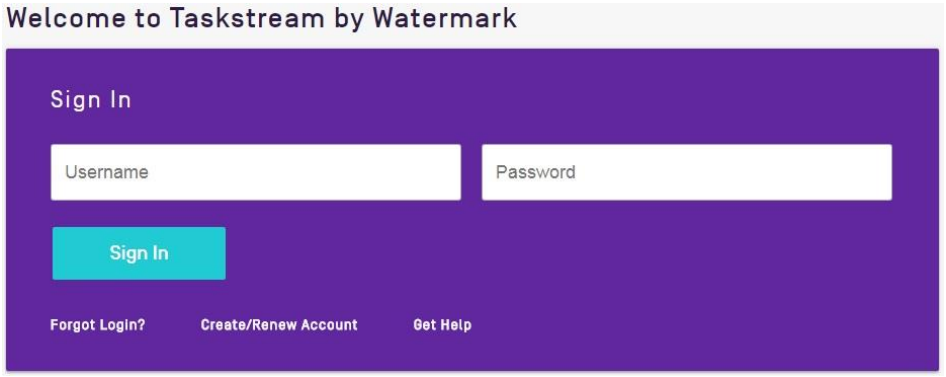
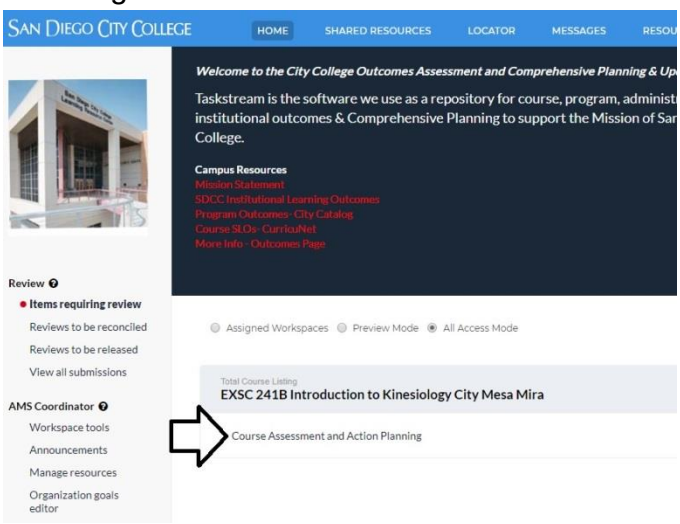
Course Outcome Assessment Data Entry

(Minimum once per academic year)

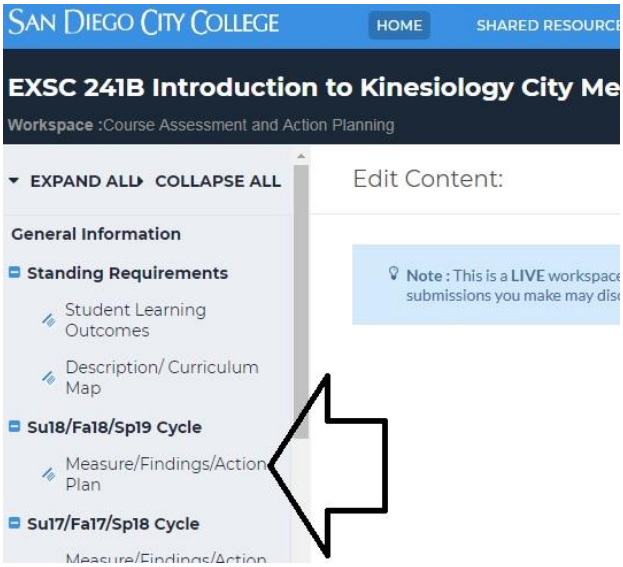
1. Go to https://login.taskstream.com/signon/
2. Log in.



