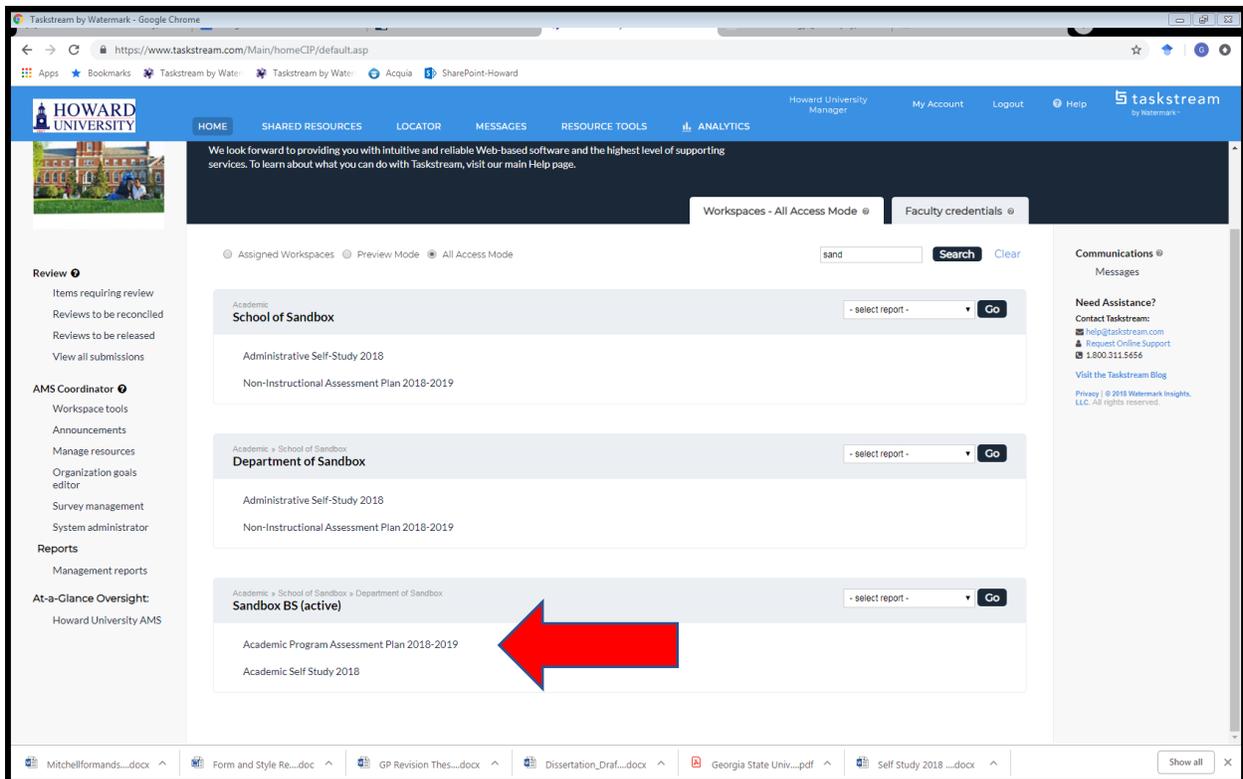


## Taskstream Tutorial: Academic Program and Non-Instructional Assessment Plan

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.

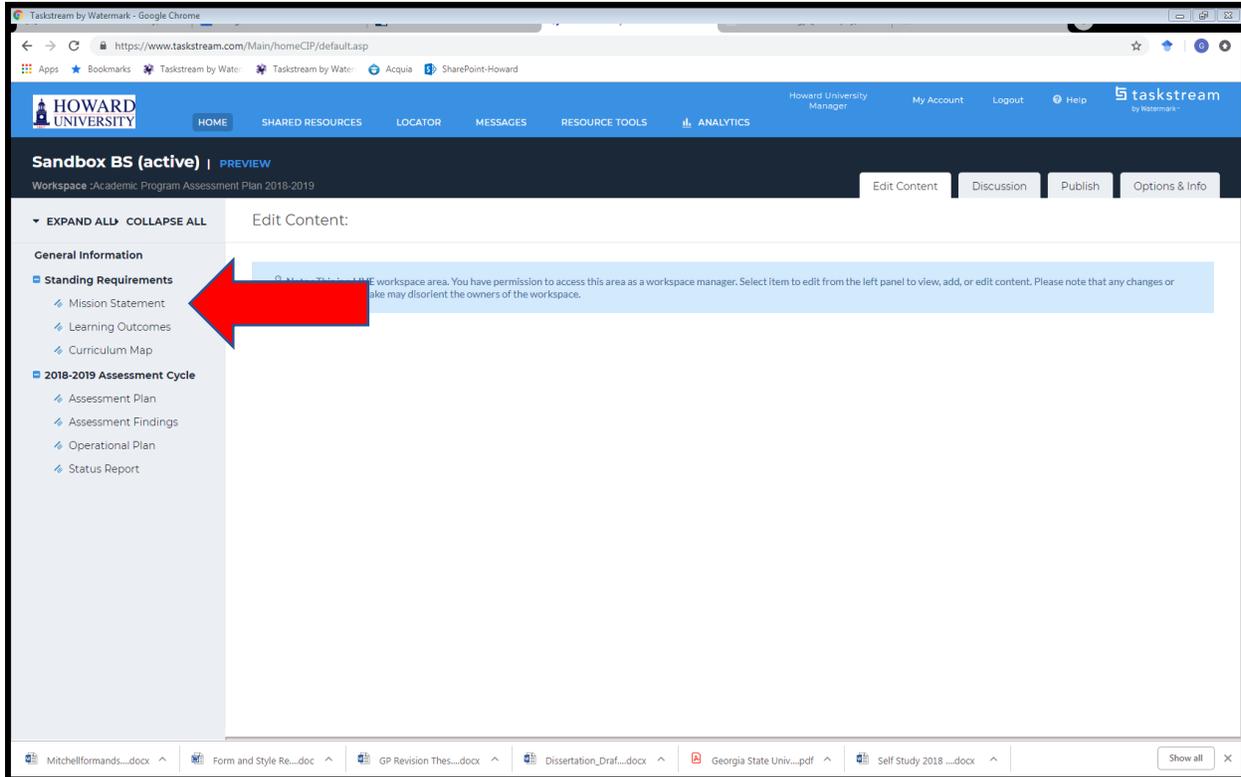
Users are encouraged to complete the Assessment Plan fillable form located on the Taskstream support page ([provost.howard.edu](http://provost.howard.edu)) and then transfer the information to Taskstream.

