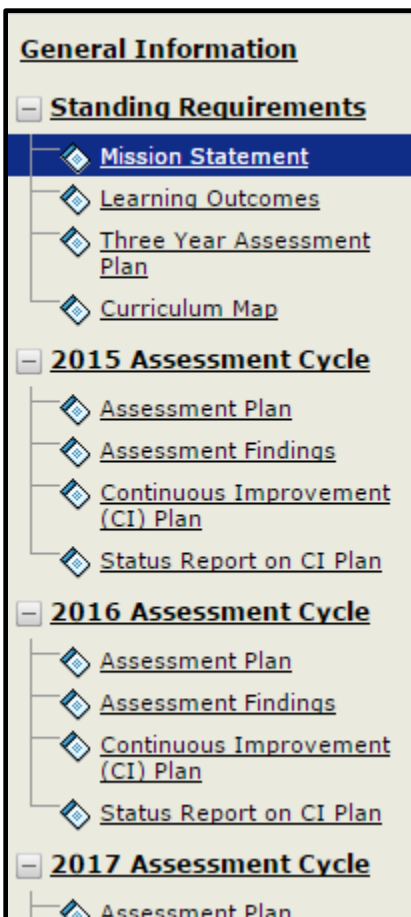
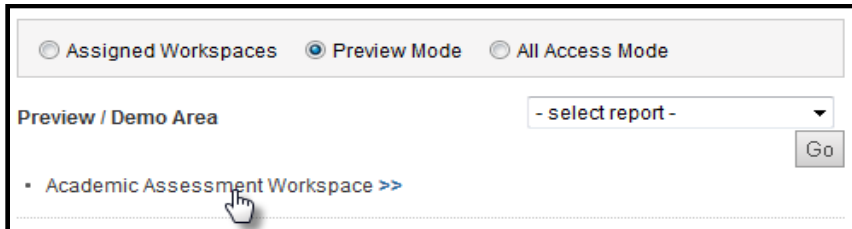


QuickStart Guide: Academic Assessment Workspace



STANDING REQUIREMENTS

1. When you first open your workspace on your homepage, you will see the structure of the workspace on the left-hand side.

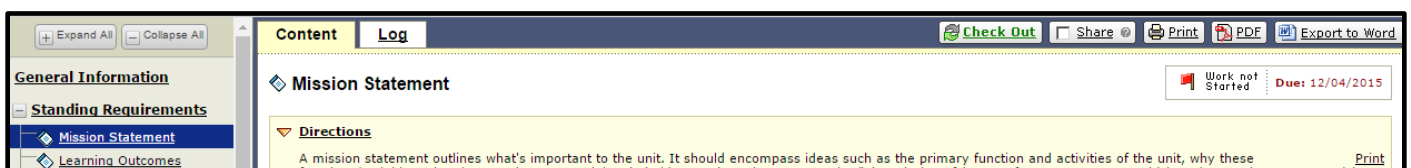
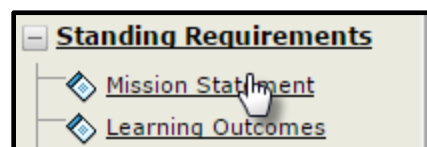


The **Standing Requirements** category contains/will contain assessment data that will remain relatively steady over time, whereas the **Annual Assessment Cycle** will be completed anew each year.

Please note this is an example and your school's template may look different.

MISSION STATEMENT

The **Mission Statement** requirement is the first in the structure where you'll be entering data. To begin working on it or any other requirement, please select it from the workspace structure.



On the upper right-hand corner, you will see a green “Check Out” button. Please note that all requirements in Taskstream’s AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to “Check Out” the requirement.

- When you click the “Check Out” button, the “Edit” button will appear on the far right. Click “Edit” to add your mission statement data.

Mission Statement

Work not Started

Checked out: 06/30/2016 12:13:09 PM (CDT)
Checked out to: TAMU Central Manager
Due: 12/04/2015

Directions

A mission statement outlines what's important to the unit. It should encompass ideas such as the primary function and activities of the unit, why these functions/activities take place, and any potential stakeholders to the unit. For example: "The mission of (name of your program or unit) is to (your primary purpose) by providing (your primary functions or activities) to (your stakeholders)" (Additional clarifying statements). Note: the order of the pieces of the mission statement may vary from the above structure.

When reviewing a units mission statement, here are some questions to ask: Is the statement brief and memorable? Is it distinctive? Does it clearly state the purpose of the program or unit? Does it indicate the primary function or activities of the program or unit? Does it indicate who the stakeholders are? Does it clearly support the department's, college's, and university's missions?

