ACADEMIC PROGRAMS TASKSTREAM USER MANUAL

Office of Institutional Effectiveness, Research, and Planning



Table of Contents

4
5
5
8
. 11
.18
.23
.26
.33
.38
.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: <u>Taskstream Resources</u>. If you have any questions, please contact the Office of Institutional Effectiveness, Research, and Planning at 484-365-7842 or <u>oierp@lincoln.edu</u>.

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**



5. Click **Edit**

Workspace :Academic Program Assessm	ent and Planning Workspace	Edit Content	Discussion	Submissio	n & Read Reviews	Publish	Options & Info
▼ EXPAND ALL COLLAPSE ALL	Mission Statement (Mission Statement)		WORD	O PDF		SHARE	O CHECK IN
General Information	Wards In December				Che	:ked out : 07/01/	2019 03:23:24 PM (EDT)
Standing Requirements	work in Progress				Che	cked out to : Linc	oln University Manager
Mission Statement	Directions						
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							

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

DEMO AREA PREVIEW			/		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		
Workspace :Academic Program Assess	nent and Planning Workspace	/	Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
* EXPAND ALL COLLAPSE ALL	Mission Statement					CANCEL & BACH	SUBMIT
General Information							
Standing Requirements	Mission Statement Text :						
🔦 Mission Statement	(Max. 7000 chars)						
Program Goals							
Program Student Learning Outcomes		▶ III					
Curriculum Map							
2019-2020 Assessment Cycle							
Ø PSLO History							
👍 Assessment Plan							
Assessment Findings (Results)							
Operational Plan (Using Assessment Results for Program Improvement)			at				
🎸 Status Report		Check Spelling Character Count					
Archived Assessment Data							
 2016-2017 Assessment Cycle 							
 2017-2018 Assessment Cycle 							
2018-2019 Assessment Cycle							

Office of Institutional Effectiveness, Research, and Planning

7. 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**

」 taskstream	HOME SHARED RESOURCES LOCATOR MESSIGES F	RESOURCE TOOLS ALL ANALLINGS
DEMO AREA PREVIEW Workspace :Academic Program Assessme	ril and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	♦ Update Options	
General Information		
Standing Requirements	Important ! Would you like to update other areas with these changes	sr The changes you just made to your Mission Statement will NOT be reflected in other after unless you update them now.
Mission Statement	This Mission Statement is associated with the requirements listed below.	
Program Goals		
Program Student Learning Outcomes	Charle all average to undete fit and -	
Curriculum Map	check an areas to optiate (n ary).	ademic Program Work space Template (Academic Program Assessment and Planning Workspace)
2019-2020 Assessment Cycle		Lat model do/30/2022/2023
PSLO History		2019-2020 Assessment Cyclic: Operational Plan (Using Assessment Results for Program Improvement) List avoided (AIM2019) and 717018M
Assessment Plan		
Assessment Findings (Results)		NO UPDATES REQUIRED APPLY CHANGES
Operational Plan (Using Assessment Results for Program Improvement)		
ilia Status Report		
Archived Assessment Data		
 2016-2017 Assessment Cycle 		
 2017-2018 Assessment Cycle 		
 2018-2019 Assessment Cycle 		ν

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

DEMO AREA PREVIEW	
Workspace :Academic Program Assessm	Edit Content Discussion Submission & Read Reviews Publish Options & Info
· EXPAND ALL COLLAPSE ALL	Check in Successful
General Information	
Standing Requirements	You have checked in the following are 2019-2020 Assessment Cycle : PSLO History
Mission Statement	← etum to Work Area
Program Goals	Optional
 Program Student Learning Outcomes 	Directin all other areas decided out byyou (not applicable).
 Curriculum Map 	Add comment to the revision history log:
2019-2020 Assessment Cycle	
PSLO History	
Assessment Plan	
Assessment Findings (Results)	
Operational Plan (Using Assessment Results for Program Improvement)	What would you like to do next?
💰 Status Report	Romm by Work Area
Archived Assessment Data	C q b Subression Area
 2016-2017 Assessment Cycle 	Submit Commans
2017-2018 Assessment Cycle	
 2018-2019 Assessment Cycle 	

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)



Office of Institutional Effectiveness, Research, and Planning

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

Staskstream by Watemaar: Home shared resources locator messages resource tools & analyty s	Lincoln University My Account Logout 🕑 Help
Add/Edit Text and Image for Program Goals	
Directions	
Add an Image to your text section (Optional) Insert Link to File Attachment (optional)	
Cancel Check Spelling	SAVE DRAFT SAVE AND RETURN
Edit • Format • Insert • View • Table • Tools •	
や (や) Do 10 sent → 12pt → 転 亜 頭 菌 <u>A</u> → B / 以 田 → 田 → 頭 頭	
Navmum Pharaflars: 0/00000	

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

DEMO AREA PREVIEW		
Workspace :Academic Program Assessm	ent and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
✓ EXPAND ALL COLLAPSE ALL		● VIEW LOG
General Information	Work In Program	Checked out : 07/01/2019 03:37:26 PM (EDT)
Standing Requirements	WORK INFO USS	Checked out to : Lincoln University Manager
Mission Statement	 Directions 	Help on this Page
🛷 Program Goals		
Program Student Learning Outcomes	▼ Text and Image Section	Edit X Delete Section
🛷 Curriculum Map	You have not added text or an image.	
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		
	Add: Text & Image Sildeshow Attachments Videos Links	

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

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

- Workspace :Academic Program Assessme	Rf of Planning Workspace Edit Content Discussion & Read Reviews Publish Options & Info
✓ EXPAND ALL COLLAPSE ALL	Check In Successful
General Information	
Standing Requirements	You have checked in the following area : Standing Enquirements : Curriculum Map
Mission Statement	♦ leturn to Work Area
Program Goals	oplional
 Program Student Learning Outcomes 	Check in all other areas checked out you (not applicable)
🚸 Curriculum Map	Add comment to the revision history ket:
Contraction 2019-2020 Assessment Cycle	
PSLO History	
Assessment Plan	
 Assessment Findings (Results) 	
Operational Plan (Using Assessment Results for Program Improvement)	What would you like to do next?
Status Report	© Refum to Work Area
Archived Assessment Data	
 2016-2017 Assessment Cycle 	Submit Comment
 2017-2018 Assessment Cycle 	
 2018-2019 Assessment Cycle 	

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**

DEMO AREA PREVIEW									
Workspace :Academic Program Assessm	nent and Planning Workspace			Edit Content	Discussion	Submissi	ion & Read Revie	ws Publish	Options & Info
▼ EXPAND ALL COLLAPSE ALL	Program Student Learn	ing Outcomes		VIEW LOG	WORD	PDF		SHARE (
General Information	Work In Progress								
Standing Requirements	Directions								
Mission Statement									
Program Goals	No outcome sets attached					/			
 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)									
i Status Report			_						
Archived Assessment Data									
 2016-2017 Assessment Cycle 									
 2017-2018 Assessment Cycle 									
 2018-2019 Assessment Cycle 									
4. Click C	heck Out								

5. If you are using a set that was previously uploaded, click Select Existing Set

DEMO AREA PREVIEW										
Workspace :Academic Program Assessm	nent and Planning Workspace	Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info				
* EXPAND ALL COLLAPSE ALL	Program Student Learning Outcomes		G @ WORD		SHARE 🛛 🔊	CHECK IN				
General Information				CREATE NEW SE		T EXISTING SET				
Standing Requirements										
Mission Statement	 Directions 									
interfection of the second sec										
Program Student Learning Outcomes	Outcome Sets									
i Curriculum Map	No outcome sets attached									
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										

