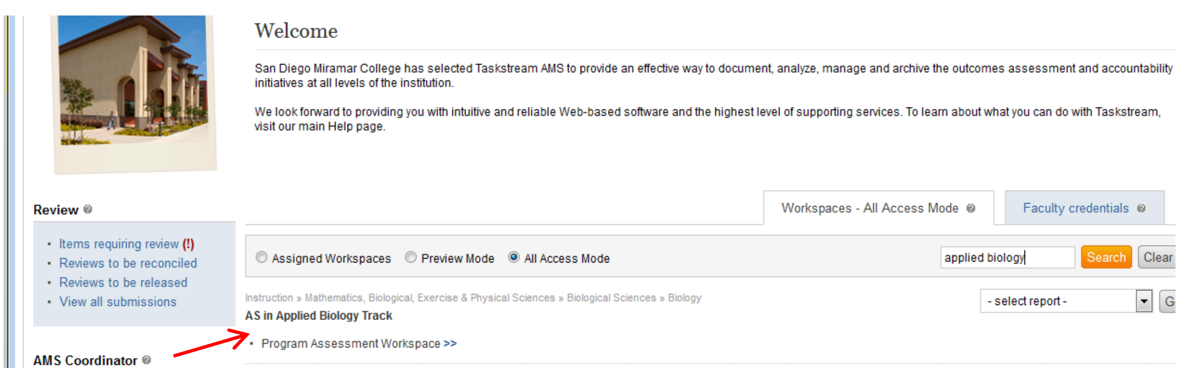
Step-by-Step Instruction Guide for Program Assessment Plans Using Taskstream

Contents

Access To Taskstream Webpage

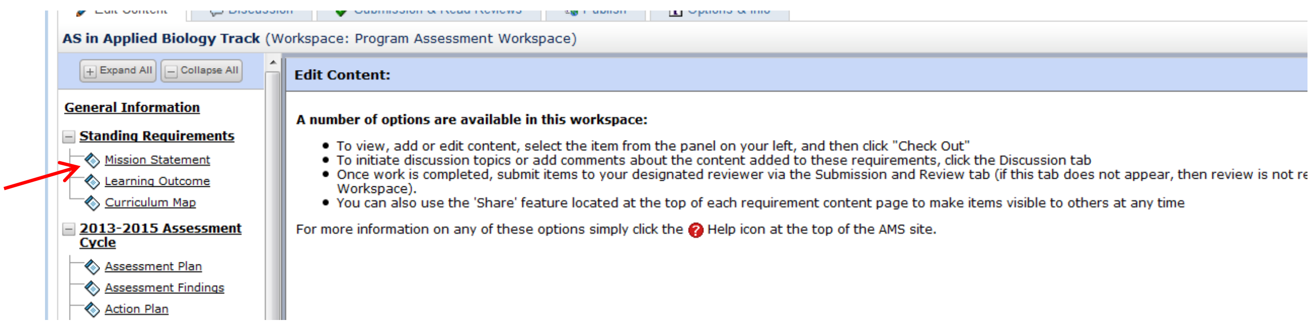
1) Go to Taskstream webpage: https://login.taskstream.com/signon/
2) Enter your login (email address) and password.
3) Your welcome page will show all assigned workspaces, which are courses and programs with which you have been affiliated. For program assessment, select the ***"Program Assessment Workspace"*** link under your affiliated program (Note: "Programs" for assessment purposes include all degrees, certificates, and other programs defined by your area).



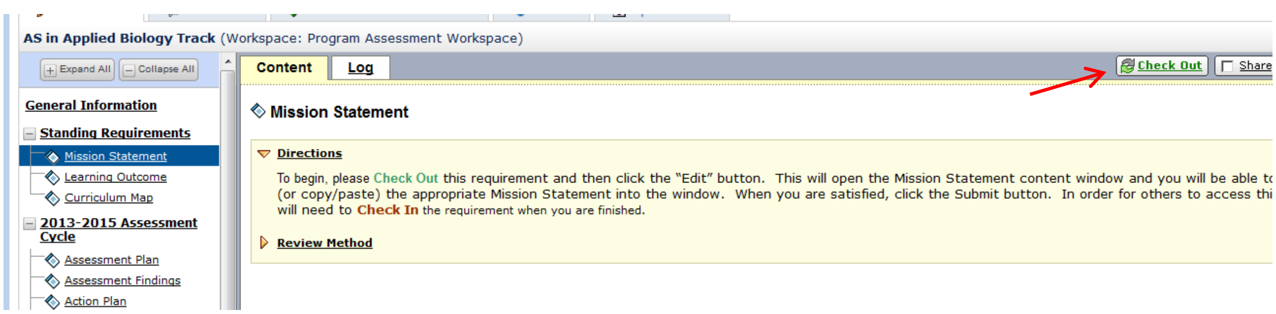
4) If a password is misplaced, click “Forgot Login?” on the Taskstream sign in page. Then you will need to fill in the appropriate queries and select either: "Email Username & Password Reset" OR "View Password Hint". If you select the email option, note that your username and password information will be sent directly to you at your SDCCD district email. If you have further questions, please contact the Taskstream helpdesk direct via email (help@taskstream.com) or phone at: 1-800-311-5656.

Program Mission Statement

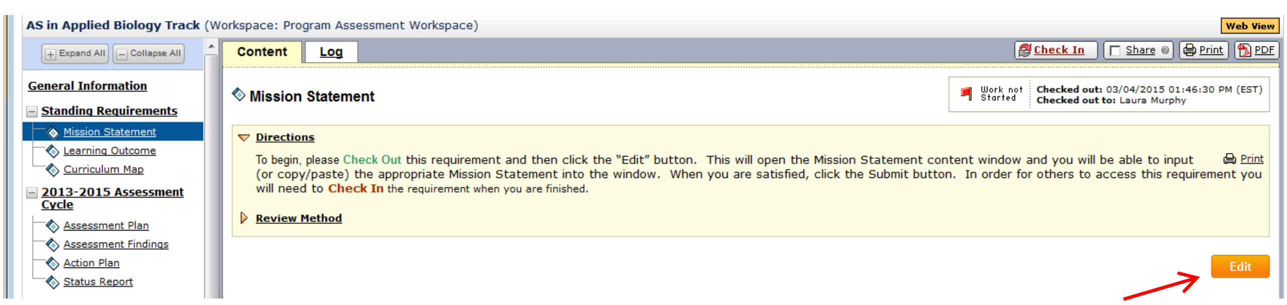
1) For program workspaces, you have the ability to enter in your program’s mission statement. Select the “Mission Statement” link under “Standing Requirements” from the menu on the left.



2) To begin entering any information or data in Taskstream, you need to *“Check Out”* the area. Select the *“Check Out”* button to begin work. You may *“Check In”* the area when you complete the work or it will be automatically checked in once you end your session.

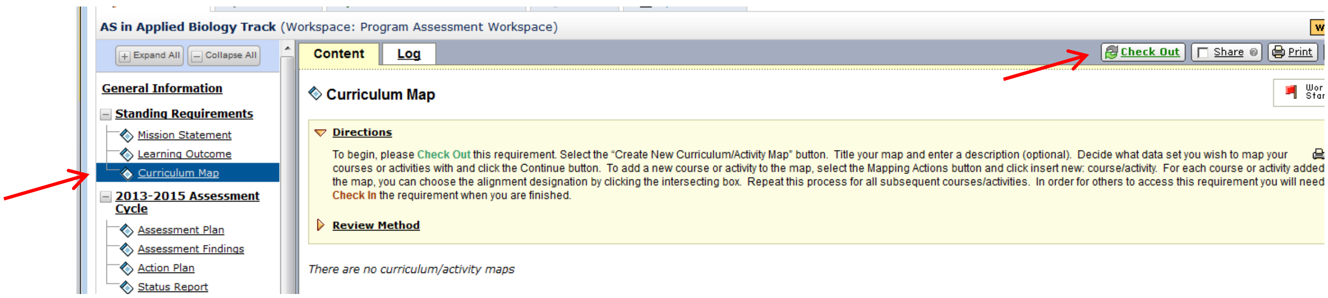


3) To begin entering the Mission Statement, Select the *“Edit”* button. You can then type in the Mission Statement text.

