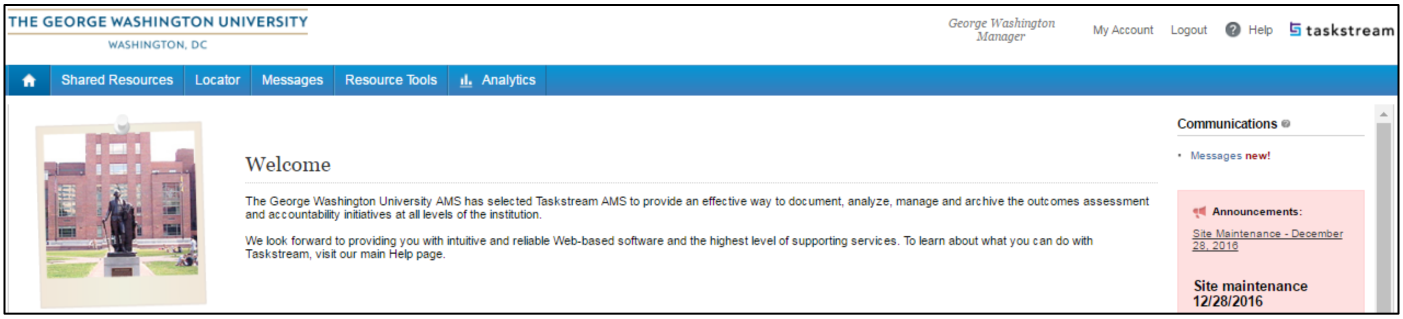
QuickStart Guide: Gen Ed Assessment Workspace

SIGNING IN

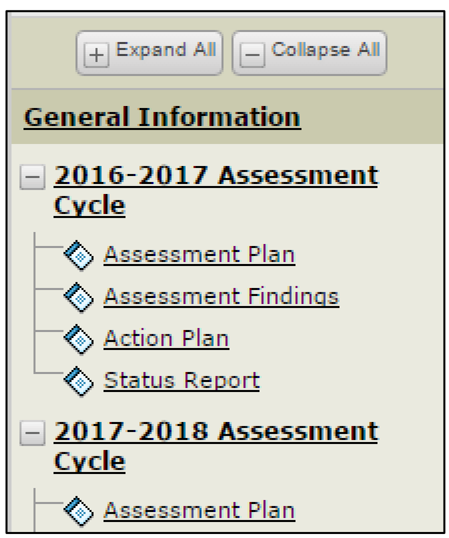
1. Once you sign into **taskstream.com** with your username and password, your homepage will resemble this image:



2. Scroll down your homepage and click on the workspace for **Gen Ed Assessment** under your course(s).

ASSESSMENT PLAN REQUIREMENT

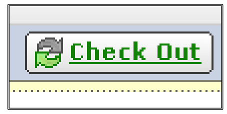
1. When you first open a workspace, you will see that workspace's structure tree on the left-hand side of the page.
   a. Each link in the tree is called a **requirement**. **Requirements** are grouped into categories.



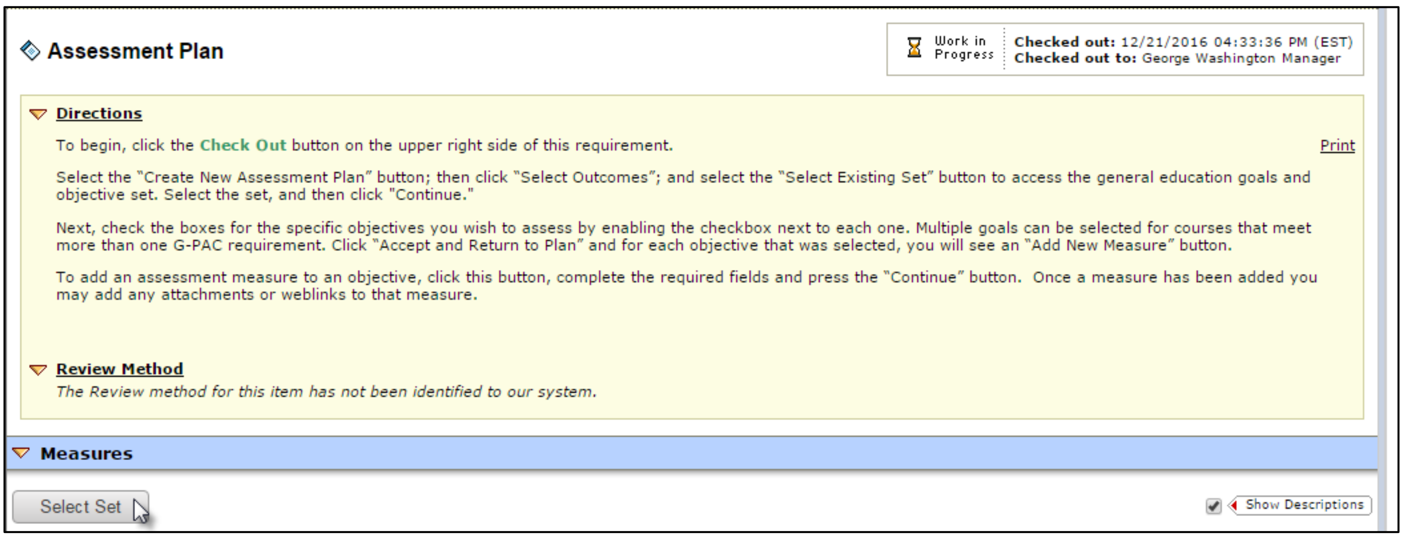
***Annual Assessment Cycles** will be completed anew each year.

2. Under the **2016-2017 Assessment Cycle** category in the structure tree, click on the **Assessment Plan** requirement to define the measures used to assess your general education objectives for that time period.

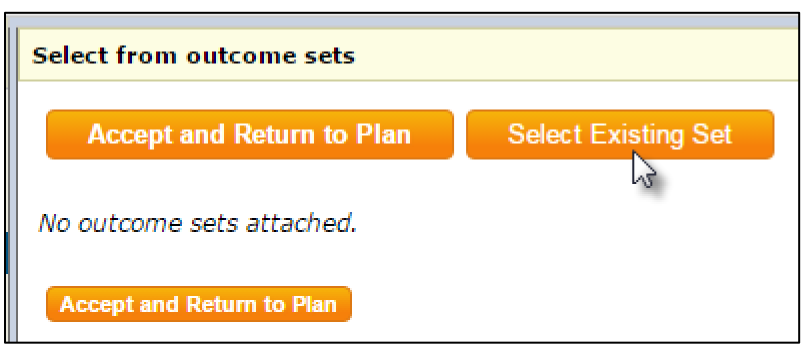
a. To add/edit content to any requirement, you must click on the green **Check Out** button in the upper, right-hand corner.



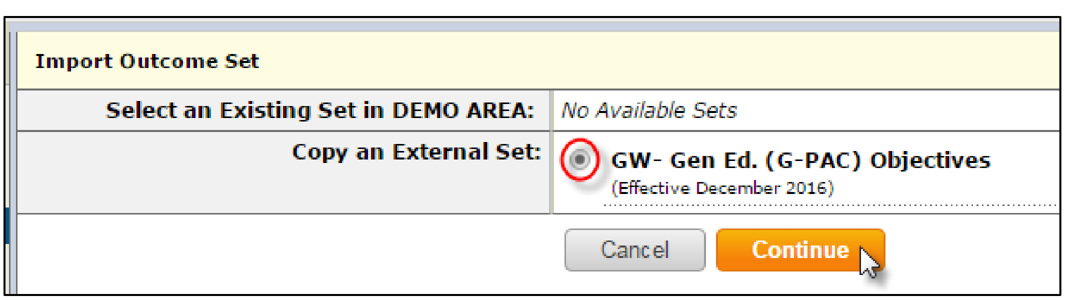
3. Next, click on each **yellow drop down arrow** to expand the corresponding section and read/view the *Directions*, *Review Method*, and the option under the *Measures* bar. Then, hit the **Select Set** button under the Measures bar.



