ACADEMIC PROGRAMS TASKSTREAM USER MANUAL

Office of Institutional Effectiveness, Research, and Planning

Lincoln University

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Table of Contents

Introduction 4

Academic Program Process 5

- **Mission Statement – Academic Program** 5
- **Program Goals - Academic Program** 8
- **Program Student Learning Outcomes – Academic Program** 11
- **Curriculum Map – Academic Program** 18
- **PSLO History – Academic Program** 23
- **Assessment Plan – Academic Program** 26
- **Assessment Findings (Results) – Academic Program** 33
- **Operational Plan (Using Assessment Results for Program Improvement) – Academic Program** 38
- **Status Report – Academic Program** 42

Introduction

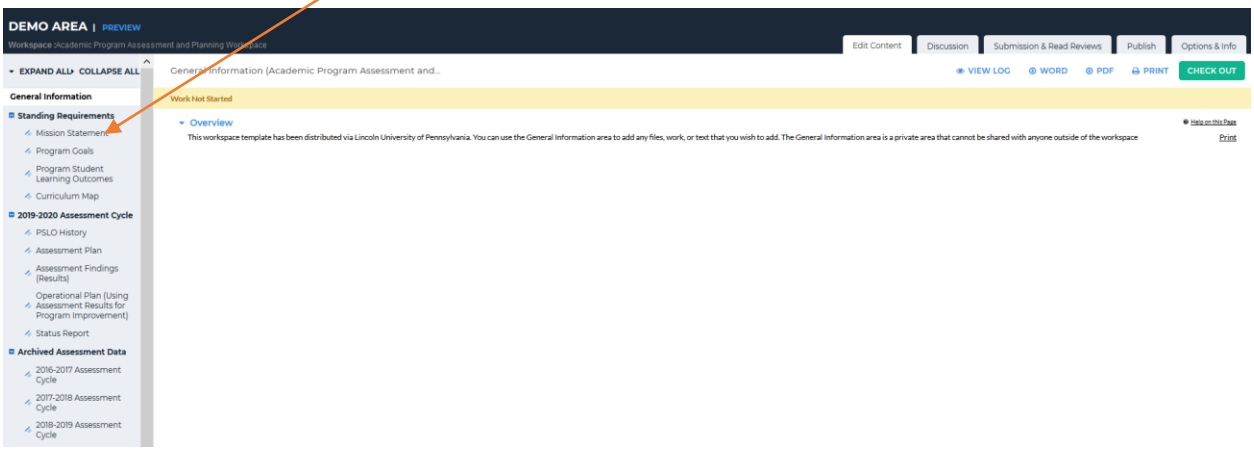
Taskstream by Watermark will be utilized for assessment reporting starting with the 2019-2020 academic year. Log in access and other resources for Assessment Reporting may be found here: Taskstream Resources . If you have any questions, please contact the Office of Institutional Effectiveness, Research, and Planning at 484-365-7842 or oierp@lincoln.edu .

Academic Program Process

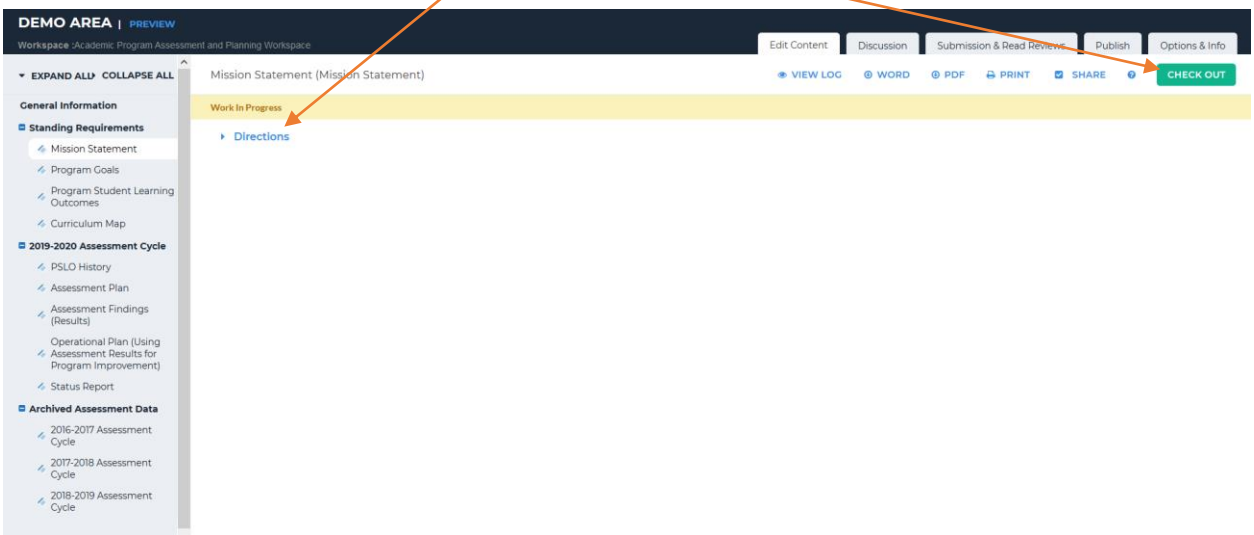
NOTE: Example Academic Program of "Global Health" will be utilized for this User Manual

Mission Statement – Academic Program

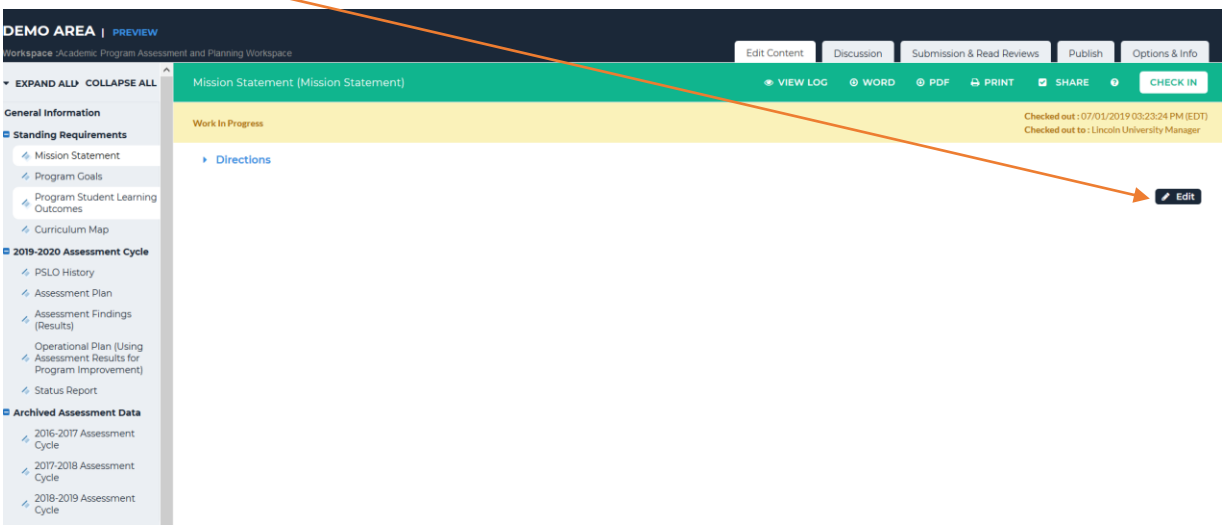
1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Mission Statement** (left side column menu)



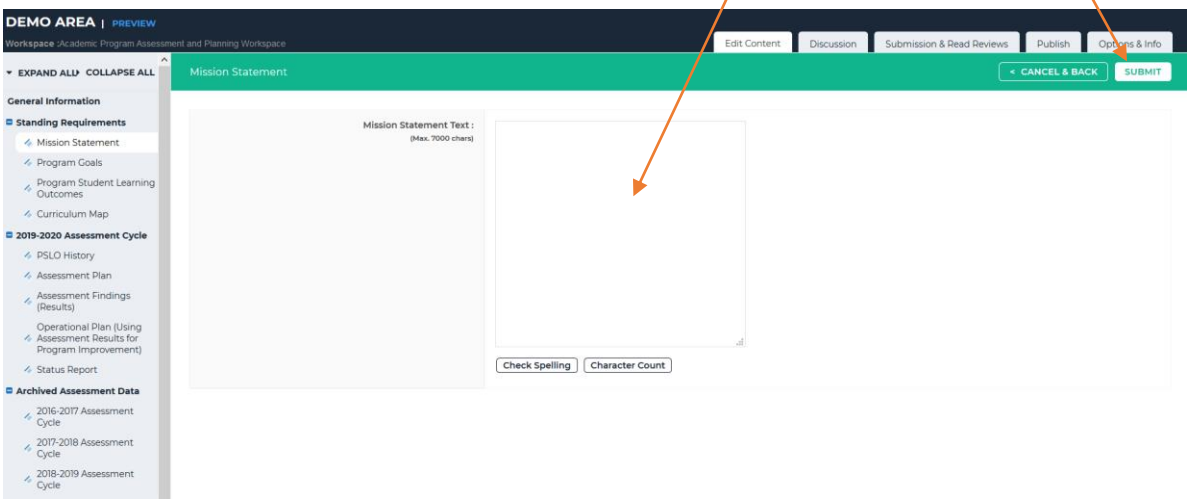
4. To see the directions, click **Directions**; Click **Check Out**



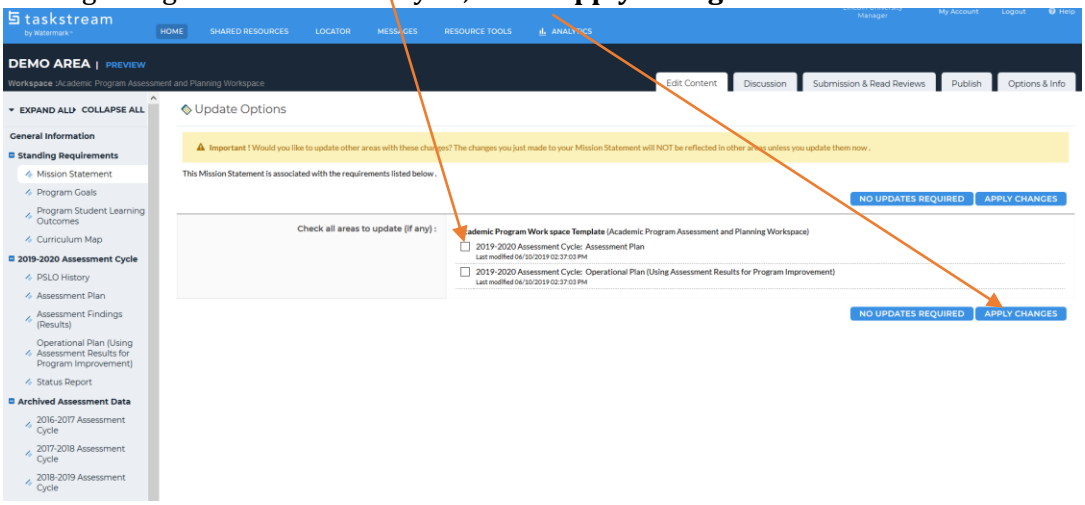
5. Click **Edit**



6. Type or copy/paste the mission statement into the dialog box and then click **Submit**

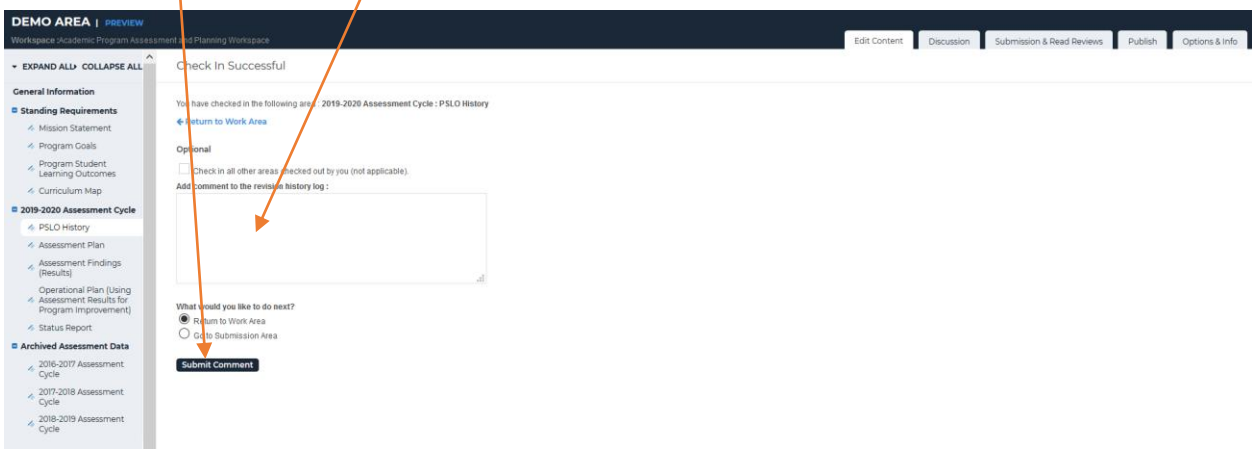


7. Click on the appropriate checkboxes to update the mission statement for the appropriate cycle; NOTE: Do not **Apply Changes** to previously submitted Assessment Cycles; If you are making changes for the current cycle, select **Apply Changes**



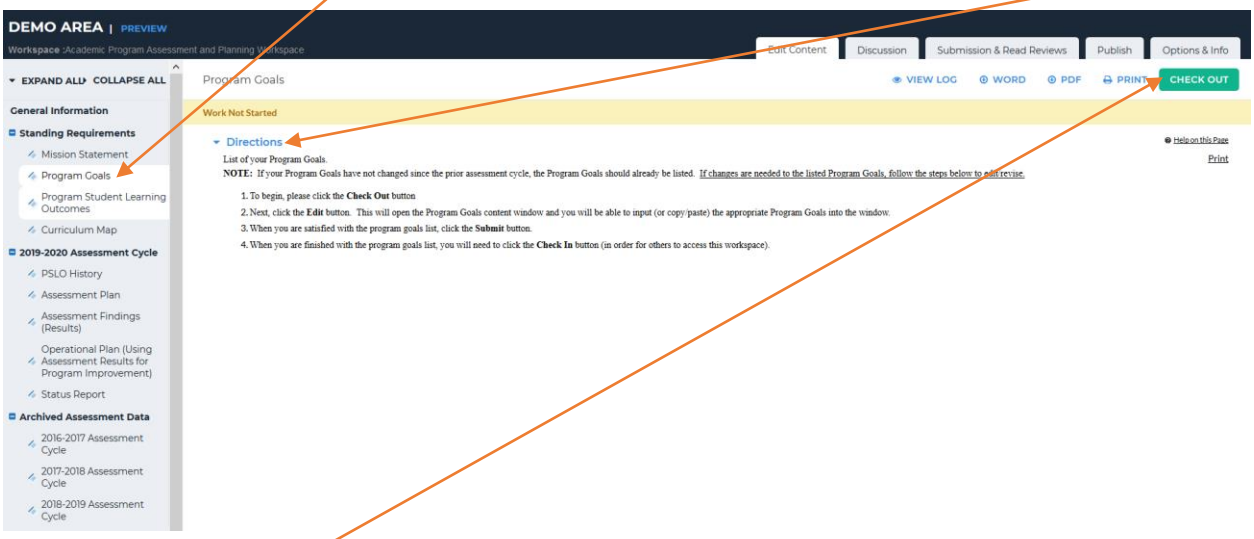
will

8. Your Mission Statement should now be visible in the workspace.
9. If revisions are needed, click **Edit** and repeat process from step 5
10. If Mission Statement is correct, click **Check In**.
11. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

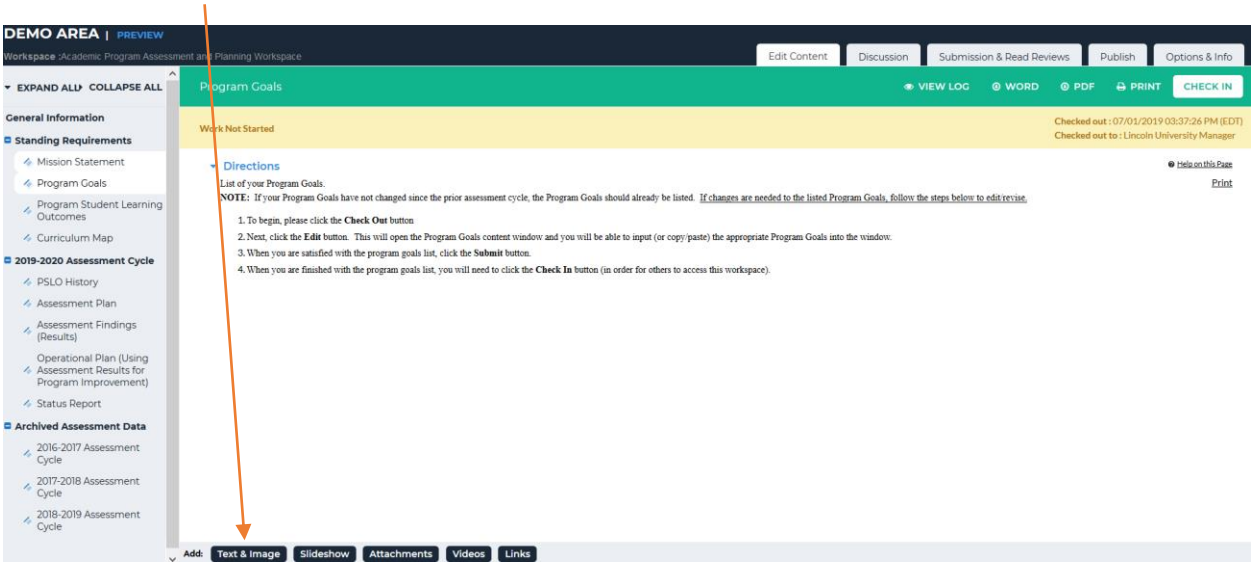


Program Goals - Academic Program

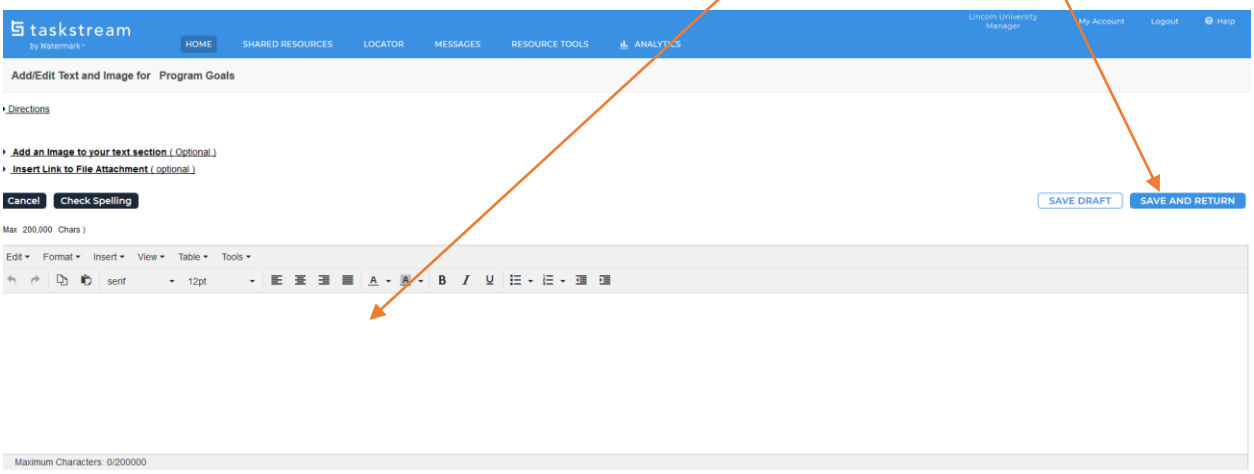
1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Program Goals** (left side column menu): to see the Directions, click **Directions**



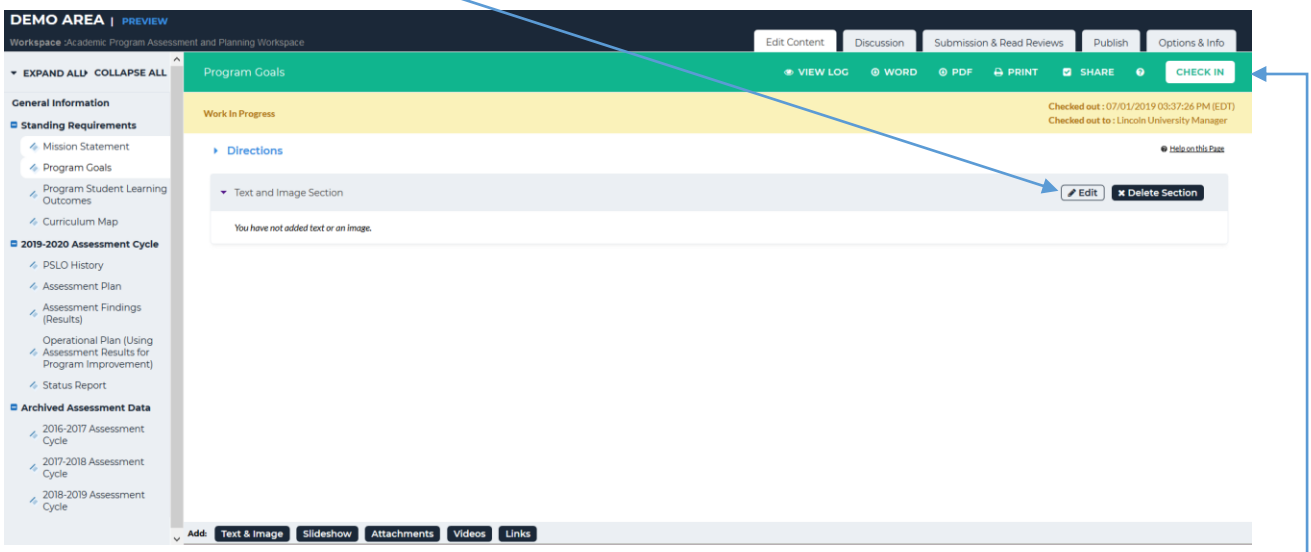
4. Click **Check Out**
5. Click **Text and Image** (or other option, as appropriate)