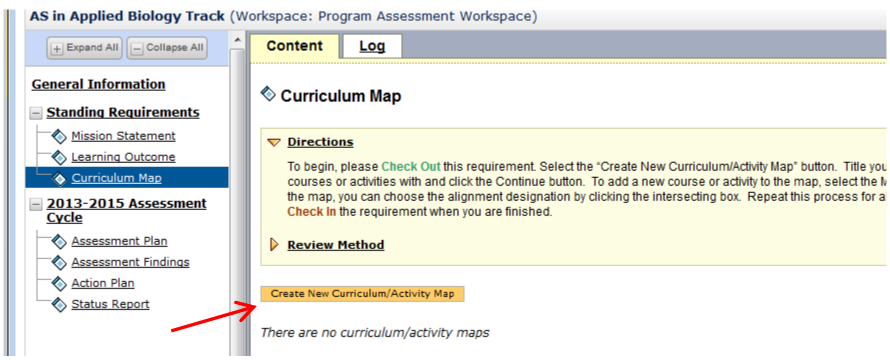


Curriculum Map

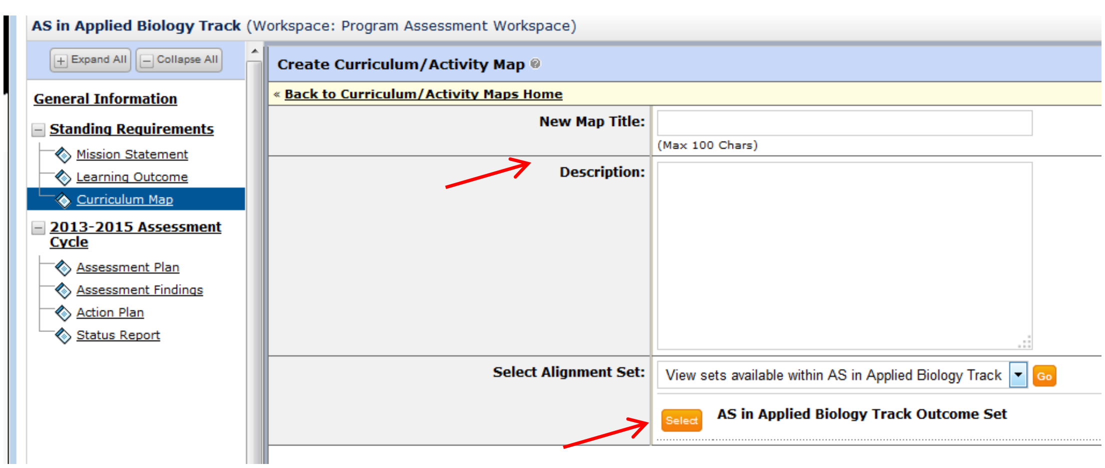
1) Once Program Learning Outcomes have been entered for a program (see instructions below), you can use the "Curriculum Map" to track how those outcomes are supported by the courses required for that program.   To begin, select the *"Curriculum Map"* link from the menu on the left.   Then Select *"Check Out"*.



2) Next, select the "Create New Curriculum/ Activity Map" button.

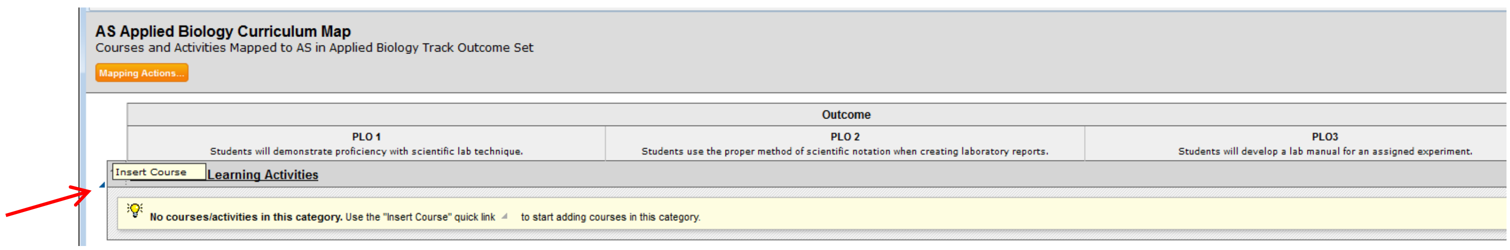


3) You can then enter the map title and description as needed. If program outcomes have been entered, you will be able select the button next to the *"Program Outcome Set in your area"*

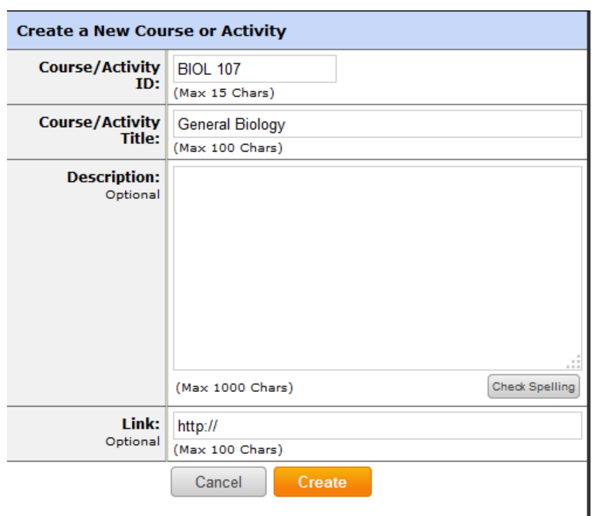


4) You must then open your Map in another window. Select the *"Edit Map"* button to begin.

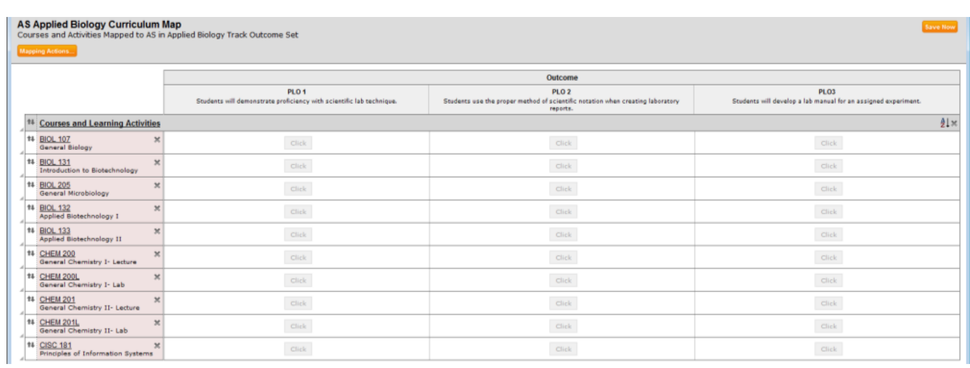
5) A new window will open showing a map with your Program Learning Outcomes across the top. To insert a course required for your program, select the triangle icon on the left side of the map.



