

Editing Notes/Reminders: Non-Academic Programs

NOTE: The Administrative Units or Student Success Units Assessment Committee provides feedback on the Assessment Reports. Please review this feedback and incorporate the information, as appropriate.

1. **Detailed instructions: see Non-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. **Outcome (Alignment with Strategic Theme)**
 - a. Click **CHECK OUT**
 - b. To create new alignment: contact OIERP for support **OR** click **Create New Outcome** and refer to Non-Academic Taskstream User Manual for detailed instructions
 - c. To edit existing alignment: click **Edit** (right side); edit information as appropriate; click **UPDATE**
 - d. To edit mapping/alignment to Strategic Themes: contact OIERP for support **OR** click **Map** and refer to Non-Academic Taskstream User Manual for detailed instructions
 - e. Click **CHECK IN**; click return to work area
6. **Staff and Title**
 - a. Click **CHECK OUT**; click **Edit** (right side); edit information as appropriate; click **Save and Return**; click **CHECK IN**; click return to work area
7. **Assessment Plan**
 - a. Click **CHECK OUT**
 - b. To edit current assessment plan: 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 Strategic Theme; click in each box to type the appropriate information: Measure Title, Details/Description, Implementation Plan, Key/Responsible Personnel; click **Apply Changes** (bottom)
 - d. To upload attachments: click **Add/Edit Attachments and Links**; click **Choose File**; select appropriate file; click **Add File**
 - e. Click **CHECK IN**; click return to work area
8. **Assessment Findings (Results)**
 - a. Click **CHECK OUT**
 - b. Click **Add Findings**, associated with the appropriate assessment plan Measure
 - c. Enter appropriate information: Summary, Recommendations, Reflections

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- d. Select “Assessment findings” response (as appropriate): Moving Away, Approaching, Exceeded
 - e. Click **SUBMIT**
 - f. If more than one plan is submitted, follow steps 8b-8e 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**
 - 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
- 9. 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 Plan 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
- 10. 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
- 11. Feedback:** No Submission is required by Non-Academic Programs
- a. **The Administrative or Student Success Assessment Committee provides feedback on the Assessment Reports. Please review this feedback and incorporate the information, as appropriate.**
 - b. **Please review this feedback and incorporate the information, as appropriate**
- 12. Archived Assessment Data:** No Submission is required by Non-Academic Programs
- a. Prior Assessment reports are saved here