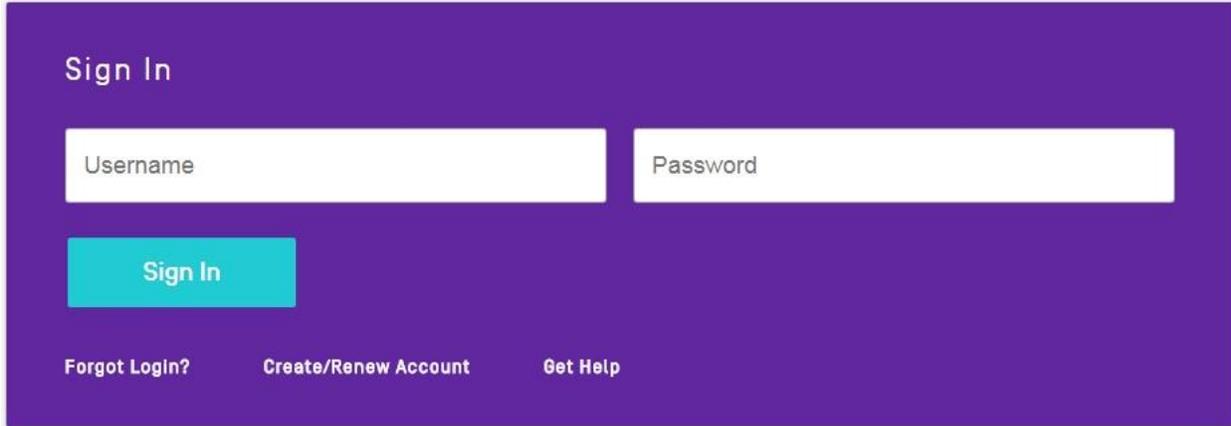


Program Assessment Data Entry

(Minimum once per academic year)

1. Go to <https://login.taskstream.com/signon/>
2. Log in.

Welcome to Taskstream by Watermark



The image shows the Taskstream login page. It has a purple header with the text "Sign In". Below the header are two white input fields: "Username" and "Password". A teal "Sign In" button is positioned below the "Username" field. At the bottom of the purple area, there are three links: "Forgot Login?", "Create/Renew Account", and "Get Help".

3. Find the Program you are planning to edit.
4. Click on "Comprehensive Program Plan and Annual Updates Group I-III".



The image shows a dropdown menu for selecting a report. The dropdown is open, showing a search bar at the top with a "Go" button. Below the search bar, there are three options: "Comprehensive Program Plan and Annual Updates Group", "OLD Program Review and Master Planning Data for reference Prior to Fall 2017", and "OLD School Program Review and Planning for Reference". A white arrow points to the first option.

5. Click on "Program Outcomes Assessment".



The image shows the sidebar of the Taskstream program details page. The sidebar is titled "General Information" and has a "Standing Requirements" section. Under "Standing Requirements", there are four items: "SD City Campus Mission Statement", "Program Purpose/ Mission Statement", "Program Outcomes", and "Pre-Comprehensive Plan Archives". Below this is a "Program Plan & Updates Fa17 to Sp21" section. Under this section, there is one item: "Program Outcomes Assessment". A white arrow points to the "Program Outcomes Assessment" item.

6. Click on “Check Out”.



- 7. You will have two options:
 - a. “Create New Assessment Plan” or
 - b. “Copy Existing Plan as a Starting Point”

Create New Assessment Plan

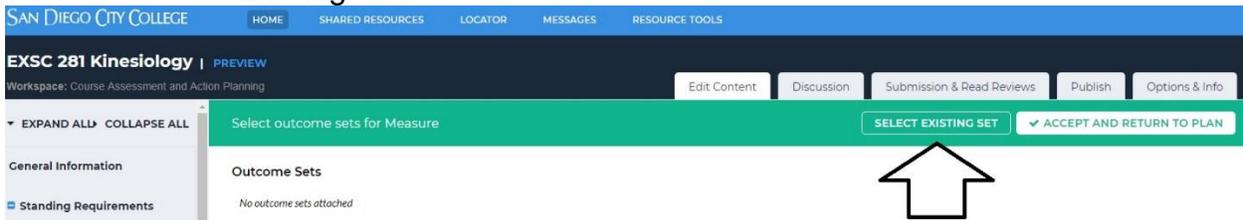
1. Click on “Create New Assessment Plan”