4. Choose **Select Existing Set** to pick your objective set from the **Outcomes/Learning Objectives** library.



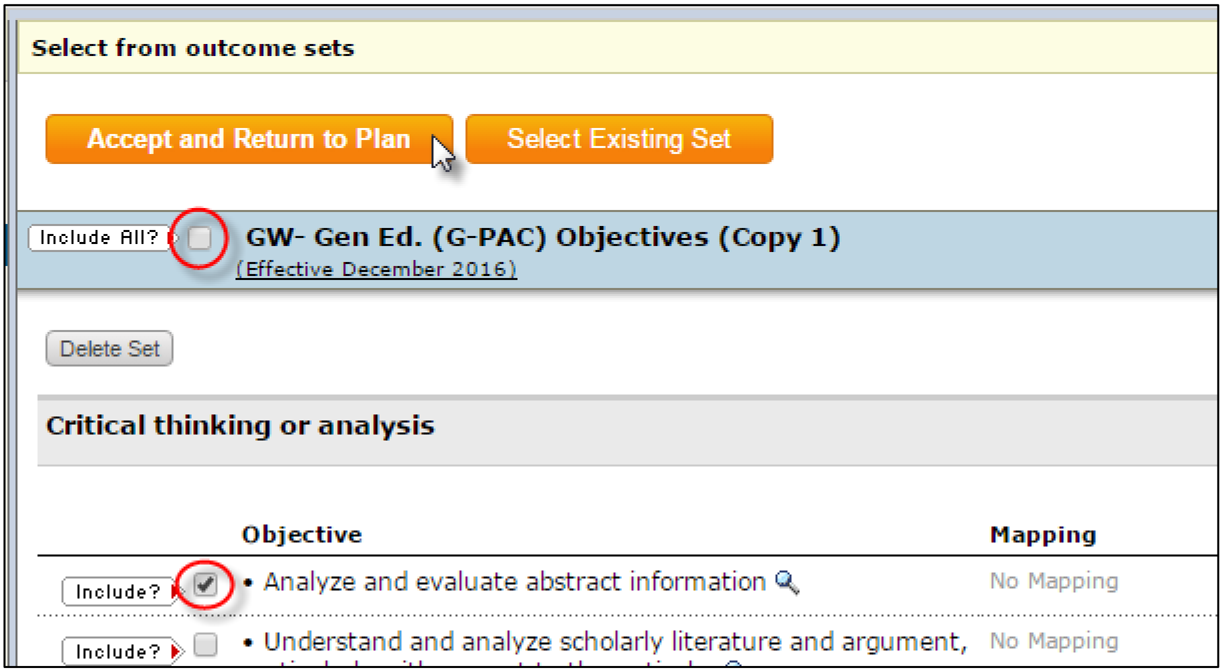
5. Click on the radio button next to "**GW- Gen Ed. (G-PAC) Objectives**" and hit the **Continue** button.



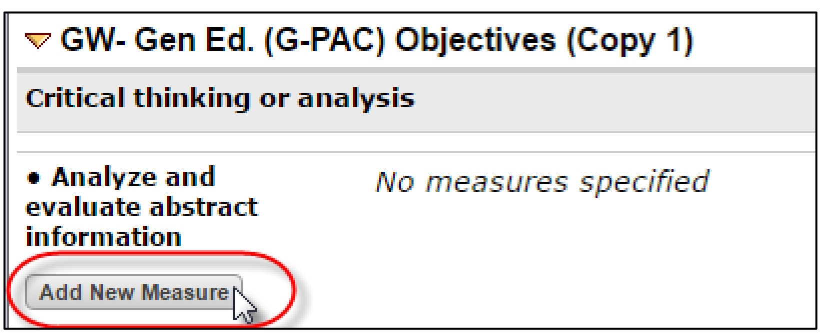
6. On the next page, you will be able to choose which

objectives you would like to assess.

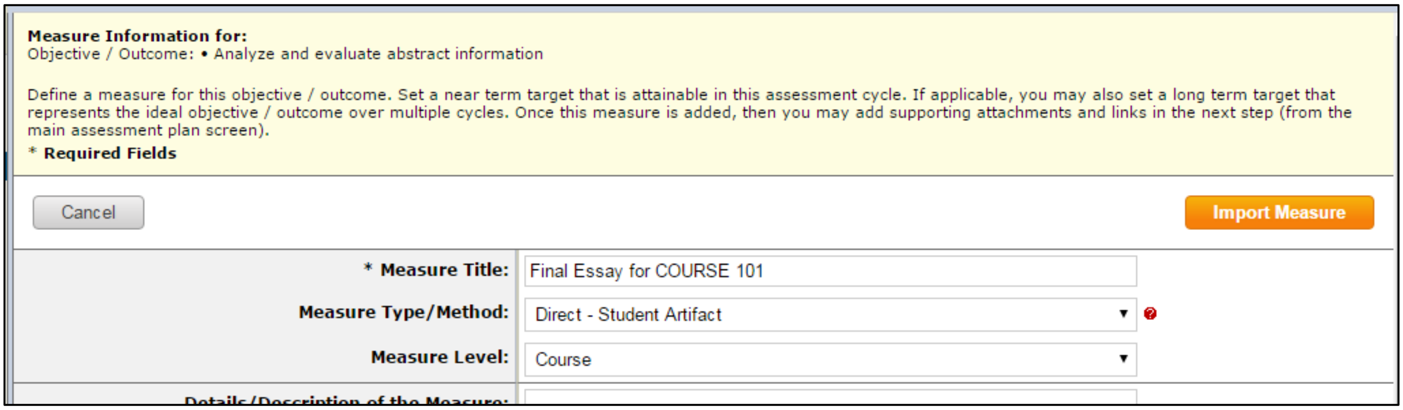
a. Check the **Include All?** box toward the upper, left-side of the page (if you will assess all objectives).
b. Otherwise, please select the checkboxes next to your preferred objectives in any categories (if you will assess a subset of the objectives).
c. After you are finished, click on the **Accept and Return to Plan** button.



7. On the resulting page, you will be able to add a measure(s) to your objective(s), by clicking on the **Add New Measure** button, which will appear under each objective you selected.

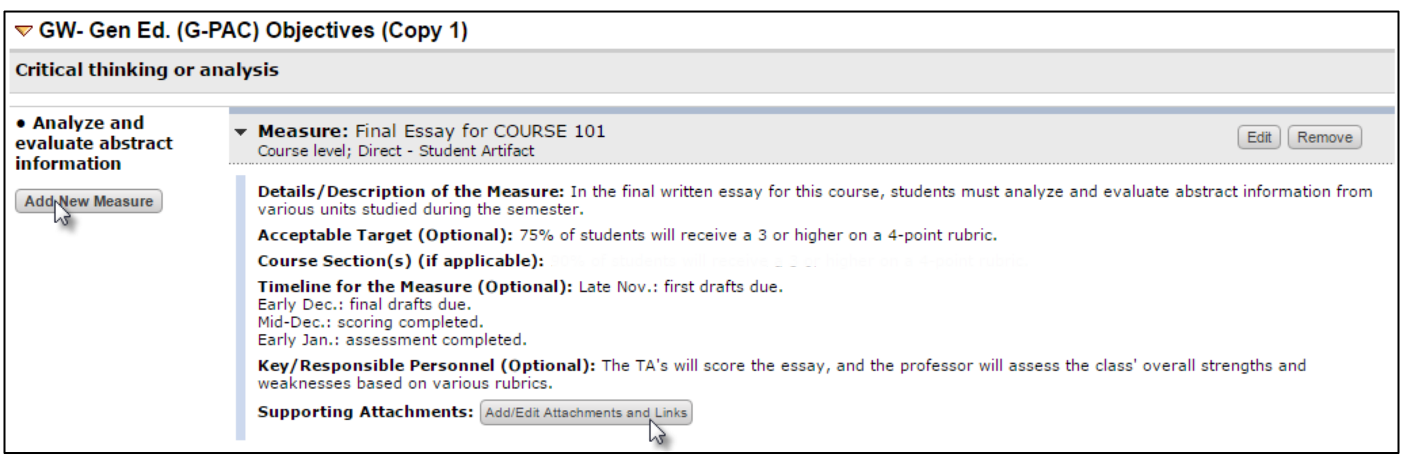


8. Clicking **Add New Measure** will redirect you to a data entry page, where the only required field is *** Measure Title**; however, multiple text boxes and drop-down menus allow you to create and explain a robust measure.
   a. In addition, instructions for entering information can be found at the top of the page.