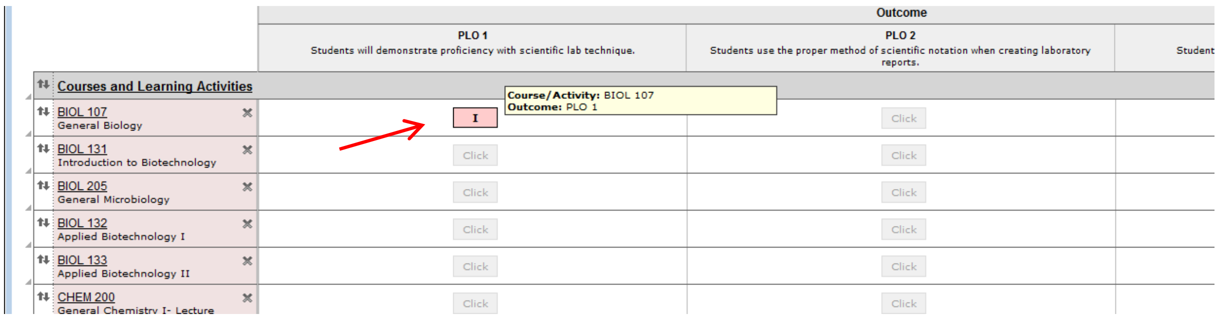
6) You will then be able to add the course identifier and name, as well as a description and link, if so desired. When you are finished, select *"Create"*.



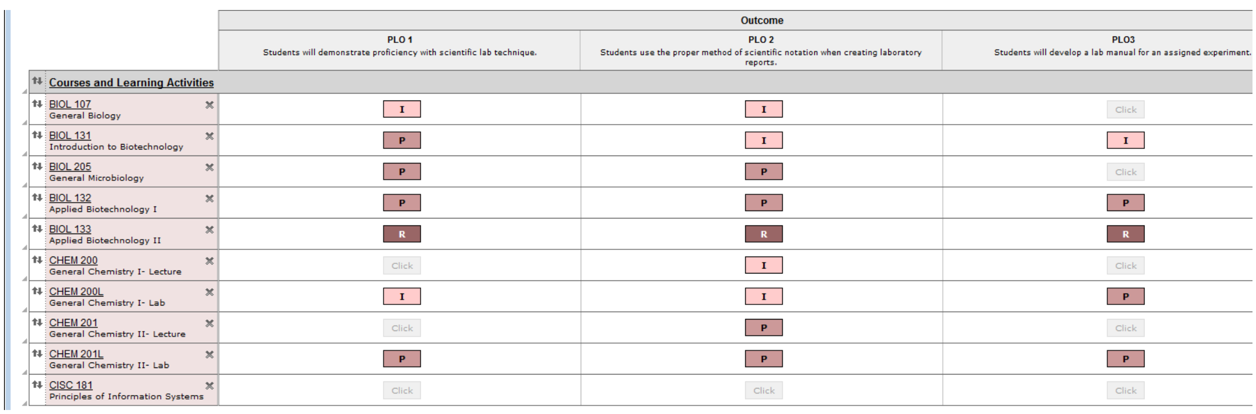
7) Continue to insert courses for all those required for your program.



8) To identify whether a given program outcome is Introduced (I), Practiced (P) or Reinforced (R) in a given course, select the *"Click"* button in a location on the grid. Click once to mark as Introduced, twice to mark as Practiced and three times to mark as Reinforced. NOTE: Not all areas of the grid need to be identified, only those that are relevant.

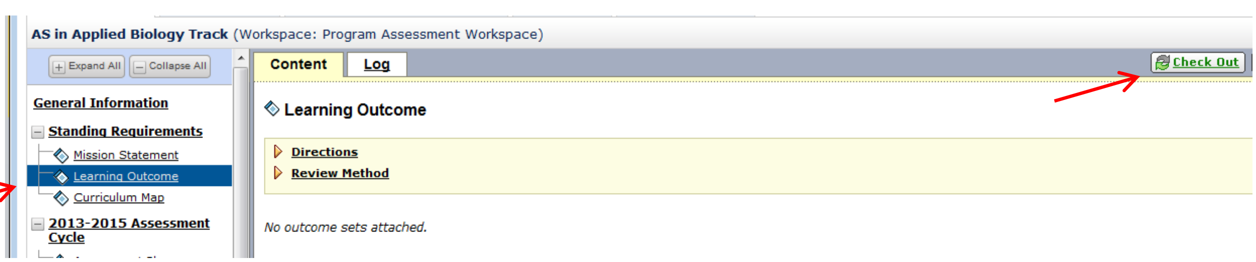


9) Continue to identify courses that Introduce, Practice or Reinforce the program outcomes. You map is now complete.

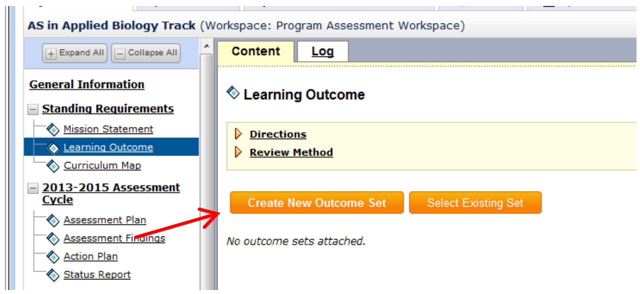


Program Learning Outcomes

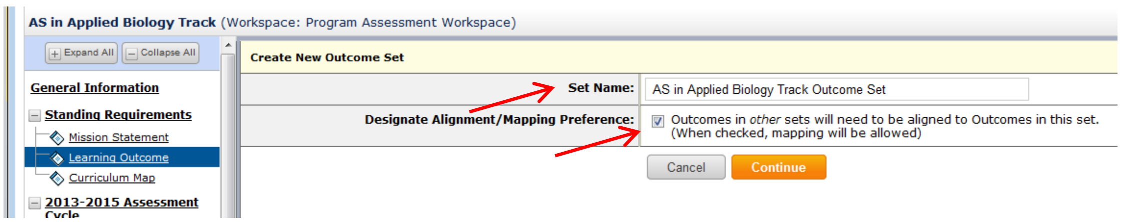
1) A crucial step in setting up a Program Assessment Workspace is entering the Program Learning Outcomes. Select the *"Learning Outcomes"* link under *"Standing Requirements"* from the menu on the left. Then select the "*Check Out*" button to proceed.



2) To begin entering outcomes, first select the *"Create New Outcome Set"* button.

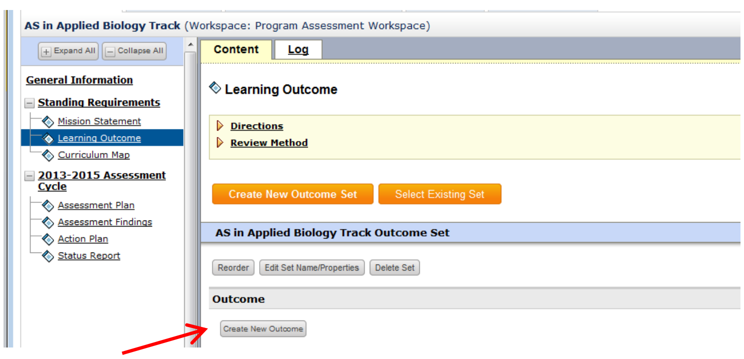


3) Title your outcome set in the *"Set Name"* field. A standard method is to use the course name (e.g AS in Applied Biology Track Outcome Set) **and** select the box titled "Designate Alignment/ Mapping Preferences". This will allow you to map Course Outcomes to the Program Outcomes.

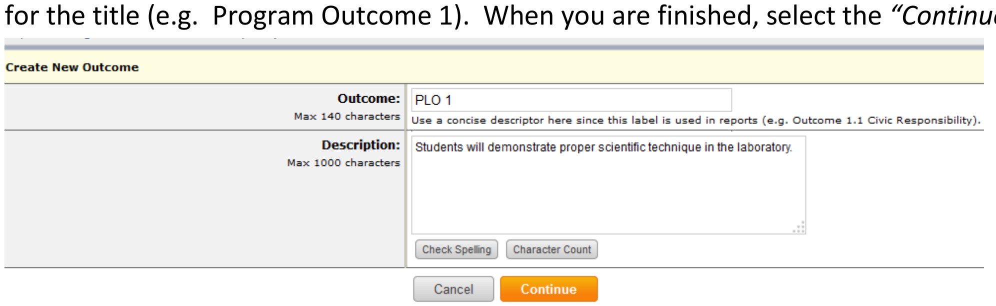


4) Select the *"Continue"* button.