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.

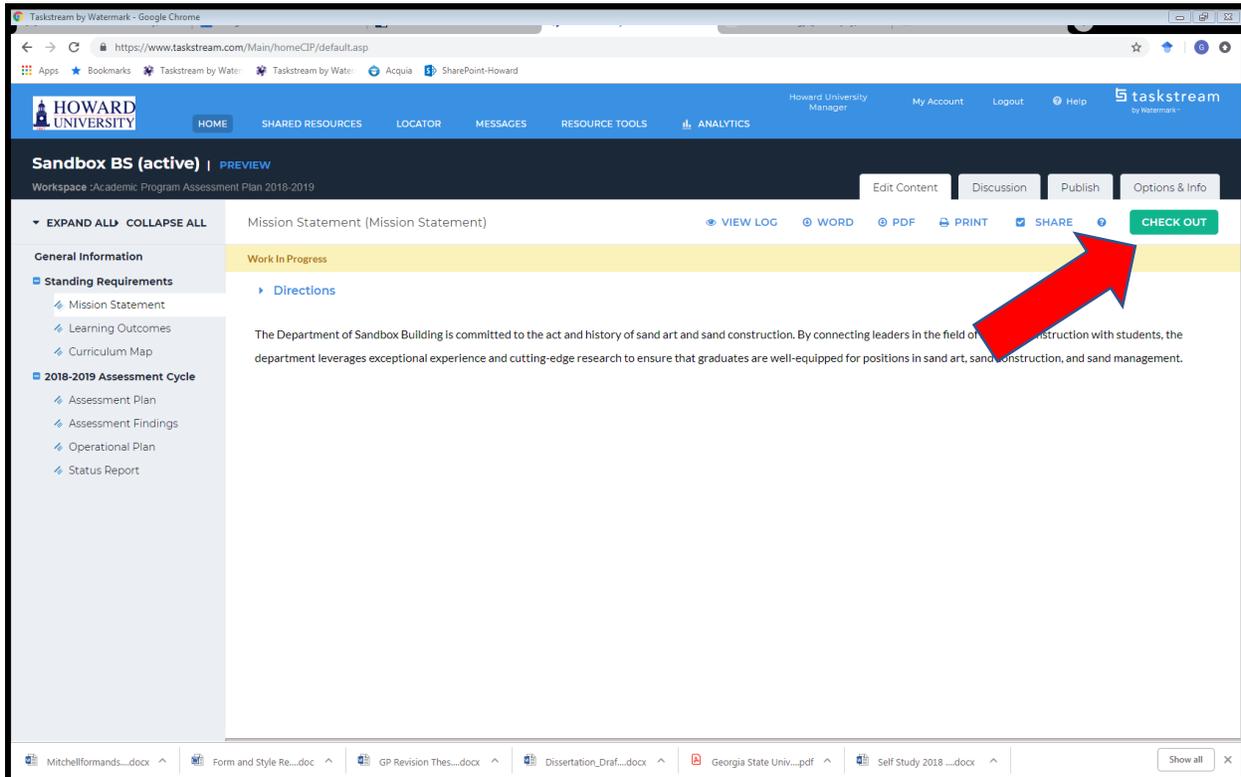


The screenshot displays the Taskstream web application interface. The top navigation bar includes the Howard University logo, a navigation menu (HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, ANALYTICS), and user options (Howard University Manager, My Account, Logout, Help). The main content 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.