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

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

Workspace :Academic Program Assess	nert and Planning Workspace Edit Content Discussion Submission & Read Reviews Publish Options & Info
▼ EXPAND ALL COLLAPSE ALL	Create New Outcome Set
General Information	Set Name:
Standing Requirements	
Mission Statement	Designate Alignment/Mapping Preference:
in Program Goals	(When checked, mapping will be allowed)
Program Student Learning Outcomes	
🛷 Curriculum Map	V Tip: Outcomes are grouped by learning objectives. To create outcomes, for create learning objectives, then add outcomes to them.
2019-2020 Assessment Cycle	Outcome Set
PSLO History	Learning Objective
i Assessment Plan	- Outcome - Outc
Assessment Findings	
Operational Plan (Using Assessment Results for Program Improvement)	
in Status Report	
Archived Assessment Data	
2016-2017 Assessment Cycle	
2017-2018 Assessment Cycle	
2018-2019 Assessment Cycle	

- 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)

DEMO AREA PREVIEW								
Workspace :Academic Program Assessm	ent and Planning Workspace		Edit Content	Discussion	Submissio	n & Read Review:	Publish	Options & Info
▼ EXPAND ALL COLLAPSE ALL			👁 VIEW LO	G @ WORD	PDF		SHARE	O CHECK IN
General Information								
Standing Requirements	/					CREATE HE		
Mission Statement	Directions							
Program Goals								
Program Student Learning Outcomes	Outcome Sets							
Curriculum Map	Show Description	apping						
2019-2020 Assessment Cycle								
PSLO History	- Global Health							
Assessment Plan	(Learning Objectives & Outcomes)							× Remove Set
 Assessment Findings (Results) 	Create New Learning Ob	jective Reorder Edit Set Name/Properties						
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 								

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

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



- **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

						į –
Workspace :Academic Program Assessment and Planning Workspa	ne	Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
EXPAND ALL COLLAPSE ALL Program Studer			G @ WORD	© PDF 🔒 PRINT 🕑	SHARE 🛛	CHECK IN
Ceneral Information				CREATE NEW SET	SELECT	EXISTING SET
Standing Requirements						
Mission Statement Directions						
Program Goals						
Program Student Learning Outcome Sets						
Curriculum Map Show Description	ins 🖂 Show Mapping					
2019-2020 Assessment Cycle						
PSLO History Global Health					_	
Assessment Plan (Learning Objection	ves <mark>a</mark> Outcomes)				×	Remove Set
Assessment Findings (Results) Create Ne	w Learning Objective) Reorder) Edit Set Name/Properties					
Operational Plan (Using Assessment Results for Program Improvement) Create Net					🖌 Edit 🛛 🗙	Delete
✓ Status Report						

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

Workspace :Academic Program Assessmen	I and Planning Workspace			Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info	
* EXPAND ALL* COLLAPSE ALL	Create New Outcome	,							
General Information	Outcome Max 140 character	e: rs	Use a concise descriptor here since this label is used in n	reports (e.g. Outcome 1.1 Ci	vic Responsibility).				
Standing Requirements									
Mission Statement	Description Max 1000 character	n: ms							
Program Goals									
Program Student Learning Outcomes									
Curriculum Map									
2019-2020 Assessment Cycle			(abarda Sarallian) (abaranta Sarat						
PSLO History			Check Spelling Character Count						
Assessment Plan			Cancel CONTINUE						
 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									

- 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**



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

kspace :Academic Program Assessm			Edit Content	Discussion	Submission & Read Reviews
	Directions : Select the set to which you would like to map the Outcome:			-	
PAND ALD COLLAPSE ALL	1. Listen actively and communicate effectively global health	concepts (part of 1, Effective Com	unication) 9		
eral Information					
anding Requirements	Select category of set to map to :	Salast Tupe of Sat	Go		
Mission Statement		Select Type of Set			
Program Goals	Select Set :				
Program Student Learning		Please select a specific organization	tion area and click the 'Go' button above.		
Curriculum Man		Cancel			
2019-2020 Assessment Cycle					
PSLO History					
Assessment Plan					
 Assessment Findings (Results) 					
Operational Plan (Using					
Program Improvement)					
🛷 Status Report					
Archived Assessment Data					
2016-2017 Assessment Cycle					
2017-2018 Assessment Cycle					
2018-2019 Assessment Cycle					

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

DEMO AREA PREVIEW							
Workspace :Academic Program Assessment	and Planning Workspace		Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
▼ EXPAND ALL COLLAPSE ALL	Directions : Select the set to which you would like to map the Outcome:						
General Information	1. Listen actively and communicate effectively global health	concepts (part of 1. Effective Communication) ۹.					
Standing Requirements	Select category of set to map to :						
i Mission Statement		Goal sets distributed to DEMO AREA					
Program Goals	Select Set :	Lincoln University Institutional Learning Outcome					[View Set]
 Program Student Learning Outcomes 		Lincoln University Strategic Themes Owned by Lincoln University					[View Set]
Curriculum Map		Re-imagining the Legacy: Learn. Liberate Lead					
2019-2020 Assessment Cycle		Owned by Lincoln University					(View Sec)
SLO History		Middle states Commission on Higher Education (Effective October	(2014)				
i Assessment Plan		Cancel CONTINUE					
 Assessment Findings (Results) 							
Operational Plan (Using Assessment Results for Program Improvement)							
🛷 Status Report							
Archived Assessment Data							
2016-2017 Assessment Cycle							

2018-2019 As Cycle 20. Click the checkbox for the ILO that aligns with the specific PSLO; click Continue

DEMO AREA PREVIEW Workspace :Academic Program Assessin	nent and Planning Workspace Edit Content Discussion & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	Directions : Select the outcome within Lincoln University Institutional Learning Outcomes to which to map 1. Listen actively and communicate effectively global health concepts.
General Information	1. Listen actively and communicate effectively global health concepts (part of 1. Effective Communication) 9.
Standing Requirements Mission Statement	Lincoln University Institutional Learning Outcomes Cancel CONTINUE
 Program Goals Program Student Learning Outcomes 	1. Effective Communication
Curriculum Map 2019-2020 Assessment Cycle	Outcome Outcome: Students will effectively communicate in oral, written and visual form
 PSLO History Assessment Plan 	2. Technology & Information Literary The ability responsible, appropriately and effectively scens. manage, integrate, exituate, constrained usage appress (ability specific technologies and of Topos) and managements and appress of the appress of the appression o
Assessment Findings (Results) Operational Plan (Using	Outcome a.Access, Manage and Integrate Information
 Assessment Results for Program Improvement) 	Access, marage and integrate information Critically Evaluate Information Of thick yeak undersores and orderate of formation for activity and accuracy
 Status Report Archived Assessment Data 	c. Technology, Library and Media Resources Creat, produce addrive general or discipline specific technologies and/or library and media survice.
2016-2017 Assessment Cycle 2017-2018 Assessment	d. Economic, Legal, Ethical and Social issues of Information Demonstructure and the Incomic legal ethical is docid loses surrounding the use of communication and information technology
2018-2019 Assessment Cycle	3. Diversity Awareness and Cultural Awareness and Characteristics for Lapport and perspirate interaction is swetch of diverse motions.

