

TEXAS A&M UNIVERSITY-TEXARKANA™

Step-by-Step Taskstream Outcomes Submission Guide



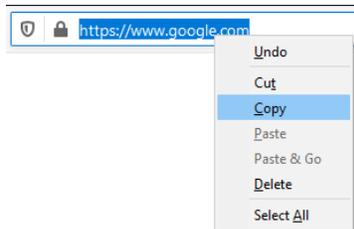
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Allow Pop-ups in Chrome

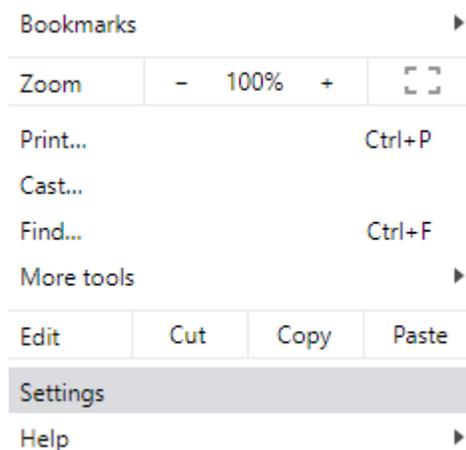
1 Highlight the web address of the current page, right click, and click COPY.



2 Click the three vertical circles in the top right corner.



3 Click SETTINGS.

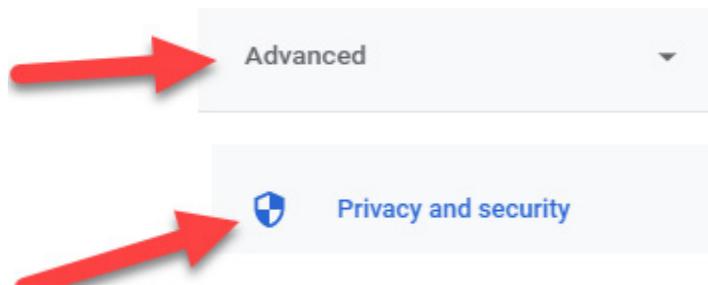




Allow Pop-ups in Chrome

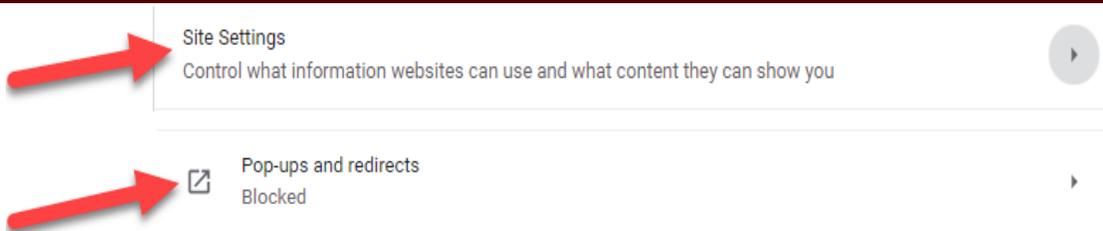
4

Click ADVANCED, then PRIVACY AND SECURITY.



5

Click SITE SETTINGS, then POP-UPS AND REDIRECTS.



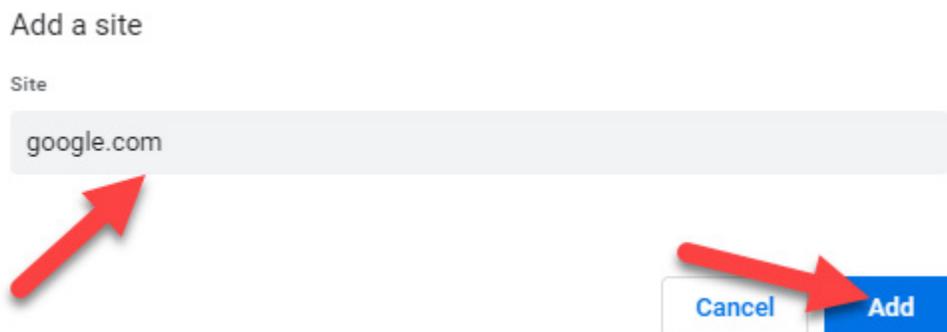
6

Click ADD.



7

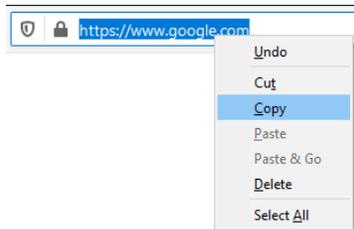
Paste the website in the SITE bar and click ADD.



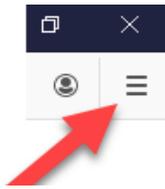


Allow Pop-ups in Firefox

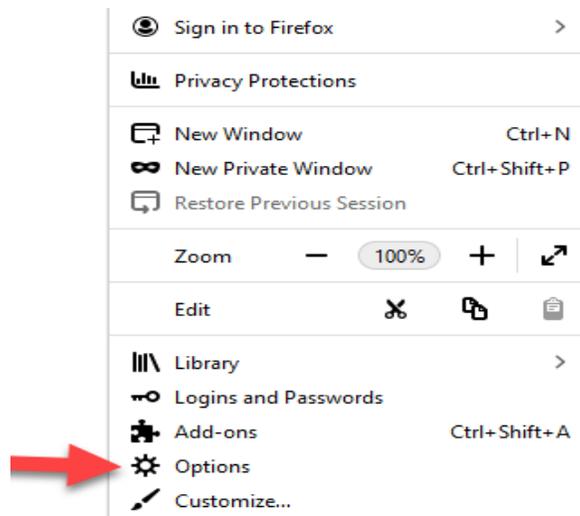
1 Highlight the web address of the current page, right click, and click COPY.



2 Click the three horizontal bars in the top right corner.



3 Select OPTIONS.

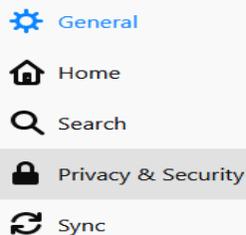




Allow Pop-ups in Firefox

4

Click on PRIVACY AND SECURITY.



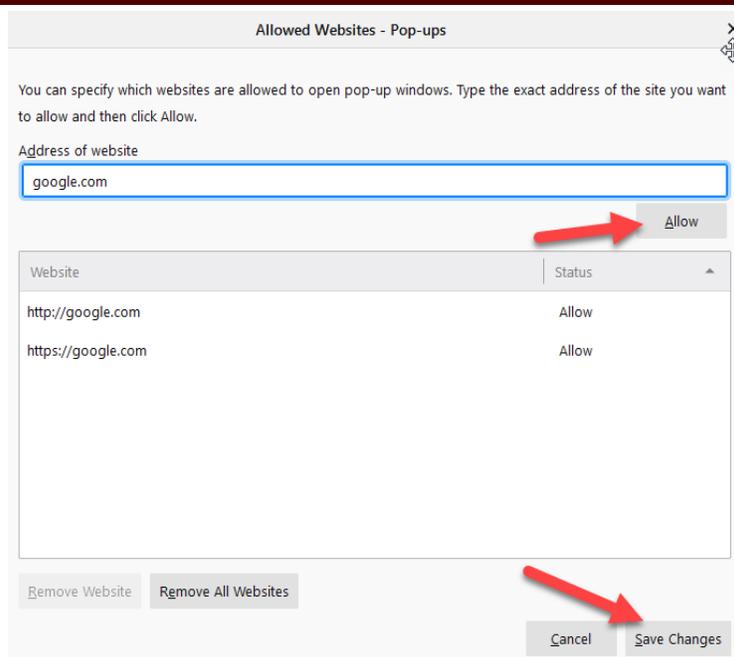
5

Scroll down to BLOCK POP-UP WINDOWS and click on EXCEPTIONS.



6

Paste the website in the ADDRESS OF WEBSITE bar, click ALLOW, and click SAVE CHANGES.



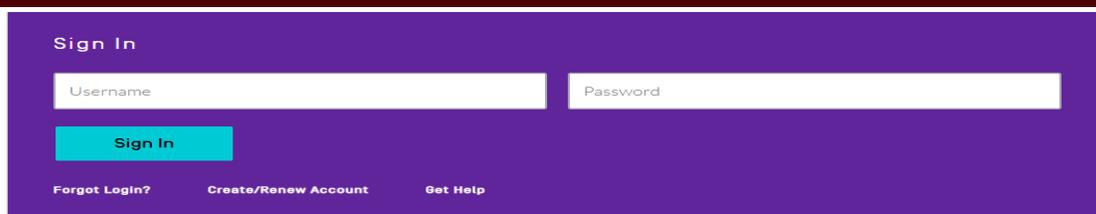


Taskstream Login

1 Navigate to LOGIN.TASKSTREAM.COM in your web browser



2 Enter your username (your @tamut.edu email) and your password



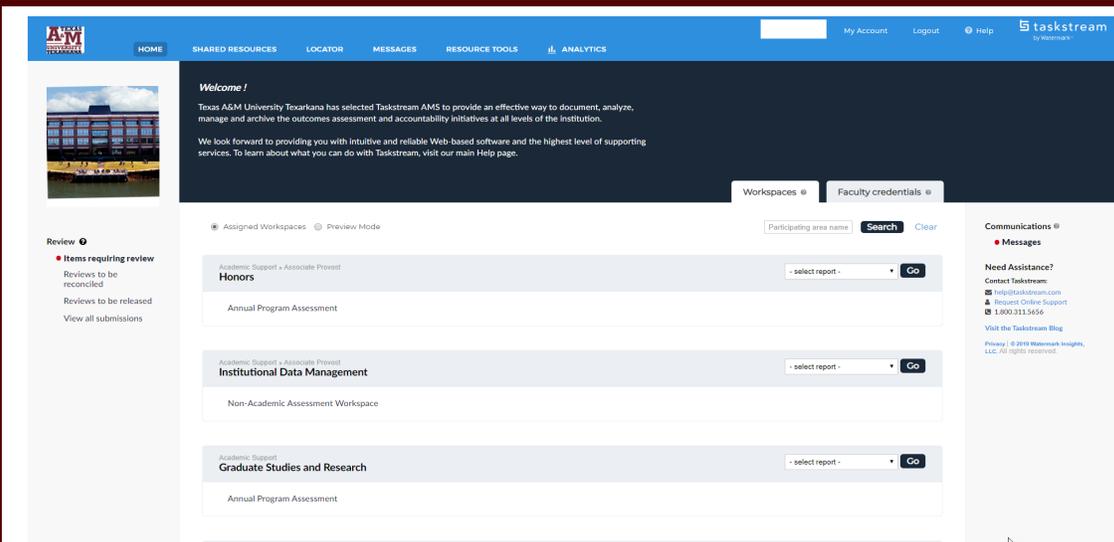
3 If you forgot your password, click FORGOT LOGIN. A link will be sent to your email.



4 If this does not work, contact Taskstream using the Get Help button.



5 Once successfully logged in, you will be at the main page.



Taskstream Workspace Guide

1 Once logged in, find your program.

Academic Support » Associate Provost
Honors

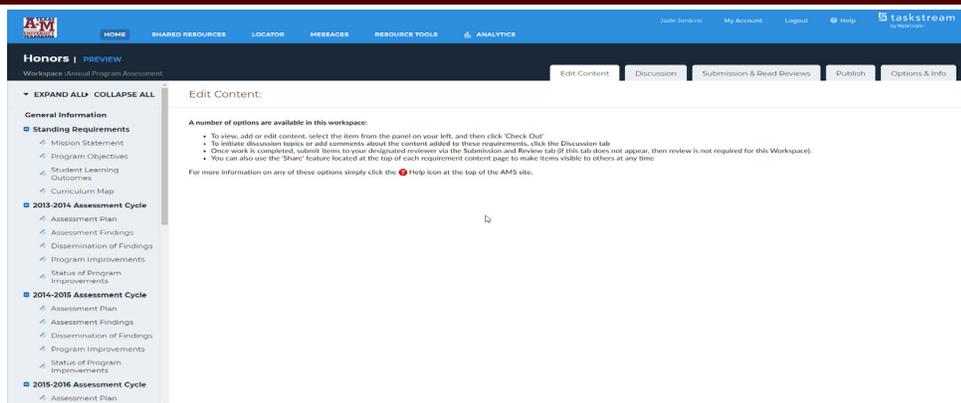
Annual Program Assessment

2 Click on ANNUAL PROGRAM ASSESSMENT or NON-ACADEMIC ASSESSMENT.

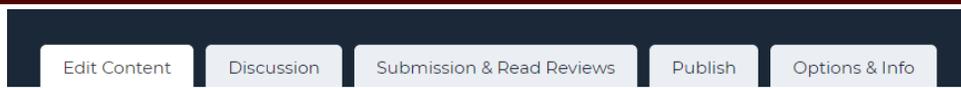
Annual Program Assessment

Non-Academic Assessment Workspace

3 Your workspace should look similar to the picture below.



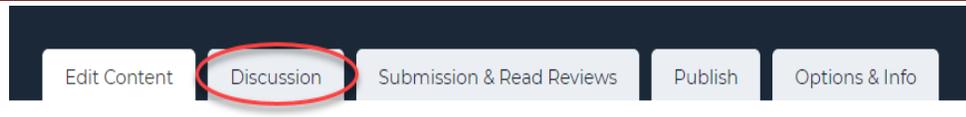
4 In the top right you will find the following tabs.



Taskstream Workspace Guide

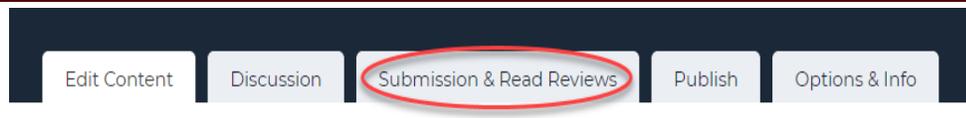
5

DISCUSSION enable you to create forum discussions on topics related to your content.



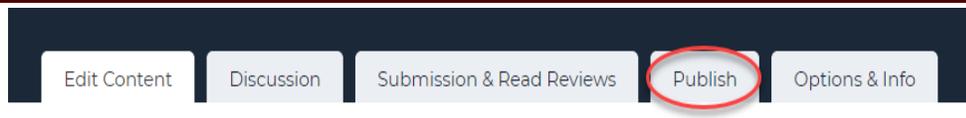
6

SUBMISSION & READ REVIEWS enable you to view the status of components of your assessments.



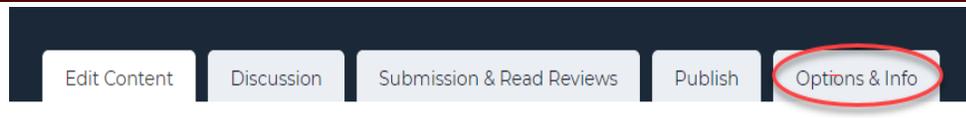
7

PUBLISH can be used to share your work with others.



8

OPTIONS & INFO provides information on your workspace and displays levels of access with others.



Taskstream Workspace Guide

9

Most of your time will be spent within the EDIT CONTENT tab.



10

Review SETUP YOUR LEARNING OUTCOMES documents before progressing.

Setup your Learning Outcomes

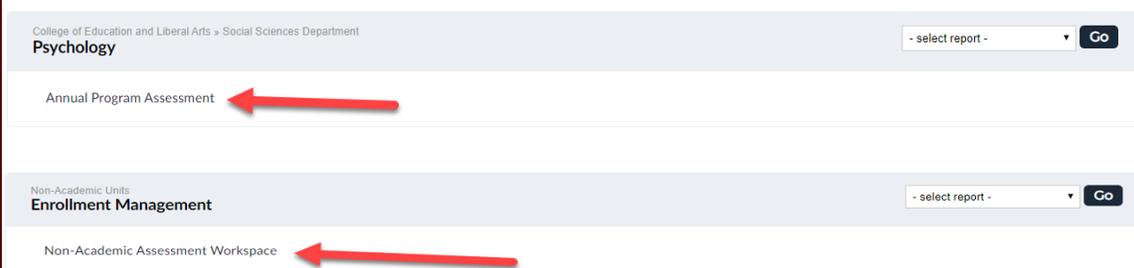
Mission Statements

In this section, you will provide a statement that states the core mission and purpose of the department. Administrative departments should also (a) describe key services provided in support of the university's mission, and (b) identify the primary group(s) you serve or that benefit from your service.