3. Find the Course you are planning to edit. Then click “Course Assessment and Action Planning”.



4. Find the correct Academic Year and click on “Measure/ Findings/ Action Plan””.



5. Click on “Check Out”.

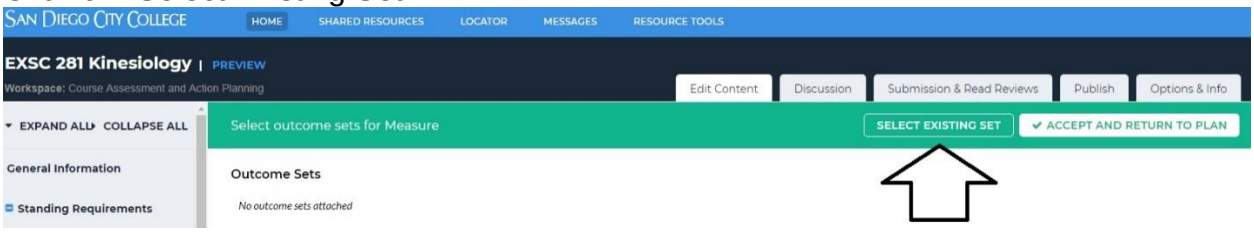
6. You will have two options:
   a. “Create New Assessment Plan” or
   b. “Copy Existing Plan as a Starting Point”

Create New Assessment Plan

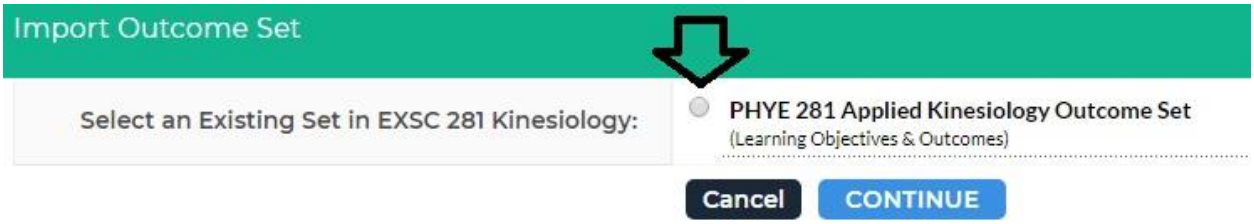
1. Click on “Create New Assessment Plan”

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

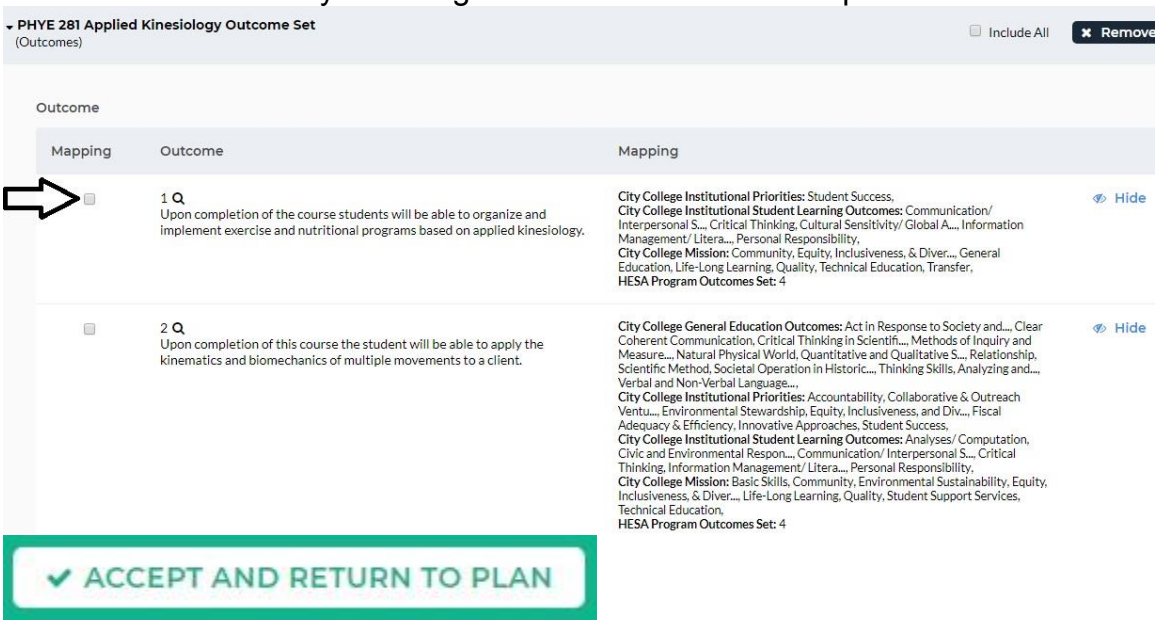
4. Click on “Select Existing Set”



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”.