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



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

DEMOAREA PREVIEW Norkspace :Academic Program Assessmi	ent and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL		👁 VIEW LOG 🐵 WORD 🐵 PDF 🔒 PRINT 🗳 SHARE 🛛 CHECK IN
General Information		
Standing Requirements		
Mission Statement	Directions	
Program Goals		
Program Student Learning Outcomes	Outcome Sets	
Curriculum Map	Show Descriptions Show Mapping	
2019-2020 Assessment Cycle		
PSLO History		
Assessment Plan	(Learning Objectives & Outcomes)	× Remove Set
 Assessment Findings (Results) 	Create New Learning Objective Reorder Edit Set Name/Properties	
Operational Plan (Using	1. Effective Communication	
 Assessment Results for Program Improvement) 	1. List actively and communicate effectively global health concepts	Edit X Delete
🍫 Status Report	Create New Outcome	
Archived Assessment Data		
 2016-2017 Assessment Cycle 		
 2017-2018 Assessment Cycle 		
 2018-2019 Assessment Cycle 		

- 23. **NOTE:** Each PSLO (Learning Objective) needs to have <u>at least one</u> 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**

0	
DEMO AREA PREVIEW	
Workspace :Acatemic Program Assessme	and Planning Workspace Edit Content Discussion & Read Reviews Publish Options & Info
· EXPAND ALL COLLAPSE ALL	Check in Successful
General Information	
Standing Requirements	You have checked in the following area : Standing Requirements : Curriculum Map
🚸 Mission Statement	∉ Return to Work Area
Program Goals	optional
 Program Student Learning Outcomes 	Check in all other areas decided out by you (hot applicable)
🐟 Curriculum Map	Add comment to the revision history log:
2019-2020 Assessment Cycle	
PSLO History	
Assessment Plan	¥
 Assessment Findings (Results) 	
Operational Plan (Using Assessment Results for	
Program Improvement)	Vinda two oud you lake to do next? © Rahum to Vinda Araa
Status Report	C to to submission Area
Archived Assessment Data	4
 2016-2017 Assessment Cycle 	Submit Comment
 2017-2018 Assessment Cycle 	

2018-2019 Cycle

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

DEMO AREA PREVIEW									
Workspace :Academic Program Assess	ment and Planning Workspace			Edit Content	Discussion	Submissi	on & Read Review	rs Publish	Options & Info
* EXPAND ALL COLLAPSE ALL	Curriculum Map (Curriculum Map)				s @ word	0 PDF		SHARE	O CHECK IN
General Information	Work in Progress						c	herked out : 07/0:	1/2019 04:30:05 PM (EDT)
Standing Requirements							C	hecked out to : Lin	coln University Manager
Mission Statement	Directions								
Program Goals									
Program Student Learning Outcomes	Create New Curriculum Map								
🛷 Curriculum Map	Active Curriculum Map s 👳								
2019-2020 Assessment Cycle	demo map Alignment Set DEMO AREA Outrome Set View Set								Edit Mag
Ø PSLO History	Created 10/12/2018 11:42:17 am EDT	\mathbf{i}							[Print View][PDE][Archive]
👍 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 									
	-								

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

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

orkspace :Academic Program Assessment and Planning Work	space	Edit Content	Discussion Submission & Read Reviews	Publish Options &
EXPAND ALL COLLAPSE ALL Create Cur	riculum Map e	\mathbf{X}		
eneral Information	um Maps Home			
Standing Requirements	New Map Title :			
in Mission Statement		(Max 100 Chars)		
Program Goals	Description :			
Program Student Learning Outcomes				
🔦 Curriculum Map		1		
2019-2020 Assessment Cycle				
PSLO History				
Assessment Plan				
Assessment Findings (Results)				
Operational Plan (Using Assessment Results for				
Program (mprovement) Status Report	Select Alignment Set :	View sets available within DEMO AREA 🗸 Go		
Archived Assessment Data		Select DEMO AREA Outcome Set		(View)
2016-2017 Assessment Cycle		Select Global Health		[View]
2017-2018 Assessment Cycle		Select Lincoln University Institutional Learning Outcomes		[View]
2018-2019 Assessment				

- 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;

Glo	bal Health s and Activities Mapped to Global Health				A	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 concepte	2 mink critically regarding complex global health problems.	 Interpret numerical displays of data and apply quantitative skills and reasoning to global health issues. 	 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					ĝ↓×					
	$\widehat{\mathbb{V}}$ No courses/activities in this cat	egory. Use the 'Insert Course' quick link	+ to start adding courses in this categories	jory.							
	Legend : I Introduced	R Reinforced M	Mastery X Level not Assign	ned							

Office of Institutional Effectiveness, Research, and Planning

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

Create a New	Course or Activity
Course/Activity ID :	GLHE 101 (Max 15 Chars)
Course/Activity Title :	Introduction to Global Health (Max 100 Chars)
Description : Optional	(Max 1000 Chars)
Link : Optional	http:// (Max 100 Chars)
	Cancel CREATE
M Mastery	X Level not Assigned

12. click **Create**

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

Clobal 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. Jesten actively and communicate effectively global health concepts	2. Think critically regarding complex global health problems.	 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 K									
Drogram (more concent)									

- 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)

DEMO AREA PREVIEW		
orkspace :Academic Program Assessm	ient and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
EXPAND ALL COLLAPSE ALL	Curriculum Map (Curriculum Map)	👁 VIEW LOG 🛛 WORD 🕲 PDF 🕀 PRINT 🖾 SHARE 🛛 🛛 CHECK IN 🕌
Seneral Information	Work In Progress	Checked out : 07/01/2019 04:30:05 PM (EDT)
Standing Requirements		Checked out to : Lincoln University Manager
Mission Statement	Directions	
Program Goals		
Program Student Learning Outcomes	Create New Curriculum Map	
🔦 Curriculum Map	Active Curriculum Map s 🛛	
2019-2020 Assessment Cycle	demo map Alianment Set DEMO AREA Outcome Set [View Set]	Edit Map Edit Map Edit Map
PSLO History	Created 10/12/2018 11:42:17 am EDT	[Print View] (PDE) [Active]
Assessment Plan		
Assessment Findings (Results)	Global Health Alignment Stclibal Health [<u>View Set.]</u> Created 07/01/2019 5:16:22 pm EDT) - De Carlos de
Operational Plan (Using Assessment Results for Program Improvement)	Last Modified 07/01/2019 5:16:22 pm EDT	
Status Report		
Archived Assessment Data		
 2016-2017 Assessment Cycle 		
A 2017-2018 Assessment Cycle		
2018-2019 Assessment		

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

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 Qut**



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



Lincoln University - Taskstream User Manual

5. 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: 201/6-2017: PSLO 1 (Effective Communication) and PSLO 2 (Critical Thinking)

Add/Edit Text and Image for PSLO History			
Directions			
Add an Image to your text section (Optional) Insert Link to File Attachment (optional)			
Cancel Check Spelling			SAVE DRAFT SAVE AND RETURN
Edit - Format - Insert - View - Table - To	nois +		
4) 🕐 🖸 🕲 serif - 12pt			
Maximum Characters: 0/200000			
			4
Cancel Check Spelling			SAVE DRAFT SAVE AND RETURN