6. Type or copy/paste the program goals into the dialog box and then click **Save and Return**

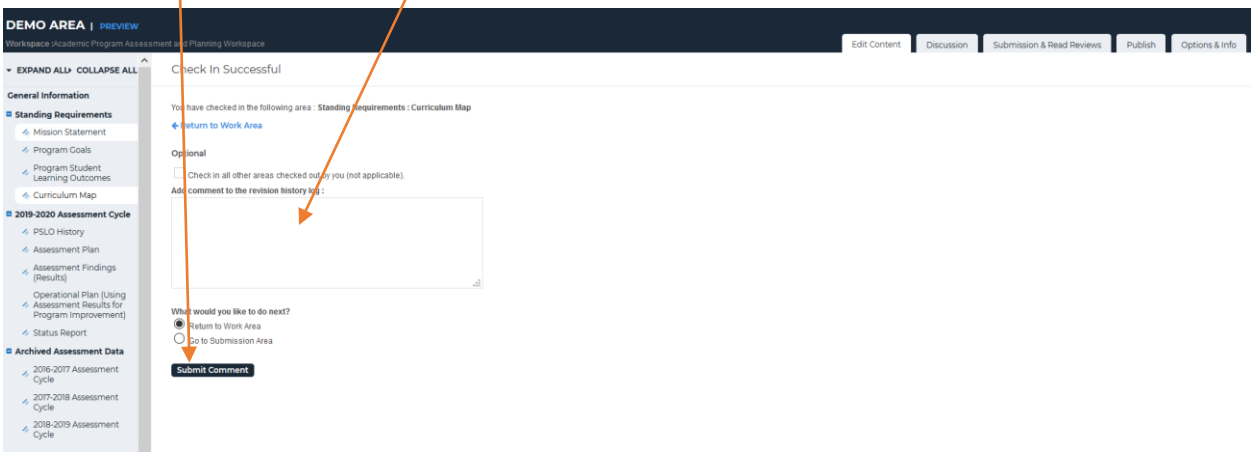


7. Your program goals should now be visible in the workspace.
8. If revisions are needed, click **Edit** and repeat process from step 6



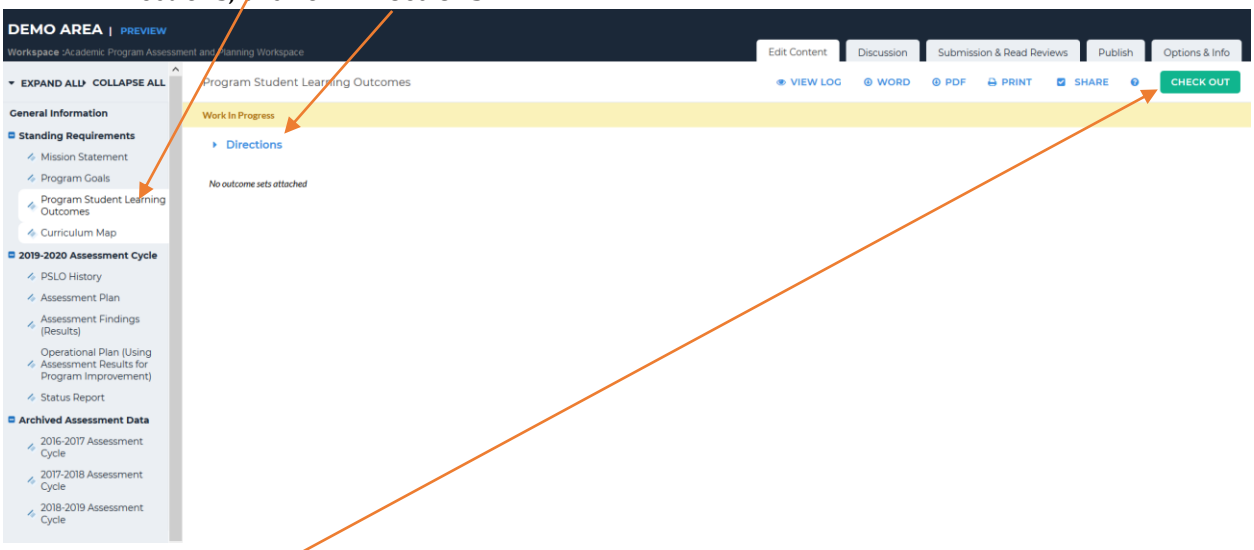
9. If program goals are correct, click **Check In**.

10. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

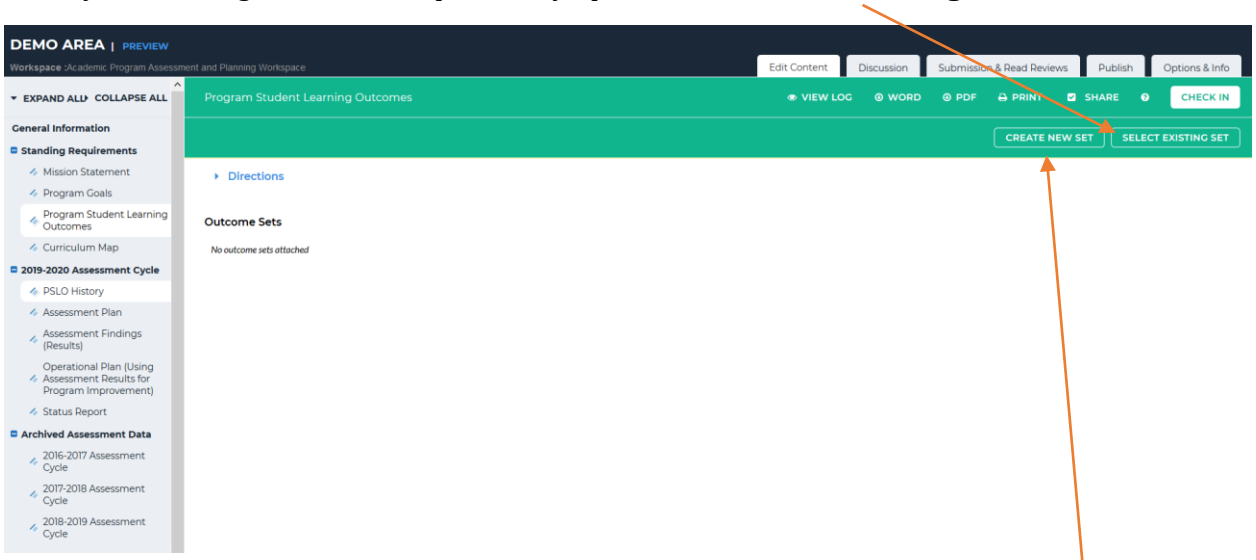


Program Student Learning Outcomes – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Program Student Learning Outcomes** (left side column menu); to see the Directions, click on **Directions**

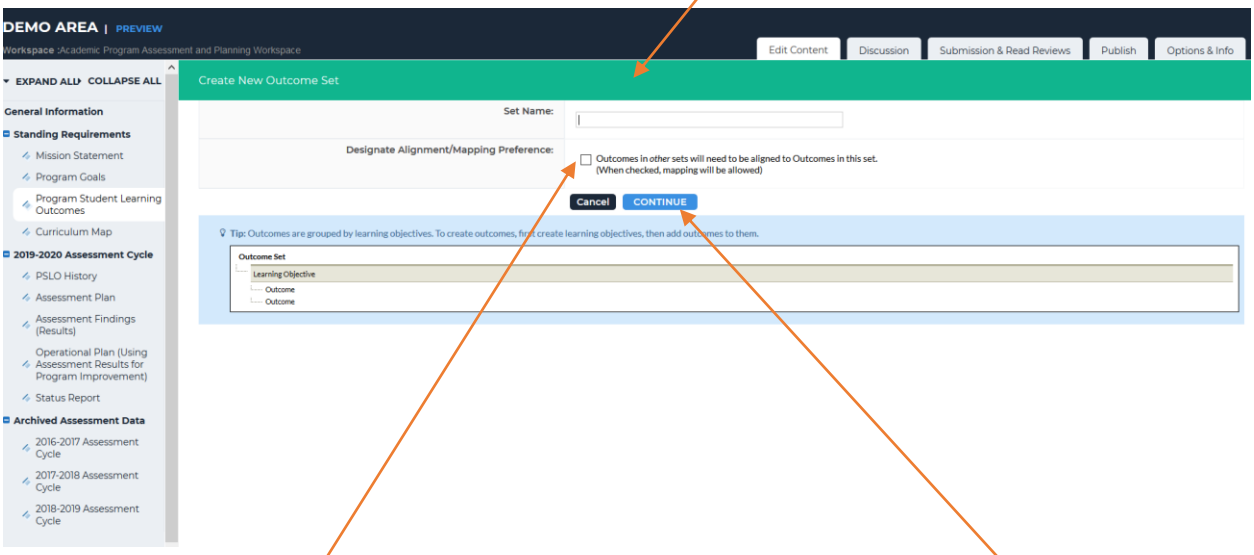


4. Click **Check Out**
5. If you are using a set that was previously uploaded, click **Select Existing Set**

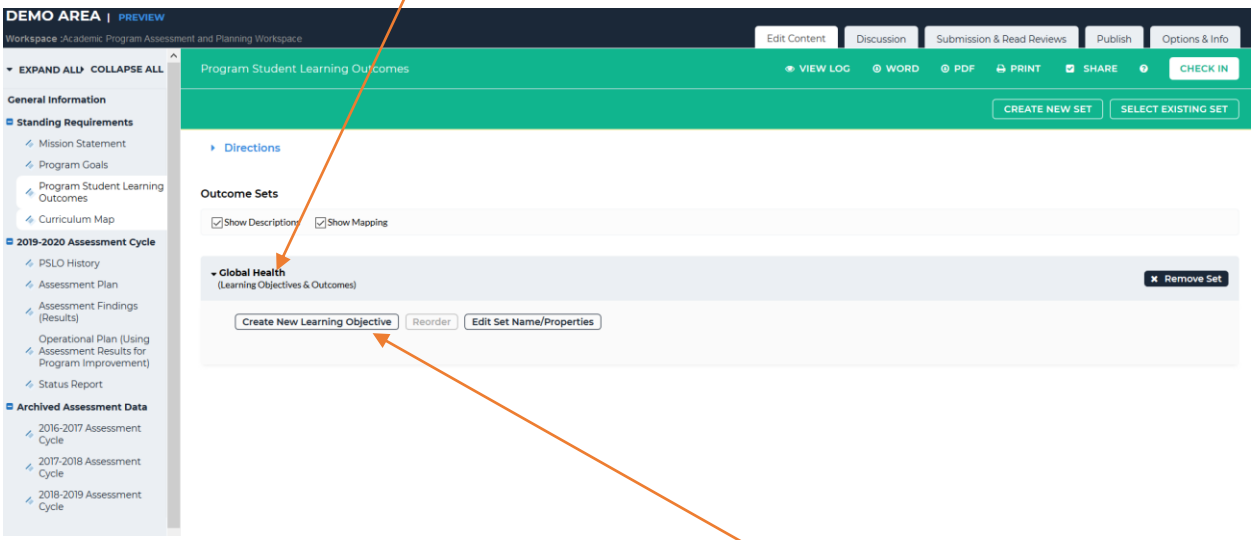


6. If you are adding a new set of Program Student Learning Outcomes (PSLOs), click **Create New Set**

7. Type the name of the set (typically, the name of the Academic Program); click **Save and Return**

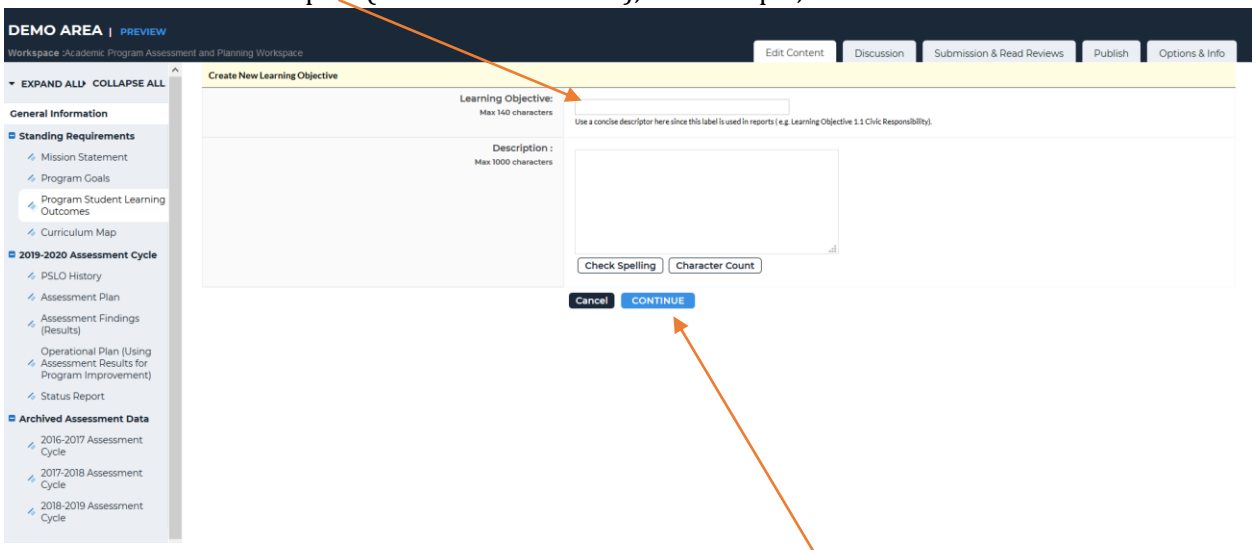


8. Review the option of linking to other sets; this may be helpful for academic programs that share Program Student Learning outcomes; click in checkbox to allow alignment; click **Continue**
9. Your Academic Program name should now be visible in the workspace (e.g. Global Health)



10. To add PSLOs (learning objectives), click on create **New Learning Objective**

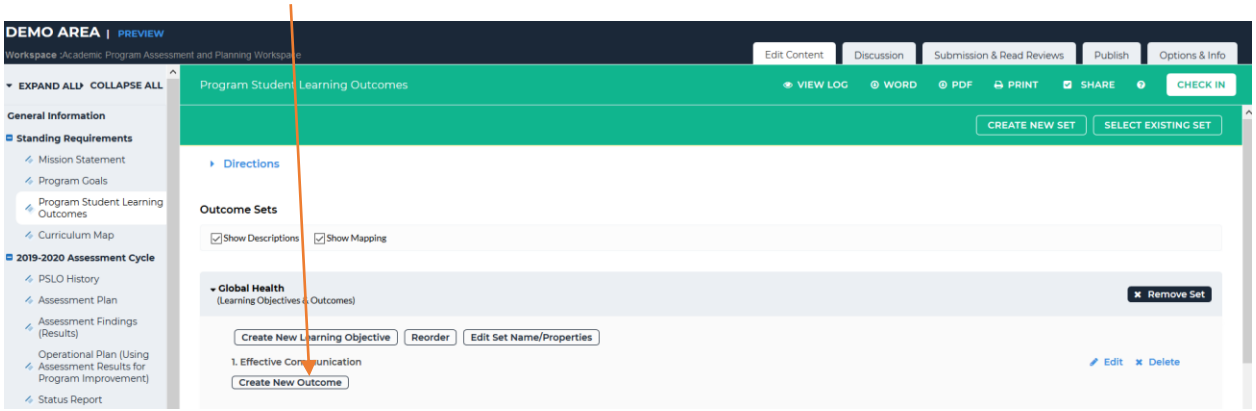
11. Provide a concise descriptor (max 140 characters); for example, Effective Communication



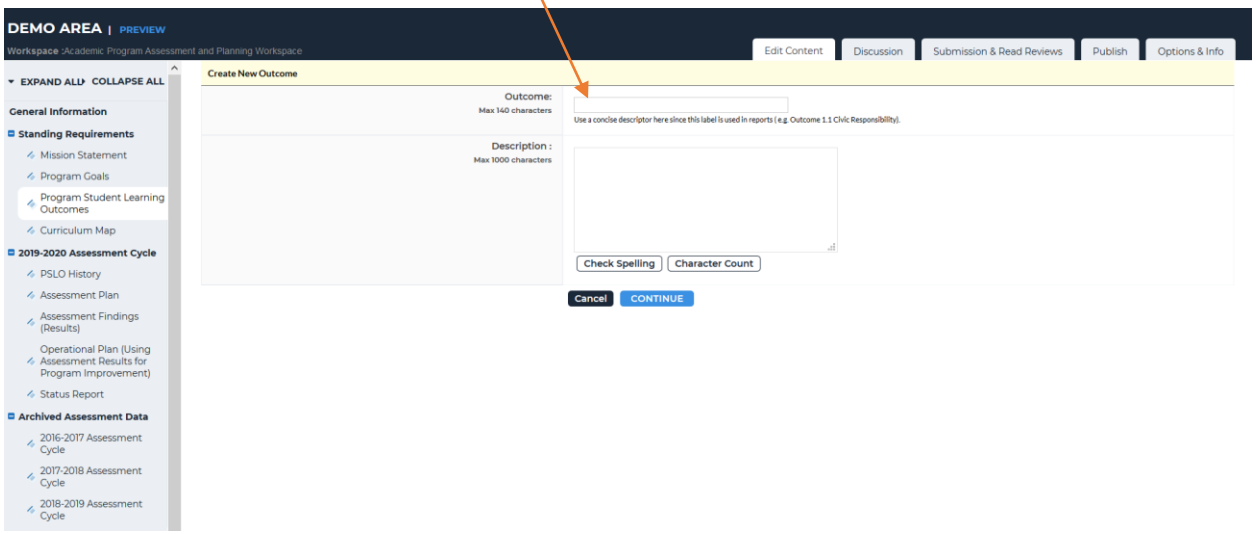
12. When finished adding the first PSLO concise descriptor, click **Continue**

13. **NOTE:** Each PSLO needs an outcome created so that mapping can occur

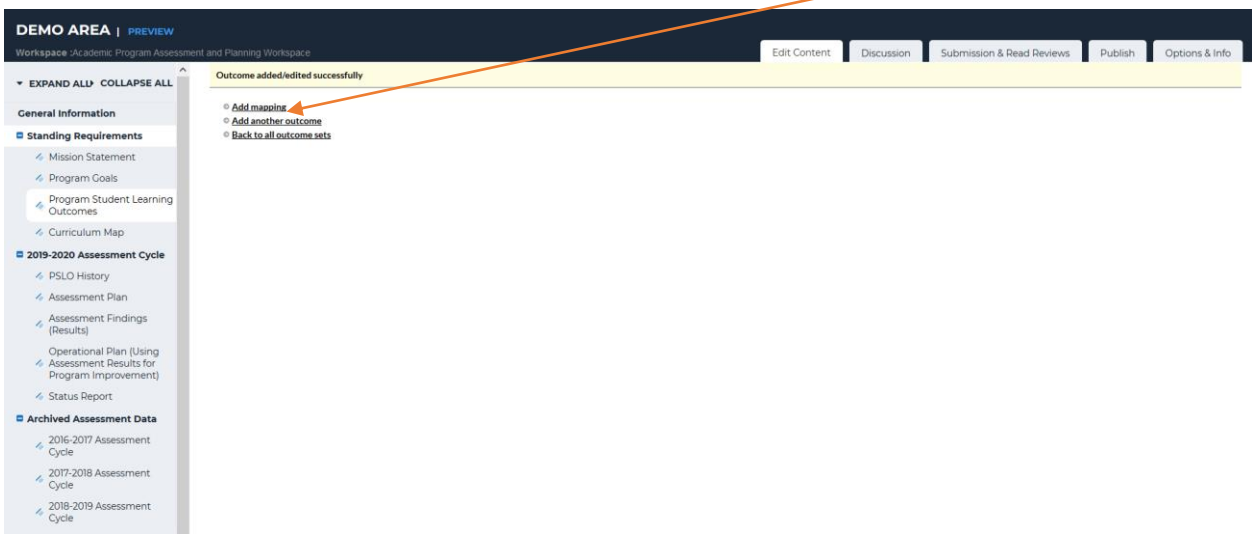
14. click **Create New Outcome**



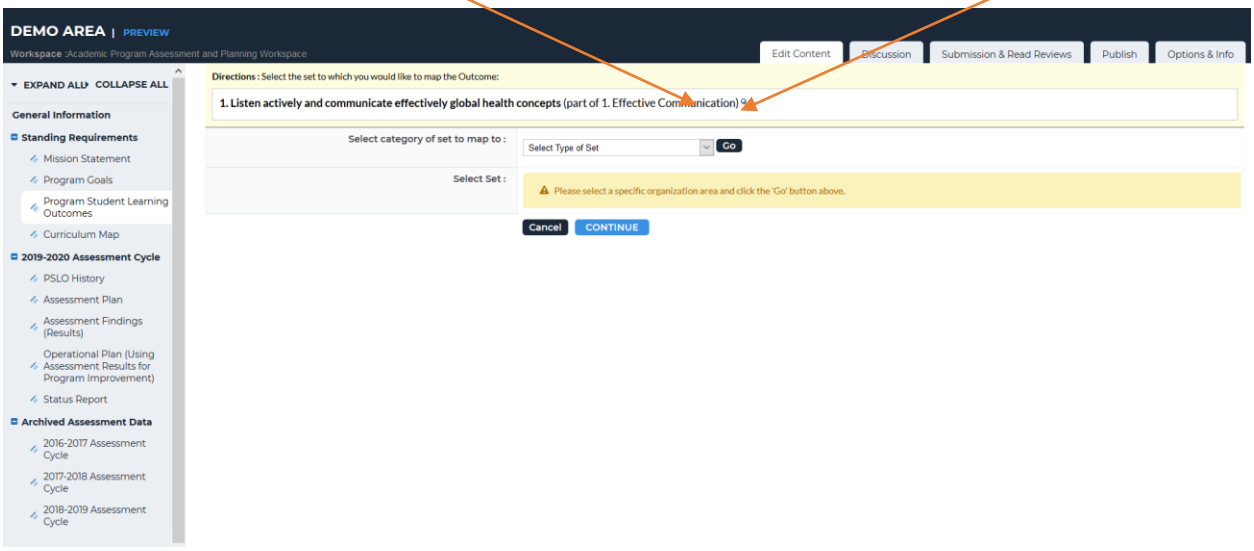
15. Type or copy/paste the PSLO full description in the top dialog box; For example, "Listen actively and communicate effectively global health concepts"



