

ACADEMIC PROGRAMS TASKSTREAM USER MANUAL

Office of Institutional Effectiveness,
Research, and Planning



**Lincoln
University**
LEARN. LIBERATE. LEAD.

Table of Contents

Introduction	4
Academic Program Process	5
Mission Statement – Academic Program	5
Program Goals - Academic Program	8
Program Student Learning Outcomes – Academic Program	11
Curriculum Map – Academic Program	18
PSLO History – Academic Program	23
Assessment Plan – Academic Program	26
Assessment Findings (Results) – Academic Program	33
Operational Plan (Using Assessment Results for Program Improvement) – Academic Program	38
Status Report – Academic Program	42

Introduction

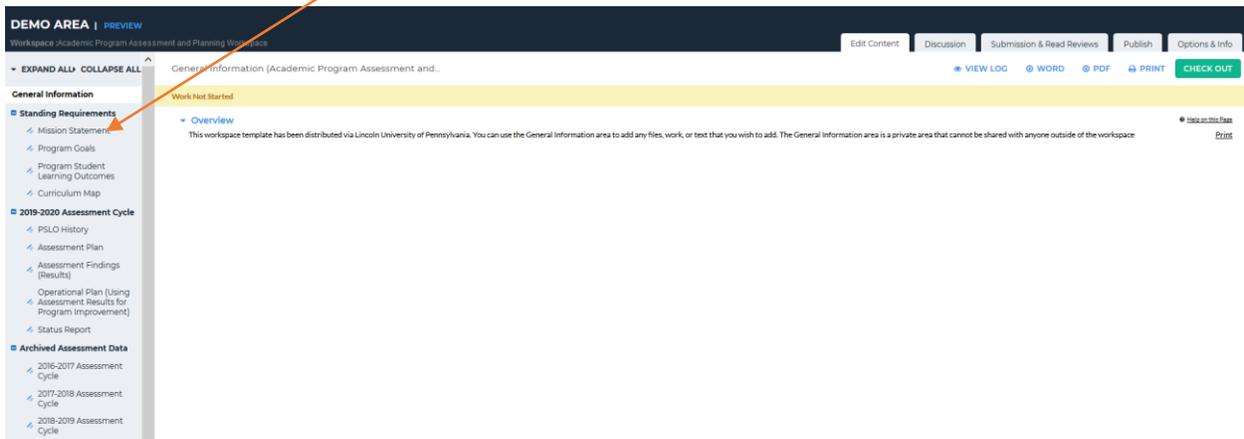
Taskstream by Watermark will be utilized for assessment reporting starting with the 2019-2020 academic year. Log in access and other resources for Assessment Reporting may be found here: [Taskstream Resources](#) . If you have any questions, please contact the Office of Institutional Effectiveness, Research, and Planning at 484-365-7842 or oierp@lincoln.edu .

Academic Program Process

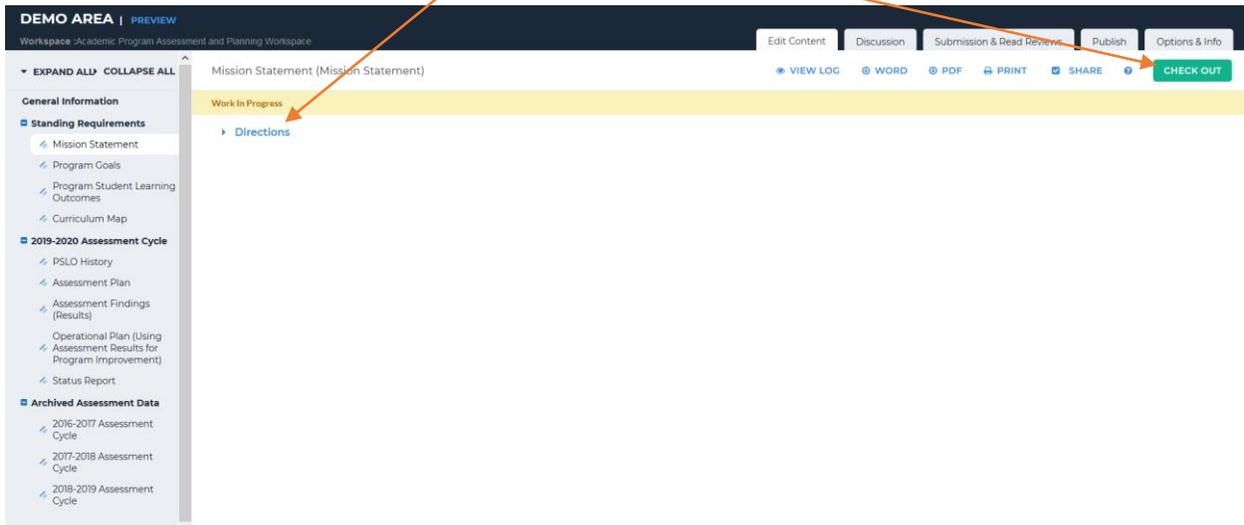
NOTE: Example Academic Program of “Global Health” will be utilized for this User Manual

Mission Statement – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Mission Statement** (left side column menu)

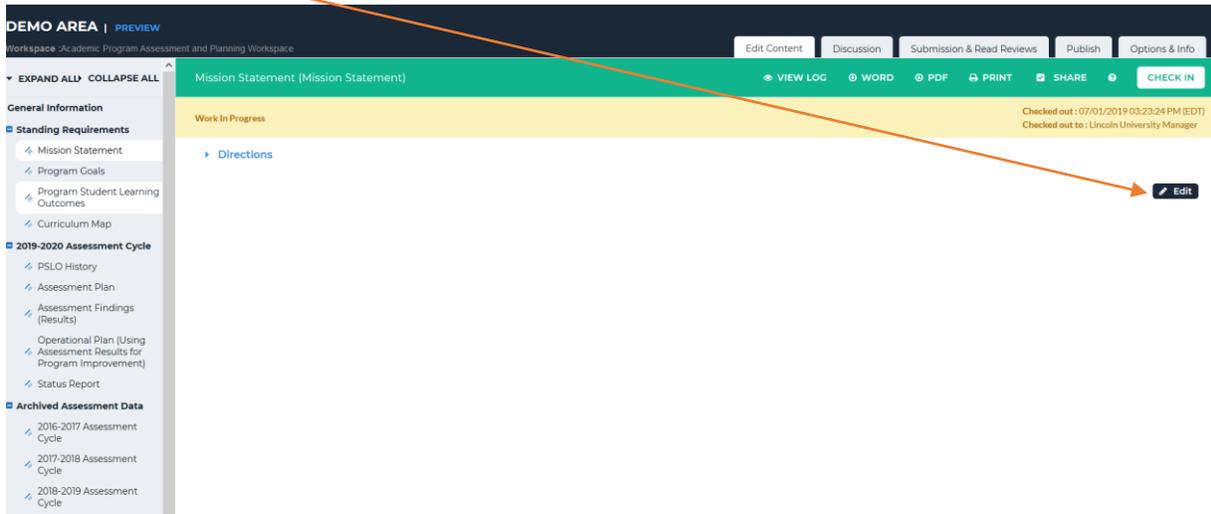


4. To see the directions, click **Directions**; Click **Check Out**

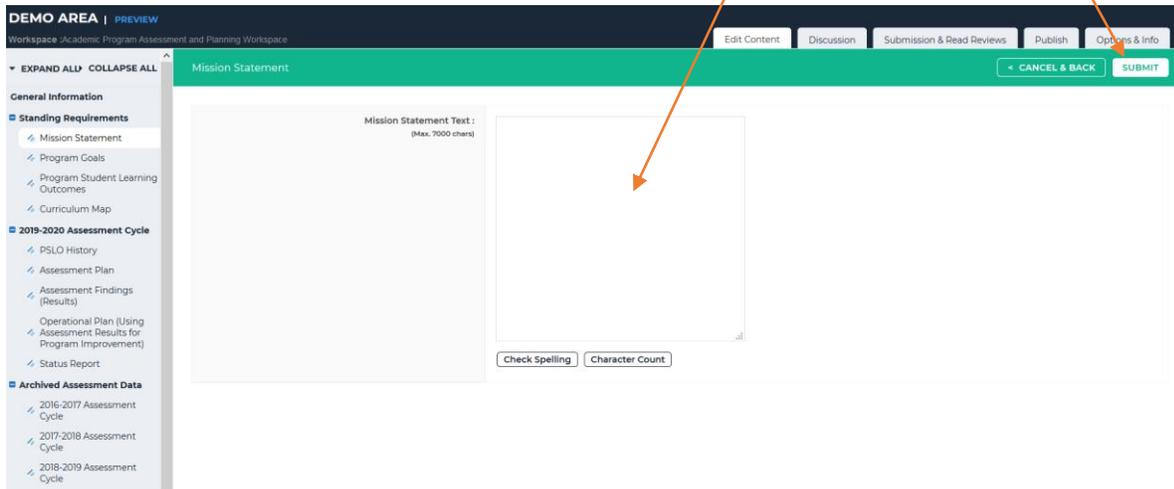


Lincoln University - Taskstream User Manual

5. Click **Edit**

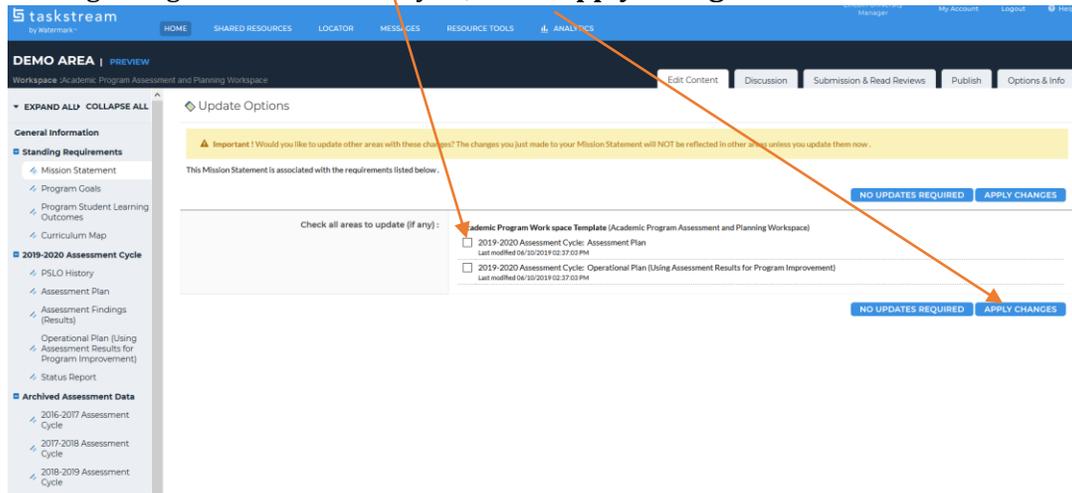


6. Type or copy/paste the mission statement into the dialog box and then click **Submit**



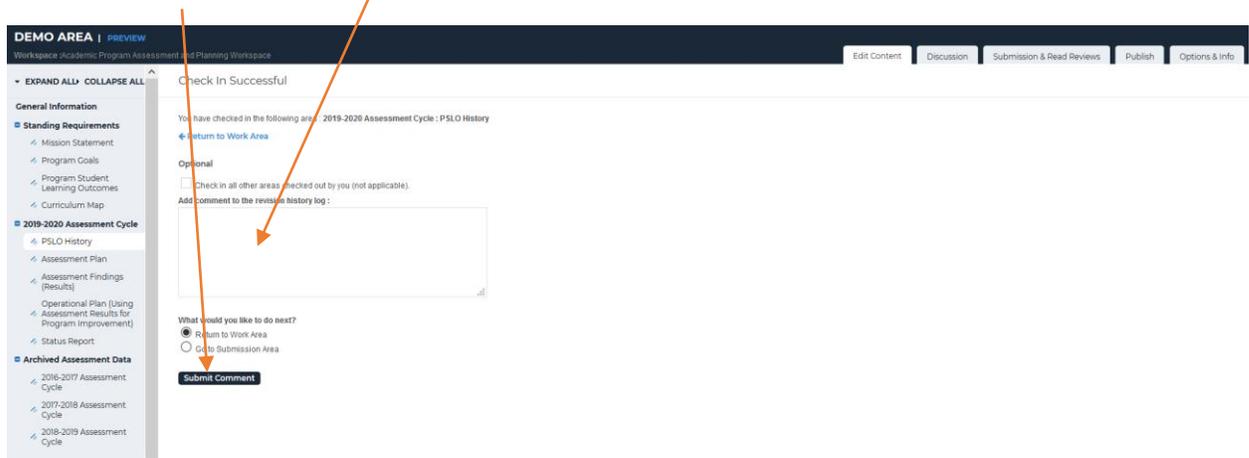
Lincoln University - Taskstream User Manual

- Click on the appropriate checkboxes to update the mission statement for the appropriate cycle; NOTE: Do not **Apply Changes** to previously submitted Assessment Cycles; If you are making changes for the current cycle, select **Apply Changes**



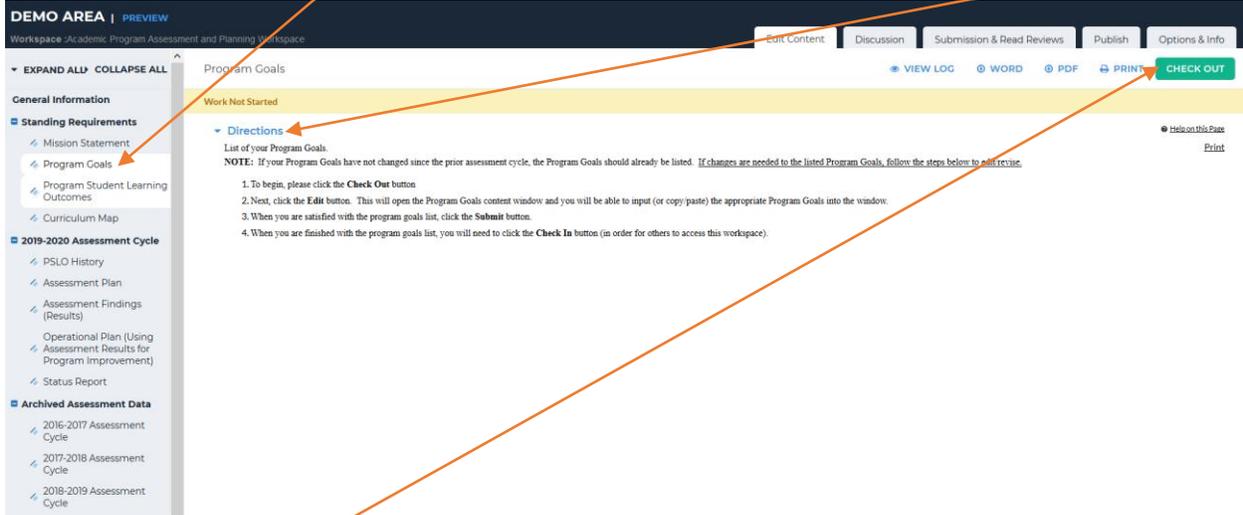
will

- Your Mission Statement should now be visible in the workspace.
- If revisions are needed, click **Edit** and repeat process from step 5
- If Mission Statement is correct, click **Check In**.
- Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

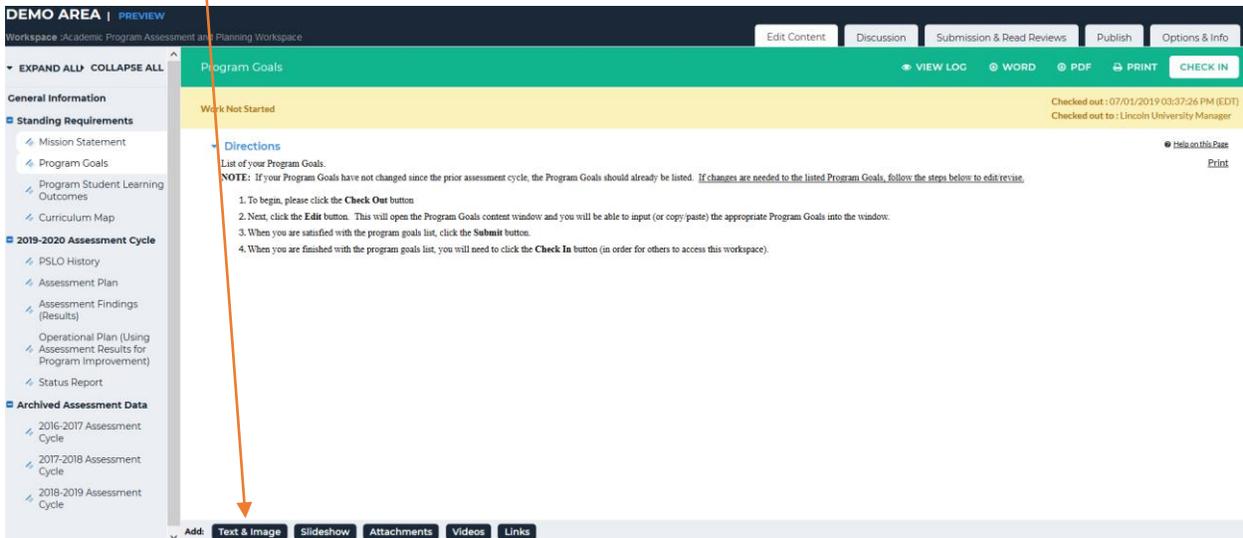


Program Goals - Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Program Goals** (left side column menu): to see the Directions, click **Directions**