9. After you enter the information, hit the **Apply Changes** button at the bottom of the page.

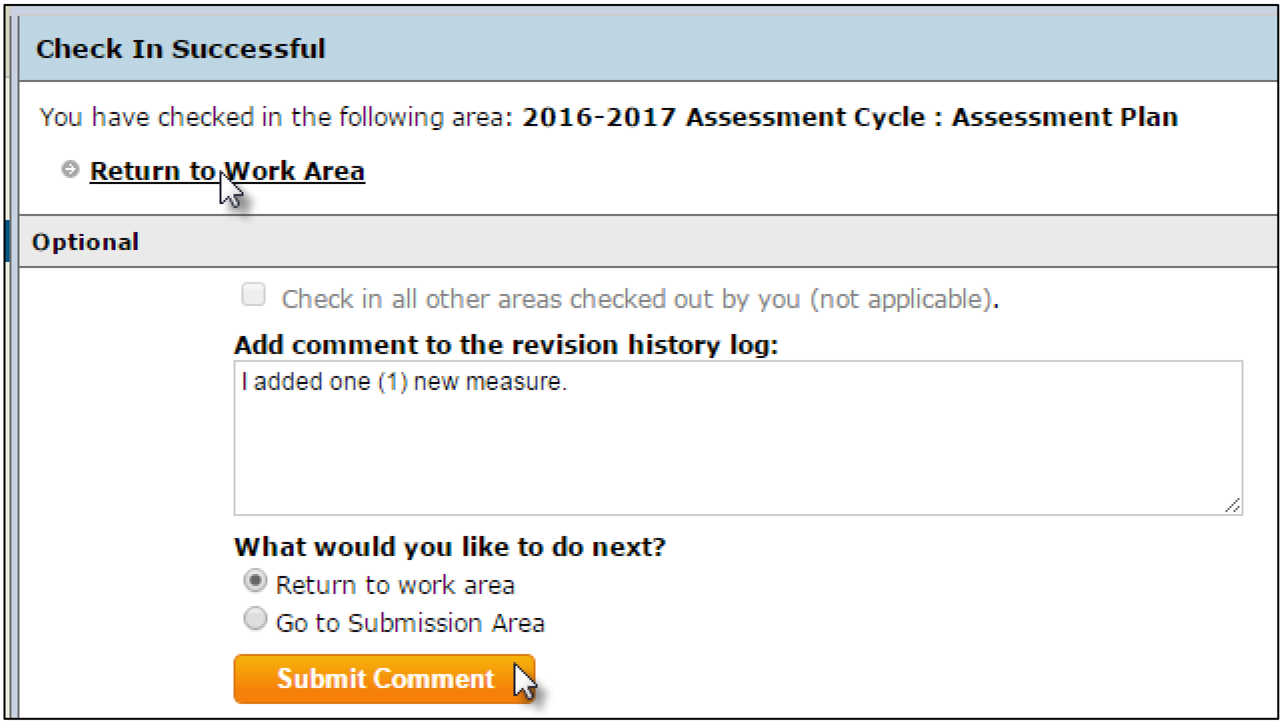
10. Now, your measure will appear next to your objective in the work area for this requirement.
    a. You may add multiple measures to any objective(s) by clicking on the **Add New Measure** button again.
    b. You may also add attachments and/or links to a measure by clicking on the corresponding button.



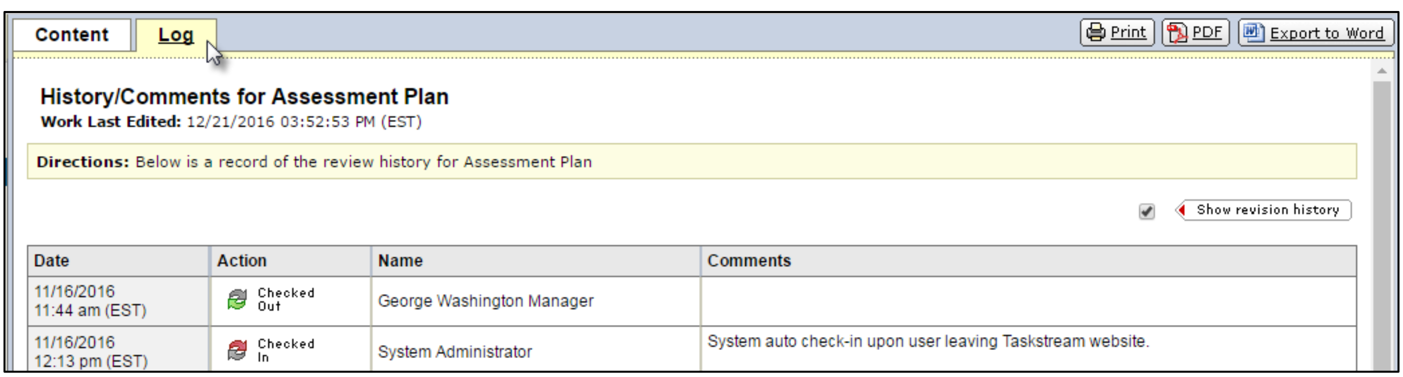
11. When you finish entering your measures, check the **Assessment Plan** requirement back in by clicking on the red **Check In** button in the upper, right-hand corner of the page.

12. (Optional) In the **Add comment..** text box, feel free to enter a brief explanation of the edits you made to the requirement and click **Submit Comment**.

a. Otherwise, simply click **Return to Work Area**.

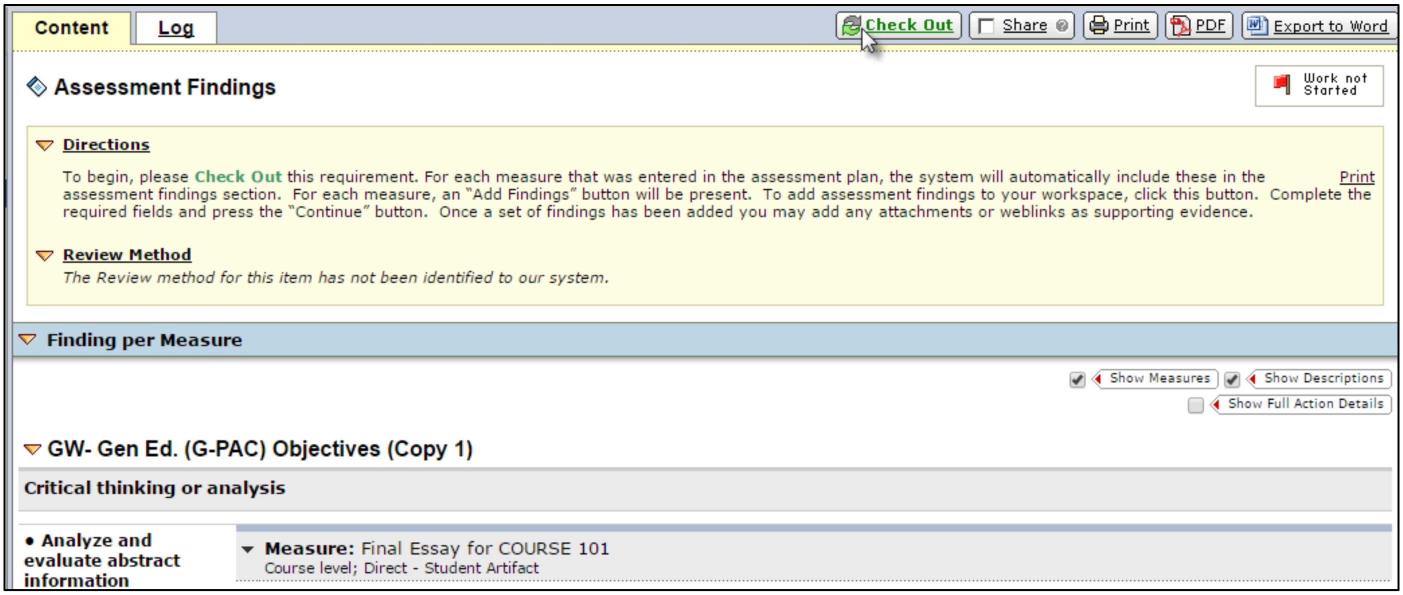


13. Once you return to the work area, you can view the requirement's check in/check out history and your comment, by click on the **Log** tab toward the top of the page and scrolling down to the bottom of the grid.
    a. Please note: if you forget to check a requirement back in, Taskstream (i.e. System Administrator) will automatically check it in when you log out or when you are timed out.

