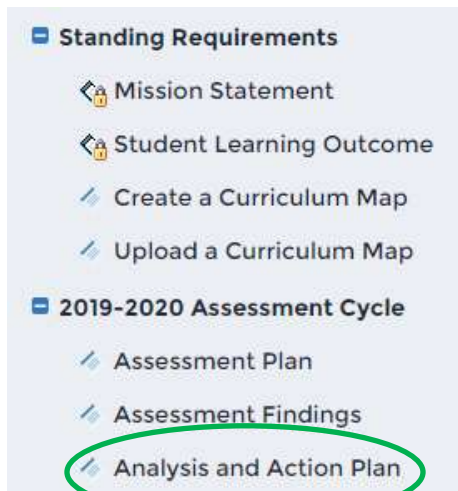


Submitting an Analysis and Action Plan in Taskstream

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 **“Analysis and Action Plan”** for the appropriate cycle and click **“check out”** as by now you are used to doing.



Step 2. The first three fields are text only fields. When you click on the triangle and click “edit” you’ll see specific directions.



Results of Previous Action Plans

Directions: If you made changes to your curriculum and/or assessment plan in the past, please comment here on any effects on student learning you have found. Please use this space to note any improvements to student learning that have resulted from previous action plans.

Text:

Submitting an Analysis and Action Plan in Taskstream

Analysis of Findings from the Past 3 Years

Directions : Your previous reports can be found on the SLOAP platform (or LiveText). Please summarize and interpret your findings over the past three years. What have you learned over the past three years from your assessment reports?

Sharing and Discussion of Assessment Findings

Directions : Discuss briefly the process you use to share and discuss assessment findings with faculty in your department.

Text :

Step 3. Open the “actions” section by clicking on the arrow and then choose “select set.”

▼ Actions

Show Descriptions Show Full Findings Details

Select Set



Step 4. Select the outcomes for which you are proposing actions.

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

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

Step 5. Click on “accept and return to plan.”

Select outcome sets for Measure



Step 6. Click on “add new action.”

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

No actions specified

Add New Action



Step 7. Select the finding for which you have an action planned and click on “continue.”

Submitting an Analysis and Action Plan in Taskstream

2019-2020 Assessment Cycle: Assessment Plan & Assessment Findings

Findings for Measure: Toast making portfolio

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

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

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:

Step 8. Fill out the fields in as much detail as you can and then click “**apply changes.**”



Linked to Findings: <input type="button" value="Show Full Findings Details >"/> <input checked="" type="checkbox"/>	Findings for Toast making portfolio (Assessment Plan and Assessment Findings: 2019-2020 Assessment Cycle) Summary of Findings: 43 students submitted portfolios. Scores were as follows: 10 scored 2 30 scored 3 3 scored 4 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:
* Action Item Title:	<input type="text" value="Add new module"/>
Action details (what you plan to do):	<input type="text" value="Add a module on toast making and avocado seasoning to introductory course."/>
Timeline:	<input type="text" value="To be implemented next year"/>
Key/Responsible Personnel:	<input type="text" value="Undergraduate director"/>
Measures (how you will evaluate success):	<input type="text" value="We will test again next year and see if our results are better."/>



Steps 9 & 10. Check your work back in and submit it for review. You’re done!