NON-ACADEMIC PROGRAMS TASKSTREAM USER MANUAL

Office of Institutional Effectiveness, Research, and Planning



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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>.

Non-Academic Programs Process

NOTE: Example office/unit of "Laughter Therapy Office" will be utilized for this User Manual

Mission Statement - Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click on the Mission Statement (left side column menu)



4. Click Check Out

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Assessment Findings/ Results							
 Operational/Action Plan Status Report 							
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5. To view directions, click **Directions**; Click **Edit**

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 2016-2017 Assessment Cycle 		
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 2018-2019 Assessment Cycle 		
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Type or copy/paste the mission statement into the dialog box; click **Submit**



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

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🛷 Status Report									
Archived Assessment Data									
 2016-2017 Assessment Cycle 									
 2017-2018 Assessment Cycle 									
2018-2019 Assessment Cycle									

- 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. Submit comment to revision history log to track updates to the Assessment report

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12. Click **Submit Comment**

Outcome – Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click on **Outcome** (Left side menu)



4. To view the Directions, click on **Directions**; to add/edit the Outcomes, click **Check Out**

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Archived Assessment Data								
 2016-2017 Assessment Cycle 								
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2018-2019 Assessment Cycle								

5. Offices/Units will identify alignment to the Lincoln University Strategic Theme(s); NOTE: In most cases, offices will align to one or more outcomes in the Strategic Plan; you will have the option to identify alignment with specific objective(s) of the Strategic theme(s) 6. Click **Create New Set** to identify this alignment

DEMO AREA PREVIEW Workspace :Non Academic Units	Edit Content Discussion & Reed Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	Outcome • VIEW LOG @ WORD @ PDF + PRINT - SHARE • CHECK IN
General Information	
Standing Requirements	
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Assessment Findings/ Results	
Operational/Action Plan	
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 2016-2017 Assessment Cycle 	
 2017-2018 Assessment Cycle 	
2018-2019 Assessment Cycle	

7. Type in the name of the Outcome set, using the format: [unit/office] Outcomes (e.g. Laughter Therapy Office Outcomes); if other units in your office align similarly to the strategic plan, click the check box; then click **Continue**

DEMO AREA PREVIEW			\mathbf{i}	\backslash						
Workspace :Non Academic Units						Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
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i Mission Statement		Designate Alignmen	nt/Mapping Preferenc	e: Outcomes	other sets will need to be a	ligned to Outcomes in	this set.			
Outcome				(When chee	ked, mapping will be allower	3)				
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Staff and Title										
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Archived Assessment Data										
2016-2017 Assessment Cycle										
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 2018-2019 Assessment Cycle 										

8. To identify the strategic themes, click **Create New Outcome**

DEMO AREA PREVIEW			-		2			
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9. To the Outcome dialog box, type the Theme number and title (e.g. Theme One: Build a Culture that Supports Student Success); then click **Continue**



10. Then click Add Mapping

Workspace :Non Academic Units			Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
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Outcome							
2019-2020 Assessment Cycle							
Staff and Title							
 Assessment Plan (Activities/Intiatives) 							
Assessment Findings/ Results							
Operational/Action Plan							
Status Report							
Archived Assessment Data							
2016-2017 Assessment Cycle							
2017-2018 Assessment Cycle							
2018-2019 Assessment Cycle							
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11. Using the dropdown menu (click on this arrow), select **Goal sets distributed to this workspace; then** click **Go**

DEMO AREA PREVIEW Workspace :Non Academic Units			\sim	Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
▼ EXPAND ALL COLLAPSE ALL	Directions :	elect the set to which you would like to map the Outcome:						
General Information	Theme O	ne: Build a Culture that Supports Student Success (part of Outcome) 9.					
Standing Requirements Mission Statement		Select category of set to map to :	Select Type of Set					
& Outcome		Select Set :	A Please select a specific organization area and click t	the 'Go' button above.				
2019-2020 Assessment Cycle								
Staff and Title			Cancel					
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Assessment Findings/ Results								
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12. Now select the radio button for the Lincoln University Strategic Themes; then select **Continue**

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Workspace :Non Academic Units			Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
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13. Click the checkboxes for the Strategic Objectives that align with your office; click Continue

Workspace :Non Academic Units	Edit Content Discussion Submission & Read Reviews Publish Options & Info
▼ EXPAND ALL COLLAPSE ALL	Directions : Select the initiative within Lincoln University Strategic Themes to which to map Theme One: Build a Culture that Supports Student Success.
General Information	Theme One: Build a Culture that Supports Student Success (part of Outcome) 9.
Standing Requirements Mission Statement	Lincoln University Strategic Themes Owned by Lincoln University Cancell CONTINUE
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Archived Assessment Data	4. Reward and Recognition Programs Design reward and recognition programs to bring tworable attention to faculty, start students and administrators whose behavior and performance support student success.
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	2. Plan for University City Location Develop a plan for the University City site in Philadelphia that Integrates the University's strategic and errollment goals.
	3. General Education Beview or advaded with the server a devaction and major sources are titled to institutional learning outcomes and include high instant advacovies.