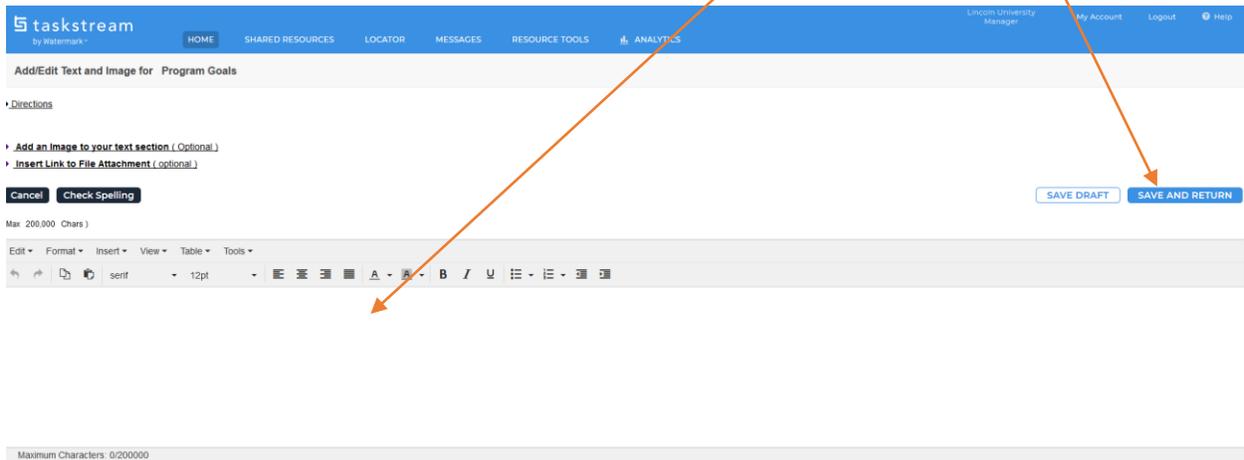


4. Click **Check Out**
5. Click **Text and Image** (or other option, as appropriate)

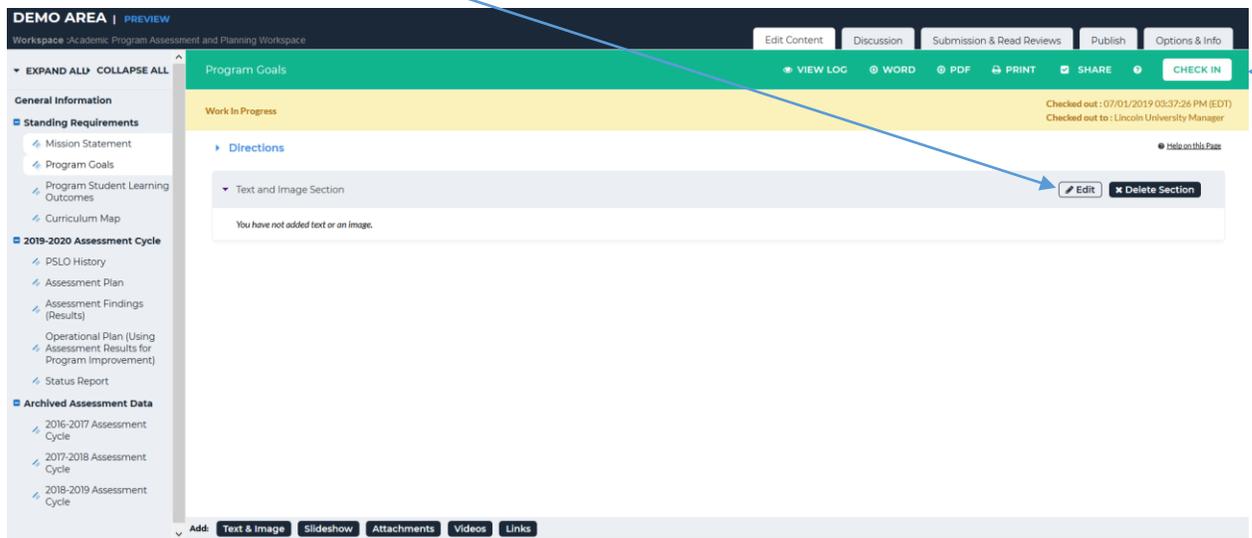


Lincoln University - Taskstream User Manual

6. Type or copy/paste the program goals into the dialog box and then click **Save and Return**



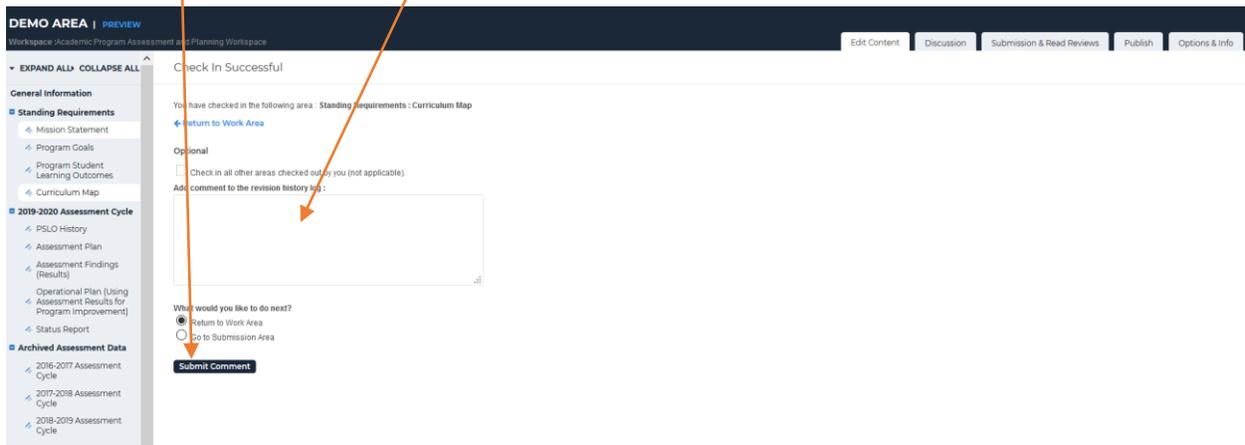
- 7. Your program goals should now be visible in the workspace.
- 8. If revisions are needed, click **Edit** and repeat process from step 6



9. If program goals are correct, click **Check In**.

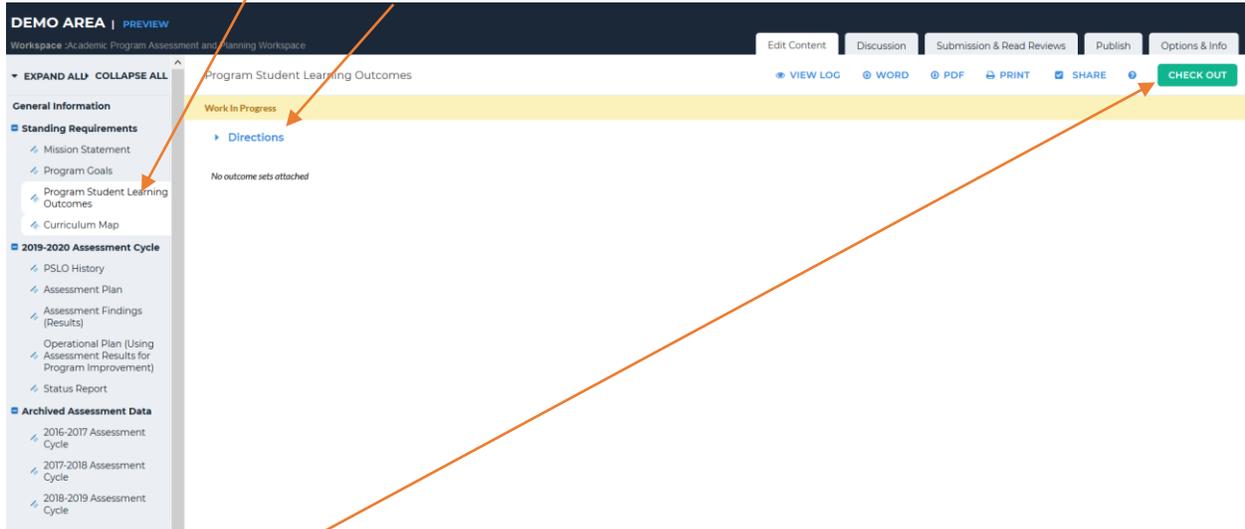
Lincoln University - Taskstream User Manual

10. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

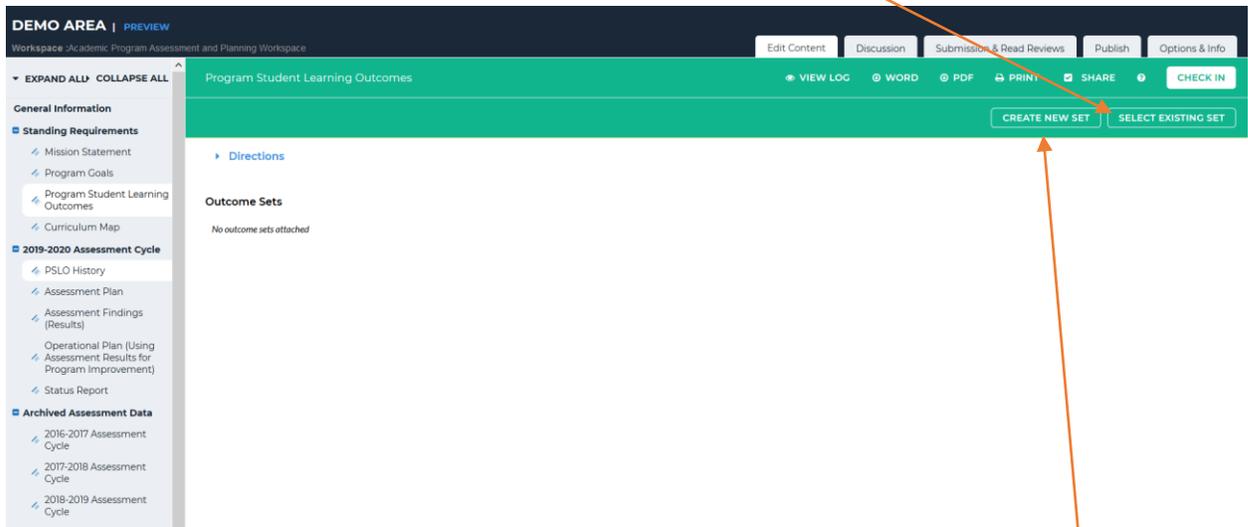


Program Student Learning Outcomes – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Program Student Learning Outcomes** (left side column menu); to see the Directions, click on **Directions**



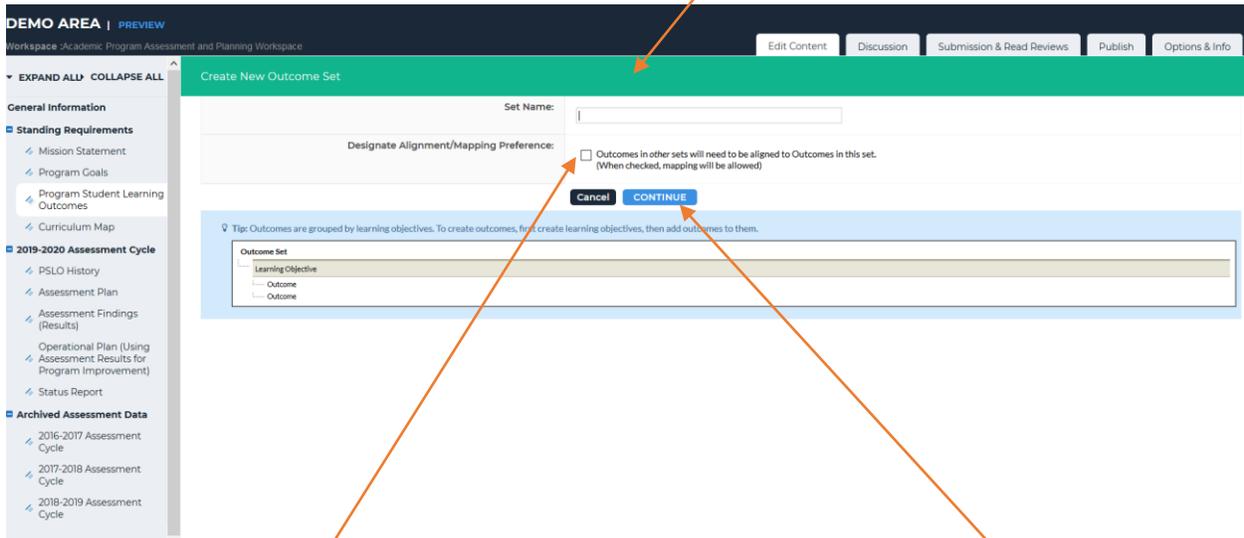
4. Click **Check Out**
5. If you are using a set that was previously uploaded, click **Select Existing Set**



6. If you are adding a new set of Program Student Learning Outcomes (PSLOs), click **Create New Set**

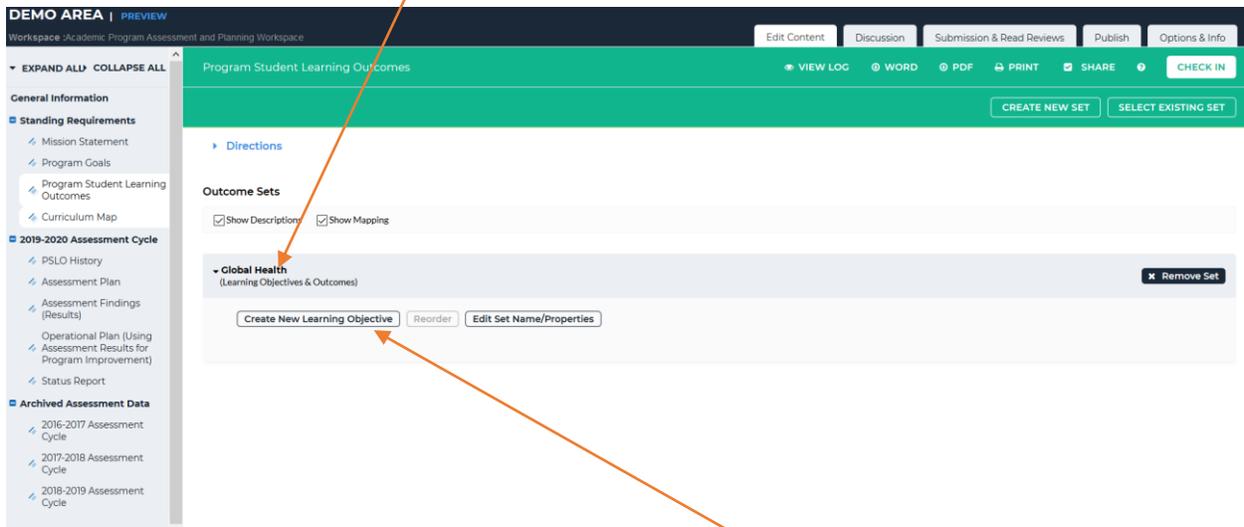
Lincoln University - Taskstream User Manual

7. Type the name of the set (typically, the name of the Academic Program); click **Save and Return**



8. Review the option of linking to other sets; this may be helpful for academic programs that share Program Student Learning outcomes; click in checkbox to allow alignment; click **Continue**

9. Your Academic Program name should now be visible in the workspace (e.g. Global Health)



10. To add PSLOs (learning objectives), click on create **New Learning Objective**

Lincoln University - Taskstream User Manual

11. Provide a concise descriptor (max 140 characters); for example, Effective Communication

DEMO AREA | PREVIEW
Workspace -Academic Program Assessment and Planning Workspace

EXPAND ALL COLLAPSE ALL

General Information

- Standing Requirements
 - Mission Statement
 - Program Goals
 - Program Student Learning Outcomes
 - Curriculum Map
- 2019-2020 Assessment Cycle
 - PSLO History
 - Assessment Plan
 - Assessment Findings (Results)
 - Operational Plan (Using Assessment Results for Program Improvement)
 - Status Report
- Archived Assessment Data
 - 2016-2017 Assessment Cycle
 - 2017-2018 Assessment Cycle
 - 2018-2019 Assessment Cycle

Create New Learning Objective

Learning Objective:
Max 140 characters

Use a concise descriptor here since this label is used in reports (e.g. Learning Objective 1.1 Civic Responsibility).

Description:
Max 1000 characters

Check Spelling Character Count

Cancel CONTINUE

12. When finished adding the first PSLO concise descriptor, click **Continue**

13. **NOTE:** Each PSLO needs an outcome created so that mapping can occur

14. click **Create New Outcome**

DEMO AREA | PREVIEW
Workspace -Academic Program Assessment and Planning Workspace

EXPAND ALL COLLAPSE ALL

General Information

- Standing Requirements
 - Mission Statement
 - Program Goals
 - Program Student Learning Outcomes
 - Curriculum Map
- 2019-2020 Assessment Cycle
 - PSLO History
 - Assessment Plan
 - Assessment Findings (Results)
 - Operational Plan (Using Assessment Results for Program Improvement)
 - Status Report

Program Student Learning Outcomes

VIEW LOG WORD PDF PRINT SHARE CHECK IN

CREATE NEW SET SELECT EXISTING SET

Directions

Outcome Sets

Show Descriptions Show Mapping

Global Health (Learning Objectives & Outcomes) Remove Set

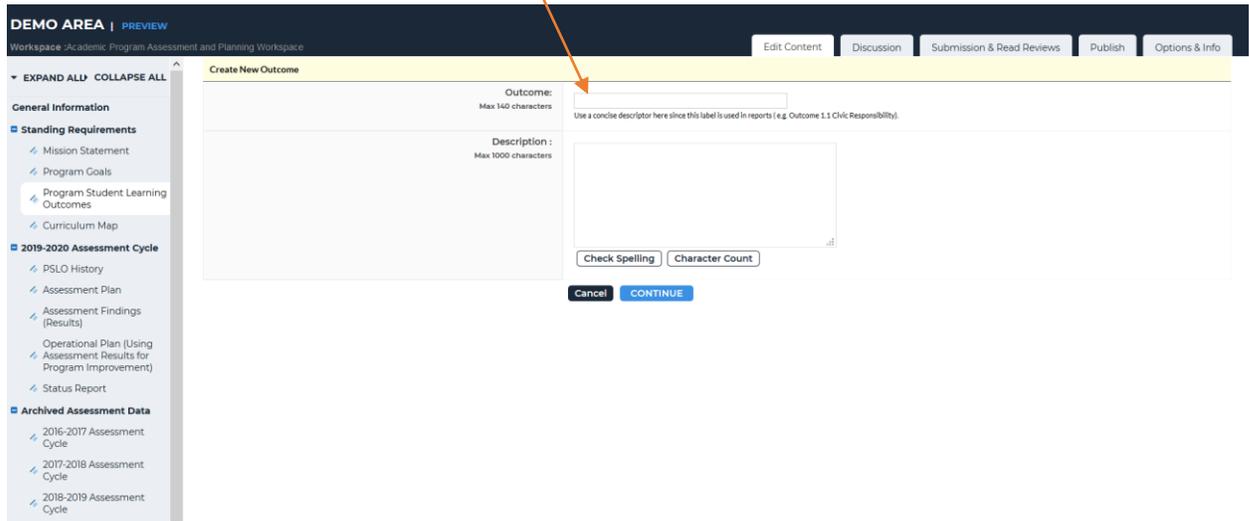
Create New Learning Objective Reorder Edit Set Name/Properties