5) Next you will enter the outcome statement. Select the *"Create New Outcome"* button.



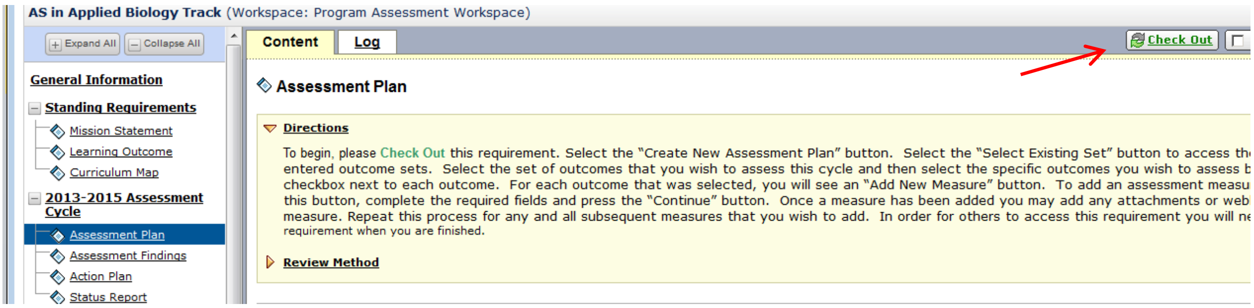
6) Title your outcome and enter your outcome statement. A standard method is to use the outcome number for the title (e.g. Program Outcome 1). When you are finished, select the *"Continue"* button.



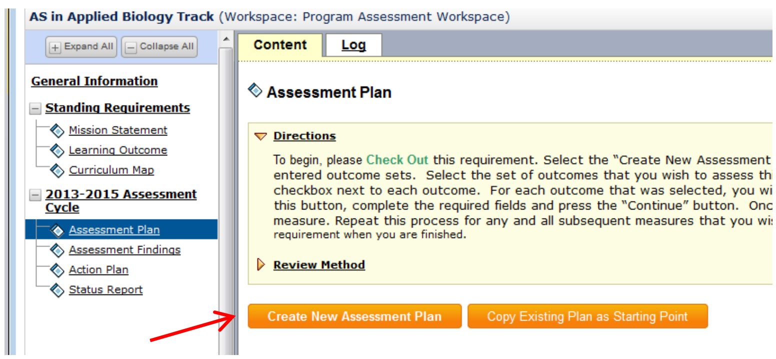
7) To add additional outcomes, select the *"Create New Outcome"* button for each additional outcome and repeat steps 5-6.

Program Assessment Plan

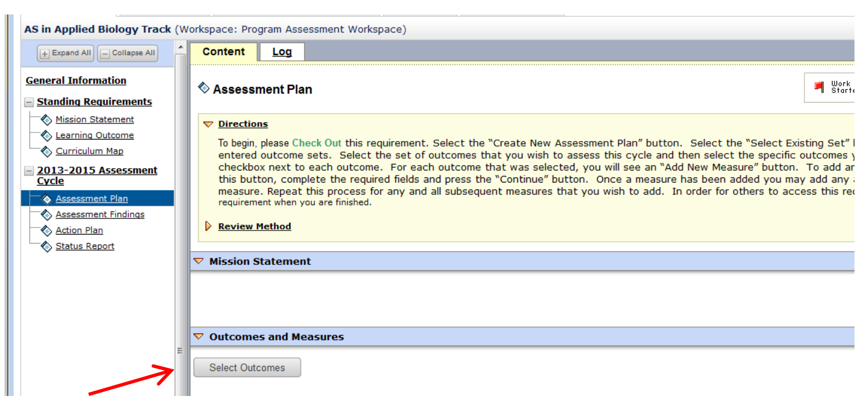
1) To create an assessment plan, which includes measurement methods, rubrics, acceptable/ideal targets and other assessment details, select the *"Assessment Plan"* link from the menu on the left and then *"Check Out"*.



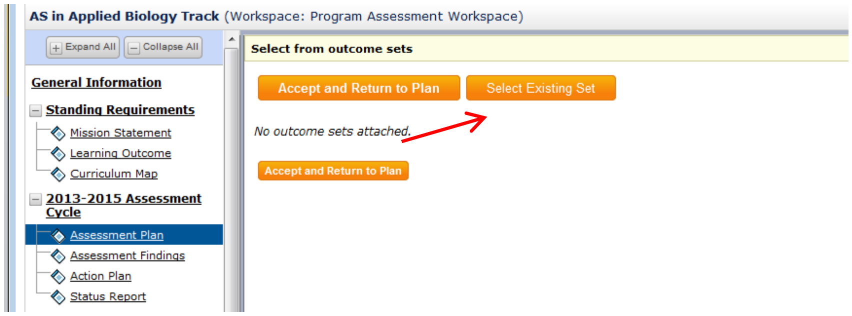
2) Since this will be the first time creating an assessment plan for this program, select the *"Create New Assessment Plan"* button.



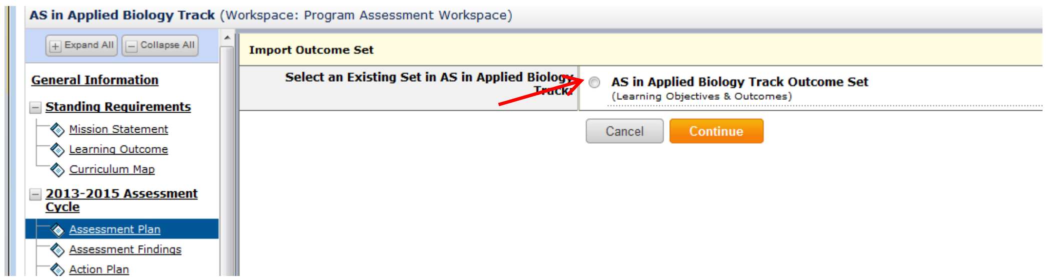
3) Under *"Outcomes and Measure"*, click the *"Select Outcomes"* button.



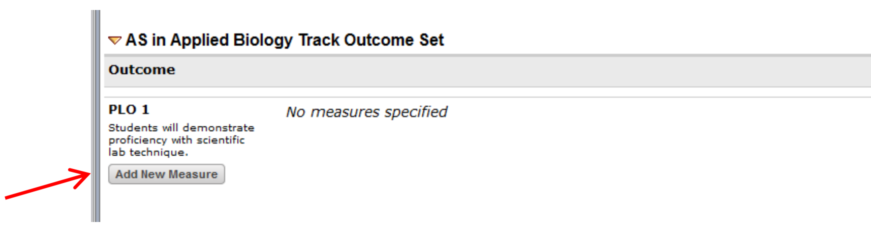
4) Next select the *"Select Existing Set button"*.



