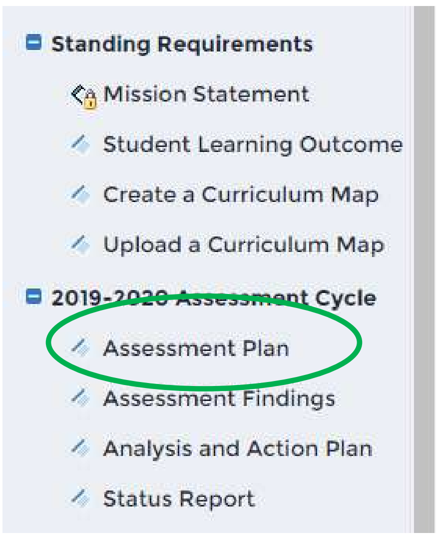
Entering an Assessment Plan in Taskstream

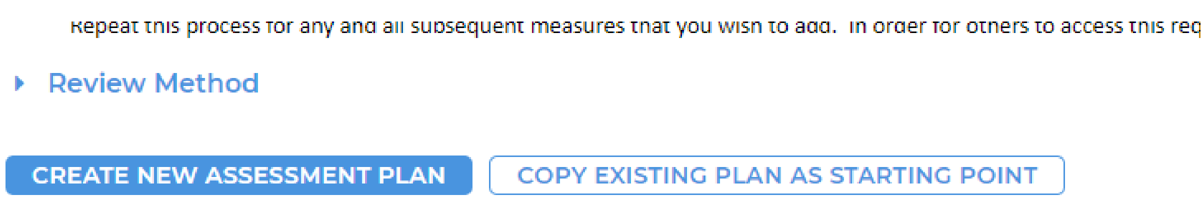
This document will help you with the steps for entering your assessment plan into Taskstream. I assume you know how to log in; here is the link again: [Taskstream]

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!

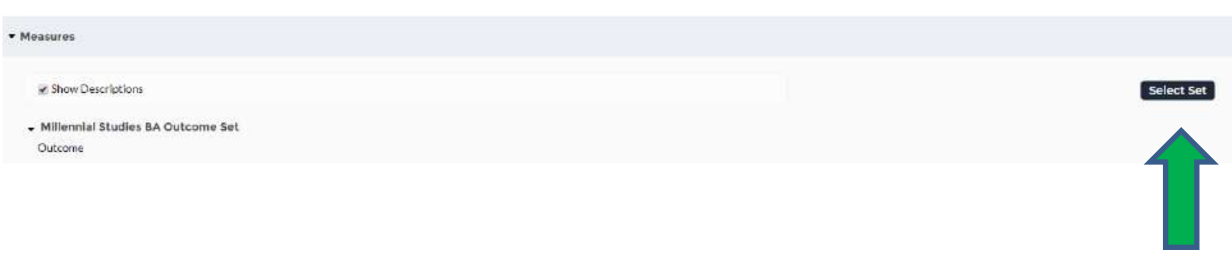
Step 1. Click on **"Assessment Plan"** for the appropriate cycle and click **"check out"** as by now you are used to doing.