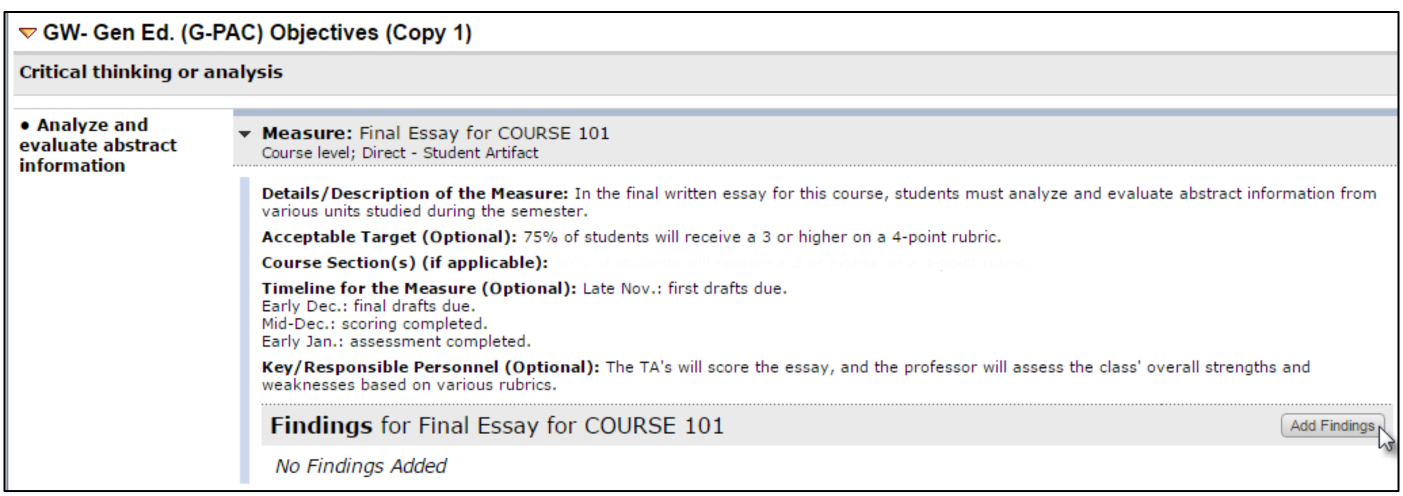


ASSESSMENT FINDINGS REQUIREMENT

1. Next, click on the **Assessment Findings** requirement from the same 2016-2017 category in the structure tree on the left-hand side of the page, and hit the **Check Out** button.
    a. Once you have gathered your data, this requirement allows you to add findings to your measures.
    b. *Directions*, *Review Method*, etc. can be found by clicking on the page's **yellow drop down arrows**.

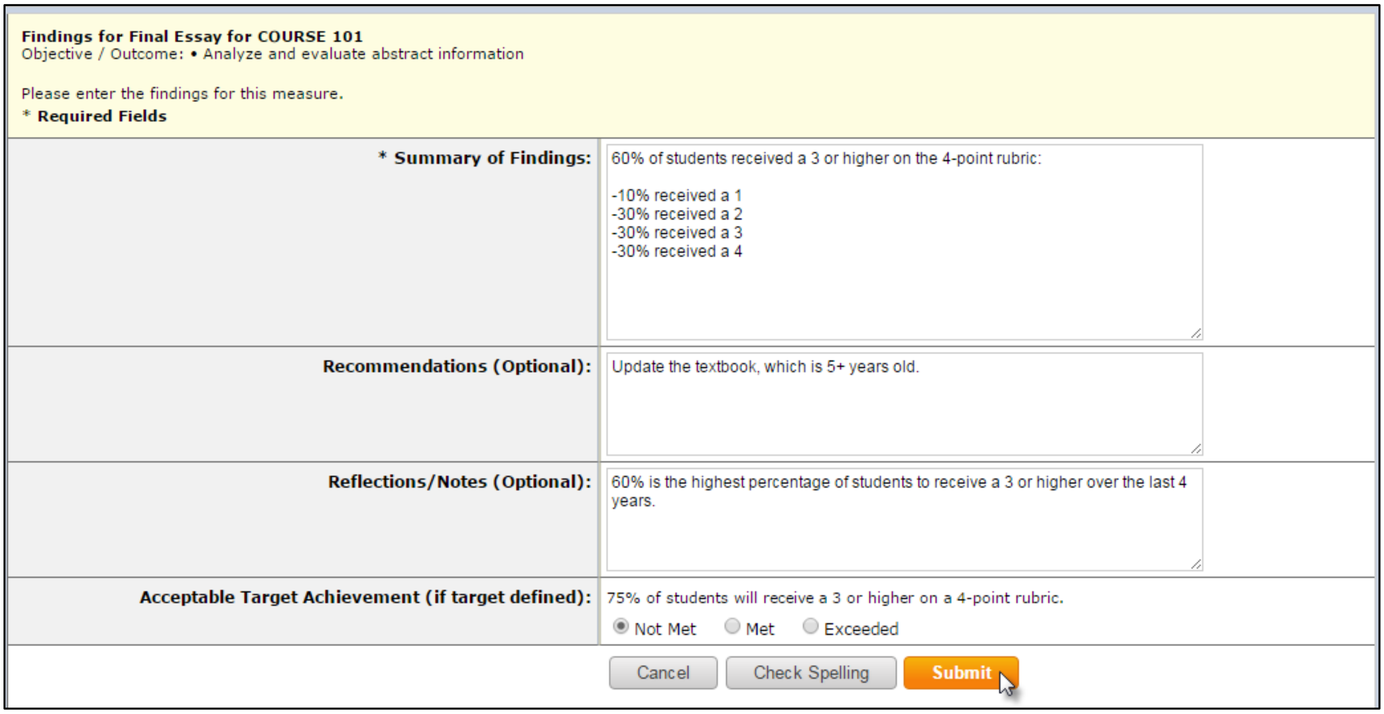


2. After checking out the requirement, you will be able to add a findings to your measure(s), by clicking on the **Add Findings** button which will appear on the right-hand side of the page, below the measure.

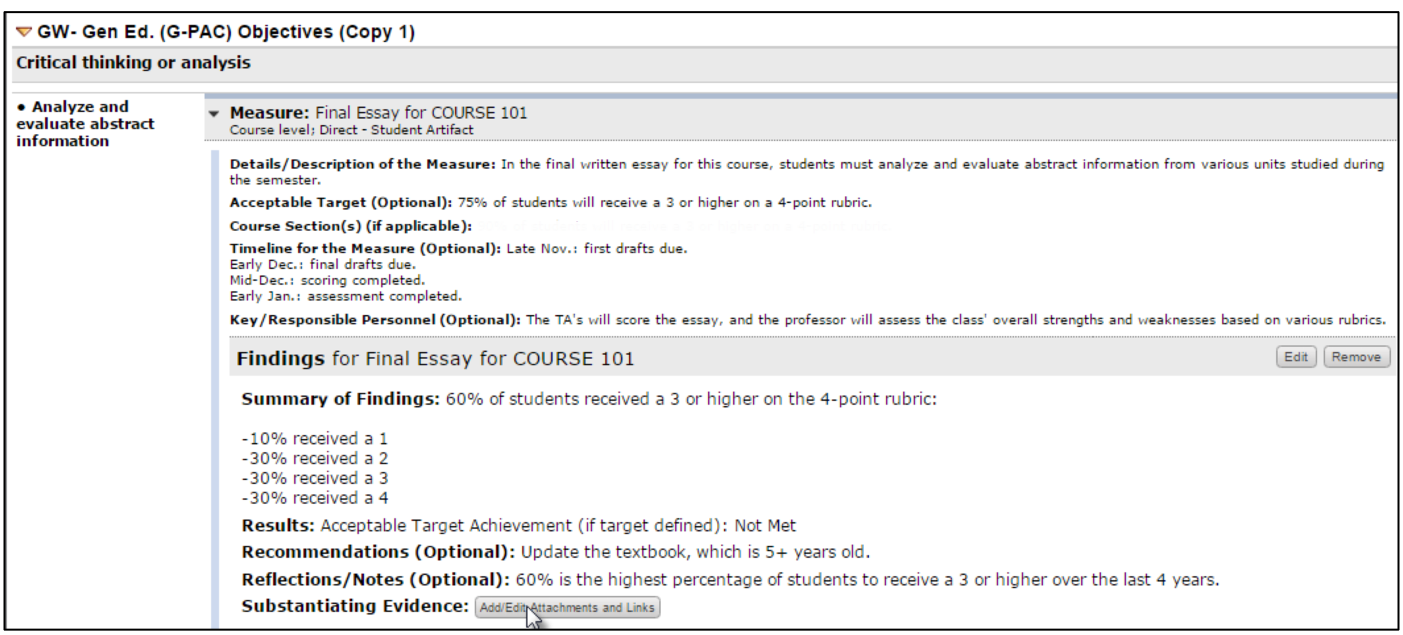


3. You may then enter the details of your assessment findings into the data entry screen and hit **Submit**.

a. Please note: the only required field is *** Summary of Findings**, but multiple fields are included to help you create a robust set of information.