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

/

DEMO AREA PREVIEW	/	
Workspace :Academic Program Asses	sment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
- EXPAND ALL COLLAPSE ALL	PSLO History	I VIEW LOG O WORD O PDF O PRINT SHARE O CHECK IN
General Information	Work in Browness	Checked out: 07/22/2019 12:22/20 PM (EDT)
Standing Requirements		Checked out to : Lincoln University Manager
Mission Statement	 Directions 	• Hall on this Page
Program Goals		
Program Student Learning Outcomes	Text and Image Section	Z Edit Z Delete Section
Curriculum Map	2016-2017: PSLO 1(Effective Communication) and PSLO 3 (Quantitative Skills)	
2019-2020 Assessment Cycle	2017-2018: PSLO 4 (Research Methods and Skills) and PSLO 5 (Disease Causation	
PSLO History	2018-2019: PSLO 2 (Critical Thinking) and PSLO 6 (Policies and Perspectives)	
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 		

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

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



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**

6. Click Select Set

DEMO AREA PREVIEW									
Workspace : Academic Program Assess	ment and Planning Workspace			Edit Content	Discussion	Submissio	n & Read Reviews	Publish	Options & Info
✓ EXPAND ALL≯ COLLAPSE ALL								SHARE 6	CHECK IN
General Information Standing Requirements	Work In Progress						Che Che	cked out : 07/22/20 cked out to : Lincoli	19 01:03:06 PM (EDT) University Manager
Mission Statement Program Goals	 Directions 								
 Program Student Learning Outcomes Curriculum Map 	 Measures 								
2019-2020 Assessment Cycle PSLO History									Select Set
Assessment Plan Assessment Findings (Results) Operational Plan (Using Assessment Results for Program Improvement) Status Report									
E Archived Assessment Data 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle									

7. Click Select Existing Set

DEMO AREA PREVIEW Workspace Academic Program Assess	anert and Planning Winkspace Submission & Read Reviews Publish Options & Info
+ EXPAND ALL COLLAPSE ALL	Select outcome sets for Measure CREATE NEW SET SELECT EXISTING SET 🗸 ACCEPT AND RETURN TO PLAN
General Information Standing Requirements	Outcome Sets
 Mission Statement Program Goals 	No outcome sets strached
 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	

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

DEMO AREA PREVIEW Workspace :Academic Program Assessment		$\overline{\}$			edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
* EXPAND ALL COLLAPSE ALL	Import Outcome Set								-
General Information	Sele	t an Existing Set in DEMO AREA:	DEMO AREA Outcome Set						[ViewSet]
Standing Requirements		X	(Learning Objectives & Outcomes)						[Verifie]
Mission Statement			(Learning Objectives & Outcomes)						
Program Goals			Cancel CONTINUE						
 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 									

Office of Institutional Effectiveness, Research, and Planning

Lincoln University - Taskstream User Manual

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

DEMO AREA PREVIEW	///	
Workspace :Academic Program Assess	ment and Planning Workspace	Edit Content Discussion & Submission & Read Reviews Publish Option
* EXPAND ALL+ COLLAPSE ALL	Select outcome sets for Measure	CREATE NEW SET SELECT EXISTING SET
Ceneral Information	Outcome Sets	
Mission Statement	Show Descriptions Show Mapping	
Program Goals		
Program Student Learning Outcomes	Global Health (Learning Objectives & Outcomes)	🗆 Include Ali 🛛 🗷 Remove S
2019-2020 Assessment Cycle	Create New Learning Objective Reorder Edit Set Name/Properties	
PSLO History	1. Effective Communication	/ Edit 🕫 Hide 🗴 Delete
Assessment Plan Assessment Findings (Results)	Create New Outcome Mapping Outcome	Mapping
Operational Plan (Using Assessment Results for Program Improvement)	Listen ctively and communicate effectively global health concepts Q	Lincoln University institutional Learning Outcomes: Outcomes Sudents will effect. Map 🌶 Edit 👳 Hido 🗴 Delate
Status Report Archived Assessment Data	2. Thirk Critically	₽ Edit Φ Hido × Delete
2016-2017 Assessment Cycle 2017-2018 Assessment Cycle	Mapping Outcome	Mapping
 2018-2019 Assessment Cycle 	2. Think critically regarding complex global health problems. Q	Lincols Investity Institutional Learning Outcomes: Abstract Reasoning and Critica. Map 🌶 Edit 🛷 Hide 🗴 Delete
	3. Quantitative Skills Create New Outcome	✓ Edit ⊕ Hide ★ Delete
	Mapping Outcome	Mapping
	3. Interpret numerical displays of data and apply quantitative skills and reasoning to glo	bal health issues. Lincole University Institutional Learning Outcomes & Quantitative Reasoning Map 🥒 Edit 🐠 Hide 🛪 Delete
~		

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

DEMO AREA PREVIEW		
Workspace :Academic Program Asses	sment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	Assessment Plan	● VIEW LOG @ WORD @ PDF
General Information	Work in Progress	Checked out : 07/22/2019 01:03:06 PM (EDT)
Standing Requirements		Checked out to : Lincoin University Manager
Mission Statement	Directions	
Program Goals		
 Program Student Learning Outcomes 	- Measures	
Curriculum Map		
2019-2020 Assessment Cycle	Show Descriptions	Select Set
PSLO History	Global Health	
 Assessment Plan 	1. Effective Communication	
 Assessment Findings (Results) 	Outcome: 1. Listen actively and communicate effectively global health concepts	Add New Measure
 Operational Plan (Using Assessment Results for 		
Program Improvement)	No measures specified	
Status Report		
Archived Assessment Data		
 2016-2017 Assessment Cycle 		
 2017-2018 Assessment Cycle 		
 2018-2019 Assessment Cycle 		

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

Workspace :Academic Program Assessi	nent and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL: COLLAPSE ALL	Massare information for: Outcome: 1. Listen actively and communicate effectively global health concepts	
General Information	Measure Type/Method: Using the drop down menu, select an Assessment method for this outcome. Courses Assessed: Mentify the ocurses that will be asse	seed for this PSLO Benchmark/Acceptable Target: Identify a benchmark/level that is attainable in the assessment cycle. For example, 70N of taderts will earn a 70N on this assignment. Term Assessed: Identify the terms in which this assessment took place. Kay/Responsible Personal: Who
Standing Requirements	was responsible for this course/assessment? Once this measure is added, then you may add supporting attachments and involve the next step (from the main * Required Fields	assessment plan screenl. For example, supporting attachments could include assignment descration and rubric.
4 Mission Statement		
Program Goals	Cancel	INFORT MEASURE
Program Student Learning Outcomes	* Measure TR	-meson Auguret
4 Curriculum Map	Measure Type/Method:	Total-States Addres
2019-2020 Assessment Cycle		
4 PSLO History	Courses Assessed:	
4 Assessment Plan		QLE 501 CAM 502
 Assessment Findings (Results) 		
Operational Plan (Using Assessment Results for Program Improvement)		a
- Status Report	Banchmark (Accantable Ternet)	
Archived Assessment Data	uenumoria (acceptante raiger).	60% of thutseries will achieve a 50% on this assignment.
2016-2017 Assessment Cycle	/	
 2017-2018 Assessment Cycle 		
2018-2019 Assessment Cycle		li.
	Term Assessed (eg. Fall 2012):	
		Facility Generation
	Keyfresponsbyf musionel.	Hondor Med 2 Indicative New 2
		Check Spaling Cancel A PTY CONNESS