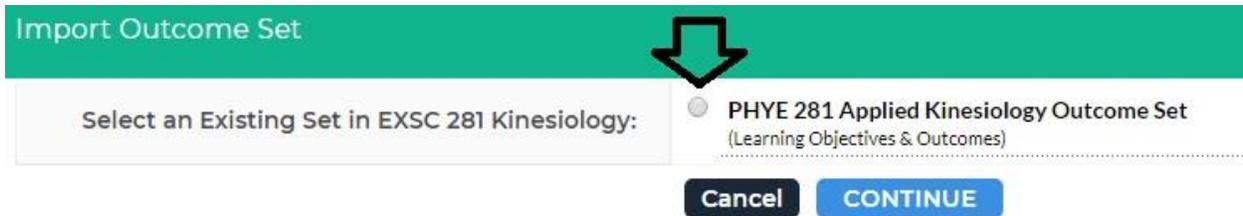
- 2. Click “OK” to confirm the pop up message
- 3. Click on “Select Set”



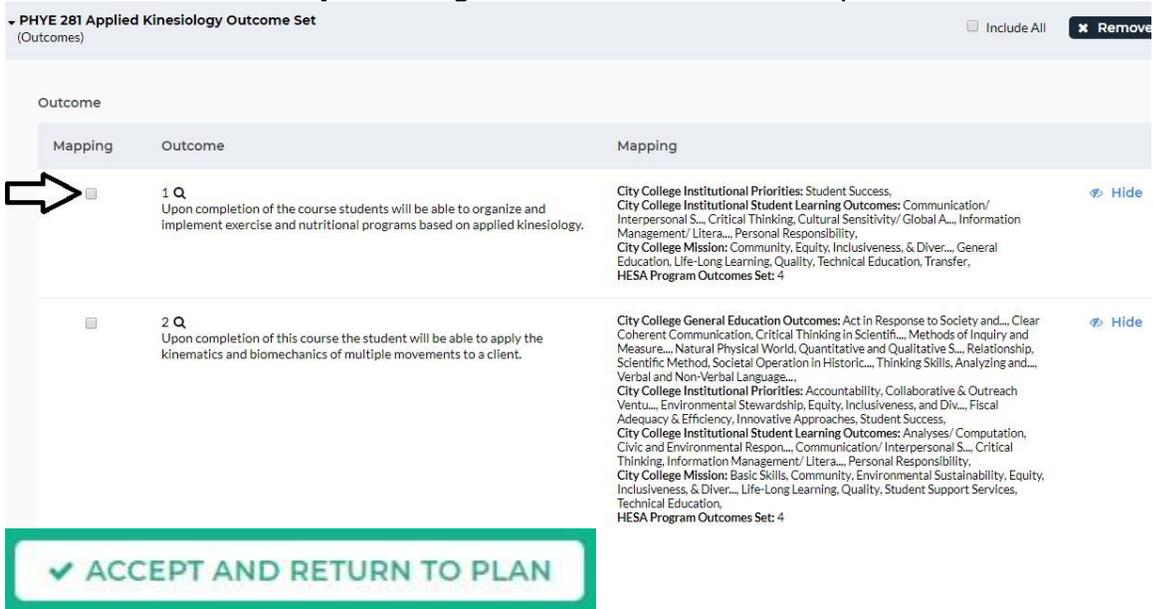
4. Click on “Select Existing Set”



5. Select the Outcome Set and click “Continue”



6. Select the outcomes by checking the boxes and click “Accept and Return to Plan”...



7. Click on “Add New Measure”.

Measures

Show Descriptions Select Set

▼ PHYE 281 Applied Kinesiology Outcome Set

Outcome

Outcome: 1
Upon completion of the course students will be able to organize and implement exercise and nutritional programs based on applied kinesiology.



No measures specified

- Answer the prompts using your assessment plan and data. The sections are depicted at the end of the instructions. There is also a template available titled “Program or course OUTCOMES data collection template for entering into taskstream”.
- Click “Apply Changes”.