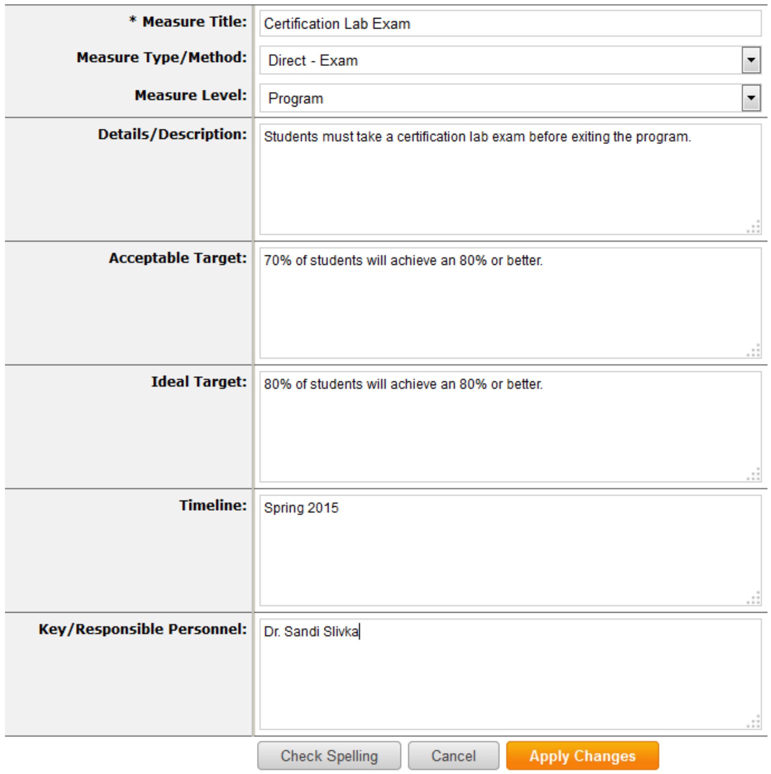
5) Select the radial button next to the outcome set you have created for your program. Then click *"Continue".*



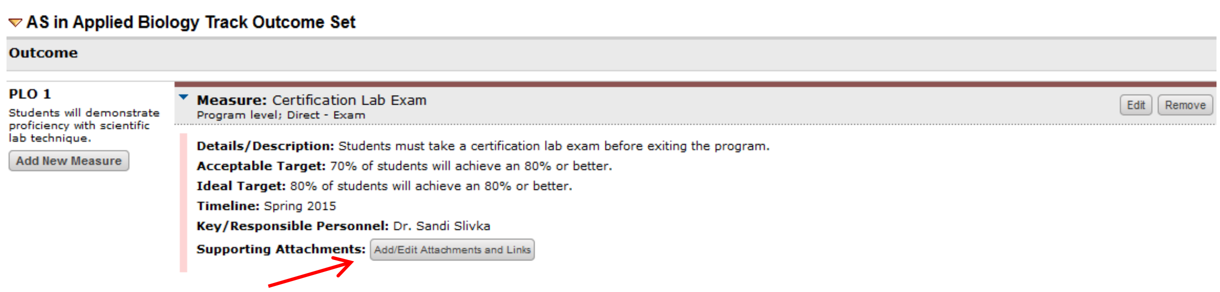
6) To specify a measurement method for each outcome, you will select the *"Add New Measure"* button for the outcome.



7) You can then complete the fields for the measurement method: measurement title, measurement description, acceptable target (TBD by faculty/department), idea target (TBD by faculty/department, if desired), timeline for assessment, and key personnel (if applicable). Once you are finished, select *"Apply Changes"*. An example is shown below. *Note: The entire assessment cycle for course assessment is now 3 years. This means that for the current cycle the Assessment Plan, Assessment Findings, Action Plan and Status Report (all links found in the left hand menu) must all be completed prior to Spring 2015.*



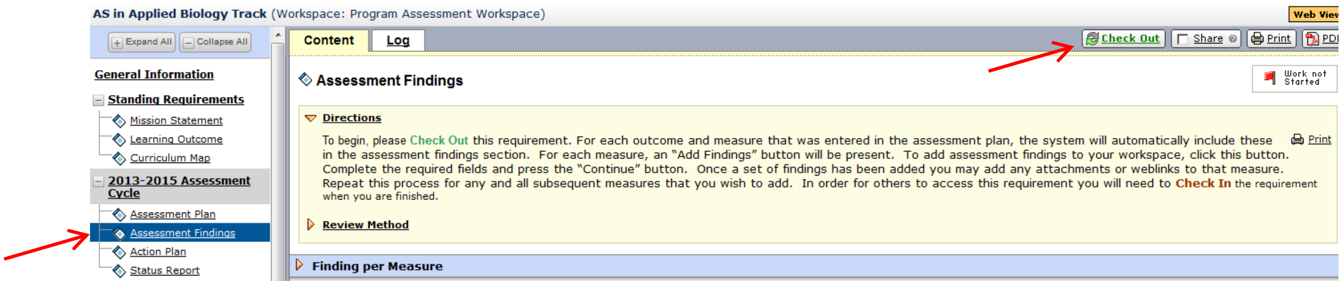
8) You will then have the option to attach any supporting documents or links you would like.



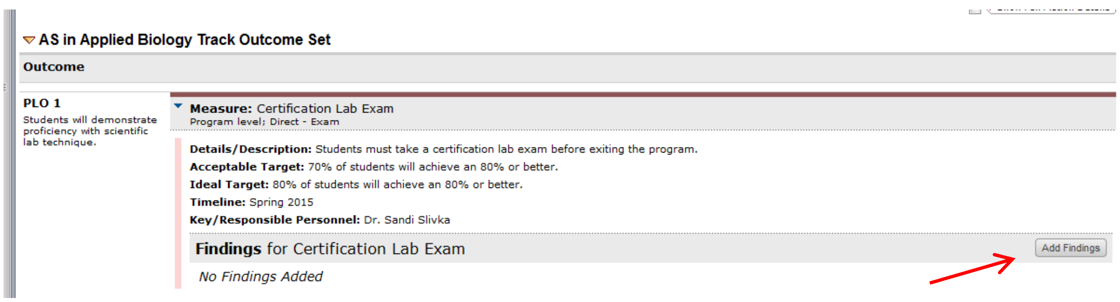
9) Repeat steps 6-8 to create Measures for remaining Outcomes. Your Assessment Plan is now complete.

Assessment Findings

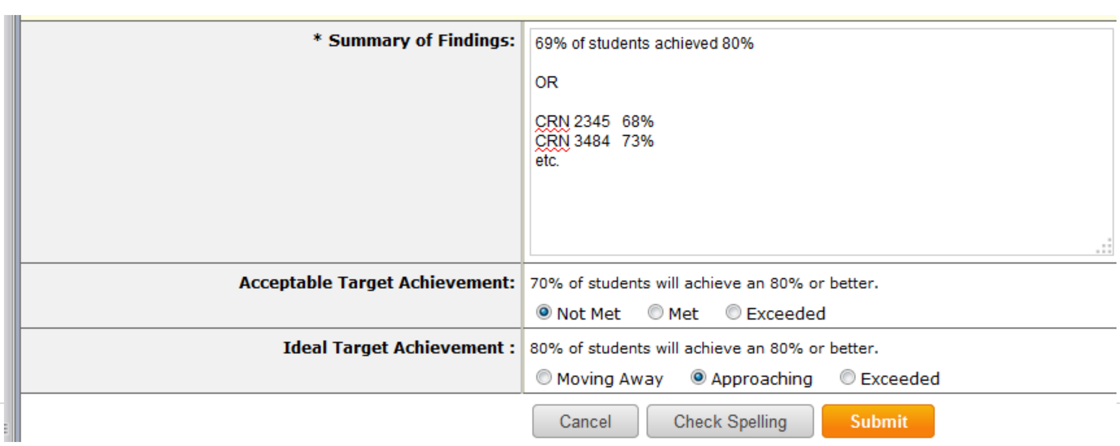
1) The *"Assessment Findings"* section of Taskstream is where you will record your data or results of the assessment. To begin, select the *"Assessment Findings"* link from left hand menu and then *"Check Out"*.