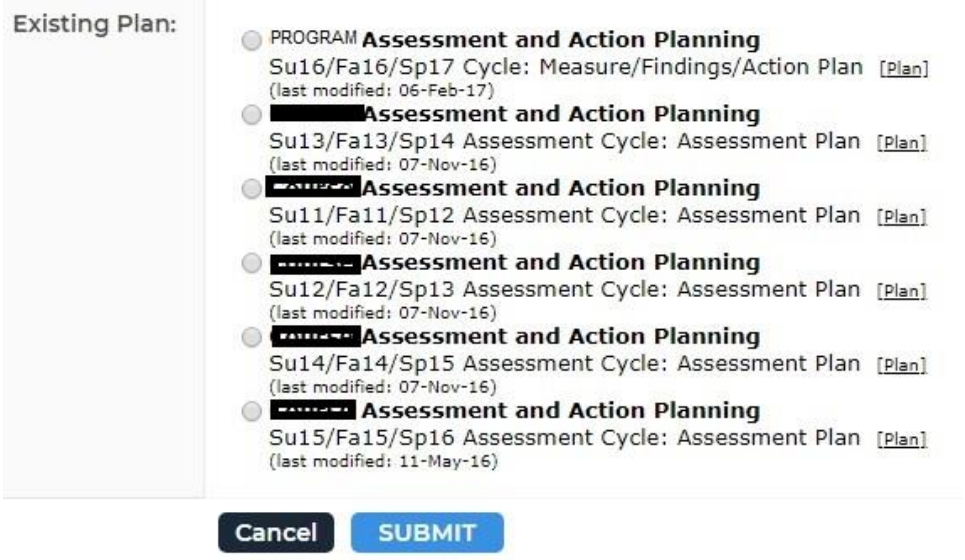
8. Answer the prompts using your assessment plan and data. The sections are depicted at the end of the instructions. There is also a template available titled “Program or course OUTCOMES data collection template for entering into taskstream”.
9. Click “Apply Changes”.