- 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

DEMO AREA PREVIEW									
Workspace :Academic Program Assess	ment and Planning Workspace	/	Edit Content	Discussion	Submissio	n & Read Reviews	Publish	Options & Info	٦
* EXPAND ALL+ COLLAPSE ALL							SHARE 😡	CHECK IN	1
General Information	Work in Programs					Checked	out:07/22/2019	1:03:06 PM (EDT)	
Standing Requirements	THUR HIT FOR THE					Checked	out to : Lincoln Un	versity Manager	
Mission Statement	Directions								
Program Goals									
 Program Student Learning Outcomes 	• Measures								
Curriculum Map									
2019-2020 Assessment Cycle	Show Descriptions							elect Set	
PSLO History	- Global Health								
Assessment Plan	1. Effective Communication								
 Assessment Findings (Results) Operational Plan (Using 	Outcome: 1. Listen actively and communicate effectively global health concepts						Add New Me	asure	
 Assessment Results for Program (more vergent) 									
 Status Report 	Measure: Homework Assignment Direct - Student Artifact					/ E	dit 🗙 Remo	ve	
Archived Assessment Data									
 2016-2017 Assessment Cycle 	Courses Assessed: GLHE 101 GLHE 102								
 2017-2018 Assessment Cycle 	Benchmark (Acceptable 60% of students will achieve a 50% on this assignment Target):								
 2018-2019 Assessment Cycle 	Term Assessed (eg. Fall Fall 2019 2019): Spring 2020								
	Key/Responsible Personnet: Instructor Jame 1 Instructor Jame 2 Instructor Jame 3								
	Supporting Attachments:								

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

Content Editor		-		Attachments	Web Links	Reports
Add file attachments to Measure; Homework As	signment (1. Listen act	ively and communicate effectively g	lobal health concepts)			
Click the 'Browse' button to select a file that you	u want to attach, then	click 'Add File'. When done, add mo	re resources or close window.			
New File		My Previously Uploa	ded Files	<u>My Tas</u>	skstream Work	
Na Se Desci	ribe File: (optional)	e No file selected.	đ			

- **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

Workspace :Academic Program Assesse	ment and Planning Workspace		Edit Content	Discussion	Submissio	n & Read Revie	ews Publish		Options & Info
· EXPAND ALL COLLAPSE ALL				@ WORD			SHARE		CHECK IN
General Information	⊠ snow Descriptions							Sele	ct set
Standing Requirements Mission Statement	Globa Health 1. Effective Communication								
Program Goals Program Student Learning Outcomes	Outcome: 1. Listen actively and con	municate effectively global health concepts					Add Ne	w Measi	ITE
 Curriculum Map 2019-2020 Assessment Cycle 	 Measure: Homework Assignr Direct - Student Artifact 	nent				(Edit N R	temove	
 PSLO History Assessment Plan 	Courses Assessed:	GLHE 101 GLHE 102							
Assessment Findings (Results) Operational Plan (Using Assessment Results for Program Improvement) Status Report	Benchmark (Acceptable Target) Term Alsessed (eg. Fall 2019): Key/Resjonsible Personnel:	60% of students will achieve a 50% on this assignment Fall 2019 Spring 2020 Instructor Name 1 Instructor Name 2 Instructor Name 3			/				
Archived Assessment Data 2016-2017 Assessment Cycle 2017-2018 Assessment	Supporting Attachments: (Add/Edit Attachments and & Homework assignment (M	Links)		/	/				
2018-2019 Assessment Cycle									
	2. Think Critically		/						
	Outcome: 2. Think critically regard	ng complex global health problems.					Add Ne	w Meas	ure

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

20. If you have assessment measures for other PSLOs, click the appropriate Add New Measure and repeat the process from step 6 1

XPAND ALL+ COLLAPSE ALL			WORD PDF	🖨 PRINT 🔄 SHARE	O CHECK IN
eneral Information	Rigina negritinge				SelectSet
Standing Requirements	Global Health				
4 Mission Statement	1. Effective Communication				
Program Goals Program Student Learning Outcomes	Outcome: 1. Listen actively and communicate effectively g	lobal hearth concepts		Add New	Measure
Curriculum Map 2019-2020 Assessment Cycle	Measure: Homework Assignment: Direct-Student Artifact			🖋 (dit) 🕱 Re	imave
PSLO History					
4 Assessment Plan	Courses Assessed: GLHE 101 GLHE 102				
Assessment Findings (Results)	Benchmark (Acceptable 60% of students will achier Target):	ve a 50% on this assignment			
Operational Plan (Using Assessment Results for Program Improvement)	Term Assessed (eg. Fall Fall 201 2019): Sprint 2020 Key/Responsible Personnel: Infructor Name 1				
 Status Report 	Instructor Name 2				
Archived Assessment Data 2016-2017 Assessment Cycle	Supporting Attachments: (Add/Edit Attachments and Links)				
 2017-2018 Assessment Cycle 					
A 2018-2019 Assessment Cycle					
v	2. Think Critically			1	
	Outcome: 2. Think critically regarding complex global heal	Ith problems.		Add New	Measure

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

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**

DEMO AREA PREVIEW			
Workspace Academic Program Assessi	ment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options &	Info
* EXPAND ALL COLLAPSE ALL	Assessment Findings (Results)	• VIEW LOG @ WORD @ PDF 🖨 PRINT 🕿 SHARE O CHECK	OUT
General Information	Work in Progress		
Standing Requirements Mussion Statement Program Coals Program Student Learning Outcomes Curriculum Map D309-2020 Assessment Cycle SPSLO History	Directions Use this space to document the findings from your assessments for this cycle. Please attach any relevant reports or other evidence to substantiate you amarite analysis. E To begin, please click the Check Our burns. For each outcome and measure that was natured in the assessment plan, the system will anotantically include their in the P or each assessment measure. An AHT Findings from work present. To add an exemuter findings to your workspace, click this burns. Complete the required fields and press the Coediane burns. Once a set of findings has been added you may add any attachments or weblinks to that assessment measure R preset this process for any and all subsequent assessments measures that you with to add. When you are finabled, you will ased to click the Check las button (in order for others to access this workspace).	Be now to include reflections and recommendations based on your analysis of the findings assessment findings section. are to provide substantiating evidence of your findings.	Print
Assessment Plan Assessment Findings (Results) Operational Plan (Using Assessment Results for Prooram (monowement)	Finding per Measure Overall Recommendations		
Status Report S	Overall Reflection		