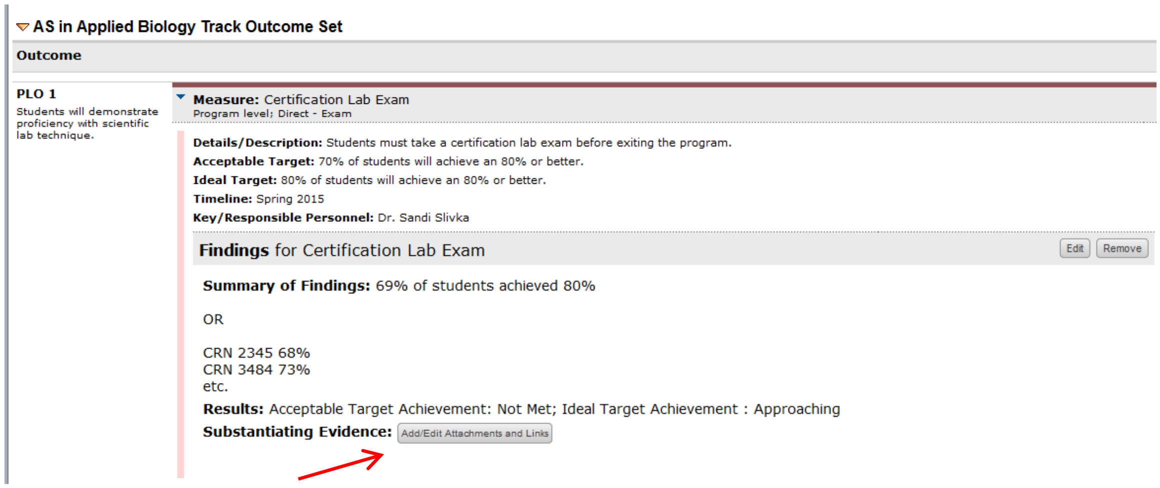
2) For each program outcome and measure, there will be a space to record *"Findings"*. Select the *"Add Findings"* button to the right of the outcome you wish to work on.



3) You can then complete the fields for assessment findings. When you are finished, select *"Submit"*. An example is shown below. *Note: There are a couple of key differences in the way assessment findings are recorded in Taskstream. Our current assessment cycle in Taskstream is from Fall 2013 to Spring 2015, as opposed to each semester in SLOJet. Assessment findings may be provided for any and/or all sections and semesters (i.e. from Fall 2013- Spring 2015) that your faculty/department feel best serves your assessment needs. Please be aware, however, that you will be expected to complete the remaining two parts of the cycle (Action Plan and Status Report) by Spring 2015, so it is probably best to use assessment data recorded in the Fall 2013-Fall 2014 period. You may also record the assessment findings as a summary of all sections assessed, or you may choose to record the individual results for each section.*



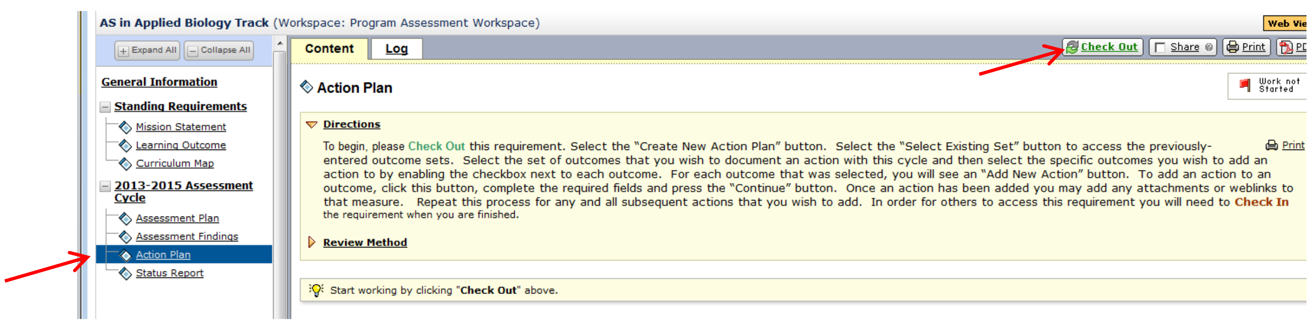
4) You may now choose to attach substantiating evidence, if your faculty/department so desire. Select the *"Add/ Edit Attachments and Links"* button to do so.



5) Repeat steps 2-4 for the remaining outcomes and assessment findings. This section is now complete.

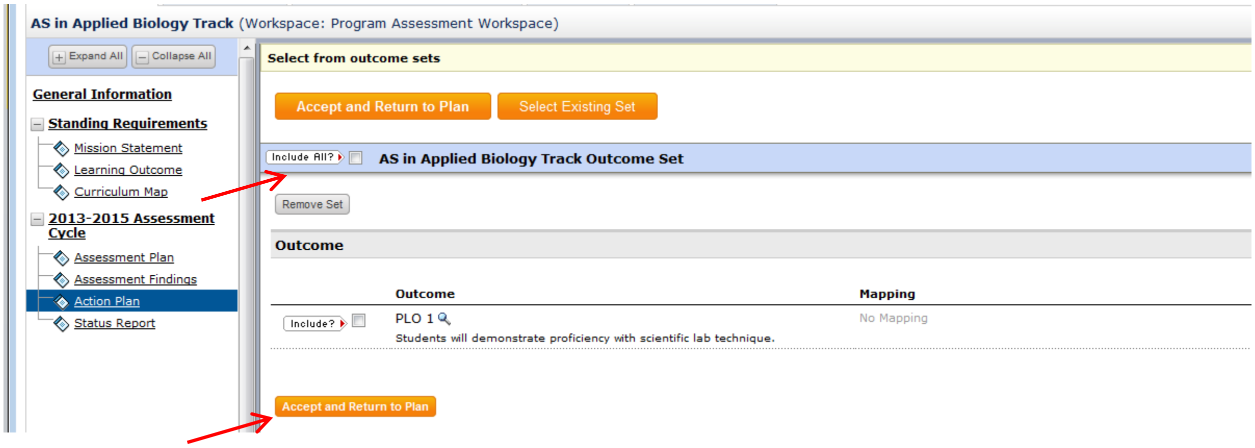
Action Plan

1) This section will allow the faculty in your department to outline a plan of action to improve student success on the given outcomes. To begin, select the *"Action Plan"* link from the left-hand menu and then *"Check Out"*.

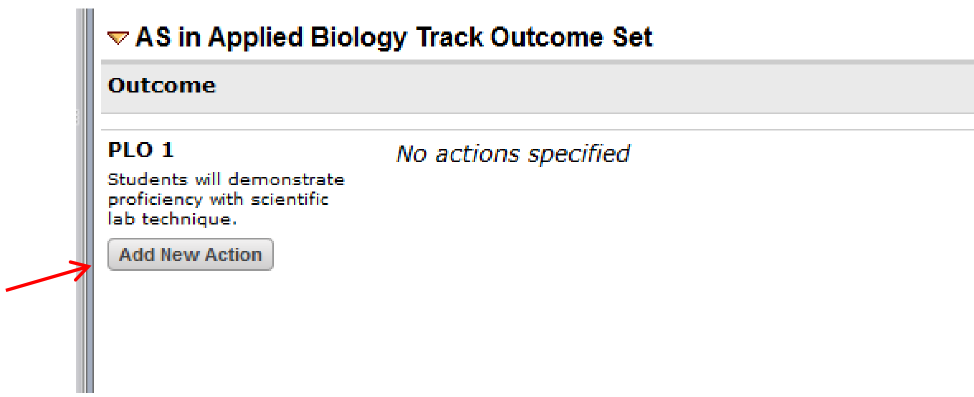


2) Since this is the first time designing an action plan, you will first need to select the *"Create New Action Plan"* button. Then, select the *"Select Outcomes"* button under the "Action" heading and finally the *"Select Existing Set"* button to reach the outcomes for your program. Select the radial button next to the outcome set for your program and then click "Continue".

