Course Assessment in Taskstream – Changes for Course Improvement

Log in to Taskstream at http://login.taskstream.com – username is full SUNY Canton email address. Use the Forgot Login link to reset the password if necessary. Scroll down to a course in your course list and click Course Assessment Workspace.

Adding Changes For Course Improvement

Click the Changes for Course Improvement link on the left hand menu under the appropriate semester and click the Check Out button at the upper right.

• Click the Create New Operational Plan (only needed once per course per assessment cycle), or click the Copy Existing Plan as Starting Point if a previous semester’s plan exists.

If using the Copy Existing Plan as Starting Point, click the button next to the Existing Plan you want to copy and click Submit.

This will import all actions from the selected semester as a starting point.

• Click the Select Outcomes button.

• Click Select Existing Set.
You should only have one outcome set. Click the button next to it and click **Continue**. It will list all of the outcomes in your outcome set. Check the boxes of those you want to include in your action plan and click **Accept and Return to Plan**. This is the same procedure as for the Course Assessment Plan.

- To add a new action item, click the **Add New Action** button.

If there are findings associated with this outcome, it will ask if you would like to include them in the action. Check the box beside the findings and click **Continue**.

Fill in the boxes with your action items. These are actions intended to improve your course.

- **Action Item Title**: The title of the action. (Provide additional homework assignment, Offer additional study session, Purchase software, etc.)

- **Action details**: A description of the action you want to take.

- **Implementation Plan**: Usually the next semester that the course is being offered.

- **Measures**: How this will tie back to the measure. Could be the same as the original target from a measure that was Not Met.

- **Instructor**: Your Name

- **Budget Approval Required? (describe)**: If your action has a budgetary need associated with it (purchase of software/equipment, hotel room for a class speaker, etc.) enter Yes and explain what it is.

- **Budget Request Amount**: How much it will cost.

- **Priority Level**: Choose High, Medium, Low based on the priority. If students will not be able to achieve this outcome without this requested item, set High, if it would be nice to have but they will still be able to achieve the goal, set Low.

Click **Apply Changes**.