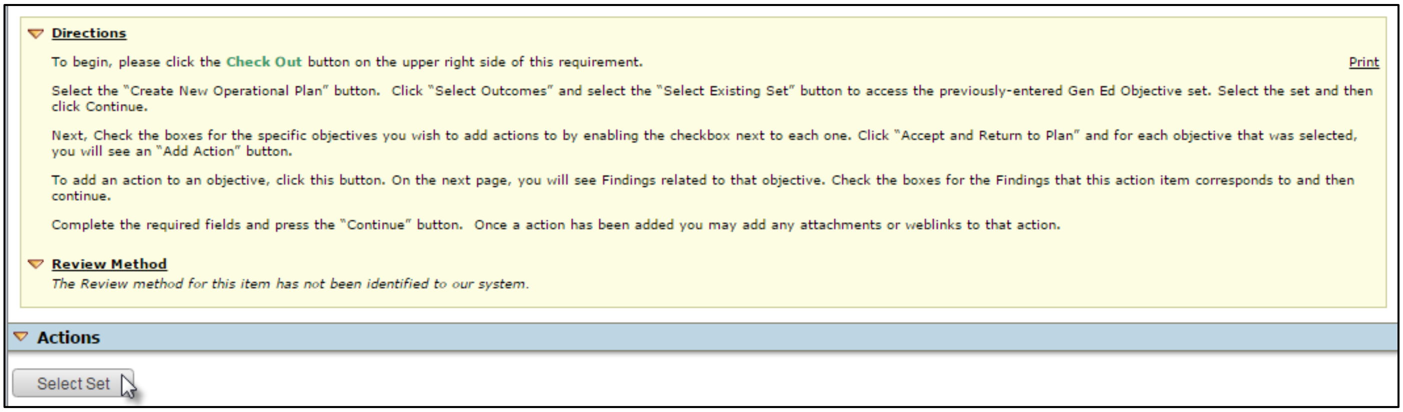
14. The resulting screen will resemble the image below. Your findings will appear next to your measure in the work area for this requirement.
    a. You may add multiple findings to any measure(s).
    b. You may also add attachments and/or links to a finding by clicking on the corresponding button.



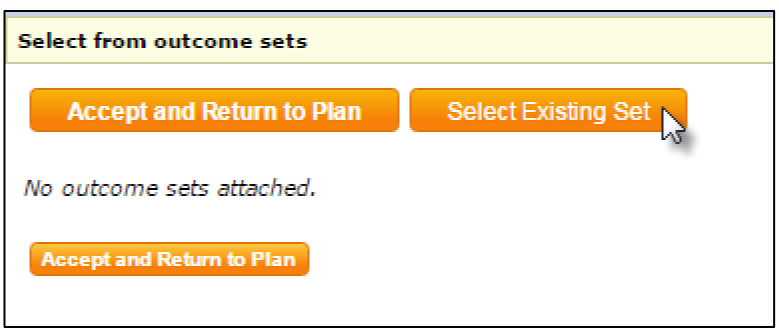
15. When you finish entering your findings, check the **Assessment Findings** requirement back in by clicking on the red **Check In** button in the upper, right-hand corner of the page.
    a. Remember, you may leave an optional comment in the log for this requirement.

OPERATIONAL PLAN

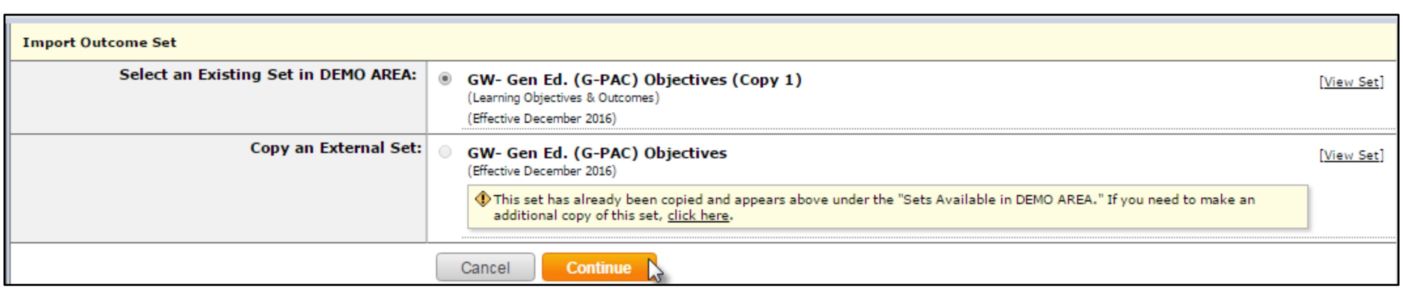
1. At this time, click on the **Action Plan** requirement from the same category in the tree structure on the left-hand side of the page, hit the **Check Out** button, and then click on the **Select Set** button under the *Actions* bar.
    a. Now that you've inputted your data/findings, you can operationalize your next steps in an action plan.
    b. *Directions*, *Review Method*, etc. can be found by clicking on the **yellow drop down arrows** on the page.



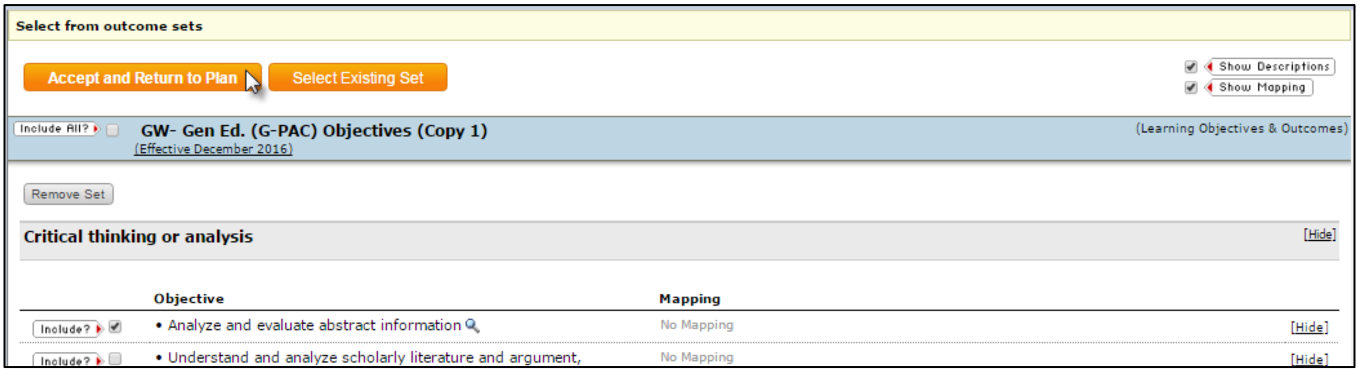
2. Click the **Select Existing Set** button.



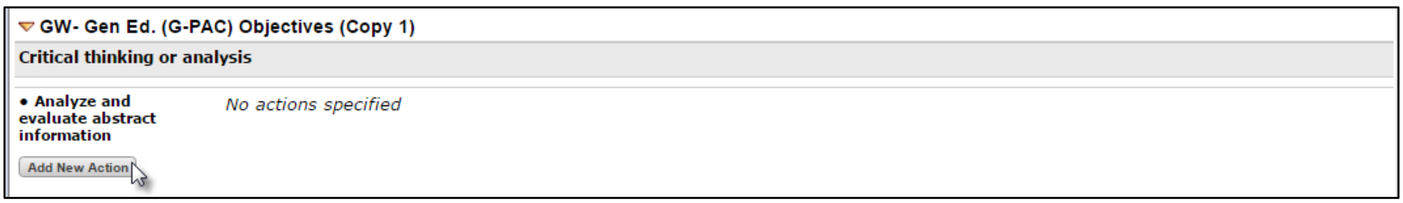
3. Select the radio button for the **Existing Set** you wish to assess, "**GW- Gen Ed. (G-PAC) Objectives (Copy 1)**," and click the **Continue** button.