1 Find your department's workspace



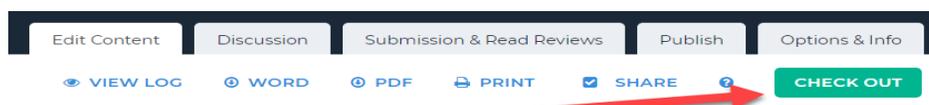
2 Click either 'Annual Program Assessment' or 'Non-academic Assessment Workspace'



3 Click 'Mission Statement'



4 Click 'Check out'



Mission Statements

In this section, you will provide a statement that states the core mission and purpose of the department. Administrative departments should also (a) describe key services provided in support of the university's mission, and (b) identify the primary group(s) you serve or that benefit from your service.

5 Click the Edit button

- Directions
- Review Method

 Edit

6 Enter Mission Statement in text Box and Click Submit

Mission Statement

< CANCEL & BACK

SUBMIT

Mission Statement Text :
(Max. 7000 chars)

The mission of the psychology department is to provide a diverse, dynamic, and personalized learning environment to students in undergraduate and graduate education. |

Check Spelling

Character Count

7 Check the box for the area you want this to apply and click Apply Changes button.

Check all areas to update (if any) :

Annual Program Assessment Template (Annual Program Assessment)

2013-2014 Assessment Cycle: Assessment Plan
Last modified 04/02/2015 11:26:06 AM

2014-2015 Assessment Cycle: Assessment Plan
Last modified 04/02/2015 11:30:13 AM

NO UPDATES REQUIRED

APPLY CHANGES

8 Click 'Return to Work Area'

Confirmation

The Mission Statement has been updated .

◊ [Return to Work Area](#)

Mission Statements

In this section, you will provide a statement that states the core mission and purpose of the department. Administrative departments should also (a) describe key services provided in support of the university's mission, and (b) identify the primary group(s) you serve or that benefit from your service.

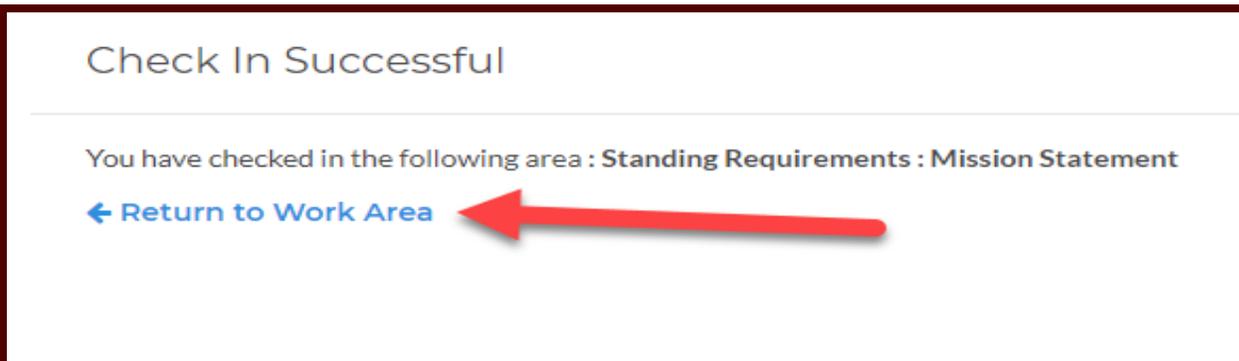
9

Click the Check In button



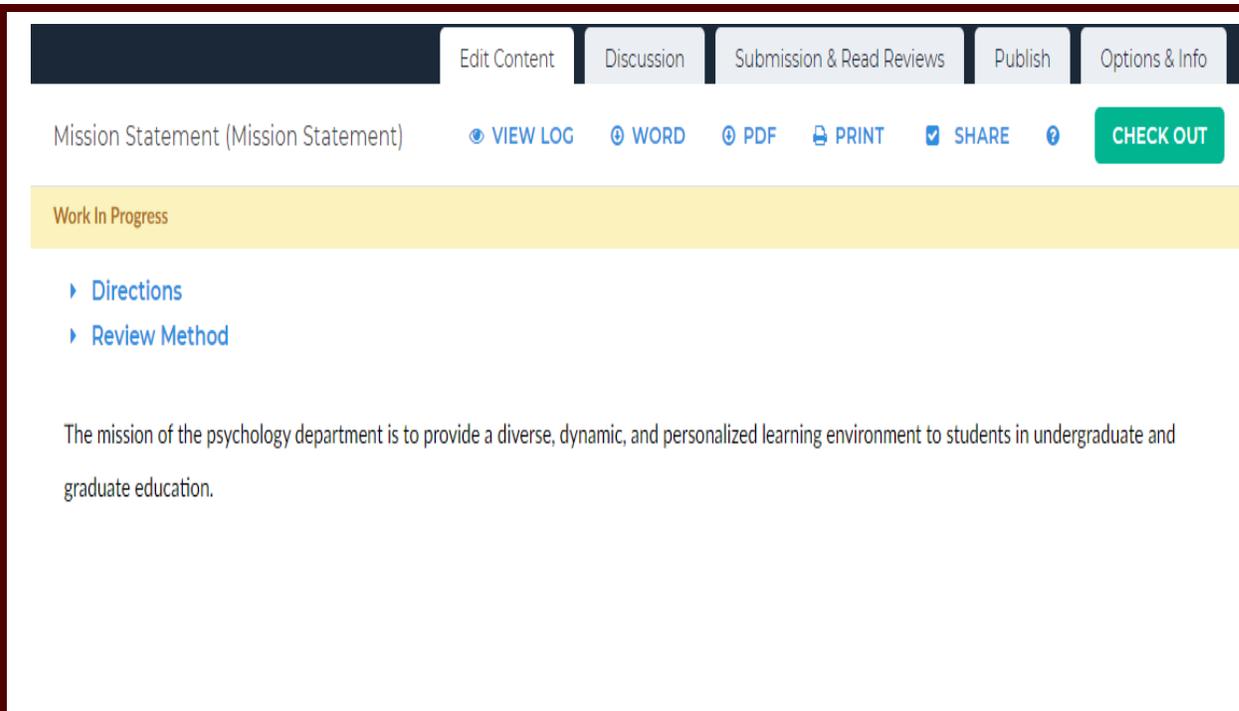
10

Click Return to Work Area



11

If all these steps were followed correctly, your screen should look similar to the image below.



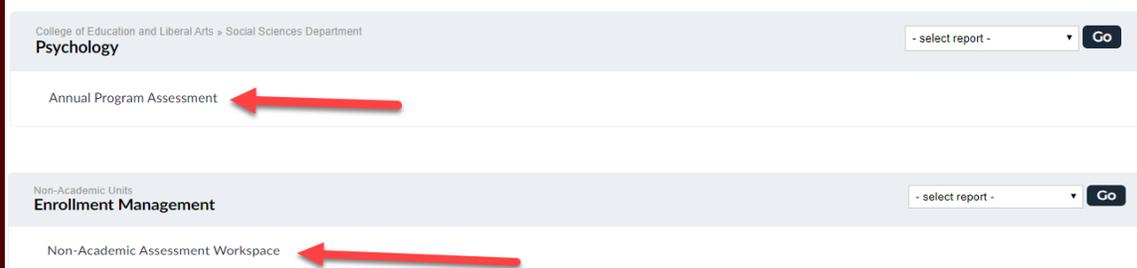
Program Objectives

In this section, you should describe your department's plans to achieve your mission. You should also describe what you expect graduates to accomplish after they leave your program.

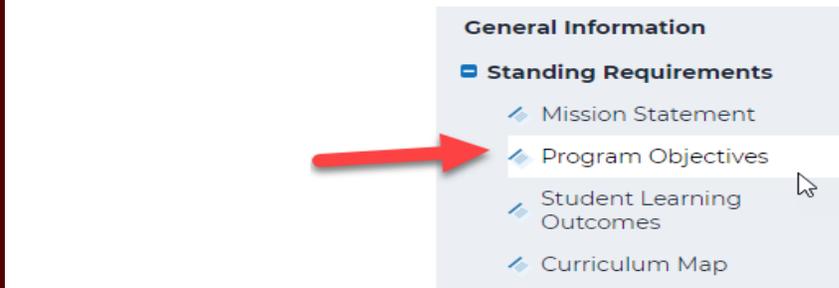
1 Find your department's workspace



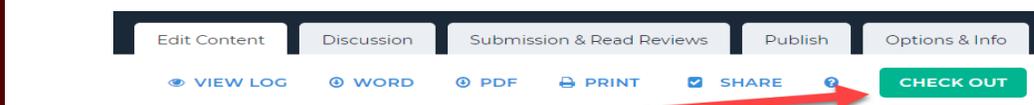
2 Click either 'Annual Program Assessment' or 'Non-academic Assessment Workspace'



3 Click 'Program Objectives'



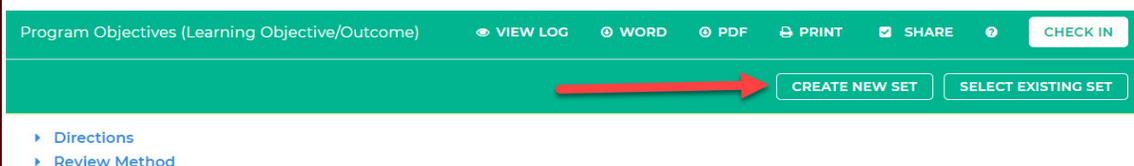
4 Click 'Check out'



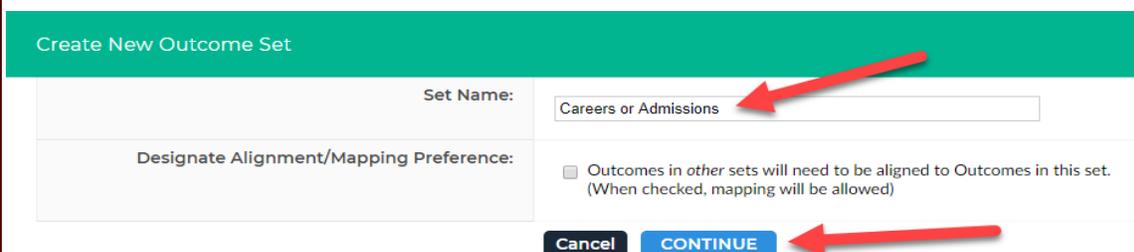
Program Objectives

In this section, you should describe your department's plans to achieve your mission. You should also describe what you expect graduates to accomplish after they leave your program.

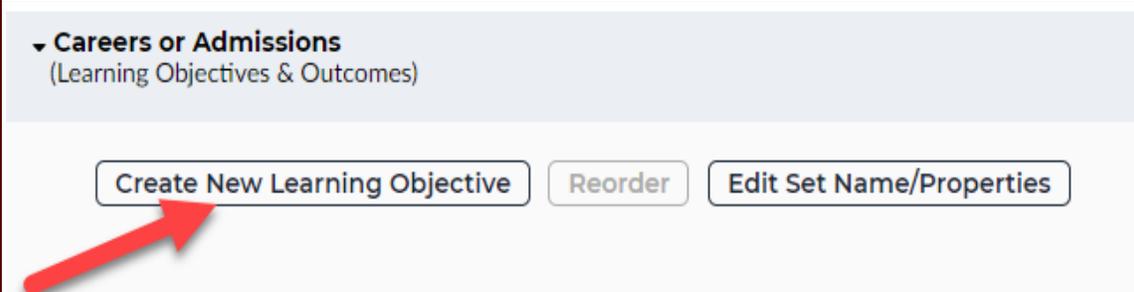
5 Click Create New Outcome Set Button



6 Write your set name in the text box and click Continue



7 Click Create New Learning Objective button

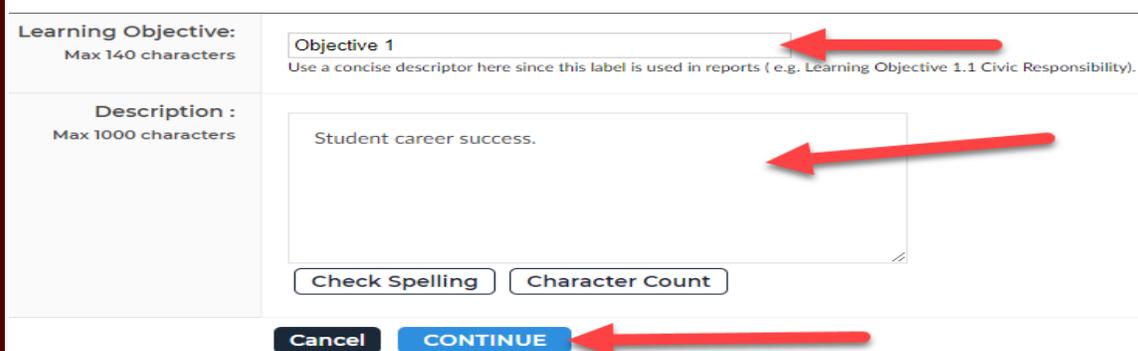


Program Objectives

In this section, you should describe your department's plans to achieve your mission. You should also describe what you expect graduates to accomplish after they leave your program.

8

Enter Learning Objective Title and Description into text boxes and click Continue



Learning Objective:
Max 140 characters

Objective 1
Use a concise descriptor here since this label is used in reports (e.g. Learning Objective 1.1 Civic Responsibility).

Description :
Max 1000 characters

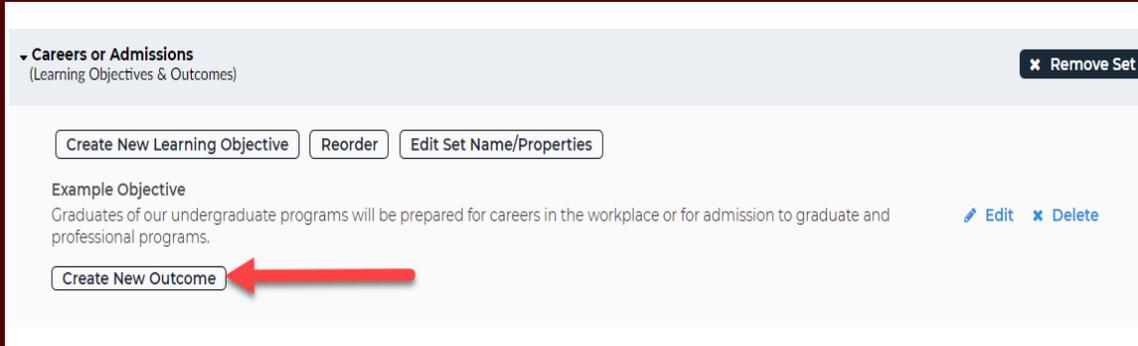
Student career success.

