ Comments   ☐ Field Numbers

☐ Files as attachments (Requires Adobe XI or higher)

☐ Linked Goals

Submit | Cancel

- **Edit Goal** – Allows you to edit the Goal Short Name and enter a Goal Description.

Goal AA - OIRE-G001

Goal Short Name (max 60 characters)

Goal #001

Goal Description

Paragraph ▼   Font Family ▼   Font Sizes ▼   A ▼   A ▼   ⊞ ▼   ◇

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Save | Cancel

- **Link Goal** – Allows you to link the Goal to existing Goals in the Institutional Strategic Plan.

o After clicking **Add New Link** the desired strategic plan can be selected from the dropdown and you can checkmark the appropriate goals and click **Save**.

- **Delete Goal** – Allows you to delete a goal.

- **Finish Goal** – Allows you to mark a goal as completed.

- **Close** – Allows you to return to the list of goals for the Plan.

To enter text on each of the fields click the desired field and click **Edit**:

Enter the desired text and click **Save** or **Cancel** as needed.

NOTE: The **Mark as complete** option is used to mark a field complete that have all the required information, it can be checked or unchecked.

If you require any assistance with Xitracs Portal, please contact the Office of Institutional Research and Effectiveness or send an email to oire_elp@ttuhsc.edu.