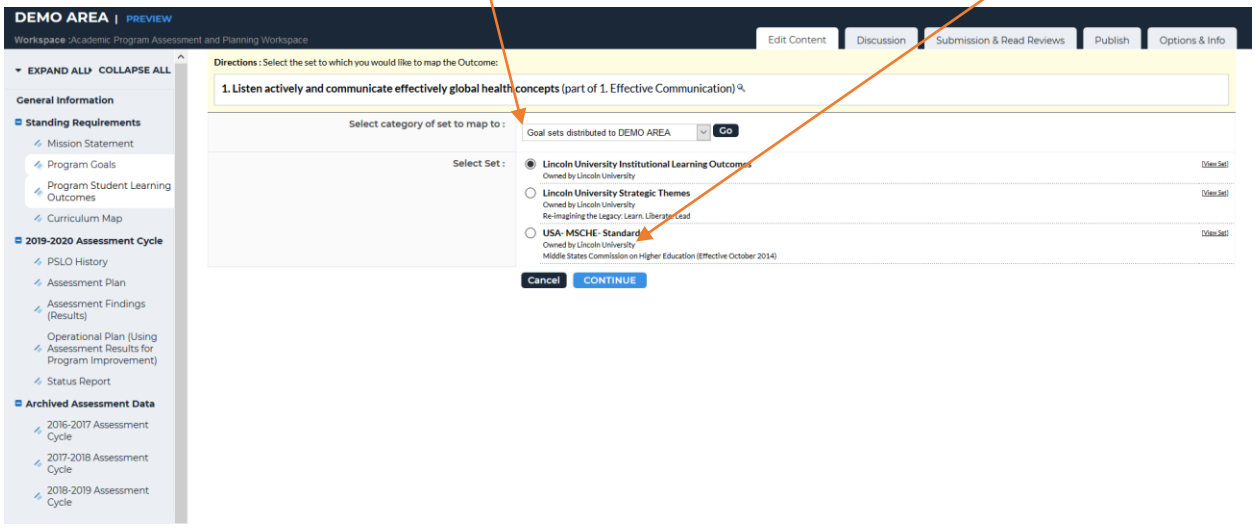
16. **NOTE:** if a Program Student Learning Objective has multiple components, provide a brief descriptor in the top dialog box (step 11); then select **Create New Outcome** and create the multiple outcomes for the specific learning objectives (for example, if there is a content component with multiple content types. The Program Student Learning Objective may be Global Health Content and the outcomes would be specific types of Global Health content, such as Disease Causation, Policies, etc.)
17. You will then have the option to map the PLSO to other Outcome sets (e.**g.** Institutional Learning Outcomes). If appropriate, click **Add Mapping**



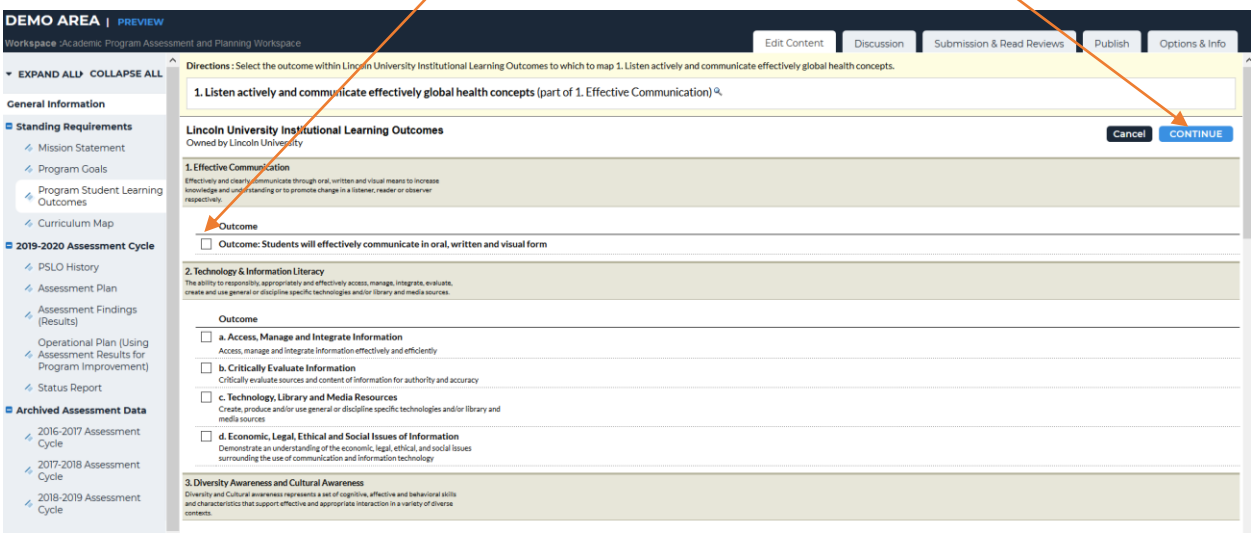
18. Using the dropdown menu, select **Goal sets distributed to [Academic Program]** and click **Go**



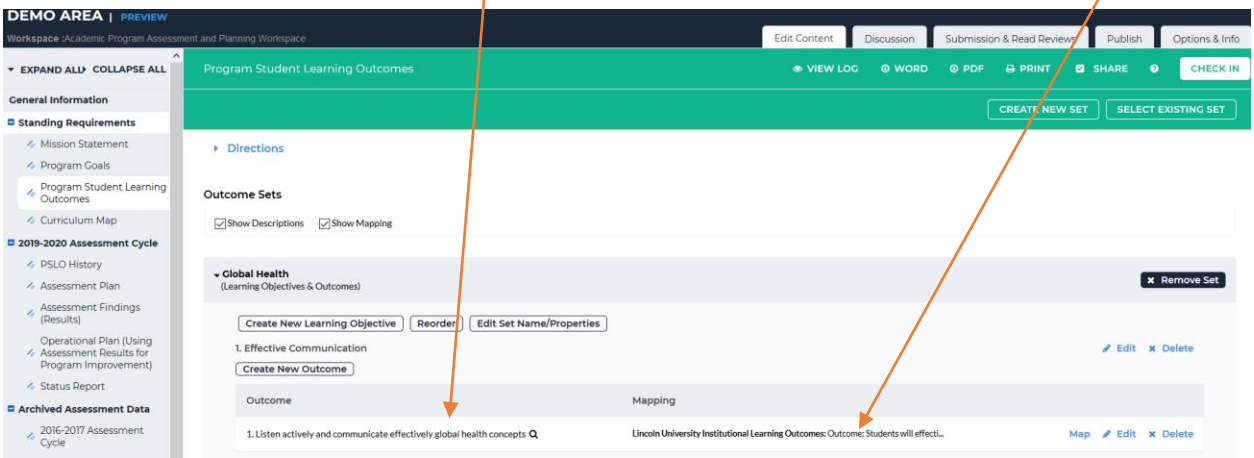
19. Click the radio button for **Lincoln University Institutional Learning Outcomes**; click **Continue**



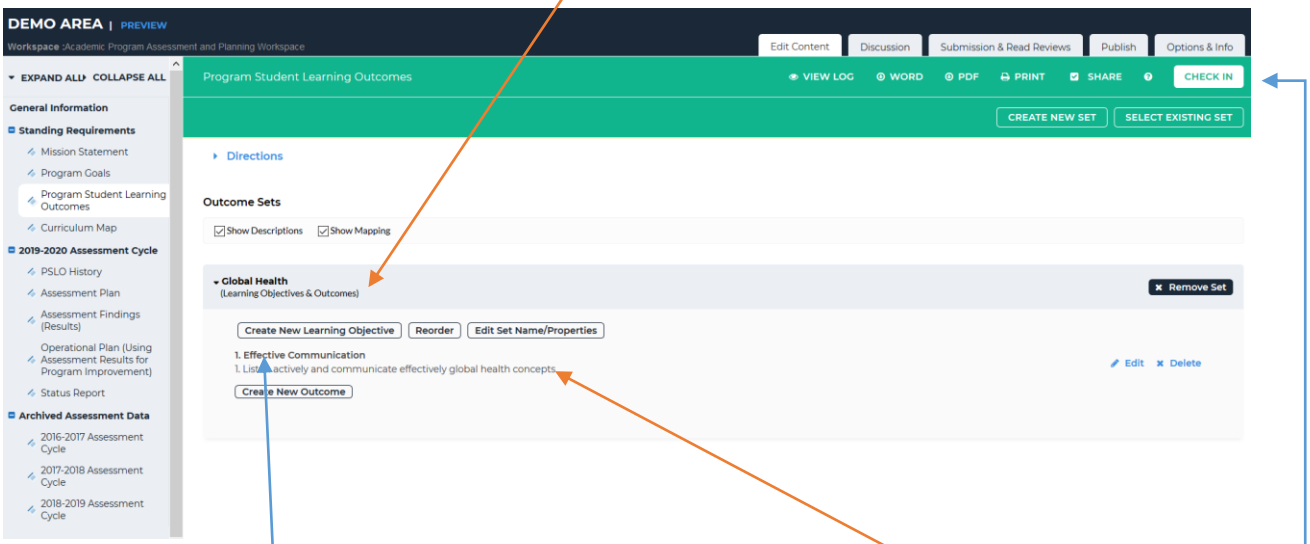
20. Click the checkbox for the ILO <u>that aligns</u> with the specific PSLO; click **Continue**



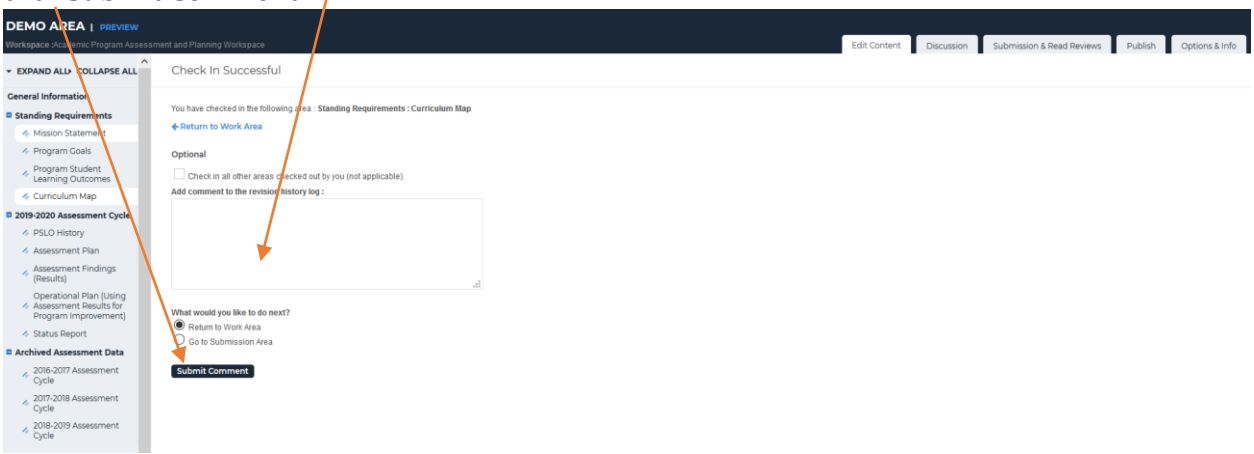
21. The Academic Program Student Learning Outcome should now be linked to the appropriate ILO (if applicable)



22. To add another PSLO, click **Create New Learning Objective** and repeat the process from step 10

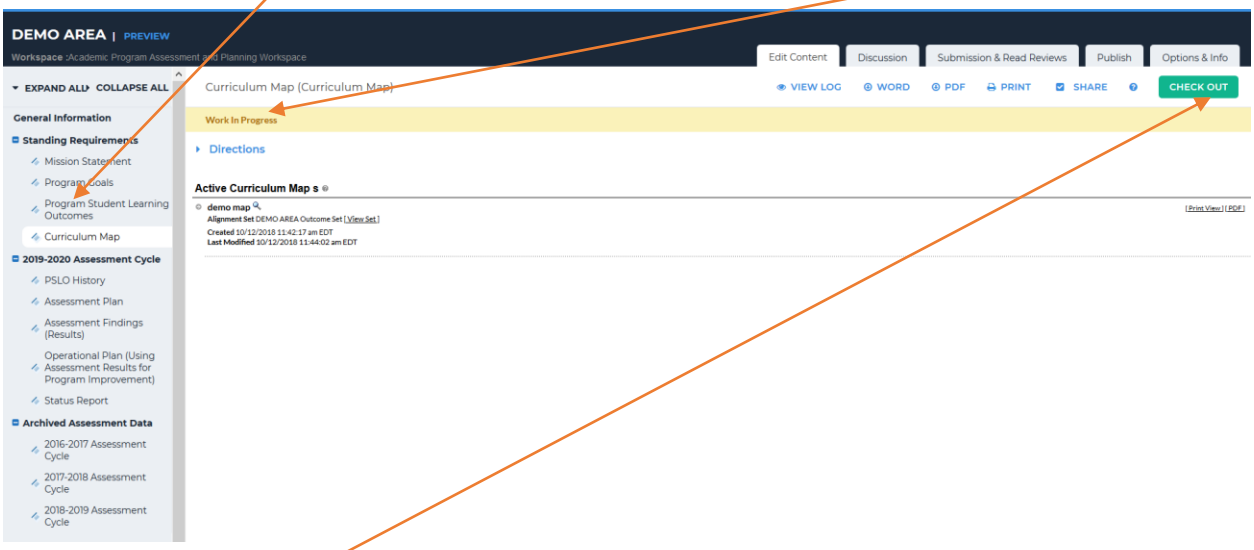


23. **NOTE:** Each PSLO (Learning Objective) needs to have <u>at least one</u> outcome created
24. When all the Program Student Learning Outcomes have been added, click **Check In**
25. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

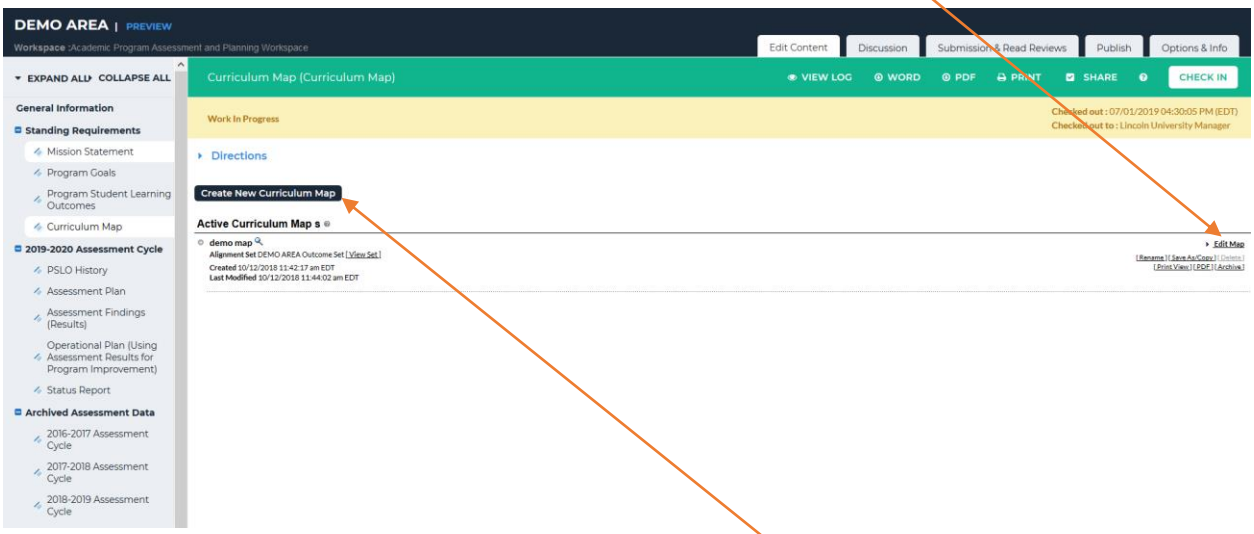


Curriculum Map – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Curriculum Map** (left side column menu); to see the Directions, click on **Directions**

