QuickStart Guide: UW-Eau Claire Co-Curricular Assessment and Operational Plan Workspace
1. To begin, log in to your Taskstream account and access the workspace by clicking on it.

2. Once you click on the workspace title, you will see the structure. This structure has been designed by the University of Wisconsin - Eau Claire and contains several different requirements related to your assessment process.

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

The **Mission Statement** requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace structure.

Once it's selected, you can view the directions and add the required data in the right-hand frame.
On the upper right-hand side, 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.

2. When you click the *Check Out* button, the *Edit* button will appear. Click this to add your mission statement data.

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

Once you have entered the appropriate mission statement, you may click the *Submit* button.
Return to Workspace by clicking *Return to Work Area*.

Be sure to click the *Check In* button, to allow your peers the ability to modify the Mission Statement requirement.

4. When you are ready to move on to the *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 be presented with two buttons and you will want to choose the *Create New Outcome 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.

5. Once you return to the main Goals and Outcomes area, you can start to create Outcomes. To create an Outcome, click 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.

6. After clicking the Back to all outcome sets link, you may map or align your outcomes in the Outcomes requirement to college-level or institutional outcome goals. To do this, click the Map link next to the outcome you wish to map.
You can then click the *Create New Mapping* button.

To map or align your outcomes with global sets, you’ll want to select *Goal sets distributed to…*

Select the appropriate set and click *Continue.*
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.

![Outcome Mapping Example](Image)

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

![Outcome Mapped Example](Image)

7. When you are finished with mapping your outcome sets, you can then move on to the Annual Assessment Report category.

- 7 -
Select the Assessment Report you wish to enter and click the *Check Out* button.

Next, click the *complete this form* link to begin filling out the Annual Assessment Report. *Note: You can also click the *Complete Form* button on the right or the *Form* button at the bottom.*
Fill out your responses in the designated text areas. We recommend clicking the Save Draft button as you go along to save your progress. You can click Save and Return to save your progress and return to the requirement area.

You can repeat these steps for the subsequent Assessment Reports as needed. Be sure to click the Check In button, to allow your peers the ability to modify any requirement you have worked on.

8. Now you may proceed to the cyclical assessment sections (i.e., 2012-2013 Assessment Cycle) to enter your Assessment Plan, Assessment Findings, Operational Plan and Status Report.

Begin by checking out the Assessment Plan requirement.
To create an assessment plan that defines the measures used to assess your student learning outcomes, click the *Create New Assessment Plan* button.

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

Then you may click the *Select Outcomes* 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 that cycle and click the *Continue* button.
Select the outcomes/objectives you wish to assess and then click the *Accept and Return to Plan* button.

9. To add a Measure to an outcome, click the appropriate *Add New Measure* button.
You may then add the details of your measure into the measure data entry screen.

When you click the *Apply Changes* button, you will also have the option to *Add/Edit Attachments and Links* to the Measure.

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

10. Once you have gathered your data, you may select the *Assessment Findings* area and add your assessment data to the system.
To do so, check out the requirement, locate the appropriate Measure, and then click the *Add Findings* button.

You may then enter the details of your assessment findings into the data entry screen.
Once you have entered your data, click the **Submit** button. The resulting screen will look something like this:

![Outcome](image)

11. To create your Operational Plan, select the requirement from the workspace structure and check out the requirement. Then you may click the **Create New Operational Plan** button.

![Actions](image)

Next, click the **Select Outcomes** button under the Actions bar.
Click the *Select Existing Set* button.

Select the Outcome set you wish to assess that cycle and click the *Continue* button.
Select the Outcomes you wish to assess and then click the *Accept and Return to Plan* button.

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

You may wish to select 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 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.

12. 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.

You may then complete the Status Report for that particular action and click submit.
When you click the *Submit* button, the finished result will look something like this:

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.