ASSESSMENT FINDINGS – Taskstream "How-To"

Report Findings (documenting stats and data collected) Preliminary Reflection (General notes/assessment of findings – note: this is not where action plans or plans for moving forward are recorded)

- 1. Click on Taskstream located at dropdown on homepage (saved to favorites) <u>https://login.taskstream.com/signon/</u>
- 2. Sign In



3. Type your area in the search



4. Click on Assessment & Planning Workspace

| Non-Academic 5 Administration Environmental Health and Safety | - select report - | ✓ Go |
|------------------------------------------------------------------|-------------------|------|
| Assessment Containing Workspace | | |

- 5. Click on Assessment Findings for the AY you are reporting anytime throughout the year
 - "Best Practices" suggest updating findings at the end of each semesters, or twice a year.



Edit FINDINGS by clicking "CHECK OUT"

| SUNY CANTON | Erin Lassal My Account Lopout Q Help Staskstream AMS HOME SHARED RESOURCES LOCATOR MESSACES RESOURCE TOOLS |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| International Student | |
| Workspace: Assessment & Planning W | forkspace Edit Content Discussion Submission & Read Reviews Publish Options & the |
| 🛷 Budget Status Narrative | Assessment Findings @VIEW LOG @WORD @PDF 	PRINT 	SHARE @ CHECK OUT |
| 2015-2016 Assessment Cycle | Work In Progress |
| Assessment Plan | Directions Review Method |
| Assessment Findings | |
| Institutional Scorecard (Planning) | Finding per Measure |
| 🛷 Status Report | Show Measures Show Descriptions Show Full Action Details |
| & Budget Status Narrative | International Student Initiatives Outcome Set Help International students acclimate to campus life |
| 2016-2017 Assessment Cycle | Outcome: Remove barriers |
| 🛷 Assessment Plan | |
| Assessment Findings | Messure: Provide pre-arrival, arrival, and on-going support Indirect - Other |
| Institutional Scorecard (Planning) | Description of Measure: If an international student's required paperwork is inaccurate, it can delay the constituent is the active of the device of the student of the stud |
| 🛷 Status Report | classes liste and dwersely impacting their index and into academic and classes liste and dwersely impacting their index and into academic and social life. Pre-arrival support ensures that required documentation meets all |
| 2017-2018 Assessment Cycle | Federal, State, SUNY, and campus-based regulations for international travel and admissions to the college. Arrival support helps new international |

New Measures, or Measures that have not had FINDINGS added will have an "ADD FINDINGS" button

| SUNY CANTON | номе | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TO | OLS | | | |
|------------------------------------------------------------|-----------|--------------------------------------------------|-------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|------|--------|
| International Student Ir | nitiative | S PREVIEW | Edit Contact | Discussis | Submirrie | Poord Day | n Dublish | | Ontic |
| workspace. Assessment & Planning work | space | | Edit Content | Discussion | Submission | 1 & Read Review | Publist | 3 | Option |
| Assessment Findings | Assessi | ment Findings | © VIEW | | D @PDF | | SHARE | 0 | СН |
| Institutional Scorecard (Planning) | | Add/Edit A | Attachments and | l Links | | | | | |
| 🛷 Status Report | | | | | | | | | |
| Budget Status Narrative | | | | | | | | | |
| 2016-2017 Assessment Cycle | | Measure: Offer | Canadian (Mont | real, Quebec City) | mini-immersio | on/enrichment e | experinces | | |
| 🛷 Assessment Plan | | Description of I Target: | Measure: | | | | | | |
| Assessment Findings | | Where Taught: Where Evaluate Implementatio | ed: on Plan | | | | | | |
| Institutional Scorecard (Planning) | | (timeline): | | | | | ~ | _ | |
| 🛷 Status Report | | Findings for immersion/e | Offer Canadian (enrichment expe | Montreal, Quebe rinces | : City) mini- | (| Add Findings | | |
| 2017-2018 Assessment Cycle | | No Findings Ad | ded | | | (| | | |
| 🛷 Assessment Plan | | | | | | | | | |
| Assessment Findings | | Measure: Outgo | oing Internationa | al Participation ar | d Initiatives | | | | |
| Institutional Scorecard (Planning) | | Description of | Measure: | Increase global part community. The offi abroad through the | icipation and opp ce provides supp SUNY Consortiu | ortunities for our ort for students in m and on home sp | students and can terested in going onsored trips. | npus | |
| \land Status Report | | | 2 | International partne | erships, programs , | and initiatives wi | Il also be facilitate | ed | |

Use the "EDIT" button to add to or edit previously reported findings

- "Best Practices" suggest updating findings at the end of each semesters, or twice a year.
- Supporting documents (graphs, surveys, links, etc...) can be uploaded to findings by clicking "ADD/EDIT ATTACHMENTS AND LINKS"