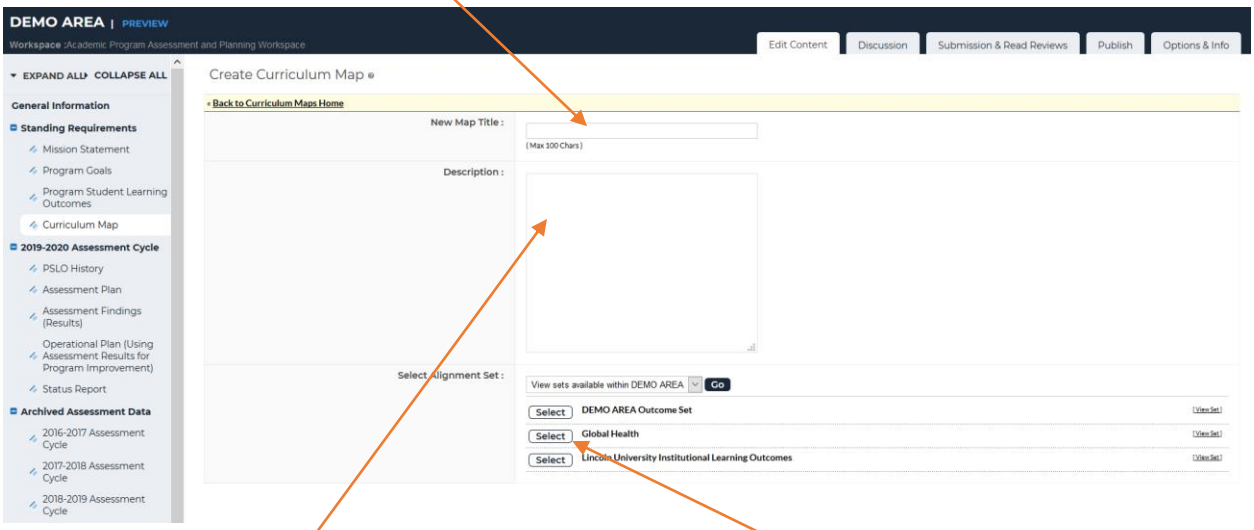


4. Click **Check Out**
5. If you are using a map that was previously uploaded, click **Edit Map**

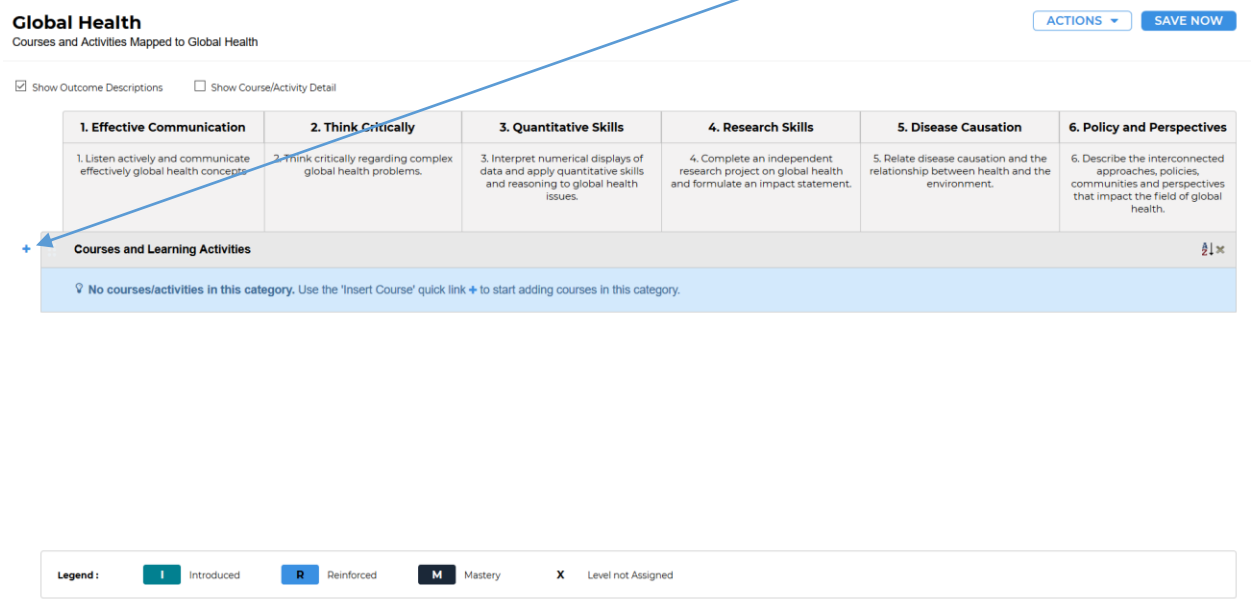


6. If you are creating a new curriculum map, click **Create New Curriculum Map**

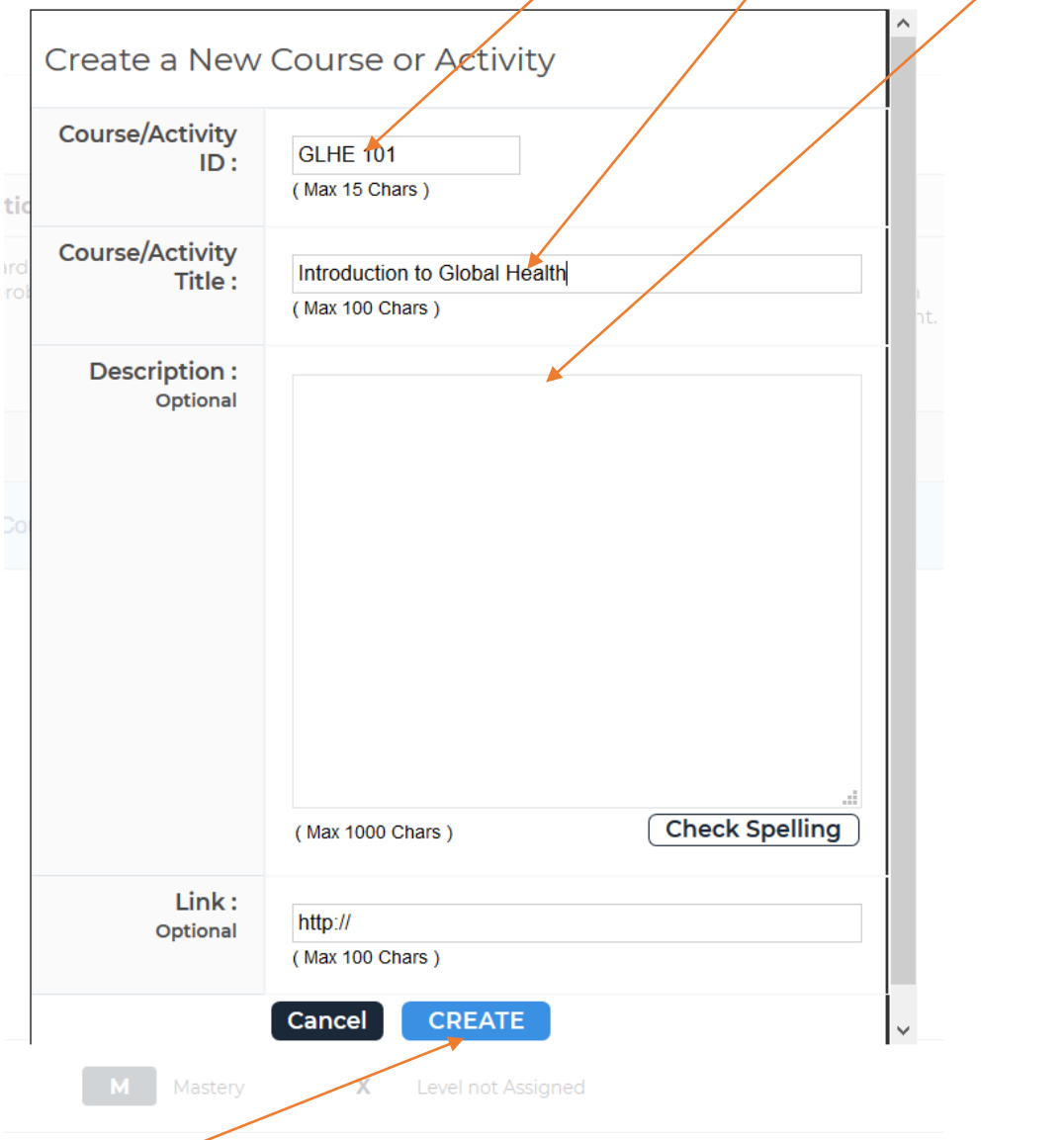
7. Type the name of the curriculum map (typically, the name of the Academic Program); click **Save and Return**



8. In the Description, you may possibly want to include the last revision date for the curriculum map
9. Select the appropriate Alignment Set (e.g. Academic Program set; in this example, Global Health);
10. The curriculum map will open in a new window; click plus sign to add each course;

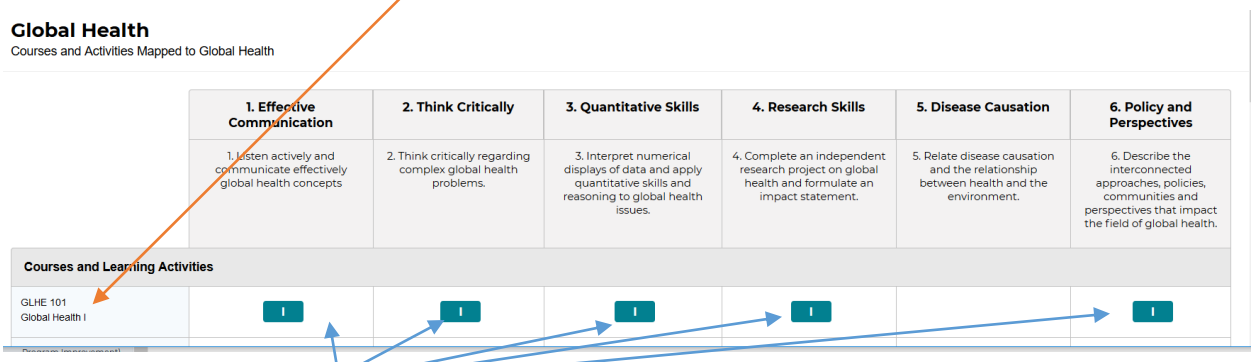


11. A new pop up window will appear, enter the **Course ID**, **Course Name/Title** and **Description** (if desired)



12. click **Create**

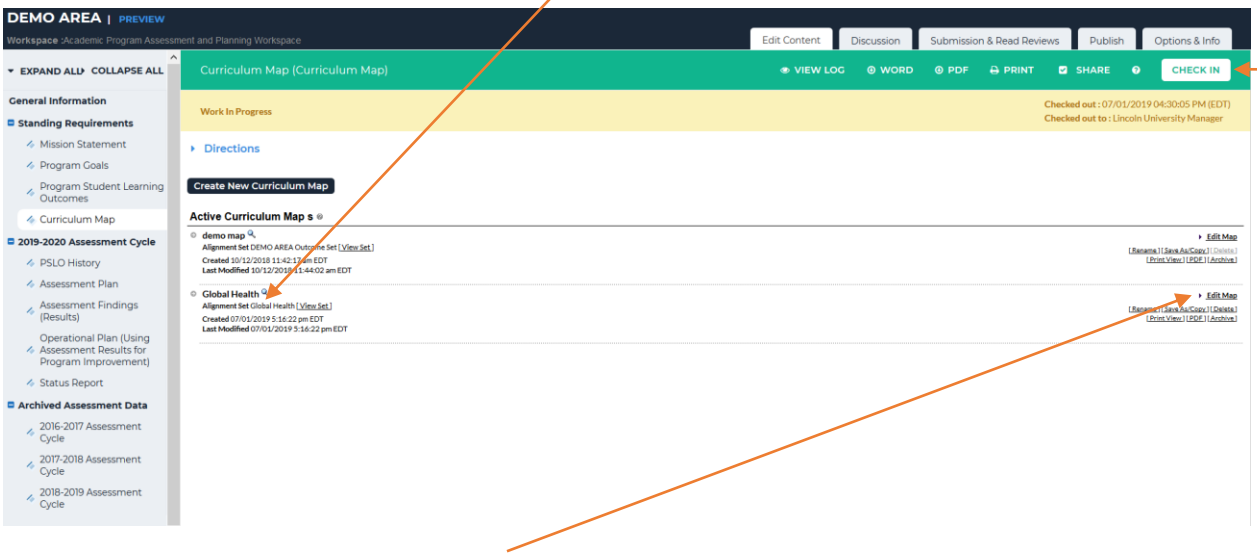
13. You should now see the course added to the curriculum map;



14. Click in the appropriate box(es) for the appropriate PSLO and scroll/click through the options of: **I**=Introduced, **R**=Reinforced, **M**=Mastery or **X**=Level not assigned
15. To add another course, click on the **+** sign and repeat process from step 10 until all the courses have been added.
16. When all the courses have been added, click **Save Now**

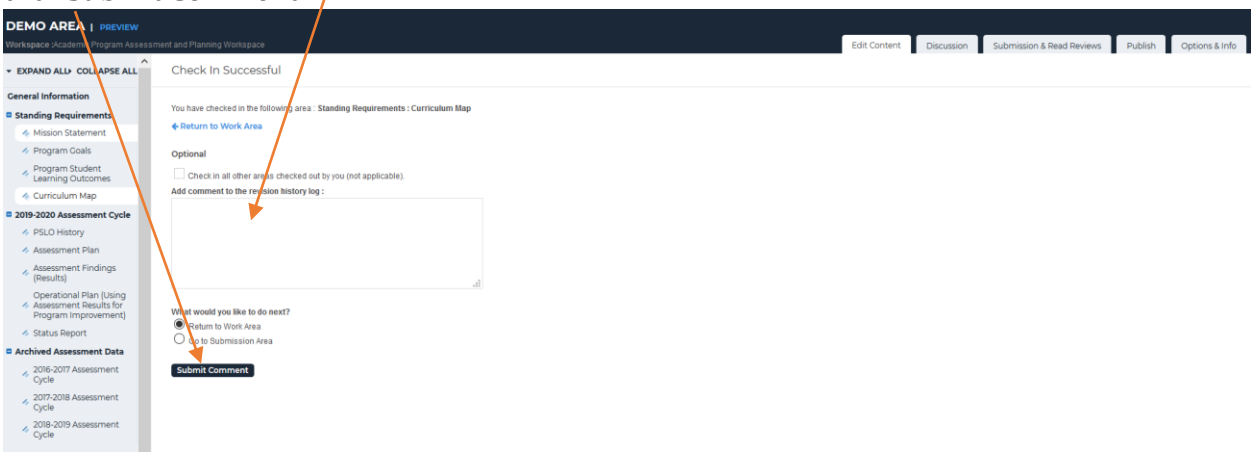
NOTE: The curriculum map may be saved at any of the stages. If you have not completed the map in one session, you may come back and continue adding courses or editing the map. Remember to click **Save Now** before you exit from the curriculum map window.

17. The curriculum map should now be visible on the workspace. To view the map, click on the name of the Academic Program (Global Health)



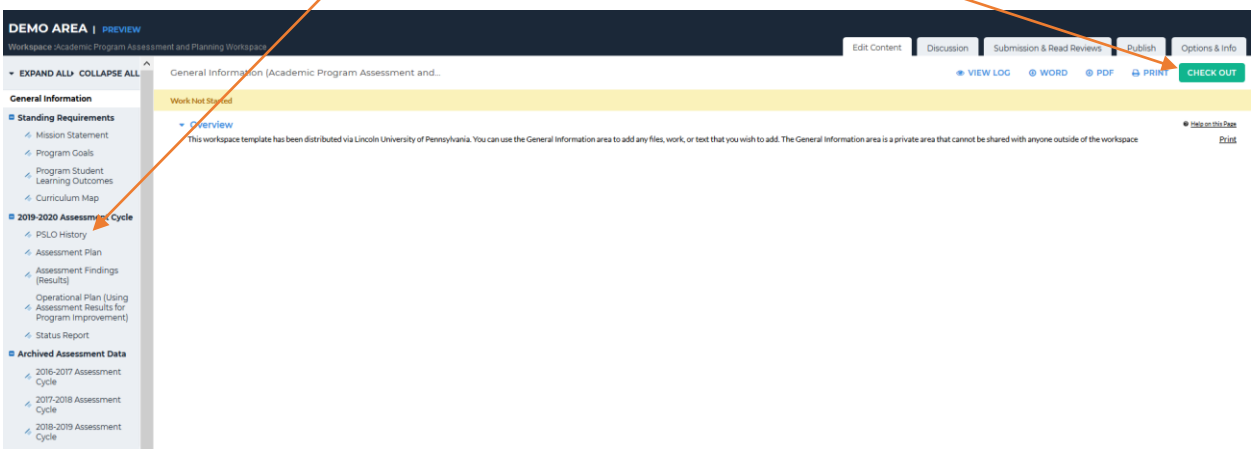
18. If edits are needed, click **Edit Map**
19. When finished adding/editing the curriculum map, click **Check In**

20. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

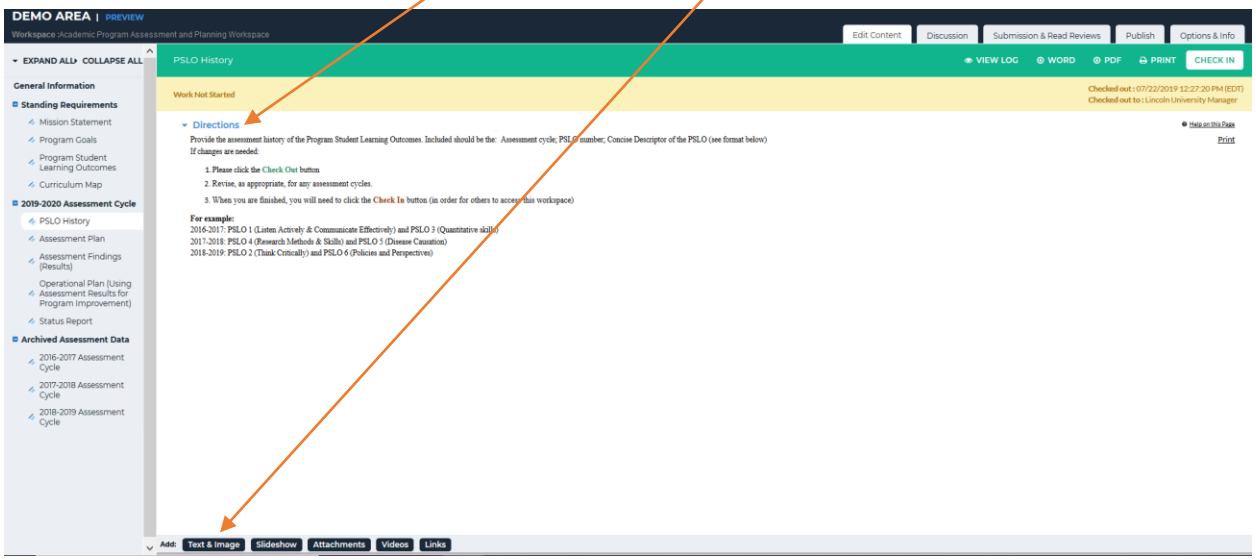


PSLO History – Academic Program

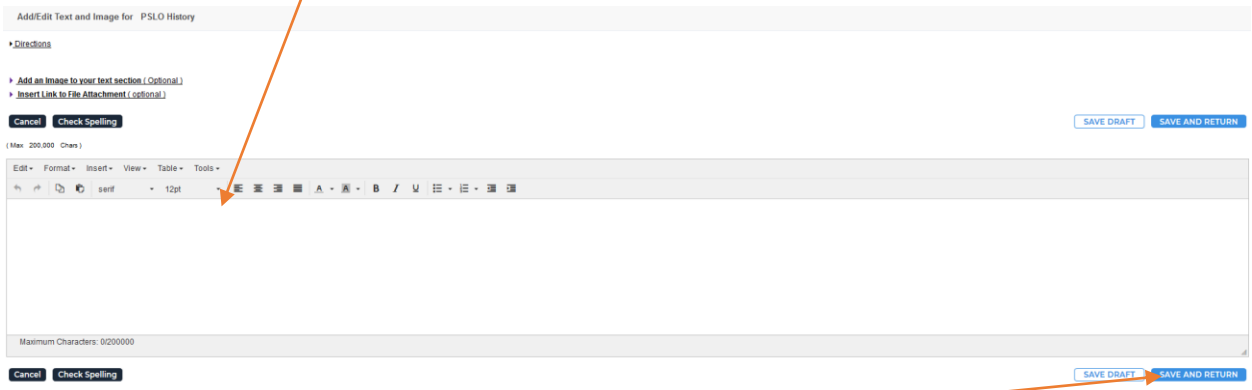
1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **PSLO History** (left side column menu); click **Check Out**



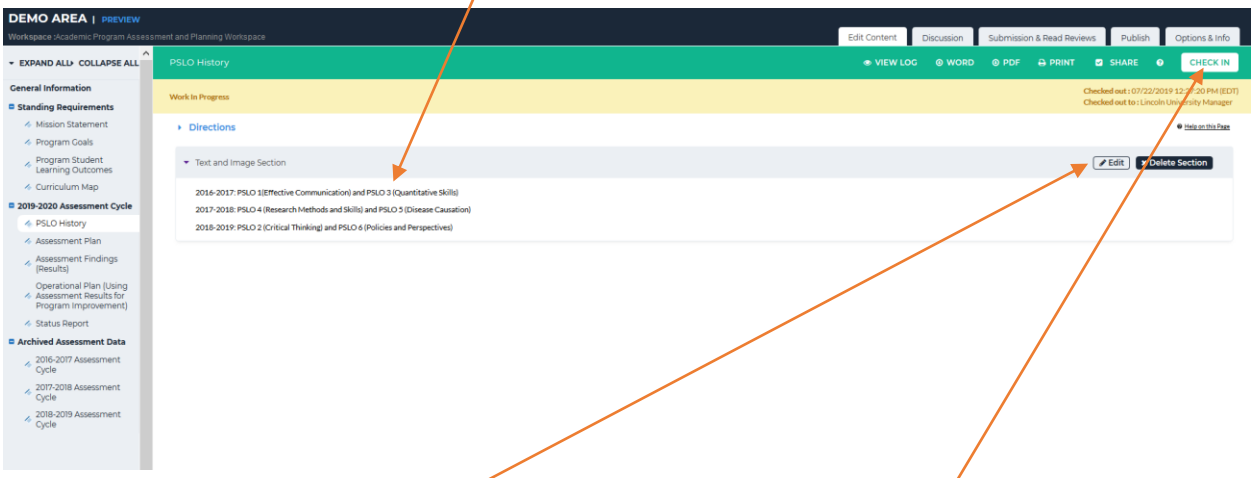
4. To see the Directions, click on **Directions**; Click on **Text and Image**



5. In the dialog box of the new window, insert the PSLO history (or revise/update, as appropriate); Format should be: Academic Year: PSLO # (Brief Descriptor) and PSLO # (Brief Descriptor);
   For example: 2016-2017: PSLO 1 (Effective Communication) and PSLO 2 (Critical Thinking)