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



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



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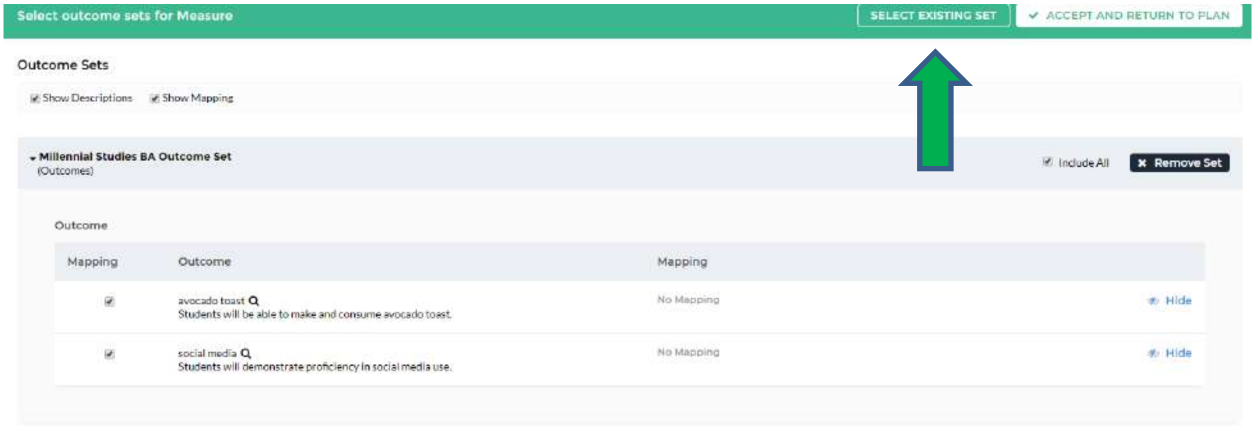
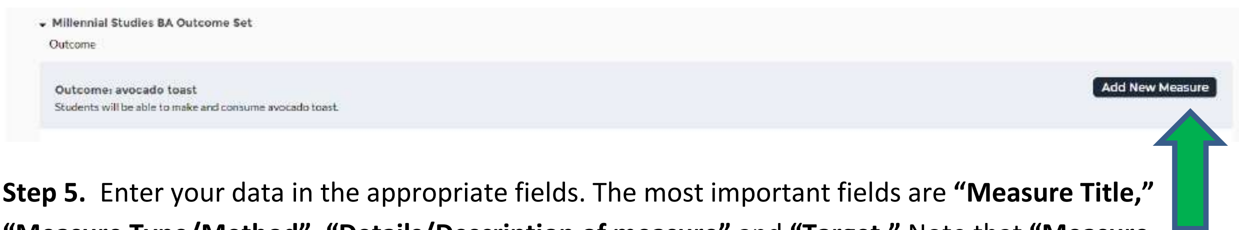
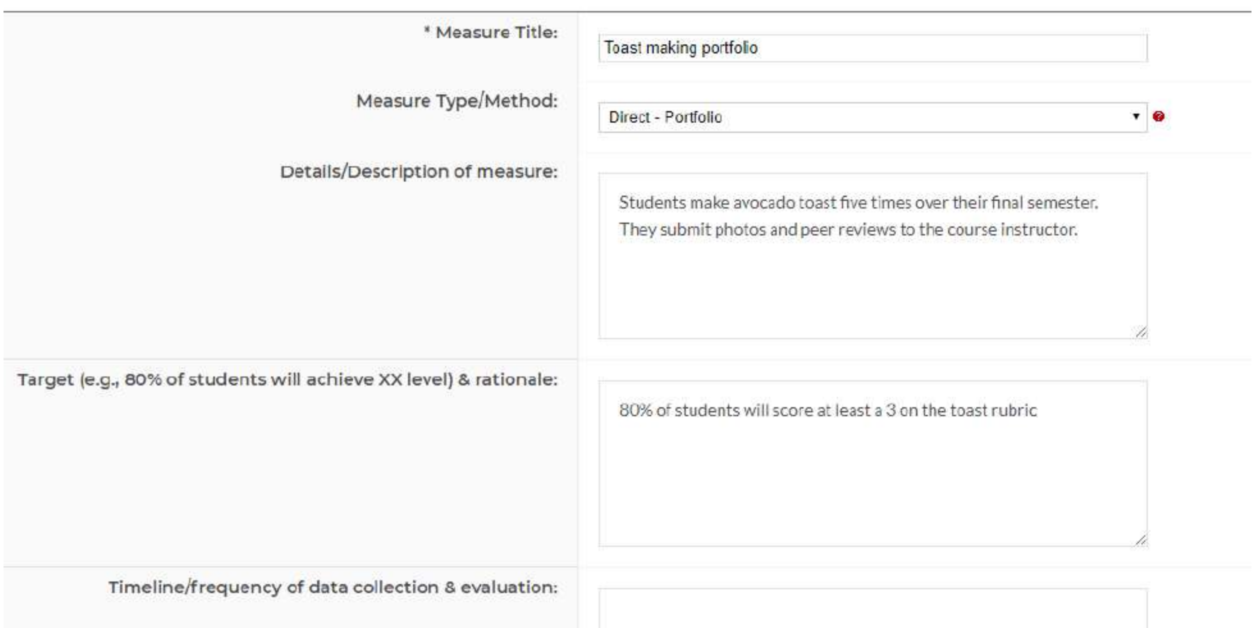


If you are not assessing all of your outcomes this year, you can select the ones you are assessing or simply click on "include all."

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



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.