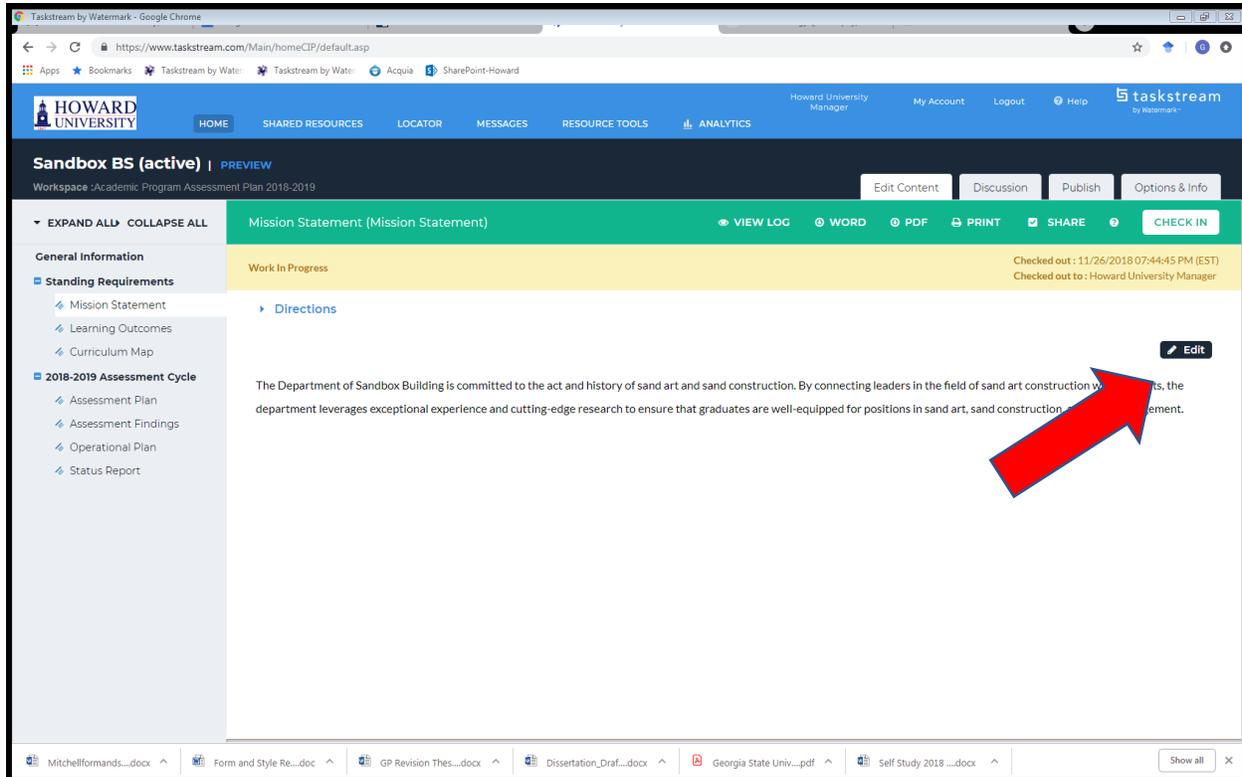


3. Once you are in the “Mission Statement” section, you can click on the “Check Out” button to enter your mission.



The screenshot displays the Taskstream web application interface. At the top, there is a navigation bar with the Howard University logo and various menu items like HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. Below this, the user is logged in as 'Howard University Manager'. The main content area shows a workspace titled 'Sandbox BS (active) | PREVIEW' with a sub-header 'Workspace :Academic: Program Assessment Plan 2018-2019'. A sidebar on the left lists 'General Information' and '2018-2019 Assessment Cycle' with expandable sections. The main content area is titled 'Mission Statement (Mission Statement)' and features a yellow 'Work In Progress' banner. Below the banner, there is a 'Directions' section with a paragraph of text. At the top right of the content area, there are several action buttons: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a green 'CHECK OUT' button. A large red arrow points directly to the 'CHECK OUT' button. The bottom of the browser window shows several open document tabs.

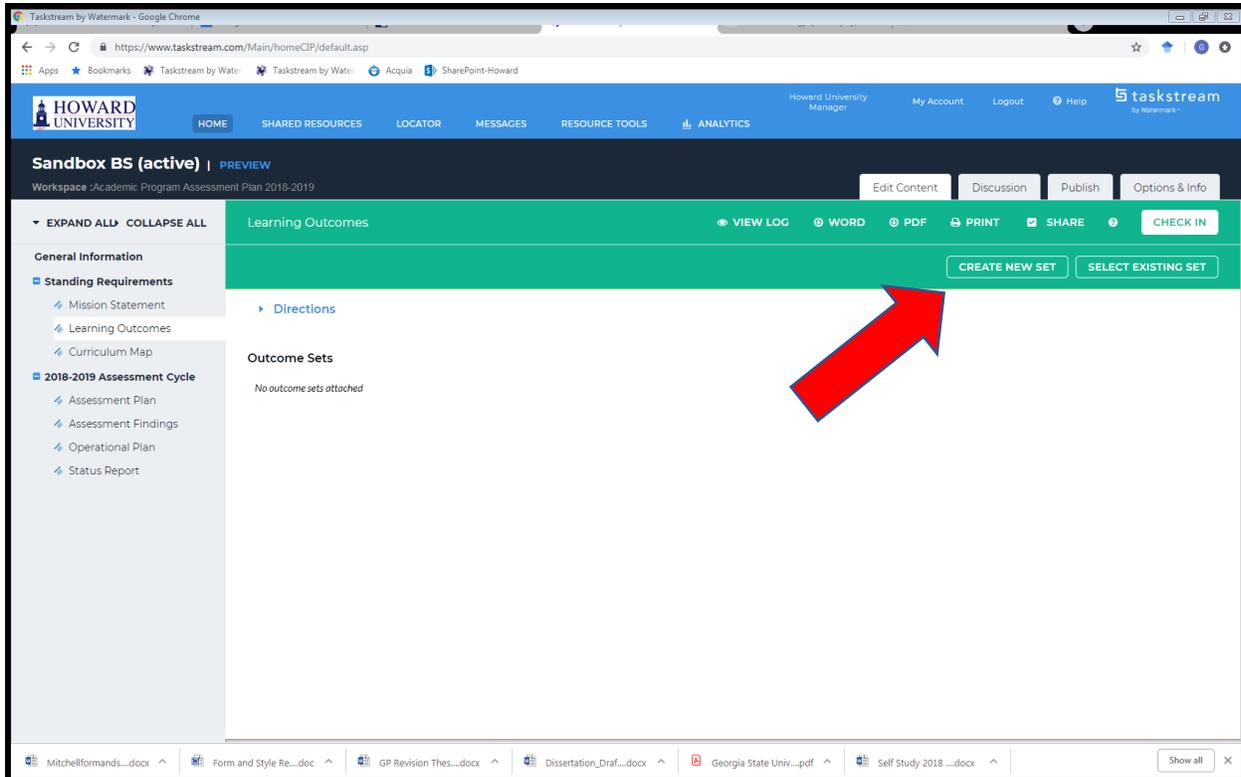
If you have already written a mission statement, it will appear in the body. You can then edit it if you choose.