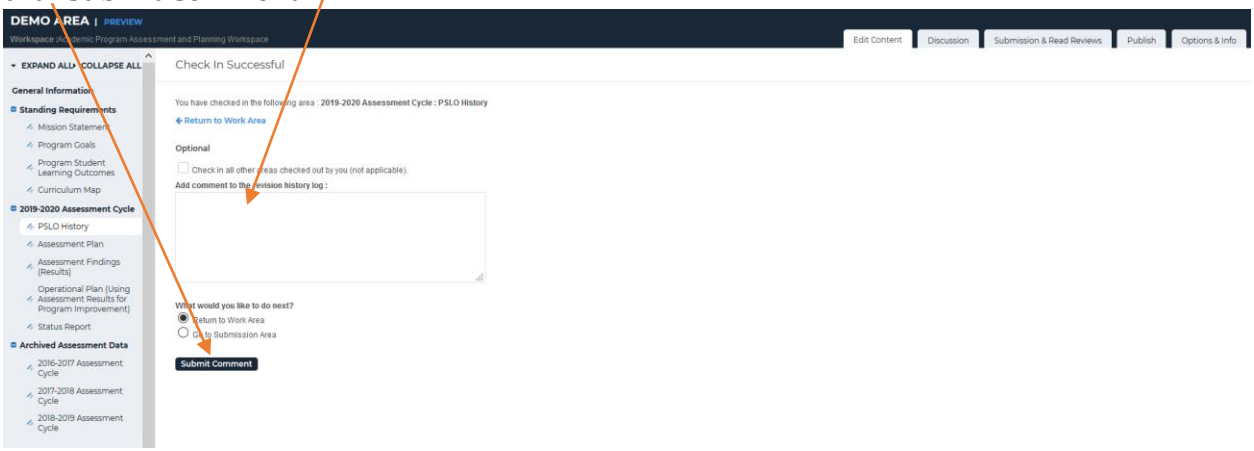


6. When finished, click **Save and Return**
7. You should now see the information in the workspace



8. If revisions are needed, click **Edit**; if the information is correct, click **Check In**

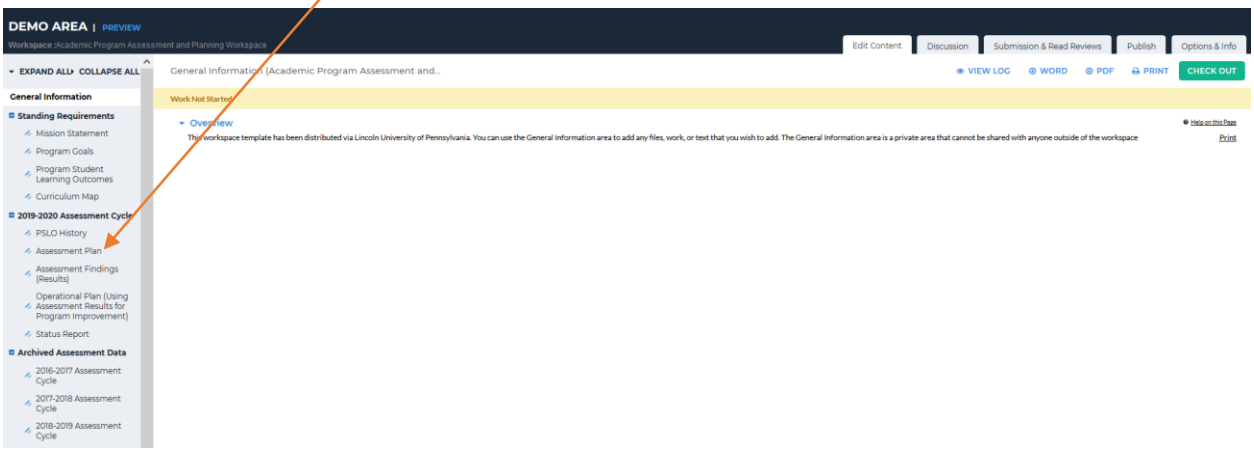
9. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**



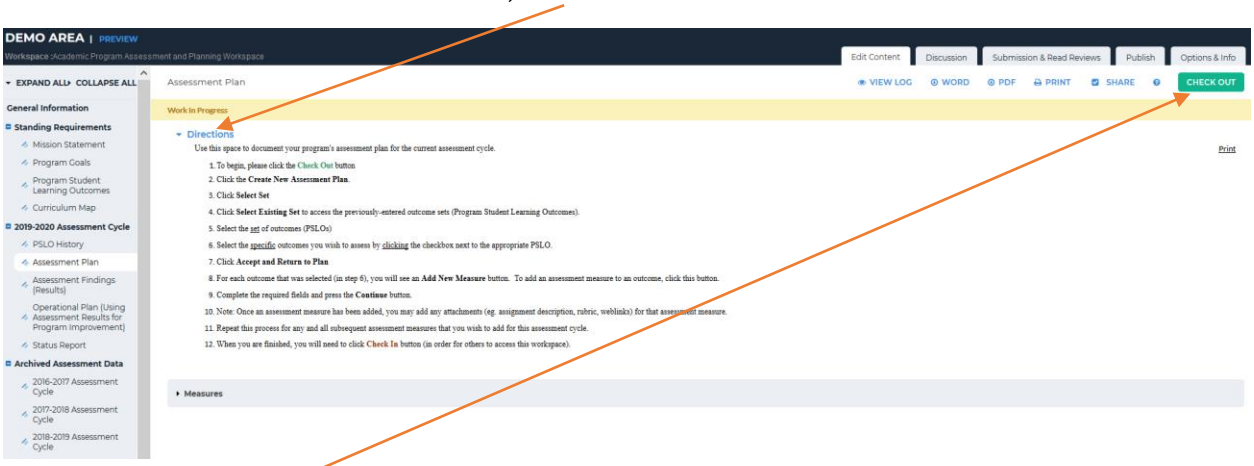
Assessment Plan – Academic Program

Assessment Plan – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Assessment Plan** (left side column menu)

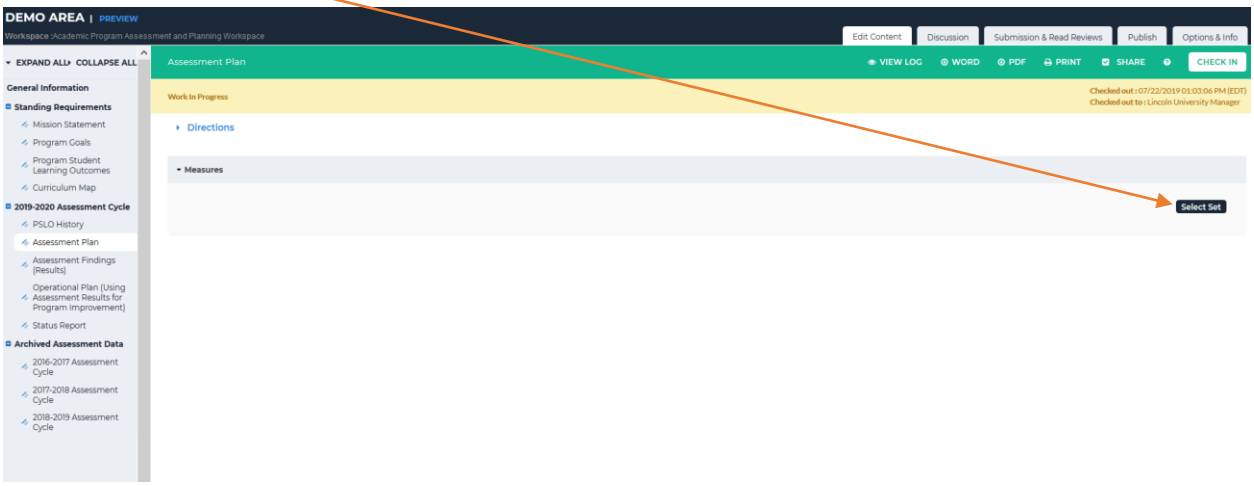


4. To see Directions for this section, click **Directions**

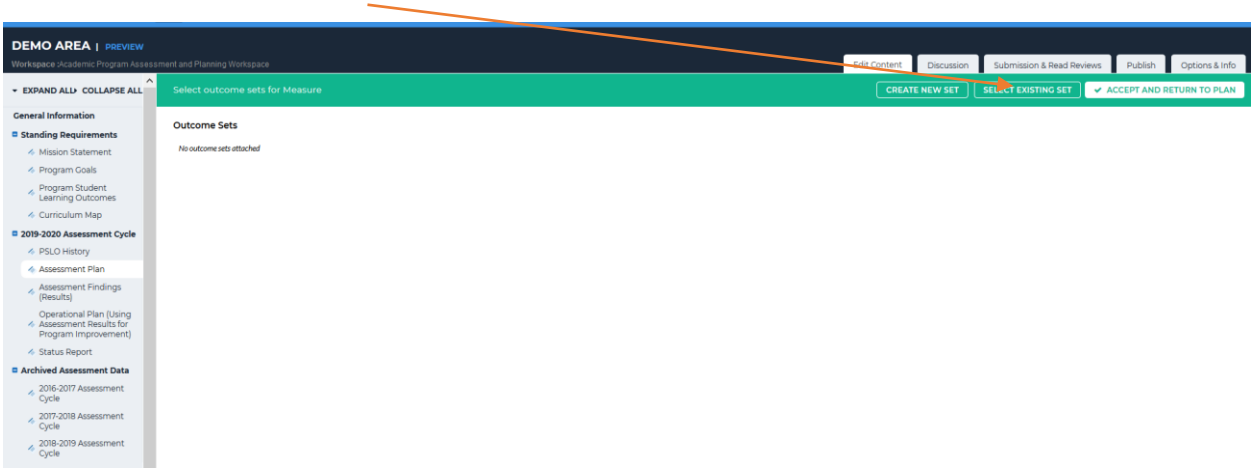


5. Click **Check Out**

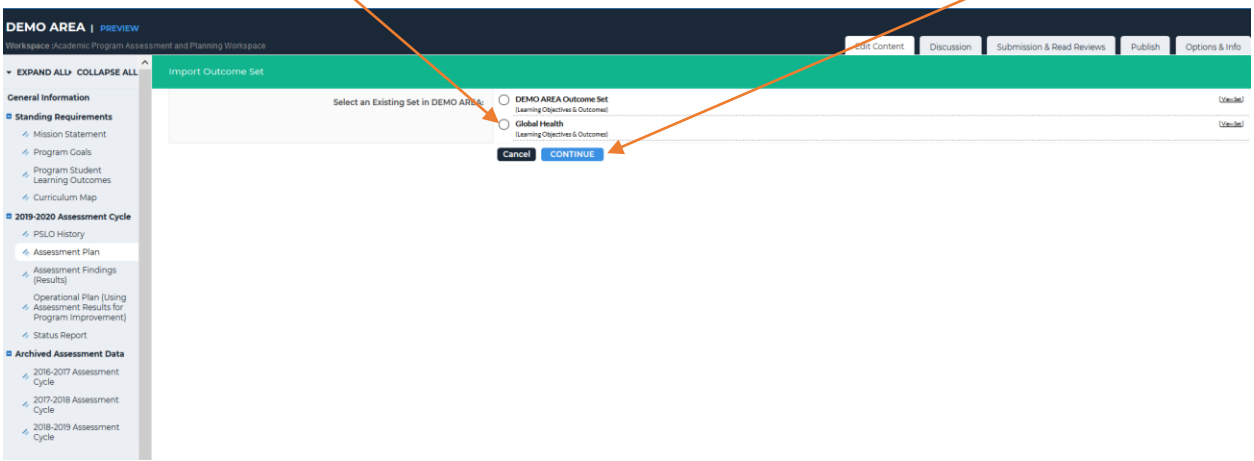
6. Click **Select Set**



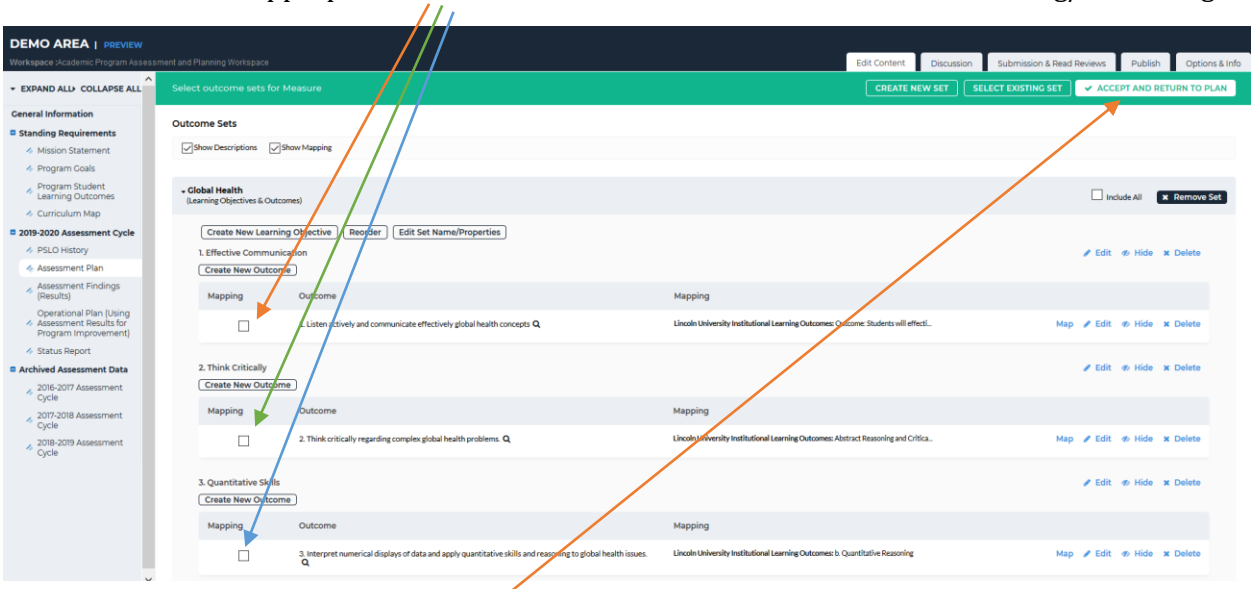
7. Click **Select Existing Set**



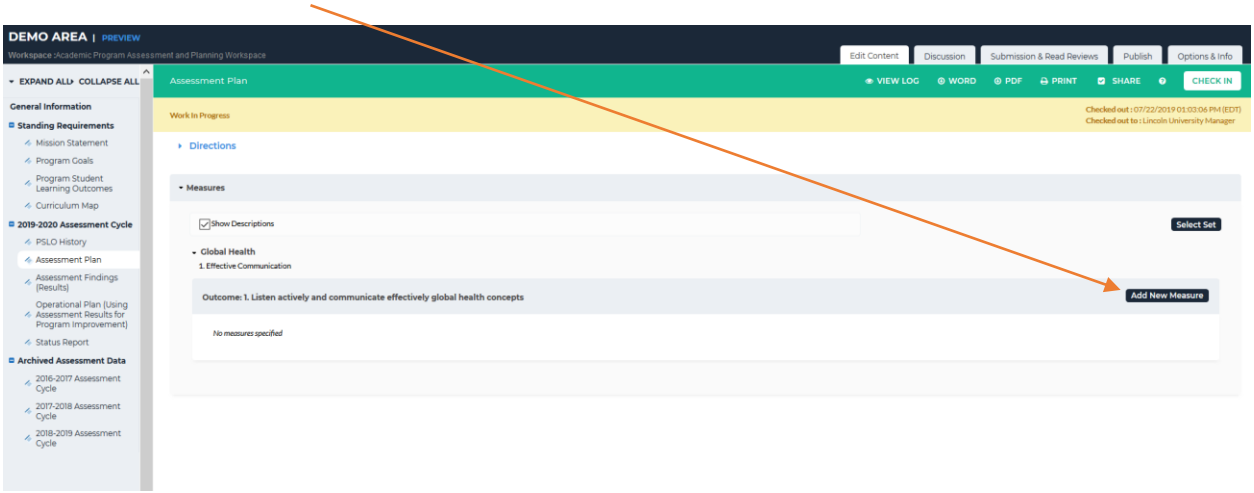
8. Click on the radio button for the Academic Program PSLO set; then click **Continue**



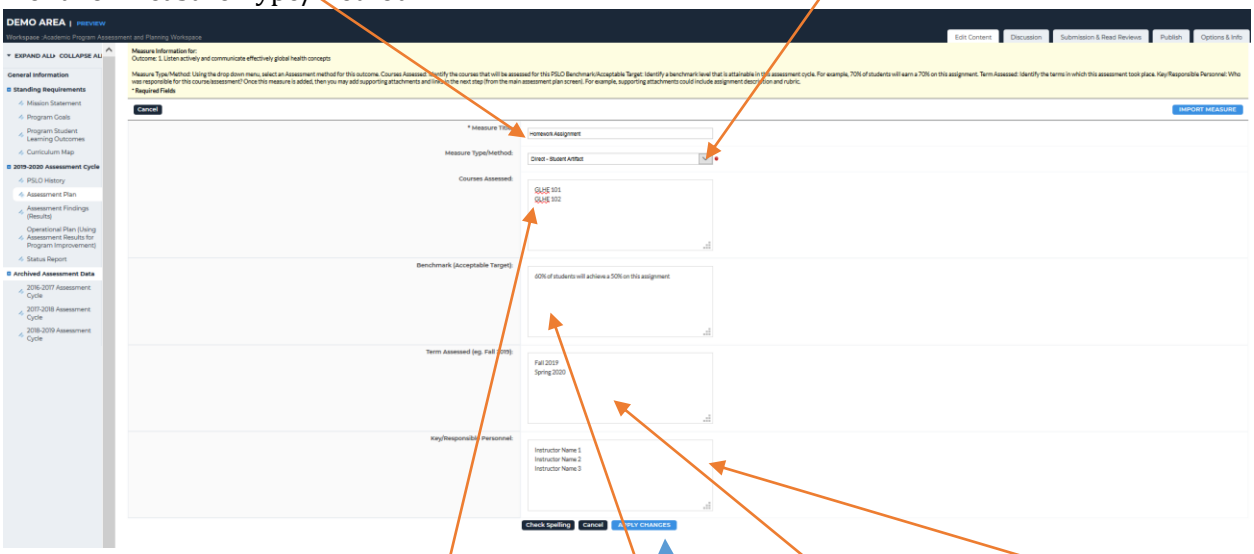
9. Click on the appropriate checkbox for the PSLO that the Plan will be assessing/measuring



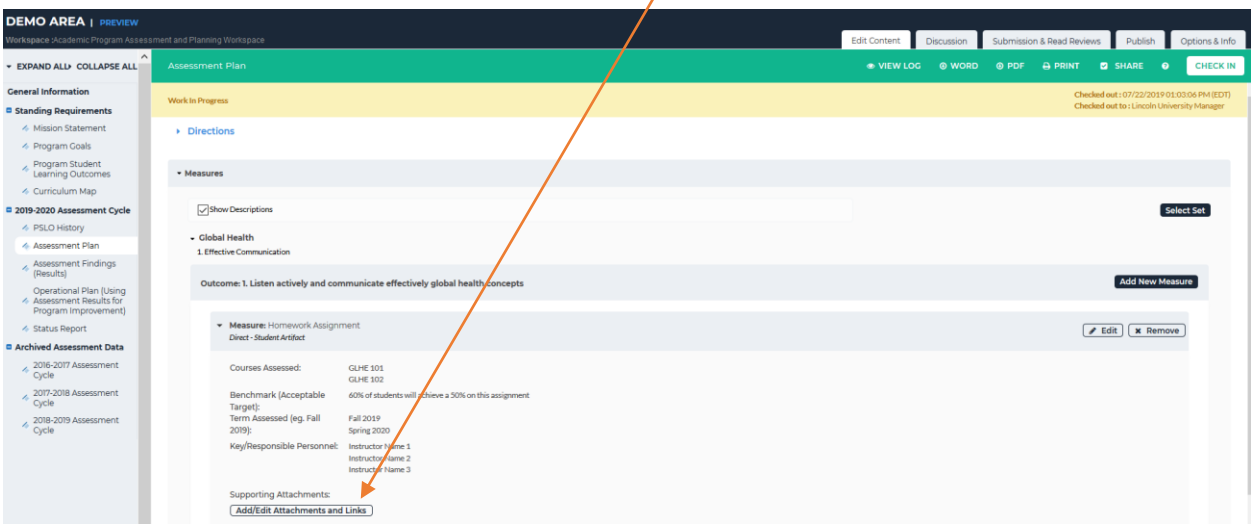
10. click **Accept and Return to Plan**
11. Click **Add New Measure**



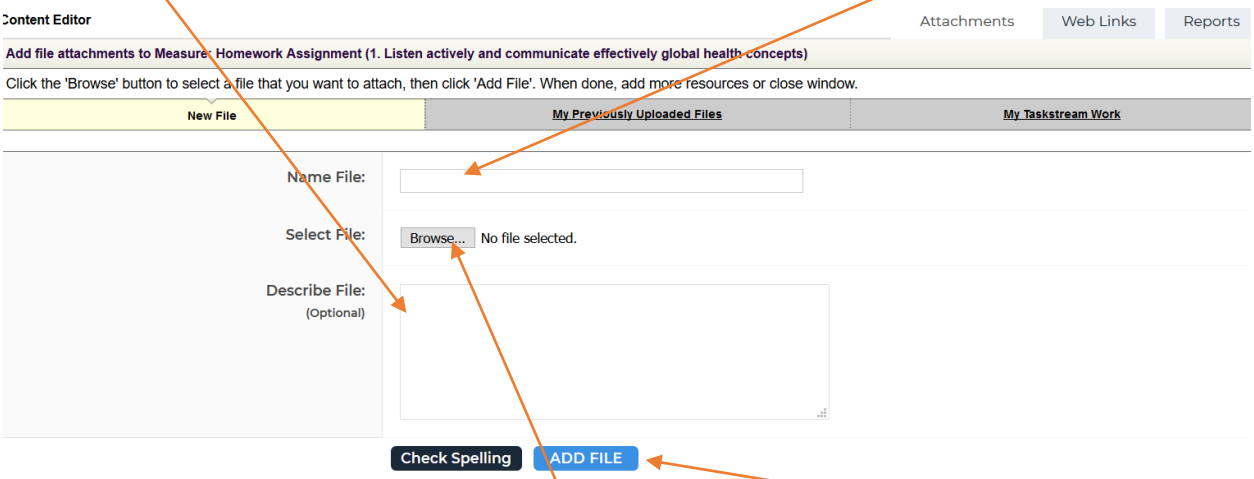
12. Click on **Measure Title** and insert appropriate information; click on arrow to use dropdown menu for Measure Type/Method



