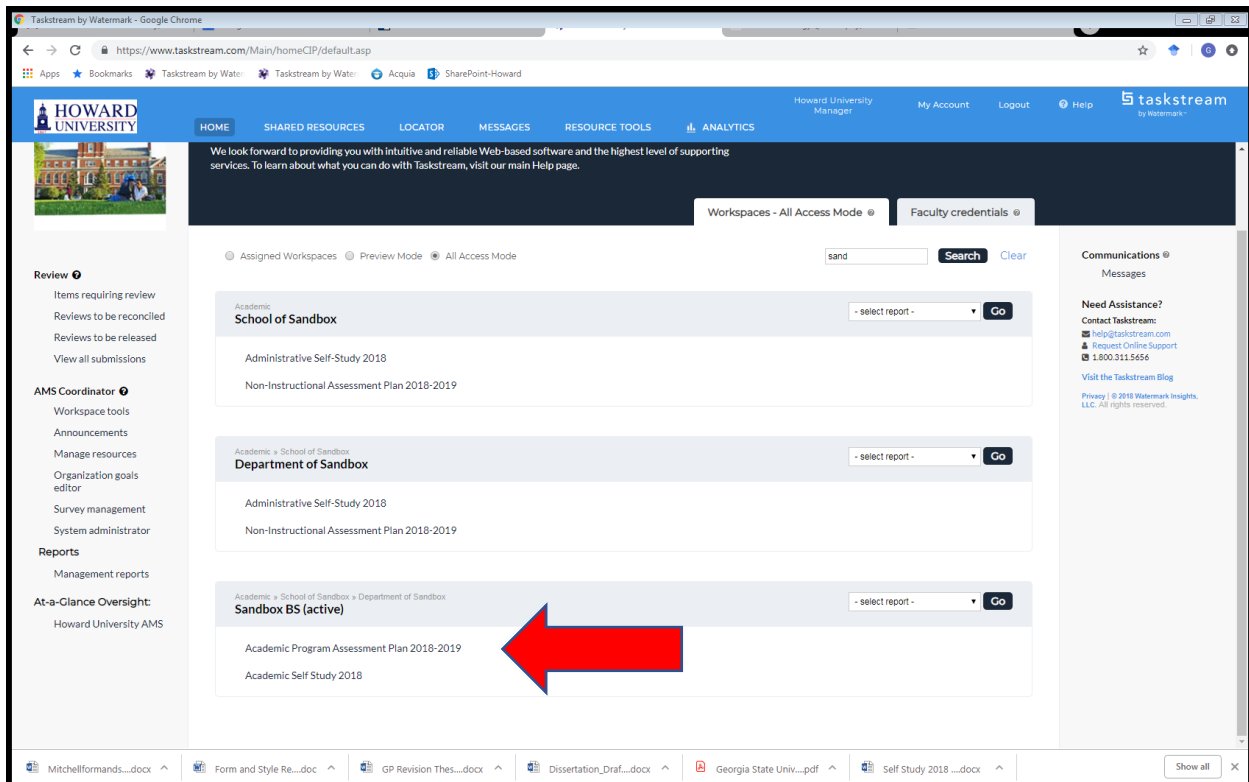


Taskstream Tutorial: Academic Program and Non-Instructional Assessment Plan

As the Academic Program Assessment Plan and the Non-Instructional Assessment Plan are very similar, this tutorial will serve as a support document for both. The purpose of this document is to help users access and complete their assessment plans in Taskstream.

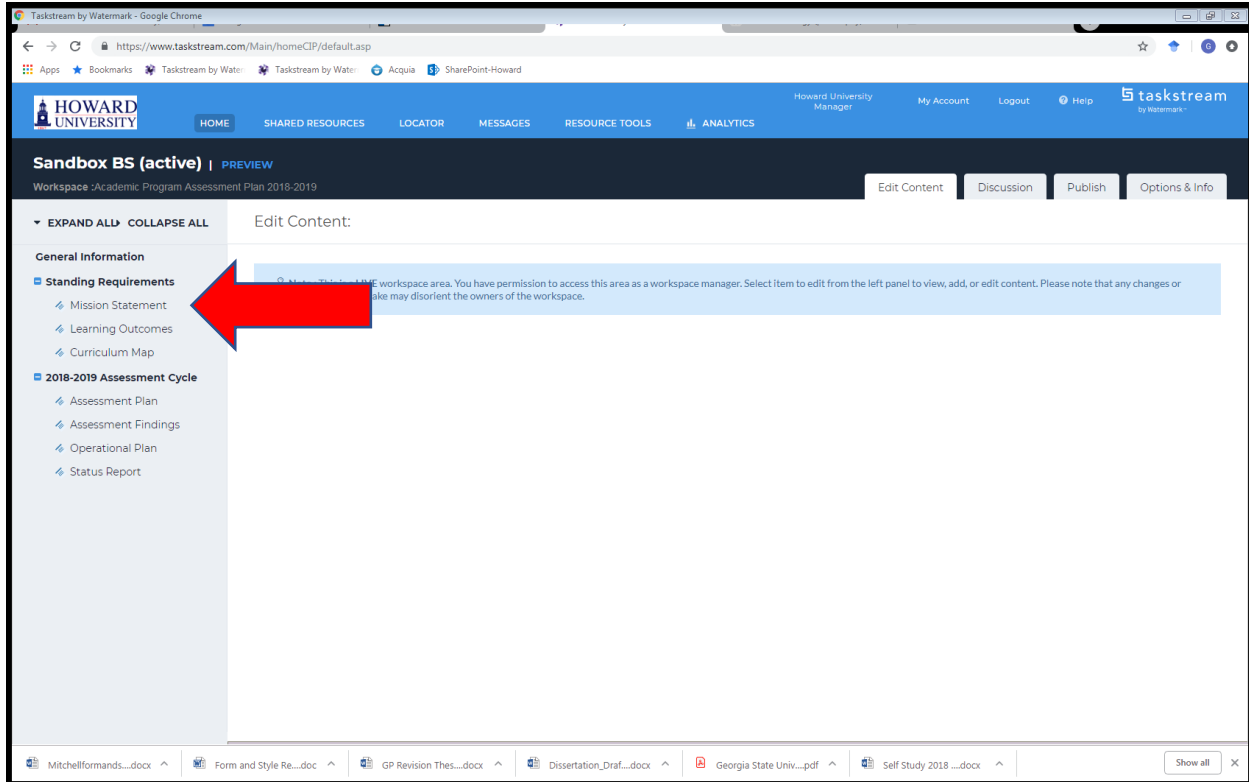
Users are encouraged to complete the Assessment Plan fillable form located on the Taskstream support page (provost.howard.edu) and then transfer the information to Taskstream.

