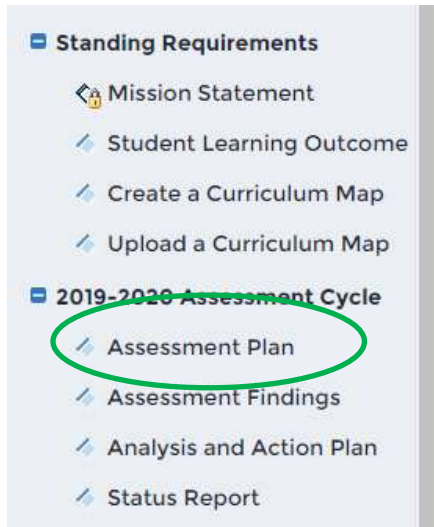


Entering an Assessment Plan in Taskstream

This document will help you with the steps for entering your assessment plan into Taskstream. I assume you know how to log in; here is the link again: [Taskstream](#)

I will use the (fictional) Millennial Studies BA as an example. Please note that if your plan doesn't change from year to year, you can simply copy it over without going through all these steps after the first time!

Step 1. Click on **"Assessment Plan"** for the appropriate cycle and click **"check out"** as by now you are used to doing.



Step 2. Click on **"create new assessment plan"** (next year you can choose "copy existing plan as starting point.")

repeat this process for any and all subsequent measures that you wish to add. in order for others to access this req

▶ [Review Method](#)

[CREATE NEW ASSESSMENT PLAN](#)

[COPY EXISTING PLAN AS STARTING POINT](#)

Step 3. Click on **"Select Set"** and then **"Select Existing Set."** You will see the outcome set that was created previously for your program.



Entering an Assessment Plan in Taskstream

Select outcome sets for Measure SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mappings

Millennial Studies BA Outcome Set (Outcomes) Include All Remove Set

Mapping	Outcome	Mapping	
<input checked="" type="checkbox"/>	avocado toast Q Students will be able to make and consume avocado toast.	No Mapping	Hide
<input checked="" type="checkbox"/>	social media Q Students will demonstrate proficiency in social media use.	No Mapping	Hide

If you are not assessing all of your outcomes this year, you can select the ones you are assessing or simply click on “include all.”

Step 4. For each outcome, add one or more measure by clicking on “Add New Measure.”

Millennial Studies BA Outcome Set

Outcome

Outcome: avocado toast
Students will be able to make and consume avocado toast.

Add New Measure

Step 5. Enter your data in the appropriate fields. The most important fields are “Measure Title,” “Measure Type/Method”, “Details/Description of measure” and “Target.” Note that “Measure Type/Method” is a drop-down menu.


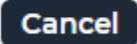

* Measure Title:	<input type="text" value="Toast making portfolio"/>
Measure Type/Method:	<input type="text" value="Direct - Portfolio"/>
Details/Description of measure:	<input type="text" value="Students make avocado toast five times over their final semester. They submit photos and peer reviews to the course instructor."/>
Target (e.g., 80% of students will achieve XX level) & rationale:	<input type="text" value="80% of students will score at least a 3 on the toast rubric"/>
Timeline/frequency of data collection & evaluation:	<input type="text"/>

Entering an Assessment Plan in Taskstream

The other two fields are for you to make notes about when you are collecting data and who is responsible. This may be useful to you, particularly if you are anticipating any turnover in reporting duties, but don't feel obligated to complete them.

Timeline/frequency of data collection & evaluation:	This course is taught spring semester only. Portfolios are collected and scored by the course instructor. Deadline is the last day of finals week.
Key Personnel (e.g., for collecting or data):	Course instructor collects data and submits to undergraduate director.

Step 6. When you are happy with your measure, click on **“Apply Changes”** at the bottom of the screen.



Step 7. This takes you to a screen where you can add attachments, such as examples of assessments or rubrics associated with your measure.

▼ Measure: Toast making portfolio Edit Remove



Direct - Portfolio

Details/Description of measure:	Students make avocado toast five times over their final semester. They submit photos and peer reviews to the course instructor.
Target (e.g., 80% of students will achieve XX level) & rationale:	80% of students will score at least a 3 on the toast rubric
Timeline/frequency of data collection & evaluation:	This course is taught spring semester only. Portfolios are collected and scored by the course instructor. Deadline is the last day of finals week.
Key Personnel (e.g., for collecting or data):	Course instructor collects data and submits to undergraduate director.


Supporting Attachments:

Step 8. Add additional measures as needed. NOTE: If you use one measure for multiple outcomes, you can copy the measure by selecting **“Import Measure.”**

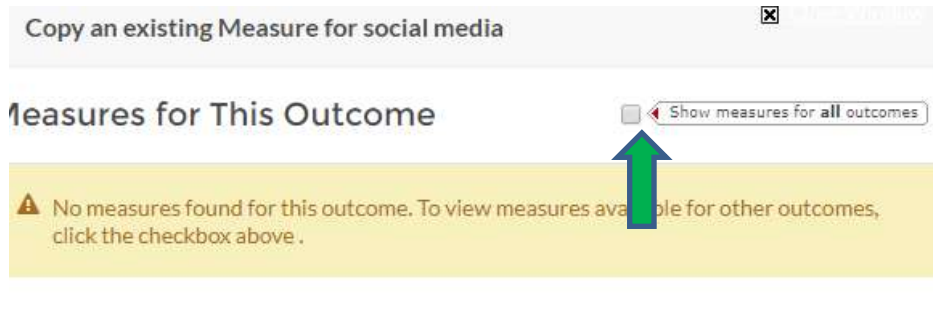
 

* Measure Title:



Entering an Assessment Plan in Taskstream

You will see this screen. Click the box that says “show measures for all outcomes”



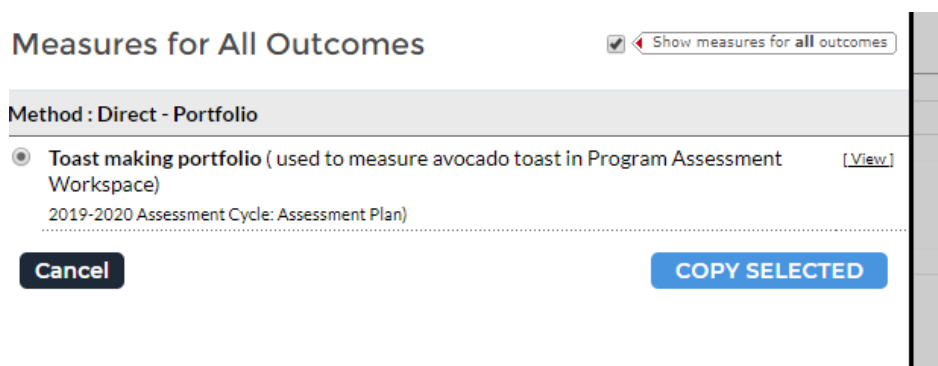
Copy an existing Measure for social media

Measures for This Outcome

Show measures for all outcomes

⚠ No measures found for this outcome. To view measures available for other outcomes, click the checkbox above.

From there you can select the one you want.



Measures for All Outcomes

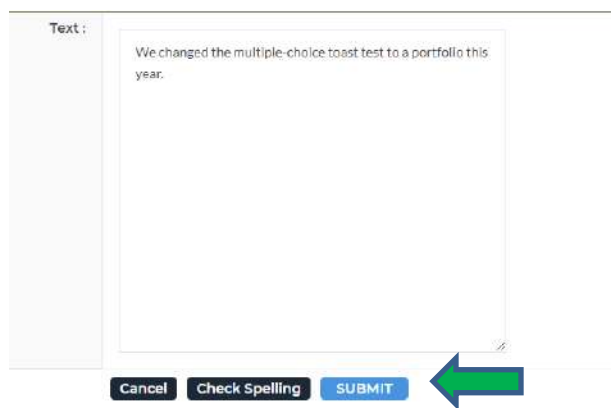
Show measures for all outcomes

Method : Direct - Portfolio

Toast making portfolio (used to measure avocado toast in Program Assessment Workspace) [\[View\]](#)
2019-2020 Assessment Cycle: Assessment Plan

Cancel **COPY SELECTED**

Step 9. To assist reviewers (and for your own records), you can note any changes to your assessment plan in the appropriate field by clicking the “edit” button and then clicking on “submit” when you are done. .

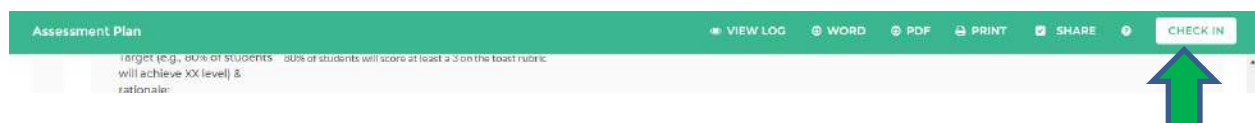


Text :

We changed the multiple-choice toast test to a portfolio this year.

Cancel **Check Spelling** **SUBMIT**

Step 10. Don't forget to check this back in! The system will automatically check it in for you if you neglect this step, however.



Assessment Plan

[VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) **CHECK IN**

target (e.g., 80% of students will achieve XX level) & rationale:

Entering an Assessment Plan in Taskstream

Step 11. Click on the “**Submission and Read Reviews**” tab. You will see the status of everything you have submitted. Click on “**Submit Work**” for the assessment plan. Your reviewers will be automatically notified that your work is ready for review.

The screenshot shows the 'Millennial Studies BA' workspace in Taskstream. The 'Submission & Read Reviews' tab is active. The table below lists various assessment components and their submission status.

Area	Status	Actions	Results
Standing Requirements			
↳ Mission Statement	Submitted	Submitted: 02/28/2020 01:51:03 PM Cancel Submission	Where are my results? History/Cc
↳ Student Learning Outcome	In Progress	Edit Work Submit Work	History/Cc
↳ Create a Curriculum Map		Edit Work	
↳ Upload a Curriculum Map	In Progress	Edit Work Submit Work	History/Cc
2019-2020 Assessment Cycle			
↳ Assessment Plan	In Progress	Edit Work Submit Work	History/Cc
↳ Assessment Findings	In Progress	Edit Work Submit Work	History/Cc
↳ Analysis and Action Plan	In Progress	Edit Work Submit Work	History/Cc
↳ Status Report		Edit Work	

That's it! You are now ready to enter your findings.