QuickStart Guide: UW-Eau Claire Program Assessment 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 & 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.

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 university level 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 a goal set, 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.*

![Image of Centennial Goals]

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

![Image of DEMO AREA Outcome Set]

7. Now you can go to the Curriculum Map requirement.
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 (click once) or Assessed (click once more). 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.

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

8. When you are finished with creating your curriculum map, you can then move on to the Annual Assessment Report category.
Select the Assessment Report you wish to enter and click the *Check Out* button. Please note some programs have elected to enter information beginning in the 2012-2013 academic year, however the majority will begin in the 2013-2014 academic year.

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.

9. Now you may proceed to the cyclical assessment section represented by the category 2013-14 thru 17-18 Assessment Cycle to enter your Assessment Plan, Assessment Findings, the Use of Results, and the Status Report. A Document Repository area is also included.

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 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 you wish to assess and then click the *Accept and Return to Plan* button.
10. To add a Measure to an outcome, click the appropriate *Add New Measure* button.

![Outcomes and Measures](image)

You may then add the details of your measure into the measure data entry screen.

![Measure Data Entry Screen](image)

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:**

11. 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:

12. 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.

![Select from outcome sets]

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

![Actions]

You may wish to select to include the Findings for Measure of the objective you selected by checking the checkbox and clicking *Continue*.

![All Findings for Outcome: Outcome 1.1]

- 18 -
You may now populate the Action detail fields with your data.

<table>
<thead>
<tr>
<th>Linked to Findings:</th>
<th>Findings for Measure for Outcome 1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Full Finding Details</td>
<td>Summary of Findings: The findings are...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* Action Item Title:</th>
<th>Title of Action...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information to be Shared:</td>
<td>This consists of...</td>
</tr>
<tr>
<td>Method for Dissemination:</td>
<td>This will be distributed by...</td>
</tr>
<tr>
<td>Share Results-Stakeholders:</td>
<td>Results...</td>
</tr>
<tr>
<td>Timeline:</td>
<td>The time needed...</td>
</tr>
<tr>
<td>Priority Level:</td>
<td>Medium</td>
</tr>
</tbody>
</table>

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.

13. 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.


![2013-14 thru 17-18 Assessment Cycle](image)

After checking out the area, several buttons will appear at the bottom. The Attachments button is used to attach documents.
On the next screen, Click Browse (or Choose File for some computers) on the left side.

Find the file on your computer, select it, and click Open.
Click the Add File button at the base of the Add New Attachment box.

Once the file is uploaded, you may click Browse (or Choose File) again to attach another document, or Save and Return to go back to the Workspace Area.