Review Method

Edit

Note: If content has already been added to the area, you will be able to add to and/or modify it.

Program Mission Statement

Mission Statement Text:
(Max. 7000 chars)

Mission Statement

Check Spelling Character Count

Cancel Submit

Once you have entered the appropriate mission statement, you may click the “Submit” button.

Confirmation

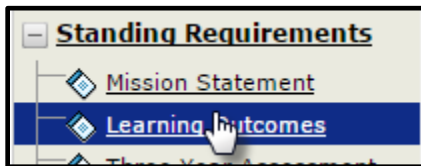
The Mission Statement has been updated.

Return to Work Area

Return to Workspace by clicking **Return to Work Area**.

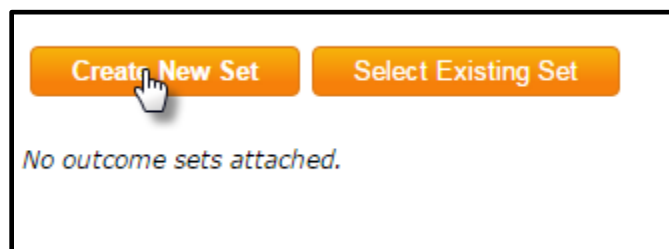
LEARNING OBJECTIVE/OUTCOME

1. When you are ready to move on to the Learning Outcomes (Program Learning Outcomes) requirement, you may select that requirement from the workspace structure.



To begin, you must first check out the requirement. Once you do so, you will have the option of creating a new outcome set or selecting an existing outcome set.

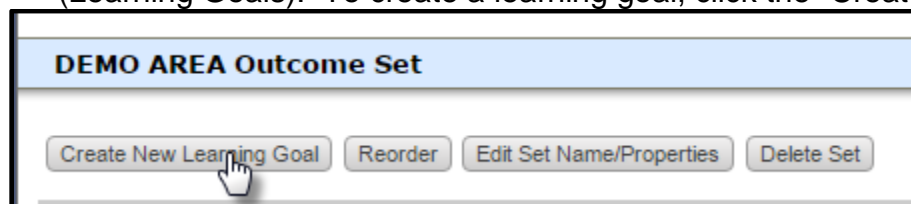
To create a new outcome set to map to, start by clicking the Create New Set button.



You may then title the outcome set and choose whether you want to allow other sets to be aligned to this (your) outcome set (it is recommended to leave this checkbox blank). Then you may click "Continue."

Create New Outcome Set	
Set Name:	DEMO AREA Outcome Set
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<div>Cancel Continue</div>	

2. Once you return to the main Goals and Outcomes area, you can start to create Outcomes (Learning Goals). To create a learning goal, click the "Create New Learning Goal" button.



Enter in a title and concise description (max 60 characters) for your learning goal, then click Continue.

The screenshot shows a form titled "Create New Learning Goal". It has two main input fields: "Learning Goal:" with a max character limit of 140, and "Description:" with a max character limit of 1000. Below the description field are buttons for "Check Spelling" and "Character Count". At the bottom are "Cancel" and "Continue" buttons. A mouse cursor is clicking the "Continue" button.

You may then create an outcome for the learning goal. To create an Outcome, click the “Create New Outcome” button.

The screenshot shows a section titled "Sample Outcome Set". It contains three buttons: "Reorder", "Edit Set Name/Properties", and "Delete Set". Below these is a section titled "Outcome" with a button labeled "Create New Outcome". A mouse cursor is clicking the "Create New Outcome" button.

Enter a concise title for your Outcome (max 60 characters) and enter the outcome statement in the Description field. Click “Continue.”

The screenshot shows a form titled "Create New Outcome". It has two main input fields: "Outcome:" with a max character limit of 140, and "Description:" with a max character limit of 1000. Below the description field are buttons for "Check Spelling" and "Character Count". At the bottom are "Cancel" and "Continue" buttons. A mouse cursor is clicking the "Continue" button.

3. If applicable, after clicking the [Back to all outcome sets](#) link, you may map or align your outcomes to college level or university level goals, accrediting body standards and criteria, and general education outcomes. To do this, click the [Map](#) link next to the outcome you wish to map.

You can then click the “Create New Mapping” button.


Create New Mapping

To map or align your outcomes with a goal set, you’ll want to select *Goal sets distributed to...* or Outcome Sets in other organizational areas if you are mapping to department-level outcomes.