5. Click Check Out

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

DEMO AREA PREVIEW											
Workspace :Academic Program Assess	ment and Planning Workspace	Edit Content	Discussion	Submissio	n & Read Review	vs Publish	Options & Info				
- EXPAND ALL COLLAPSE ALL							CHECK IN				
General Information	Hind to Design				Chec	ied out:07/22/2019	ort:07/22/2019 03:33:18 PM (EDT)				
Standing Requirements	Work In Progress				Chec	ked out to : Lincoln U	niversity Manager				
Mission Statement	Directions										
Program Goals											
 Program Student Learning Outcomes 	Finding per Measure										
Curriculum Map											
2019-2020 Assessment Cycle	** Show Measures Show Descriptions Show Full Action Details										
PSLO History	- Clobal Health										
Assessment Plan	1. Effective Communication										
 Assessment Findings (Results) 	Outcome: 1. Listen actively and communicate effectively global health concepts										
Operational Plan (Using Assessment Results for											
Program Improvement)											
Status Report	Direct - Student Artifact										
Archived Assessment Data											
 2016-2017 Assessment Cycle 	Courses Assessed: GLHE 101 GLHE 102										
 2017-2018 Assessment Cycle 	Benchmark (Acceptable 60% of students will achieve a 50% on this assignment Taroett:										
2018-2019 Assessment	Term Assessed (eg. Fall Fall 2019										
Cycle	Key/Responsible Personnel: Instructor Name 1										
	Instructor Name 2										
	insoluctor name 3					•					
	Findings for Homework Assignment				(Add Findings					
	No Findings Added										

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

Workspace :Academic Program Assessme	ent and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	*Required Fields	
General Information	* Summary of Findings:	55% of students earned a 50% on this homework assignment.
Standing Requirements		60 students were assessed in 2 sections of this course.
Mission Statement		
Program Goals		
Program Student Learning Outcomes		
Curriculum Map		
Contraction 2019-2020 Assessment Cycle		
PSLO History		
Assessment Plan	Recommendations:	
 Assessment Findings (Results) 		Devote more class time to the the material covered in this homework assignment. Provide examples of acceptable responses
Operational Plan (Using Assessment Results for Program Improvement)	\mathbf{X}	so that students have a better understanding regarding academic expectations.
🛷 Status Report		
Archived Assessment Data		
 2016-2017 Assessment Cycle 	Reflections/Notes:	Incorporate more informal assessments to gauge student
 2017-2018 Assessment Cycle 		understanding of material before homework due date.
 2018-2019 Assessment Cycle 		- A
	Acceptable Target Achievement:	60% of students will aclieve a 50% on this anigement @ hot Met ○ Met ○ Exceeded
		Cancel Check Spalling SUBMT

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

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

DEMO AREA PREVIEW				/	/							_		
Workspace :Academic Program Assess	ment and Planning Workspace						Edit Cor	ntent	Discussion	Submissio	n & Read Review	vs Publish	C	Options & Info
+ EXPAND ALL+ COLLAPSE ALL												SHARE		CHECK IN
General Information	Show Measures Show Descri	ptions Show Full Act	ion Details											
Standing Requirements	Global Health I. Effective Communication			/										
 Program Goals Program Student Learning Outcomes 	Outcome: 1. Listen actively and co	mmunicate effectively	global health concepts											
Curriculum Map 2019-2020 Assessment Cycle PSLO History	Measure: Homework Assign Direct - Student Artifact	ment												
Assessment Plan Assessment Findings (Results) Operational Plan (Using	Courses Assessed: Benchmark (Acceptable Target):	GLHE 101 GLHE 102 60% of students will ach	ieve a 50% on this assignment											
Assessment Results for Program Improvement) Status Report Archived Assessment Data	term Assessed (eg. Fall 2019): Key/Responsible Personneb	Fall 2019 Spring 2020 Instructor Name 1 Instructor Name 2 Instructor Name 3												
 2017-2017 Assessment Cycle 2017-2018 Assessment Cycle 	Findings for Homework A Summary of Findings:	ssignment 55% of students ear	ed a 50% on this homework ass	ignment.							/ Edit	X Remove		
 2018-2019 Assessment Cycle 	Results : Recommendations: Reflections/Notes: Substantiating Evidence: Add/Edt.Attachments	60 students were as Acceptable Target A Devote more class to Incorporatemore inf and Links	essed in 2 sections of this cours chievement: Not Met me to the the material covered i formal assessments to gauge stu	e. n this homework ident understani	rk assignment. Provide examples o nding of material before homewor	of acceptable responses so that stu ric due date.	dents have a better u	understandi	ng regarding acade	emic expectatio	ns.			

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

Content Editor			Attachments	Web Links	Reports				
Add file attachments to Findings for Homework As	signment (1. Listen	actively and communicate effectively	global health concepts)					
Click the 'Browse' button to select a file that you w	Dick the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.								
New File		My Previously Uploaded Files		My Taskstream Work					
Name File:	Met_Student Hon	nework Artifact							
Select File:	Browse Met	Student Homework Artifact.docx							
Describe File: (Optional)			.4						
	Check Spelling	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

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

DEMO AREA PREVIEW												
Workspace :Academic Program Assessn	ment and Planning	Workspace					Edit Content	Discussion	Submission	n & Read Reviews	s Publish	Options & Info
											SHARE 🛛	CHECK IN
General Information	Out	one. 2. Think chocally regarding v	complex global near pro	obienta.								
Standing Requirements												
 Mission Statement Program Goals 	-	Measure: Group Project Direct - Other										
Program Student Learning Outcomes Curriculum Map		Courses Assessed: GL	HE 201 HE 202									
2019-2020 Assessment Cycle		Benchmark (Acceptable 65	% of students will attain Meet	level 2 in at least 4 of the ca	ategories on the Presentation Ru	ibric						
PSLO History		Term Assessed (eg. Fall	2019: GLHE 201									
Assessment Plan		2019): Sp Key/Responsible Personne: In	ring 2020: GLHE 202									
Assessment Findings (Results)		Interpretation of the second sec	tructor Name 2									
Operational Plan (Using Assessment Results for Program Improvement)		Supporting Attachments:	dobe Acrobat Document)									
Status Report												
Archived Assessment Data		Findings for Group Project								7	Add Findings	
 2016-2017 Assessment Cycle 		No indings Added										
 2017-2018 Assessment Cycle 												
	1											
	Overall Re Overall Re	ecommendations effection										

13. Next click **Edit**

DEMO AREA PREVIEW								
Workspace :Academic Program Assessm	nent and Planning Workspace		Edit Content	Discussion	Submissio	n & Read Revie	ws Publish	Options & Info
				og @ word			SHARE	O CHECK IN
General Information	Benchmark (Acceptable	63% of students will attain Meet level 2 in a least 4 of the categories on the Presentation Rubric						
Standing Requirements	Target): Term Assessed (eq. Fall	Fall 2019: GLHE 201						
Mission Statement	2019):	Spring 2020: GLHE 202						
i Program Goals	Key/Responsible Personnel:	Instructor Name 1						
Program Student Learning Outcomes	Supporting Attachments	Instructor Name 2						
Curriculum Map	sepperary reconnects							
2019-2020 Assessment Cycle	© Effective Presentation Rub	(k (valobe Acrobat Locument)						
PSLO History								
Assessment Plan	Findings for Group Project						Add Findings	
Assessment Findings (Results)	No Findings Added							
Operational Plan (Using Assessment Results for Program Improvement)								
in Status Report								
Archived Assessment Data								
 2016-2017 Assessment Cycle 	Overall Recommendations							
 2017-2018 Assessment Cycle 								Edit
 2018-2019 Assessment Cycle 	No text specified							
	- Overall Reflection							
	No text specified							🖌 Edit

Lincoln University - Taskstream User Manual

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

DEMO AREA PREVIEW	
Workspace :Academic Program Assessm	ent and Planning Workspace Edit Content Discussion & Read Reviews Publish Options & Info
← EXPAND ALL→ COLLAPSE ALL	
General Information	Directions: Plesse enter overall recommendations based on your briefings. Reminder: include the total number of students assessed.
Standing Requirements	Text:
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	Cancer Checkspring 300mm
 2016-2017 Assessment Cycle 	
 2017-2018 Assessment Cycle 	
 2018-2019 Assessment Cycle 	