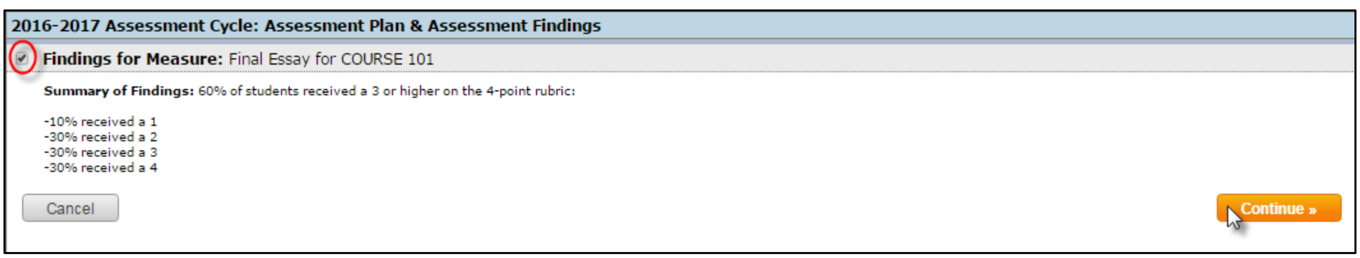
4. Select the objectives you wish to assess and then click the **Accept and Return to Plan** button.
    a. *** Make sure to select the same objectives you chose in the Assessment Plan requirement above. ***



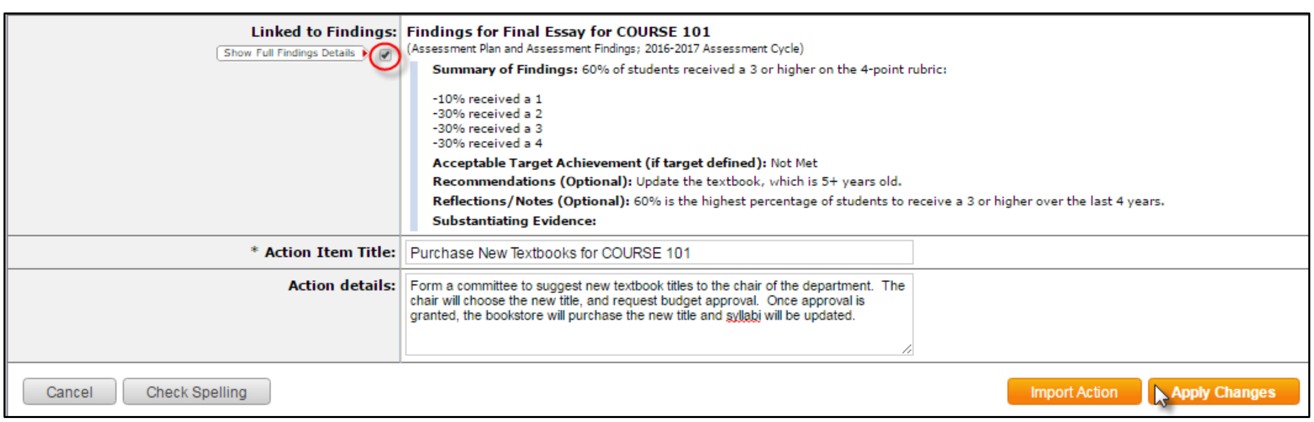
5. You may now add an action to each applicable objective by clicking on the **Add New Action** button.



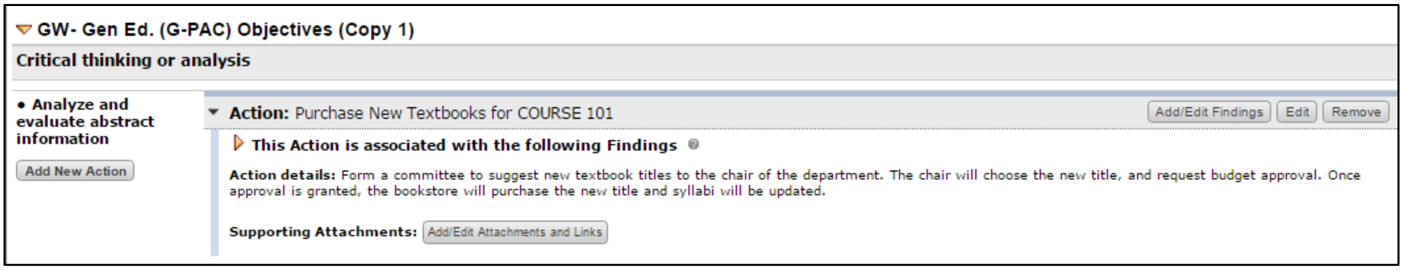
6. You may wish to link your new action to the **Findings for Measure** (for this objective) by selecting that checkbox and clicking **Continue**.
    a. Otherwise, your action will be linked to the objective (instead of specific findings).



7. You may now populate the action fields with your data on the data entry page.
    a. You will need to check the box for **Show Full Findings Details**.
    b. The only required field is *** Action Item Detail**, but adding more info will create a more robust plan.
    c. Click **Apply Changes** when you are finished adding your data.



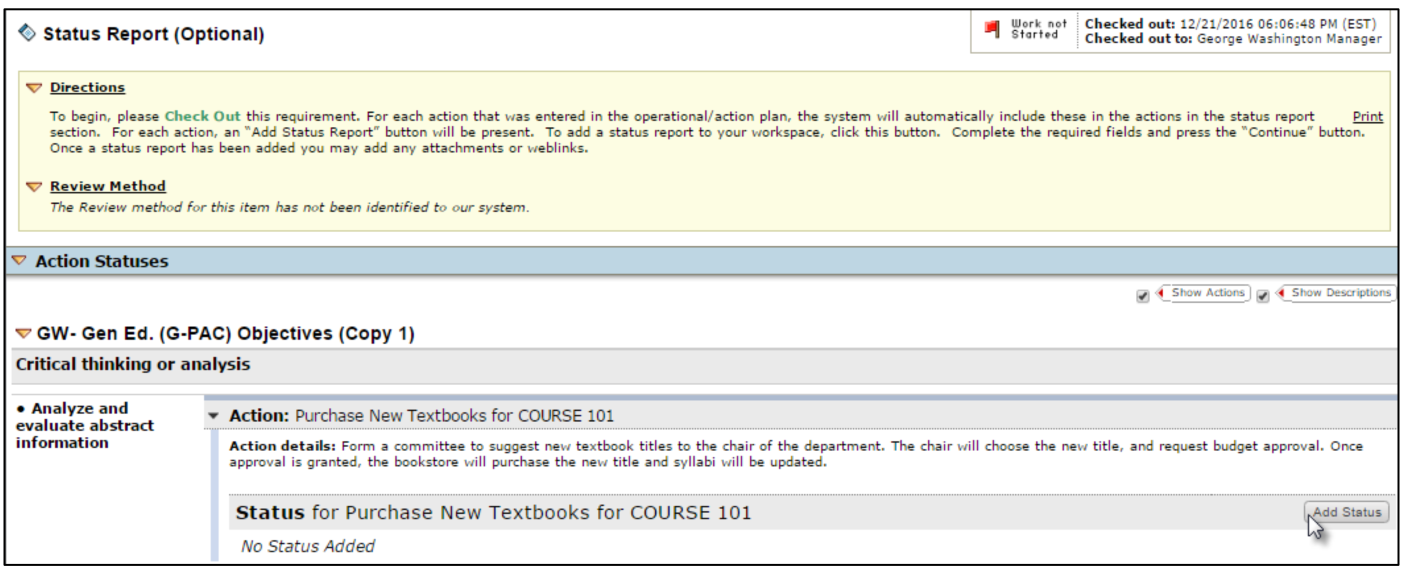
8. The resulting screen will resemble the image below. Your action will appear next to your objective in the work area for this requirement.
    a. You may add multiple actions to any objective(s) by clicking the **Add New Action** button again.
    b. You may also add attachments and/or links to an action by clicking on the corresponding button.



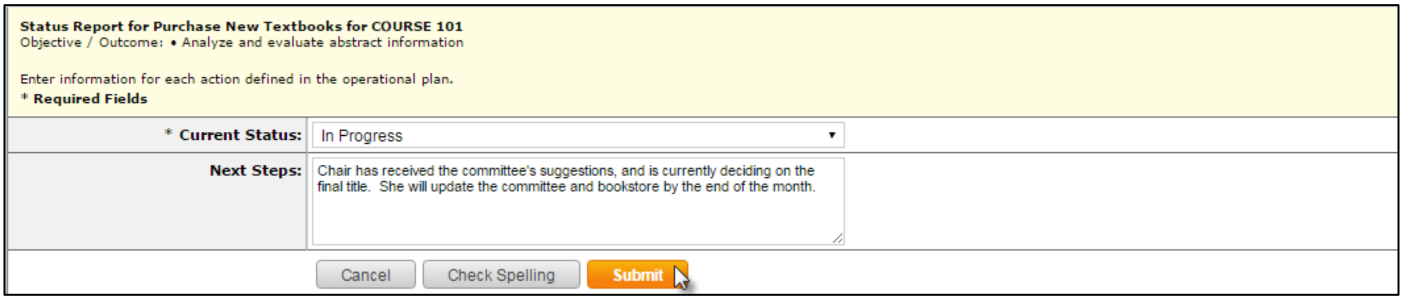
9. When you finish entering your actions, check the **Action Plan** requirement back in by clicking on the red **Check In** button in the upper, right-hand corner of the page.
    b. Remember, you may leave an optional comment in the log for this requirement.