Select the appropriate set and click “Continue.” (Note: This is just an example)

Choose which Outcome set items align with your objective and then click the “Continue” button. You will now see the Outcome set items mapped or aligned with your objective. **NOTE:** This is just an example of what the area would look like.

Directions: Select the competency within FL - Embry-Riddle General Education Competency Set to which to map Outcome 1.

Outcome 1 (part of Outcome) 
Students will be able to create a curriculum map.

FL - Embry-Riddle General Education Competency Set
Owned by Embry-Riddle Aeronautical University




Cancel Continue

General Education Competencies

Competency
<input checked="" type="checkbox"/> Critical Thinking (DB, PC, WW) The student will apply knowledge at the synthesis level to define and solve problems within professional and personal environments.
<input checked="" type="checkbox"/> Quantitative Reasoning (DB, PC, WW) The student will demonstrate the use of digitally-enabled technology (including concepts, techniques and tools of computing), mathematics proficiency & analysis techniques to interpret data for the purpose of drawing valid conclusions and solving associated problems.
<input type="checkbox"/> Information Literacy (DB, PC, WW) The student will conduct meaningful research, including gathering information from primary and secondary sources and incorporating and documenting source material in his or her writing.
<input type="checkbox"/> Communication (DB, PC, WW) The student will communicate concepts in written, digital and oral forms to present technical and non-technical information.
<input type="checkbox"/> Scientific Literacy (DB, PC, WW) The student will be able to analyze scientific evidence as it relates to the physical world and its interrelationship with human values and interests.
<input type="checkbox"/> Cultural Literacy (DB, PC, WW) The student will be able to analyze historical events, cultural artifacts, and philosophical concepts.
<input type="checkbox"/> Lifelong Personal Growth (WW Only) The student will be able to demonstrate the skills needed to enrich the quality of life through activities which enhance and promote lifetime learning.

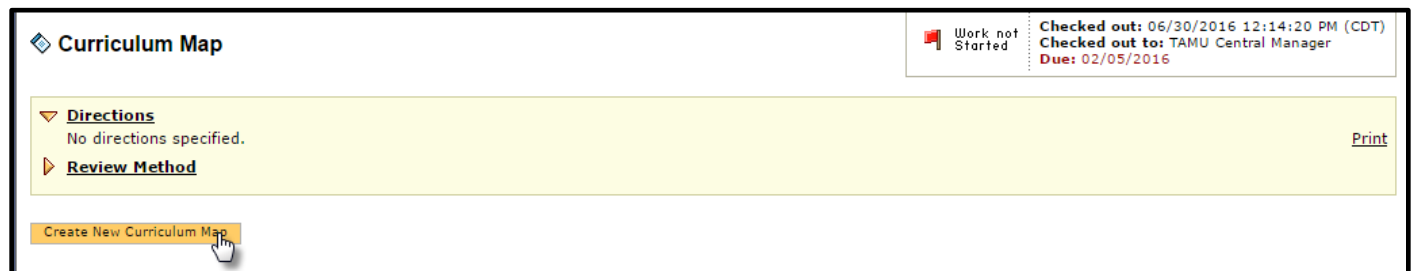
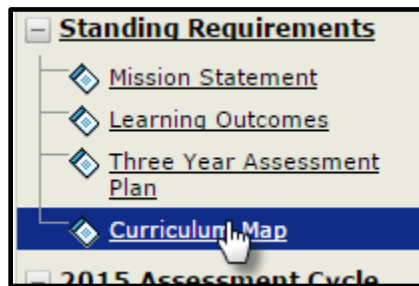
Cancel Continue

You may repeat this process for additional mappings. Once mapped, your outcome(s) will look similar to the first one in the screenshot below.

Program Learning Outcome		(Outcomes)
Reorder Edit Set Name/Properties Remove Set		
Outcome		
Create New Outcome		
Outcome	Mapping	
Outcome 1  Students will be able to create a curriculum map.	FL - Embry-Riddle General Education Competency Set: Critical Thinking (DB, PC, WW), Quantitative Reasoning (DB, PC...	[Map] [Edit] [Hide] [Delete]
Outcome 2  Students will be able to define learning outcomes in specific and measurable terms.	No Mapping	[Map] [Edit] [Hide] [Delete]
Outcome 3  Students will be able to apply best practices when creating an assessment plan.	No Mapping	[Map] [Edit] [Hide] [Delete]

Curriculum Map

- In the Curriculum Map requirement you're able to map courses to outcome sets. After Checking Out the area, click Create New Curriculum Map