14. The workspace should now show alignment of the Strategic Theme and Strategic Objective.

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 Assessment Plan (Activities/Intiatives) 	Show Descriptions Show Mapping			
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2018-2019 Assessment Cycle	Theme One: Build a Culture that Supports Student Success Q	Lincoln University Strategic Themes: 3. Training and Pr	rofessional D	Map 🖋 Edit 🗙 Delete
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15. If you need to revise/change the information for this outcome, select **Edit**

16. If you align to additional Strategic themes, click add new outcome and continue from step 8

17. When you are finished selecting Strategic Objectives, click **Check In**

DEMO AREA PREVIEW			
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18. Submit comment to revision history log to track updates to the Assessment report

EXPAND ALL COLLAPSE ALL Check In Successful Expanding Requirements Mission Statement Control Contro Control Contro Control	Options & Info
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19. Click Submit Comment

Staff and Title - Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click on Staff and Title (Left side menu); click Check Out



4. Click on **Text & Image**, (or other option as appropriate)

DEMO AREA PREVIEW														
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4 Outcome		ist all the staff (professional	and administrative) in yo	our office/unit an	d indicate their tit	titles.								Print
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	Add:	ext & Image Slidesh	Attachments	Videos	Links									

5. In this text box, type or copy/paste the names of staff and their title; then click **Save and**

Return	
Add/Edit Text and Image for Staff and Title	
• Directions	
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6. The staff names and titles should now be visible in the workspace; If edits are needed, click **Edit** and follow process from step 4

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Assessment Findings/ Results	Jonquil Zee, Counselor						
Status Report							
Archived Assessment Data 2016-2017 Assessment Cycle							
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 2018-2019 Assessment Cycle 							

7. When all information is correct, click **Check In**

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Assessment Findings/ Results	Jonquil Zee, Counselor					
 Operational/Action Plan Status Report 						
Archived Assessment Data						
 2016-2017 Assessment Cycle 						
 2017-2018 Assessment Cycle 						
2018-2019 Assessment Cycle						

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9. Submit comment to revision history log to track updates to the Assessment report



10. Click Submit Comment

Assessment Plan – Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click Assessment Plan (Left side menu); click Check Out

DEMO AREA PREVIEW							1000		
Workspace :Non Academic Units				Edit Content	Discussion	Submission & Read	Reviews	Publish	Options & Info
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4. Click Select Set

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5. Click on Select Existing Set

Workspace :Non Academic Units	Edit Content Discussion Submission & Read Reviews Publish Options & Info
* EXPAND ALL COLLAPSE ALL	Select outcome sets for Measure
General Information	
Standing Requirements	Outcome Sets
Mission Statement	No outcome sets attached
4 Outcome	
2019-2020 Assessment Cycle	
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4 Operational/Action Plan	
ilia Status Report	
Archived Assessment Data	
 2016-2017 Assessment Cycle 	
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 2018-2019 Assessment Cycle 	

6. Click the radio button for your office's outcome set; click **Continue**



7. Click the checkbox for the appropriate Strategic Objective that your assessment plan aligns with

5 taskstream		Lincoln University My Account Logout @ Manager My Account Logout @
DEMO AREA PREVIEW		
	/	Edit Content Discussion Submission & Read Reviews Publish Options & Int
* EXPAND ALL COLLAPSE ALL	Select outcome sets for Measure	SELECT EXISTING SET
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4 Outcome		
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i Status Report	Theme One: Build a Culture that Supports Student Success Q	Concom oniversity strategic memories on maning and more solvina D
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2018-2019 Assessment Cycle		

8. Click Accept and Return to Plan

9. To add the specific initiatives, click Add New Measure

Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish Options & Info
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General Information		Checked out : 07/02/2019 10:40:34 AM (EDT)
Standing Requirements	Work in Progress	Checked out to : Lincoln University Manager
Mission Statement	Directions	
loutcome		
2019-2020 Assessment Cycle	- Manuar	
Staff and Title	• Measures	
 Assessment Plan (Activities/Intiatives) 	Show Descriptions	Select Set
Assessment Findings/	Office of Laughter Therapy Outcome Set	
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🛷 Status Report	Outcome: Theme One: Build a Culture that Supports Student Success	Add New Measure
Archived Assessment Data	outcome. meme one, build a curtare that supports student success	
2016-2017 Assessment Cycle	No measures specified	
2017-2018 Assessment Cycle		
 2018-2019 Assessment Cycle 		

10. To each of the appropriate boxes, click and insert content for: Measure Title Details/Descriptions, Implementation Plan and Key/Responsible Personnel



- 11. Click Apply Changes
- 12. The information entered should now be visible in the workspace; To add attachments and links, click **Add/Edit Attachments and Links**

DEMO AREA PREVIEW								
		E	Edit Content	Discussion	Submissio	n & Read Reviews	Publish	Options & Info
+ EXPAND ALL+ COLLAPSE ALL	Assessment Plan (Activities/Intiatives)		VIEW LOG	WORD	0 PDF		SHARE 🛛	CHECK IN
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 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle 	Messure: aughter: Therapy fundamentals Details/Despration: Inglementals on Plan Pail 2019: Post fiver, host informational session	nurity regarding Loughter therapy				(F Edit	move
v	Key/Responselia Personnet: Johna Brown, Associate Director Jongal Zee, consider Supporting Attachments: (Add/Edit Attachments and Links.)							