1. Effective Communication

Create New Outcome Edit Delete

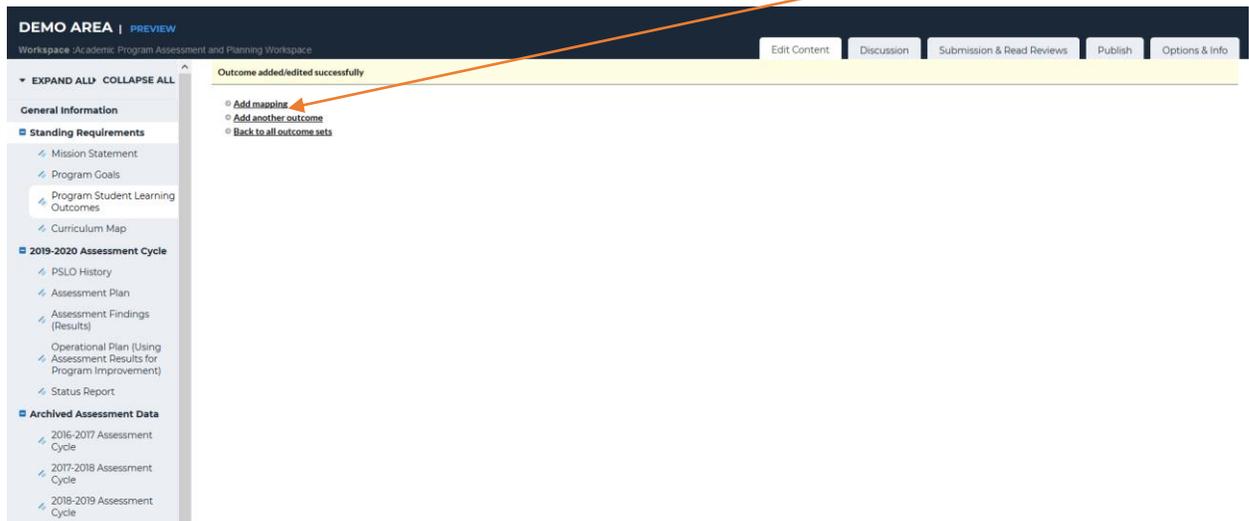
Lincoln University - Taskstream User Manual

15. Type or copy/paste the PSLO full description in the top dialog box; For example, “Listen actively and communicate effectively global health concepts”



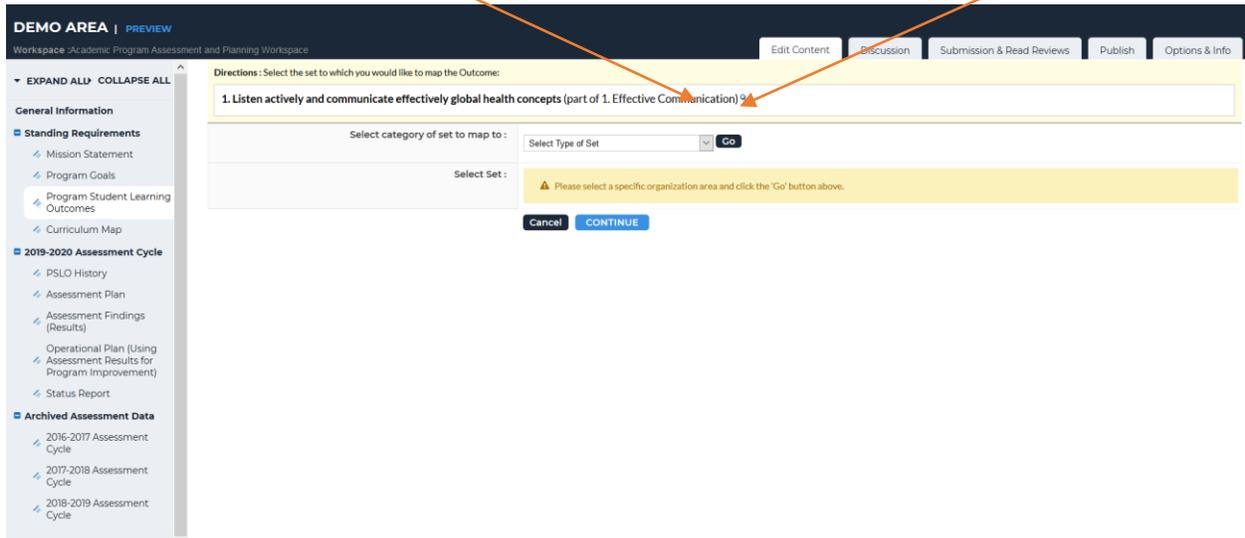
16. **NOTE:** if a Program Student Learning Objective has multiple components, provide a brief descriptor in the top dialog box (step 11); then select **Create New Outcome** and create the multiple outcomes for the specific learning objectives (for example, if there is a content component with multiple content types. The Program Student Learning Objective may be Global Health Content and the outcomes would be specific types of Global Health content, such as Disease Causation, Policies, etc.)

17. You will then have the option to map the PLSO to other Outcome sets (e.g. Institutional Learning Outcomes). If appropriate, click **Add Mapping**

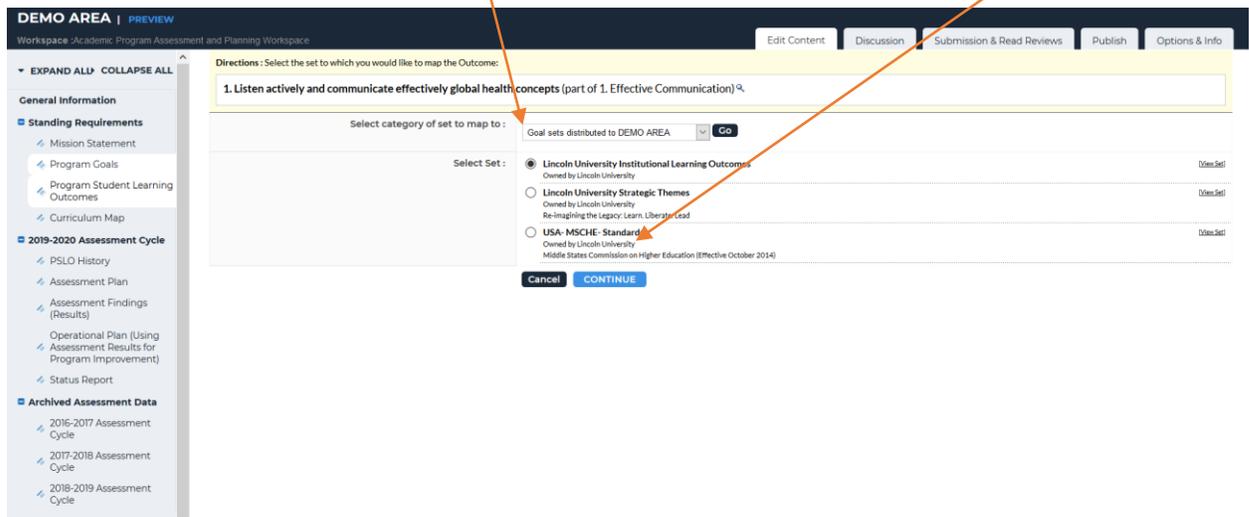


Lincoln University - Taskstream User Manual

18. Using the dropdown menu, select **Goal sets distributed to [Academic Program]** and click **Go**

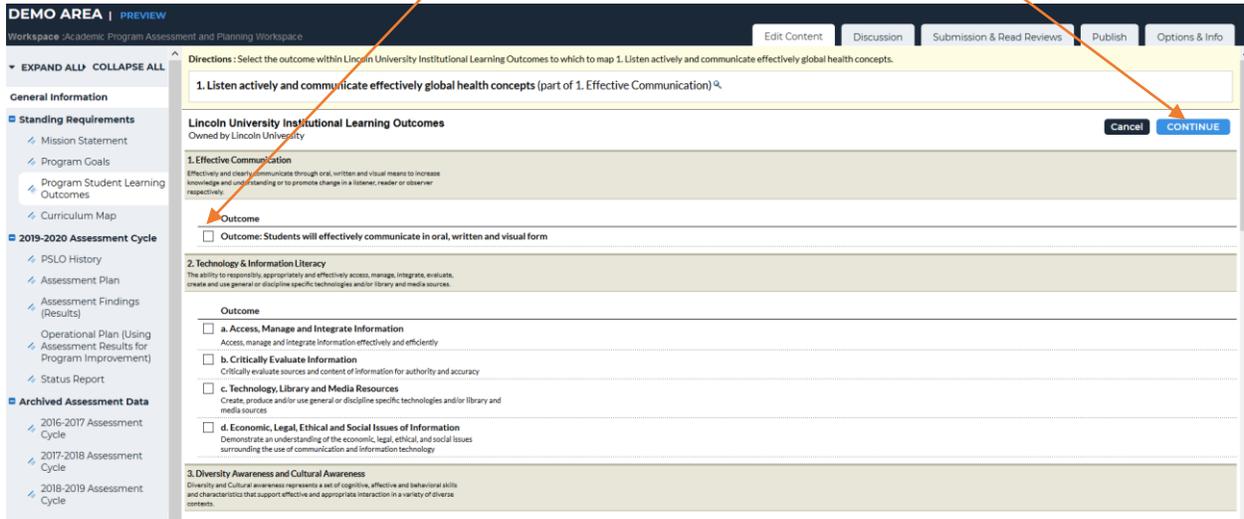


19. Click the radio button for **Lincoln University Institutional Learning Outcomes**; click **Continue**

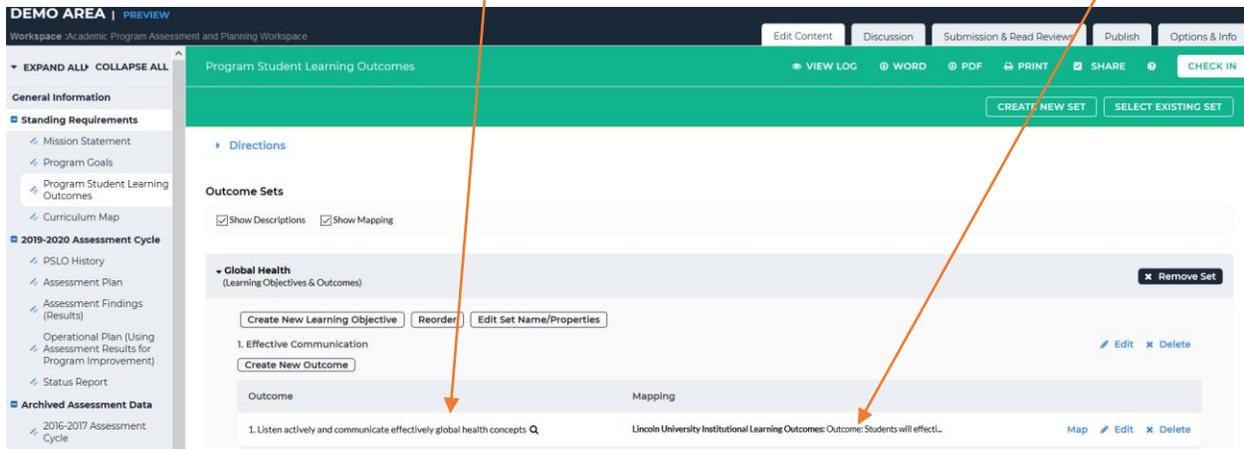


Lincoln University - Taskstream User Manual

20. Click the checkbox for the ILO that aligns with the specific PSLO; click **Continue**

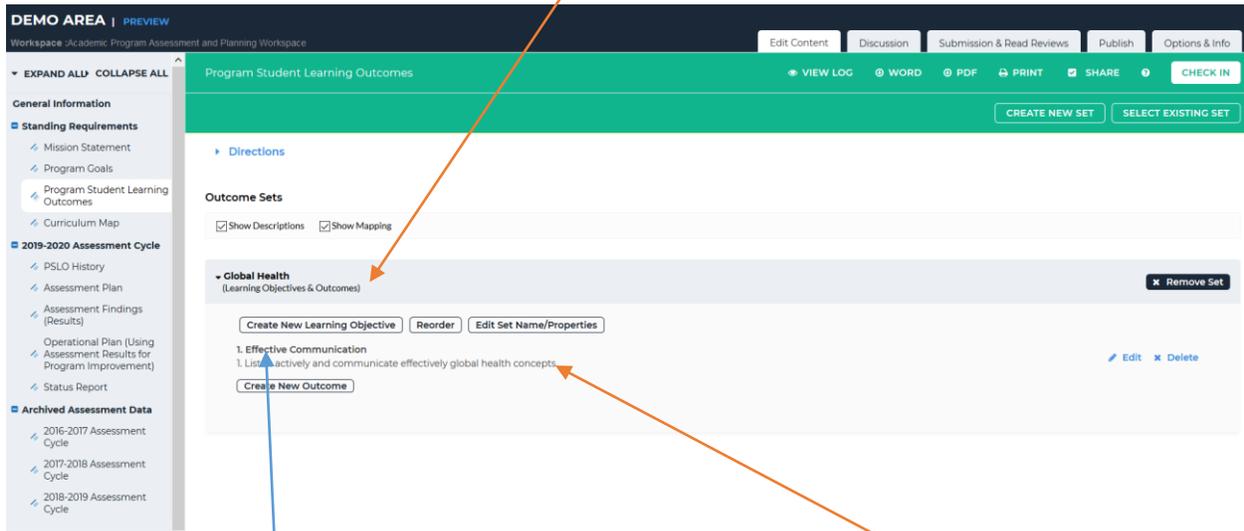


21. The Academic Program Student Learning Outcome should now be linked to the appropriate ILO (if applicable)



Lincoln University - Taskstream User Manual

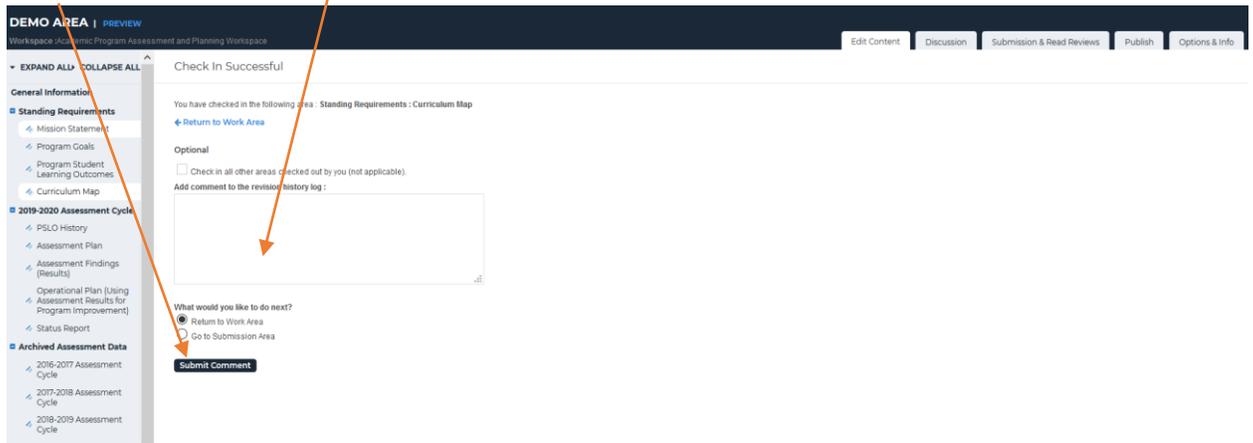
22. To add another PSLO, click **Create New Learning Objective** and repeat the process from step 10



23. **NOTE:** Each PSLO (Learning Objective) needs to have at least one outcome created

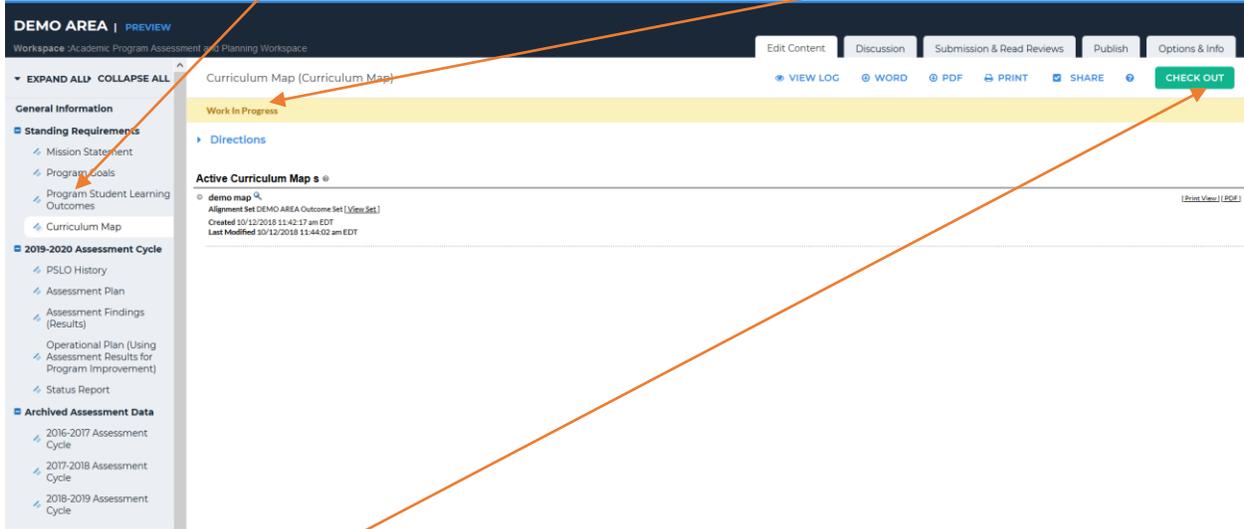
24. When all the Program Student Learning Outcomes have been added, click **Check In**

25. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

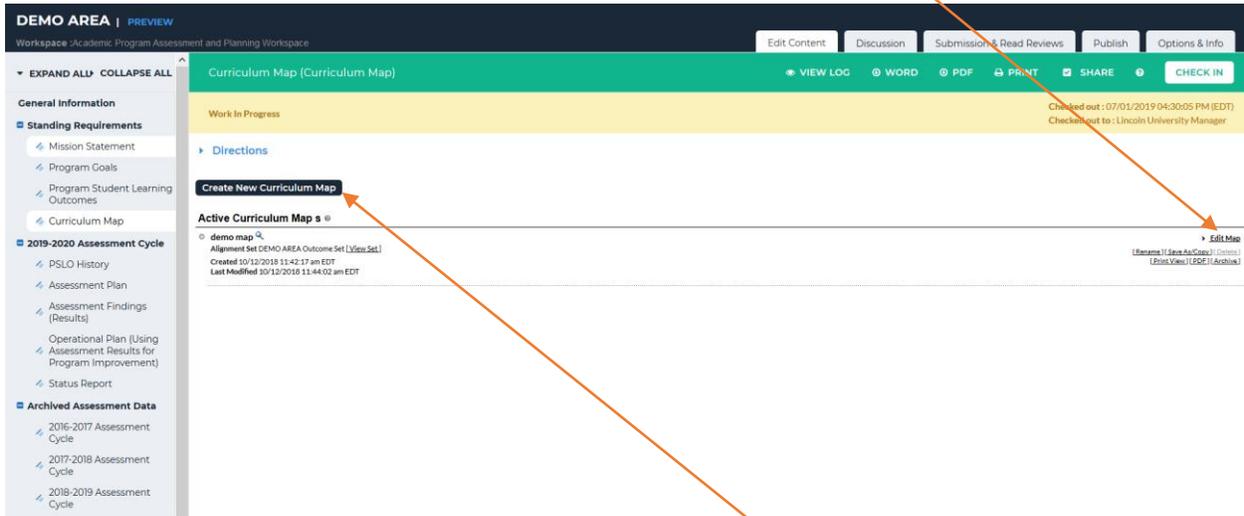


Curriculum Map – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Curriculum Map** (left side column menu); to see the Directions, click on **Directions**



4. Click **Check Out**
5. If you are using a map that was previously uploaded, click **Edit Map**



6. If you are creating a new curriculum map, click **Create New Curriculum Map**

Lincoln University - Taskstream User Manual

7. Type the name of the curriculum map (typically, the name of the Academic Program); click **Save and Return**

8. In the Description, you may possibly want to include the last revision date for the curriculum map
9. Select the appropriate Alignment Set (e.g. Academic Program set; in this example, Global Health);
10. The curriculum map will open in a new window; click plus sign to add each course;

Global Health
Courses and Activities Mapped to Global Health

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

1. Effective Communication	2. Think Critically	3. Quantitative Skills	4. Research Skills	5. Disease Causation	6. Policy and Perspectives
1. Listen actively and communicate effectively global health concepts	2. Think critically regarding complex global health problems.	3. Interpret numerical displays of data and apply quantitative skills and reasoning to global health issues.	4. Complete an independent research project on global health and formulate an impact statement.	5. Relate disease causation and the relationship between health and the environment.	6. Describe the interconnected approaches, policies, communities and perspectives that impact the field of global health.