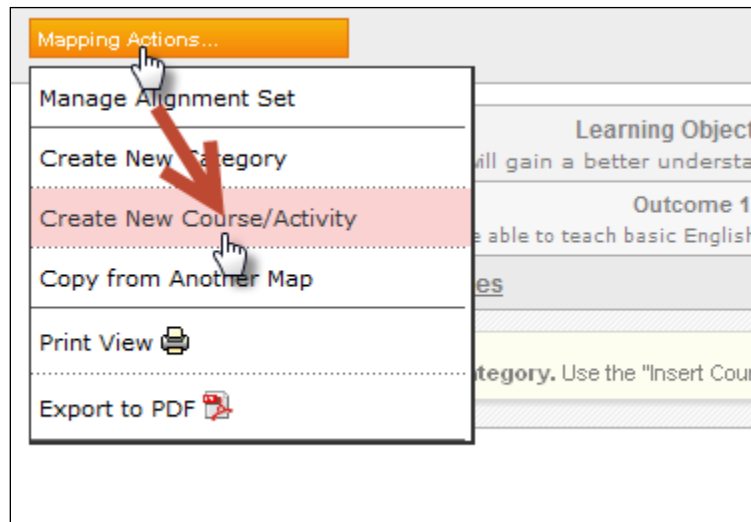


Enter a title for the map and select an outcome set to use.

A screenshot of the 'Create Curriculum Map' form. The form has a pink header bar with the title 'Create Curriculum Map' and a help icon. Below the header is a yellow bar with a 'Back to Curriculum Maps Home' link. The form is divided into three main sections: 'New Map Title:' with a text input field containing 'Social Students Curriculum Map' and a '(Max 100 Chars)' label; 'Description:' with a large text area and a vertical scrollbar; and 'Select Alignment Set:' with a dropdown menu showing 'View sets available within DEMO AREA' and a 'Go' button. Below the dropdown, there are two rows of outcome sets: 'Demo Outcome Set' and 'Quantitative Reasoning'. Each row has a 'Select' button and a '[View Set]' link. A mouse cursor is pointing at the 'Select' button for 'Demo Outcome Set'.

The map will open in a separate pop-up window. The outcomes will be along the top. To add a course/activity, click the Mapping Actions button and choose that option.

Add the number and click Create. for additional



course section, course an optional description and You may repeat this step courses/activities.

Create a New Course or Activity	
Course/Activity ID:	<input type="text" value="HIS"/> (Max 15 Chars)
Course/Activity Title:	<input type="text" value="101"/> (Max 100 Chars)
Description: Optional	<div><div></div><div>(Max 1000 Chars)</div><div>Check Spelling</div></div>
Link: Optional	<input type="text" value="http://"/> (Max 100 Chars)
<div>Cancel</div> <div>Create</div>	

Using the legend along the bottom, you can then choose if a course Introduced, Practiced, or Reinforced work pertaining to that outcome.

	Learning Objective 1.1 Students will gain a better understanding of English practices.	Objective 1 Description of objective
	Outcome 1.1 Students will be able to teach basic English principles via student teaching.	1.2
Courses and Learning Activities		
HIS 101	Course/Activity: HIS Outcome: Outcome 1.1	Click

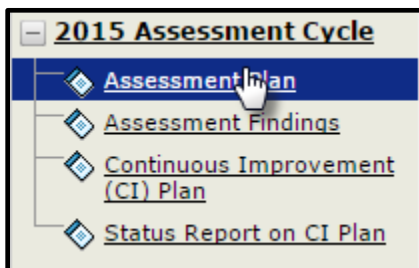
Legend:

I	Introduced	P	Practiced	R	Reinforced
----------	------------	----------	-----------	----------	------------

COMPLETE/CYCLICAL CYCLE REQUIREMENTS

5. Now you may proceed to the cyclical assessment section represented by the category **2015 Assessment Cycle** (or the Assessment Cycle for the correct year that you wish to work in) to enter your assessment data.