13. 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 Measure: Laughter Therapy Club (Theme One: Bui	a Culture that Supports Student Success)	
Click the 'Browse' button to select a file that you want to attach, then click 'A	I Fie'. When done, add more resources or close window.	
New File	My Previously Uploaded Files	My Taskstream Work
Name File:	*	
Select File: Browse	vo file selected.	
Describe File: (Optional)	j.	
Check Sp	Ing ADD FILE	

14. To add a new measure, click **Add New Measure** for the appropriate Objective; repeat process from step 9

DEMO AREA PREVIEW		
Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish Options & Info
+ EXPAND ALL COLLAPSE ALL		
General Information Standing Requirements	Work in Progress	Checked out:07/02/2019 10:40:34 AM (EDT) Checked out to:Lincoln University Manager
 Mission Statement Outcome 	Directions	
2019-2020 Assessment Cycle Staff and Title	Measures	
 Assessment Plan (Activities/Intiatives) 	Show Descriptions	Select Set
 Assessment Findings/ Results Operational/Action Plan 	Office of Laughter Therapy Outcome Set Outcome	
 Status Report Archived Assessment Data 	Outcome: Theme One: Build a Culture that Supports Student Success	Add New Measure
 2016-2017 Assessment Cycle 2017-2018 Assessment 	Measure: Laughter Therapy fundamentals	✓ Edit.) (x Remove)
[™] Cycle 2018-2019 Assessment Cycle ∨	Details/Description: Launch a caneging to inform the university community regarding Laughter therapy Implementation Plan Implementation Plan Full 2019: Post fyrers, host informational sessions (imminity): Key/Responsible Personnel: Journal Even, Associate Director Jouguil Zee, consolar Supporting Attachments: Add/Edit Attachments and Links	

- 15. When finished adding all the assessment measures for this assessment cycle, click Check In-
- 16. Add comment to the revision history log by clicking in this box; then click Submit
 - Comment

DEMO AREA PREVIEW Workspace shon Academic Units	Edit Content Discussion Submission & Read Reviews Publish Options & Info
+ EXPAND ALL+ COLLAPSE ALL	Check In Successful
Ceneral Information Statistics Automatic Statement Control Con	Vou have checked in the following area: 2018-2029 Assessment Cyclic relians Report
Satus report Archived Assessment Data Zoff-2017 Assessment Cycle Zoff-2019 Assessment Cycle Zoff-2019 Assessment Cycle Zoff-2019 Assessment Cycle	What would you like to do exect? Roturn to Work Area C Ge to Submission Area Submit Comment

Office of Institutional Effectiveness, Research, and Planning

Assessment Findings/Results – Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click on Assessment Findings/Results (Left side menu); click Check Out



- 4. Assessment findings can be added per measure and/or by "Overall Recommendations" and "Overall Reflection"
- 5. To add findings for a specific measure in the Assessment plan, click on **Add Findings**(associated with the specific measure); For example, these steps will add findings to the Laughter Therapy Club Measure

DEMO AREA PREVIEW		
Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish Options & Info
+ EXPAND ALL+ COLLAPSE ALL		👁 VIEW LOG 💿 W JRD 💿 PDF 🖶 PRINT 🗆 SHARE 💿 CHECK IN
General Information		Checked out : 07/08/2019 10:17:47 AM (EDT)
Standing Requirements	VVGR POL SCALED	Checked out to : Lincoln University Manager
Mission Statement	Directions	
Outcome		
2019-2020 Assessment Cycle		
🚸 Staff and Title	* Finding per Measure	
 Assessment Plan (Activities/Intiatives) 	☐** Show Measures	
 Assessment Findings/ Results 	Office of Laughter Therapy Outcome Set	
Operational/Action Plan	Outcome	
ilia Status Report	Output Theme for Build a Colore that Connect Studied Survey	
Archived Assessment Data	Ouccome: Ineme One: Build a Culture that supports student success	
2016-2017 Assessment		
2017-2018 Assessment	Measure: Laughter Therapy Club	
Cycle	Details/Description: Recruit members for Lageber Therapy Club and Jaunch club. Implementation Plan Fall 2019: recruit members [timeline]: Sarring 2010: Launch Lageber Therapy Club hold initial meeting, research/provide Laughber therapy resources, brainstorm activities/initiatives Key/Besponsible Personnel: Jongal Zee, counselor Findings for Laughber Therapy Club Nor Findings Added	(Add Findings.)

