QuickStart Guide: UW-Eau Claire Program Assessment-Specialty Accredited Programs Workspace
1. To begin, log in to your Taskstream account and access the workspace by clicking on it.

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

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 2012-2018 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 & Program Description requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace structure.
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 goal 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.

You may repeat this process for additional mappings. Once mapped, your outcome(s) will look similar to the screenshot below.
Start by checking out the area and clicking the Create New Curriculum Map button.

Enter your program name for your curriculum map (<Program Name> Curriculum Map) and select your Alignment Set.

Click Ok in the pop-up message and you will be taken to a separate window where you can create the Curriculum Map. Click on the grey arrow to insert a course or activity.
Enter the Course Activity ID, Title and if you want a Description or a link and click the Create button. Using the quick link (circled in red) will insert the course as shown. However, using the Mapping Actions button in the upper left to add courses will insert the course at the top of the list.

Using the legend along the bottom, you can click the area for each goal for that course and indicate if it has been Addressed or Assessed. To remove the setting, click a third time.
Click the Save Now button on the top right corner to save your progress as you go. When you’re ready, you can just close out of the map window. **Save Now**

You can now access/edit your map in the Curriculum Map area or create another map.

8. To create an assessment plan that defines the measures used to assess your student learning outcomes, check out the Assessment Plan Requirement and 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 from outcome sets

Accept and Return to Plan  Select Existing Set

No outcome sets attached.

Accept and Return to Plan

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.
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 the area after you have finished working in it for that session.

8. You are now ready to enter the Assessment Plan specific to the 2012-2018 Standing Requirements.

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.

No outcome sets attached.

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.

On the upper right-hand side of the Assessment Plan requirement for the 2012-2018 Standing Requirements, you will notice a green “due date.” This indicates the date by which the Assessment Plan for this area should be submitted for review.

When you’re ready to Submit for Review, click the Submission & Read Reviews tab.

On the next screen, click the Submit Work button for the Assessment Plan or that corresponds to the area you would like to submit.

10. 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.
The general steps for creating the cyclical Assessment Plan is the same as the Assessment Plan in 2012-2018 Standing Requirements but they are repeated below for reference.

However, in this case you may wish to pull the Assessment Plan created under the 2012-2018 Standing Requirements. To do so, click Copy Existing Plan as a Starting Point.

Select the Assessment Plan you wish to pull in and click Submit.

The previous Assessment Plan will now be pulled into the area.
11. You can then add additional measures for this assessment cycle. (Note: if no additional measures are required, you can skip to the section on entering assessment information). 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 the area after you have finished working in it for that session.

**How to enter findings/assessment results:**

12. 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:

13. For the Use of Results Area, select the requirement from the workspace structure and check out the requirement.

Then you may click the *Create New Operational Plan* button.
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.

14. 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:

![Action Statuses](image)

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.