+ Courses and Learning Activities

No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.

Legend: I Introduced R Reinforced M Mastery X Level not Assigned

Lincoln University - Taskstream User Manual

11. A new pop up window will appear, enter the **Course ID, Course Name/Title** and **Description** (if desired)

The screenshot shows a 'Create a New Course or Activity' form with the following fields and values:

- Course/Activity ID:** GLHE 101 (Max 15 Chars)
- Course/Activity Title:** Introduction to Global Health (Max 100 Chars)
- Description:** (Optional, Max 1000 Chars, includes a 'Check Spelling' button)
- Link:** http:// (Optional, Max 100 Chars)

At the bottom of the form are two buttons: 'Cancel' and 'CREATE'. Below the form, there are two tabs: 'M Mastery' and 'X Level not Assigned'. Orange arrows point from the text in step 11 to the Course ID, Title, and Description fields, and from step 12 to the 'CREATE' button.

12. click **Create**

Lincoln University - Taskstream User Manual

13. You should now see the course added to the curriculum map;

Global Health

Courses and Activities Mapped to Global Health

	1. Effective Communication	2. Think Critically	3. Quantitative Skills	4. Research Skills	5. Disease Causation	6. Policy and Perspectives
	1. Listen actively and communicate effectively global health concepts	2. Think critically regarding complex global health problems.	3. Interpret numerical displays of data and apply quantitative skills and reasoning to global health issues.	4. Complete an independent research project on global health and formulate an impact statement.	5. Relate disease causation and the relationship between health and the environment.	6. Describe the interconnected approaches, policies, communities and perspectives that impact the field of global health.
Courses and Learning Activities						
GLHE 101 Global Health I	I	I	I	I		I

14. Click in the appropriate box(es) for the appropriate PSLO and scroll/click through the options of: **I**=Introduced, **R**=Reinforced, **M**=Mastery or **X**=Level not assigned

15. To add another course, click on the + sign and repeat process from step 10 until all the courses have been added.

16. When all the courses have been added, click **Save Now**

NOTE: The curriculum map may be saved at any of the stages. If you have not completed the map in one session, you may come back and continue adding courses or editing the map. Remember to click **Save Now** before you exit from the curriculum map window.

17. The curriculum map should now be visible on the workspace. To view the map, click on the name of the Academic Program (Global Health)

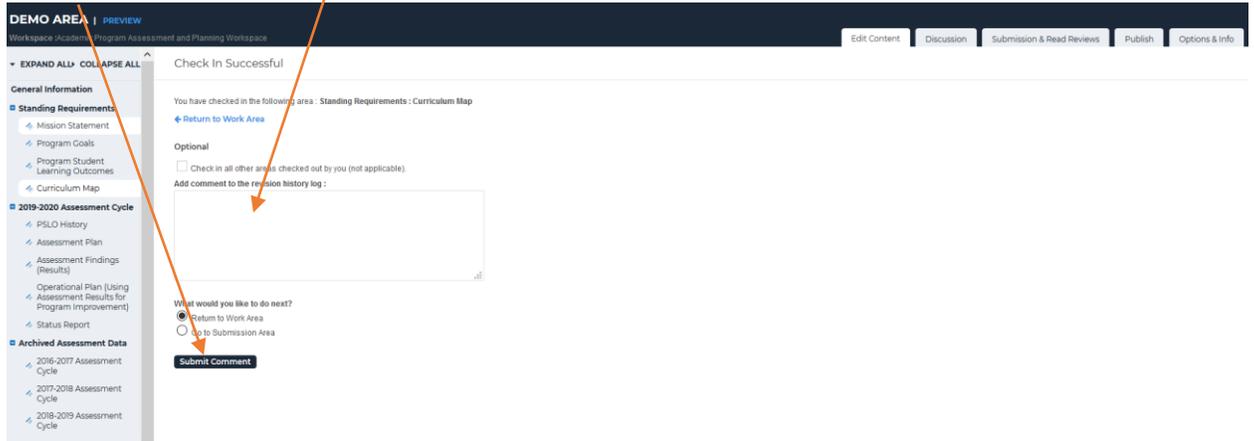
The screenshot shows the Taskstream workspace interface. On the left is a navigation menu with sections like 'General Information', '2019-2020 Assessment Cycle', and 'Archived Assessment Data'. The main area displays the 'Curriculum Map (Curriculum Map)' for 'Global Health'. Under 'Active Curriculum Maps', there are two entries: 'demo map' and 'Global Health'. The 'Global Health' entry is selected, and an orange arrow points from its 'Edit Map' link to the right. In the top right corner of the workspace, there is a 'CHECK IN' button, also indicated by an orange arrow.

18. If edits are needed, click **Edit Map**

19. When finished adding/editing the curriculum map, click **Check In**

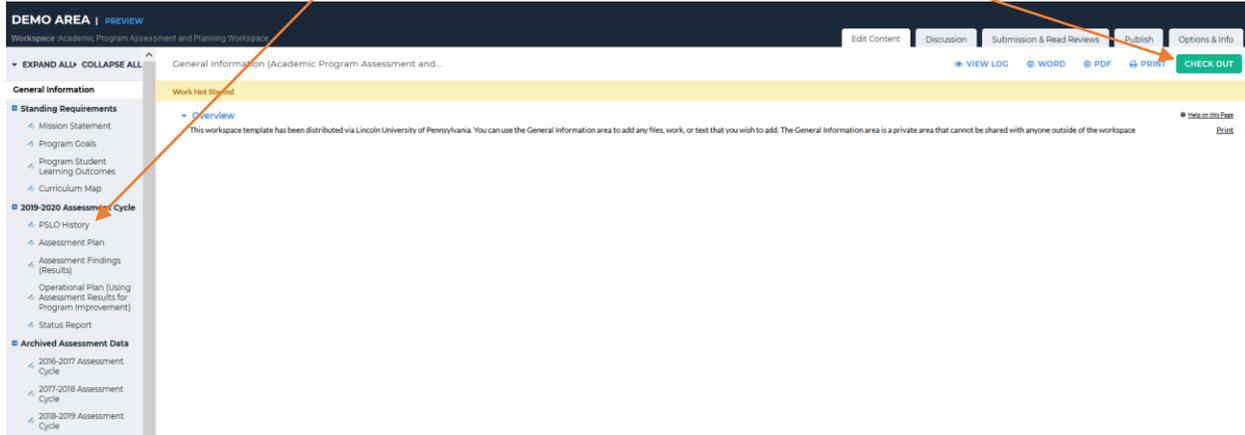
Lincoln University - Taskstream User Manual

20. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

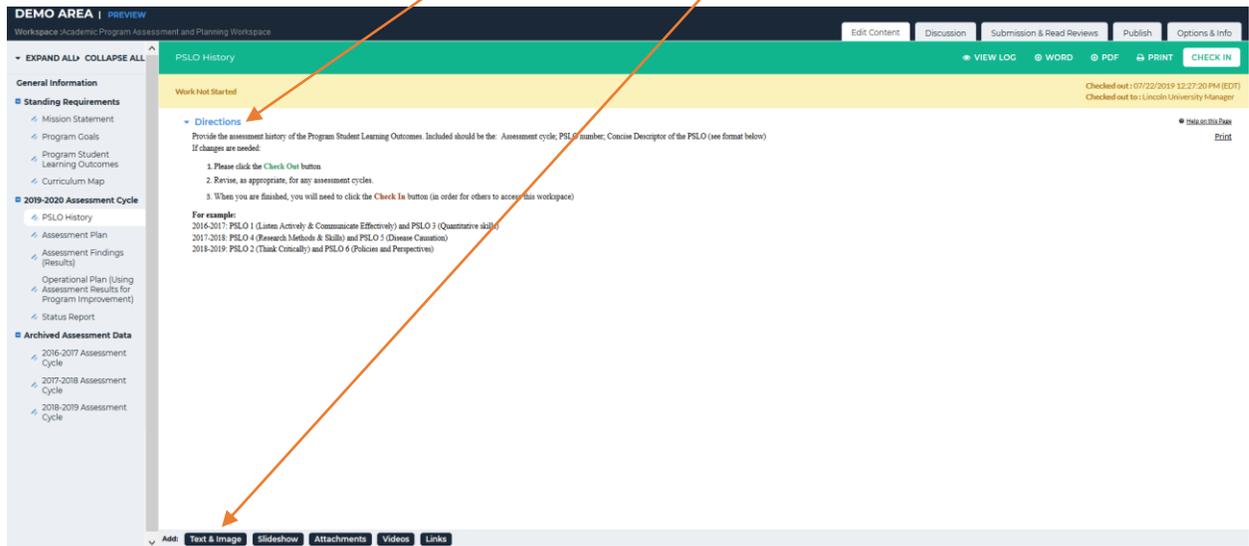


PSLO History – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **PSLO History** (left side column menu); click **Check Out**

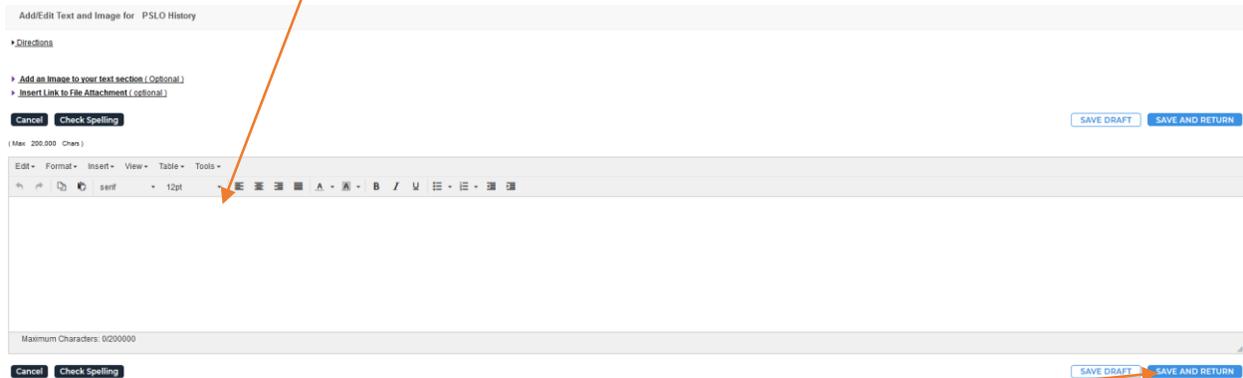


4. To see the Directions, click on **Directions**; Click on **Text and Image**

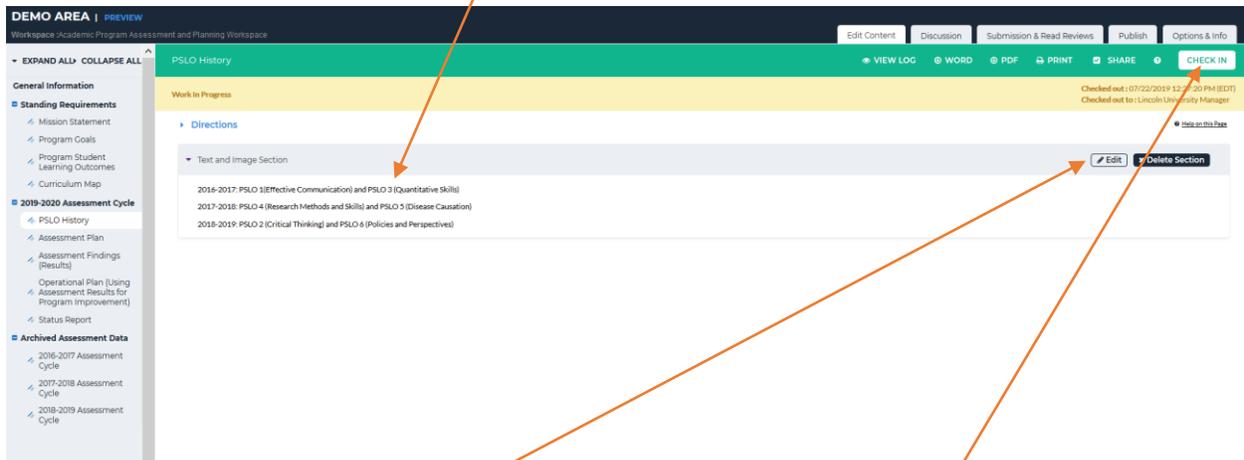


Lincoln University - Taskstream User Manual

- In the dialog box of the new window, insert the PSLO history (or revise/update, as appropriate); Format should be: Academic Year: PSLO # (Brief Descriptor) and PSLO # (Brief Descriptor);
For example: 2016-2017: PSLO 1 (Effective Communication) and PSLO 2 (Critical Thinking)



- When finished, click **Save and Return**
- You should now see the information in the workspace



- If revisions are needed, click **Edit**; if the information is correct, click **Check In**

Lincoln University - Taskstream User Manual

9. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

The screenshot displays the Taskstream interface for a workspace. At the top, there is a dark navigation bar with the text "DEMO AREA | PREVIEW" and "Workspace: Academic Program Assessment and Planning Workspace". On the right side of this bar are buttons for "Edit Content", "Discussion", "Submission & Read Reviews", "Publish", and "Options & Info".

On the left side, there is a sidebar menu with expand/collapse controls. The menu items are:

- General Information
 - Standing Requirements
 - Mission Statement
 - Program Goals
 - Program Student Learning Outcomes
 - Curriculum Map
 - 2019-2020 Assessment Cycle
 - PSLO History
 - Assessment Plan
 - Assessment Findings (Results)
 - Operational Plan (Using Assessment Results for Program Improvement)
 - Status Report
 - Archived Assessment Data
 - 2016-2017 Assessment Cycle
 - 2017-2018 Assessment Cycle
 - 2018-2019 Assessment Cycle

The main content area shows a "Check In Successful" message: "You have checked in the following area: 2019-2020 Assessment Cycle : PSLO History". Below this is a link to "Return to Work Area".

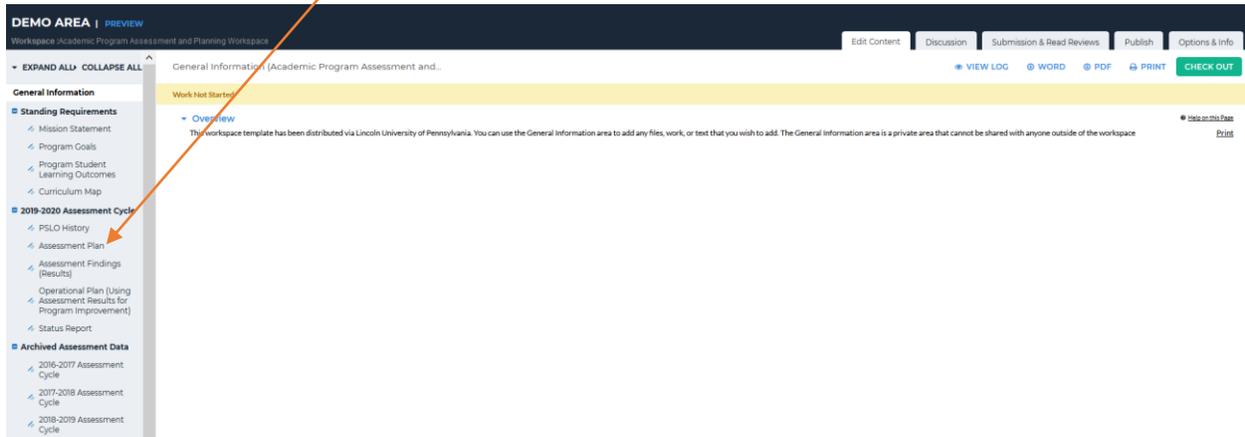
Under the heading "Optional", there is a checkbox for "Check in all other areas checked out by you (not applicable)". Below that is a text input field labeled "Add comment to the revision history log:". A red arrow points to this field.

At the bottom of the main content area, there is a section titled "What would you like to do next?" with two radio button options: "Return to Work Area" (which is selected) and "Go to Submission Area". Below these options is a "Submit Comment" button. A red arrow points to this button.