6. Complete the sections by clicking the appropriate text box and adding content for Summary of Findings, Recommendations and Reflections/notes (optional)

DEMO AREA PREVIEW		
Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish Options & Info
- EXPAND ALL COLLAPSE ALL	Findings for Laughter Therapy Club Outcome: Theme One: Build a Culture that Supports Student Success	
General Information	Please enter the findings for this assessment measure (Major Metric). Include information regarding the progress that you	r office/ unit has made toward achieving this objective.
Standing Requirements	* Required Fields	
Mission Statement	* Summary of Findings:	
 Outcome 		
2019-2020 Assessment Cycle		
Staff and Title		
 Assessment Plan (Activities/Intiatives) 		
Assessment Findings/ Results		
Operational/Action Plan		
🔸 Status Report		
Archived Assessment Data	Recommendations :	
 2016-2017 Assessment Cycle 		
✓ 2017-2018 Assessment Cycle		
 2018-2019 Assessment Cycle 		
×		
	Reflections/Notes :	
	· · · · · · · · · · · · · · · · · · ·	
		A
	Assessment Findings:	oproaching O Exceeded
	Cancel Check Spel	ling SUBMIT

- 7. Click on the appropriate radio button to indicate if these findings are: "Moving Away, Approaching or Exceeded" expectations
- 8. When finished adding content, click Submit —
- 9. The information should now be visible in the workspace

DEMO AREA PREVIEW												
Workspace :Non Academic Units					/	Edit Content	Discussion	Submissio	on & Read Reviews	Publish	Options 8	& Info
							G @ WORD			SHARE	CHEC	CK IN
General Information				/								
Standing Requirements	Outco	ome: Theme One: Build a Cult	ure that Supports Student Success									
Mission Statement												
Øutcome	-	Measure: Laughter Therapy C	Club									
C 2019-2020 Assessment Cycle												
Staff and Title		Details/Description:	Recruit members for Laughter Therapy Club and launch cl	lub.								
 Assessment Plan (Activities/Intiatives) 		Implementation Plan (timeline):	Fall 2019: recruit members Spring 2020: Launch Laughter Therapy Club-hold initial m	veeting, research/provide laughte	er therapy resources, brainstorm activities/initiatives							
Assessment Findings/ Results		Key/Responsible Personnel:	Jonquil Zee, counselor									
Operational/Action Plan		Findings for Laughter The	rapy Club	•					🖋 Edit	× Remove		
Status Report		Summary of Findings:	Fall 2019: Institutional members submitted email info	rmation indicating interest in joir	ing the Laughter Therapy club. Members included 20 st	udents and 20 employe	es.					
Archived Assessment Data												
2016-2017 Assessment			Spring 2019: Laughter Therapy club held 3 meetings. A	An initial introductory meeting ar	nd 2 planning meetings.							
Cycle		Results :	Assessment Findings: Approaching									
 2017-2018 Assessment Cycle 		Recommendations:	Continue recruitment efforts and build membership. Finalize initial plans for the club activities.									
 2018-2019 Assessment Cycle 		Reflections/Notes:	Those who attended initial meeting were enthused rea	garding the club. There were som	e comments that some students and employees may be	confused or misinform	ed regarding the pur	pose of the club	a.			
×		Substantiating Evidence:										
		Add/Edit Attachments a	and Links									

10. To upload Attachments and insert links, click Add/Edit Attachments and Links

11. Insert hame of me, use browse to select me, ener Aud The									
Content Editor				Attachments	Web Links	Reports			
Add file attachments to Findings for Laughter Therapy Clu	b (Theme One: B	Build a Culture that Supports St	udent Success)						
Click the 'Browse' button to select a file that you want to a	ttach, then click	Add File'. When done, add mo	ore resources or close win	ndow.					
New File		My Previously Uploade	er Files	<u>My Ta</u>	skstream Work				
Name File:									
Select File:	Browse	No file selected.							
Describe File: (Optional)			-i						
	Check Spel	lling ADD FILE							

11. Insert name of file; use Browse to select file; click Add File

- 12. To add findings to each measure, repeat the process from step 5;
- 13. To add comments for Overall Recommendations, click Edit

DEMO AREA PREVIEW		\sim						
Workspace :Non Academic Units			Edit Content	Discussion	Submissio	n & Read Review	s Publish	Options & Info
· EXPAND ALL COLLAPSE ALL							SHARE	CHECK IN
General Information						d	necked out : 07/08/2	01901:43:24 PM (EDT)
Standing Requirements	Work in Progress					d	necked out to : Linco	In University Manager
Mission Statement	Directions			_				
Øutcome								
2019-2020 Assessment Cycle	Einding per Massure							
 Staff and Title 	· rinning per measure							
 Assessment Plan (Activities/Intiatives) 	- Overall Recommendations							
Assessment Findings/ Results								Edit
4 Operational/Action Plan	No text specified							
🔺 Status Report								
Archived Assessment Data	· Overall Deflection							
2016-2017 Assessment								
2017-2018 Assessment								/ Edit
Cycle	No text specified							
2018-2019 Assessment Cycle								

14. In the text box, submit the overall Recommendations; then click **Submit**

Workspace :Non Academic Units		rdit Content Discussion Submission & Read Reviews Publish Options & Info
General Information	Directions: Please enter overall recommendations based on your findings.	
Standing Requirements	Text :	
Mission Statement		
Outcome		
2019-2020 Assessment Cycle		
Staff and Title		
 Assessment Plan (Activities/Intiatives) 		
 Assessment Findings/ Results 		
Operational/Action Plan		
Status Report		
Archived Assessment Data		
 2016-2017 Assessment Cycle 		
 2017-2018 Assessment Cycle 	Cancel Ct	seck Spelling SUBMIT
 2018-2019 Assessment Cycle 		
×		