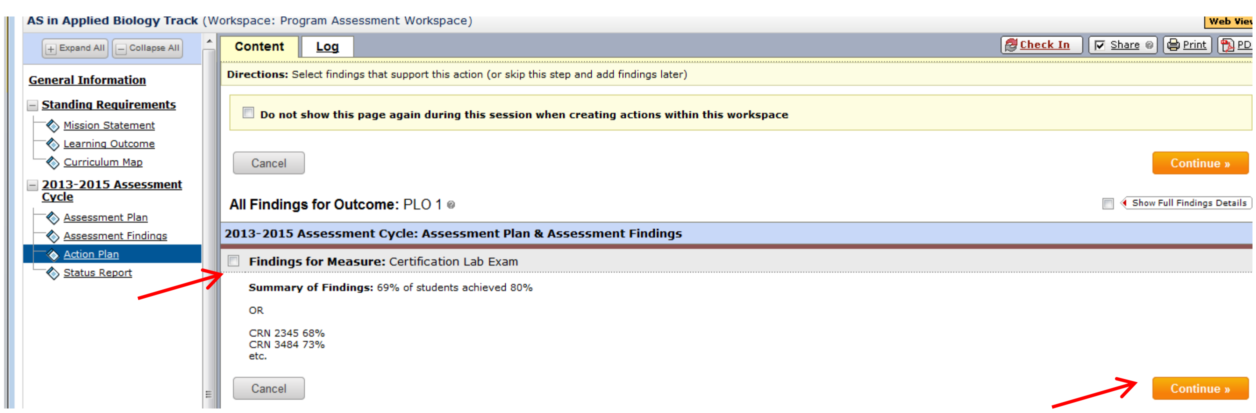
3) You may then click the *"Include All"* button to select all outcomes for your course to be included in the action plan. Alternatively, you may select individual outcomes. Once finished, select *"Accept and Return to Plan"*.



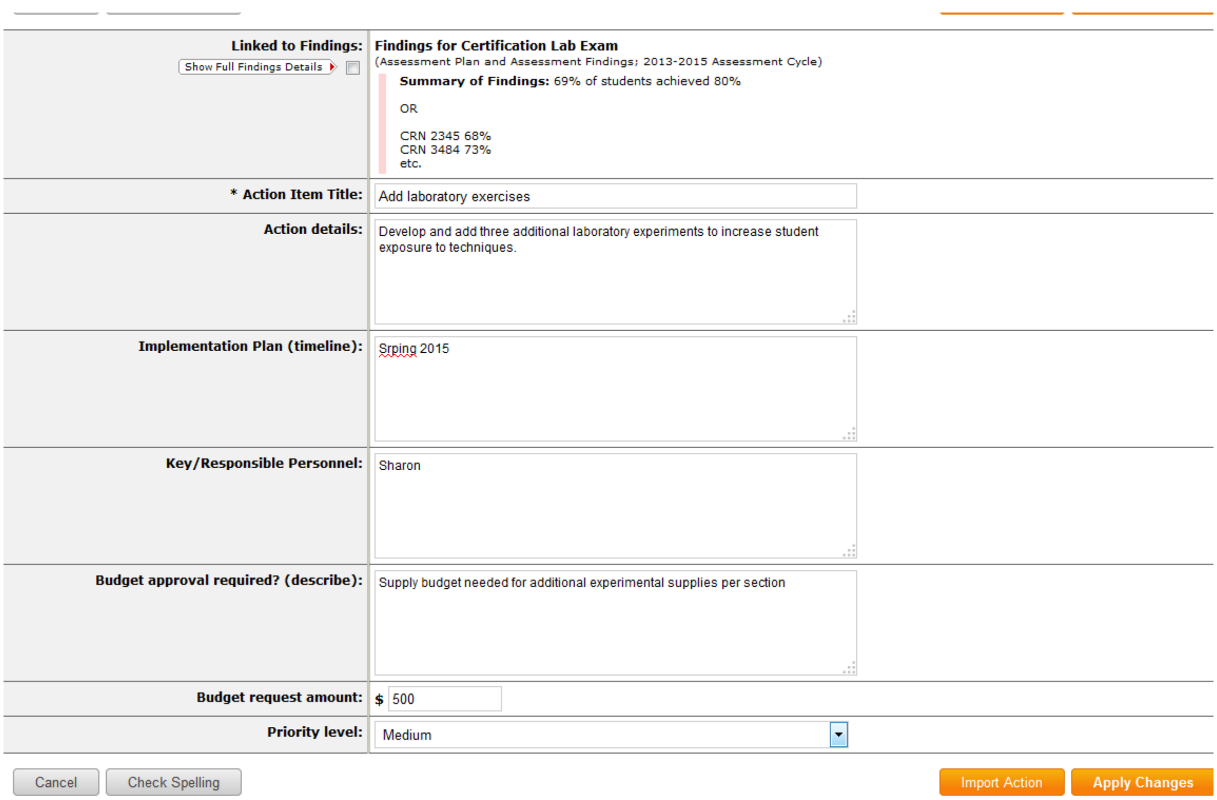
4) Select the *"Add New Action"* button beneath the outcome for which you want to develop an action plan.



5) You will be then be asked if you would like to include findings for this action plan. Select the check box next to all findings you wish to reference for your action. Then select *"Continue"*.



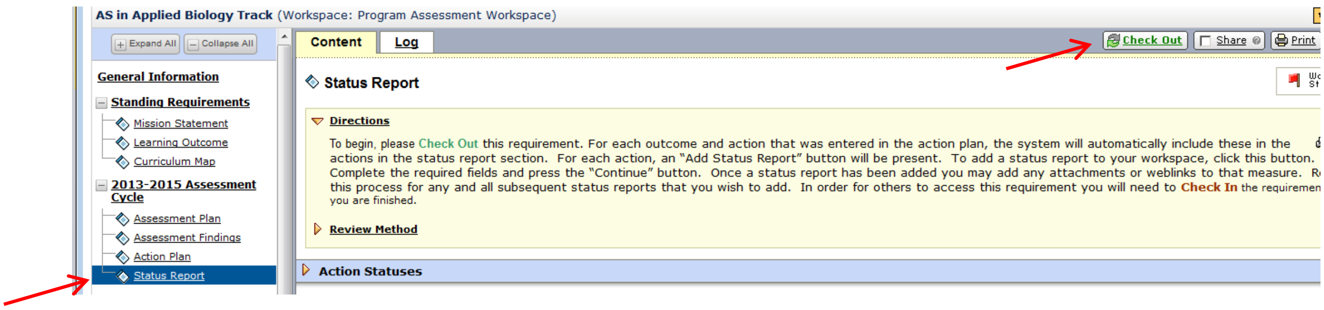
6) You can then complete the fields for the action plan: action item title, action details, timeline, key personnel (if applicable), budget needs (optional) and priority level (optional). When you are finished, select *"Apply Changes"*. An example is shown below. *Note: The "budget needs" box is currently not linked to any of the Miramar College budgeting priority lists. Until the college determines how and if to use this feature as part of college-wide planning and budgeting, this field will be purely for departmental use and tracking evidence of need.*



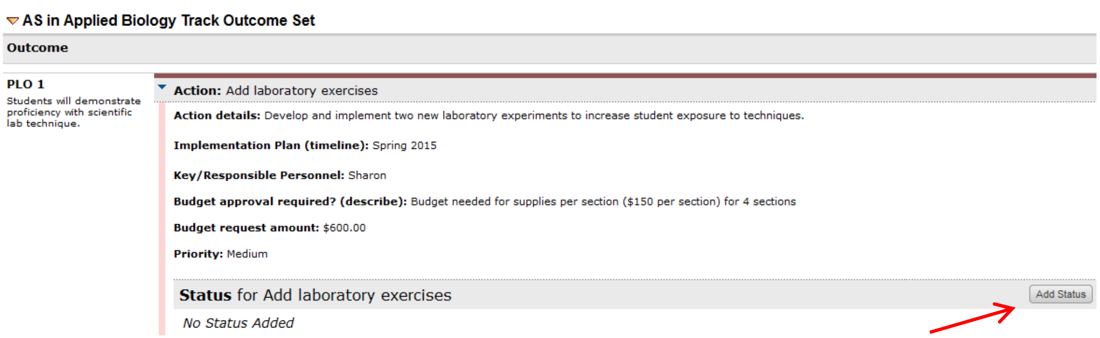
7) Repeat steps 4-6 for the remaining outcomes/ assessment findings. This section is now complete.