The screenshot shows a web browser window displaying the Taskstream interface. The top navigation bar includes the Howard University logo and the text "HOWARD UNIVERSITY". Below this, there are tabs for "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". The document being viewed is "Mission Statement (Mission Statement)". The document is currently in "Work In Progress" status, as indicated by a yellow banner. 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.



Taskstream by Watermark - Google Chrome

https://www.taskstream.com/Main/homeCIP/default.asp

Howard University Manager My Account Logout Help taskstream by Watermark

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Sandbox BS (active) | PREVIEW

Workspace : Academic Program Assessment Plan 2018-2019

Edit Content Discussion Publish Options & Info

EXPAND ALL COLLAPSE ALL Learning Outcomes VIEW LOG WORD PDF PRINT SHARE CHECK IN

CREATE NEW SET SELECT EXISTING SET

General Information

- Standing Requirements
  - Mission Statement
  - Learning Outcomes
  - Curriculum Map
- 2018-2019 Assessment Cycle
  - Assessment Plan
  - Assessment Findings
  - Operational Plan
  - Status Report

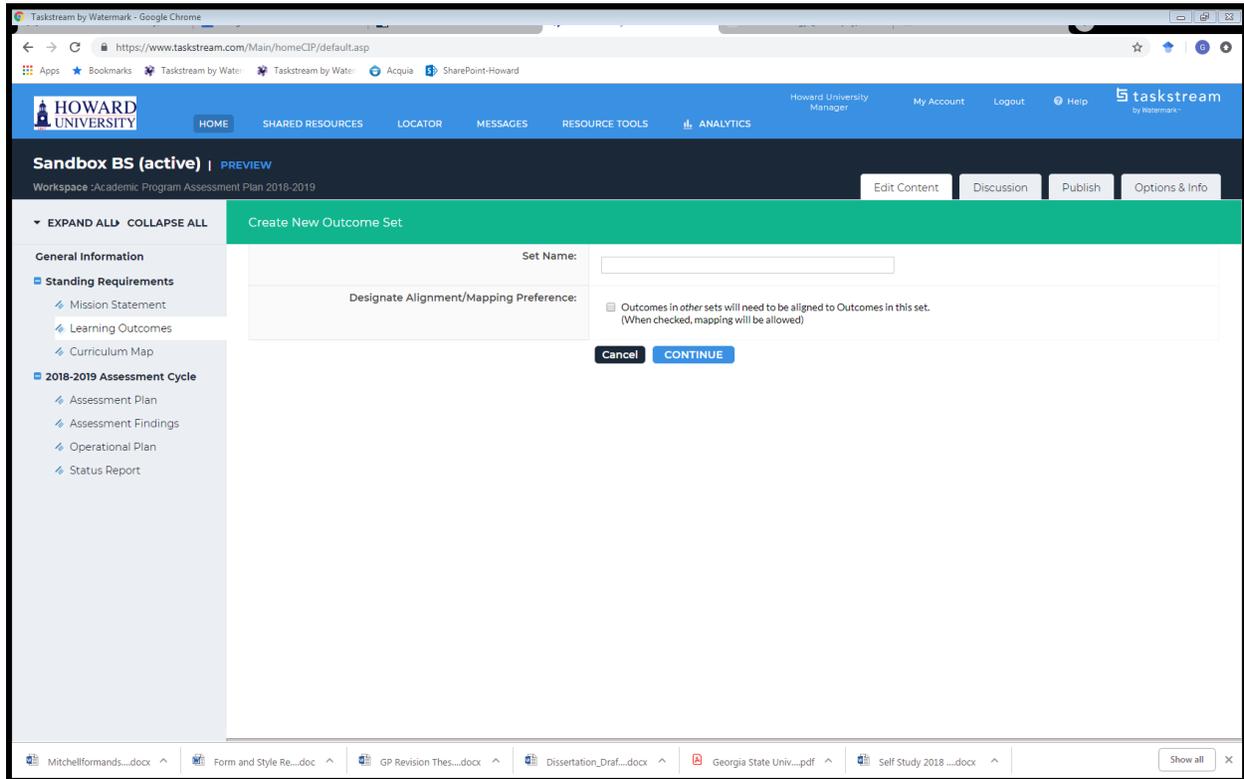
Directions

Outcome Sets

No outcome sets attached

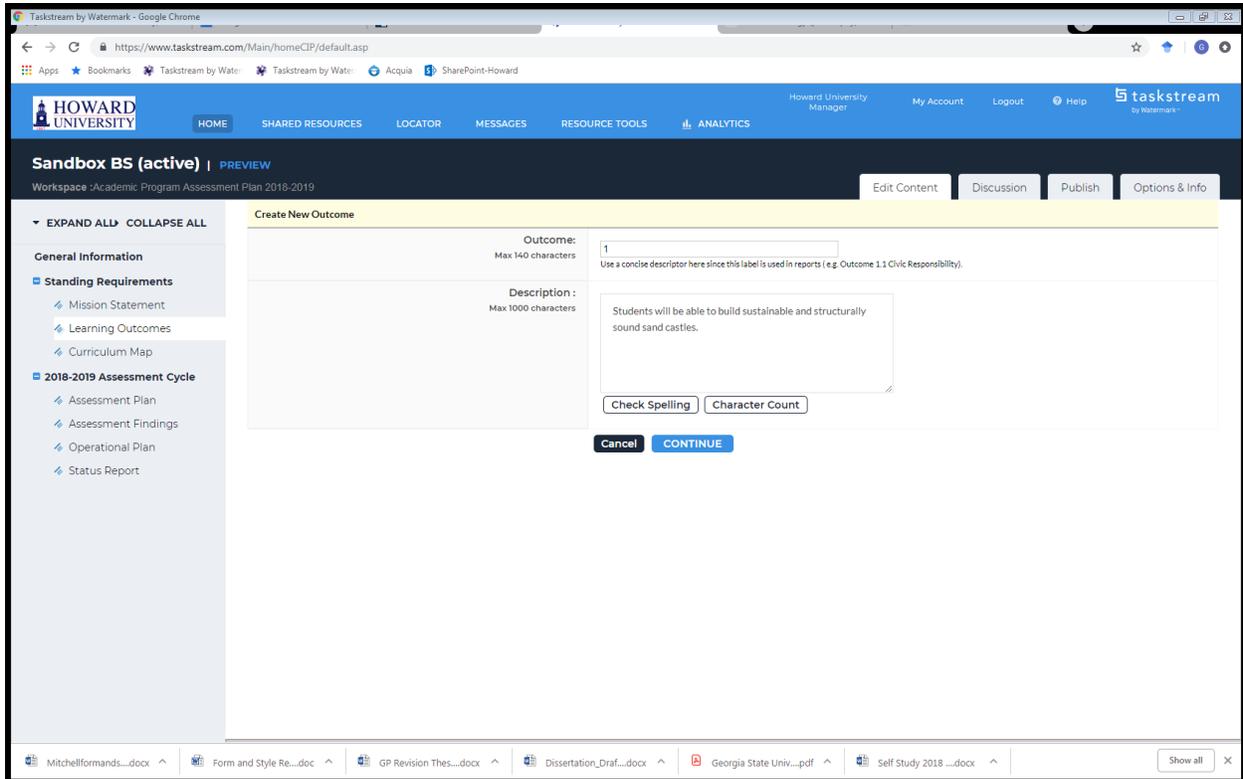
Mitchellformands...docx Form and Style Re...doc GP Revision Thes...docx Dissertation\_Draf...docx Georgia State Univ...pdf Self Study 2018 ...docx Show all X

Name the set and then continue.



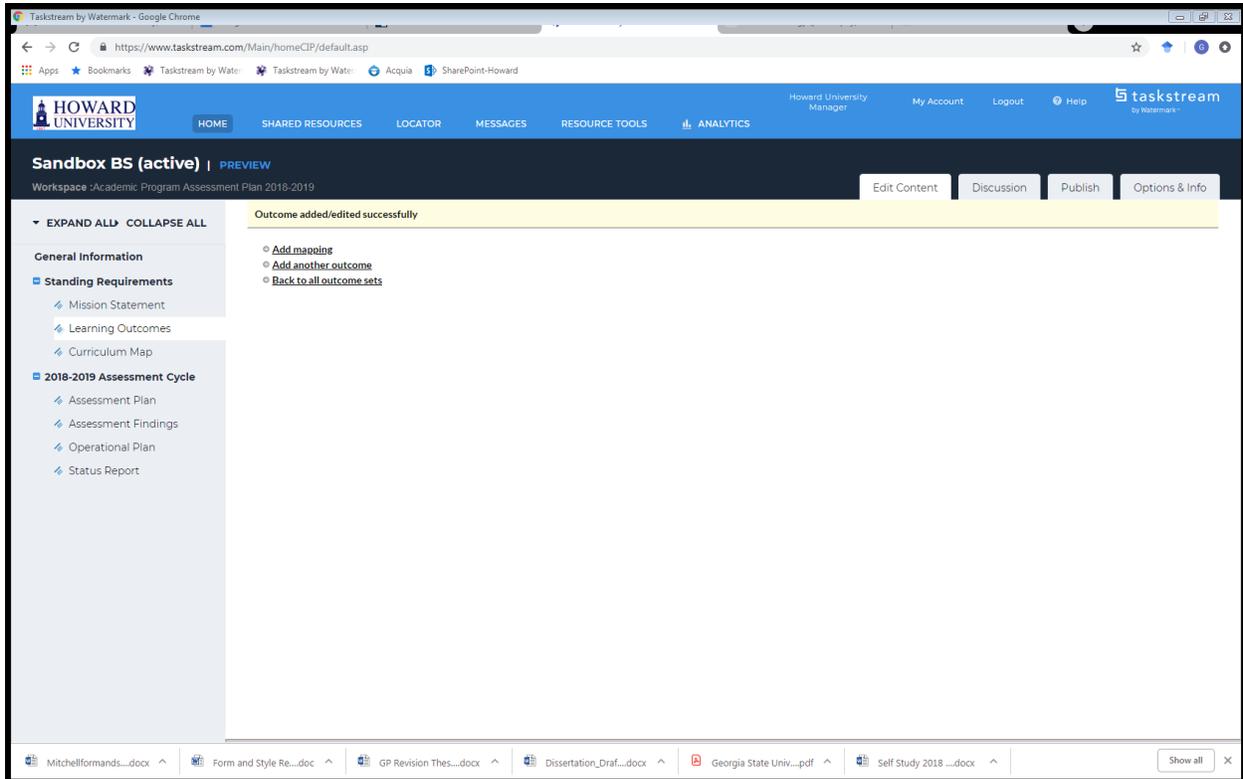
The screenshot shows a web browser window displaying the Taskstream application. The browser's address bar shows the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, ANALYTICS, Howard University Manager, My Account, Logout, Help, and taskstream by Watermark. 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 content area is titled "Create New Outcome Set" and contains a form with the following fields and options: "Set Name:" with an empty text input field; "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". The browser's taskbar at the bottom shows several open documents: "Mitchellformands...docx", "Form and Style Re...doc", "GP Revision Thes...docx", "Dissertation\_Draf...docx", "Georgia State Univ...pdf", and "Self Study 2018 ...docx".