13. Click in each of the dialog boxes (Courses assessed, Benchmark, Term Assessed, Key/Responsible Personnel) and insert the appropriate information
14. Then click **Apply Changes**
15. To add attachments and links, click **Add/Edit Attachments and Links**

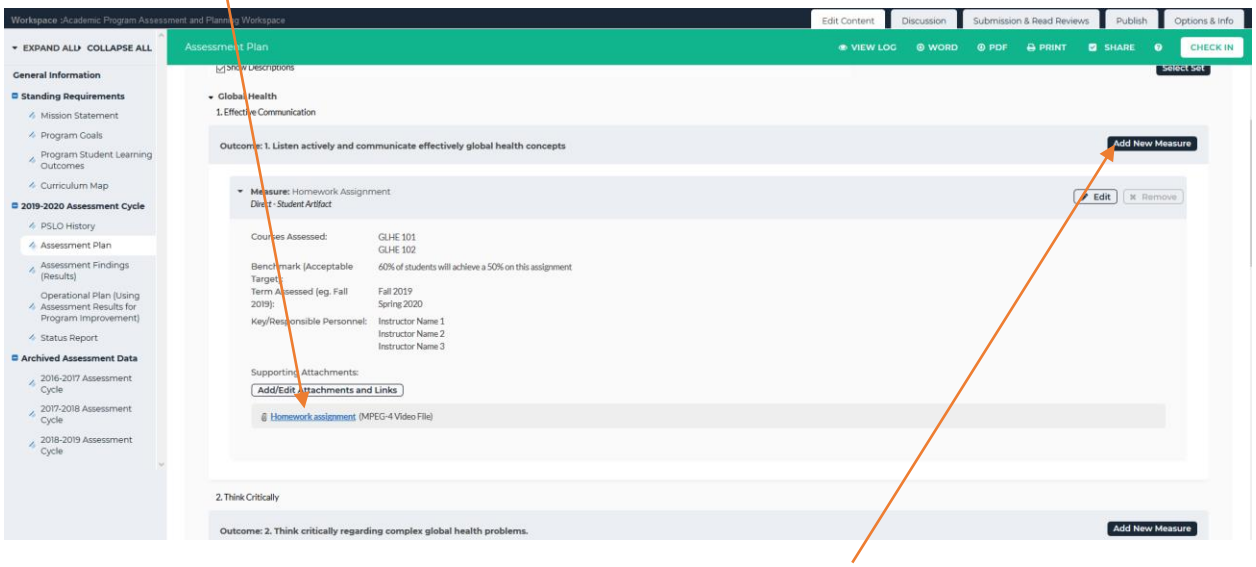


16. If adding attachments, insert the appropriate information in the in the Name file and Description file (optional) dialog boxes;



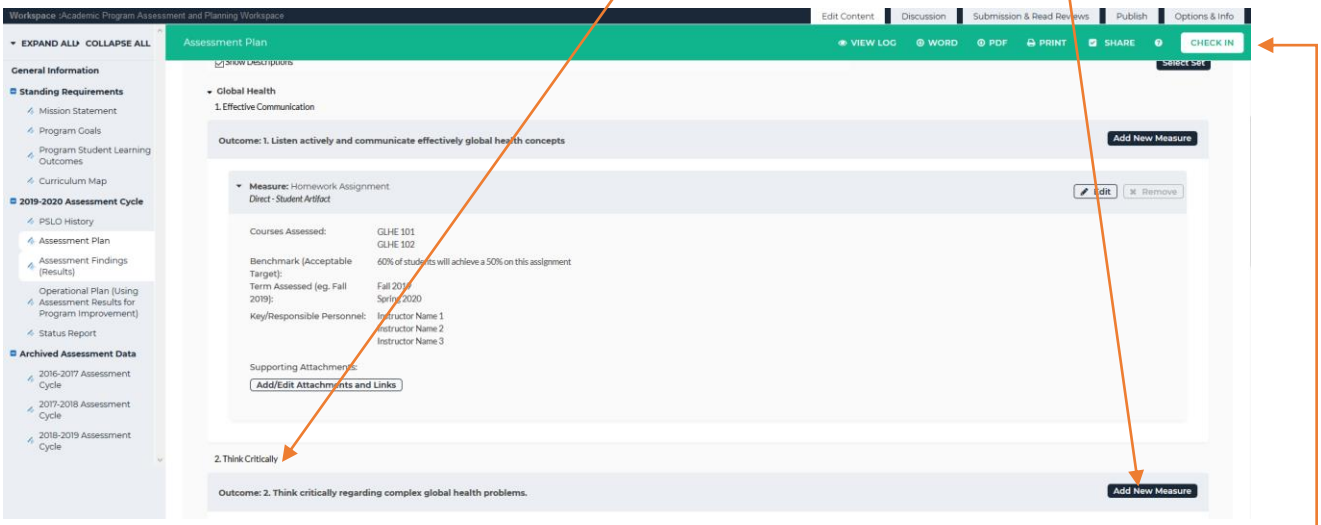
17. Select the appropriate file by clicking on **Browse** and selecting the appropriate file; then select **Add File**

18. The attachment should now be visible in the workspace



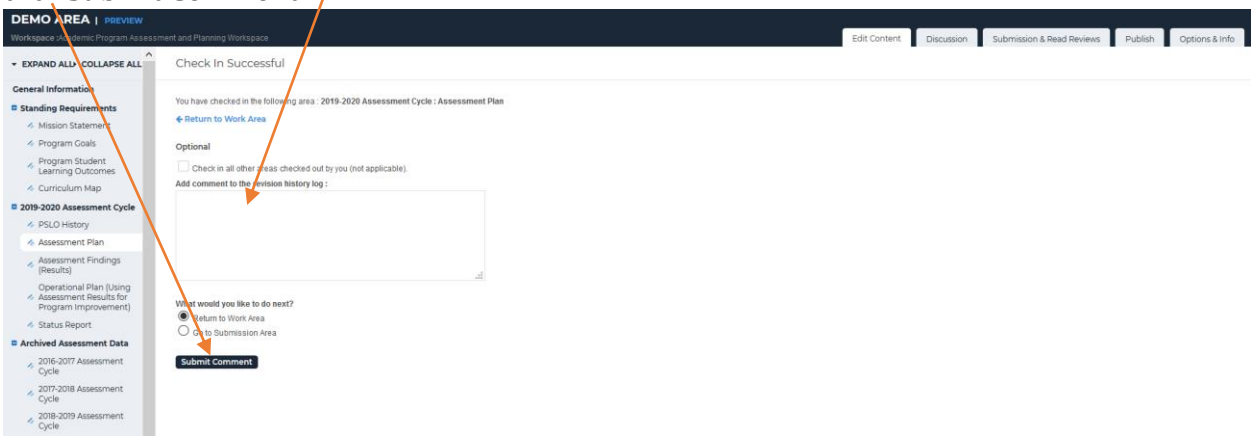
19. To add other assessment measures for this PSLO, click on **Add New Measure** and repeat the process from step 11

20. If you have assessment measures for other PSLOs, click the appropriate **Add New Measure** and repeat the process from step 6



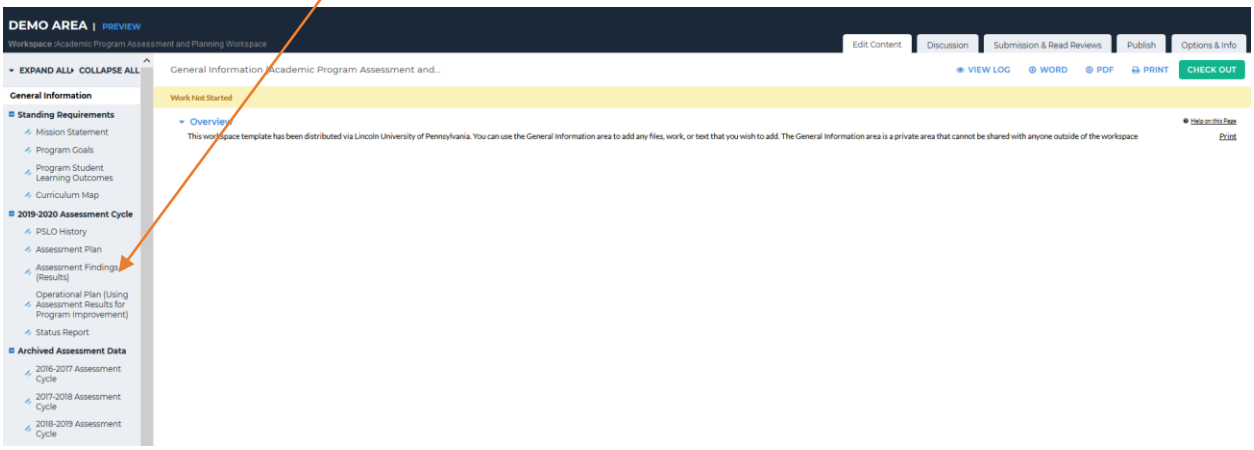
21. If you are finished adding assessment measures, click **Check In**

23. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

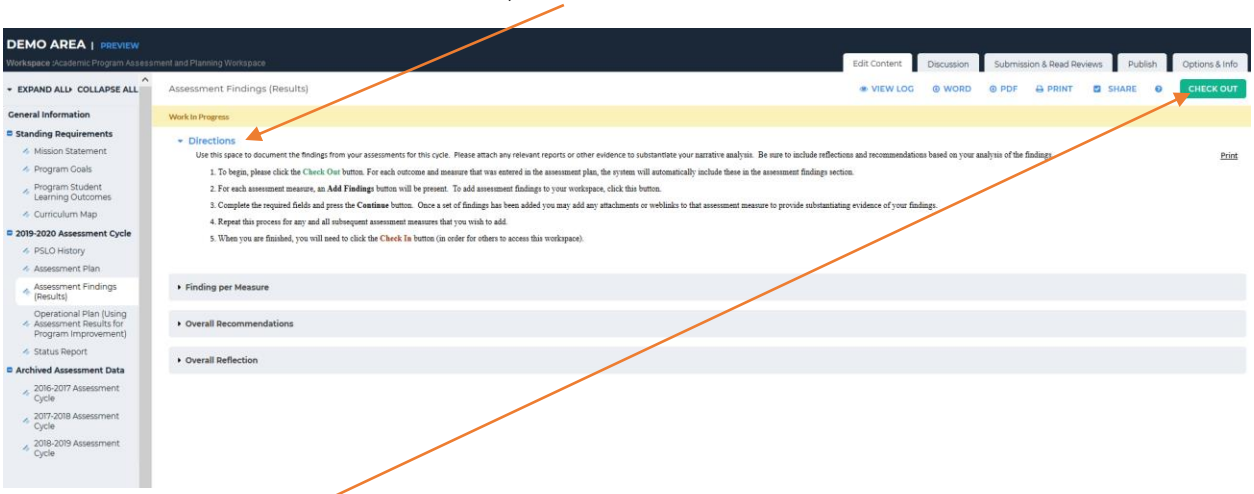


Assessment Findings (Results) – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Assessment Findings (Results)** (left side column menu)

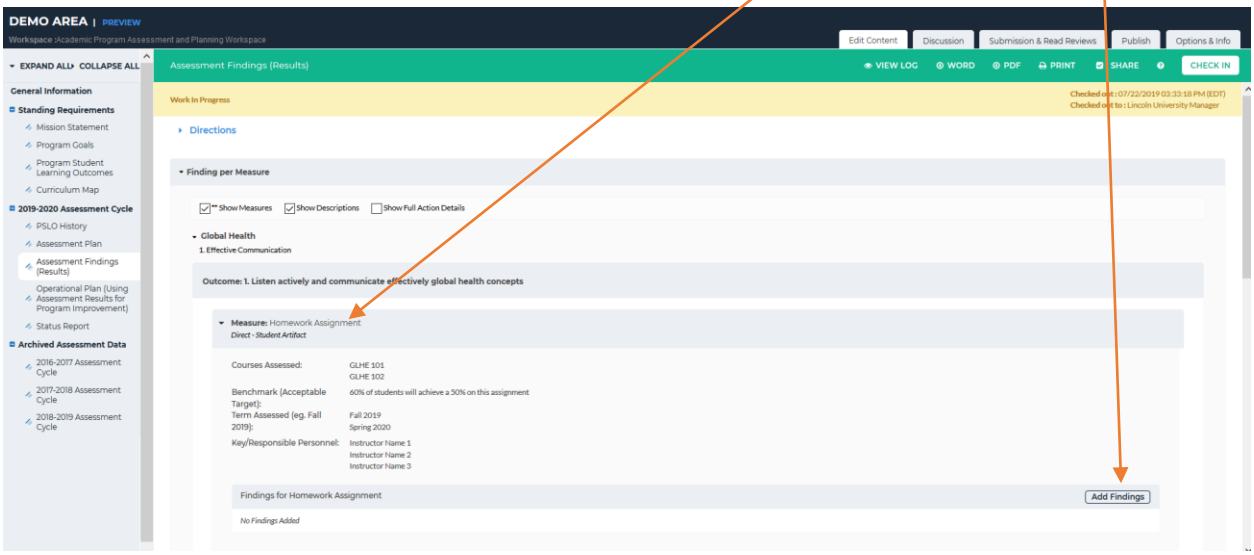


4. To see Directions for this section, click **Directions**

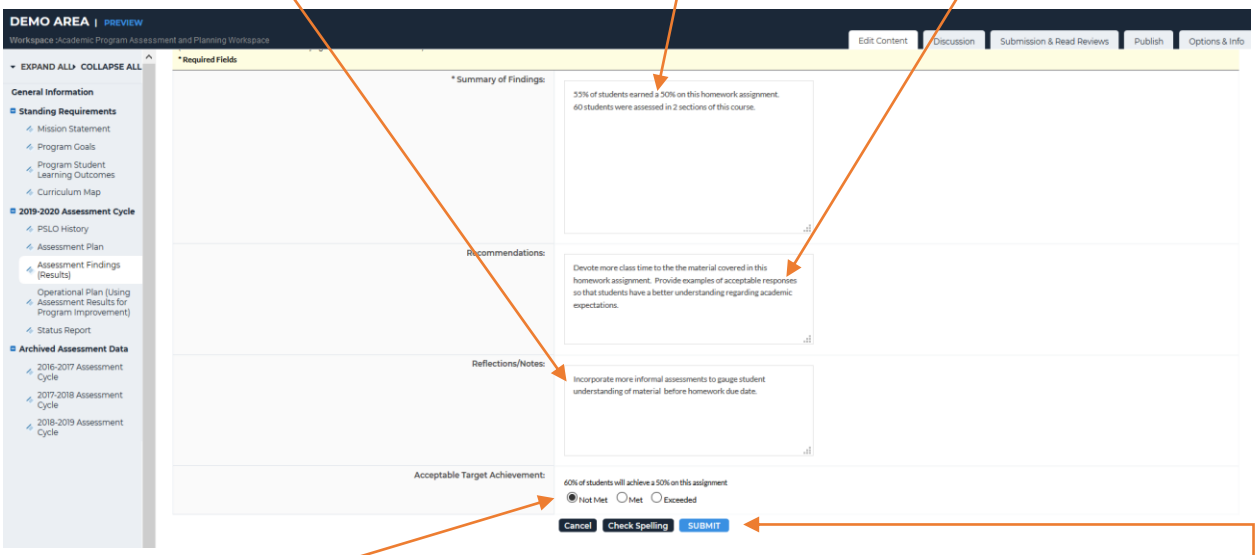


5. Click **Check Out**

6. To the appropriate assessment measure (e.g. Homework Assignment), click **Add Findings**

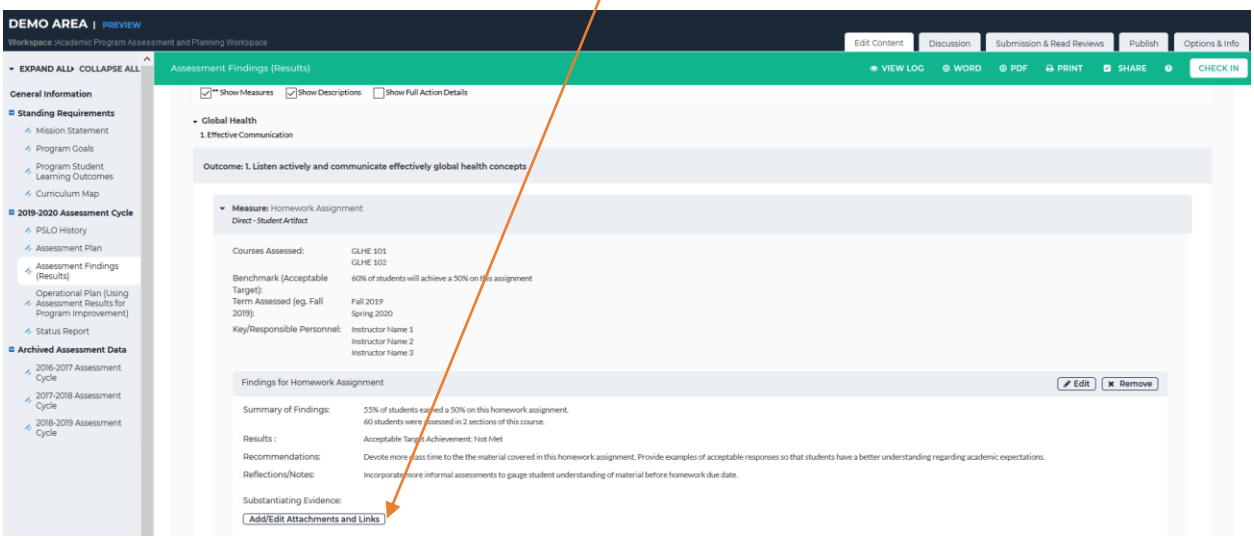


7. Click in the appropriate dialog box to add Summary of Findings, Recommendations, Reflections/Note

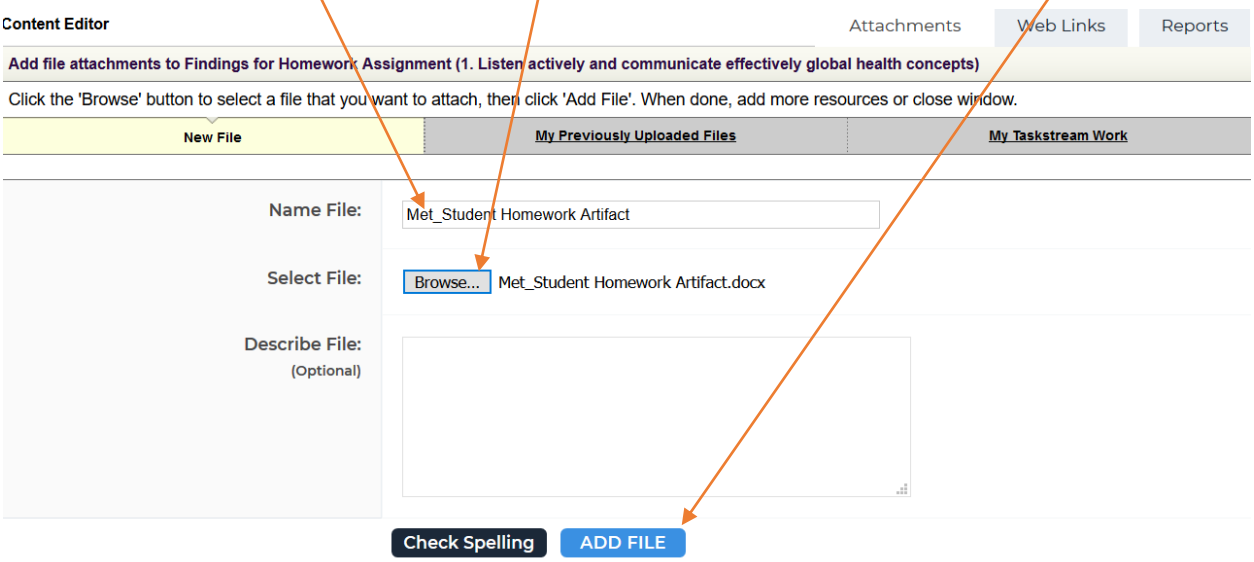


8. Click on the radio button to indicate if Acceptable Target was: Not Met, Met or Exceeded; then click **Submit**

9. To upload student artifacts, click **Add/Edit Attachments and Links;**
   NOTE: Reminder to remove student identifying information from the artifact; include at least one artifact for each type: Not met, Met, Exceeded