Status Report

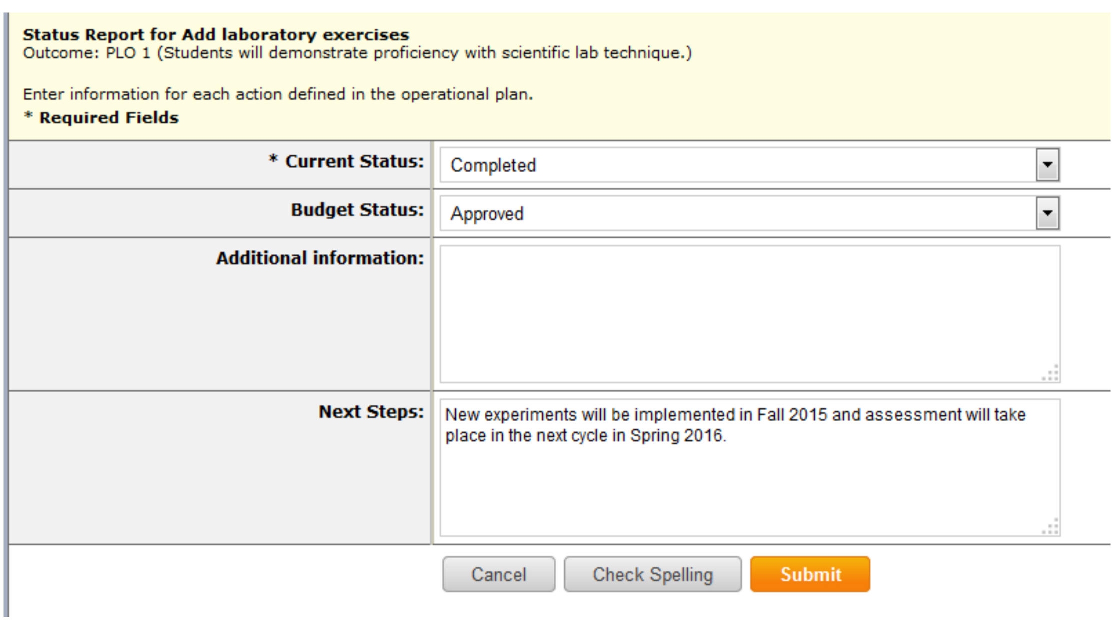
1) The final step in the assessment cycle is to complete a status report on the action plan. To begin this step, select the *"Status Report"* link from the left hand menu and then *"Check Out"*.



2) Next to each outcome and action plan, there will be a button for status. Select the *"Add Status"* button next to the Action Plan you wish to update.



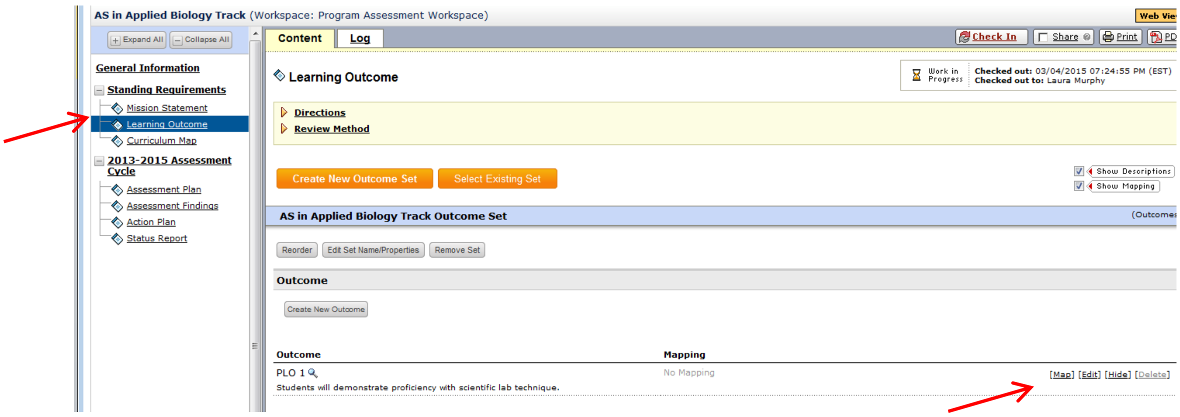
3) You can then complete the fields for the Status Report: Current Status, Budget Status (if applicable), and Other information/ Next Steps (if applicable). When you are finished, select the "*Submit*" button. An example is shown below.



4) Repeat steps 2-3 to update remaining action plans. This section is now complete.

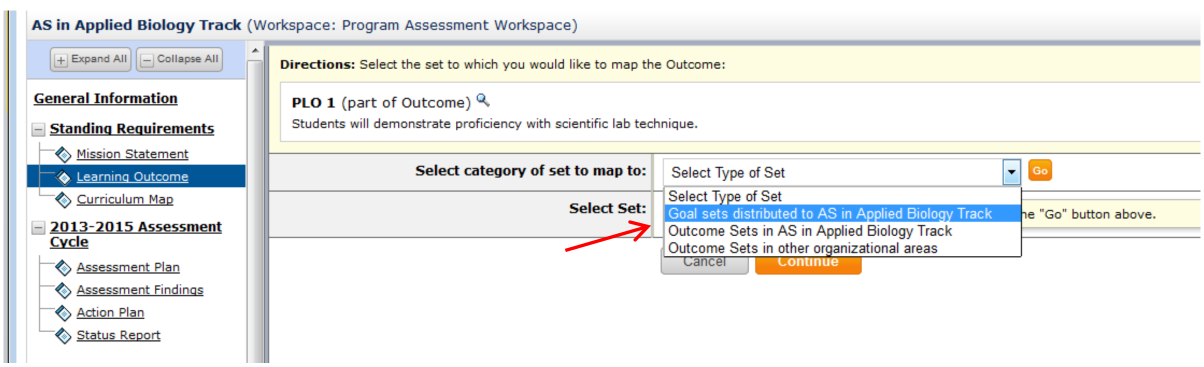
Mapping Program Learning Outcomes

1) Program Learning Outcomes need to be mapped to the Institutional Learning Outcomes. Select the *"Learning Outcomes"* field from the menu on the left. Make sure to select *"Check Out"* and then select the *"Map"* button next to the outcome you wish to map.

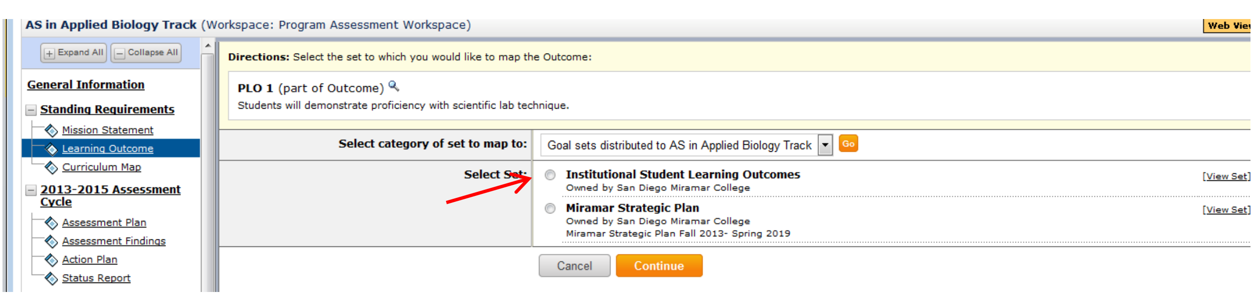


2) If this is the first time performing mapping for this outcome, select the "Create New Mapping" button.

3) To map to the **Institutional Learning Outcomes**, you must first select the category of outcome sets titled *"Goal sets distributed to 'Your Area'"*. Then select the *"Go"* button.



4) Select the radial button for *"Institutional Student Learning Outcomes"* and then *"Continue"*.



5) You may then select as many areas in each ISLO to which your course outcome aligns. When you are finished, select the *"Continue"* button.

6) Repeat Steps 1-5 to map the remaining outcomes. This section is now complete.