Check Spelling Character Count

Cancel CONTINUE

9

Click Create New Outcome button



▼ Careers or Admissions
(Learning Objectives & Outcomes) Remove Set

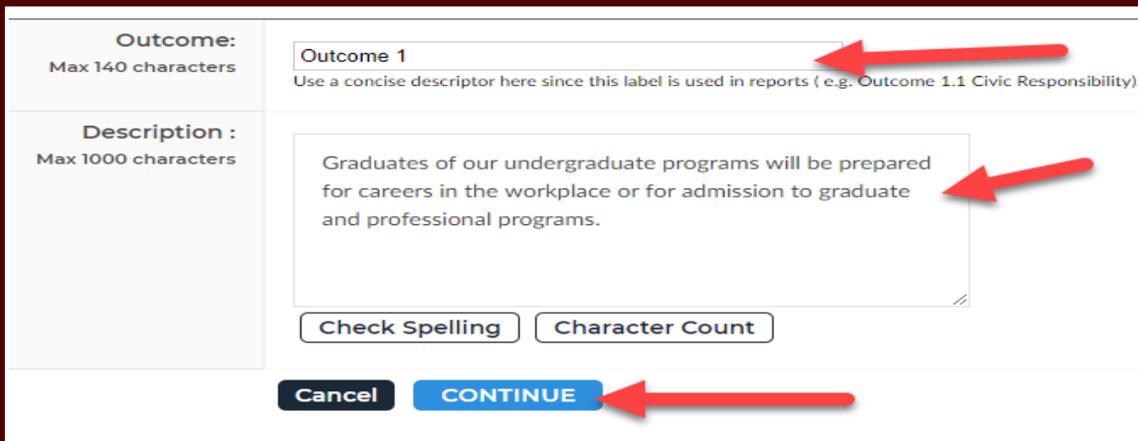
Create New Learning Objective Reorder Edit Set Name/Properties

Example Objective
Graduates of our undergraduate programs will be prepared for careers in the workplace or for admission to graduate and professional programs. Edit Delete

Create New Outcome

10

Enter Title and Description of Outcomes into text boxes and click Continue



Outcome:
Max 140 characters

Outcome 1
Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Description :
Max 1000 characters

Graduates of our undergraduate programs will be prepared for careers in the workplace or for admission to graduate and professional programs.

Check Spelling Character Count

Cancel CONTINUE

Program Objectives

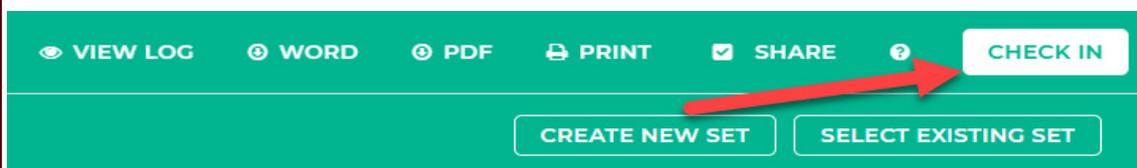
In this section, you should describe your department's plans to achieve your mission. You should also describe what you expect graduates to accomplish after they leave your program.

11 Click Back to all outcomes sets.

- [Add mapping](#)
- [Add another outcome](#)
- [Back to all outcome sets](#)



12 Click the Check In button



13 Click Return to Work Area

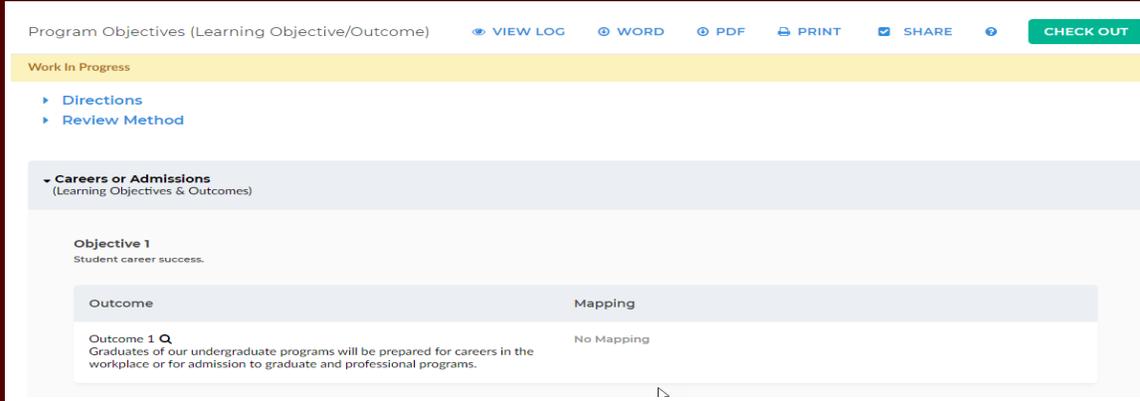
Check In Successful

You have checked in the following area : Standing Requirements : Program Objectives

[← Return to Work Area](#)



14 Your screen should look similar to the image below

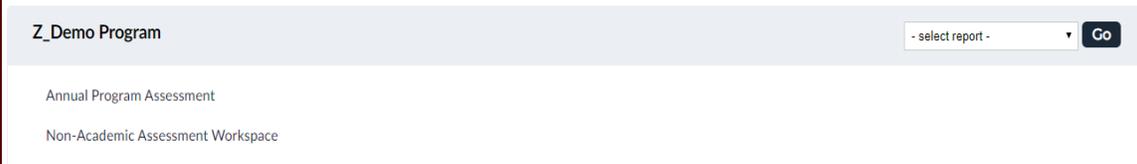


Operational Outcomes

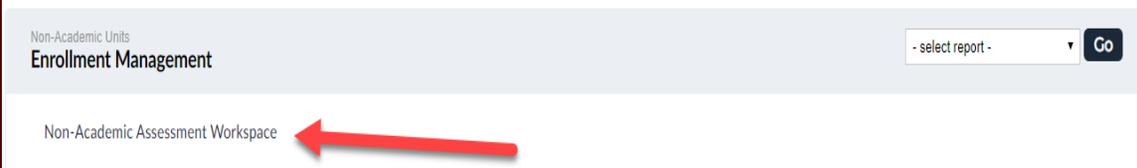
(Administrative Departments only)

In this section you should describe 3-5 Operational Outcomes which reflect the core functions and purpose of your unit. Please describe them in the present tense. You may also include an additional section on Strategic Outcomes, which are future-oriented results based on planned activity or changes in your unit. Inclusion of Strategic Outcomes is encouraged, but not required.

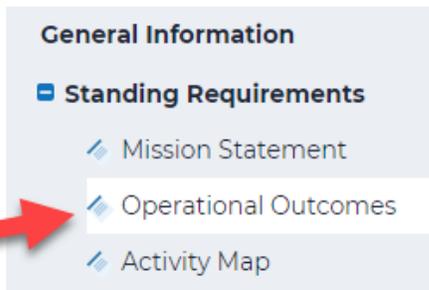
1 Find your department's workspace



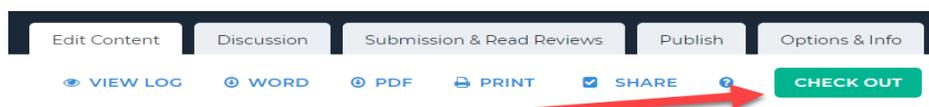
2 Click Non-academic Assessment Workspace



3 Click 'Operational Outcomes'



4 Click 'Check out'

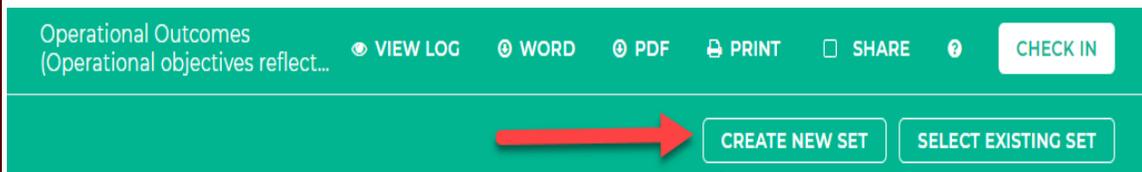


Operational Outcomes

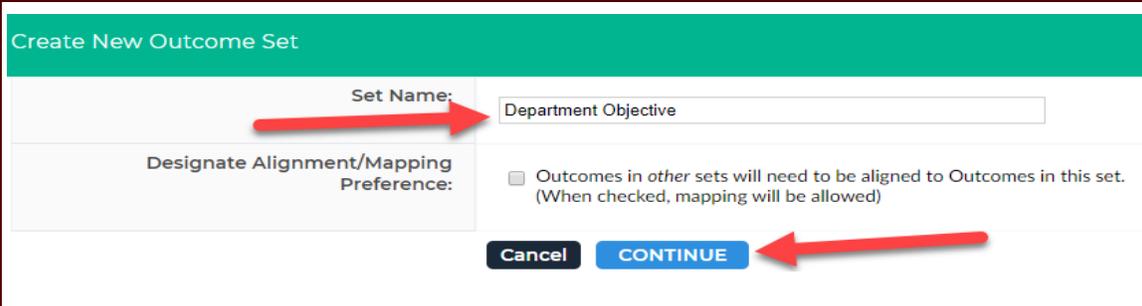
(Administrative Departments only)

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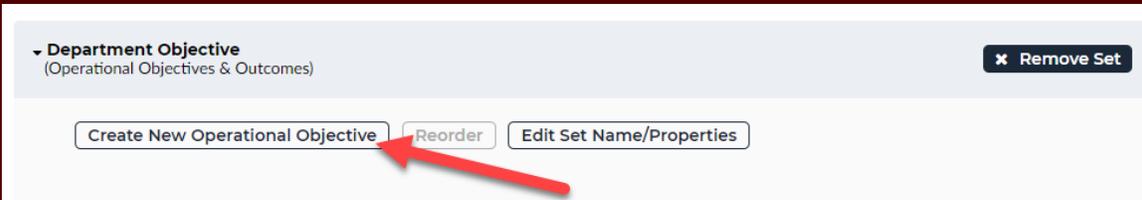
5 Click Create New Set button



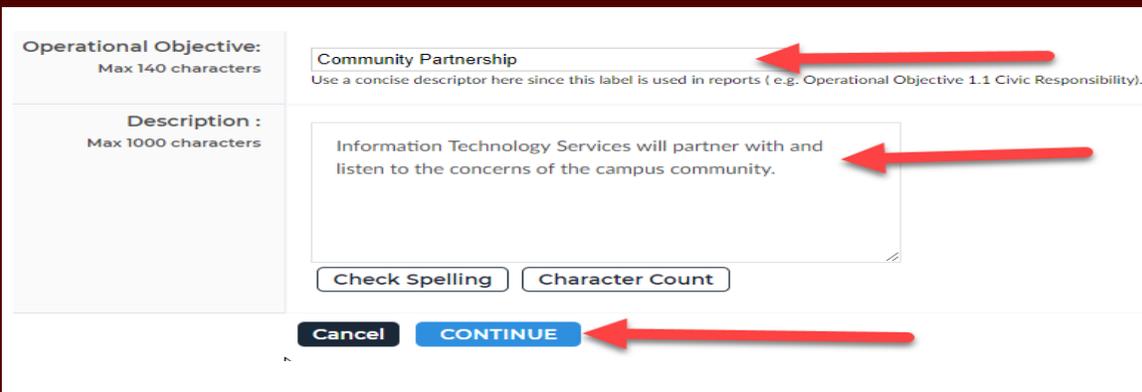
6 Type your set name in the text box and click Continue



7 Click Create New Operational Objective button



8 Enter Learning Objective Title and Description into text boxes and click Continue

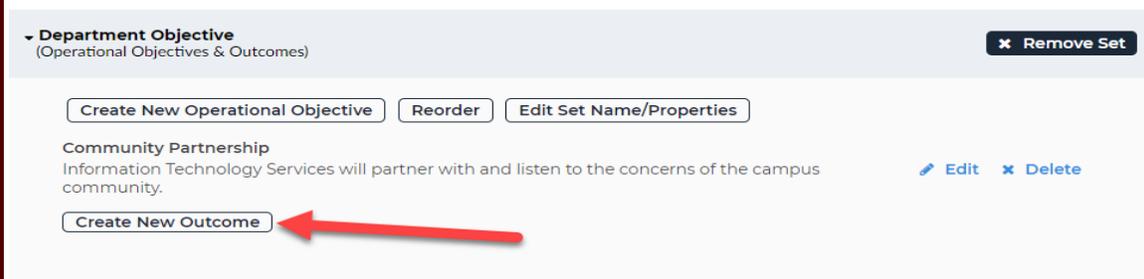


Operational Outcomes

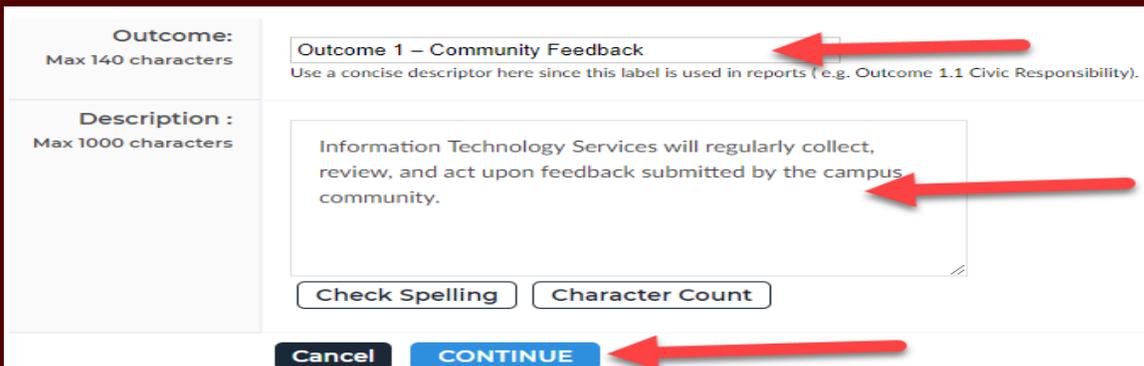
(Administrative Departments only)

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9 Click Create New Outcome button



10 Enter Title and Description of Outcome into text boxes and click Continue



11 Click Back to all outcome sets

- [Add mapping](#)
- [Add another outcome](#)
- [Back to all outcome sets](#)

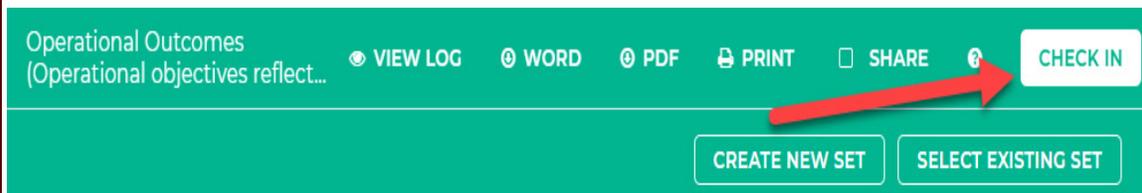
Operational Outcomes

(Administrative Departments only)

In this section you should describe 3-5 Operational Outcomes which reflect the core functions and purpose of your unit. Please describe them in the present tense. You may also include an additional section on Strategic Outcomes, which are future-oriented results based on planned activity or changes in your unit. Inclusion of Strategic Outcomes is encouraged, but not required.