STATUS REPORT (OPTIONAL)

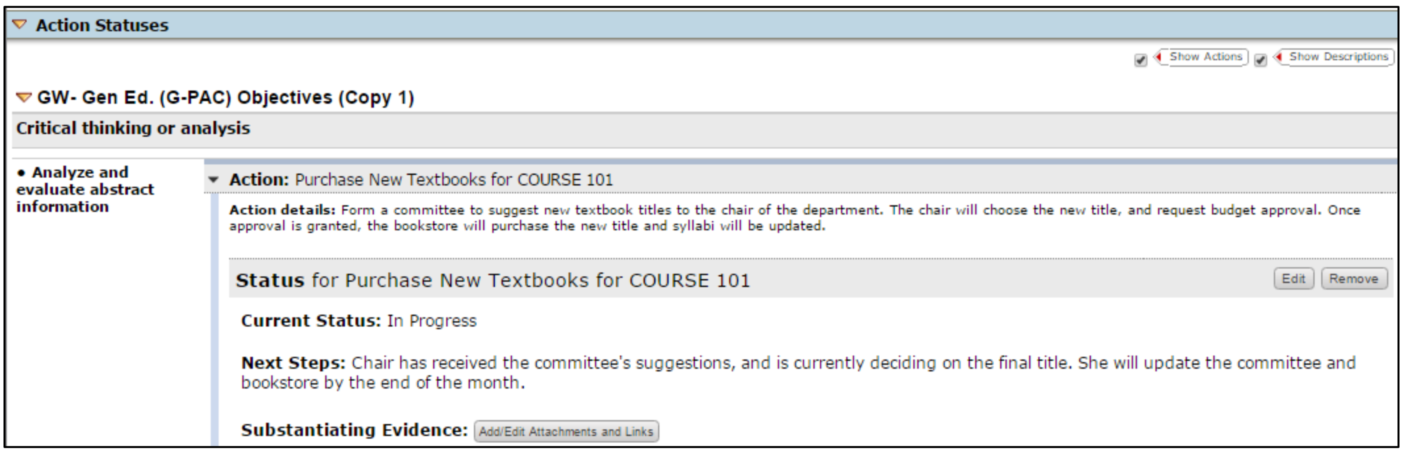
1. Finally, select the **Status Report (Optional)** requirement from the same category in the structure tree on the left-hand side of the page, hit the **Check Out** button, and click on the **Add Status** button under the *Action Statuses* bar.
    a. Now that you inputted your actions, you can report on the status(es) of those actions here.
    b. *Directions*, *Review Method*, etc. can be found by clicking on the **yellow drop down arrows** on the page.



2. Choose an option from the **Current Status** drop-down menu (the mandatory field for this page) and click **Submit**.
    a. You may also type future plans into the **Next Steps** text box (optional).

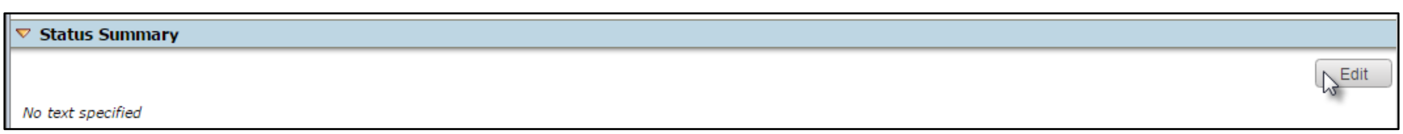


3. The resulting screen will resemble the image below. Your status will appear next to your action in the work area for this requirement.
    a. You may also add attachments and/or links to a status by clicking on the corresponding button.

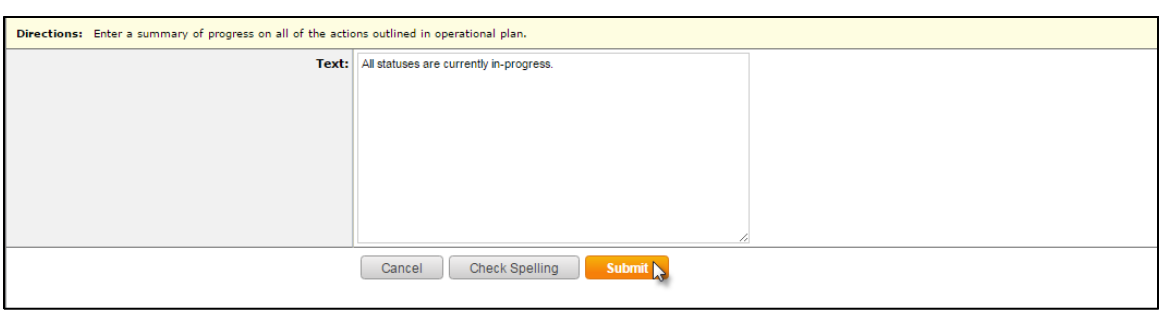


4. Repeat these steps for each subsequent **Action**.

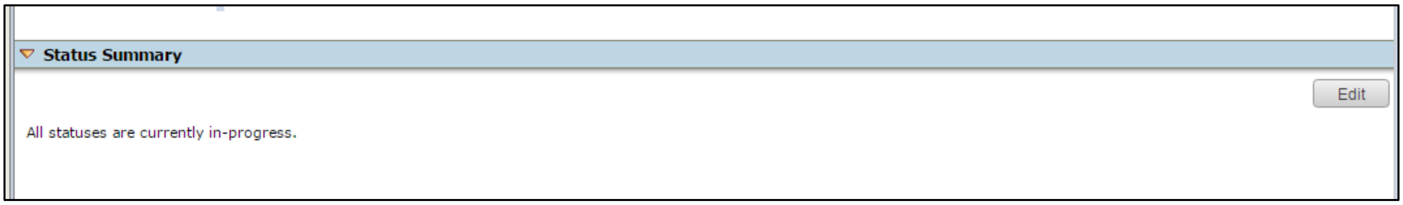
5. At the bottom of the **Status Report**, add a **Status Summary** (an aggregate summary of all your statuses) by clicking the **Edit** button.



6. Type your summary into the **Text** box.



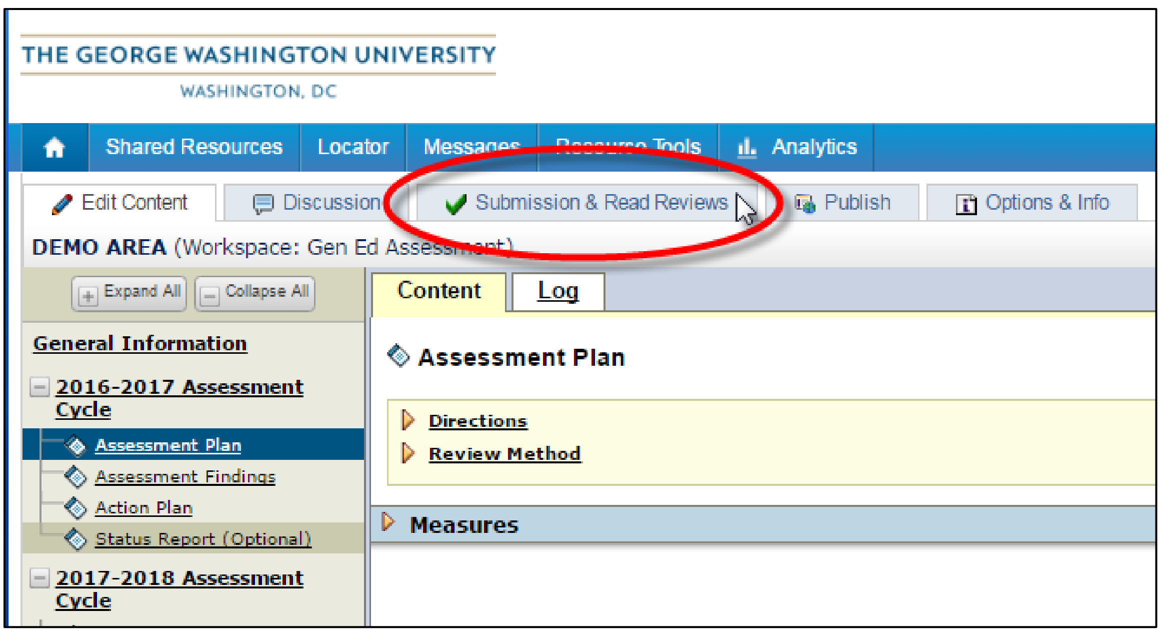
7. The resulting screen will resemble the image below:



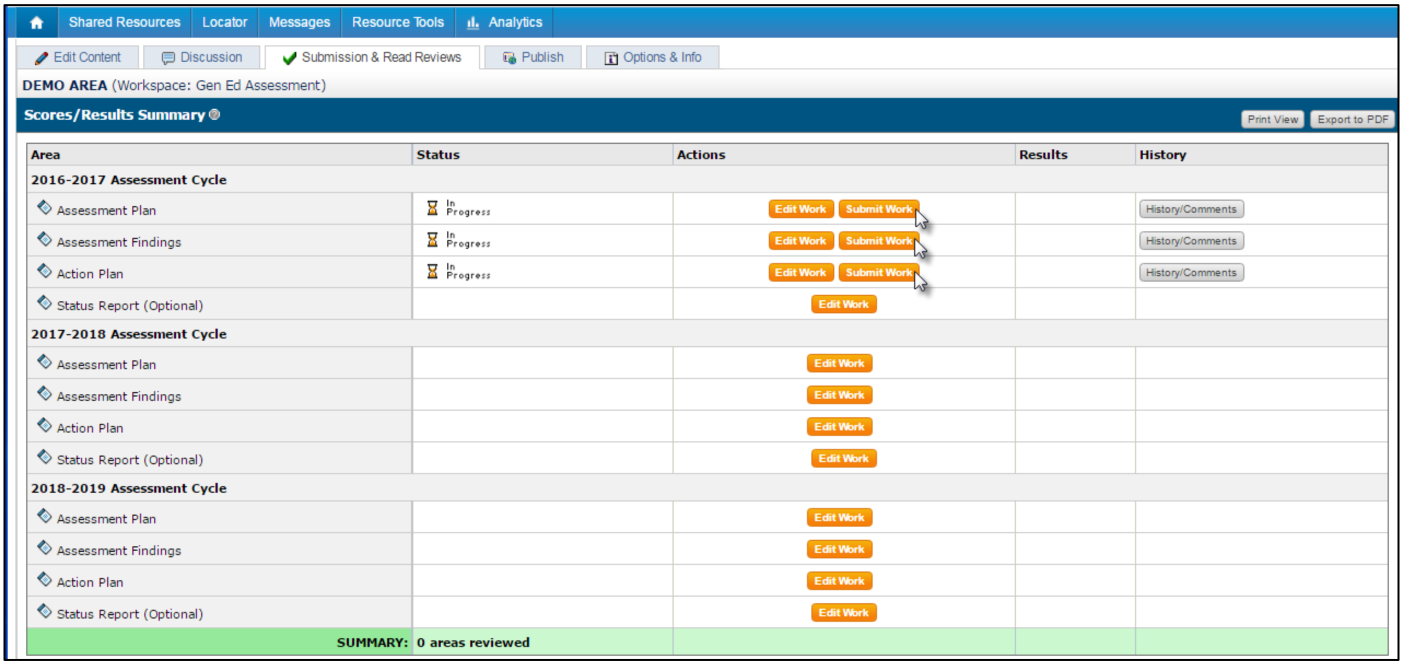
8. Be sure to click the **Check In** button to allow your peers the ability to modify the requirement (i.e. to allow them to update the statuses as time progresses).
    a. Remember, you may leave an optional comment in the log for this requirement.

SUBMISSION & READ REVIEWS TAB

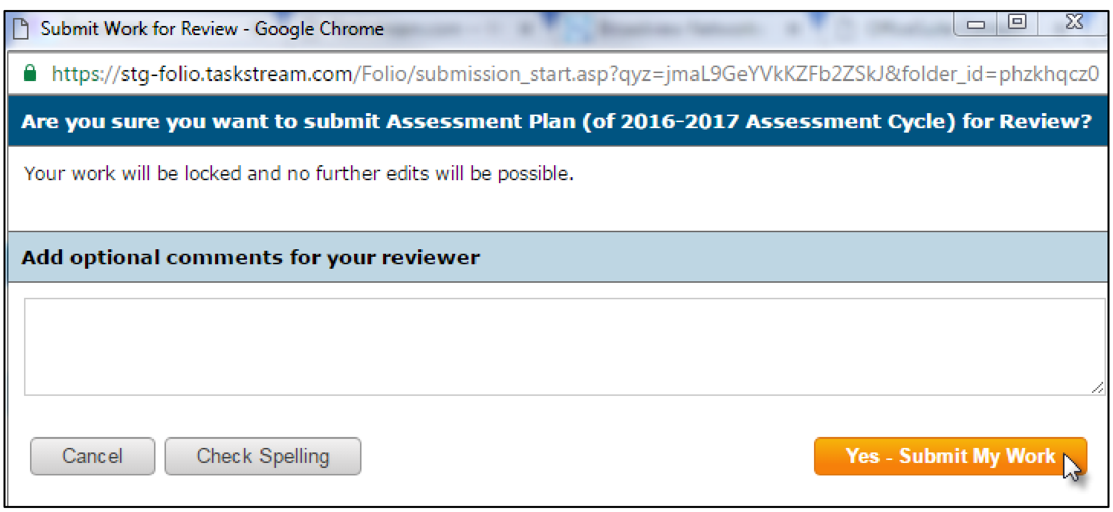
1. After you finish entering data into your requirements, your school may ask you to submit your work for review.
    a. To do this, click on any requirement (no need to check it out), and then choose the **Submission & Read Reviews** tab at the top of your workspace.



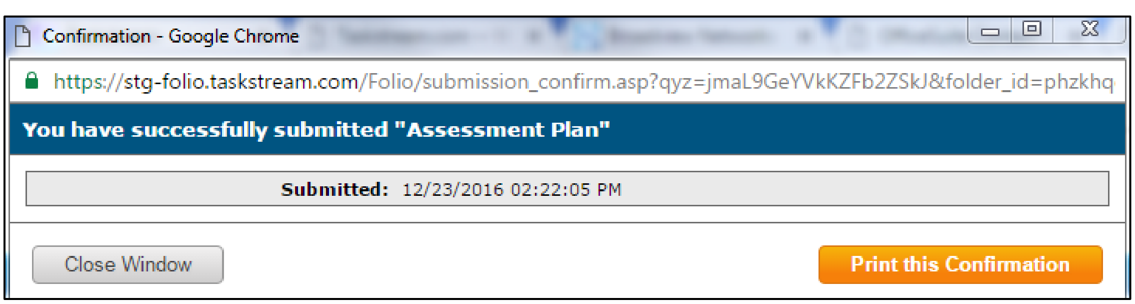
2. The resulting page will display a grid.
    a. If you your school requires you to submit a specific requirement (all of which will be listed in the first column), a corresponding **Submit Work** button will appear in the **Actions** column for that requirement.



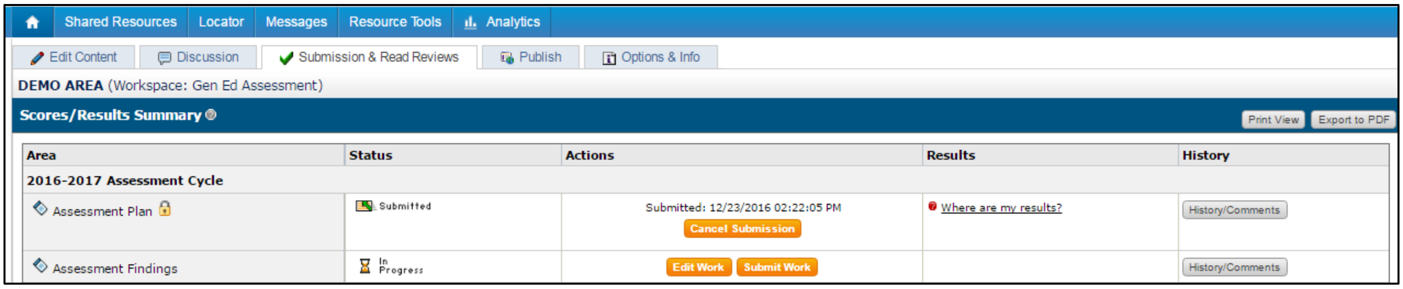
3. When you are ready, click the **Submit** button for the requirement you wish to submit.
    a. The page below will appear → enter comments for the evaluator (optional) and select **Yes – Submit My Work**.



4. Your confirmation page will resemble the picture below, and you have the option of printing the confirmation.



5. Once you submit, you must click the **Cancel Submission** button if you need to edit your work further.
   a. You may **Cancel Submission** before your evaluator views it for the first time
   b. When the evaluator views the work, it will be locked (no edits will be allowed).



REPEATING THE CYCLE

1. After you complete a requirement, you can always edit it by clicking on the requirement's name in the structure tree and checking it out again.
2. After you complete one assessment cycle, you can repeat the steps in the next cycle when you are ready to begin documenting information for that time period.

TASKSTREAM'S MENTORING SERVICES

If you require technical assistance with entering data in your workspace or for login/other issues, you can contact Taskstream's Mentoring Services Support Desk at 800-311-5656 and press 1 for support or send an email to help@taskstream.com.