1. Locate the assessment plan to be completed. It will be in the “Home” tab if you have access to one. Once located, select it by clicking the link.



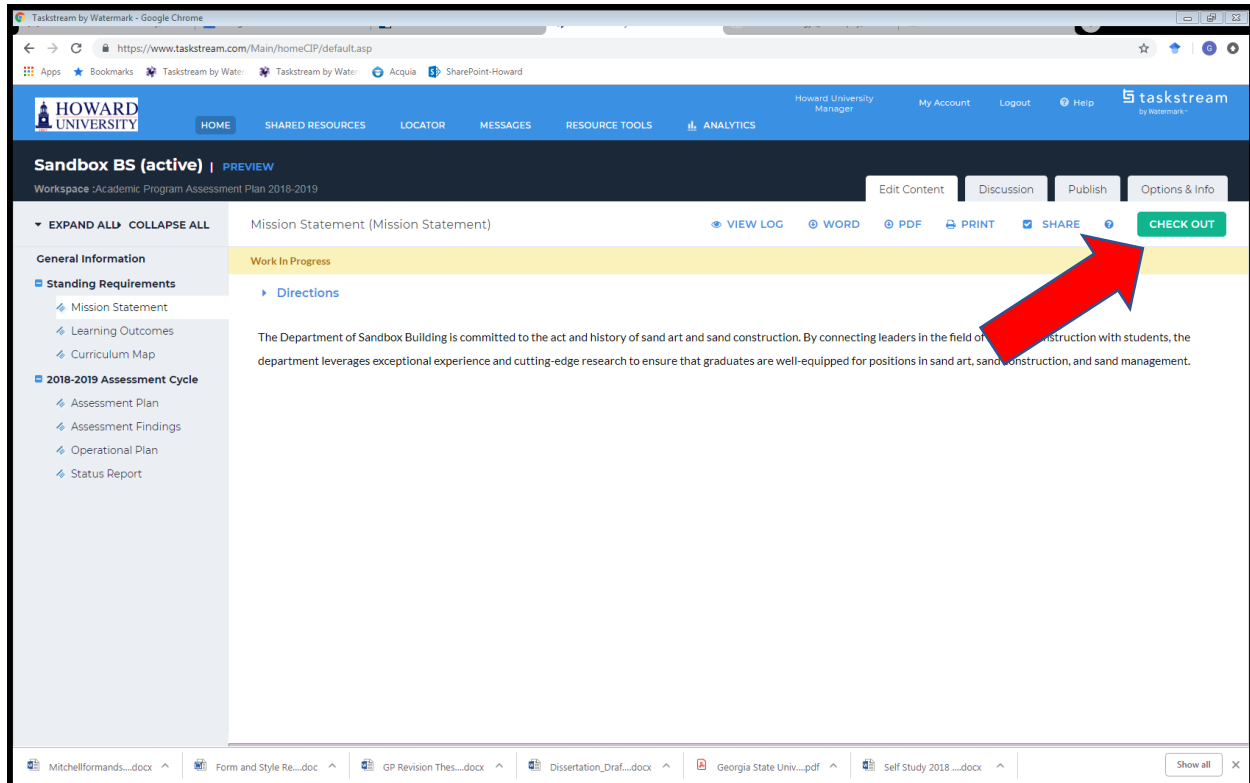
The screenshot displays the Taskstream web application interface. The top navigation bar includes the Howard University logo, a navigation menu (HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, ANALYTICS), and user options (Howard University Manager, My Account, Logout, Help). The main content area shows a list of workspaces and assessment plans. A search bar at the top right contains the text 'sand'. The list includes three main categories: 'School of Sandbox', 'Department of Sandbox', and 'Sandbox BS (active)'. Under 'Sandbox BS (active)', there are two entries: 'Academic Program Assessment Plan 2018-2019' and 'Academic Self Study 2018'. A large red arrow points to the 'Academic Program Assessment Plan 2018-2019' entry. The left sidebar contains navigation links for Review, AMS Coordinator, Reports, and At-a-Glance Oversight. The right sidebar contains 'Communications' and 'Need Assistance?' sections. The bottom of the browser window shows several open document tabs.

2. Once you enter the plan, you will see seven sections on the left side. If you are completing a Non-Instructional Assessment Plan, you will only see six. You can begin by clicking on the “Mission Statement” section.