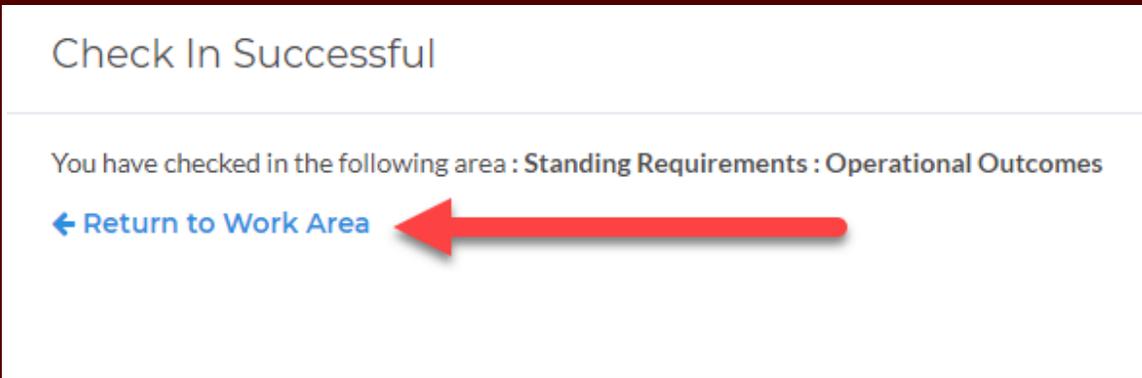
12

Click the Check In button



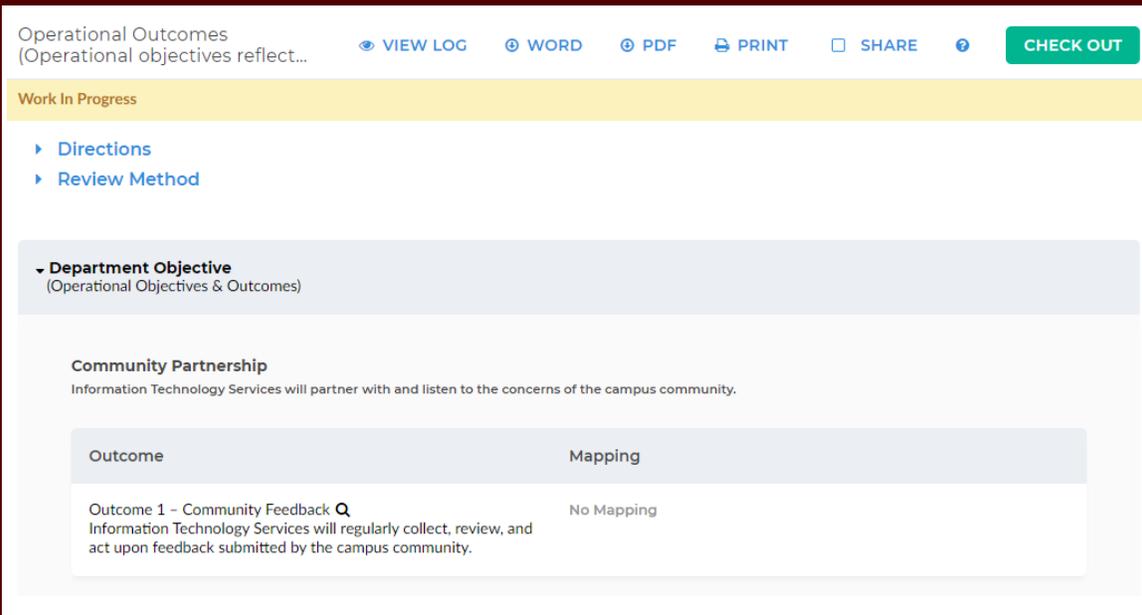
13

Click Return to Work Area



14

This is what your screen should look like if you've followed these steps correctly



Student Learning Outcomes

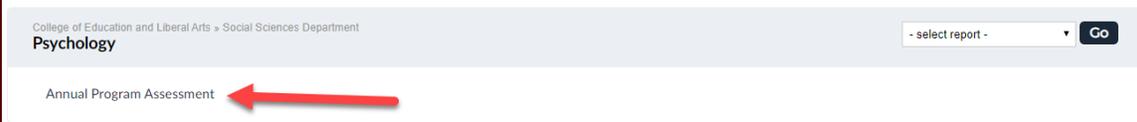
(Academic Programs only)

This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

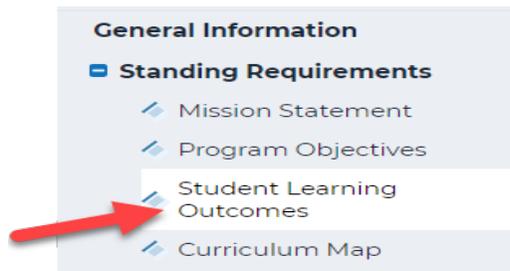
1 Find your department's workspace



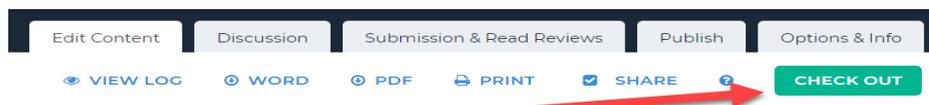
2 Click either 'Annual Program Assessment' or 'Non-academic Assessment Workspace'



3 Click 'Student Learning Outcomes'



4 Click 'Check out'

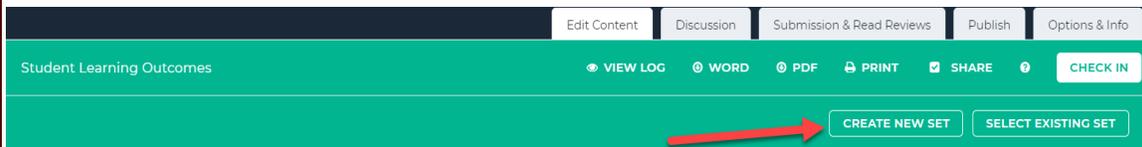


Student Learning Outcomes

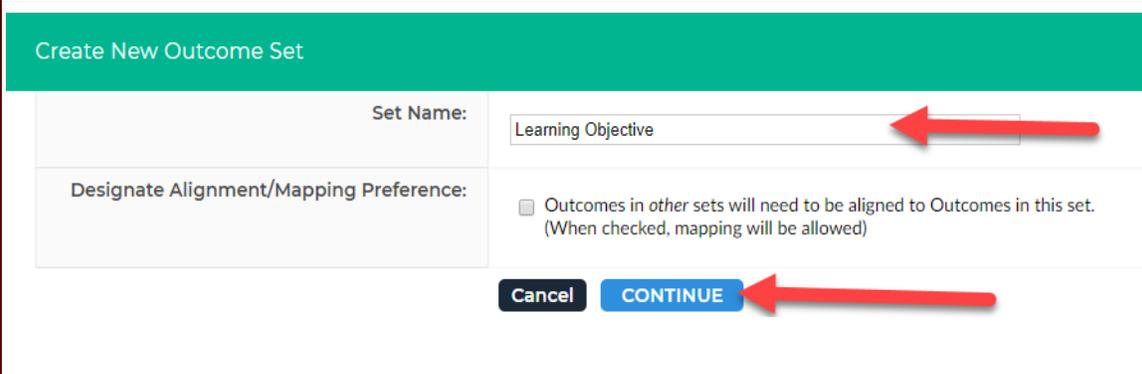
(Academic Programs only)

This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

5 Click 'Create New Set'



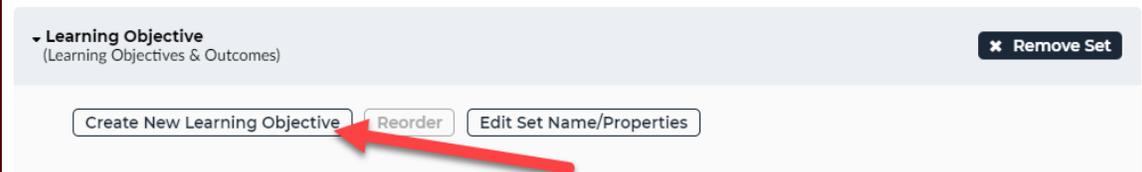
6 Name your set and click Continue'



7 Scroll to the bottom of the page to find your new set



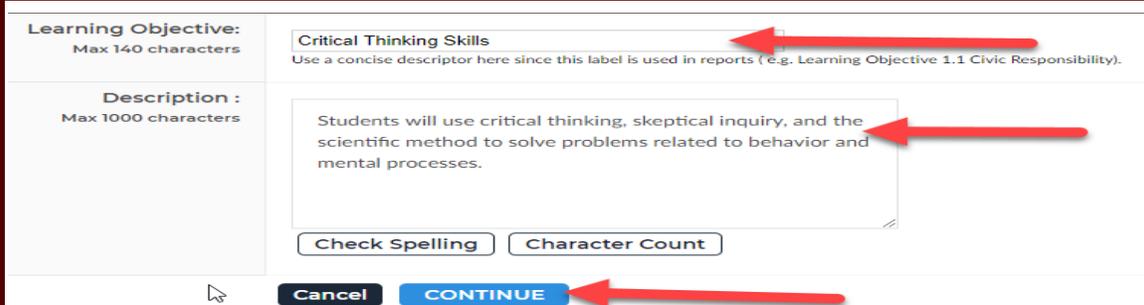
8 Click Create New Learning Objective



Student Learning Outcomes (Academic Programs only)

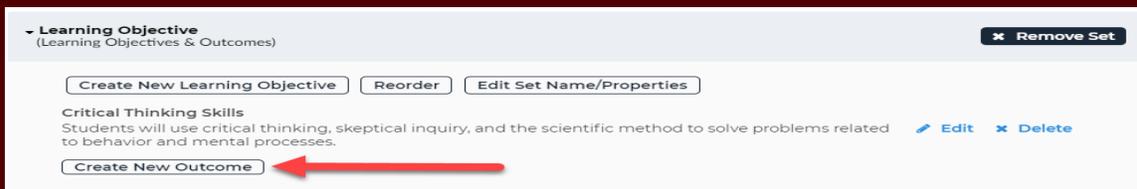
This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

9 Type your Learning Objective and Description in the text box and click Continue



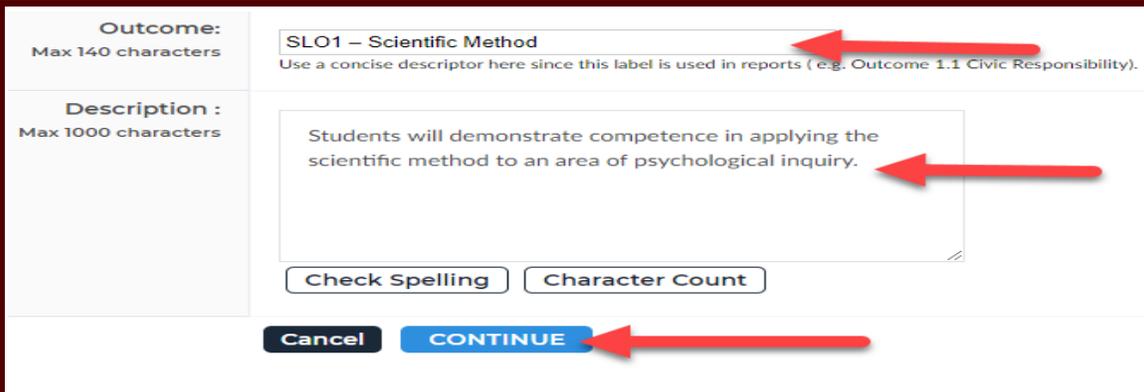
The screenshot shows a form for creating a Learning Objective. It has two main sections: 'Learning Objective: Max 140 characters' and 'Description: Max 1000 characters'. The 'Learning Objective' field contains the text 'Critical Thinking Skills' with a red arrow pointing to it. Below this field is a note: 'Use a concise descriptor here since this label is used in reports (e.g. Learning Objective 1.1 Civic Responsibility)'. The 'Description' field contains the text 'Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.' with a red arrow pointing to it. Below the description field are two buttons: 'Check Spelling' and 'Character Count'. At the bottom of the form are two buttons: 'Cancel' and 'CONTINUE', with a red arrow pointing to the 'CONTINUE' button.

10 Click Create New Outcome



The screenshot shows a list of Learning Objectives. The first one is 'Critical Thinking Skills' with a description: 'Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.' Below the description is a 'Create New Outcome' button with a red arrow pointing to it. Other buttons visible are 'Create New Learning Objective', 'Reorder', and 'Edit Set Name/Properties'. There are also 'Edit' and 'Delete' buttons for the current Learning Objective.

11 Enter the Title and Description and click Continue



The screenshot shows a form for creating an Outcome. It has two main sections: 'Outcome: Max 140 characters' and 'Description: Max 1000 characters'. The 'Outcome' field contains the text 'SLO1 – Scientific Method' with a red arrow pointing to it. Below this field is a note: 'Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility)'. The 'Description' field contains the text 'Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.' with a red arrow pointing to it. Below the description field are two buttons: 'Check Spelling' and 'Character Count'. At the bottom of the form are two buttons: 'Cancel' and 'CONTINUE', with a red arrow pointing to the 'CONTINUE' button.

12 Click 'Add mapping' to align your outcome

- Add mapping
- Add another outcome
- Back to all outcome sets

Student Learning Outcomes (Academic Programs only)

This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

13 Click on the drop down bar

14 Select Goal sets distributed from the drop down window

15 Click Go

16 Align your learning outcomes to Texas Core or Texas A&M SLOs and click Continue

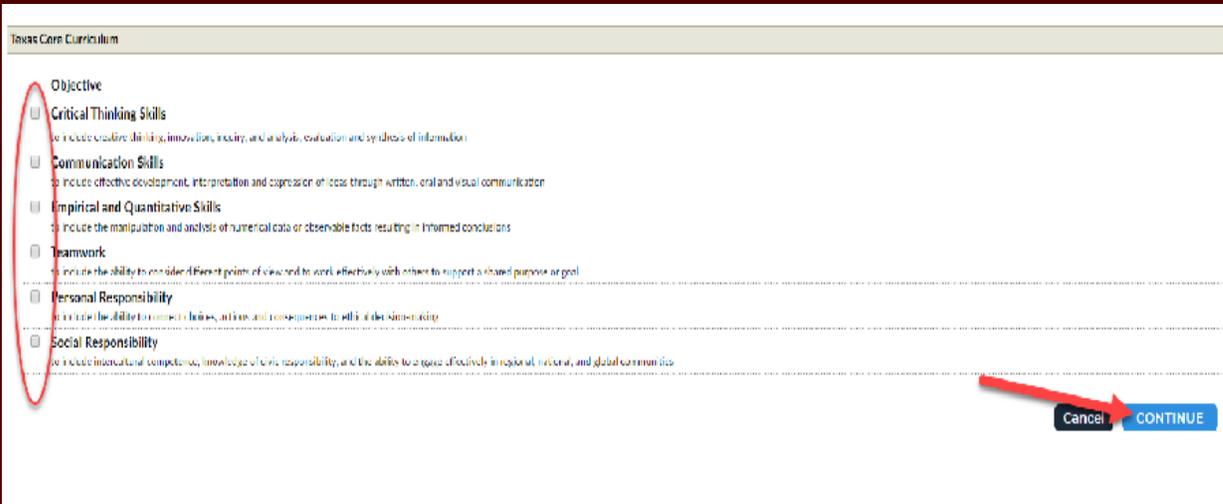
Student Learning Outcomes

(Academic Programs only)

This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

17

Check the box that is the most relevant to your content and click 'Continue'



Texas Core Curriculum

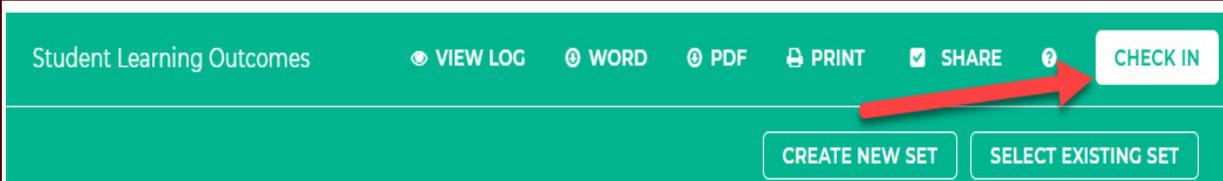
Objective

- Critical Thinking Skills**
to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills**
to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills**
to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork**
to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility**
to include the ability to assess choices, actions, and consequences to inform decision-making
- Social Responsibility**
to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Cancel CONTINUE

18

Click Check In



Student Learning Outcomes

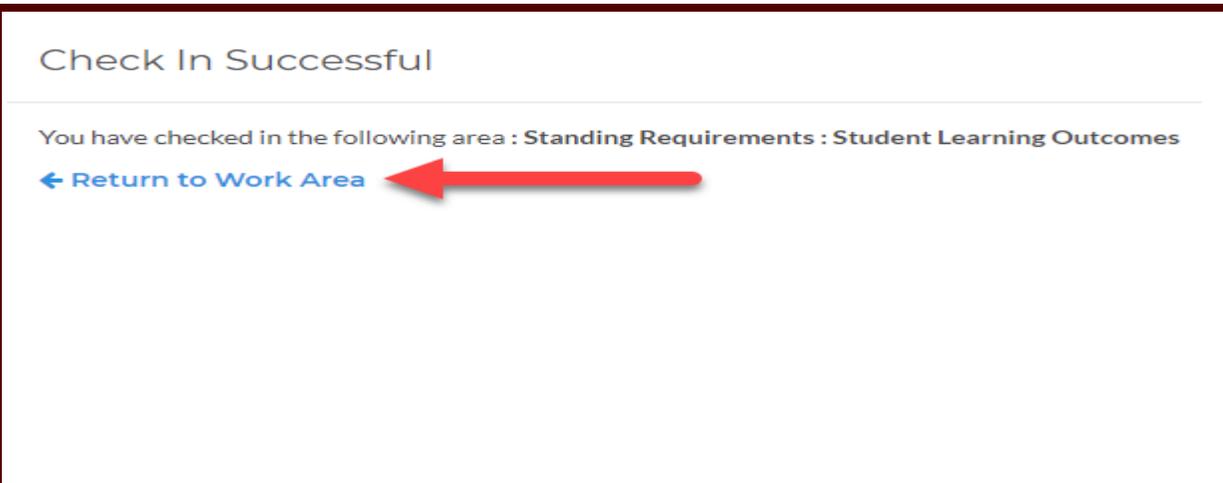
VIEW LOG WORD PDF PRINT SHARE

CHECK IN

CREATE NEW SET SELECT EXISTING SET

19

Click Return to Work Area



Check In Successful

You have checked in the following area : Standing Requirements : Student Learning Outcomes