ASSESSMENT PLAN

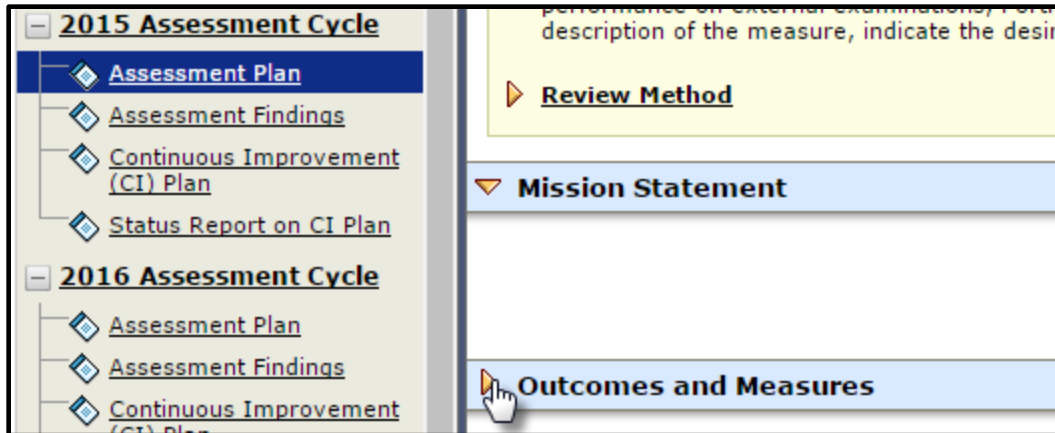


To create an assessment plan that defines the measures used to assess your student learning outcomes, check out the Assessment Plan area and click the "Create New Assessment Plan" button.

NOTE: If you have an existing Assessment Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

Create New Assessment Plan

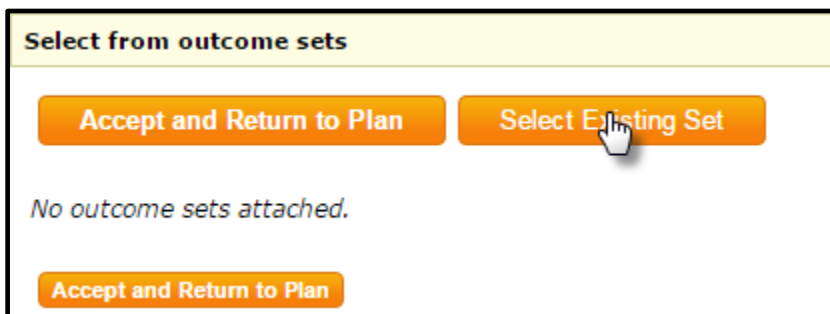
NOTE: You may have to expand the **Outcomes and Measures** bar after completing this step.



Then click the “Select Set” button.

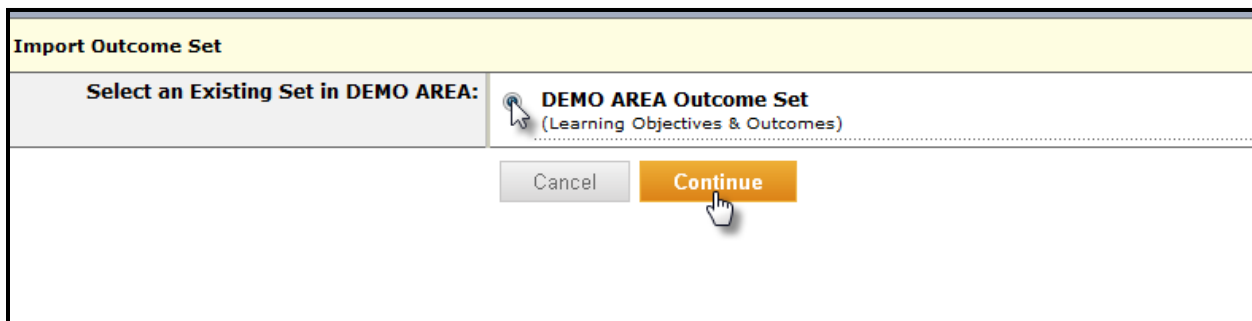


Click the “Select Existing Set” button to select your outcome set from the Outcomes/Learning Objectives library.



Select the outcome set you wish to assess and click the “Continue”

button.



Select the outcomes you wish to assess and then click the “Accept and Return to Plan” button.

Select from outcome sets

Accept and Return to Plan Select Existing Set

☒ Show Descriptions ☒ Show Mapping

Include All? ☐ ▼ DEMO AREA Outcome Set (Outcomes)

Remove Set

Outcome		Mapping
<input checked="" type="checkbox"/> Include? ▶	Outcome 1.1 Description of outcome...	Centennial Goals: Centennial Goal 1, Centennial Goal 2, Centennial Goal 3 [Remove]
<input checked="" type="checkbox"/> Include? ▶	Outcome 1.2 Description of outcome...	No Mapping [Remove]
<input type="checkbox"/> Include? ▶	Outcome 1.3 Description of outcome...	No Mapping [Remove]

Accept and Return to Plan

6. To add a Measure to an outcome, click the appropriate “Add New Measure” button.



▼ Outcomes and Measures

Select Outcomes ☒ Show Descriptions

▼ DEMO AREA Outcome Set

Outcome	
Outcome 1.1 Description of outcome...	No measures specified Add New Measure
Outcome 1.2 Description of outcome...	No measures specified Add New Measure

You may then add the details of your measure into the measure data entry screen.