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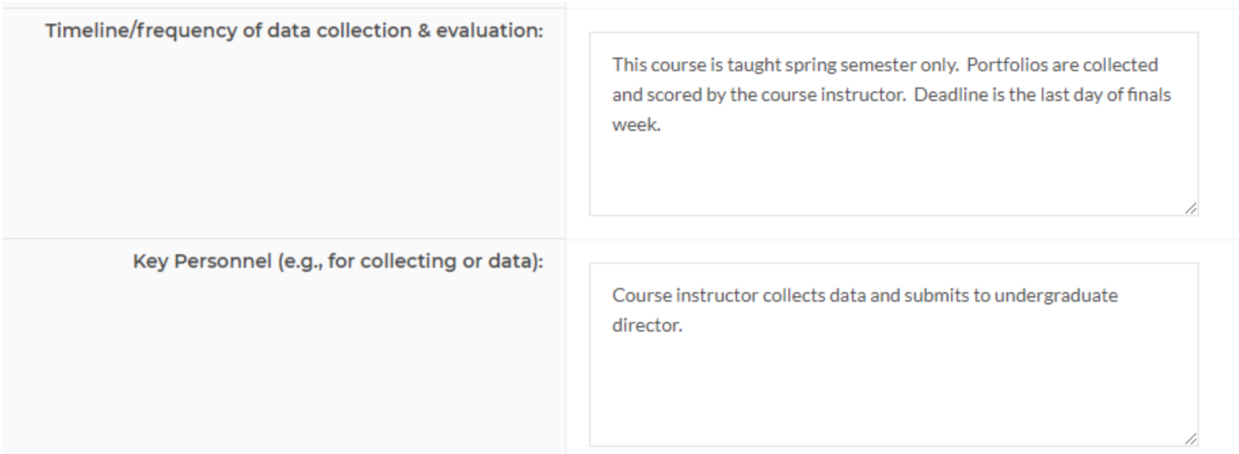
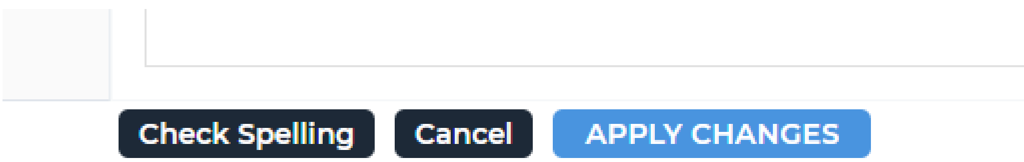
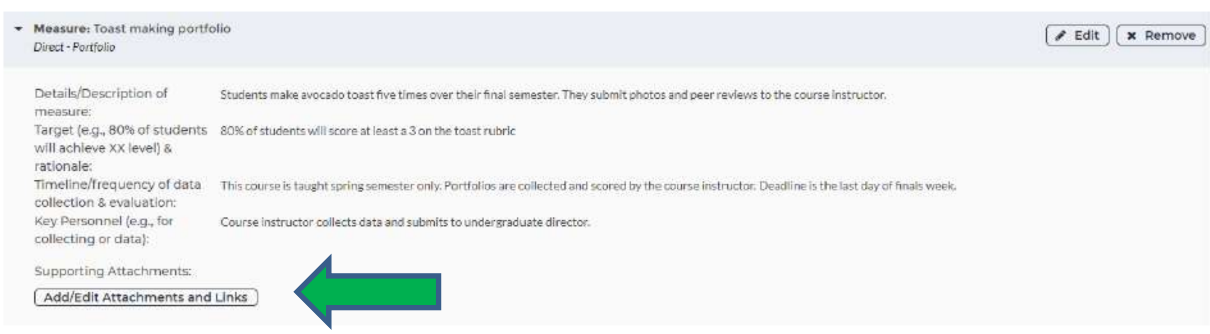
The other two fields are for you to make notes about when you are collecting data and who is responsible. This may be useful to you, particularly if you are anticipating any turnover in reporting duties, but don't feel obligated to complete them.



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.



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.**"