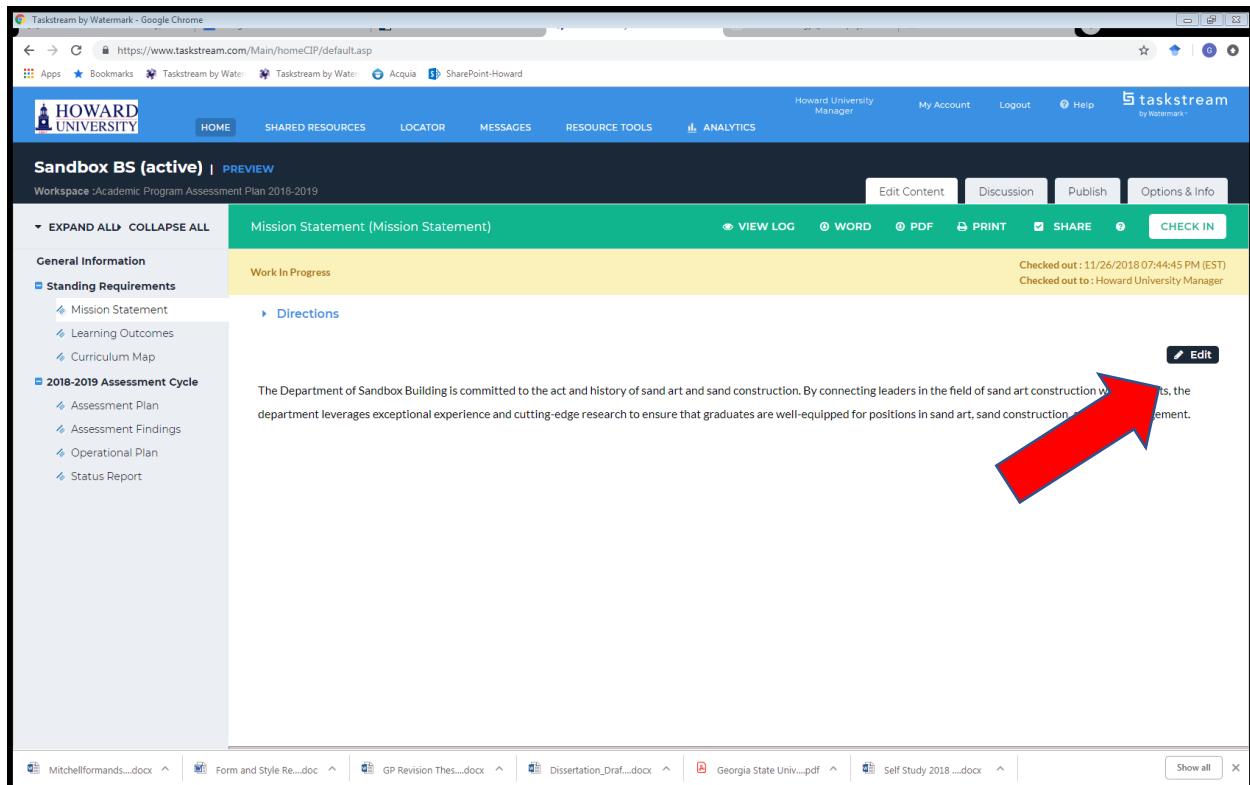
The screenshot displays the Taskstream web application interface. At the top, there is a navigation bar with the Howard University logo and the text 'HOWARD UNIVERSITY'. Below this, a blue header contains the text 'Sandbox BS (active) | PREVIEW' and 'Workspace -Academic Program Assessment Plan 2018-2019'. The main content area is titled 'Edit Content:' and features a left-hand sidebar with a tree view of sections. The sections are: 'General Information', 'Standing Requirements' (with a red arrow pointing to 'Mission Statement'), and '2018-2019 Assessment Cycle'. The 'Standing Requirements' section includes 'Mission Statement', 'Learning Outcomes', and 'Curriculum Map'. The '2018-2019 Assessment Cycle' section includes 'Assessment Plan', 'Assessment Findings', 'Operational Plan', and 'Status Report'. The right side of the main content area contains a blue informational message and buttons for 'Edit Content', 'Discussion', 'Publish', and 'Options & Info'. The bottom of the browser window shows several open tabs, including 'Mitchellformands...', 'Form and Style Re...', 'GP Revision Thes...', 'Dissertation_Draf...', 'Georgia State Univ...', and 'Self Study 2018 ...docx'.

3. Once you are in the “Mission Statement” section, you can click on the “Check Out” button to enter your mission.



The screenshot shows the Taskstream interface for a workspace titled "Sandbox BS (active) | PREVIEW". The workspace is for "Academic Program Assessment Plan 2018-2019". The main content area is titled "Mission Statement (Mission Statement)" and is marked as "Work In Progress". A red arrow points to the "CHECK OUT" button in the top right corner of the content area. The interface includes a navigation menu on the left with sections for "General Information", "Standing Requirements", and "2018-2019 Assessment Cycle". The top navigation bar includes "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", "RESOURCE TOOLS", and "ANALYTICS". The bottom of the screenshot shows several open document tabs in the browser.

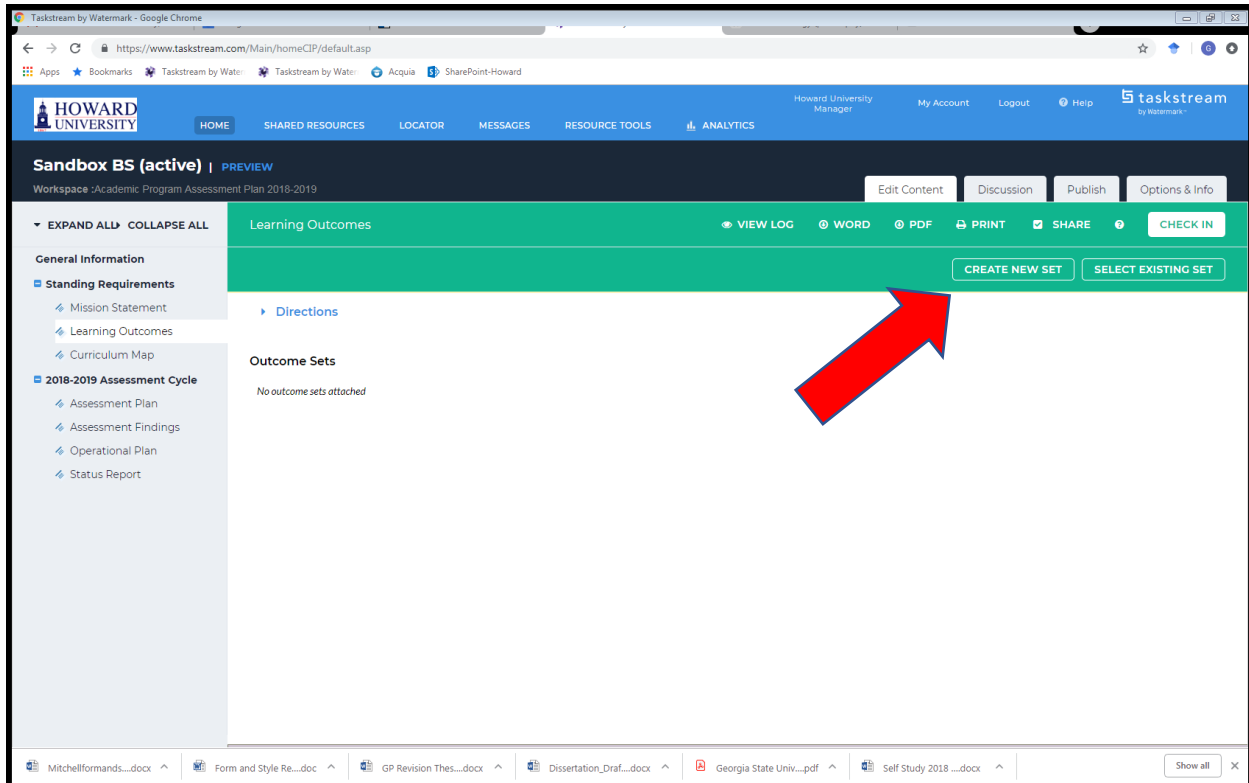
If you have already written a mission statement, it will appear in the body. You can then edit it if you choose.