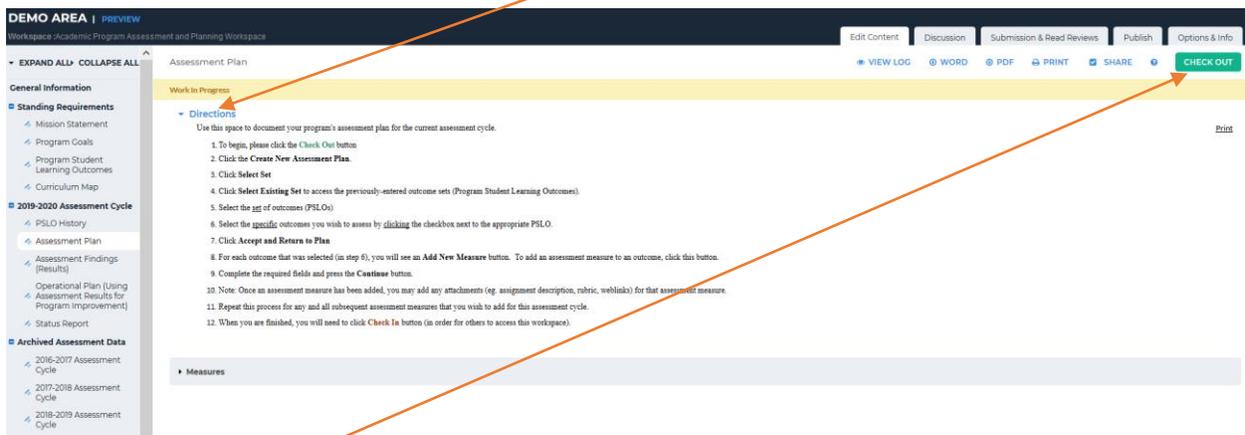
Assessment Plan – Academic Program

Assessment Plan – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Assessment Plan** (left side column menu)



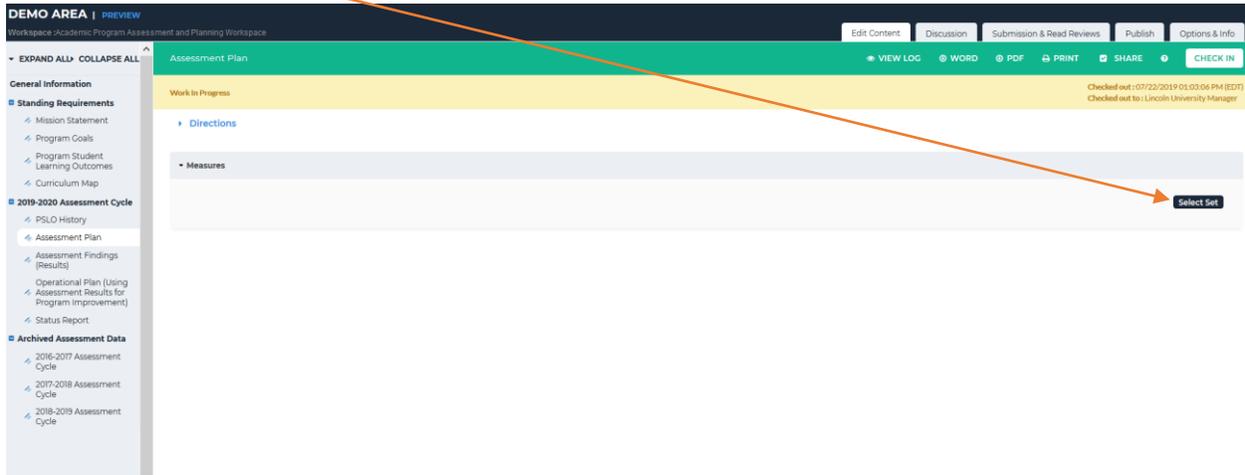
4. To see Directions for this section, click **Directions**



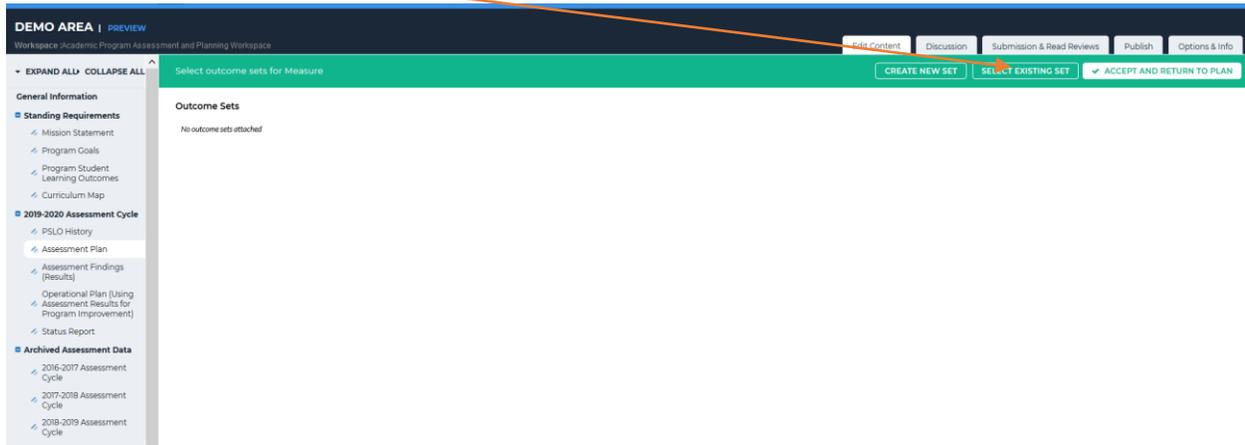
5. Click **Check Out**

Lincoln University - Taskstream User Manual

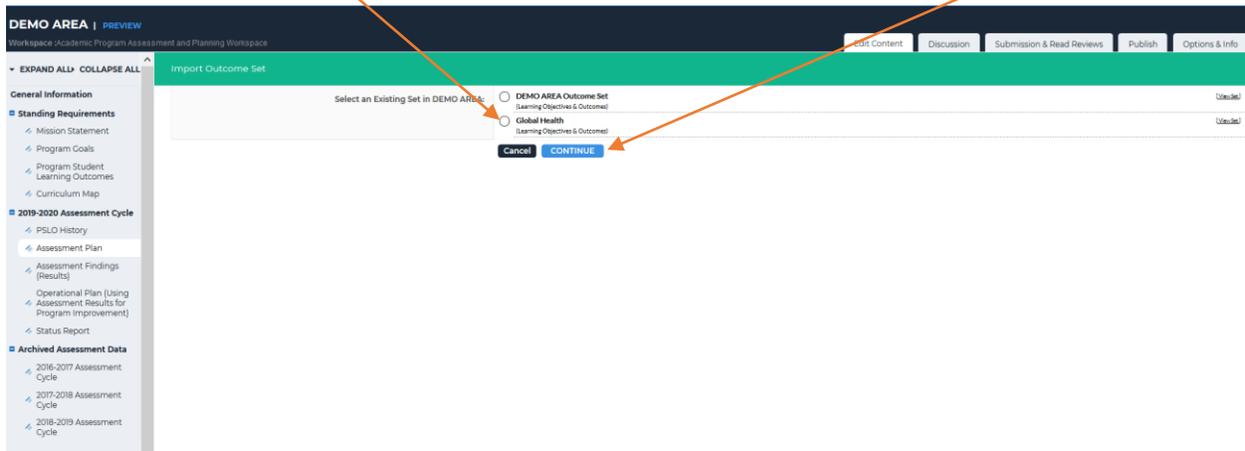
6. Click Select Set



7. Click Select Existing Set



8. Click on the radio button for the Academic Program PSLO set; then click Continue



Lincoln University - Taskstream User Manual

9. Click on the appropriate checkbox for the PSLO that the Plan will be assessing/measuring

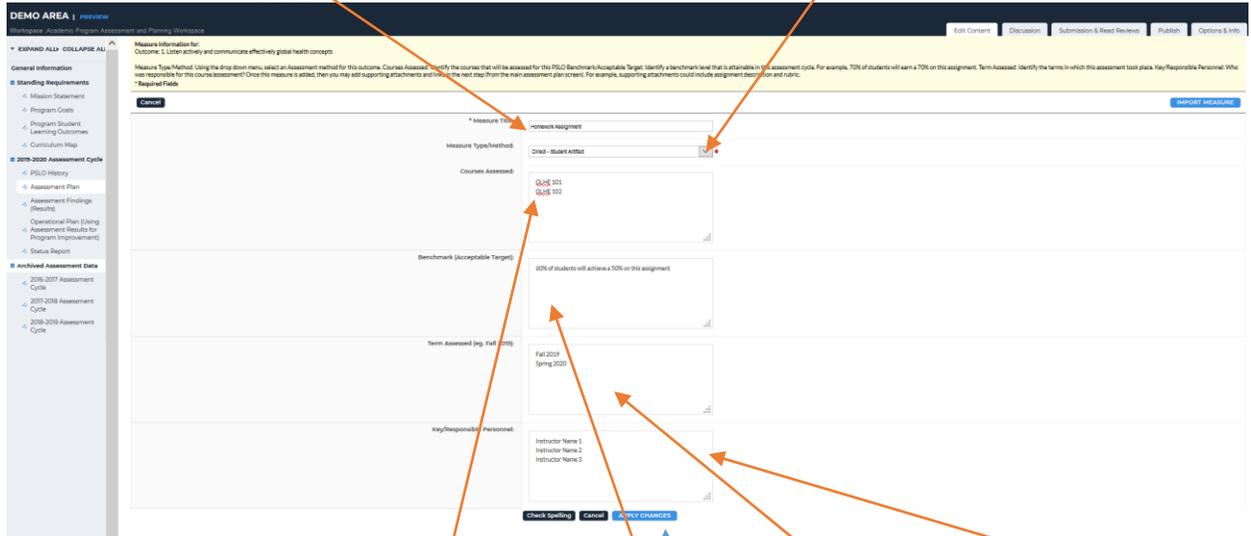
The screenshot shows the 'Select outcome sets for Measure' page. At the top right, there are buttons for 'CREATE NEW SET', 'SELECT EXISTING SET', and 'ACCEPT AND RETURN TO PLAN'. The 'ACCEPT AND RETURN TO PLAN' button is highlighted with an orange arrow. The main content area lists three learning objectives under 'Global Health' with checkboxes for selection. The first objective is '1. Effective Communication' with the outcome 'Listen actively and communicate effectively global health concepts'. The second is '2. Think Critically' with the outcome 'Think critically regarding complex global health problems'. The third is '3. Quantitative Skills' with the outcome 'Interpret numerical displays of data and apply quantitative skills and reasoning to global health issues'.

10. click **Accept and Return to Plan**
11. Click **Add New Measure**

The screenshot shows the 'Assessment Plan' page. At the top right, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The 'CHECK IN' button is highlighted with an orange arrow. The main content area shows a list of measures under 'Global Health' with checkboxes for selection. The first measure is '1. Effective Communication' with the outcome 'Listen actively and communicate effectively global health concepts'. The 'Add New Measure' button is highlighted with an orange arrow.

Lincoln University - Taskstream User Manual

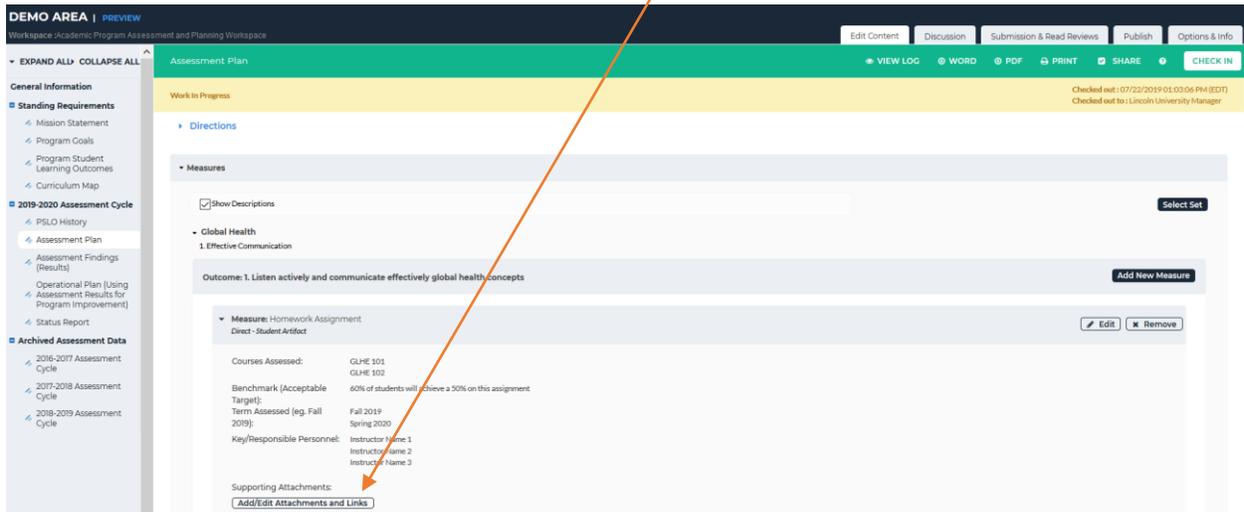
12. Click on **Measure Title** and insert appropriate information; click on arrow to use dropdown menu for Measure Type/Method



13. Click in each of the dialog boxes (Courses assessed, Benchmark, Term Assessed, Key/Responsible Personnel) and insert the appropriate information

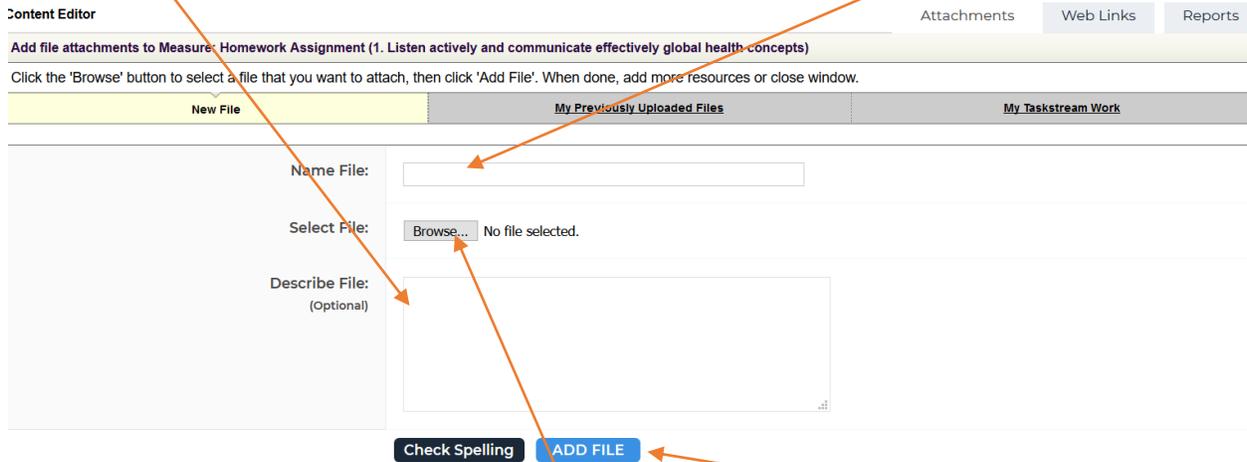
14. Then click **Apply Changes**

15. To add attachments and links, click **Add/Edit Attachments and Links**



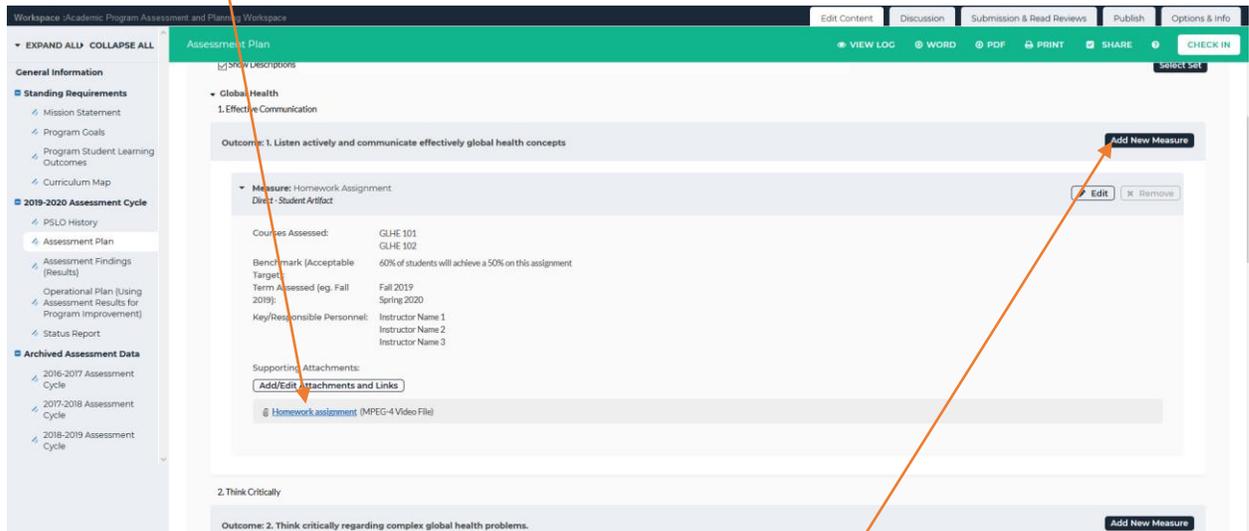
Lincoln University - Taskstream User Manual

16. If adding attachments, insert the appropriate information in the in the Name file and Description file (optional) dialog boxes;



17. Select the appropriate file by clicking on **Browse** and selecting the appropriate file; then select **Add File**

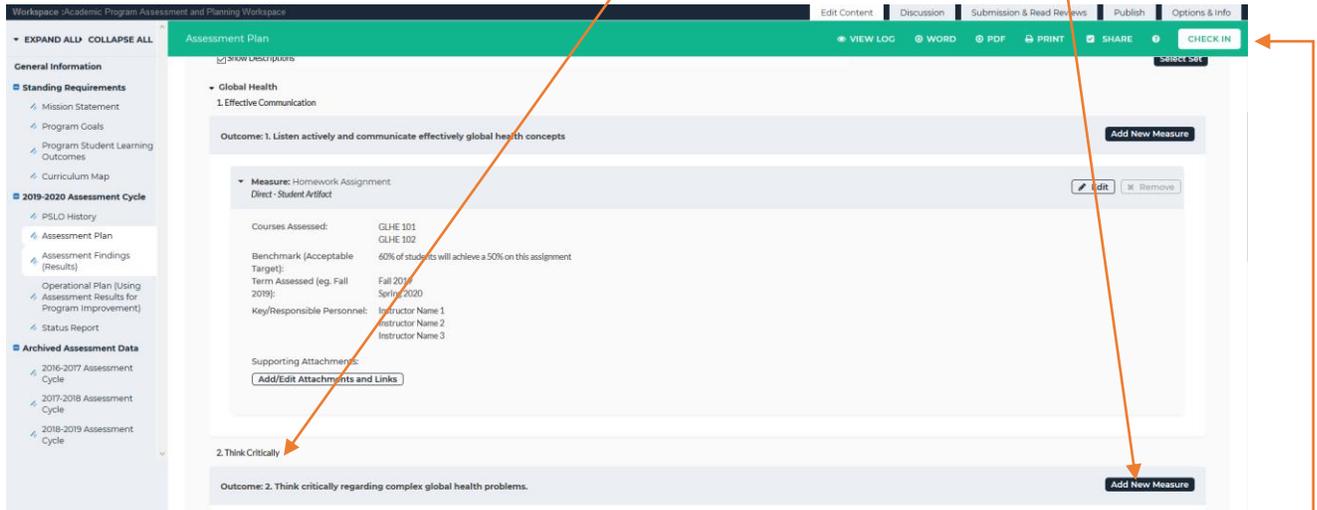
18. The attachment should now be visible in the workspace