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15. To add comments for Overall Reflections, click Edit

DEMO AREA PREVIEW Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish	Options & Info
· EXPAND ALL COLLAPSE ALL		♦ VIEW LOG @ WORD @ PDF → PRINT 25 SHARE Ø	CHECK IN
General Information	Work In Progress	Checked out to Lincoln Checked out to Lincoln	.9 01:43:24 PM (EDT) University Manager
Mission Statement Outcome	Directions		
2019-2020 Assessment Cycle Staff and Title	Finding per Measure		
 Assessment Plan (Activities/Intiatives) 	Overall Recommendations		
Assessment Findings/ Results Operational/Action Plan Status Report	No text specified		✓ Edit
Archived Assessment Data 2016-2017 Assessment	Overall Reflection		
 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle 	No text specified		✓ Edit

16. In the text box, submit the overall Reflections; then click **Submit**

DEMO AREA PREVIEW Workspace :Non Academic Units			Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
• EXPAND ALL+ COLLAPSE ALL		/					
General Information	Directions: Please enter overall recommendations based on your findings.						
Standing Requirements	Text :						
Mission Statement							
 Outcome 							
2019-2020 Assessment Cycle							
Staff and Title		/					
 Assessment Plan (Activities/Intiatives) 							
Assessment Findings/ Results							
Operational/Action Plan							
Status Report							
Archived Assessment Data							
 2016-2017 Assessment Cycle 		is.					
 2017-2018 Assessment Cycle 	Cancel Cher	ck Spelling SUBMIT					
 2018-2019 Assessment Cycle 							
×							

17. When finished adding findings, click Check In

DEMO AREA PREVIEW																
Workspace :Non Academic Units										Edit Content	Discussion	Submissio	n a Read Review	vs Publish	Opt	tions & Info
														SHARE	•	CHECK IN
General Information				e												
Standing Requirements	Outo	ome: Theme One: Build a Cuitt	iture that supports	Student Success												
Mission Statement																
Outcome	-	 Measure: Laughter Therapy C 	Club													
2019-2020 Assessment Cycle		Details/Description:	Recruit members fo	or Laughter Therapy C	Club and launch club	.d.										
Assessment Plan (Activities/Intiatives)		Implementation Plan (timeline):	Fall 2019: recruit m Spring 2020: Launc	nembers In Laughter Therapy Cl	Club-hold initial mee	eeting, research/p	(provide laughter ther	erapy resources, brains	torm activities/initiatives							
Assessment Findings/ Results		Key/Responsible Personnel:	Jonquil Zee, counse	lor												
Operational/Action Plan		Findings for Laughter Ther	erapy Club										🖋 Edit	X Remove		
Status Report		Summary of Findings:	Fall 2019: Instit	tutional members subm	mitted email inform	mation indicating	g interest in joining th	the Laughter Therapy o	lub. Members included 20 st	udents and 20 employ	165.					
Archived Assessment Data			Spring 2019: La	ughter Therapy club h	held 3 meetings. An	n initial introducto	ctory meeting and 2 pl	planning meetings.								
 2016-2017 Assessment Cycle 		Results :	Assessment Fin	dings: Approaching												
 2017-2018 Assessment Cycle 		Recommendations:	Continue recrui Finalize initial p	itment efforts and buil lans for the club activi	ild membership. rities.											
 2018-2019 Assessment Cycle 		Reflections/Notes:	Those who atte	nded initial meeting w	were enthused rega	arding the club. Th	There were some com	mments that some stud	lents and employees may be	confused or misinform	ed regarding the purp	oose of the club				
l.™		Substantiating Evidence:	E C													
		Add/Edit Attachments a	and Links													

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18. Submit comment to revision history log to track updates to the Assessment report

A PREVIEW	/	/						_
Non Academic Units				Edit Content	Discussion	Submission & Read Reviews	Publish	Op
ID ALL COLLAPSE ALL	Check In Successful							
I Information ling Requirements dission Statement Dutcome	You have checked in the following sea : 2011 Return to Work Area Optional	9-2020 Assessment Cycle : Status Re	leport					
2020 Assessment Cycle itaff and Title usessment Plan Activities/Intiativesj	Check in all other areas checked out by: Add comment to the revision history log :	you (not applicable).						
Assessment Findings/ Results Operational/Action Plan Status Report								
hived Assessment Data 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle	What would you like to do next? Return to Work Area O to to Submission Area							
2018-2019 Assessment Cycle	Submit Comment							

19. Click Submit Comment

Operational/Action Plan – Non-Academic Programs

- 1. Log into your Taskstream Account
- 2. Click on the appropriate office/unit
- 3. Click on **Operational/Action Plan** (Left side menu); then click on **Check Out**