[← Return to Work Area](#)

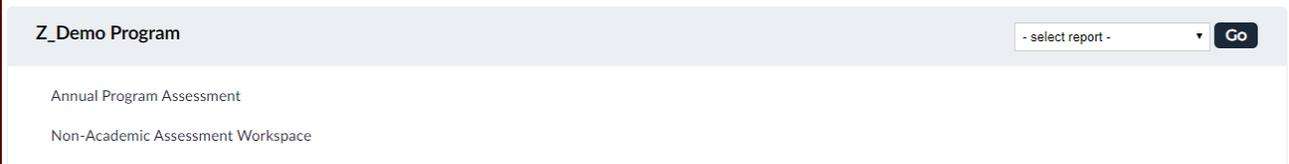
taskstream

Curriculum Map

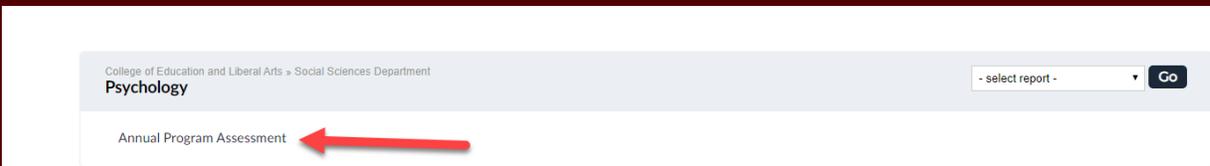
(Academic only)

In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

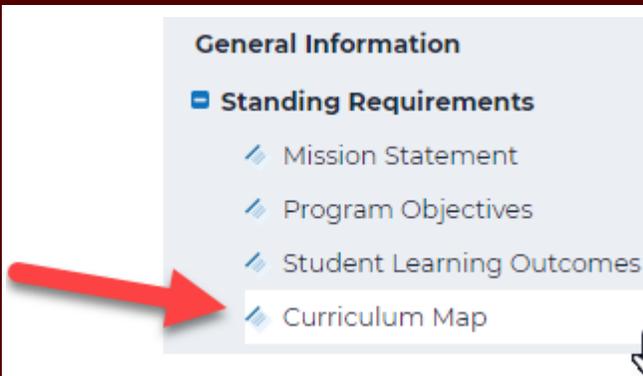
1 Find your department's workspace



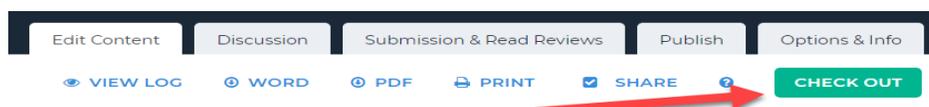
2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Curriculum Map



4 Click 'Check out'



taskstream

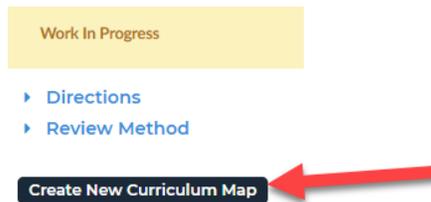
Curriculum Map

(Academic only)

In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

5

Click Create New Curriculum Map



6

Type in Title (the name of your department) and Description (description of department)

New Map Title :
(Max 100 Chars)

Description :

7

Click the Select button that matches the Student Learning Outcomes you entered

Select Alignment Set :

View sets available within Z_Demo Program

- Careers or Admissions
- Demo Student Learning Outcomes
- Department Objective
- Learning Objective

taskstream Curriculum Map (Academic only)

In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

8

A pop-up window with your map should emerge.

The screenshot shows the 'Psychology' curriculum map interface. At the top right, there are 'ACTIONS' and 'SAVE NOW' buttons. Below the course title, there are checkboxes for 'Show Outcome Descriptions' and 'Show Course/Activity Detail'. The main content area is divided into sections for learning objectives: 'Critical Thinking Skills' (Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.), 'SLO1 - Scientific Method' (Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.), 'SLO2 - Theory Evaluation' (Students will compare, contrast, and critically evaluate foundational theories of psychology.), and 'SLO3 - Use of Sources' (Students will identify and critically use high-quality sources to strengthen arguments.). At the bottom, there is a section for 'Courses and Learning Activities' with a blue plus sign icon and a message: 'No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.'

9

Click the blue plus sign next to Courses and Learning Activities

This is a close-up of the 'Courses and Learning Activities' section from the previous screenshot. A red arrow points to the blue plus sign icon on the left side of the section header. Below the header, there is a light blue box containing a lightbulb icon and the text: 'No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.'

10

Fill out Course/Activity ID, Title, and Description, then click the Create button.

Create a New Course or Activity

The screenshot shows the 'Create a New Course or Activity' form. It has four main input fields: 'Course/Activity ID' (with 'Psych 101' entered and '(Max 15 Chars)' below), 'Course/Activity Title' (with 'Paper' entered and '(Max 100 Chars)' below), 'Description' (with 'Students will critically evaluate a theory.' entered and '(Max 1000 Chars)' below, and a 'Check Spelling' button), and 'Link' (with 'http://' entered and '(Max 100 Chars)' below). At the bottom, there are 'Cancel' and 'CREATE' buttons. A red arrow points to the 'CREATE' button.

taskstream Curriculum Map (Academic only)

In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

11

After you have created all activities for the course, click one of the boxes under SLO column

Psychology
Courses and Activities Mapped to Learning Objective

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

Critical Thinking Skills			
Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.			
SLO1 - Scientific Method	SLO2 - Theory Evaluation	SLO3 - Use of Sources	
Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.	Students will compare, contrast, and critically evaluate foundational theories of psychology.	Students will identify and skillfully use high-quality sources to strengthen arguments.	
Courses and Learning Activities			
Psych 3204 Paper Students will propose a research methods design for an experiment.	Click	Click	Click
Psych 102 Paper Students will practicing APA style when writing about psychological theory.	Click	Click	Click
Psych 101 Paper Students will critically evaluate a theory.	Click	Click	Click

12

Click till you have indicated SLO has been Introduced (I), Practiced (P), or Reinforced (R)

Courses and Learning Activities	
Psych 3204 Paper Students will propose a research methods design for an experiment.	I

Courses and Learning Activities	
Psych 3204 Paper Students will propose a research methods design for an experiment.	P

Courses and Learning Activities	
Psych 3204 Paper Students will propose a research methods design for an experiment.	R

taskstream Curriculum Map (Academic only)

In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

13

When done, click Save Now and close the window.

Psychology
Courses and Activities Mapped to Learning Objective

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

Critical Thinking Skills
Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.

	SLO1 - Scientific Method Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.	SLO2 - Theory Evaluation Students will compare, contrast, and critically evaluate foundational theories of psychology.	SLO3 - Use of Sources Students will identify and skillfully use high-quality sources to strengthen arguments.
Courses and Learning Activities			
Psych 3204 Paper Students will propose a research methods design for an experiment.	P	R	R

14

Click Check In

VIEW LOG WORD PDF PRINT CHECK IN

15

Click Return to Work Area

Check In Successful

You have checked in the following area : Standing Requirements : Curriculum Map

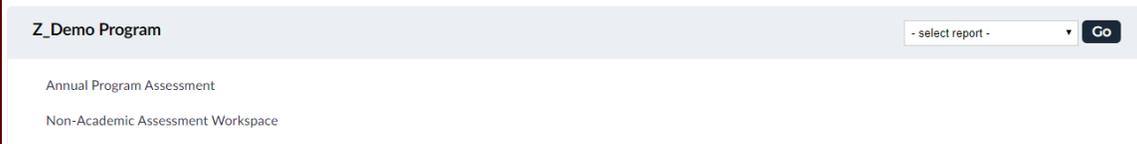
[← Return to Work Area](#)



Activity Map (Administrative Departments only)

In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).

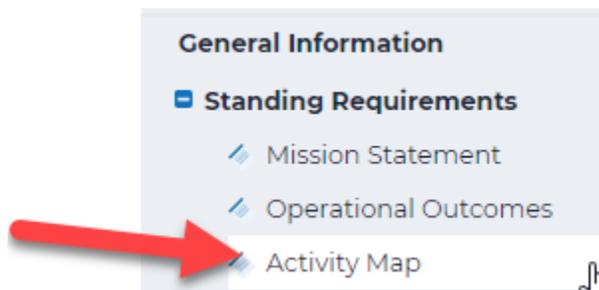
1 Find your department's workspace



2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Activity Map



4 Click 'Check out'



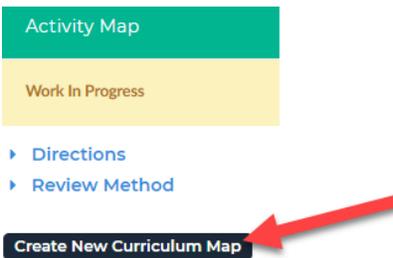


Activity Map (Administrative Departments only)

In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).

5

Click Create New Curriculum Map



6

Fill out Title (department name) and Description (description of department)

New Map Title :	<input type="text" value="Information Technology Services Map"/> <small>(Max 100 Chars)</small>
Description :	<input type="text" value="Information Technology Services Activities and Responsible Personnel"/>

7

Click the Select button that corresponds with the Operational Outcomes you entered

Select Alignment Set :	<input type="text" value="View sets available within Z_Demo Program"/> <input type="button" value="Go"/>
	<input type="button" value="Select"/> Careers or Admissions
	<input type="button" value="Select"/> Demo Student Learning Outcomes
	<input type="button" value="Select"/> Department Objective
	<input type="button" value="Select"/> Learning Objective

taskstream

Activity Map

(Administrative Departments only)

In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).

8

A pop-up window will appear

Information Technology Services Map
Courses and Activities Mapped to Department Objective

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

Community Partnership Information Technology Services will partner with and listen to the concerns of the campus community.		
Outcome 1 - Community Feedback Information Technology Services will regularly collect, review, and act upon feedback submitted by the campus community.	Outcome 2 - Professional Development Information Technology Services will develop and deliver technology-related professional development resources to faculty and staff.	Outcome 3 - ITS Committee Information Technology Services will develop and maintain a model of shared governance with faculty, staff and students through the launch and maintenance of an Information Technology Services (ITS) Committee.
+ Courses and Learning Activities ⌵		
No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.		

9

Click the blue plus sign next to Courses and Learning Activities

+ Learning Activities

No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.

10

Fill out Course ID (Person or Department), Course Title (Role), Description and click Create

Create a New Course or Activity

Course/Activity ID : James Brown (Max 15 Chars)

Course/Activity Title : Committee Chair (Max 100 Chars)

Description : Optional
James will be Chair of the IFS committee.
(Max 3000 Chars) Check Spelling

Link : Optional
http:// (Max 100 Chars)

Cancel CREATE

taskstream

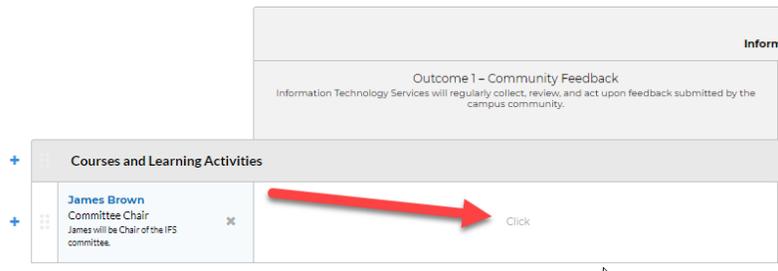
Activity Map

(Administrative Departments only)

In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).

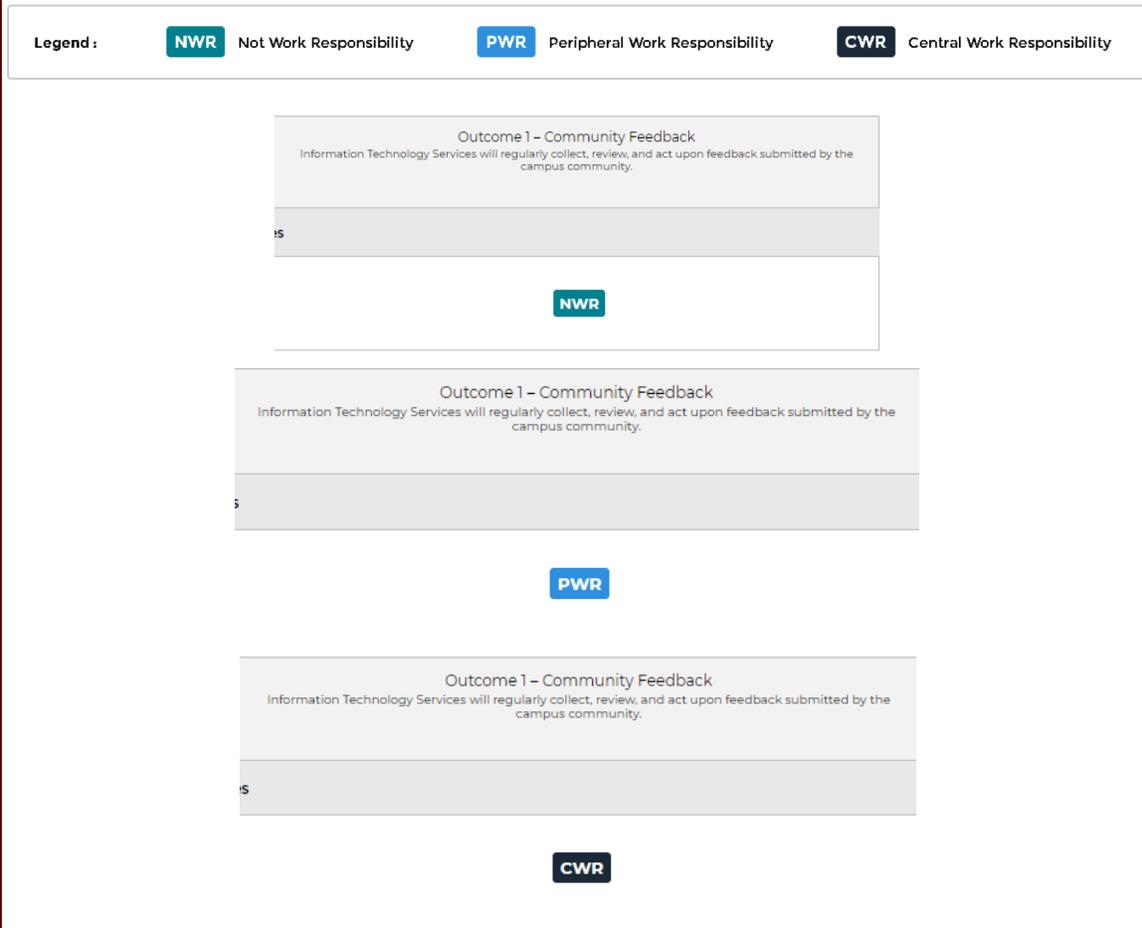
11

Align Outcomes by clicking the Click button in the Outcomes column



12

Keep clicking until you indicate whether something is NWR, PWR, or CWR





Activity Map (Administrative Departments only)

In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).

