Editing Notes/Reminders – Academic Programs

NOTE: The Assessment and Evaluation Faculty Committee provides feedback on the Assessment Reports. Please review this feedback and incorporate the information, as appropriate.

1. **Detailed instructions: see Academic Programs Taskstream User Guide (Assessment webpage**)
2. **Begin Editing**
    a. Click on specific component of workspace (e.g. Mission Statement, etc.)
    b. Click **CHECK OUT** (green box, upper right side)
    c. **NOTE:** Only one user can edit a workspace at one time.
3. **Finish Editing**
    a. Click **CHECK IN** (white box, upper right side)
    b. **NOTE:** Other users cannot edit the workspace until you **CHECK IN** the workspace
4. **Mission Statement**
    a. Click **CHECK OUT**; click **Edit** (right side); edit information as appropriate; click **Submit**; click return to work area; click **CHECK IN**
5. **Program Goals**
    a. Click **CHECK OUT**; click **Edit** (right side); edit information as appropriate; click **Save and Return**; click **CHECK IN**; click return to work area
6. **Program Student Learning Outcomes (PSLO)**
    a. <u>To create **new** PSLO set</u>: contact OIERP to for support **OR** consult the Academic Programs Taskstream User manual (Assessment webpage) for detailed instructions
    b. <u>To Edit Wording</u> of existing PSLO set, click **Edit** button that is associated with the specific PSLO title (Learning Objective) or the PSLO description (Outcome); type appropriate revisions; click **Update**
    c. <u>To Edit Mapping</u>: contact OIERP for support **OR** click **Map** and consult Academic Programs Taskstream User manual (Assessment webpage) for detailed instructions
    d. Click **CHECK IN**; click return to work area
7. **Curriculum Map**
    a. Click **CHECK OUT**
    b. <u>To create **new** curriculum map</u>, contact OIERP for support **OR** consult Academic Programs Taskstream User manual (Assessment webpage) for detailed instructions
    c. <u>To edit existing curriculum map</u>, click **Edit Map** (right side);
        i. To edit course information, click on the appropriate course and edit the information in the new pop up window, click **Apply Changes;** Click **Save Now**
        ii. To edit levels of Introduced (I), Reinforced (R), etc., click in the appropriate box and scroll through the choices; Click **Save Now;**
    d. Click **CHECK IN**; click return to work area
8. **PSLO History**
    a. Click **CHECK OUT;** click **Edit** (right side); make revisions; click **Save and Return;** Click **CHECK IN;** click return to work area
9. **Assessment Plan**
    a. Click **CHECK OUT**
    b. <u>To edit current assessment plan</u>: click **Edit** that is associated with the appropriate plan; make appropriate changes; click **Apply Changes** (bottom)

   c. To create a new assessment plan: click **Add New Measure** that is associated with the appropriate PSLO; click in each box to type information: Measure Title, Measure Type/Method, Courses Assessed, Benchmark, Term Assessed, Key/Responsible Personnel; click **Apply Changes** (bottom)
   d. Click **CHECK IN**; click return to work area

10. **Assessment Findings (Results)**
    a. Click **CHECK OUT**
    b. Click **Add Findings**, associated with the appropriate assessment plan
    c. Enter appropriate information: Summary, Recommendations, Reflections
    d. Select "Target" response (as appropriate): Not Met, Met, Exceeded
    e. Click **Submit**
    f. If more than one plan is submitted, follow steps 10b-10e to provide findings for each plan
    g. To upload attachments: click **Add/Edit Attachments and Links;** click **Choose File**; select appropriate file; click **Add File**
       NOTE: Student artifacts should be uploaded here for: Met, Not Met, Exceeded
    h. Overall Recommendations: click **Edit**; type response; click **Submit**
    i. Overall Recommendations: click **Edit**; type response; click **Submit**
    j. Click **CHECK IN**; click return to work area
11. **Operational Plan**
    a. Click **CHECK OUT**
    b. Click **Add New Action**, associated with the appropriate PSLO
    c. To associate the action with the appropriate findings/result, click on the checkbox for the finding; click **Continue**
    d. Enter appropriate information: Action Item Title, Action Details, Implementation Plan (timeline), Key/Responsible Personnel, Measures, Resources Needed
    e. Click **Apply Changes**
    f. To upload attachments: click **Add/Edit Attachments and Links;** click **Choose File**; select appropriate file; click **Add File**
    g. Click **CHECK IN**; click return to work area
12. **Status Report**
    a. Click **CHECK OUT**
    b. Click **Add Status**, associated with the appropriate action
    c. Use dropdown arrow to select the appropriate choice: Not started, In Progress, Completed, Not Implemented
    d. Click **Submit;** Click **CHECK IN**; click return to work area
13. **Feedback:** No Submission is required by Academic Programs
    a. The Assessment and Evaluation Committee provides feedback on the Assessment Reports. **Please review this feedback and incorporate the information, as appropriate**
14. **Archived Assessment Data:** No Submission is required by Academic Programs
    a. Prior Assessment reports are saved here