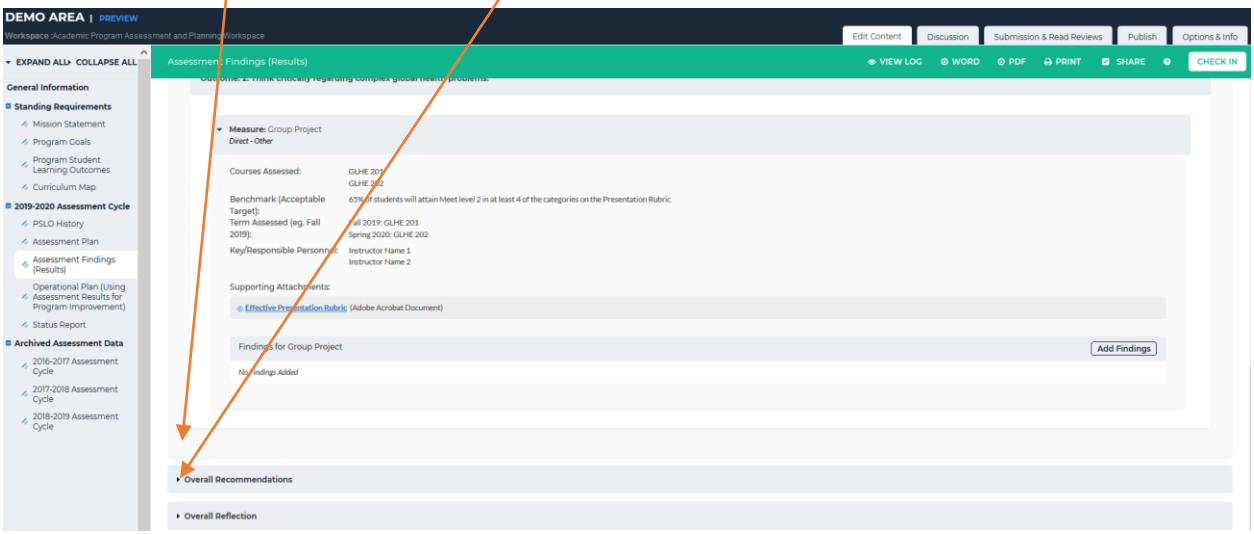


10. Insert the **Name** of the file, click **Browse** to find the file and upload, then click **Add File**

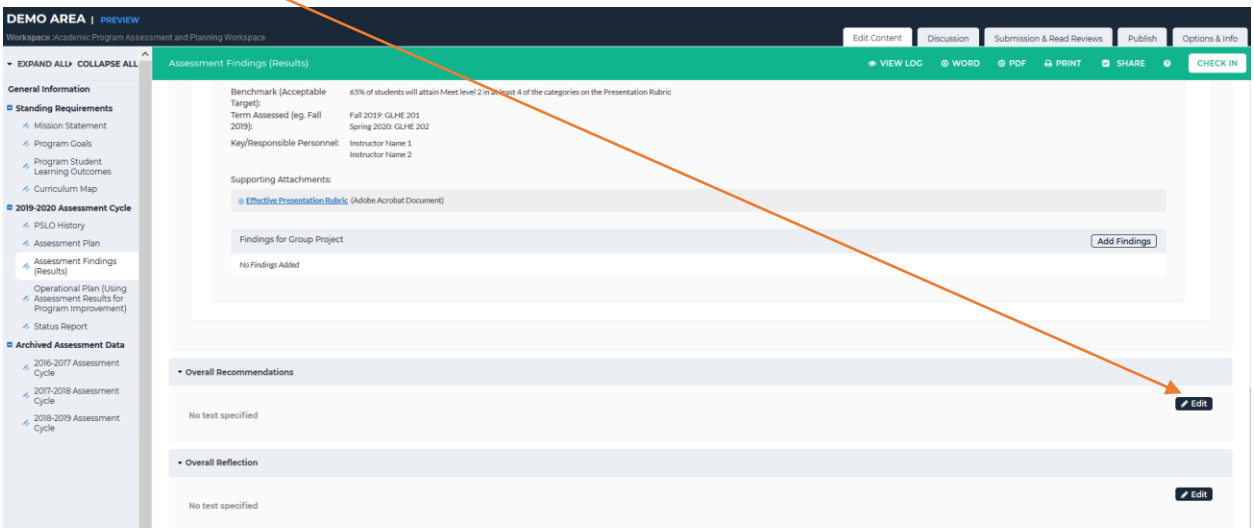


11. Continue adding results for each of the Assessment Measures by clicking on the respective **Add Findings** and continue process from step 6

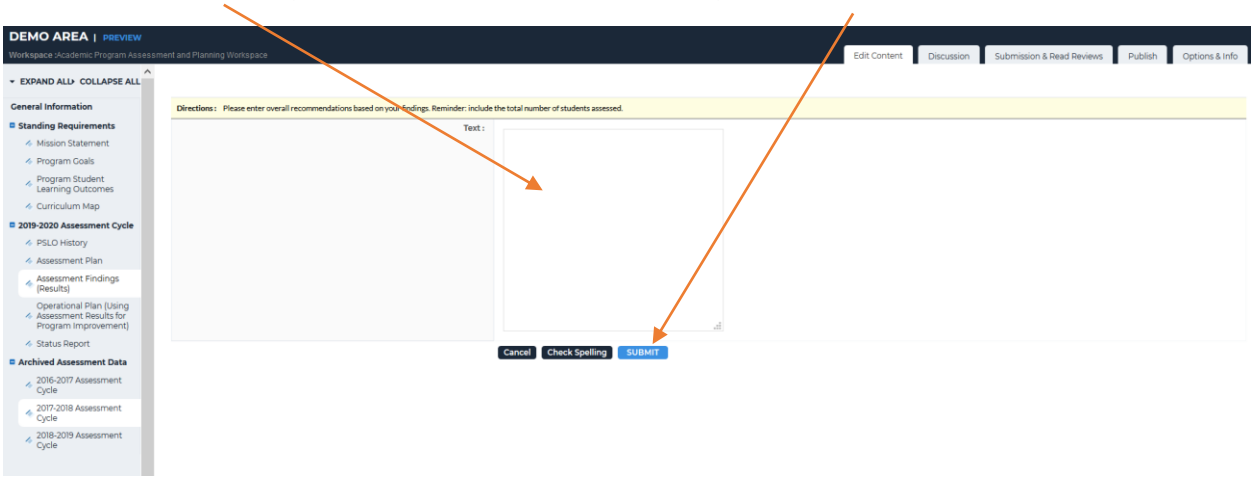
12. Overall Recommendations and Overall Reflection can be added by clicking the respective arrow



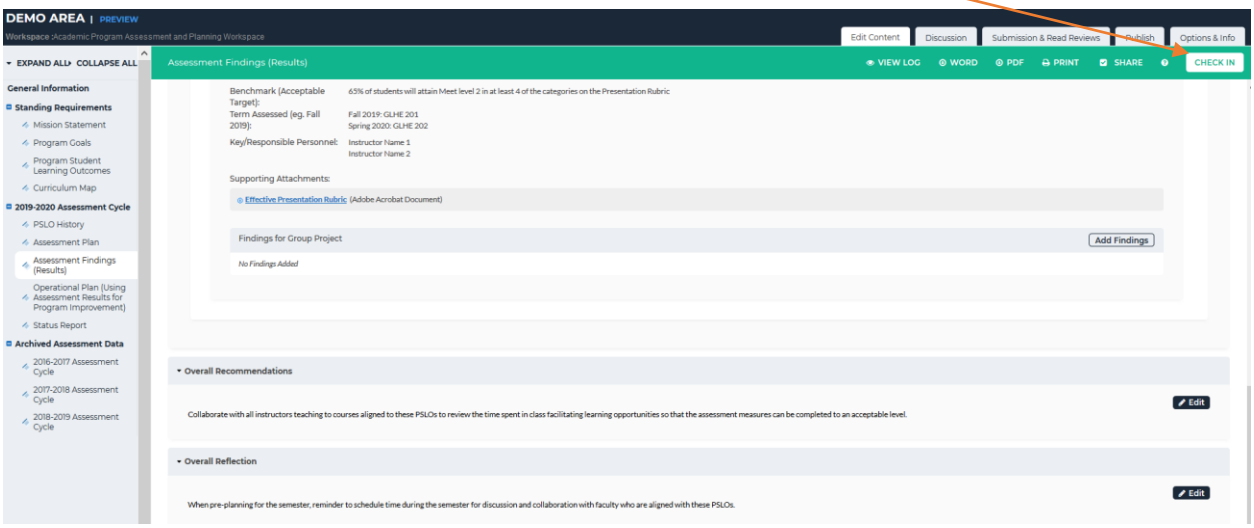
13. Next click **Edit**



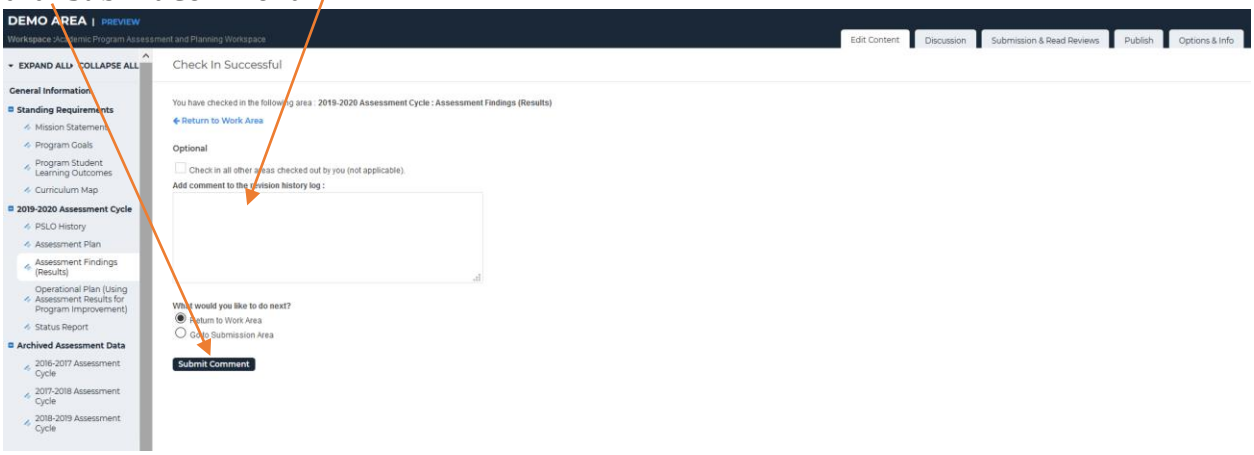
14. In the **Text** Box, insert Overall Recommendations; then click **Submit**



15. Follow the same process for Overall Reflection (from step 12)
16. When all Assessment Findings/Results have been added, click **Check In**

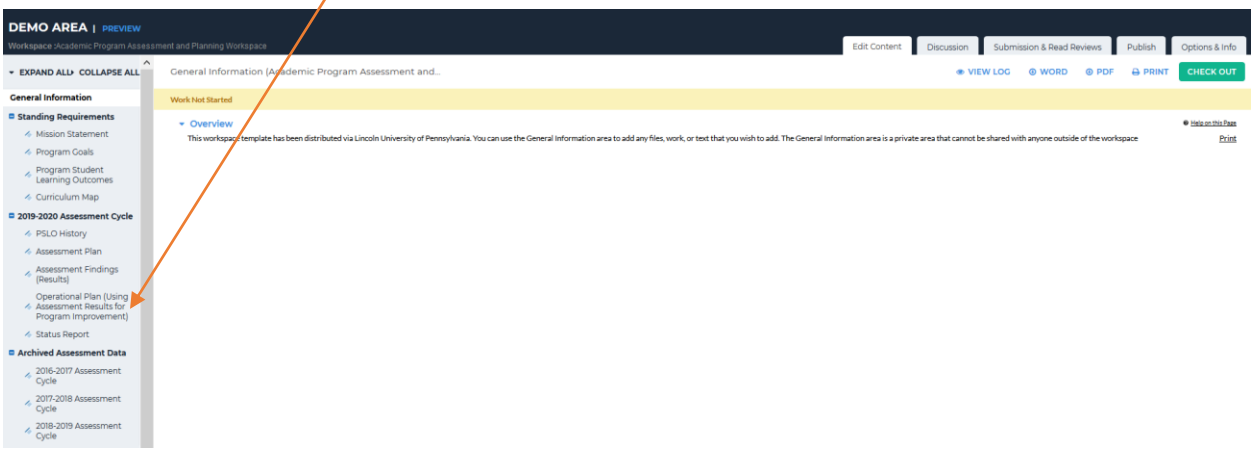


17. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

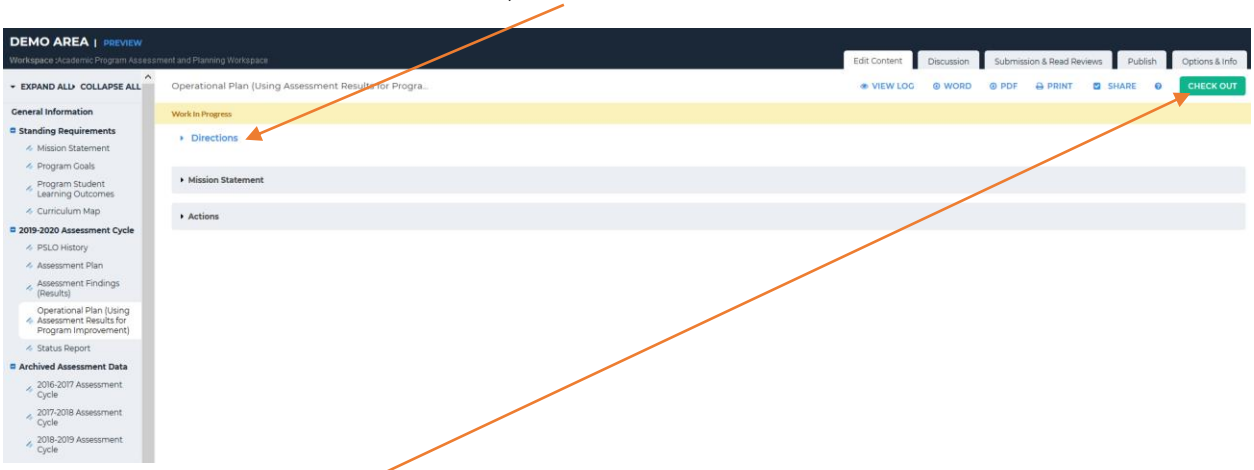


Operational Plan (Using Assessment Results for Program Improvement) – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Operational Plan** (left side column menu)

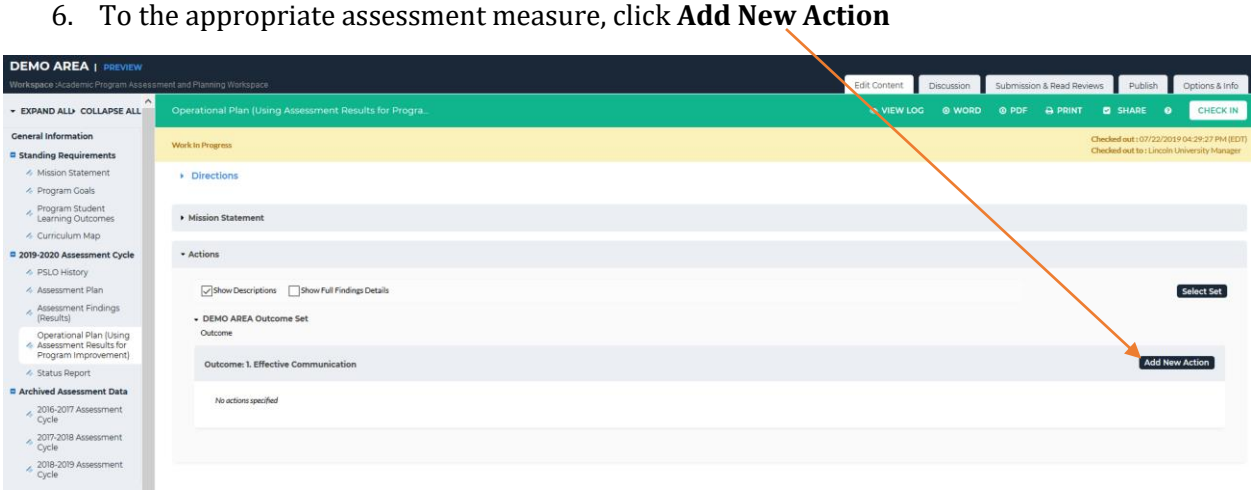


4. To see Directions for this section, click **Directions**

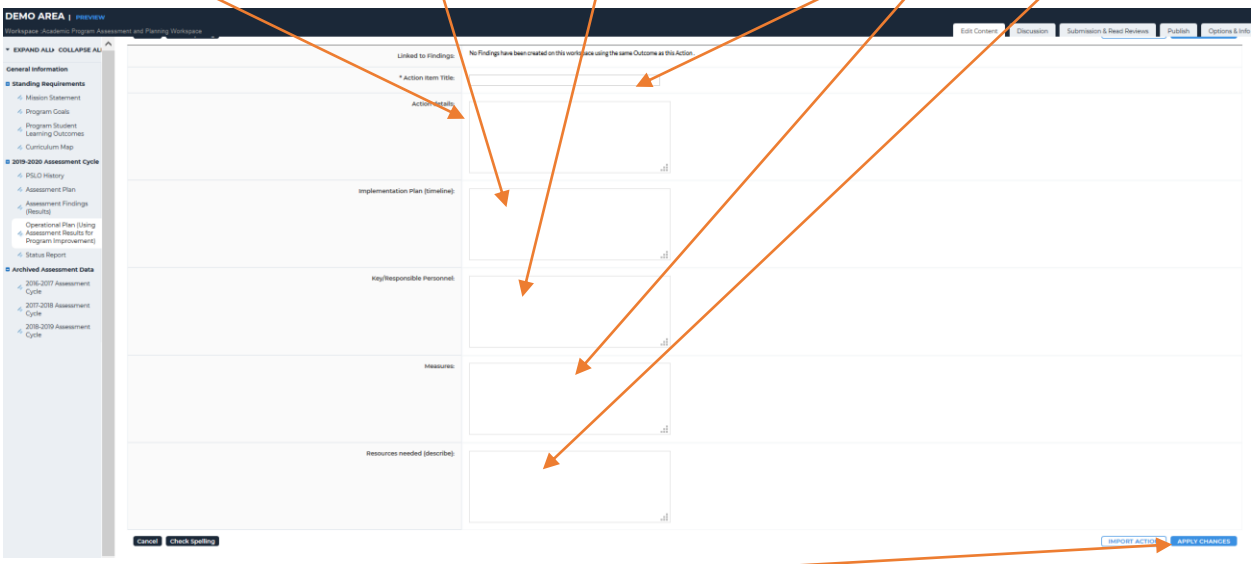


5. Click **Check Out**

6. To the appropriate assessment measure, click **Add New Action**

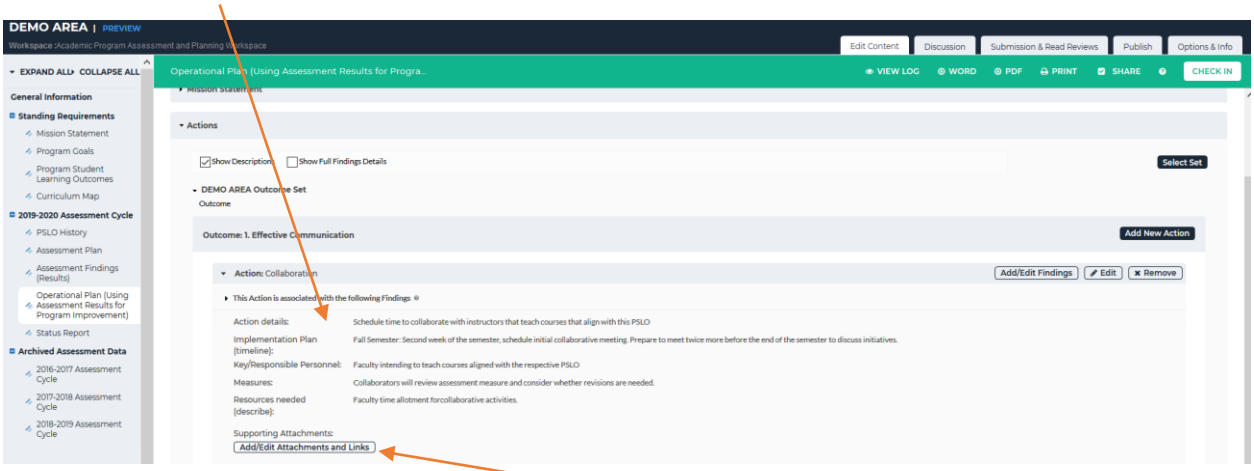


7. Click in the appropriate dialog box to add the appropriate information for section: Action Item Title, Action Details, Implementation Plan, Key/Responsible Personnel, Measures, Resources Needed