13

After you have indicated all outcomes, click the Save Now button and close the window

14

Click the Check In button

15

Click Return to Work Area

Check In Successful

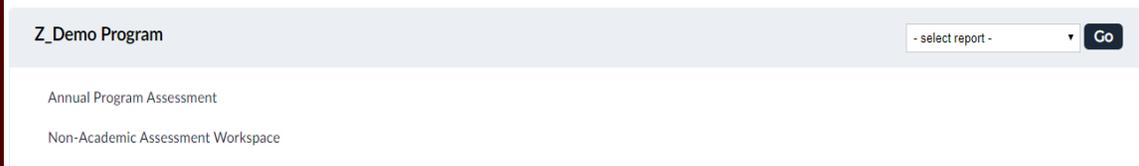
You have checked in the following area : Standing Requirements : Activity Map

[← Return to Work Area](#)

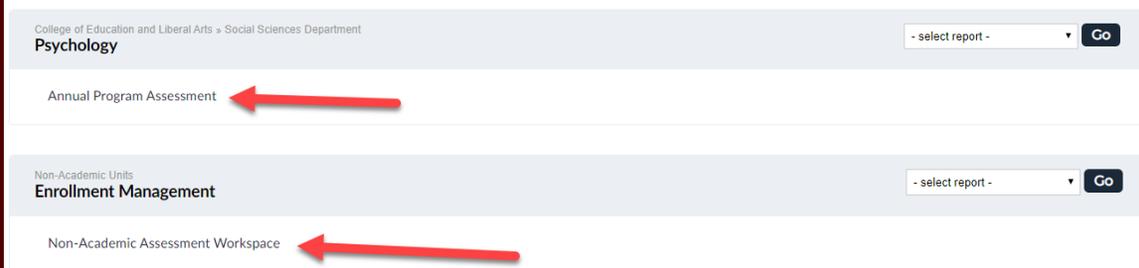
taskstream Assessment Plan

In this section, you will describe your department's specific assessment goals and describe how your department plans to measure its success in meeting these goals.

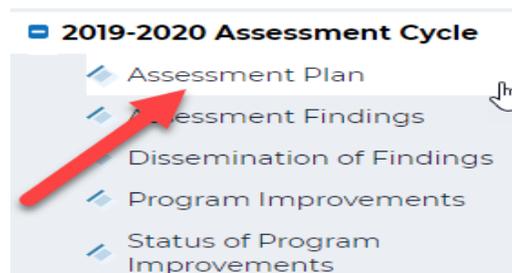
1 Find your department's workspace



2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Assessment Plan under your chosen Assessment Cycle



4 Click 'Check out'



taskstream **Assessment Plan**

In this section, you will describe your department's specific assessment goals and describe how your department plans to measure its success in meeting these goals.

5 Click Create New Assessment Plan

▼ Directions

Please describe your assessment plan and upload documentation (e.g., PDF file of assignment instructions, survey question items, etc.) to clearly illustrate your assessment plan.

The assessment plan for 2019-2020 is due **Friday, September 27, 2019**.

▶ Review Method

CREATE NEW ASSESSMENT PLAN

COPY EXISTING PLAN AS STARTING POINT

6 Click Select Set button

▼ Measures

Select Set

7 Click Select Existing Set

Select outcome sets for Measure

SELECT EXISTING SET

✓ ACCEPT AND RETURN TO PLAN

Outcome Sets

No outcome sets attached

8 Choose the outcome that corresponds to the title that matches your SLOs and click Continue

Import Outcome Set

Select an Existing Set in Z_Demo Program:

- Careers or Admissions
(Learning Objectives & Outcomes)
- Demo Student Learning Outcomes
(Learning Objectives & Outcomes)
- Department Objective
(Operational Objectives & Outcomes)
- Learning Objective
(Learning Objectives & Outcomes)

Cancel

CONTINUE

taskstream Assessment Plan

In this section, you will describe your department's specific assessment goals and describe how your department plans to measure its success in meeting these goals.

9

Click the check box for each outcome listed then click Accept and Return to Plan

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

Learning Objective (Learning Objectives & Outcomes) Include All

Critical Thinking Skills
Students will use critical thinking, skeptical inquiry, and the scientific method to solve problems related to behavior and mental processes.

Mapping	Outcome	Mapping	
<input checked="" type="checkbox"/>	SLO1 - Scientific Method Q Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.	Texas A&M University System SLOs: 1. Interpret, analyze, and eva...	<input type="button" value="Hide"/>

10

Click Add New Measure

Outcome: SLO1 - Scientific Method
Students will demonstrate competence in applying the scientific method to an area of psychological inquiry.

No measures specified

11

Fill in all text boxes with appropriate measure information

* Measure Title: Research Methods Project

Measure Type/Method: Direct - Student Artifact

Measure Level: Course

Details/Description: Students will design a research project in PSYC 2402, and their work will be evaluated using the 5-point PSYC 2402 rubric (see attached for copy of rubric).

Acceptable Target: 70% of students will achieve a score of 4 or higher on experimental design.

Ideal Target: 85% of students will achieve a score of 4 or higher on experimental design.

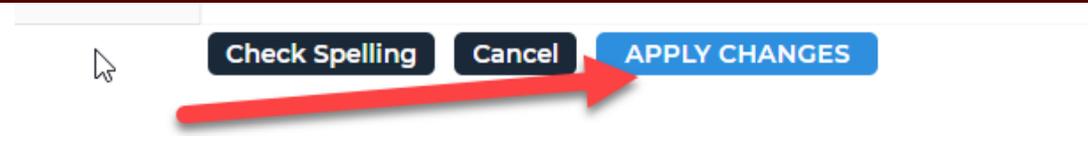
Implementation Plan (timeline/frequency): Every time PSYC 2402 is offered.

Responsible Personnel/Department: All PSYC 2402 instructors

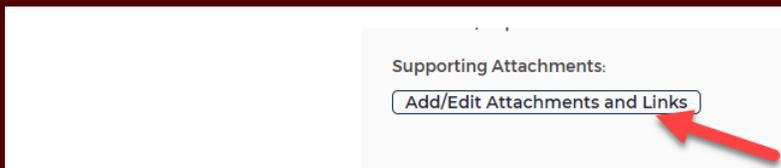
taskstream Assessment Plan

In this section, you will describe your department's specific assessment goals and describe how your department plans to measure its success in meeting these goals.

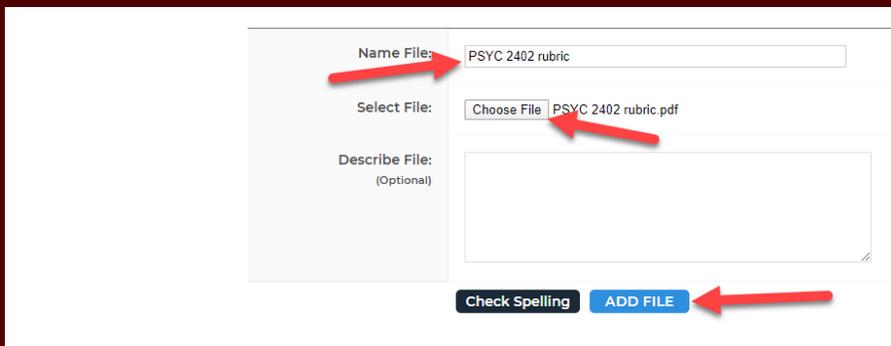
12 Click Apply Changes at the bottom of the screen



13 Find your newly created Measure and click Add/Edit Attachments and Links



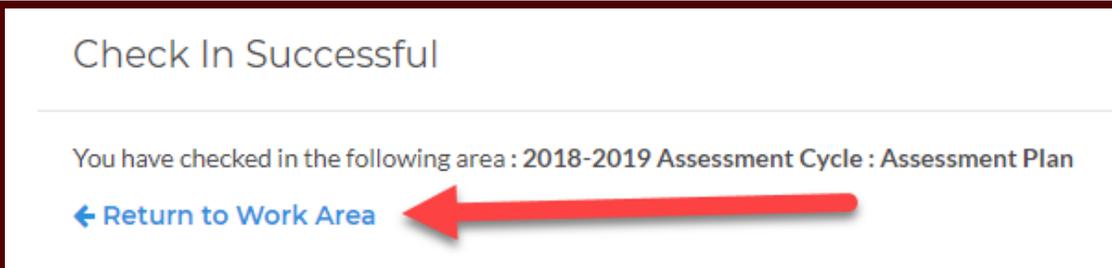
14 Name your file, click the Choose File button to attach your file, and click the Add File button



15 Click Check In



16 Click Return to Work Area



taskstream

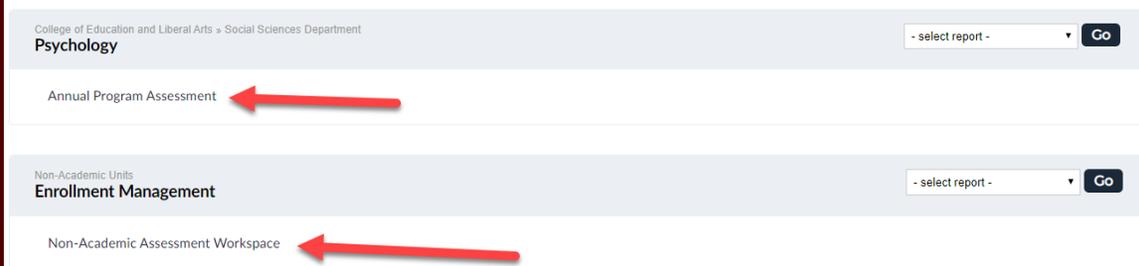
Assessment Findings

In this section, you will summarize your assessment results and indicate the extent to which your department was able to meet your Accepted and Ideal Targets. You will also be asked to generate recommendations for continued improvements.

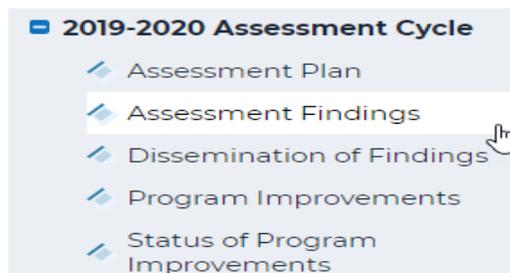
1 Find your department's workspace



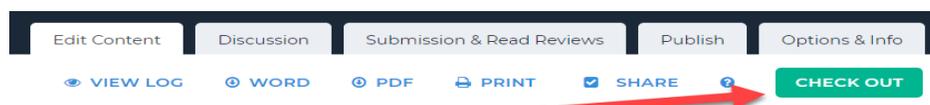
2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Assessment Plan under your chosen Assessment Cycle



4 Click 'Check out'



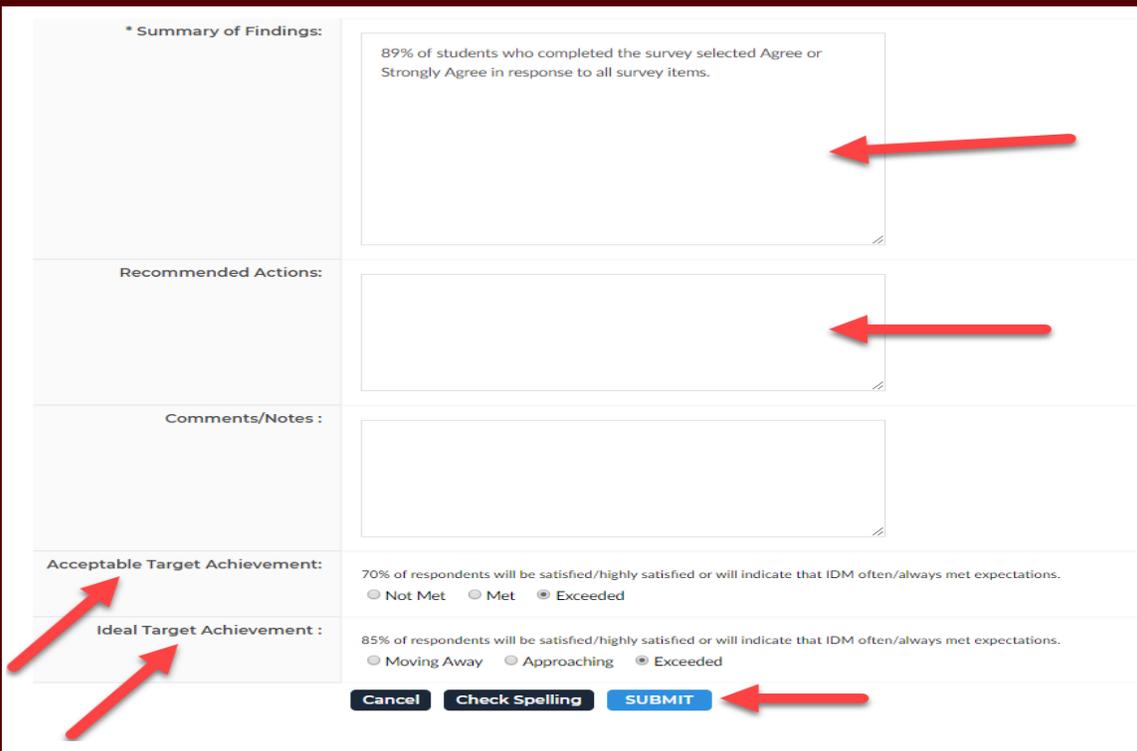
Assessment Findings

In this section, you will summarize your assessment results and indicate the extent to which your department was able to meet your Accepted and Ideal Targets. You will also be asked to generate recommendations for continued improvements.

5 Click the grey Add Findings button within each objective

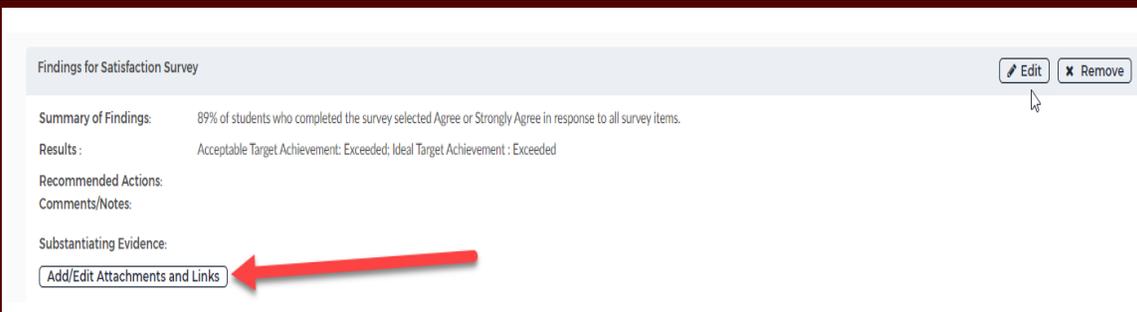


6 Enter information in all fields (Comments/Notes optional) and click Submit



The screenshot shows a form with several sections: 'Summary of Findings' (text area), 'Recommended Actions' (text area), 'Comments/Notes' (text area), 'Acceptable Target Achievement' (radio buttons: Not Met, Met, Exceeded), and 'Ideal Target Achievement' (radio buttons: Moving Away, Approaching, Exceeded). At the bottom are buttons for 'Cancel', 'Check Spelling', and 'SUBMIT'. Red arrows point to the text areas, the 'Acceptable Target Achievement' section, the 'Ideal Target Achievement' section, and the 'SUBMIT' button.

7 Go to the section you just created and click Add/Edit Attachments and Links



taskstream Assessment Findings

In this section, you will summarize your assessment results and indicate the extent to which your department was able to meet your Accepted and Ideal Targets. You will also be asked to generate recommendations for continued improvements.

8

Add a title to the Name File text box, click choose file to upload your files, and click Add File

Content Editor Attachments Web Links Reports

Add file attachments to Findings for Satisfaction Survey (1.1 - Compile and evaluate data)

Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.