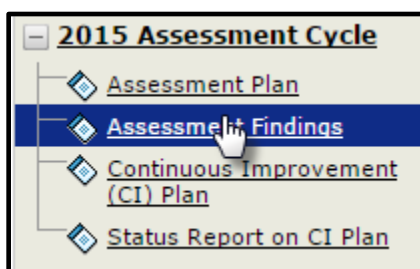
* Measure Title:	<input type="text"/>
Measure Type/Method:	- Select -  
Description of the Measure:	<div><div></div></div>
Desired Level of Performance (Target):	<div><div></div></div>
Key/Responsible Personnel:	<div><div></div></div>
<input type="button" value="Check Spelling"/> <input type="button" value="Cancel"/> <input type="button" value="Apply Changes"/>	

When you click the “Apply Changes” button, you will also have the option to “Add/Edit Attachments and Links” to the Measure. (Note: this is an example of what an added measure looks like).

Program Learning Outcome	
Outcome	
Outcome 1 Students will be able to create a curriculum map. <input type="button" value="Add New Measure"/>	<div> <div> Measure: Exam Program level: Direct - Exam </div> <div> <input type="button" value="Edit"/> <input type="button" value="Remove"/> </div> </div> <hr/> Details/Description: End-of-semester exam Criterion for Success: 70% of students scored 75% or higher. Timeframe of Data Collection: Spring 2014 Key/Responsible Personnel: Professor Jones Supporting Attachments: <input type="button" value="Add/Edit Attachments and Links"/>

You may repeat these steps to add additional measures for this or other outcomes. Be sure to “Check In” the area after you have finished working in it for that session.

ASSESSMENT FINDINGS



7. Once you have gathered your data, you may select the Assessment Findings area and add your Findings to your measures.

To do so, check out the requirement, locate the appropriate Measure, and then click the “Add Findings” button.

▼ DEMO AREA Wisc. DPI Outcome Set

Outcome

Wis. Admin Code PI 34
All students applying for admission to an educator preparation program in a Wisconsin college/university or alternative program must pass competency tests in communication skills prior to admission.

▼ **Measure: Praxis I Math**

Details/Description:
Acceptable Target:
Ideal Target:
Implementation Plan (timeline):
Key/Responsible Personnel:

Findings for Praxis I Math Add Findings

No Findings Added

You may then enter the details of your assessment findings into the data entry screen.

* Summary of Findings:	<div></div>
Recommendations :	<div></div>
Acceptable Target Achievement:	High <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded
<div>Cancel Check Spelling Submit</div>	

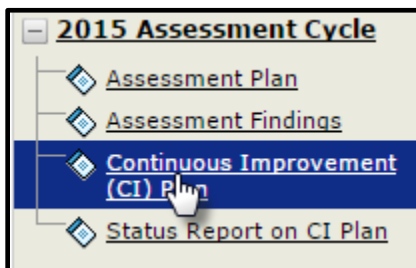
Once you have entered your data, click the “Submit” button. The resulting screen will look something like this:

The screenshot shows a web form titled "Goal 1.1". On the left, there is a sidebar with "1.1" selected. The main content area is divided into sections:

- Measure:** Sample Measure (Direct - Student Artifact)
- Description of the Measure:** Artifact
- Desired Level of Performance (Target):** High
- Key/Responsible Personnel:** Faculty
- Findings for Sample Measure** (with "Edit" and "Remove" buttons)
- Summary of Findings:** Summary
- Results:** Acceptable Target Achievement: Met
- Recommendations :** Sample recommendations
- Substantiating Evidence:** (with "Add/Edit Attachments and Links" button)
- Overall Recommendations** (with "Edit" button)

At the bottom of the "Overall Recommendations" section, it says "No text specified".

OPERATIONAL PLAN



8. For the Continuous Improvement (CI) Plan area, select the requirement from the workspace structure and check out the requirement.