APPLY CHANGES

- Once you are DONE, Click “Check In”.

CHECK IN

Copy Existing Plan as a Starting Point

- Click on “Copy Existing Plan as a Starting Point”

COPY EXISTING PLAN AS STARTING POINT

- Select the year that you would like to copy and click “Submit”

Existing Plan:

- PROGRAM **Assessment and Action Planning**
Su16/Fa16/Sp17 Cycle: Measure/Findings/Action Plan [\[Plan\]](#)
(last modified: 06-Feb-17)
- Assessment and Action Planning**
Su13/Fa13/Sp14 Assessment Cycle: Assessment Plan [\[Plan\]](#)
(last modified: 07-Nov-16)
- Assessment and Action Planning**
Su11/Fa11/Sp12 Assessment Cycle: Assessment Plan [\[Plan\]](#)
(last modified: 07-Nov-16)
- Assessment and Action Planning**
Su12/Fa12/Sp13 Assessment Cycle: Assessment Plan [\[Plan\]](#)
(last modified: 07-Nov-16)
- Assessment and Action Planning**
Su14/Fa14/Sp15 Assessment Cycle: Assessment Plan [\[Plan\]](#)
(last modified: 07-Nov-16)
- Assessment and Action Planning**
Su15/Fa15/Sp16 Assessment Cycle: Assessment Plan [\[Plan\]](#)
(last modified: 11-May-16)

Cancel **SUBMIT**

- Click “Edit”

Edit

- Edit/ answer the prompts using your assessment plan and data. The sections are depicted at the end of the instructions. There is also a template available titled “Program or course OUTCOMES data collection template for entering into taskstream”.
- Click “Apply Changes”.

APPLY CHANGES

- Once you are DONE, Click “Check In”.

CHECK IN

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

- SD City Campus Mission Statement
- Program Purpose/ Mission Statement
- Program Outcomes
- Pre-Comprehensive Plan Archives

Program Plan & Updates Fall to Sp21

- Program Outcomes Assessment
- Comprehensive Goal #1 & Updates
- Comprehensive Goal #2 & Updates
- Comprehensive Goal #3 & Updates

<p>* Measure Title:</p> <input type="text"/>	<input type="text"/>
<p>Measure Type/Method:</p> <input type="text"/>	<input type="text"/>
<p>Measure- Describe the method of evaluation or assignment that you have chosen to measure this OUTCOME.:</p>	<input type="text"/>
<p>Criteria for Success- What is the measure goal?:</p>	<input type="text"/>
<p>Findings- Describe the results based on the current assessment plan?:</p>	<input type="text"/>
<p>Action Plan and Confirm Completion- What action is being taken to improve the program? Was it completed?:</p>	<input type="text"/>

Template for Reporting Data for Outcomes at Program or Course Level

Program or Course Number: (example: "Business Studies Program" or "BUSE 100")

Person Reporting (your name) _____

Academic Year _____

<p>Measure Title - (examples: team project, oral presentation, written report, etc.)</p>		
<p>Measure Type</p>	<input type="radio"/> Direct- Student Artifact	<input type="radio"/> Direct Exam
	<input type="radio"/> Direct- Portfolio	<input type="radio"/> Direct- Other
	<input type="radio"/> Indirect- Survey	<input type="radio"/> Indirect- Focus Group
	<input type="radio"/> Indirect- Interview	<input type="radio"/> Indirect- Other
<p>Measure - Describe the method of evaluation or assignment that you have chosen to measure this outcome. <i>(In a sentence or two explain the assignment and purpose.)</i></p>		
<p>Criteria for Success What is the measure goal? <i>(example: "percentage of students you expect to receive a service" or "percentage of students you expect to achieve outcome or other criteria for success you choose")</i></p>		
<p>Findings – Describe the results based on the current assessment plan? <i>(What number or percentage of the students met the Criteria for Success listed above?)</i></p>		
<p>Action Plan What action is being taken to improve the program or course? <i>(What do you recommend to improve upon the results of your findings including but not limited to hiring requests, delivery changes, equipment requests, or staff development?)</i></p>		
<p>Key/ Responsible Personnel <i>(example: faculty or department members)</i></p>		