- 15. Follow the same process for Overall Reflection (from step 12)
- 16. When all Assessment Findings/Results have been added, click Check In

DEMO AREA PREVIEW	
Workspace :Academic Program Assessn	etit and Planning Workspace Edit Content Discussion & Read Reviews Pachada Doptions & Info
	Assessment Findings (Results) • VIEW LOG @ WORD @ PDF & PRINT 2 SHARE • CHECK IN
Ceneral Information Standing Requirements A Makion Statement Program Student Program Student Program Student Program Student Program Student Cashing Outcomes Curriculum Map District Student A Statement Plan A Assessment Plan A Statement Plan A Statem	Benchmark (Acceptable dNX of badents will attain Mest level 2 in at least 4 of the categories on the Presentation Nubric Target; Email assessed [eg. Fail] Pail 2019: CLH 201 Service 2000. CLH 202 Key/Responsible Promous in the Interview Name 1 Instructor Name 2 Supporting Attachments: • Effective Presentation Nubric (Adde Acrobet Document) Findings for Group Project Add Findings Add Findings Added Add Findings
Operational Plan (Using Assessment Results for Program Improvement) Status Report Archived Assessment Data	
 2016-2017 Assessment Cycle 	Overall Recommendations
 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle 	Collaborate with all instructors teaching to courses aligned to these PSLOs to review the time spent in class facilitating learning opportunities so that the assessment measures can be completed to an acceptable level.
	Overall Reflection
	When pre-planning for the semester, reminder to schedule time during the semester for discussion and collaboration with faculty who are aligned with these PSLOs.

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

DEMO AREA PREVIEW						
Workspace Academic Program Assessm	nent and Planning Workspace	Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
+ EXPAND ALL COLLAPSE ALL	Check In Successful					
Ceneral Information Standing Requirements Mission Statement	You have checked in the following area : 2019-2020 Assessment Cycle : Assessment Findings (Results) Return to Vlork Area					
Program Student Learning Outcomes Curriculum Map	optional Checkin all other years checked out by you (not applicable). Add comment to the prevision history log :					
2019-2020 Assessment Cycle						
PSLO History Assessment Plan Assessment Findings (Results)						
Operational Plan (Using Assessment Results for Program Improvement)	VMst woold you like to do next?					
💰 Status Report	O Goto Submission Area					
Archived Assessment Data						
2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle	Submit Comment					

Office of Institutional Effectiveness, Research, and Planning

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**

DEMO AREA PREVIEW		
Workspace :Academic Program Assess	sment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
+ EXPAND ALL COLLAPSE ALL	Operational Plan (Using Assessment Resultation Program	
General Information	Work In Progress	
C Standing Requirements	1 Directions	
 Mission Statement 		
4 Program Goals		
 Program Student Learning Outcomes 	Mission Statement	
Curriculum Map	Actions	
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 		
5. Click	Check Out	

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

DEMO AREA PREVIEW Workspace : Academic Program Assess	ment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
+ EXPAND ALL+ COLLAPSE ALL		VIEW LOG @ WORD @ PDF 🖶 PRINT 🗳 SHARE Ø CHECK IN
General Information	Work in Progress	Checked aut:107/22/0019 04:29 27 PM (ED7) Checked out to 1: Lincellin University Manager
 Mission Statement Program Goals 	Directions	
Program Student Learning Outcomes Curriculum Map	Mission Statement	
2019-2020 Assessment Cycle A PSLO History	• Actions	
Assessment Plan Assessment Findings (Recuts)	Show Descriptions Show Full Findings Details	Solici Set
Operational Plan (Using Assessment Results for Program Improvement)	Outcome	
Status Report	Outcome: 1. Effective Communication	Add New Action
 Archived Assessment Data 2016-2017 Assessment Cycle 	No actions specified	
2017-2018 Assessment Cycle 2018-2019 Assessment Cycle		

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

DEMO AREA Terrorev Entropyen Assessment of Pering Workspace Entropyen Assess	ews Publish Options & Info
EXPAND ALL COLLAPIE AU Linked to Findingle. No Finding has been wand on this work para willing the same Octore as this Action.	
Ceneral Information	
a standing Requirements	
< Mission Statement	
4 Program Coals	
Reging Studies	
4 Curriculum Map	
II 2019-2020 Assessment Cycle	
4 PSLO History	
4 Assessment Plan Implementation Plan (immeline)	
 AutometeRologia 	
Centrations Wan Using A Automatic Markata A Automatic	
4 Status Report	
Acchived Assessment Data	
Concernance Regimerated	
Cycle C	
Nearest Nearest	
ь	
Resources needed (decribe)	
Cancel Check Spelling	APPLY CHANGES

8. When finished, click Apply Changes

9. Action Plan should now be visible in workspace;

DEMO AREA PREVIEW	
Workspace :Academic Program Assess	smitht and Planning the Akspace Edit Content Discussion & Read Reviews Publish Options & Inf
* EXPAND ALL COLLAPSE ALL	Operational Plan (Using Assessment Results for Progra
General Information	A MISSION 2 SECTION 2 SECT
Standing Requirements	- Actions
 Program Goals Program Student 	Stert Set
 Learning Outcomes Curriculum Map 	DEMO AREA Outcome Set Outcome
 2019-2020 Assessment Cycle PSLO History Assessment Plan 	Outcome: L Effective Communication Add New Action
 Assessment Findings (Results) 	 Action Collaboration Add/Edit Findings.) ≠ Edit. X Remove
Operational Plan (Using Assessment Results for Program (more semant)	This Action is associated with the following Findings: 0
Status Report	Action details Schedule time to collaborate with instructors that task courses that align with this PSLO Implementation Plan Full Semester: second week of the semester, schedule initial collaborative meeting. Prepare to meet twice more before the end of the semester to discuss initiatives.
Archived Assessment Data	
 2016-2017 Assessment Cycle 	Any memory has a way manual to the course aligner with the magnetizer in the magnetizer is the course of the magnetizer is the course of the magnetizer is t
 2017-2018 Assessment Cycle 	Resources needed Faculty time allotnent torcollaborative activities. (describe):
 2018-2019 Assessment Cycle 	Supporting Attachments: Add/Edit Attachments and Links

- 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

Content Editor			Attachments	Web Links	Reports
Add file attachments to Action: Collaboration (1. Eff	ective Com	nunication)			
Click the 'Browse' button to select a file that you wa	int to attach	then click 'Add File'. When done, add	more resources or close	e window.	
New File		My Previously Uploaded Files		My Taskstream Work	
Name File:					
Select File:	Browse	No file selected.			
Describe File: (Optional)			.di		
(Check Sp	ADD FILE			