19. To add other assessment measures for this PSLO, click on **Add New Measure** and repeat the process from step 11

Lincoln University - Taskstream User Manual

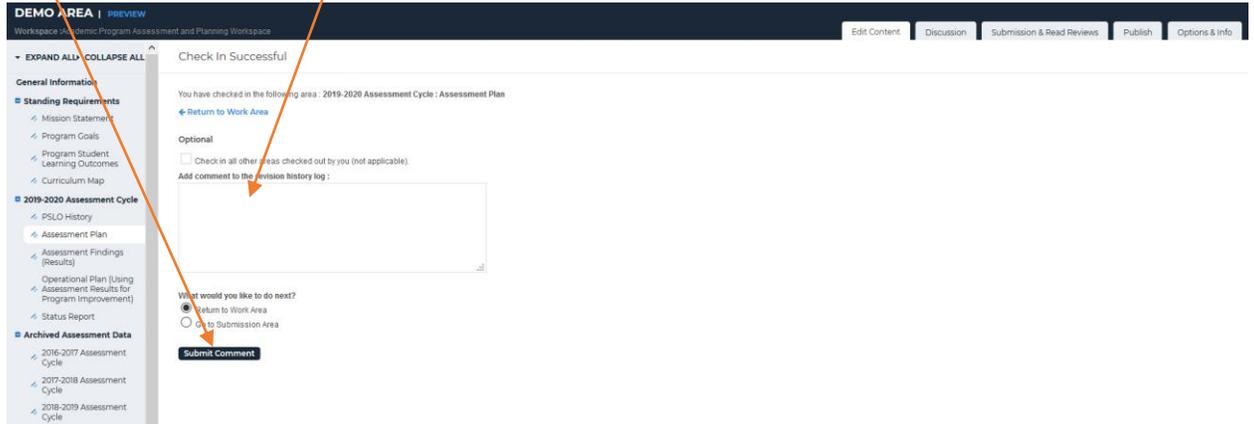
20. If you have assessment measures for other PSLOs, click the appropriate **Add New Measure** and repeat the process from step 6



21. If you are finished adding assessment measures, click **Check In**

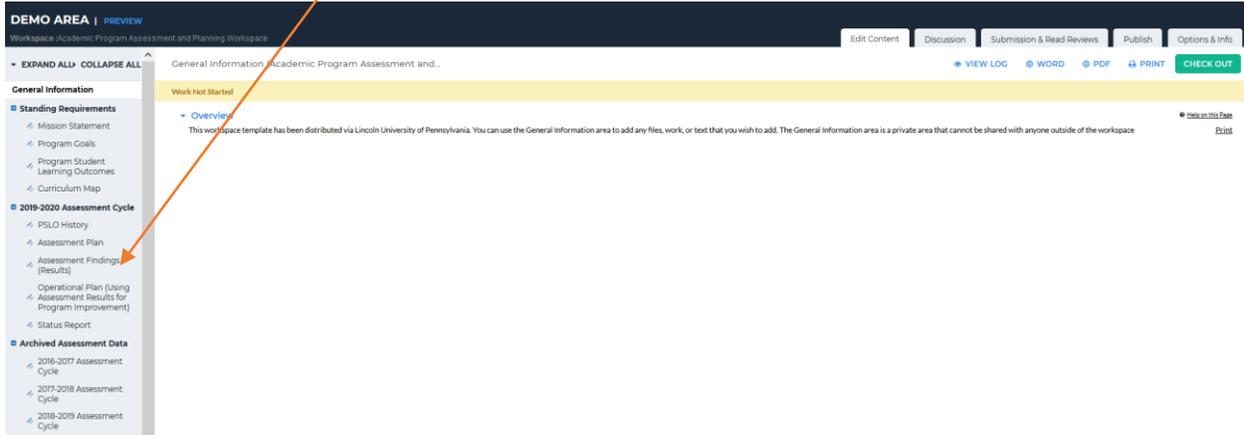
Lincoln University - Taskstream User Manual

23. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

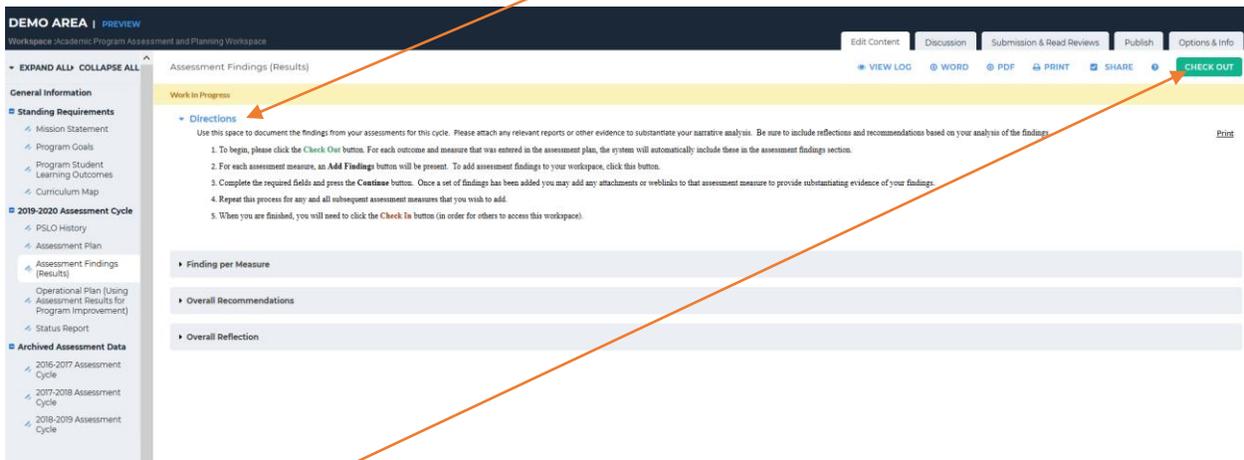


Assessment Findings (Results) – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Assessment Findings (Results)** (left side column menu)



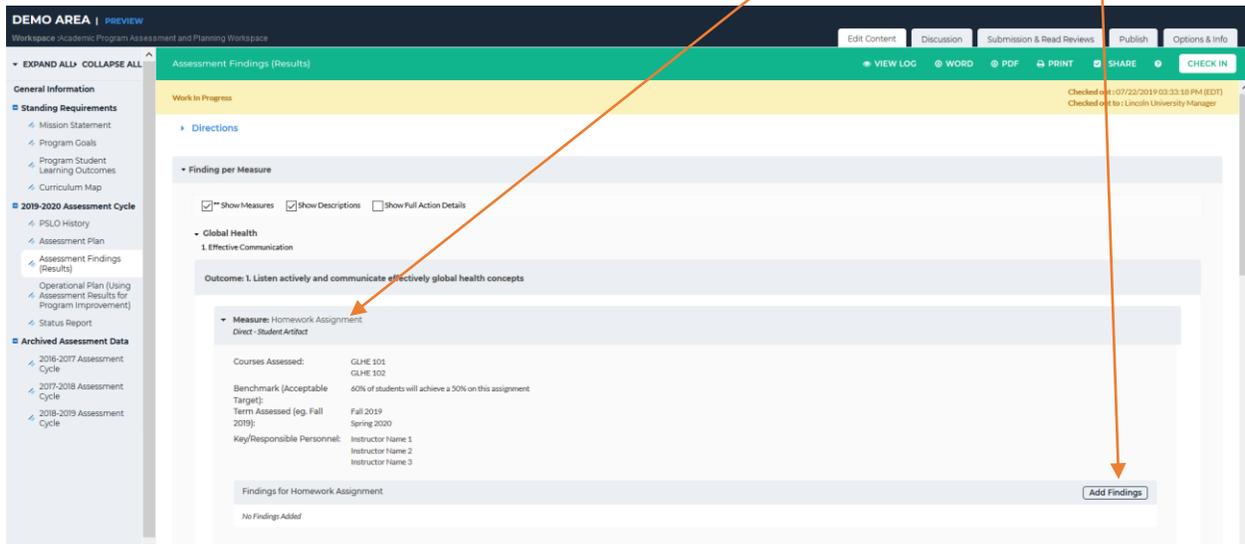
4. To see Directions for this section, click **Directions**



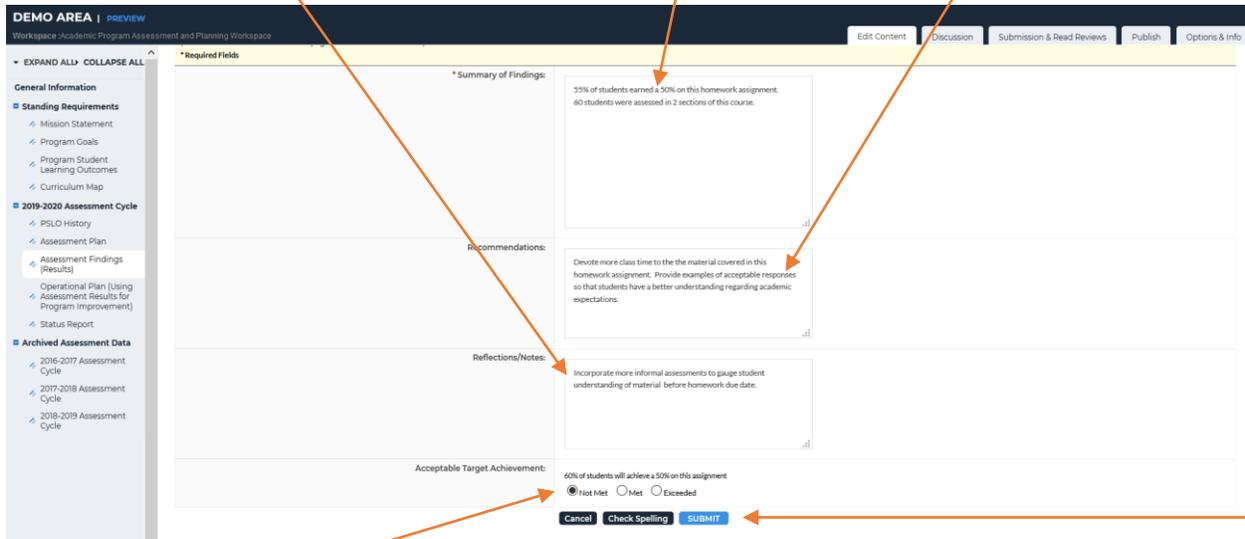
5. Click **Check Out**

Lincoln University - Taskstream User Manual

6. To the appropriate assessment measure (e.g. Homework Assignment), click **Add Findings**



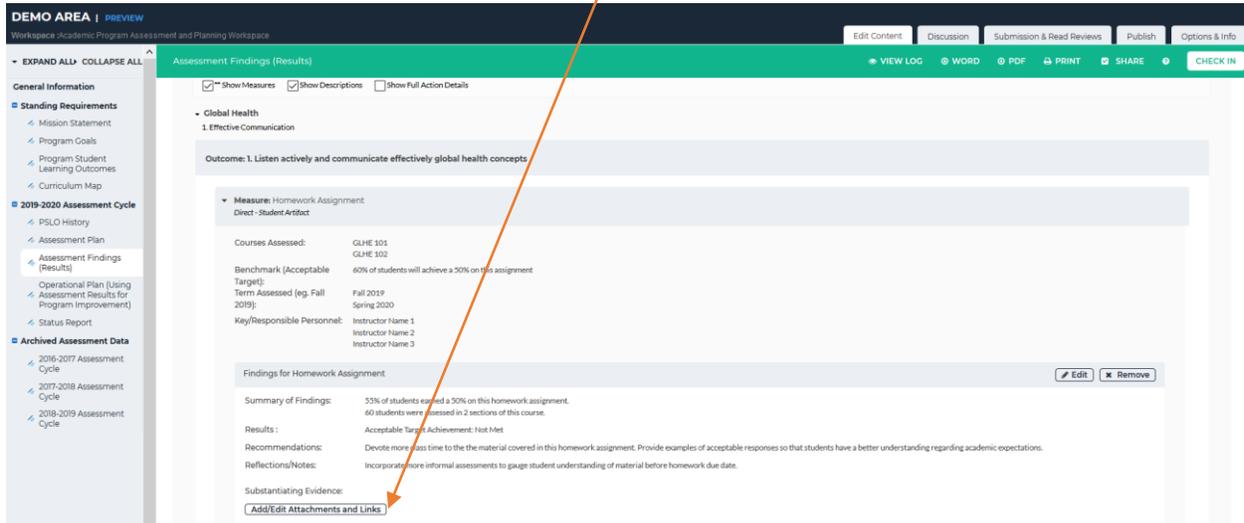
7. Click in the appropriate dialog box to add Summary of Findings, Recommendations, Reflections/Note



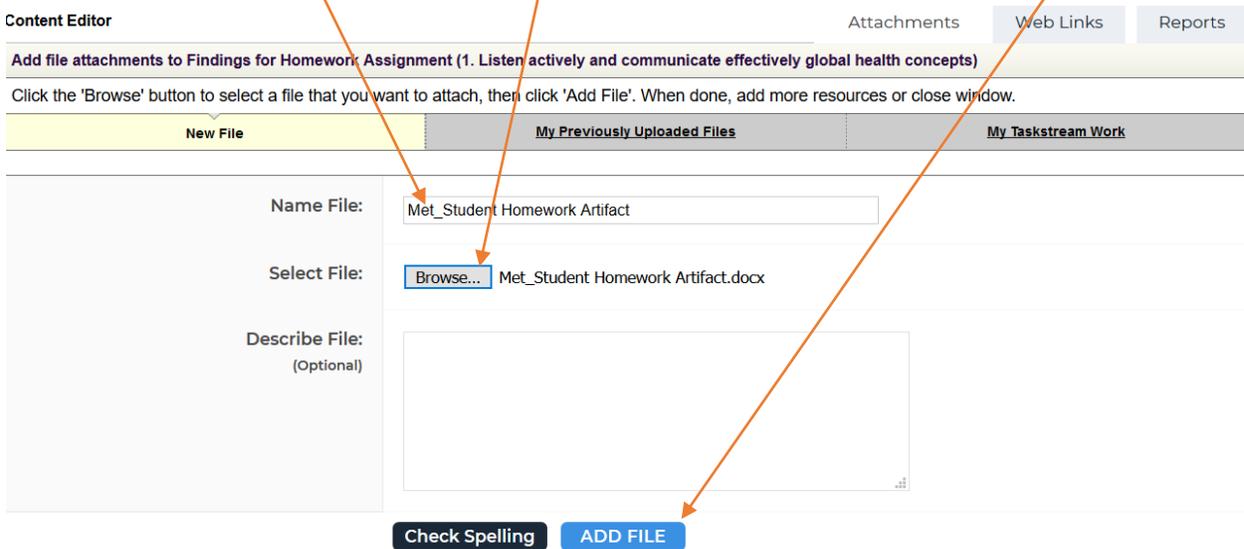
8. Click on the radio button to indicate if Acceptable Target was: Not Met, Met or Exceeded; then click **Submit**

Lincoln University - Taskstream User Manual

9. To upload student artifacts, click **Add/Edit Attachments and Links**;
NOTE: Reminder to remove student identifying information from the artifact; include at least one artifact for each type: Not met, Met, Exceeded



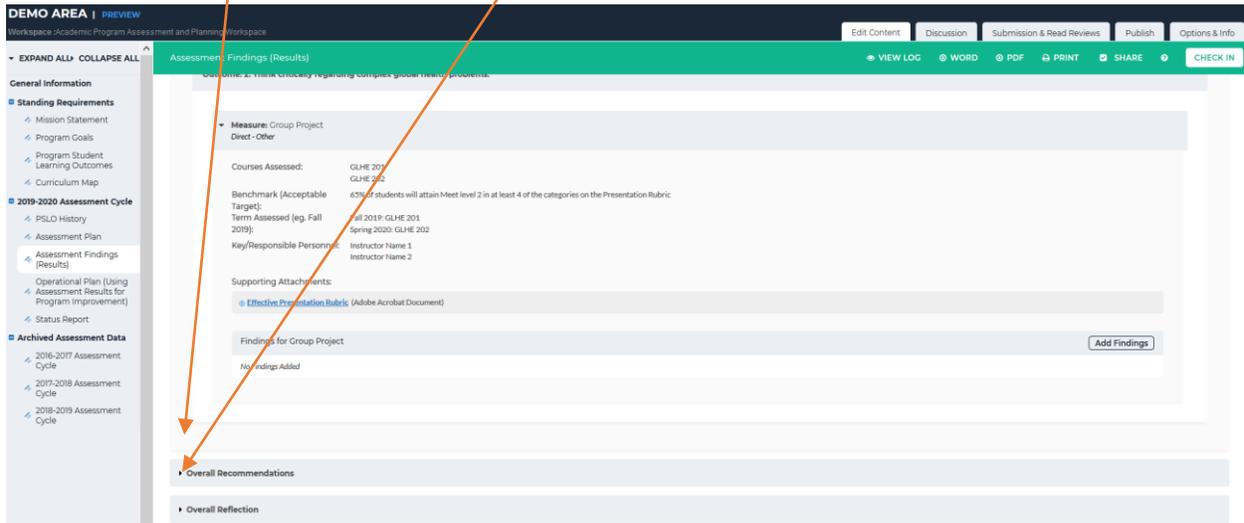
10. Insert the **Name** of the file, click **Browse** to find the file and upload, then click **Add File**



