<u>Taskstream Tips</u>

Getting to your workspace

- When you first arrive on your Taskstream homepage, to get to your workspace click on *Academic Program Assessment Workspace*.
    - (Do not go to the dropdown menu where it says - *select report* -. Feel free look at these reports later, but this is not where you enter your data.)
- Under the year cycle that you are entering data for, go first into your *Assessment Plan*, remember to “check out” your plan.

In the *Assessment Plan,*
under “Outcomes and Measures”

- Please provide at least a description of the nature of any assignment that will be used to provide evidence for SLO assessment. Statements such as “class project,” “portfolio,” “comprehensive exam,” “term paper,” etc., are not sufficient for review purposes. If possible, attach the assignment itself.
- Please attach all rubrics to be used for SLO assessments, so that a reviewer may advise as to their likely appropriateness before assessment actually are conducted.

In the *Assessment Findings,*
under “Finding per measure”

- Please provide the total number of learning artifacts examined for each SLO assessment.

under “Overall Recommendations”

- Here you should address things to be done to improve assessment results for a given SLO, including changing the nature of an assignment, refining a rubric, etc., as well as more substantive instructional and programmatic changes.

In the *Action Plan,*
under “Actions”

- If overall recommendations have been made on a *Findings* page, then a related *Action Plan* page must be completed.
- Each action plan should provide <u>actual details</u> regarding how those recommendations will be implemented. Include timelines for their implementations, persons responsible for the actions, budget (if any), etc.
- Each action plan should be linked directly to its related findings and recommendations.

In the *Status Report*

- This page should be used only to provide updates on *action plan* progress.

Finishing Up

- You are encouraged to enter partial information for any Taskstream section at your convenience and to save the drafts (checking back in will save your work), but *do not submit* a section until all required information has been entered. Once you “submit” you will no longer be able to edit.

- When you have completed a your work, click on the ***Academic-Year Assessment Cycle*** header. This will take you to the page where you can click the submit button.
- After you have submitted your plan/findings/plan/report it will be reviewed and you will receive feedback. An (automated) email will inform you that you have feedback. The email will contain some comments. You may also login to Taskstream to see feedback.
- To see feedback click on “submission and read reviews.” Find this link in the menu across across the top of your workspace.