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



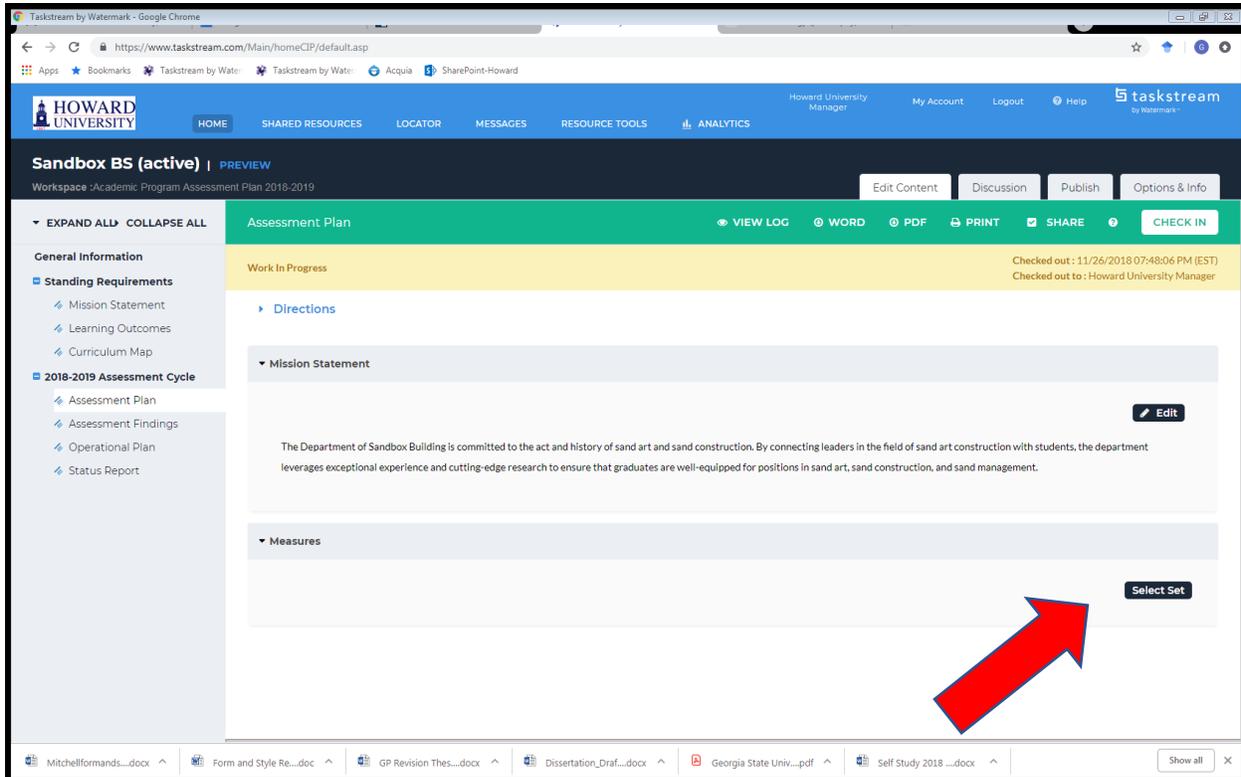
The screenshot shows a web browser window displaying the Taskstream interface. The page title is "Sandbox BS (active) | PREVIEW" and the workspace is "Academic Program Assessment Plan 2018-2019". The main content area is titled "Create New Outcome" and contains two input fields: "Outcome:" (Max 140 characters) and "Description:" (Max 1000 characters). The "Outcome:" field contains the number "1". 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 left sidebar shows a navigation menu with sections like "General Information", "Standing Requirements", and "2018-2019 Assessment Cycle". The top navigation bar includes "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", "RESOURCE TOOLS", and "ANALYTICS".