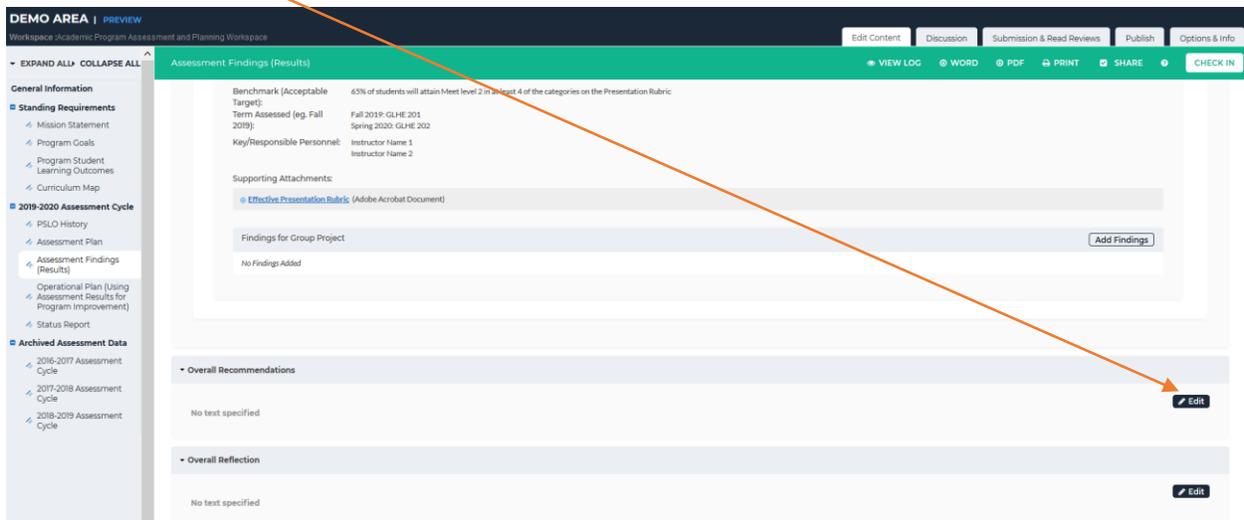
11. Continue adding results for each of the Assessment Measures by clicking on the respective **Add Findings** and continue process from step 6

Lincoln University - Taskstream User Manual

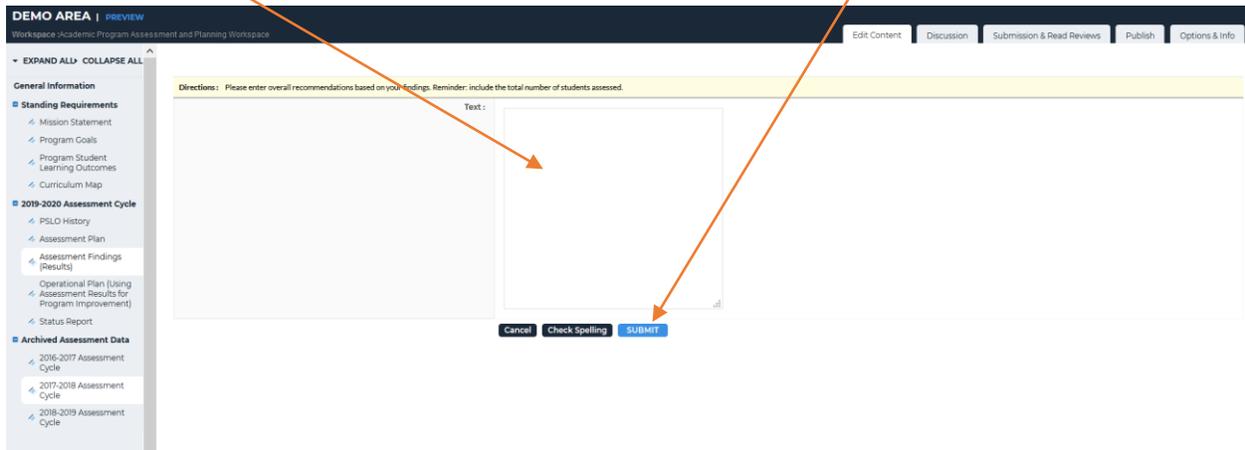
12. Overall Recommendations and Overall Reflection can be added by clicking the respective arrow



13. Next click **Edit**

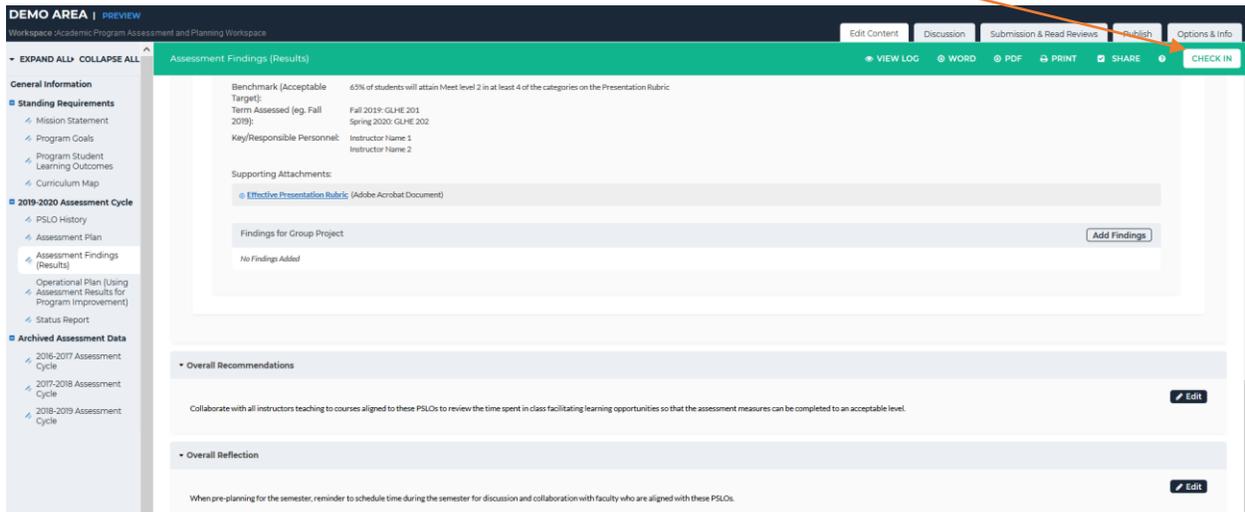


14. In the **Text** Box, insert Overall Recommendations; then click **Submit**

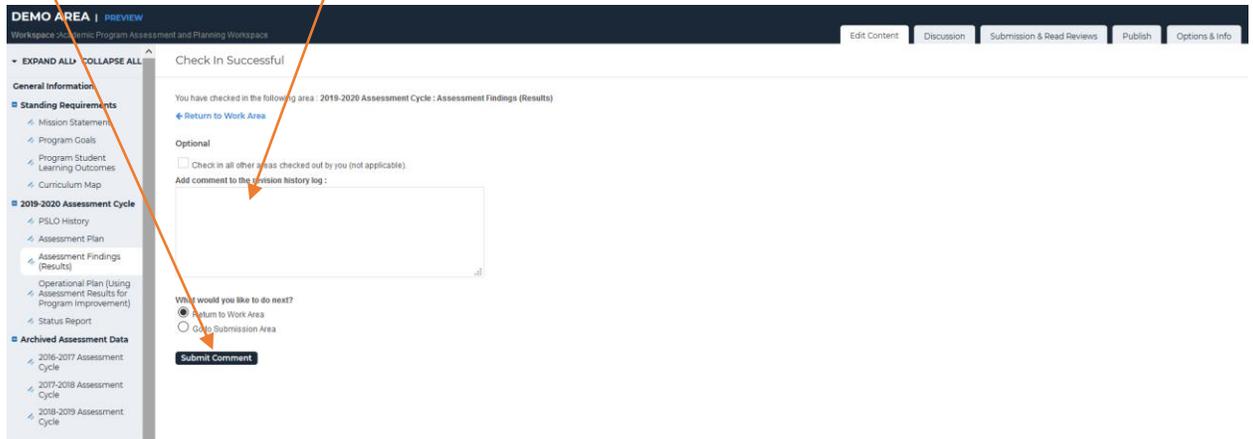


15. Follow the same process for Overall Reflection (from step 12)

16. When all Assessment Findings/Results have been added, click **Check In**

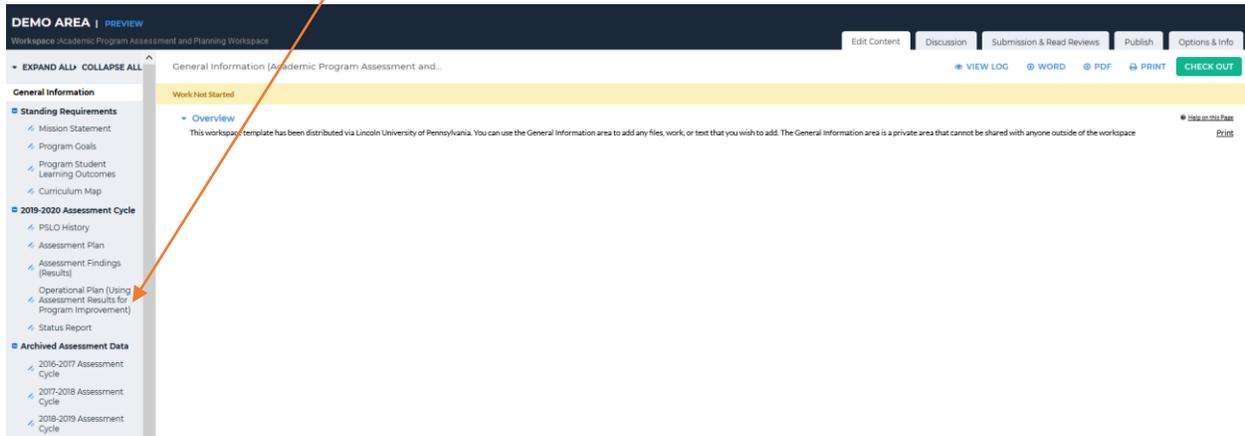


17. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

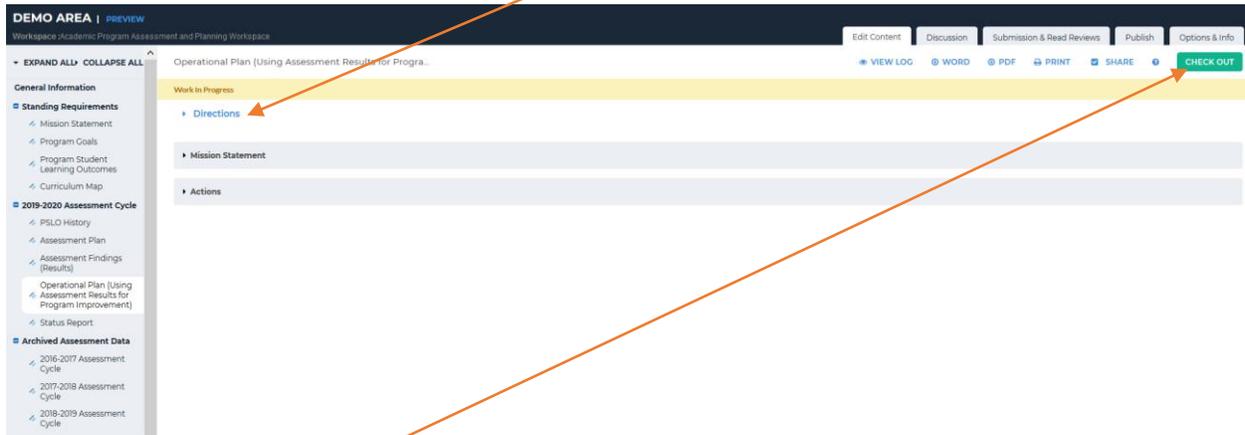


Operational Plan (Using Assessment Results for Program Improvement) – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Operational Plan** (left side column menu)



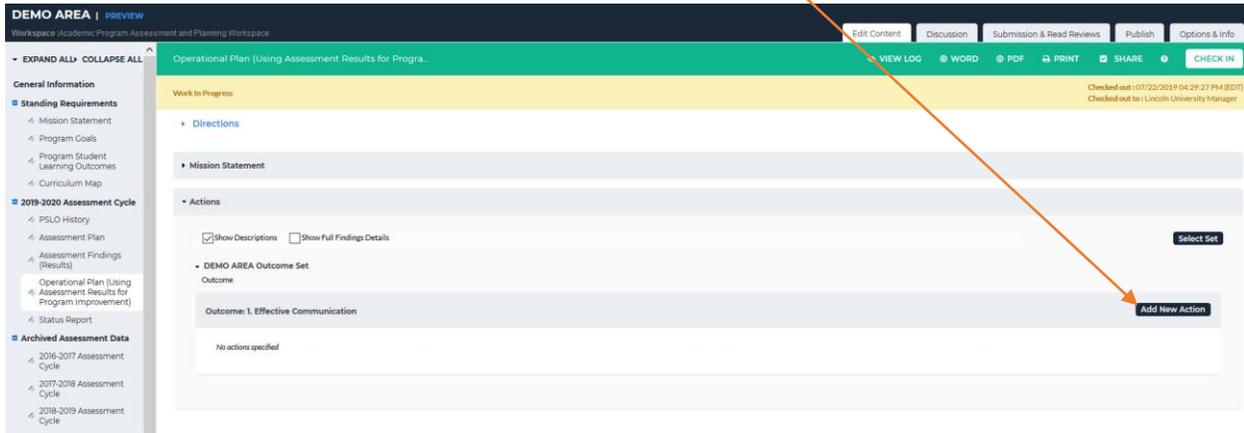
4. To see Directions for this section, click **Directions**



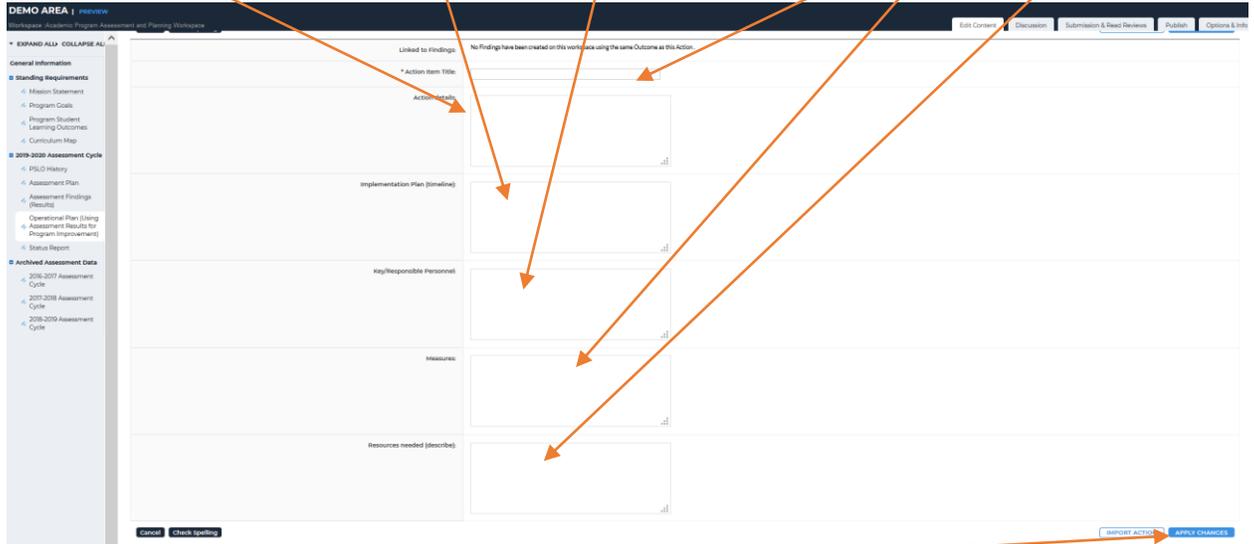
5. Click **Check Out**

Lincoln University - Taskstream User Manual

6. To the appropriate assessment measure, click **Add New Action**



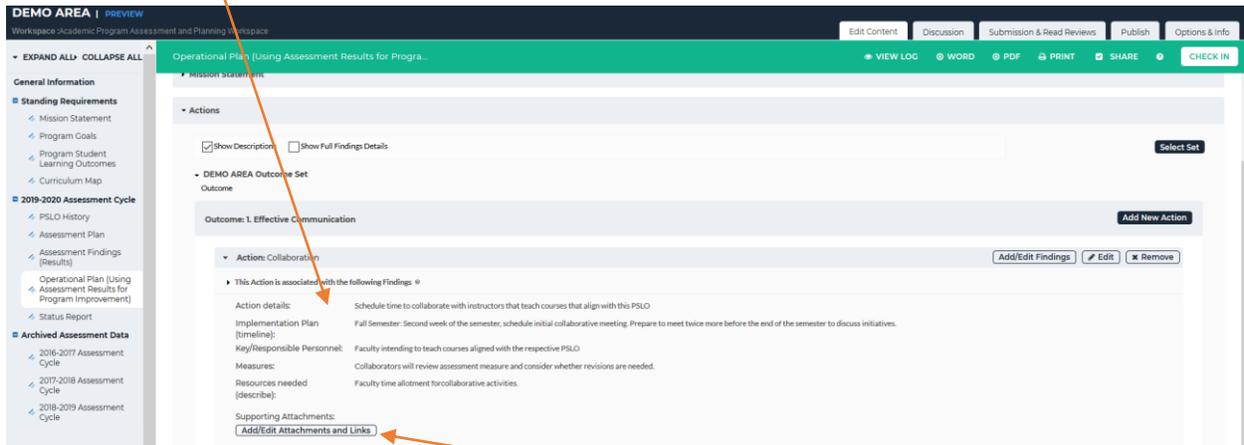
7. Click in the appropriate dialog box to add the appropriate information for section: Action Item Title, Action Details, Implementation Plan, Key/Responsible Personnel, Measures, Resources Needed



8. When finished, click **Apply Changes**

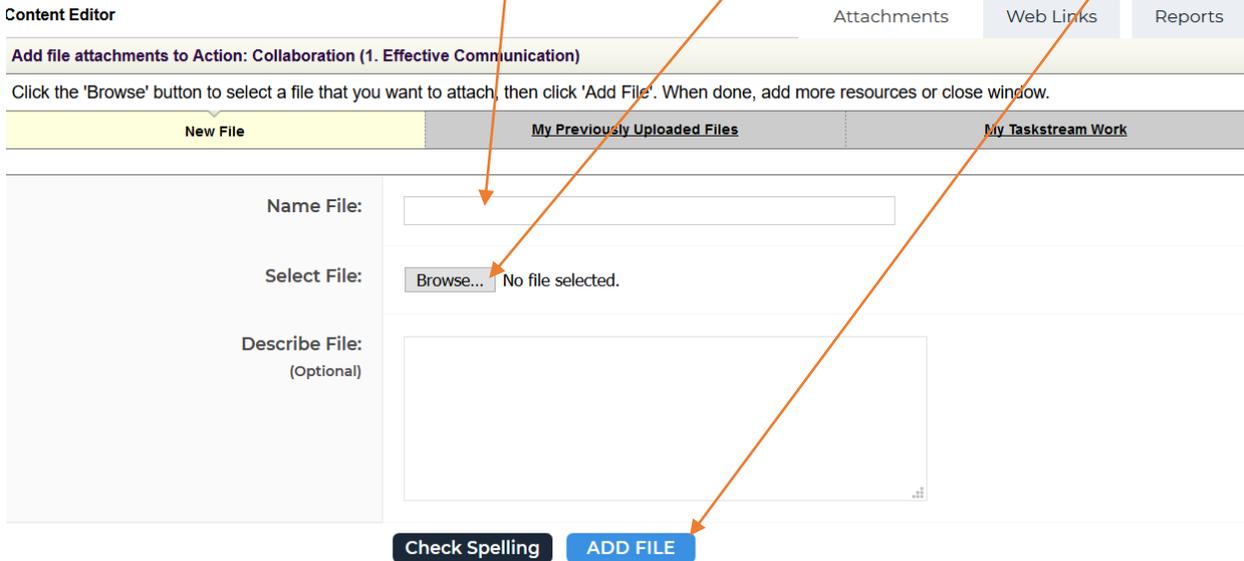
Lincoln University - Taskstream User Manual