4. Click Select Set

DEMO AREA PREVIEW							
Workspace :Non Academic Units		Edit Content	Discussion	Submission	n & Read Reviews	Publish	Options & Info
	Operational/Action Plan					SHARE 6	CHECK IN
General Information Standing Requirements	Work in Progress				Check	ed out : 07/08/20 ed out to : Lincole	19 11:13:16 AM (EDT) 1 University Manager
 Mission Statement Outcome 	> Directions						
 2019-2020 Assessment Cycle Staff and Title 	Mission Statement						
Assessment Plan (Activities/Intiatives) Assessment Findings/ Results Operational/Action Plan Status Benott	The mission of the office of Therapeutic laughter is to provide all institutional stateholders with laughter therapy options and support by providing therapeutic laughter resources and engagement	t opportunities.					🖊 Edit
Archived Assessment Data	• Actions						
 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 							Select Set

5. Click Select Existing Set

5 tasketroam							Lincoln University Manager	My Account	Logout	0 Help
by Watermark*	HOME SHARED RESOURCES									
				_						
DEMO AREA PREVIEW										
Norkspace :Non Academic Units					Edit Content	Discussion	Submission & Read Rev	iews Publish	Options 8	& Info
EXPAND ALL> COLLAPSE ALL	 Select outcome sets for Me 						SELECT EXISTING SET	✓ ACCEPT AND	RETURN TO P	PLAN
General Information										
Standing Requirements	Outcome Sets									
Mission Statement	No outcome sets attached									
 Outcome 										
2019-2020 Assessment Cycle										
Staff and Title										
 Assessment Plan (Activities/Intiatives) 										
Assessment Findings/ Results										
Operational/Action Plan										
\land Status Report										
Archived Assessment Data										
 2016-2017 Assessment Cycle 										
 2017-2018 Assessment Cycle 										
 2018-2019 Assessment Cycle 										

6. Use the radio button to select your unit's outcome set, then click **Continue**

DEMO AREA PREVIEW Vorkspace :Non Academic Units	Edit Content Discussion & Submission & Read Reviews	Publish Options & Info
EXPAND ALL COLLAPSE ALL		
Seneral Information	Select an Existing Set in DEMO AREA: O Office of Laughter Therapy Outcome Set	(Mm.int)
Standing Requirements	- Devrational Objective & Outcome!	
Mission Statement	Cancel CONTINUE	
 Outcome 		
2019-2020 Assessment Cycle		
🛷 Staff and Title		
 Assessment Plan (Activities/Intiatives) 		
Assessment Findings/ Results		
Operational/Action Plan		
i Status Report		
Archived Assessment Data		
2016-2017 Assessment Cycle		
 2017-2018 Assessment Cycle 		
 2018-2019 Assessment Cycle 		

7. Select the appropriate checkbox for the measure(s) or select **Include all**, as appropriate

EXPAND ALL COLLAPSE ALL			
	Select dolcome sets for measure	CELECT EXISTING SET	TO PLAN
neral Information Standing Requirements	Outcome Sets		_
Mission statement Outcome			
1019-2020 Assessment Cycle Staff and Title	- Office of Laughter Therapy Outcome Set (Outcomes)	🗌 Include All 🛛 🕷 Rem	nove Set
 Assessment Plan (Activities/Intiatives) Assessment Findings/ 	Outcome		
Results Operational/Action Plan	Mapping Outcome	Mapping	
Status Report	Theme One: Build a Culture that Supports Student Success Q	Lincoln University Strategic Themes: 3. Training and Professional D	lide
Achived Assessment Data 2016-2017 Assessment Cycle			
2017-2018 Assessment Cycle			
A 2018-2019 Assessment Cycle			

8. Click Accept and Return to Plan

1

9. Click Add New Action

DEMO AREA PREVIEW Workspace :Non Academic Units	Edit Content Discussion Submission & Read Reviews Publish Options & Info
	Operational/Action Plan • VIEW LOG @ WORD @ PDF - PRINT Ø SHARE • CHECK IN
General Information	Work in Progress Orderd out: 07/00/2019 11:131AAM(ID) Orderde out: 07/00/2019 11:131AAM(ID) Orderde out to: Lincoln University Manager
 Mission Statement Outcome 	+ Directions
 2019-2020 Assessment Cycle Staff and Title 	Mission Statement
Assessment Plan (Activities/Intiatives) Assessment Findings/ Results Operational/Action Plan	The mission of the office of Therapoulic laughter is to provide all institutional stakeholders with laughter therapy options and support by providing therapoulic laughter resources and engagement apportunities.
 Status Report Archived Assessment Data 	- Actions
 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 	Show Descriptions Show Full Finding Details Enlect Sate • Office of Laurehor Therapy Outcome Set Set
Cycle	Outcome
 Zuis-zuis Assessment Cycle 	Outcome Outcome: Theme One: Build a Culture that Supports Student Success Add New Action

10. For each of the Assessment measures/findings, operational/action plans can be submitted by clicking the appropriate checkbox and then click **Continue**



11. Click in the appropriate textbox and entering information for Action Item Title, Action Plan Details, Implementation Plan, Key/Responsible Personnel and Resources Needed.