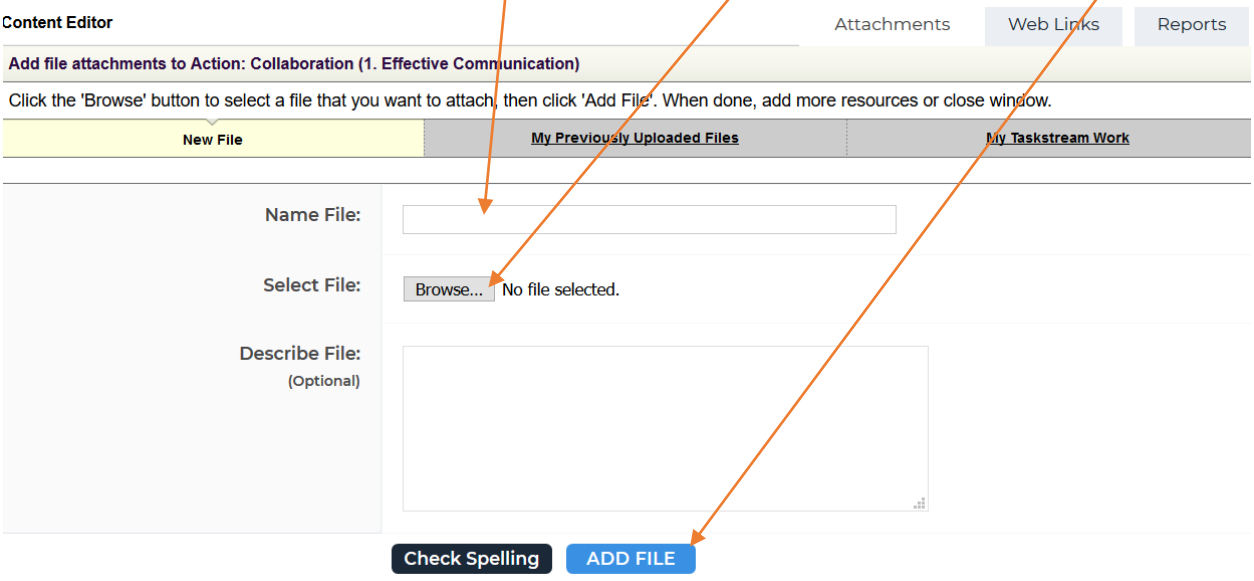
8. When finished, click **Apply Changes**

9. Action Plan should now be visible in workspace;

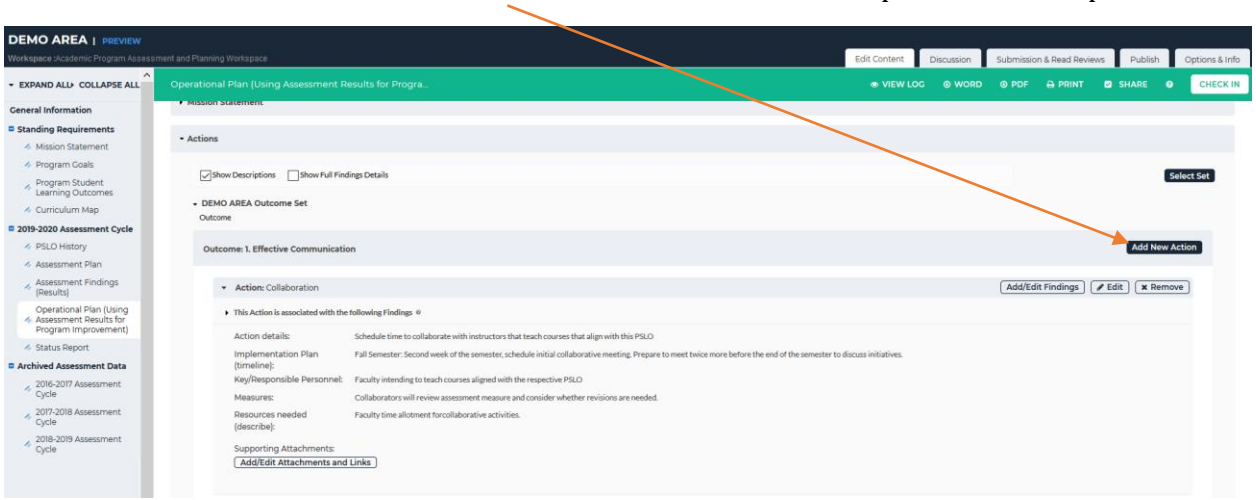


10. To add attachments or links, click **Add/Edit Attachments and Links**

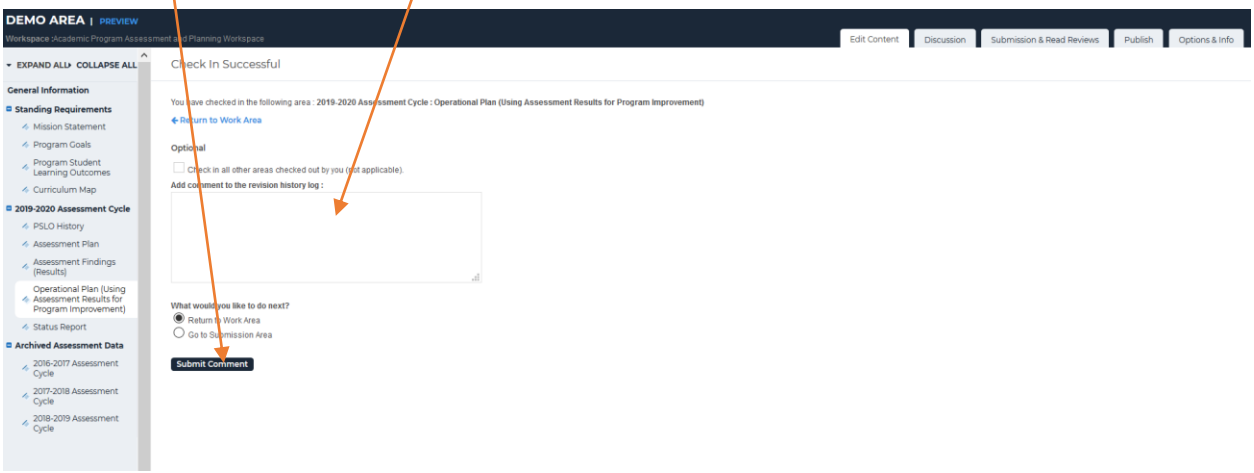
11. To name the file, insert text in **Name File** box; click **Browse** to select the file; click **Add File**



12. To add another action, click **Add New Action** and follow the same process from step 6

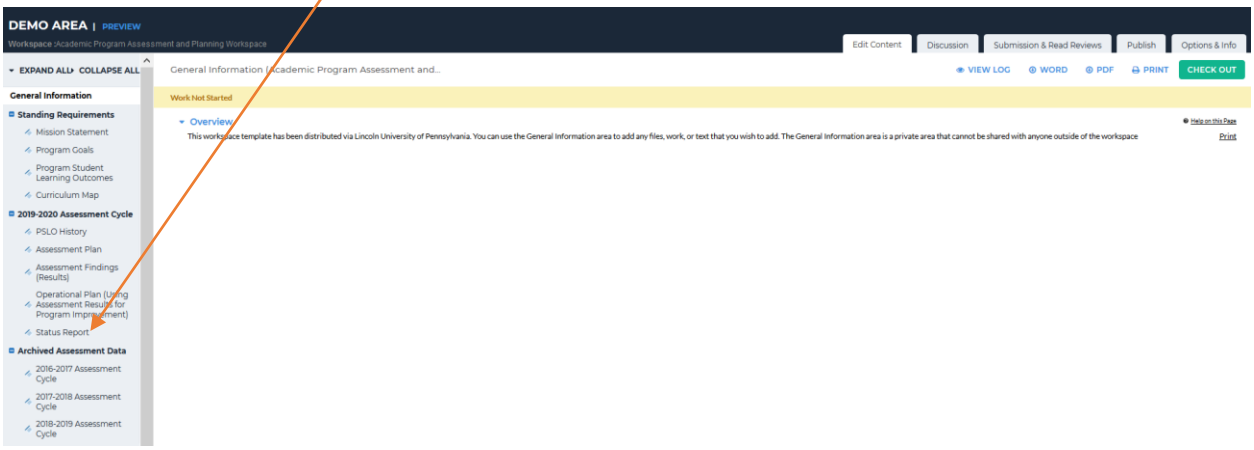


13. When finished adding actions, click **Check In**
14. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**

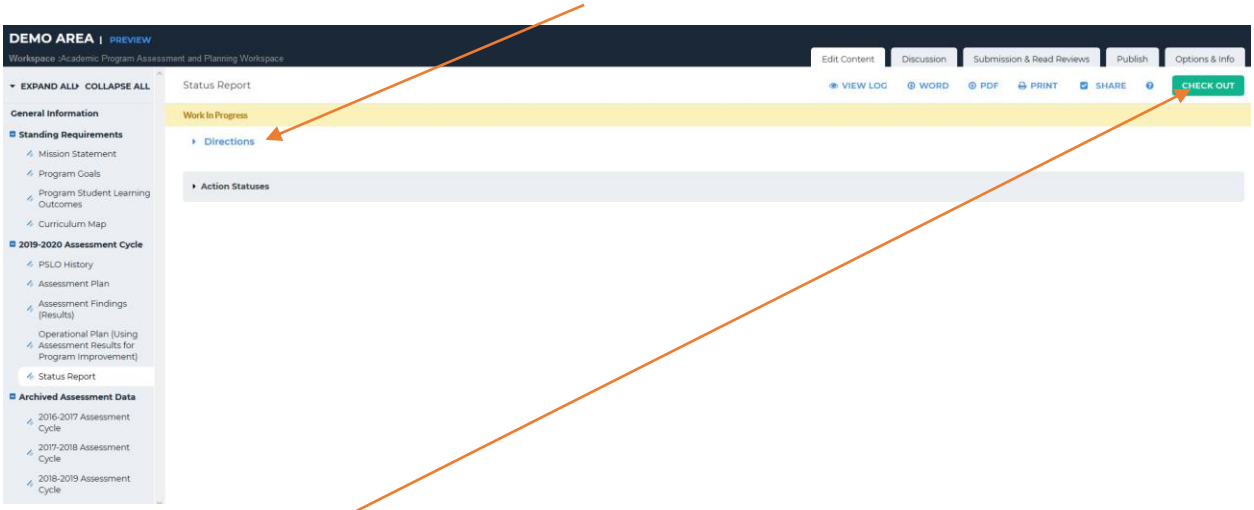


Status Report – Academic Program

1. Log into your Taskstream Account
2. Click on the appropriate academic program
3. Click on the **Status Report** (left side column menu)

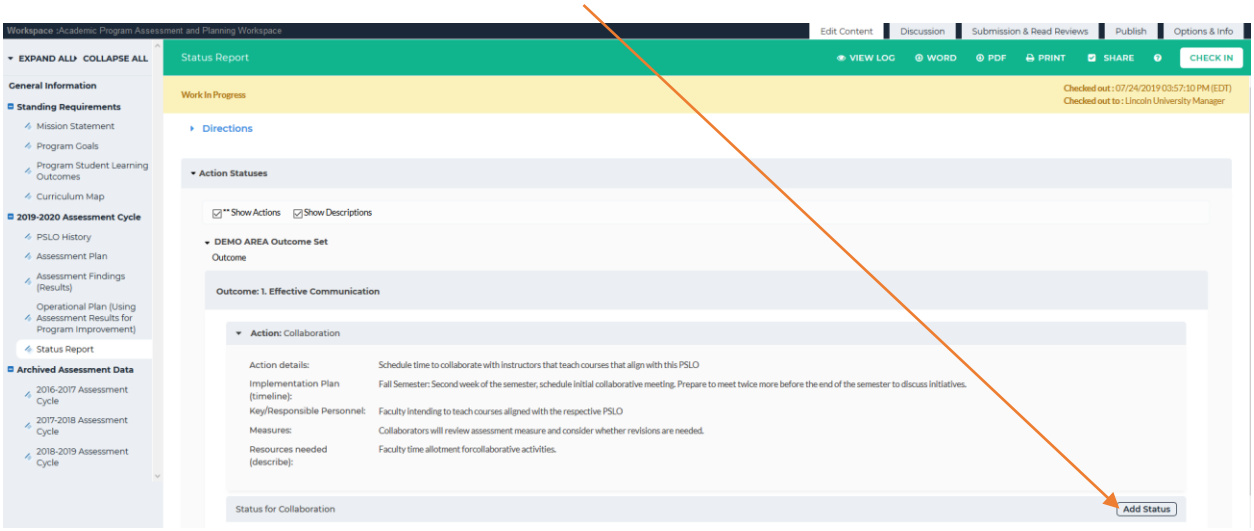


4. To see Directions for this section, click **Directions**

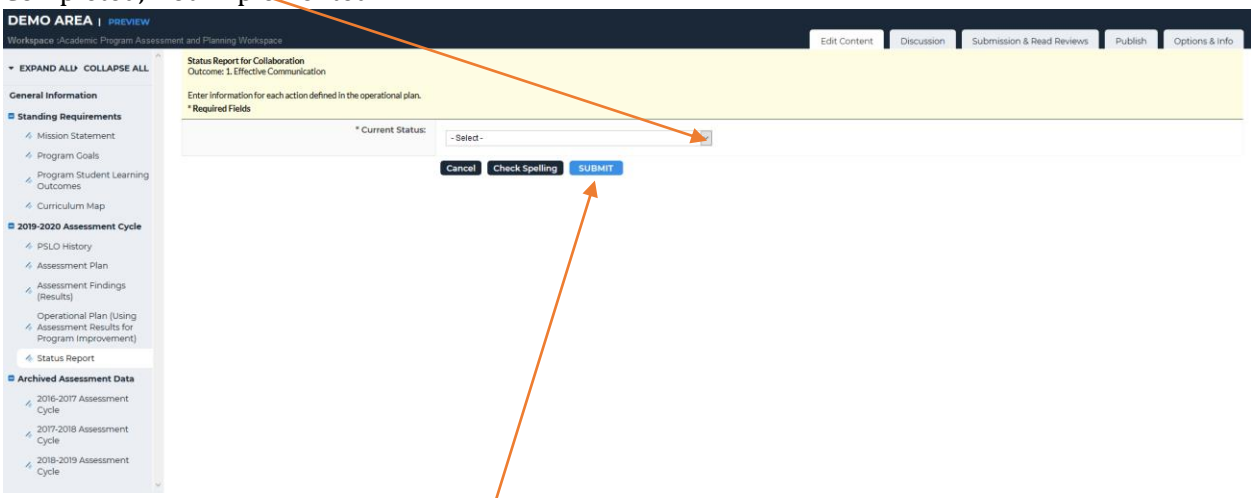


5. Click **Check Out**

6. To the appropriate action, click **Add Status**

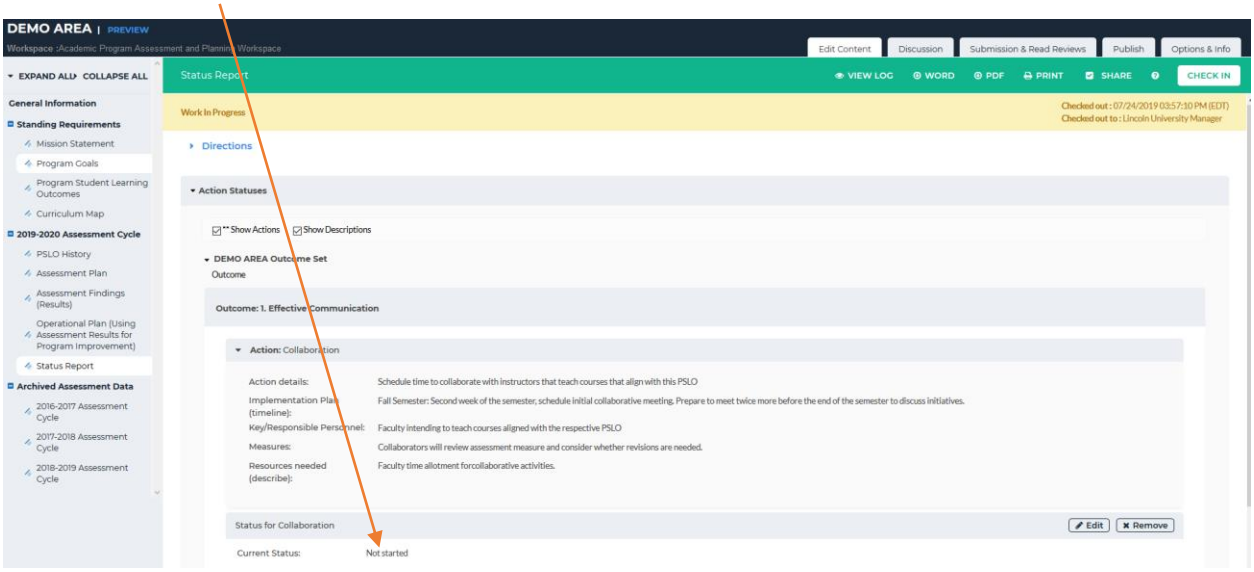


7. Click the arrow to access the drop down list of choices: Not started, In Progress, Completed, Not Implemented

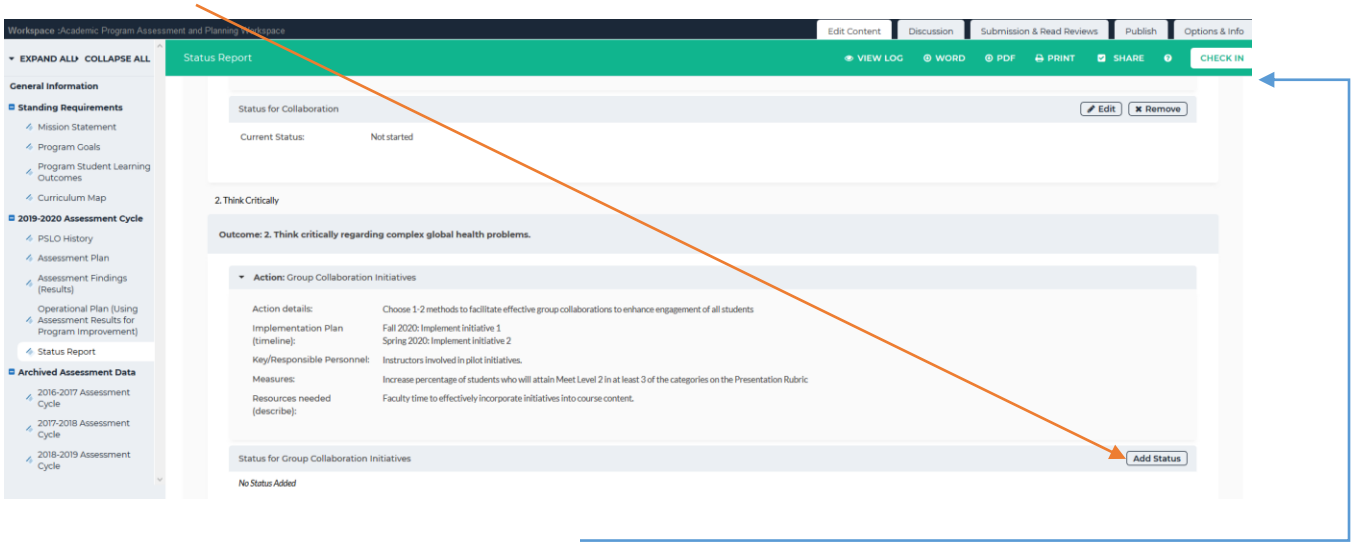
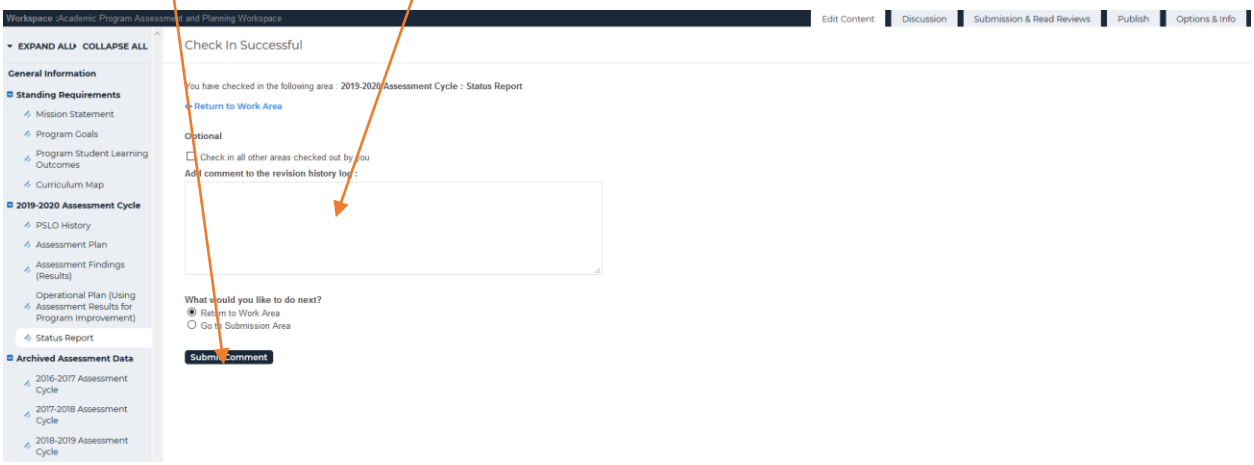


8. Select the appropriate choice and click **Submit**

9. Current status should now be visible in the workspace



10. To add another status, click **Add Status** and follow process from step 6



11. When finished adding actions, click **Check In**
12. Add comments to the Revision History Log to track revisions to the Assessment report; then click **Submit Comment**