9. Action Plan should now be visible in workspace;

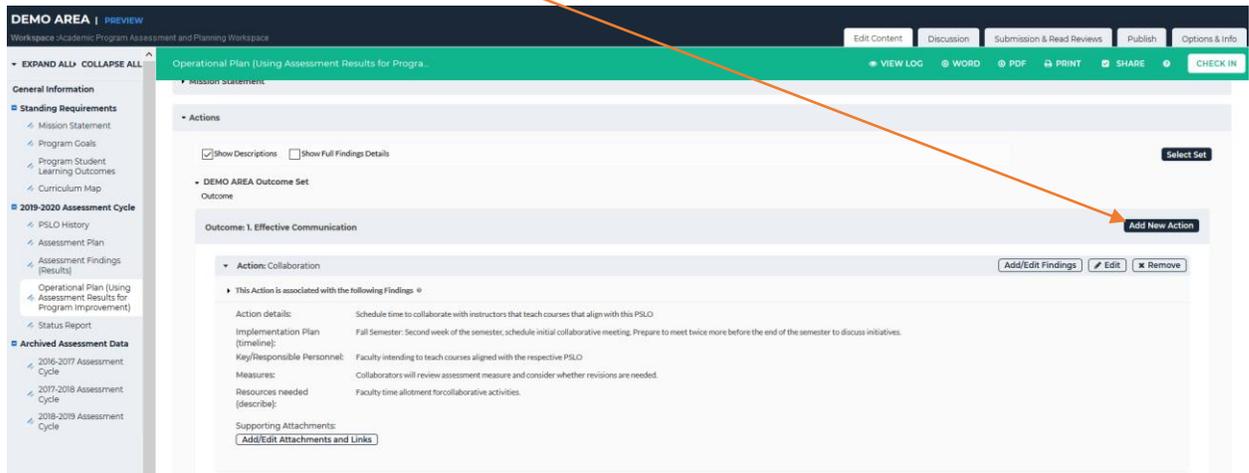


10. To add attachments or links, click **Add/Edit Attachments and Links**

11. To name the file, insert text in **Name File** box; click **Browse** to select the file; click **Add File**

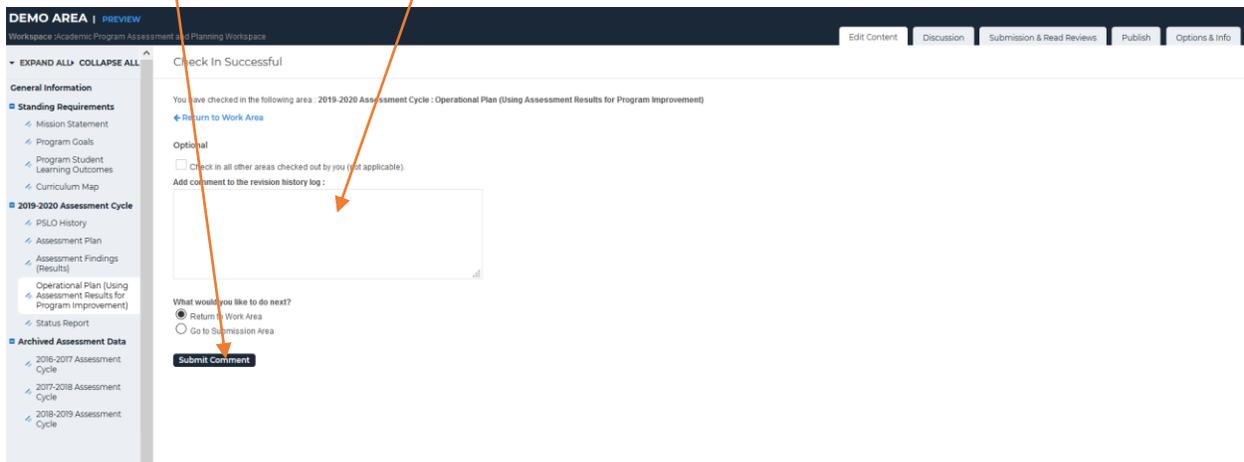


12. To add another action, click **Add New Action** and follow the same process from step 6



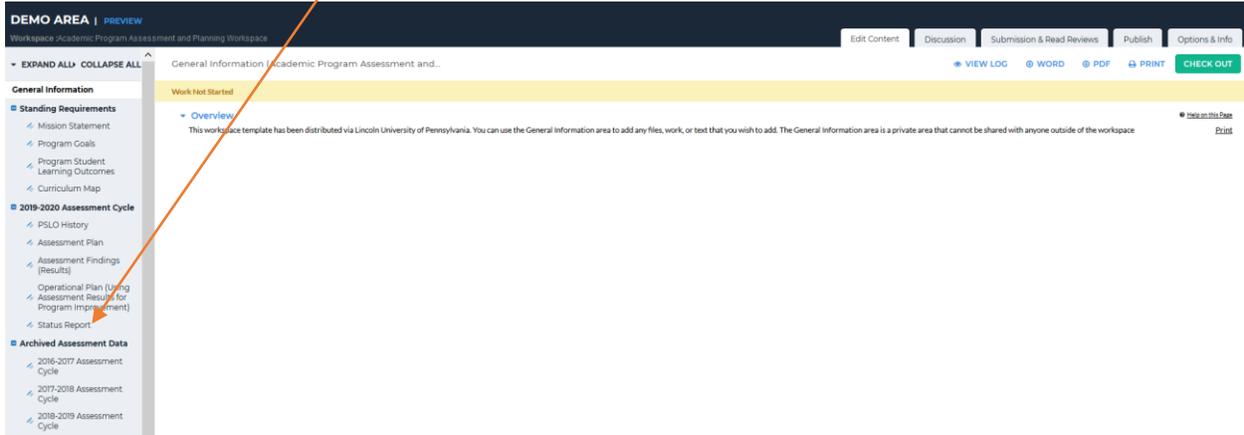
13. When finished adding actions, click **Check In**

14. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

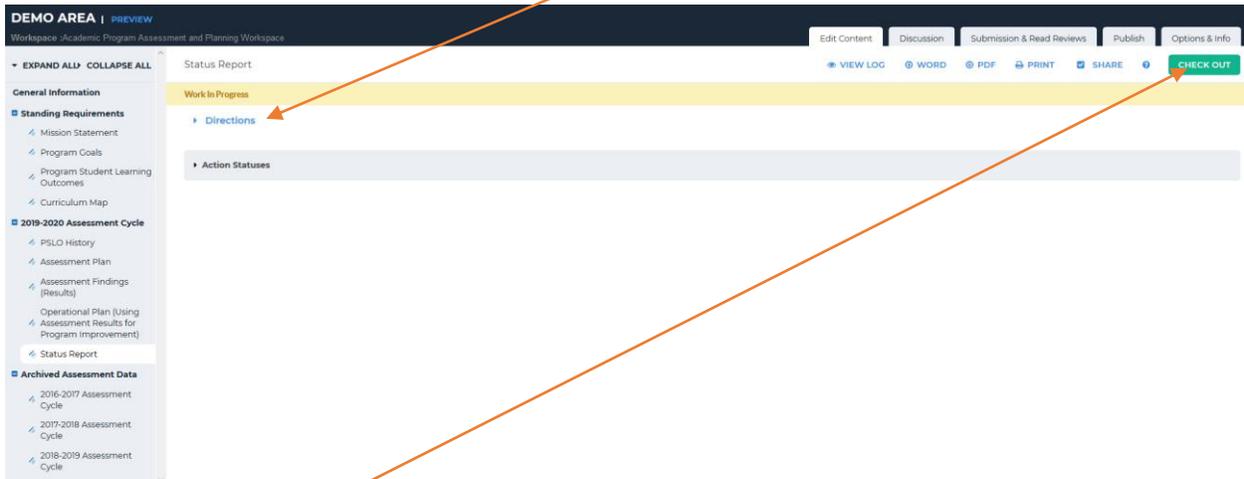


Status Report – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Status Report** (left side column menu)



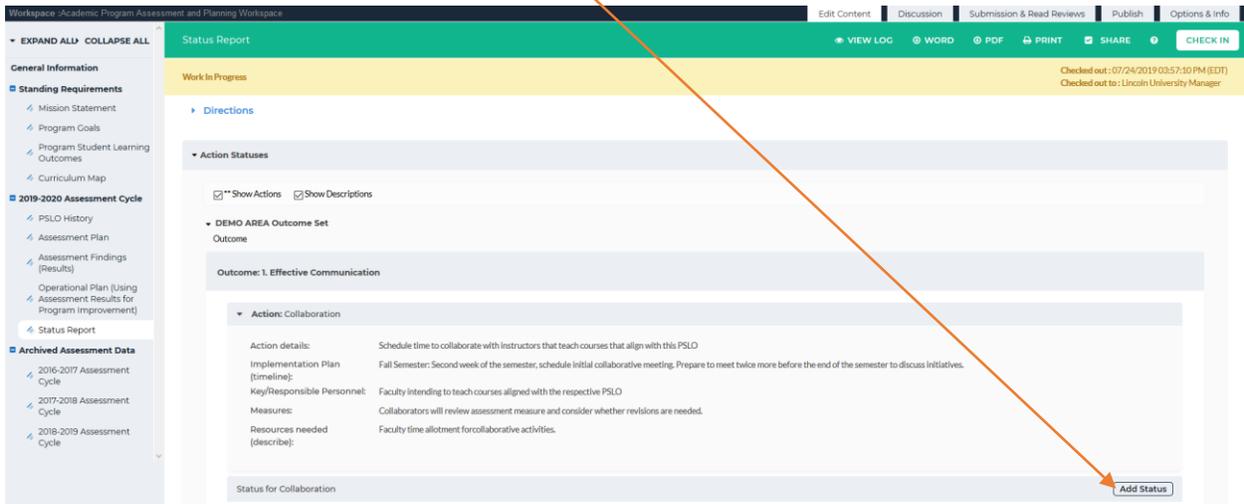
4. To see Directions for this section, click **Directions**



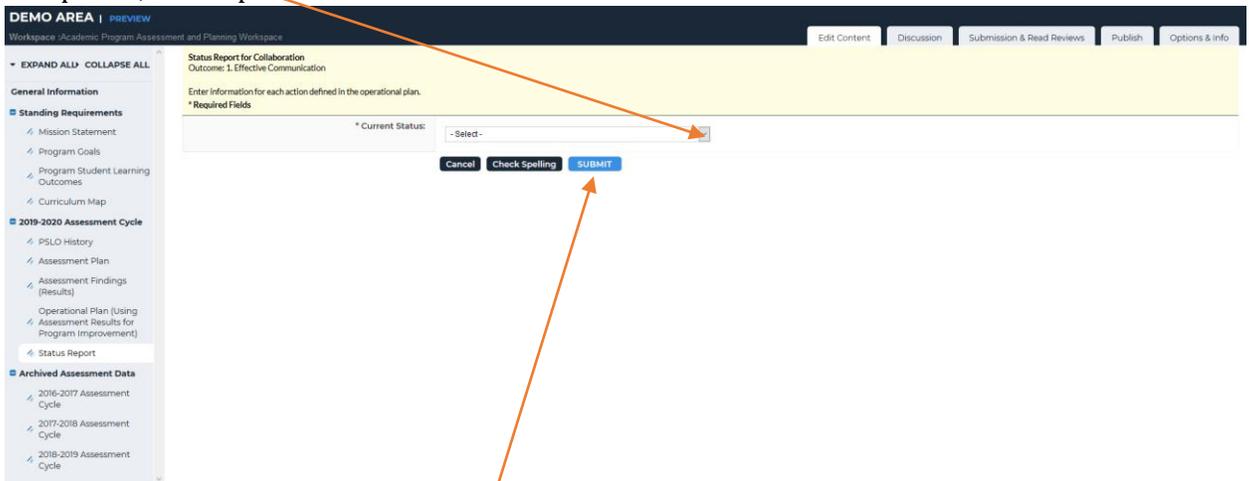
5. Click **Check Out**

Lincoln University - Taskstream User Manual

6. To the appropriate action, click **Add Status**



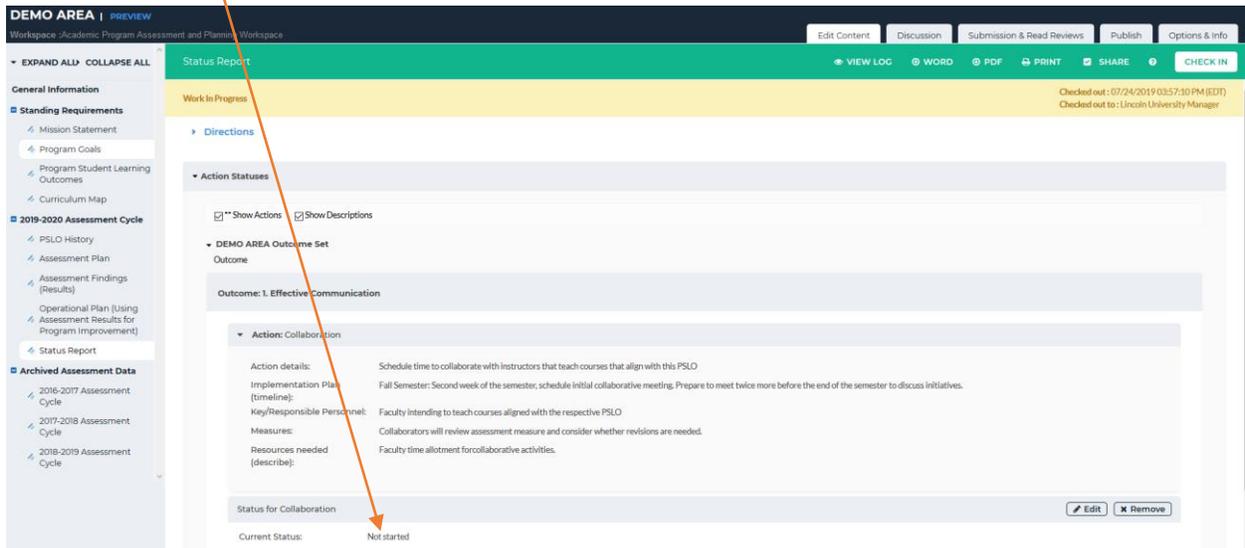
7. Click the arrow to access the drop down list of choices: Not started, In Progress, Completed, Not Implemented



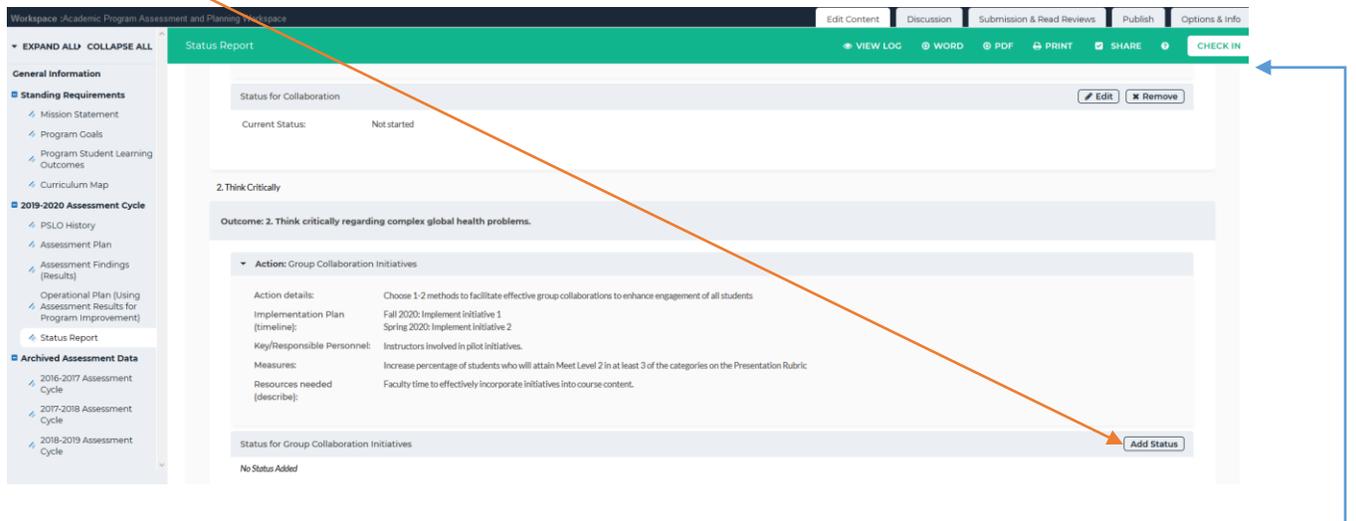
8. Select the appropriate choice and click **Submit**

Lincoln University - Taskstream User Manual

9. Current status should now be visible in the workspace



10. To add another status, click **Add Status** and follow process from step 6



Lincoln University - Taskstream User Manual

11. When finished adding actions, click **Check In**

12. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

Workspace - Academic Program Assessment and Planning Workspace | Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

Check In Successful

You have checked in the following area : 2019-2020 Assessment Cycle : Status Report

[Return to Work Area](#)

Optional

Check in all other areas checked out by you

Add comment to the revision history for :

What would you like to do next?

Return to Work Area

Go to Submission Area

Submit Comment

2019-2020 Assessment Cycle

- PSLO History
- Assessment Plan
- Assessment Findings (Results)
- Operational Plan (Using Assessment Results for Program Improvement)
- Status Report

Archived Assessment Data

- 2016-2017 Assessment Cycle
- 2017-2018 Assessment Cycle
- 2018-2019 Assessment Cycle