DEMO AREA PREVIEW		
Workspace :Non Academic Units		Edit Content Discussion Submission & Read Reviews Publish Options
* EXPAND ALL+ COLLAPSE AL	Action Information for Outcome : Theme One: Baild a Culture that Supports Student Success	
General Information	Define an action plan for this outpome by filling out the information below. Action Plan Details: What are your next steps in achiever	g the desired objectives that align with the University mission, strategration, and/or institutional ison frag outcome? Implementation Plan timeline). When will these efficience take place? Kay/Responsible Personnel: Who are the responsible personnel ison plan? Resources: What resources
Standing Requirements	*Required Fields	Inter Content Content and Accounting and
4 Mission Statement	Cancel Check Spelling	INFORT ACTION APPRV CHARGES
4 Outcome		Contractor Design Ca
2019-2020 Assessment Cycle	Linked to Findings:	Principal for Language for Language Casing and Casing Casi
Assessment Plan	(Show Pull Produce Details, F	Simily of varies of the state o
(Activities/Intiatives)		
 Assessment Findings/ Results 	* Action Item Title:	- / /
4 Operational/Action Plan	Action Plan details:	
4 Status Report		
Archived Assessment Data		
Cycle		
4 2017-2018 Assessment		la.
2018-2019 Assessment		
^{or} Cycle V	implementation Plan (time ye):	
	Key/Responsible Personnel	
		la.
	Resources needed?:	
1 4 71		
When cor	nplete, click Apply Change	S

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13. The workspace should now contain the Action information

DEMO AREA PREVIEW													
EXPAND ALL> COLLAPSE ALL	Operational/Ac	ction Plan						e VIEW Lo	Discussion		B Read Review B PRINT	SHARE	Options & Info O CHECK IN
Ceneral Information Standing Requirements Mission Statement Outcome	The mission	of the office of Therapeutic laughte	er is to provide all institutional st	stakeholders with laug	hter merapy options and sup	pport by providing therape	tutic laughter resources and engage	pement opportunities.					🖊 Edit
2019-2020 Assessment Cycle Ctaff and Title	- Actions				,								
Start and inte Assessment Plan (Activities/intiatives) Assessment Findings/ Results Operational/Action Plan	 Show D Office of Outcome 	Descriptions Show Full Findin	gs Details Set										Select Set
 Status Report Archived Assessment Data 	Outcome	e: Theme One: Build a Culture	e that Supports Student Su	iucess								Add Nev	Action
 2016-2017 Assessment Cycle 2017-2018 Assessment Cycle 	• /	Action: Laughter Therapy Club	ollowing Findings @							Add/Ed	it Findings)	Edit X Ren	nove
 2018-2019 Assessment Cycle 	A U B S C	Action Plan details: mplementation Plan timeline): Key/Reponsible Personnel: Resources needed?: Supporting Attachments: Add/Edit Attachments and L	Continue recruitment efforts. Develop Club goals. Plan and develop 1 Laughter Th Fall 2020: develop additional re Spring 2021: Post/advertise La Jonquil Zee, courselor Seed funding for club pilot plan inks	herapy activity for fall, recruitment brochures/ sughter Therapy Club; p n	.spring and summer terms. //Yvers, develop club goals an plan and implement one Lau	nd brainstorm Laughter Th	erapy activities he spring						

- 14. To add attachments and links, click Add/Edit Attachments and Links
- 15. Click in the Name File box to add name of file; click **Browse** to select a file; then click **Add File**

Content Editor	Attachments Web Links Reports
Add file attachments to Action: Laughter Therapy Clu	b (Theme One: Build a Culture that Supports Student Success)
Click the 'Browse' button to select a file that you wan	t 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:	
Select File:	Browse No file selected.
Describe File: (Optional)	, ti
	Check Spelling ADD FILE

16. To add actions to other measures, repeat the process from step 7

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

DEMO AREA PREVIEW	
Workspace :Non Academic Units	Edit Content Discussion Summark, Eard Reviews Publish Options & In
	OperationalAction Plan • VIEWLOG • WORD • PDF → PRINT • SHARE • CHECK
Ceneral Information Standing Requirements Mission Statement Outcome	Actions Descriptions Descriptions Select Set
2019-2020 Assessment Cycle A Staff and Title	Office of Laughter Therapy Outcome Set Outcome
Assessment Plan (Activities/Intiatives) Assessment Findings/	Outcome: Theme One: Build a Culture that Supports Student Success
	Action: Laughter Therapy Club Add/Edit Findings (
Archived Assessment Data Colifs 2017 Assessment Opcie 2017-2018 Assessment Opcie 2018-2019 Assessment Opcie	Action Plan details: Continue recruitment efforts: Decision Cubic public File and devices Laughter Therapy activity for full, upring and summer terms. Implementation Plan file Plan devices Laughter Therapy activities of plan and implement one Laughter Therapy activities Solving 2021; Endoderoide Laughter Therapy Activities in the spring Key/Nesponsible Personnel: Jongail Zee, counselor Resources needed?: Seef hunding for cub-plot plan Supporting Attachments:
	Action: Laughter Therapy fundamentals AddItdit Findings / Itali X Remove
	This Action is associated with the following Findings 0 Action Plan details: Built op Indiamental resources. Development intermediate level resources.