New File My Previously Uploaded Files My Taskstream Work

Name File: Information Technology Services Survey Results

Select File: Choose File Information ... Results.xlsx

Describe File: (Optional)

Check Spelling ADD FILE

9

At the bottom of the Assessment Findings Page, find the Recommendations section, click Edit

Overall Recommendations

No text specified

Edit

10

Enter your overall recommendations based on your findings and click Submit

Directions : Please enter overall recommendations based on your findings.

Text :

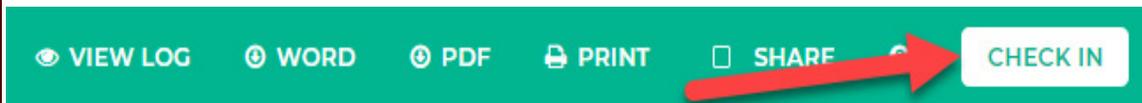
Cancel Check Spelling SUBMIT

Assessment Findings

In this section, you will summarize your assessment results and indicate the extent to which your department was able to meet your Accepted and Ideal Targets. You will also be asked to generate recommendations for continued improvements.

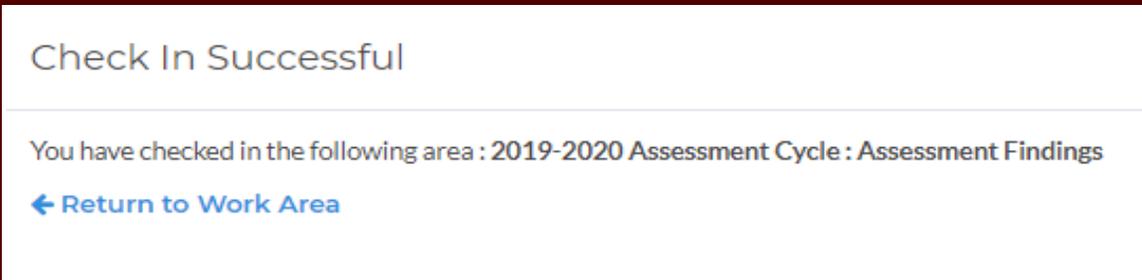
11

Click Check In



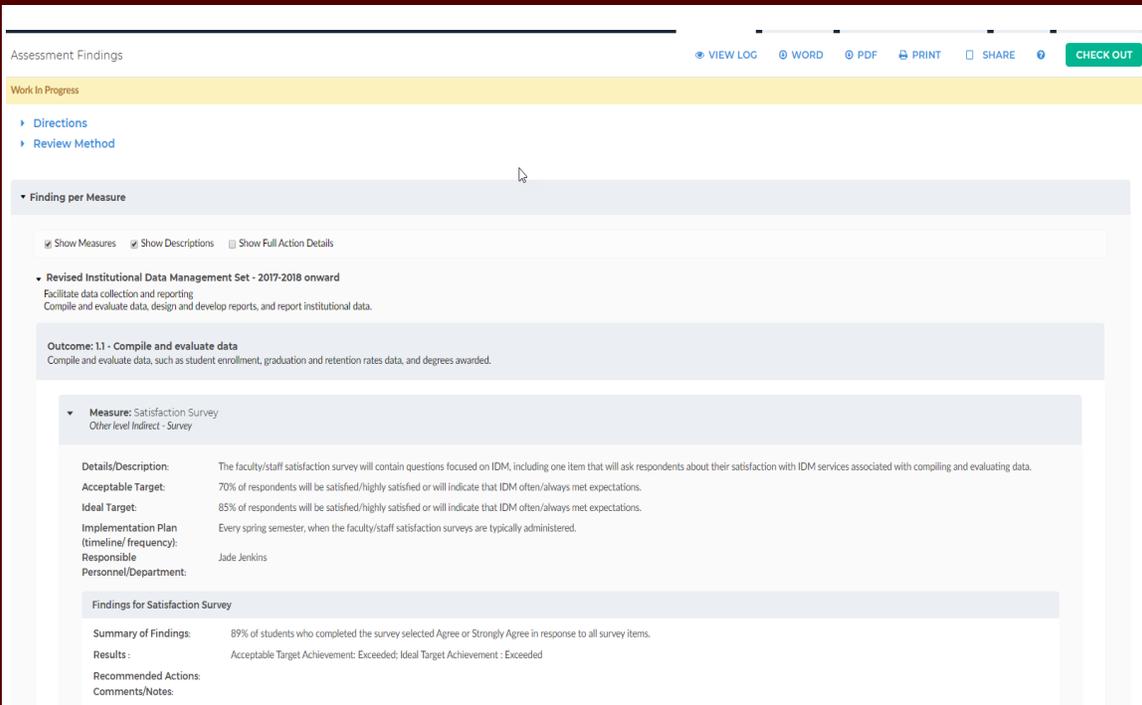
12

Click Return to Work Area



13

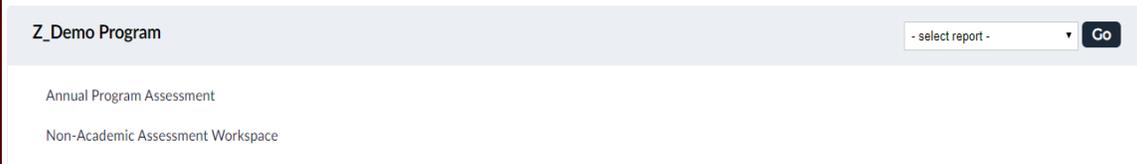
Your screen should look similar to the image below if you followed all these steps



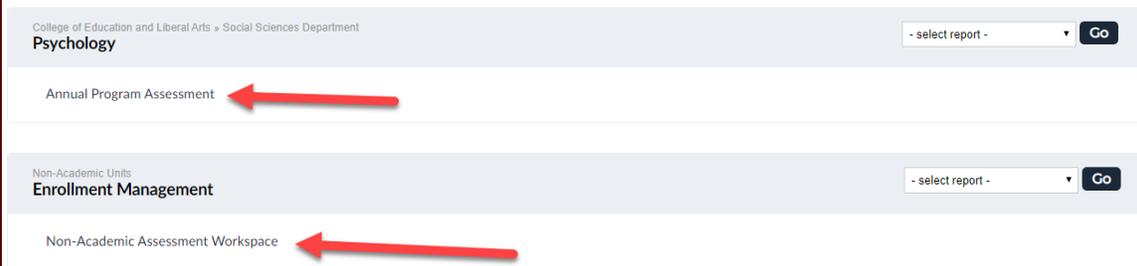
Dissemination of Findings

In this section, you will describe the means through which your assessment findings were shared with other or will be shared with others (and for what purpose).

1 Find your department's workspace



2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Assessment Plan under your chosen Assessment Cycle



4 Click 'Check out'



Dissemination of Findings

In this section, you will describe the means through which your assessment findings were shared with other or will be shared with others (and for what purpose).

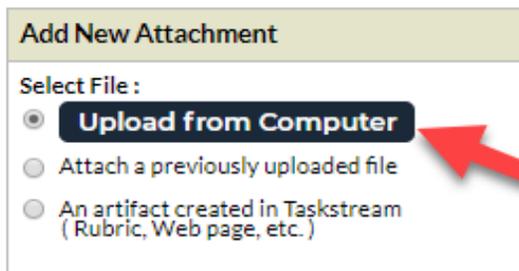
5

Click Attachments button at the bottom of the screen



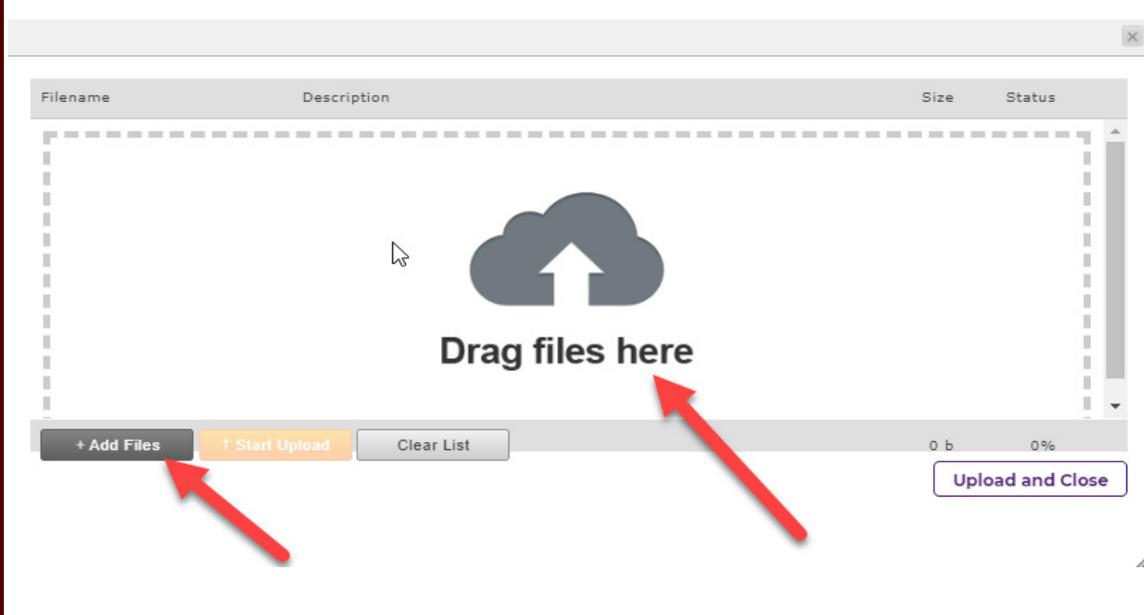
6

Click Upload from Computer



7

Drag your file to the box or click Add Files to upload your document discussing dissemination

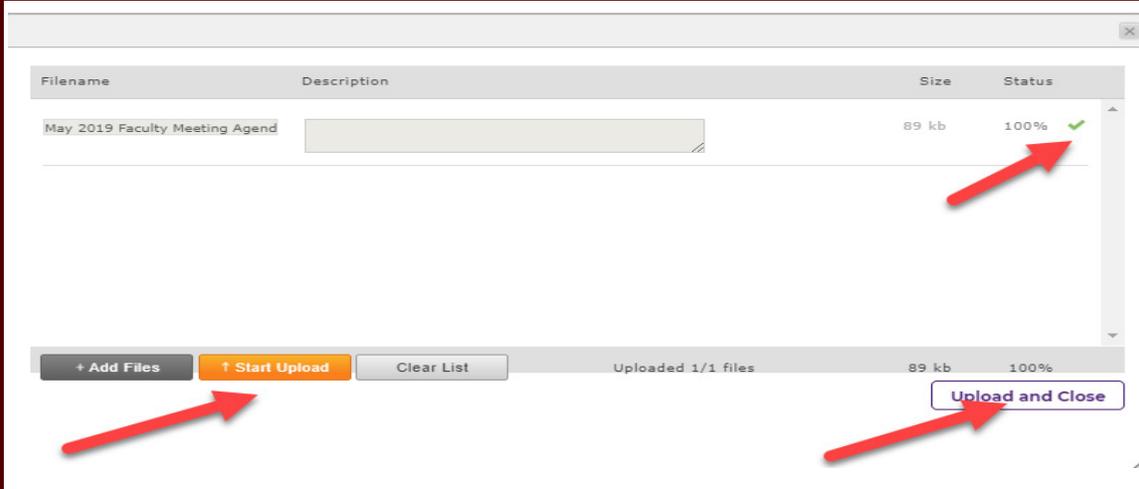


Dissemination of Findings

In this section, you will describe the means through which your assessment findings were shared with other or will be shared with others (and for what purpose).

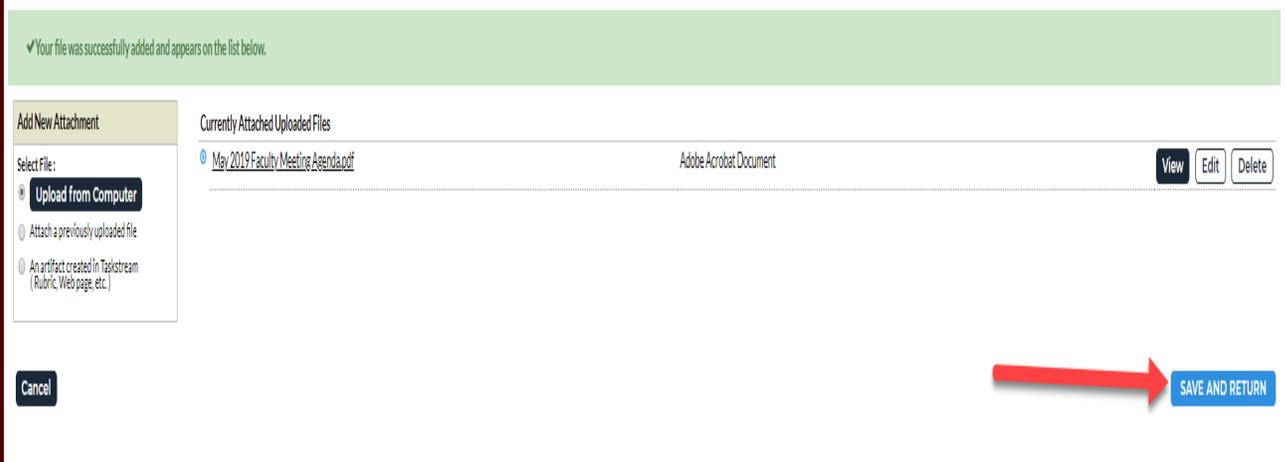
8

Click the orange Start Upload button, check upload status is 100%, and click Upload and Close



9

Click Save and Return



10

Click Check In



Dissemination of Findings

In this section, you will describe the means through which your assessment findings were shared with other or will be shared with others (and for what purpose).

11

Click Return to Work Area

Check In Successful

You have checked in the following area : 2019-2020 Assessment Cycle : Dissemination of Findings

[← Return to Work Area](#)



12

Your screen should look similar to the image below

Dissemination of Findings

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work In Progress

Directions Help on this Page

Review Method

Attachment Section

Files:

May 2019 Faculty Meeting Agenda.pdf

Program Improvements / Department Improvement Plan (Academic & Administrative departments)

In this section, you will describe specific future plans for making improvements. You will be asked to provide details ranging from what those plans are, when you plan to implement them, and your budget requests.

1 Find your department's workspace



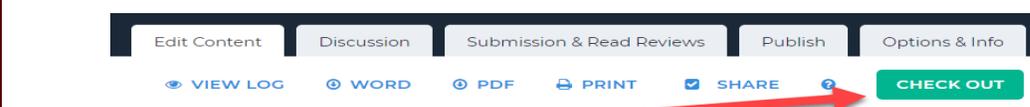
2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Program Improvements or Department Improvement Plan



4 Click 'Check out'



Program Improvements / Department Improvement Plan (Academic & Administrative departments)

In this section, you will describe specific future plans for making improvements. You will be asked to provide details ranging from what those plans are, when you plan to implement them, and your budget requests.

5 Click Create New Operational Plan

Review Method

The Review method for this item has not been identified to our system.