The screenshot shows a web browser window displaying the Taskstream interface. The top navigation bar includes the Howard University logo, a search bar, and various utility links like 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The main content area is titled 'Sandbox BS (active) | PREVIEW' and shows a document titled 'Mission Statement (Mission Statement)'. The document is in 'Work In Progress' status, with a 'Checked out' timestamp of 11/26/2018 07:44:45 PM (EST) and 'Checked out to: Howard University Manager'. The document content includes a 'Directions' section with the text: 'The Department of Sandbox Building is committed to the act and history of sand art and sand construction. By connecting leaders in the field of sand art construction with students, the department leverages exceptional experience and cutting-edge research to ensure that graduates are well-equipped for positions in sand art, sand construction, and assessment.' A red arrow points to an 'Edit' button in the top right corner of the document content area. The bottom of the browser window shows several open tabs, including 'Mitchellformands...docx', 'Form and Style Re...doc', 'GP Revision Thes...docx', 'Dissertation_Draf...docx', 'Georgia State Univ...pdf', and 'Self Study 2018 ...docx'.

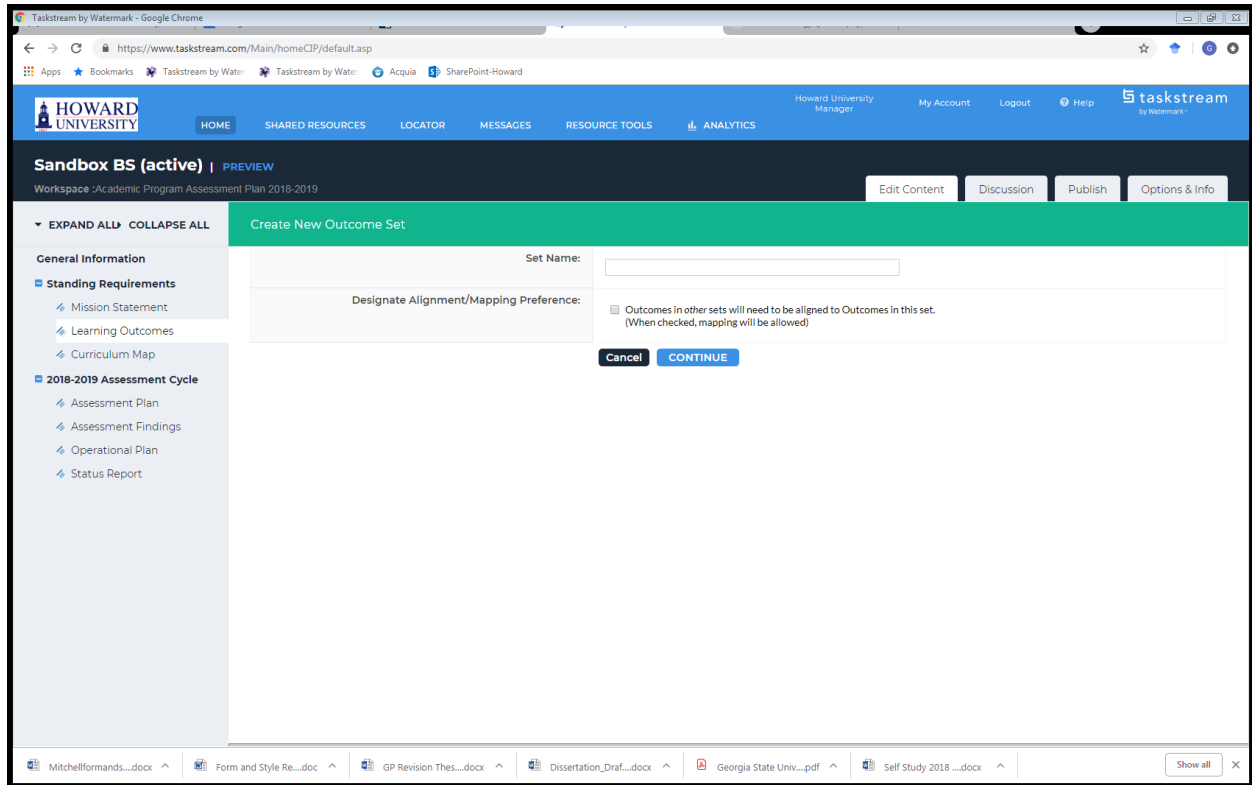
After editing your mission statement, make sure to push “Submit” and then “Check In.”

- Next, you can enter the Learning Outcomes. Click the Learning Outcomes and then select “Check In” again. You can then select “Create New Set” to enter a set of Learning Outcomes.