Submit comment to revision history log to track updates to the Assessment report;



18. Click **Submit Comment**

Status Report – Non-Academic Programs

- 1. Log into your account and click on the unit/office
- 2. Click Status Report (Left side menu); click Check Out



3. For an action plan, click Add Status

DEMO AREA PREVIEW															
Workspace :Non Academic Units										Edit Content	Discussion	Submissio	n & Read Review	Publish	Options & Info
+ EXPAND ALL+ COLLAPSE ALL	Stat														CHECK IN
General Information Standing Requirements	Worl	Ukit Sarted											Check Check	d out : 07/08/2019 0: d out to : Lincoln Univ	I:25:18 PM (EDT) ersity Manager
 Mission Statement Outcome 	- 1	Directi	ons												
2019-2020 Assessment Cycle Staff and Title	•	Action Statuses													
 Assessment Plan (Activities/Intiatives) 		V	⊡" Show Actions If Show Descriptions												
Assessment Findings Results Operational/Action Plan		Office of Laughter Therapy Outcome Set Outcome													
Status Report Archived Assessment Data		Outo	Outcome: Theme One: Build a Culture that Supports Student Success												
 2016-2017 Assessment Cycle 			 Action: Laughter Therapy Clu 	du											
 2017-2018 Assessment Cycle 2018-2019 Assessment Cycle 			Action Plan details:	Continue recruitment effo Develop Club goals. Plan and develop 1 Laught	orts. ter Therapy activity fo	or fall, spring and summ	mer terms.				$\overline{\ }$				
×			Implementation Plan (timeline):	Fall 2020: develop additio Spring 2021: Post/adverti	inal recruitment broch se Laughter Therapy C	hures/flyers, develop cl Club; plan and impleme	club goals and brainstorm La nent one Laughter Therapy a	ughter Therapy activities tivity in the spring				\searrow			
			Key/Responsible Personnel:	Jonquil Zee, counselor	t plan										
			Resources redddd r:	accurrance for club pilot	(page										
			Status for Laughter Therapy Club	b										Add Status	
			No Status Added												

4. Click on the arrow to view the drop down menu; choices include: Not Started, In Progress, Completed, Not Implemented; select the appropriate choice



- 5. Click Submit
- 6. Continue adding status for each action plan (steps 3-5); when finished, click **Check In**

DEMO AREA PREVIEW									
Workspace :Non Academic Units				Edit Content	Discussion	Submissio	n & Read Revie	ews Publish	Options & Ir
	Status R							SHARE	о Снеск
General Information									
Standing Requirements Mission Statement		Action: Laughter Therapy C	lub						
Outcome 2019-2020 Assessment Cycle Staff and Title		Action Plan details:	Continue encudement efforts. Develop CAU gains Plan and develop 1 Laughter Therapy activity for fall, spring and summer terms.						
Assessment Plan Assessment Findings/ Assessment Findings/		Implementation Plan (timeline): Key/Responsible Personnel: Resources peeded?:	Fall 2020 develop additional recordinent brochuren/flyers, develop club gaals and trainistorm Laughter: Therapy activities pring 2021: Fundbarrise Laughter: Therapy Club glan and implement one Laughter: Therapy activity in the spring Jongal Dee, counselor:						
Results Operational/Action Plan Status Report			. Sees conclusion from the set						
Archived Assessment Data		Status for Laughter Therapy Clu	lb				Ŀ	Edit X Rer	nove
 2016-2017 Assessment Cycle 		Current Status:	In Progress						
 2017-2018 Assessment Cycle 		Action: Laughter Therapy fundamentals							
 2018-2019 Assessment Cycle 		Action Plan details:	Build up hundamental resources. Develop ¹⁶ nd intermediate level resources.						
		Implementation Plan (timeline):	Fail 2020: review flyers and develop/update additional flyers; add FAQ section to fundamental resources Spring 2021: post flyers ; conduct information sessions; develop draft intermediate resources						
		Key/Responsible Personnel:	Joshua Brown, Associate Director Jonquil Zee, counselor						
		Resources needed?:	Support of Laughter Therapy initiatives by institutional leaders.						
		Status for Laughter Therapy fur	ndamentals					/ Edit X Rer	nove
		Current Status:	In Progress						

7. Add comment to the revision history log by clicking in this box; then click **Submit Comment**

DEMO AREA PREVIEW Workspace than Academic Units	Eds Content Discussion & Submission & Read Reviews Publish Cyctons & Info
+ EXPAND ALL COLLAPSE ALL	Check In Successful
Ceneral Information Standing Requirements Mission Statement Outcome Staff and Title Assessment Plan	Yeu have thecked in the following area_2019-2020 Assessment Cycls_Makes Report
Assessment Findings/ Assessment Findings/ Assessment Action Plan Status Report	
C Archived Assessment Data	What would you like to do next? Proton to Work Ara C to b Submission Ara Submit Commant

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