CREATE NEW OPERATIONAL PLAN

COPY EXISTING PLAN AS STARTING POINT

6 Click Select Set in the Actions section

Actions

Select Set

7 If no Outcome Sets are listed, click Select Existing Set

Select outcome sets for Measure

SELECT EXISTING SET

ACCEPT AND RETURN TO PLAN

Outcome Sets

No outcome sets attached

8 Select set associated with your Student Learning Outcomes and click Continue

Import Outcome Set

Select an Existing Set in Honors:

- Honors Program Operational Outcomes
(Learning Objectives & Outcomes)
- Honors Student Learning Outcomes
(Learning Objectives & Outcomes)
- Strategic Outcomes
(Learning Objectives & Outcomes)

Cancel

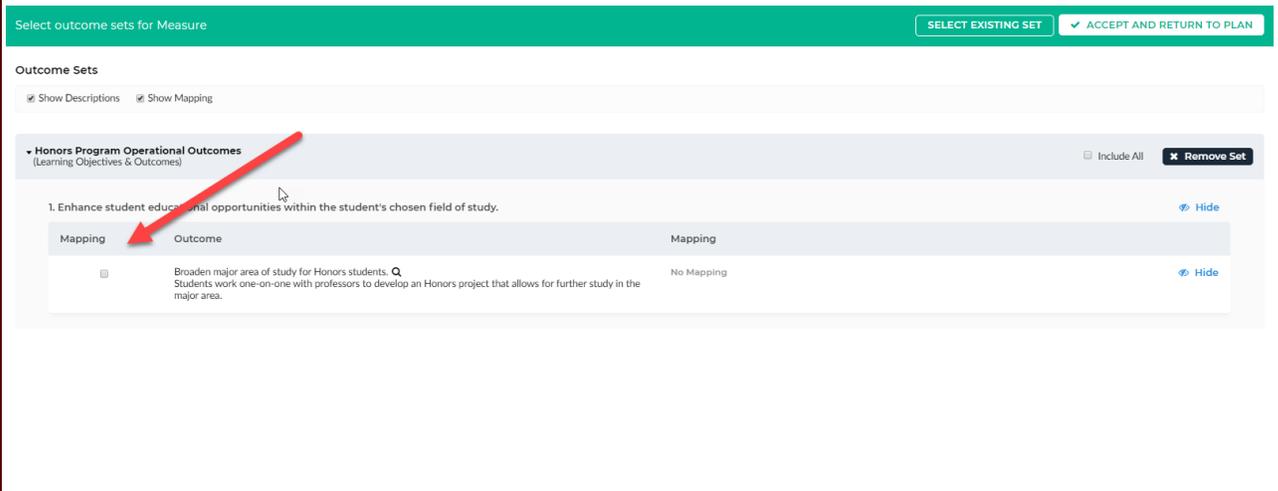
CONTINUE

Program Improvements / Department Improvement Plan (Academic & Administrative departments)

In this section, you will describe specific future plans for making improvements. You will be asked to provide details ranging from what those plans are, when you plan to implement them, and your budget requests.

9

Check boxes associated with Student Learning Outcomes listed in white



Select outcome sets for Measure SELECT EXISTING SET ✓ ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

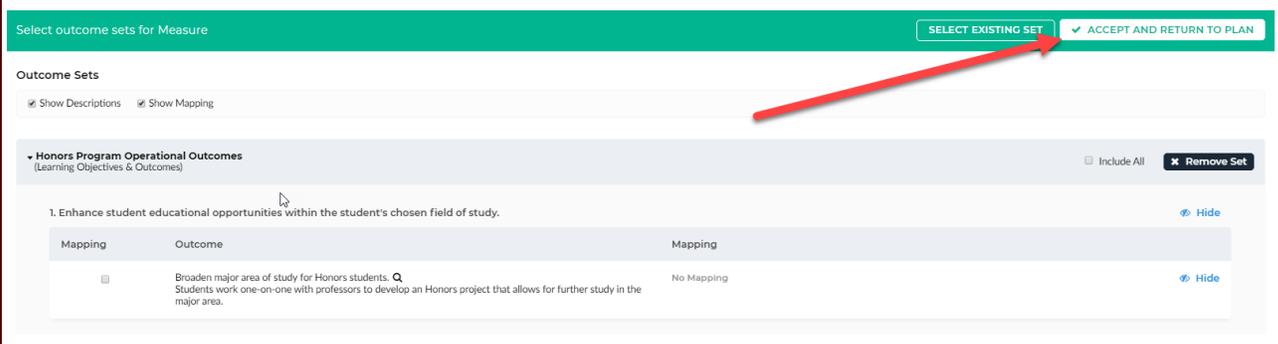
▼ Honors Program Operational Outcomes (Learning Objectives & Outcomes) Include All ✕ Remove Set

1. Enhance student educational opportunities within the student's chosen field of study. ⚙ Hide

Mapping	Outcome	Mapping	
<input type="checkbox"/>	Broaden major area of study for Honors students. Q Students work one-on-one with professors to develop an Honors project that allows for further study in the major area.	No Mapping	⚙ Hide

10

Click Accept and Return to Plan button



Select outcome sets for Measure SELECT EXISTING SET ✓ ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

▼ Honors Program Operational Outcomes (Learning Objectives & Outcomes) Include All ✕ Remove Set

1. Enhance student educational opportunities within the student's chosen field of study. ⚙ Hide

Mapping	Outcome	Mapping	
<input type="checkbox"/>	Broaden major area of study for Honors students. Q Students work one-on-one with professors to develop an Honors project that allows for further study in the major area.	No Mapping	⚙ Hide

11

Check Show Full Findings Details and click Add New Action button



Show Descriptions Show Full Findings Details Select Set

▼ Honors Program Operational Outcomes

1. Enhance student educational opportunities within the student's chosen field of study.

Outcome: Broaden major area of study for Honors students.
Students work one-on-one with professors to develop an Honors project that allows for further study in the major area.

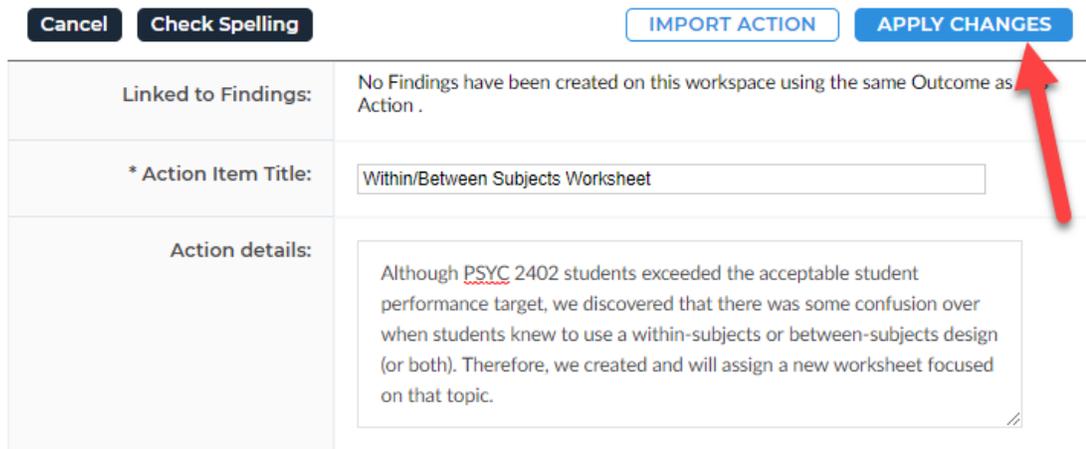
No actions specified Add New Action

Program Improvements / Department Improvement Plan (Academic & Administrative departments)

In this section, you will describe specific future plans for making improvements. You will be asked to provide details ranging from what those plans are, when you plan to implement them, and your budget requests.

12

Complete all applicable items and click Apply Changes button



Cancel Check Spelling IMPORT ACTION APPLY CHANGES

Linked to Findings:	No Findings have been created on this workspace using the same Outcome as Action .
* Action Item Title:	<input type="text" value="Within/Between Subjects Worksheet"/>
Action details:	<p>Although PSYC 2402 students exceeded the acceptable student performance target, we discovered that there was some confusion over when students knew to use a within-subjects or between-subjects design (or both). Therefore, we created and will assign a new worksheet focused on that topic.</p>

13

Click Check In



14

Click Return to Work Area

Check In Successful

You have checked in the following area : 2019-2020 Assessment Cycle : Program Improvements

[← Return to Work Area](#)



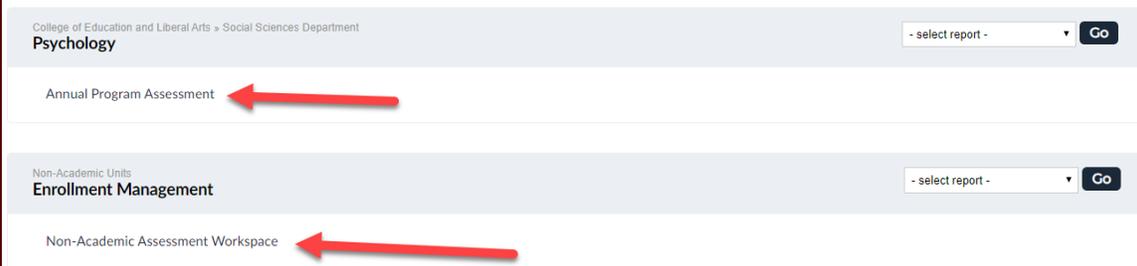
Status of Program Improvements / Status Report (Academic & Administrative departments)

In this section, you will describe the progress your department has made towards reaching your program improvement goals.

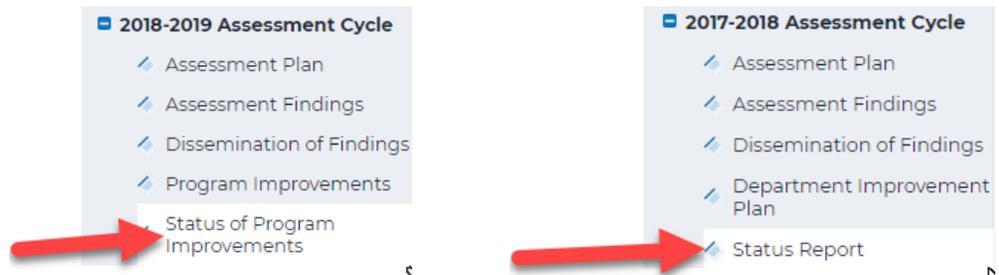
1 Find your department's workspace



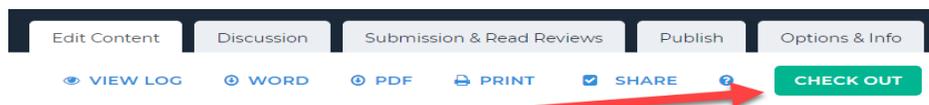
2 Click either Annual Program Assessment or Non-academic Assessment Workspace



3 Click Status of Program Improvements or Status Report



4 Click 'Check out'

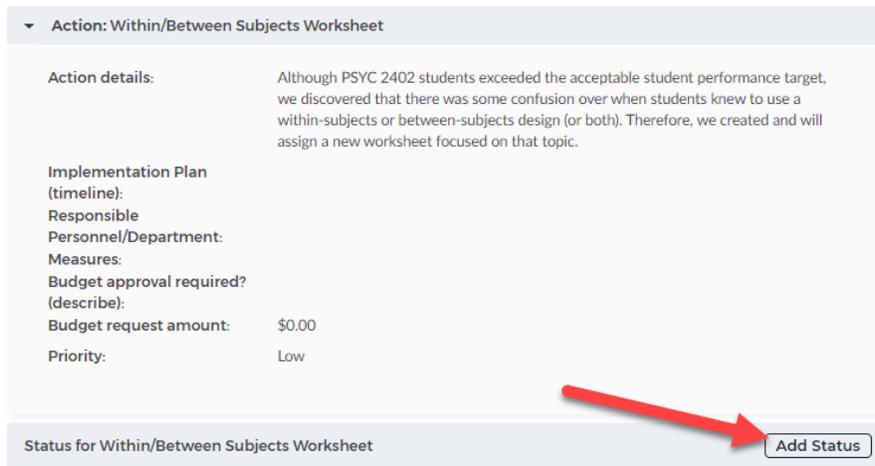


Status of Program Improvements / Status Report (Academic & Administrative departments)

In this section, you will describe the progress your department has made towards reaching your program improvement goals.

5

Click Add Status in the Action Section



▼ Action: Within/Between Subjects Worksheet

Action details: Although PSYC 2402 students exceeded the acceptable student performance target, we discovered that there was some confusion over when students knew to use a within-subjects or between-subjects design (or both). Therefore, we created and will assign a new worksheet focused on that topic.

Implementation Plan (timeline):

Responsible Personnel/Department:

Measures:

Budget approval required? (describe):

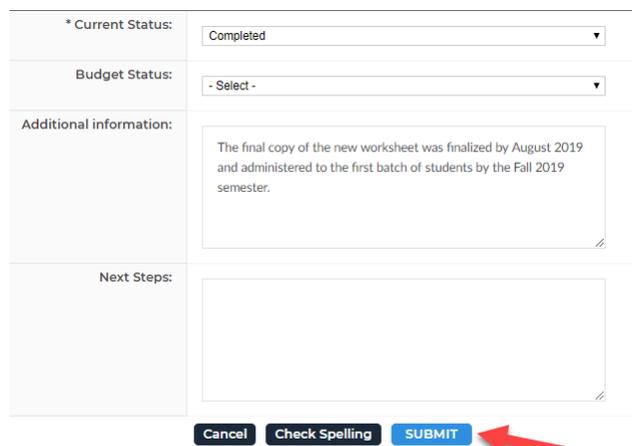
Budget request amount: \$0.00

Priority: Low

Status for Within/Between Subjects Worksheet [Add Status](#)

6

Answer all applicable questions and click the Submit button. Repeat for each item.



* Current Status: Completed

Budget Status: - Select -

Additional information: The final copy of the new worksheet was finalized by August 2019 and administered to the first batch of students by the Fall 2019 semester.

Next Steps:

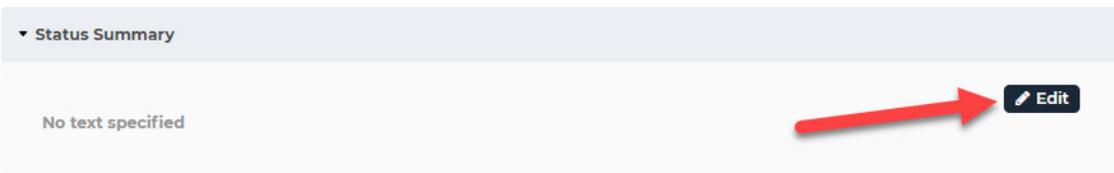
[Cancel](#) [Check Spelling](#) [SUBMIT](#)

Status of Program Improvements / Status Report (Academic & Administrative departments)

In this section, you will describe the progress your department has made towards reaching your program improvement goals.

7

Scroll down to the bottom of the page and click the Edit button in the Status Summary section



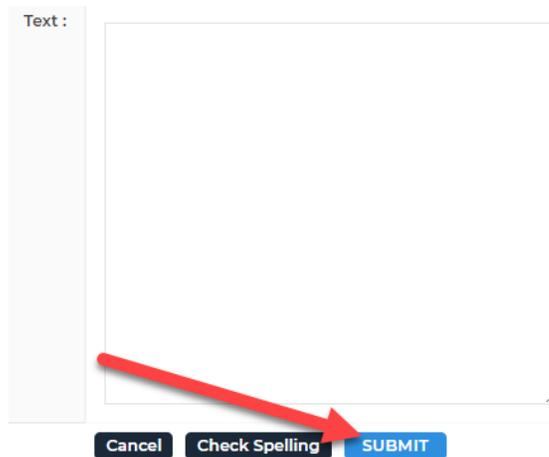
▼ Status Summary

No text specified

 [Edit](#)

8

Provide your status summary and click the Submit button.



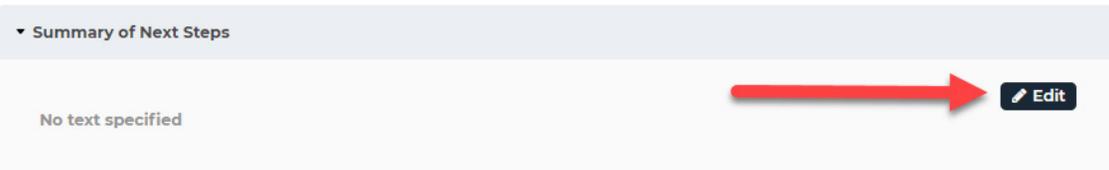
Text :



[Cancel](#) [Check Spelling](#) [SUBMIT](#)

9

At the bottom of the page, click the Edit button in the Summary of Next Steps section



▼ Summary of Next Steps

No text specified

 [Edit](#)

Status of Program Improvements / Status Report (Academic & Administrative departments)

In this section, you will describe the progress your department has made towards reaching your program improvement goals.

10

Click Check In



11

Click Return to Work Area

Check In Successful

You have checked in the following area : 2019-2020 Assessment Cycle : Status of Program Improvements

[← Return to Work Area](#)