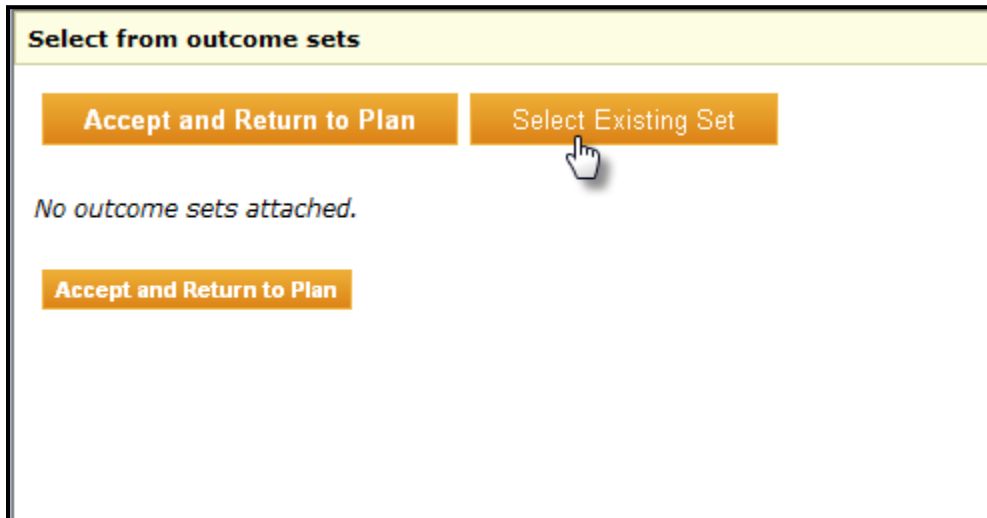
Then you may click the “Create New Operational Plan” button.

NOTE: If you have an existing Assessment Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

Next, click the “Select Set” button under the Actions bar.

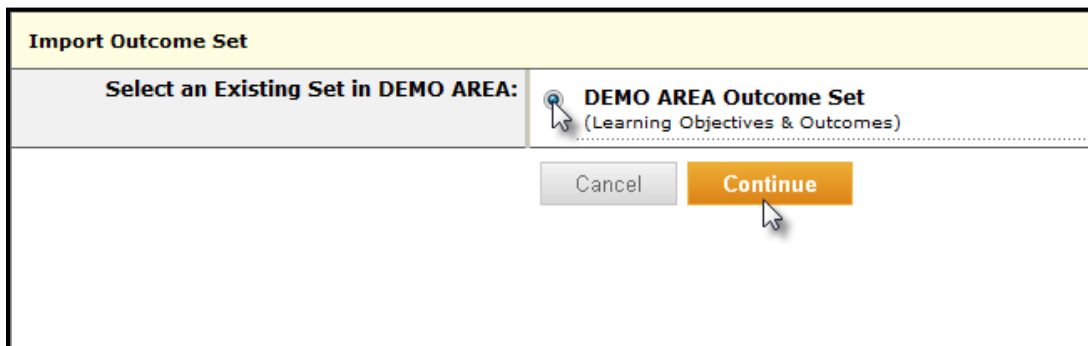


Click the “Select Existing Set” button.



The screenshot shows a dialog box titled "Select from outcome sets". It contains two orange buttons at the top: "Accept and Return to Plan" on the left and "Select Existing Set" on the right. A mouse cursor is hovering over the "Select Existing Set" button. Below the buttons, the text "No outcome sets attached." is displayed. At the bottom left, there is another orange button labeled "Accept and Return to Plan".

Select the Outcome set you wish to assess that cycle and click the “Continue” button.



The screenshot shows a dialog box titled "Import Outcome Set". It has a section labeled "Select an Existing Set in DEMO AREA:" with a list containing one item: "DEMO AREA Outcome Set (Learning Objectives & Outcomes)". A mouse cursor is pointing at this item. At the bottom of the dialog, there are two buttons: a grey "Cancel" button and an orange "Continue" button. A mouse cursor is hovering over the "Continue" button.

Select the Outcomes you wish to assess and then click the “Accept and Return to Plan” button.

Select from outcome sets

[Accept and Return to Plan](#) [Select Existing Set](#) ☒ Show Descriptions ☒ Show Mapping

[Include All?](#) ☐ **Program Learning Outcome** (Outcomes)

[Remove Set](#)

Outcome	Mapping
<input checked="" type="checkbox"/> Outcome 1 Students will be able to create a curriculum map.	FL - Embry-Riddle General Education Competency Set: Critical Thinking (DB, PC, WW), Quantitative Reasoning (DB, PC... [Hide]
<input type="checkbox"/> Outcome 2 Outcome Statement goes here.	No Mapping [Hide] New Version: Update
<input type="checkbox"/> Outcome 3 Outcome Statement goes here a 3rd time.	No Mapping [Hide] New Version: Update

[Accept and Return to Plan](#)

You may now add an Action to each applicable Outcome by clicking the “Add New Action” button.