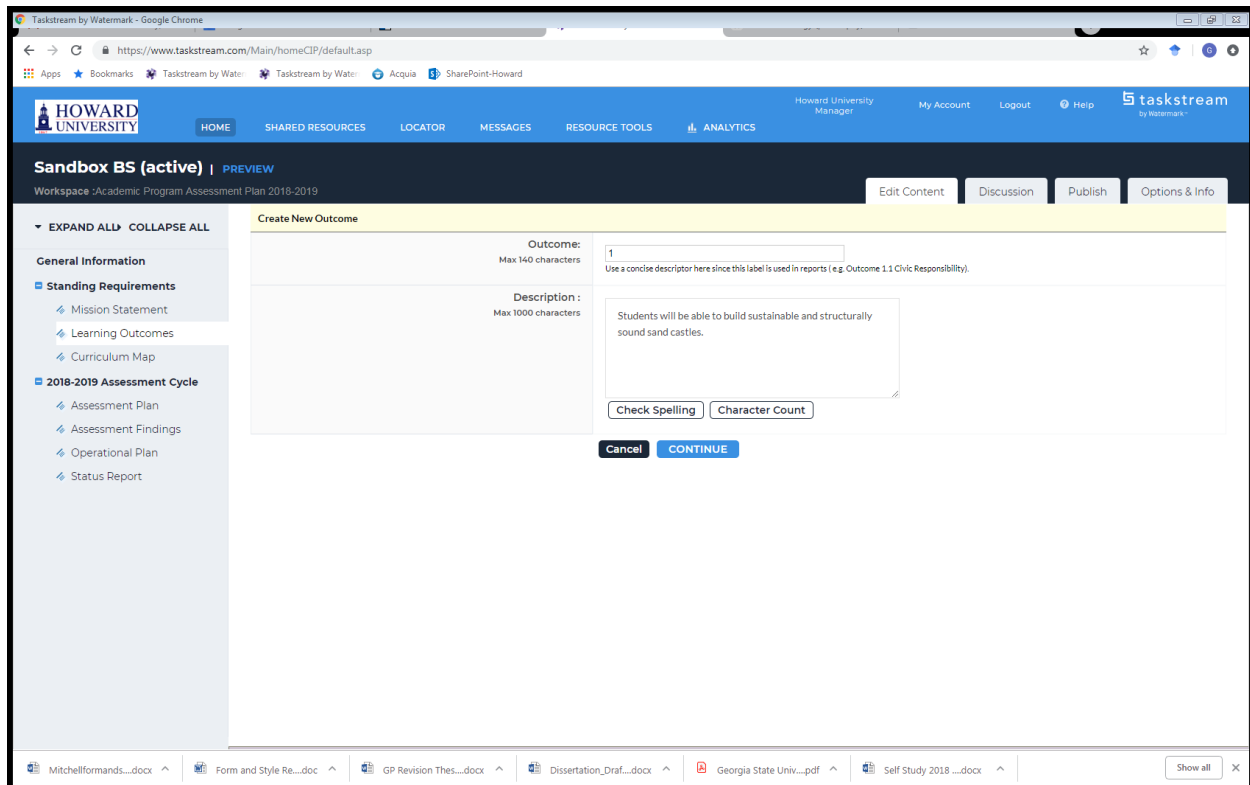
The screenshot shows the Taskstream interface for a Learning Outcomes page. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The main content area is titled 'Sandbox BS (active) | PREVIEW' and 'Workspace : Academic Program Assessment Plan 2018-2019'. The 'Learning Outcomes' section is highlighted in green and contains a 'CHECK IN' button and a 'CREATE NEW SET' button. A red arrow points to the 'CREATE NEW SET' button. The left sidebar shows a navigation menu with 'General Information', 'Standing Requirements', and '2018-2019 Assessment Cycle'. The bottom of the page shows a taskbar with several open documents.

Name the set and then continue.



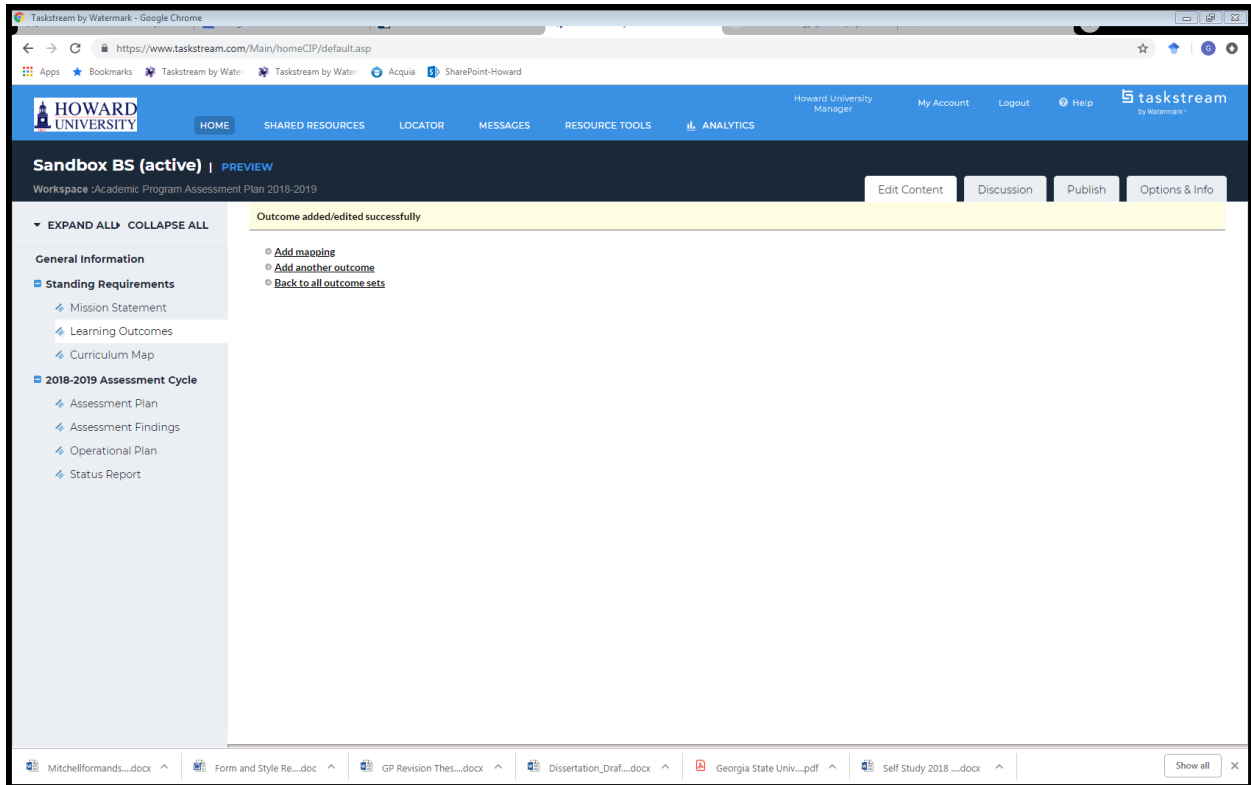
The screenshot shows a web browser window displaying the Taskstream application. The browser's address bar shows the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user is logged in as 'Howard University Manager' with options for 'My Account', 'Logout', and 'Help'. The main content area is titled 'Sandbox BS (active) | PREVIEW' and shows a workspace for 'Academic Program Assessment Plan 2018-2019'. A sidebar on the left contains a navigation menu with sections: 'General Information', 'Standing Requirements' (with sub-items: Mission Statement, Learning Outcomes, Curriculum Map), and '2018-2019 Assessment Cycle' (with sub-items: Assessment Plan, Assessment Findings, Operational Plan, Status Report). The main panel is titled 'Create New Outcome Set' and contains a form with the following fields: 'Set Name:' with an empty text input box; 'Designate Alignment/Mapping Preference:' with a checkbox labeled 'Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)'; and two buttons at the bottom: 'Cancel' and 'CONTINUE'.