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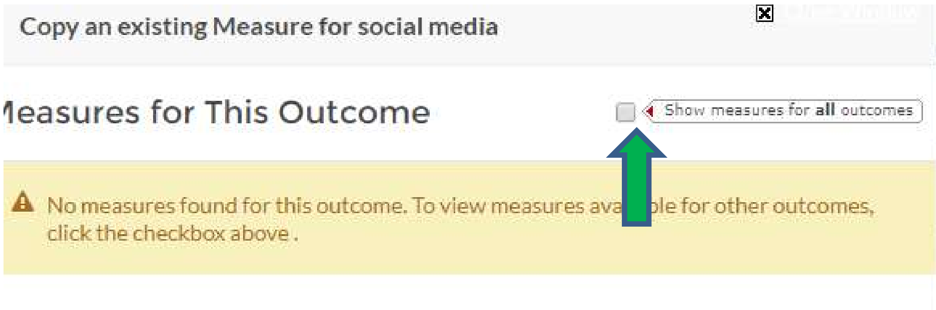
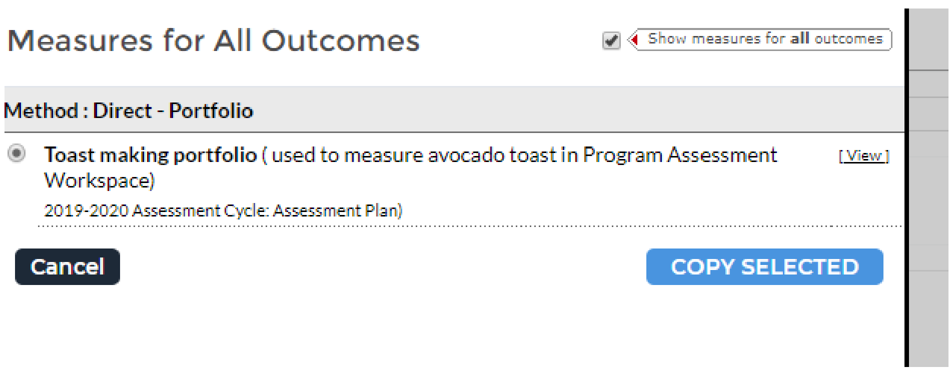
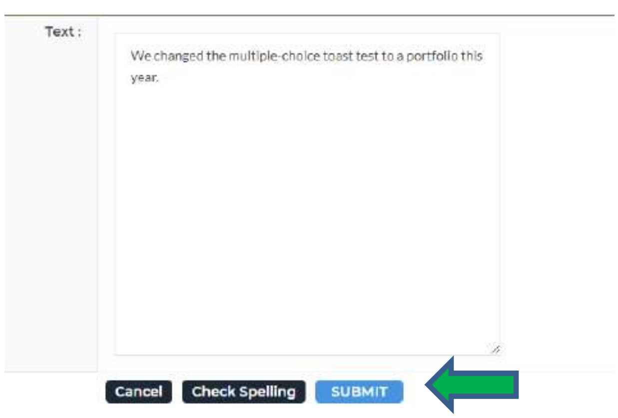
You will see this screen. Click the box that says "show measures for all outcomes"



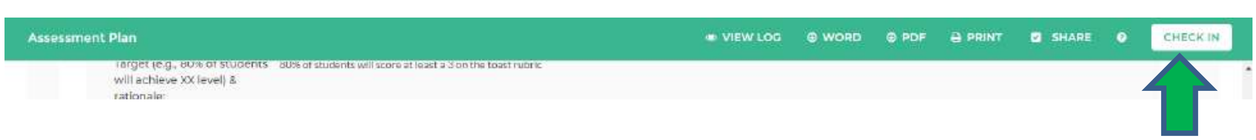
From there you can select the one you want.



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. .



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.



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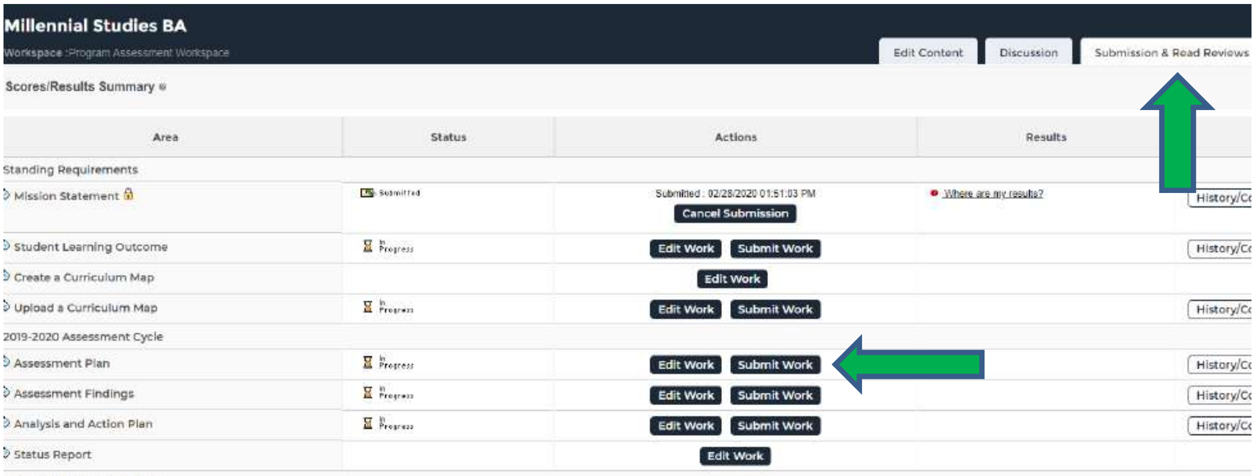
Step 11. Click on the "**Submission and Read Reviews"** tab. You will see the status of everything you have submitted. Click on Submit Work" for the assessment plan. Your reviewers will be automatically notified that your work is ready for review.



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