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.

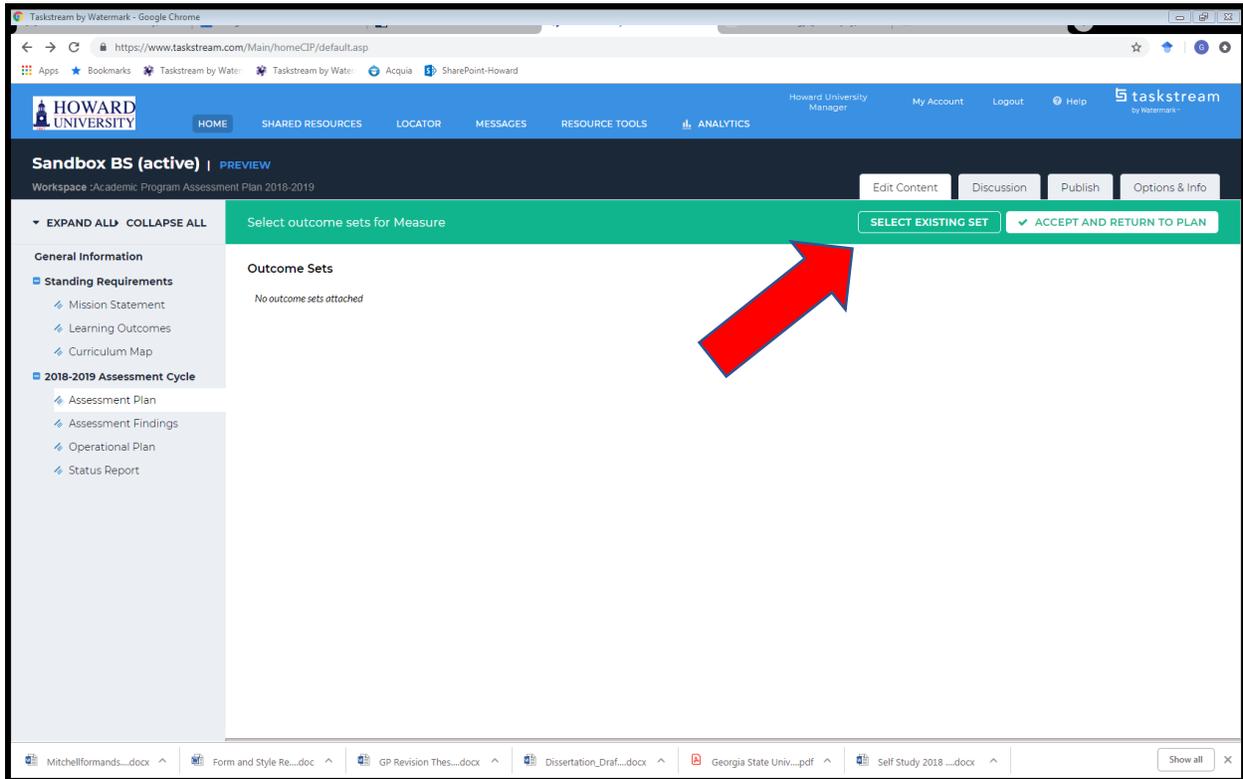
5. After you enter the “Assessment Plan” area, you will need to select a set of outcomes. If you only have one set of outcomes, this is the one you will select.



The screenshot displays the Taskstream interface for an Assessment Plan. The page title is "Assessment Plan" and it is marked as "Work In Progress". The left sidebar shows 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 includes a "Directions" section with a "Mission Statement" and a "Measures" section. The "Measures" section contains a "Select Set" button, which is highlighted by a red arrow. 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 "taskstream by Watermark".