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

DEMO AREA PREVIEW					
lorkspace :Academic Program Assess	ment and Planning Workspace			Edit Content Discussion Submission & R	ad Reviews Publish Options & Info
					PRINT 🗹 SHARE 🛛 CHECK IN
eneral Information	Mission Statement				
Standing Requirements Mission Statement	- Actions				
 Program Goals Program Student 	Show Descriptions Show Full Find	ings Details			Select Set
Learning Outcomes Curriculum Map	DEMO AREA Outcome Set Outcome				
2019-2020 Assessment Cycle					
Assessment Plan	Outcome: 1. Effective Communication	n			Add New Action
 Assessment Findings (Results) 	Action: Collaboration			Add/Edit Fin	tings 🖉 Edit 🗶 Remove
Operational Plan (Using Assessment Results for	 This Action is associated with the 	following Findings @			
Program Improvement)	Action details:	Schedule time to collaborate with instructors that teach courses that align with this PSLO			
Status Report Archived Assessment Data	Implementation Plan (timeline):	Fall Semester: Second week of the semester, schedule initial collaborative meeting. Prepare	re to meet twice more before the end of the semeste	er to discuss initiatives.	
2016-2017 Assessment	Key/Responsible Personnel:	Faculty intending to teach courses aligned with the respective PSLO			
²⁴ Cycle	Measures:	Collaborators will review assessment measure and consider whether revisions are needed	1.		
 2017-2018 Assessment Cycle 	Resources needed (describe):	Faculty time allotment for collaborative activities.			
 2018-2019 Assessment Cycle 	Supporting Attachments: Add/Edit Attachments and	Links			

- 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**

DEMO AREA PREVIEW		_				2		-		
Workspace :Academic Program Assess	ment and Planning Workspace			Edit Content	Discussion	Submiss	ion & Read Rev	iews	Publish	Options & Info
* EXPAND ALL COLLAPSE ALL	Status Report			VIEW LOG	@ WORD	PDF		SHA	ARE O	CHECK OUT
General Information	Work In Progress								/	
Standing Requirements	h Directions							/		
4 Mission Statement	- Directions						/			
Program Goals										
Program Student Learning	Action Statuses									
Outcomes					/					
 Cumculum map 										
2019-2020 Assessment Cycle										
PSLO History										
Assessment Plan										
(Results)										
Operational Plan (Using										
 Assessment Results for Program Improvement) 										
🛷 Status Report										
Archived Assessment Data										
A 2016-2017 Assessment Cycle										
 2017-2018 Assessment Cycle 										
A 2018-2019 Assessment Cycle										

5. Click **Check Out**

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

Workspace :Academic Program Assess	ment and Planning Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
		👁 VIEW LOG 🐵 WORD 🐵 PDF 🔒 PRINT 🗳 SHARE 🛛 CHECK IN
General Information	Work In Progress	Checked out: 07/24/2019 03:57:10 PM (EDT)
Standing Requirements		Checked out to : Lincoln University Manager
Mission Statement	Directions	
Program Goals		
 Program Student Learning Outcomes 	Action Statuses	
Curriculum Map		
2019-2020 Assessment Cycle		
PSLO History	DEMO AREA Outcome Set	
4 Assessment Plan	Outcome	
 Assessment Findings (Results) 	Outcome: 1. Effective Communication	
Operational Plan (Using		
Program Improvement)	▼ Action: Collaboration	
🚸 Status Report		
Archived Assessment Data	Action details: Schedule time to collaborate with instructors that teach courses that align with this PSLO	
 2016-2017 Assessment Cycle 	Implementation Plan Fall Semester: Second week of the semester, schedule initial collaborative meeting. Prepare to meet twice n (timeline):	more before the end of the semester to discuss initiatives.
2017-2018 Assessment	Key/Responsible Personnel: Faculty intending to teach courses aligned with the respective PSLO	
Cycle	Measures: Collaborators will review assessment measure and consider whether revisions are needed.	
A 2018-2019 Assessment Cycle	Resources needed Faculty time allotment for collaborative activities. (describe):	
	Status for Collaboration	Add Status

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

DEMO AREA PREVIEW							
Workspace :Academic Program Assessn	nent and Planning Workspace		Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
+ EXPAND ALL COLLAPSE ALL	Status Report for Collaboration Outcome: 1. Effective Communication						
General Information	Enter information for each action defined in the operational plan.						
Standing Requirements	Required Fields						
Mission Statement	* Current Status:	- Select -					
Program Goals							
Program Student Learning Outcomes		Cancel Check Spelling SUBMIT					
- Curriculum Map		Γ					
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		/					

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

9. Current status should now be visible in the workspace

Workspace :Academic Program Assess	sment and Plannin Workspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	Status Report	👁 VIEW LOG 🛛 WORD 🕲 PDF 🖶 PRINT 🗳 SHARE 🔮 CHECK IN
General Information	Mode in Browner	Checked out : 07/24/2019 03:57:10 PM (EDT)
Standing Requirements	TOTA III C TODARD	Checked out to : Lincoln University Manager
4 Mission Statement	> Directions	
Program Goals		
Program Student Learning Outcomes	Action Statuses	
🛷 Curriculum Map		
2019-2020 Assessment Cycle	Show Actions Show Descriptions	
4 PSLO History	DEMO AREA Outcome Set	
4 Assessment Plan	Outcome	
Assessment Findings (Results)	Outcome: 1. Effective Communication	
Operational Plan (Using		
Program Improvement)	Action: Collaboration	
🛷 Status Report		
Archived Assessment Data	Action details: Schedule time to collaborate with instructors that teach courses that align with this PSLO	
2016-2017 Assessment	Implementation Plan Fall Semester: Second week of the semester, schedule initial collaborative meeting. Prepare to meet twi frimeline:	ce more before the end of the semester to discuss initiatives.
Cycle	Key/Responsible Personnel: Faculty intending to teach courses aligned with the respective PSLO	
Cycle	Measures: Collaborators will review assessment measure and consider whether revisions are needed.	
 2018-2019 Assessment Cycle 	Resources needed Faculty time allotment forcollaborative activities. (describe):	
	Status for Collaboration	Zedit) X Remove
	Current Status: Not started	

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

Vorkspace :Academic Program Assessment a	and Planning Weekspace	Edit Content Discussion Submission & Read Reviews Publish Options & Info
EXPAND ALL COLLAPSE ALL		👁 VIEW LOG 🐵 WORD 🐵 PDF 🖶 PRINT 🖉 SHARE 🔮 CHECK IN
Seneral Information		
Standing Requirements	Status for Collaboration	/ Edit Kemove
4 Mission Statement	Current Status: Netstarted	
Program Goals	Current status. Hot status	
 Program Student Learning Outcomes 		
Curriculum Map	2. Think Critically	
2019-2020 Assessment Cycle		
PSLO History	Outcome: 2. Think critically regarding complex global health problems.	
4 Assessment Plan		
 Assessment Findings (Results) 	Action: Group Collaboration Initiatives	
Operational Plan (Using	Action details: Choose 1-2 methods to facilitate effective group collaborations to enhance engagement of all stude	ants
 Assessment Results for Program Improvement) 	Implementation Plan Fall 2020: Implement initiative 1 (timeline): Spring 2020: Implement initiative 2	
🛷 Status Report	Key/Responsible Personnel: Instructors involved in pilot initiatives.	
Archived Assessment Data	Measures: Increase percentage of students who will attain Meet Level 2 in at least 3 of the categories on the P	resentation Rubric
2016-2017 Assessment Cycle	Resources needed Faculty time to effectively incorporate initiatives into course content.	
 2017-2018 Assessment Cycle 	farmer a sh	
4 2018-2019 Assessment Cycle	Status for Group Collaboration Initiatives	Add Status
~	No Status Added	

Office of Institutional Effectiveness, Research, and Planning

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** /