Now use the “Create New Outcome” button to create new outcomes until all outcomes have been entered.



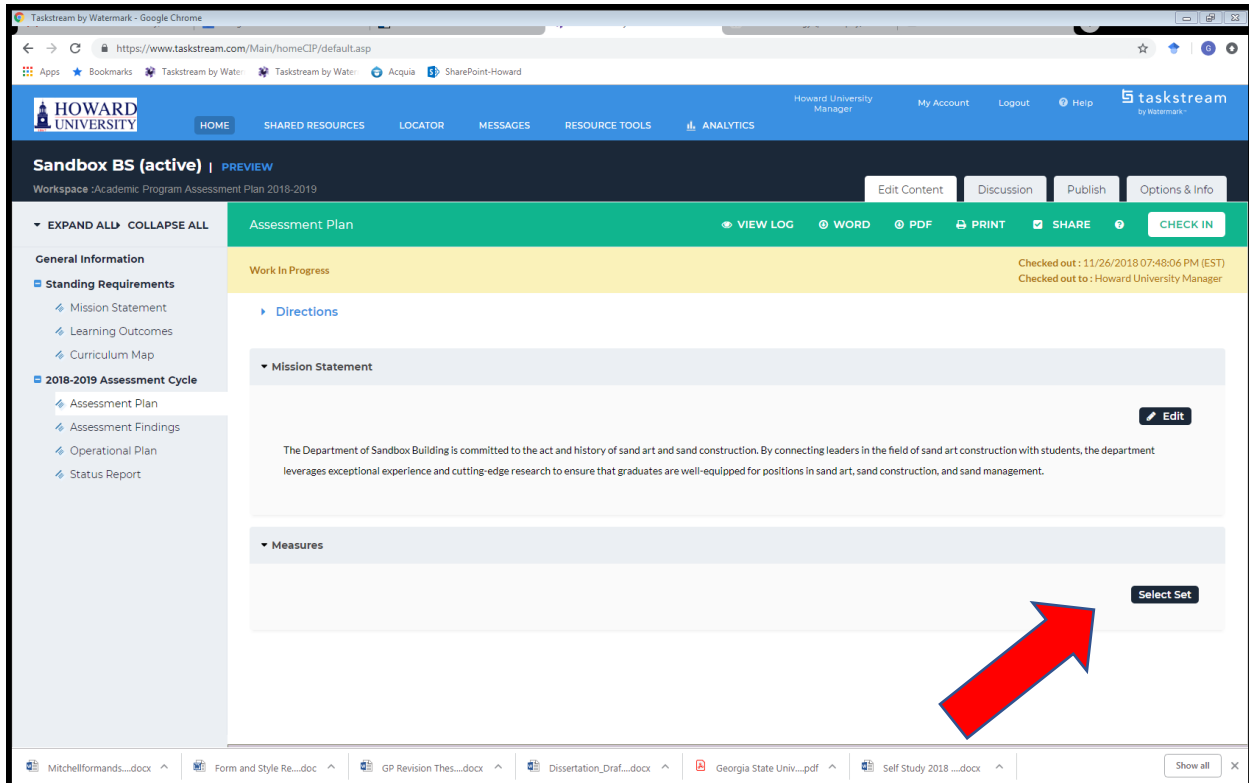
The screenshot shows a web browser window displaying the Taskstream interface. The browser's address bar shows the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links such as HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area is titled "Sandbox BS (active) | PREVIEW" and shows a workspace for "Academic Program Assessment Plan 2018-2019". A "Create New Outcome" modal form is open, featuring two input fields: "Outcome:" (Max 140 characters) and "Description:" (Max 1000 characters). The "Outcome" field contains the number "1", and the "Description" field contains the text "Students will be able to build sustainable and structurally sound sand castles." Below the description field are buttons for "Check Spelling" and "Character Count". At the bottom of the form are "Cancel" and "CONTINUE" buttons. The browser's taskbar at the bottom shows several open documents, including "Mitchellformands...docx", "Form and Style Re...doc", "GP Revision Thes...docx", "Dissertation_Draf...docx", "Georgia State Univ...pdf", and "Self Study 2018 ...docx".

After adding an outcome, you can choose to “Add another outcome” or go “Back to all outcomes sets” when you are done.



Once you are done, you can “Check In” and move on to the Assessment Plan.