Actions

[Select Set](#) ☒ Show Descriptions ☐ Show Full Findings Details

DEMO AREA Outcome Set

Goal 1.1

1.1 [Add New Action](#)

Action: Action [Add/Edit Findings](#) [Edit](#) [Remove](#)

▶ This Action is associated with the following Findings ⓘ

Action details: Sample

Implementation Plan (timeline): Sample

Key/Responsible Personnel: Sample

Measures: Sample

Budget approval required? (describe): Sample

Budget request amount: \$1,000.00

Priority: Medium

Supporting Attachments: [Add/Edit Attachments and Links](#)

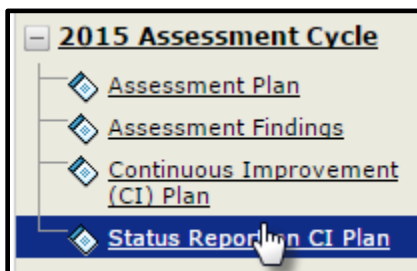
You may wish to include the **Findings for Measure** of the objective you selected by checking the checkbox and clicking “Continue.”

You may now populate the Action detail fields with your data. You will need to check the box for Show Full Results Details.

You may repeat this process for each additional action you need to add.

Be sure to click the “Check In” button, to allow your peers the ability to modify the requirement.

STATUS REPORT



9. To document the Status of each of your actions, you may select the Status Report requirement from the workspace structure.

Check out the requirement and then click the “Add Status” button. **NOTE:** this is an example of what it could look like.

Action Statuses

Show Actions Show Descriptions

DEMO AREA Outcome Set

Goal 1.1

1.1

Action: Action

Action details: Sample

Implementation Plan (timeline): Sample

Key/Responsible Personnel: Sample

Measures: Sample

Budget approval required? (describe): Sample

Budget request amount: \$1,000.00

Priority: Medium

Status for Action

No Status Added

Add Status

You may then complete the Status Report for that particular action and click “Submit.”

* Current Status:	Completed
Budget Status:	Pending Approval
Additional information:	Sample
Next Steps:	Sample

Cancel Check Spelling Submit

When you click the “Submit” button, the finished result should look something like this:

The screenshot displays a web interface for a 'DEMO AREA Outcome Set'. It features a sidebar with a tree view containing 'Goal 1.1' and '1.1'. The main content area shows details for 'Action: Action'. The details include: 'Action details: Sample', 'Implementation Plan (timeline): Sample', 'Key/Responsible Personnel: Sample', 'Measures: Sample', 'Budget approval required? (describe): Sample', 'Budget request amount: \$1,000.00', and 'Priority: Medium'. Below these details is a 'Status for Action' section with an 'Edit' button and a 'Remove' button. The status section contains: 'Current Status: Completed', 'Budget Status: Pending Approval', 'Additional information: Sample', 'Next Steps: Sample', and 'Substantiating Evidence: Add/Edit Attachments and Links'. At the bottom of the interface is a 'Status Summary' section.

▼ DEMO AREA Outcome Set

Goal 1.1

1.1

▼ Action: Action

Action details: Sample

Implementation Plan (timeline): Sample

Key/Responsible Personnel: Sample

Measures: Sample

Budget approval required? (describe): Sample

Budget request amount: \$1,000.00

Priority: Medium

Status for Action Edit Remove

Current Status: Completed

Budget Status: Pending Approval

Additional information: Sample

Next Steps: Sample

Substantiating Evidence: Add/Edit Attachments and Links

▼ Status Summary

Repeat these steps for each subsequent **Action** and **Status** report. Be sure to click the “Check In” button to allow your peers the ability to modify the requirement.

At the bottom of the Status Report area are sections where you can add a **Status Summary** by clicking the “Edit” button.

This screenshot shows a close-up of the 'Status Summary' section. It includes the same 'Status for Action' details as the previous screenshot. Below the details is a blue bar labeled 'Status Summary'. At the bottom of the page, there is a text area with the placeholder 'No text specified' and an 'Edit' button with a hand cursor icon.

Status for Action Edit Remove

Current Status: Completed

Budget Status: Pending Approval

Additional information: Sample

Next Steps: Sample

Substantiating Evidence: Add/Edit Attachments and Links

▼ Status Summary

No text specified Edit

GETTING HELP

If you require assistance with entering data in your workspace or other assistance, you can contact Taskstream at 800-311-5656 and press 1 for support or send an email to help@taskstream.com.