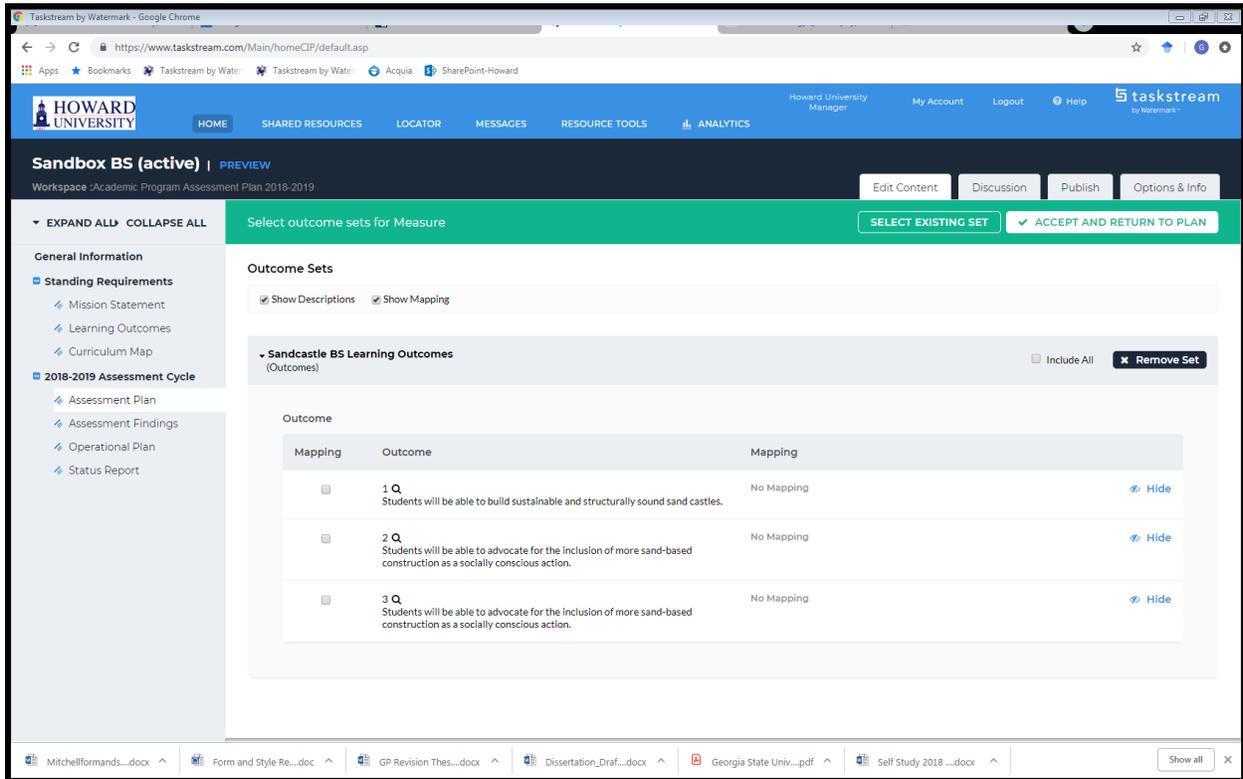


To select a set, click the “Select Existing Set” button.



Then select your set and click “Continue.”

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



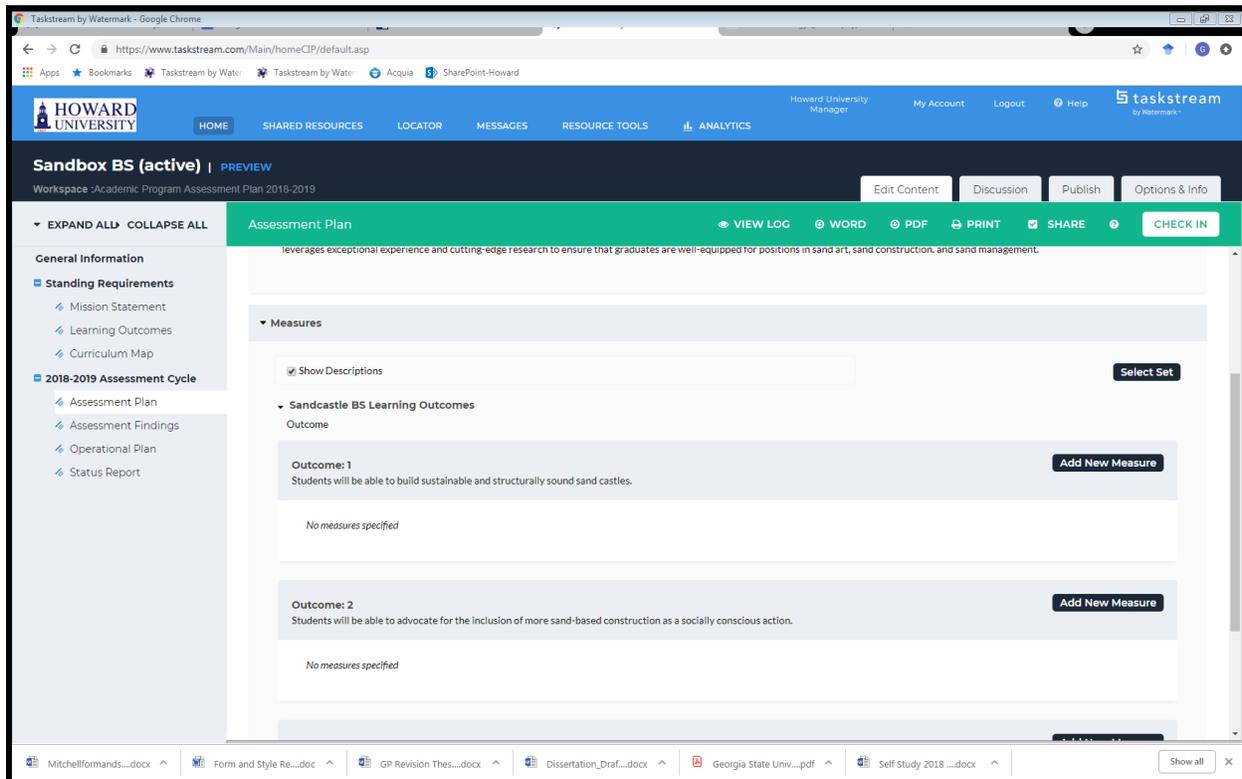
The screenshot shows the Taskstream interface for an Assessment Plan. The main content area is titled "Select outcome sets for Measure" and includes a table of outcomes. The table has columns for "Mapping", "Outcome", and "Mapping". Each row represents an outcome with a checkbox in the "Mapping" column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

Mapping	Outcome	Mapping	
<input type="checkbox"/>	1 Q Students will be able to build sustainable and structurally sound sand castles.	No Mapping	<a href="#">Hide</a>
<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	<a href="#">Hide</a>
<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	<a href="#">Hide</a>

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.