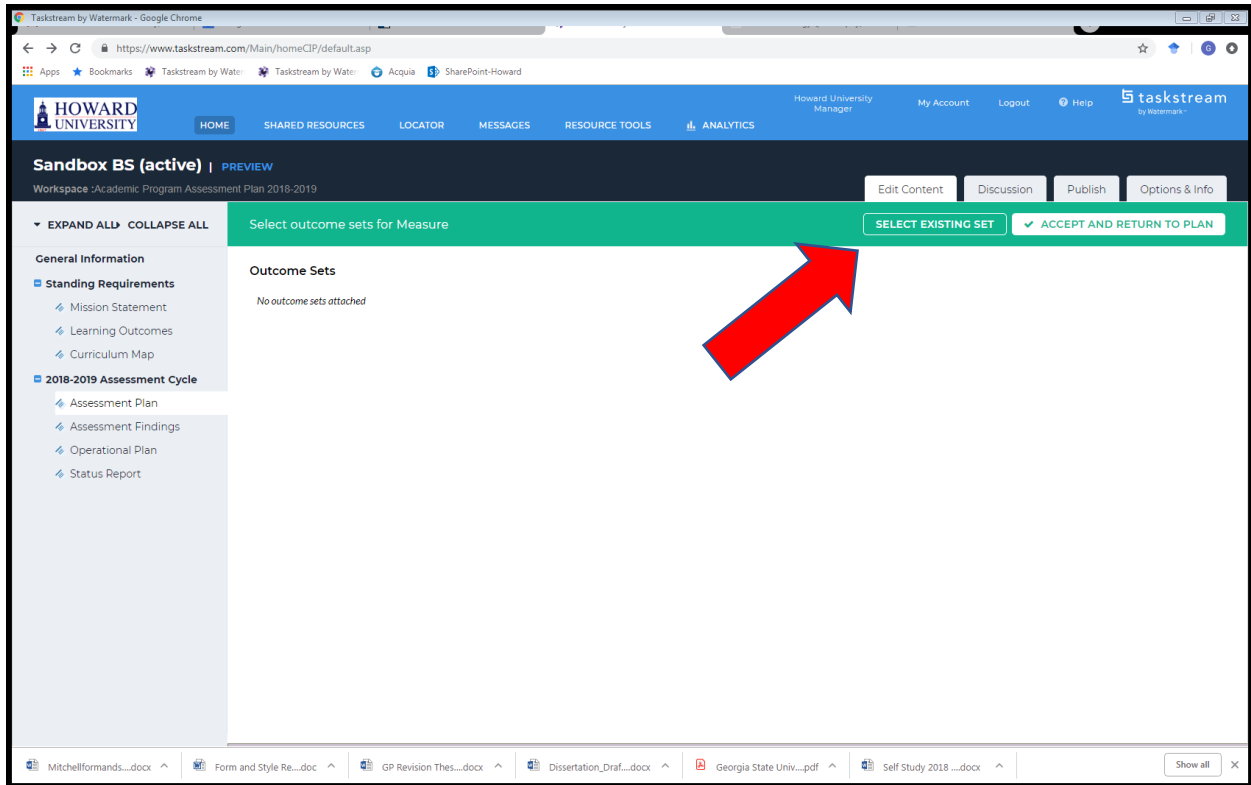
5. After you enter the “Assessment Plan” area, you will need to select a set of outcomes. If you only have one set of outcomes, this is the one you will select.



The screenshot shows the Taskstream interface for the 'Sandbox BS (active)' workspace. The page title is 'Assessment Plan' and it is in 'Work In Progress' status. The left sidebar contains a navigation menu with sections: 'General Information', 'Standing Requirements' (Mission Statement, Learning Outcomes, Curriculum Map), and '2018-2019 Assessment Cycle' (Assessment Plan, Assessment Findings, Operational Plan, Status Report). The main content area is titled 'Assessment Plan' and includes a 'Directions' section with a 'Mission Statement' and a 'Measures' section. The 'Measures' section is currently empty, and a red arrow points to the 'Select Set' button located at the bottom right of this section. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The top right corner shows 'Howard University Manager', 'My Account', 'Logout', 'Help', and the 'taskstream' logo. The bottom of the browser shows several open tabs, including 'Mitchellformands...docx', 'Form and Style Re...docx', 'GP Revision Thes...docx', 'Dissertation_Draf...docx', 'Georgia State Univ...pdf', and 'Self Study 2018 ...docx'.