 Example: If a blank survey uploaded to the MEASURE under Assessment Plan, the completed survey or data from the completed survey, should be uploaded under FINDINGS

| SUNY CANTON | | | | | ial My Account | | Help | 5 tas |
|------------------------------------------------------------|-----------|--------------------------|-----------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------|-------------------|-------|
| | HOME SHA | RED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | | | |
| Workspace: Assessment & Planning Work | kspace | PREVIEW | Edit Content | Discussion | Submission & Re | ead Reviews | Publish | (|
| ♦ Assessment Findings | Assessmen | it Findings | ® VIEW | /LOG ⊚WOR | D 🐵 PDF 🔒 | PRINT (| 2 SHARE | 0 |
| Institutional Scorecard (Planning) | | Findings fo | r Provide pre-arriv | val, arrival, and on | going support | 🖋 Edit | × Remove |) |
| 🛷 Status Report | | Summary | of Findings: | FA'16 | 47-6-d-6-407h | () | | |
| Ø Budget Status Narrative | | | | -129 visits from 4 -no submissions -1 approved OPT | +7 students, 137 nours returned measuring 10 application | (approx.) 10% accuracy | | |
| 2016-2017 Assessment Cycle | | | | Retention Rate: | 98% - lost 1 student fo | r financial reas | ons | |
| Assessment Plan | | | | SP '17 -181 visits from (| 62 students, 137.5 hou | irs (approx) | | |
| Assessment Findings | | | | -100% accuracy OPT 5/30/17) | no submissions retur | ned to date (st | ill 2 pending | |
| Institutional Scorecard (Planning) | | | | -5 OPT application - 8 Change of Lev Retention Rate: 9 for academic rea | ons submitted - 3 approvel vel 95% - lost 2 students, 1 sons | oved, 2 pending | s easons and 1 | |
| 🛷 Status Report | | Results: | | Target Achievem | ent: Met | | | |
| 2017-2018 Assessment Cycle | | Use of Resu Improveme | ults for Program ent: | | | | | |
| | | Reflections | /Notes : | Measure satisfac | tion with services. | | | |
| Assessment Findings | | Substantia Add/Edit | ting Evidence: Attachments and | d Links |) | | | |
| Institutional Scorecard (Planning) | | | | | | | | |

View when clicking "EDIT"

| | | | Erin Lass | ial My Account | Logout | @ Help | ち taskstream ^ハ | | |
|------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------|-------------------------------------|------------------|---------------------|--|--|
| | ME SHARED RESOURCES | | MESSAGES | RESOURCE TOOLS | | | | | |
| International Student Initi | atives preview | | | | | | | | |
| Workspace: Assessment & Planning Workspare | | Edit Content | Discussion | Submission & Re | ad Reviews | Publish | Options & Info | | |
| | * Required Fields | | | | | | | | |
| Assessment Findings | * Summary of Findings: | | | | | | | | |
| Institutional Scorecard (Planning) | | FA16 -129 visits from 47 students, 137 hours (approx.) -no submissions returned measuring 100% accuracy | | | | | | | |
| 🛷 Status Report | | -2 Change of Le Retention Rate: | vel : 98% - lost 1 studen | t for financial reasons | - 1 | | | | |
| Budget Status Narrative | | SP '17 | | | - 1 | | | | |
| 2016-2017 Assessment Cycle | | -181 visits from -100% accuracy OPT 5 (20/17) | <pre>> = no submissions r</pre> | nours (approx) eturned to date (still 2 p | ending • | | | | |
| i Assessment Plan | Use of Results for | | | | | | | | |
| Assessment Findings | Program Improvement: | | | | | | | | |
| Institutional Scorecard (Planning) | | | | | | | | | |
| 🛷 Status Report | Deflections/blotes | | | | | | | | |
| 2017-2018 Assessment Cycle | Renections/Hotes : | Measure satisfa | iction with services. | | | | | | |
| Assessment Plan | | | | | | | | | |
| Assessment Findings | | | | | 11 | | | | |
| Institutional Scorecard (Planning) | Target Achievement: | 100% accuracy of stu satisfaction with sup | udent documentation; port). 85% retention r | 3 visits/student for a tota ate for incoming internati | l of 200 student o onal students | contacts (next y | rear assess student | | |
| | | Not Met Not | Aet © Exceeded | UBMIT | | | | | |

View when Clicking "ADD/EDIT ATTACHMENTS AND LINKS"

| 🕒 Content Editor - Google Chrome | | | |
|------------------------------------------------------------|------------------------------------------------------|-------------------|------------------|
| Secure https://folio.taskstream | .com/Folio/6tab_header_frame.asp?qyz=Ecj476In | iZGPUnGjgPnH&fol | der_id=uezkfq0,. |
| Content Editor | Attachments | Web Links | Reports |
| Add file attachments to Findings for | Provide pre-arrival, arrival, and on-going support | (Remove barriers) | |
| Click the 'Browse' button to select a close window. | file that you want to attach, then click 'Add File'. | When done, add m | ore resources or |
| New File | My Previously Uploaded Files | My Taskstrea | im Work |
| Name File: Select File: Describe File: (Optional) | Choose File No file chosen | | ß |
| | Check Spelling ADD FILE | | |

When work session is completed, Click "CHECK IN"

| SUNY CANTON | HOME SHARED RESOURCES | LOCATOR | Erin Lassial | My Account | Logout | Help | 년 taskstream AMS |
|--------------------------------------|-----------------------|--------------|--------------|-----------------|------------|------------------|--------------------|
| International Student I | nitiatives preview | | | | | | |
| Workspace: Assessment & Planning Wor | rkspace | Edit Content | Discussion | Submission & Re | ad Reviews | Publish | Options & Info |
| Assessment Findings | Assessment Findings | ® VIEW I | | | | 3 SHARE | O CHECK IN |
| Institutional Scorecard | Work In Progress | | | | Checked | d out to: Erin L | a cial |
| (Planning) | Directions | | | | | | |
| Status Report | Review Method | | | | | | |
| Ø Budget Status Narrative | ▼ Finding per Measure | | | | | | |

Optional – Comments can be made to REVISION HISTORY LOG upon checking back in.

