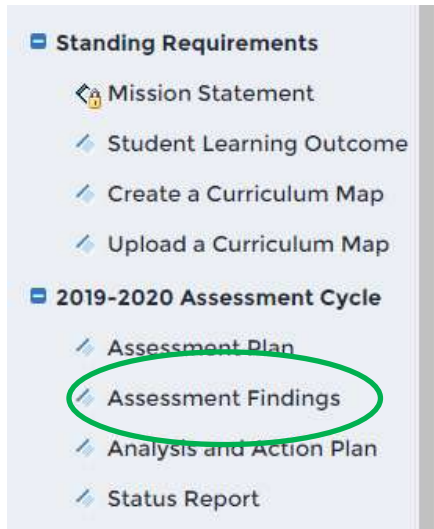


Reporting Findings in Taskstream

This document will help you with the steps for entering your assessment findings 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.

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



You will see three categories: Finding per measure, overall reflection, and overall reflection. Remember that only the findings are required; the other two fields are there to help you in case you want to keep notes on your findings for when you go back to assess again next year.



Step 2. Open the **“Finding per Measure”** section by clicking on the triangle.

Reporting Findings in Taskstream

▼ Finding per Measure

** Show Measures Show Descriptions Show Full Action Details

You will see each of your measures. Click on “Add findings.”

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

▼ Measure: Toast making portfolio
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.

Findings for Toast making portfolio: Add Findings

No Findings Added

Step 3. Add a descriptive summary of your findings in the text field. If you have tables, etc. to add you will do that at a later point. You may add some analysis (optional, but suggested if you didn't meet your target) and click on whether or not you met your targets.

* Summary of Findings:	<p>43 students submitted portfolios. Scores were as follows:</p> <p>10 scored 2 30 scored 3 3 scored 4</p>
Explanation/Analysis:	<p>One section of the course was taught by a <u>CIA</u> who might not have applied the rubric correctly. More training needed.</p> <p>OPTIONAL!</p>
Target Achievement:	<p>80% of students will score at least a 3 on the toast rubric</p> <p><input checked="" type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded</p> <p>Cancel Check Spelling SUBMIT</p>

Step 4. Select “Submit” and you will be taken to a screen where you can add attachments and links.

Reporting Findings in Taskstream

Findings for Toast making portfolio Edit Remove

Summary of Findings: 43 students submitted portfolios. Scores were as follows:


- 10 scored 2
- 30 scored 3
- 3 scored 4

Results: Target Achievement: Not Met

Explanation/Analysis: One section of the course was taught by a GTA who might not have applied the rubric correctly. More training needed.

Substantiating Evidence:

[Add/Edit Attachments and Links](#)



Step 5. (Optional) Fill in the overall reflection and overall recommendations fields for your own reference. When the triangle is facing down you'll see an "edit" button.

Overall Reflection

Overall Recommendations

No text specified Edit

When you click the "edit" button you'll see a text field you can make entries in.

Directions: What do your findings tell you about student learning over the past year?

Text:

Things look okay but there are

Cancel Check Spelling SUBMIT

Step 6. Click "submit" and then check it back in!



Assessment Findings VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress Checked out: 05/07/2020 04:07:49 PM (EDT)
Checked out to: Georgia State University Manager

Directions

Step 7. Don't forget to go to the "submission and read reviews" tab and hit "submit work."

Millennial Studies BA

Workspace (Program Assessment) Workspace Edit Content Discussion Submission & Read Reviews

Scores/Results Summary Pr