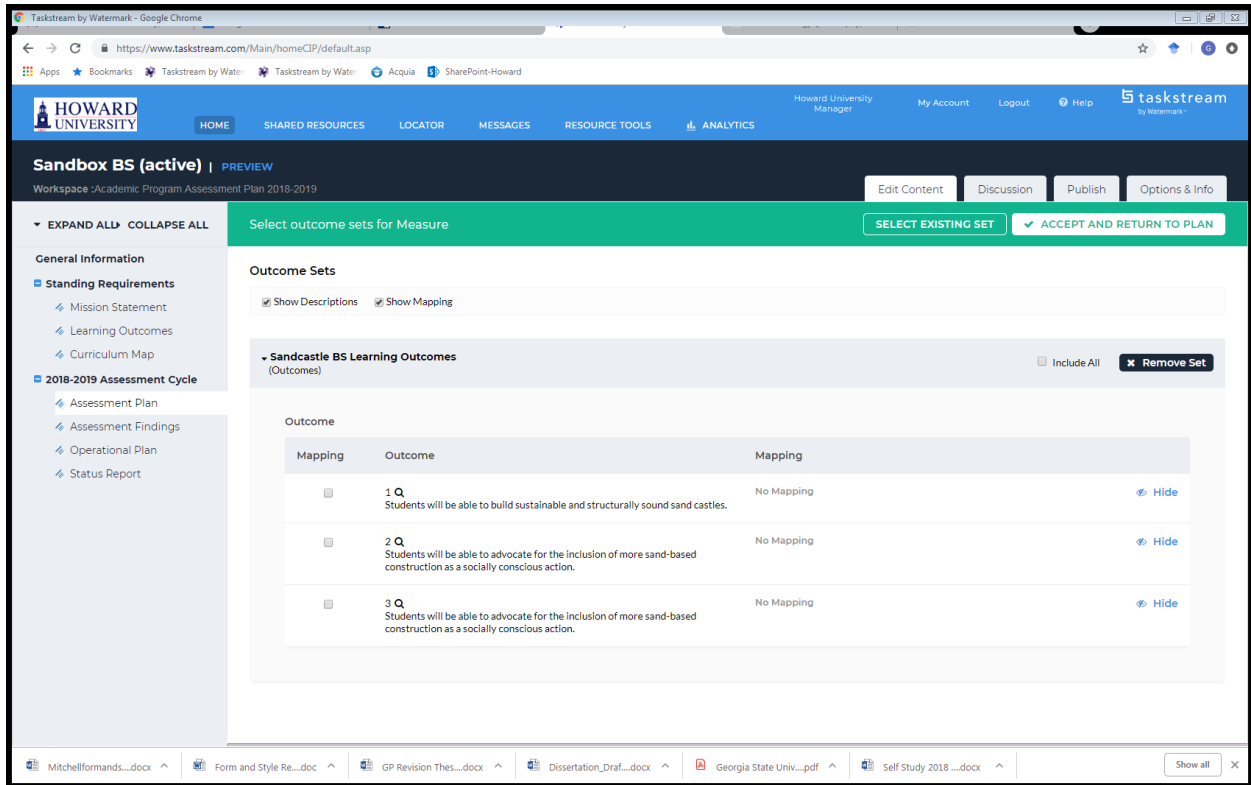


To select a set, click the “Select Existing Set” button.



Then select your set and click “Continue.”

The outcomes will then populate on the Assessment Plan front page like this:



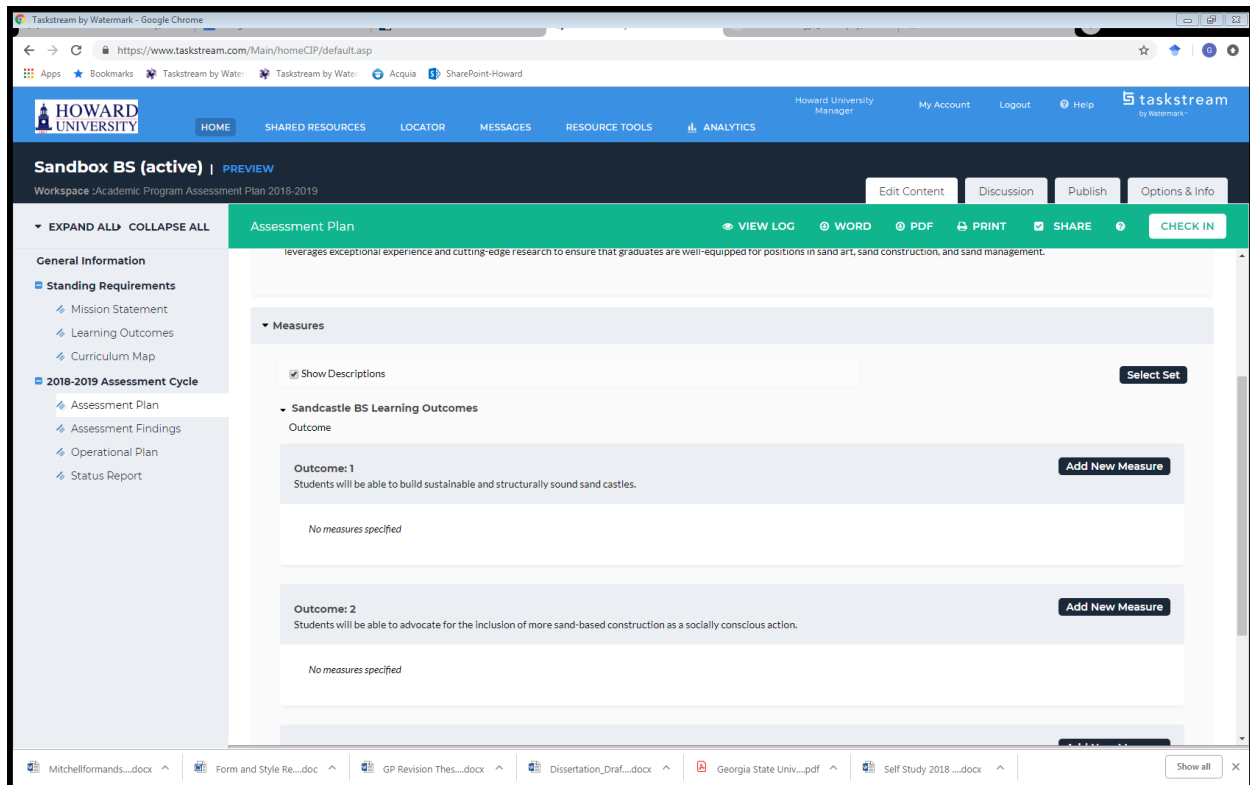
The screenshot shows the Taskstream interface for an Assessment Plan. The main content area is titled "Select outcome sets for Measure" and includes a table of outcomes. The table has columns for "Mapping", "Outcome", and "Mapping". Each row represents an outcome with a checkbox in the "Mapping" column and a "Hide" link in the second "Mapping" column.

Mapping	Outcome	Mapping
<input type="checkbox"/>	1 Q Students will be able to build sustainable and structurally sound sand castles.	No Mapping Hide
<input type="checkbox"/>	2 Q Students will be able to advocate for the inclusion of more sand-based construction as a socially conscious action.	No Mapping Hide
<input type="checkbox"/>	3 Q Students will be able to advocate for the inclusion of more sand-based construction as a socially conscious action.	No Mapping Hide

Make sure to check the box of each outcome for which you have a measure.

Then you can click the “Accept and Return to Plan” button.

6. Each outcome will now let you add a measure by clicking “Add New Measure.”



Here, you can complete the measure by putting information in each section available. When you are done, you can click the blue “Apply Changes” button.

Please note that the “Import Measure” button is if you wish to use previously used measures. This is not applicable as this is the inaugural assessment cycle.

Do this for all measures. Please note that you can have more than one measure for an outcome, and you do not need to have a measure for every outcome.

This is all that is required at this time. At the end of the assessment cycle (May), you will enter Assessment Findings, Operational Plan, and Status Report.

The Status Report is optional.