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

Copy Existing Plan as a Starting Point

1. Click on “Copy Existing Plan as a Starting Point”

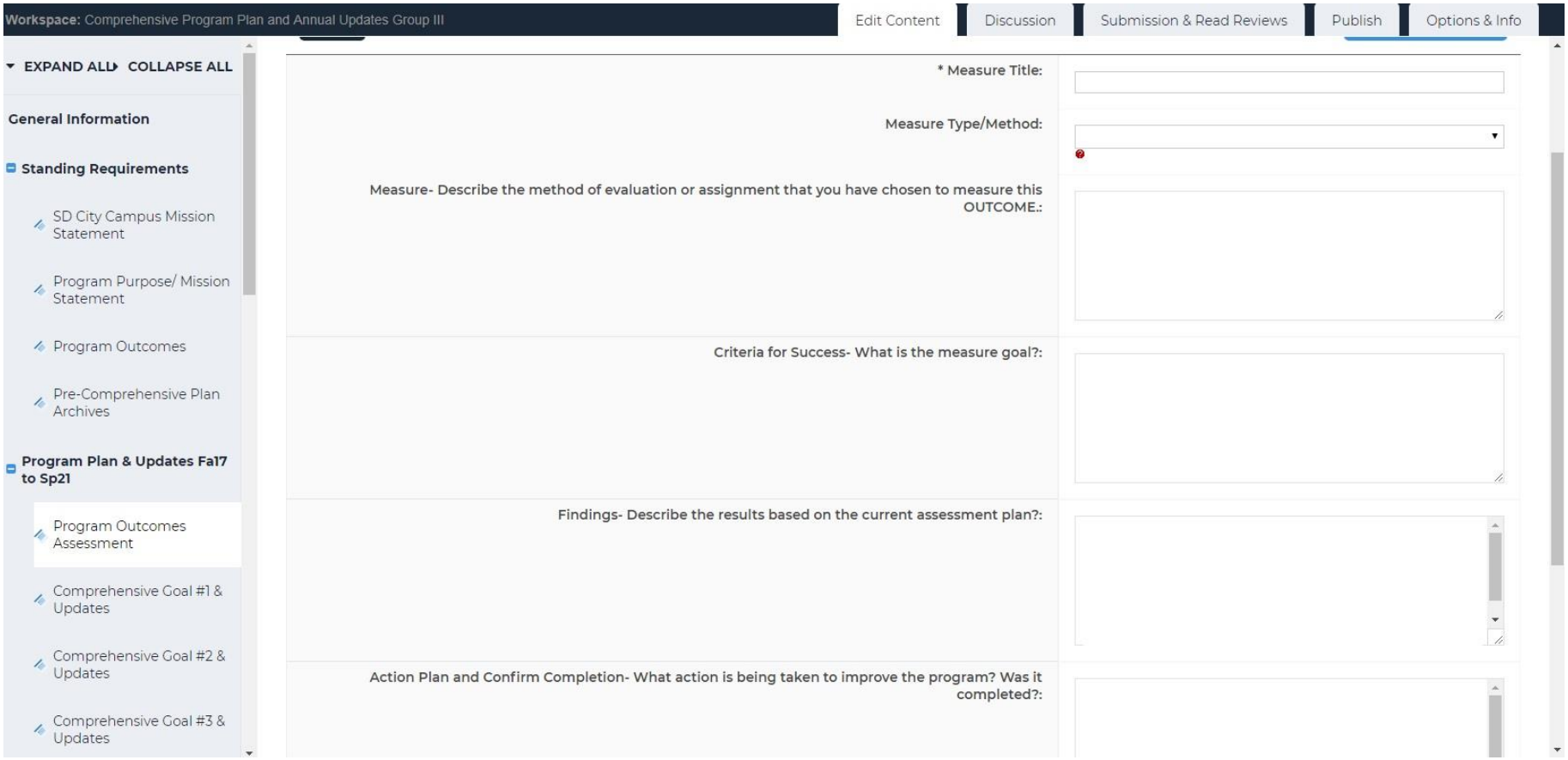
2. Select the year that you would like to copy and click “Submit”



3. Click “Edit”

4. 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”.
5. Click “Apply Changes”.

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


Workspace: Comprehensive Program Plan and Annual Updates Group III
Edit Content
Discussion
Submission & Read Reviews
Publish
Options & Info
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 Fa17 to Sp21
Program Outcomes Assessment
Comprehensive Goal #1 & Updates
Comprehensive Goal #2 & Updates
Comprehensive Goal #3 & Updates
* Measure Title:
Measure Type/Method:
Measure- Describe the method of evaluation or assignment that you have chosen to measure this OUTCOME.:
Criteria for Success- What is the measure goal?:
Findings- Describe the results based on the current assessment plan?:
Action Plan and Confirm Completion- What action is being taken to improve the program? Was it completed?:

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 _____

Measure Title - (examples: team project, oral presentation, written report, etc.)	
Measure Type	○ Direct- Student Artifact ○ Direct Exam ○ Direct- Portfolio ○ Direct- Other ○ Indirect- Survey ○ Indirect- Focus Group ○ Indirect- Interview ○ Indirect- Other
Measure - **Describe the method of evaluation or assignment that you have chosen to measure this outcome.** *(In a sentence or two explain the assignment and purpose.)*	
Criteria for Success **What is the measure goal?** *(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”)*	
Findings – **Describe the results based on the current assessment plan?** *(What number or percentage of the students met the Criteria for Success listed above?)*	
Action Plan **What action is being taken to improve the program or course?** *(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?)*	
Key/ Responsible Personnel **(***example: faculty or department members)*	