

# ASSESSMENT FINDINGS – Taskstream “How-To”

**Report Findings** (documenting stats and data collected)

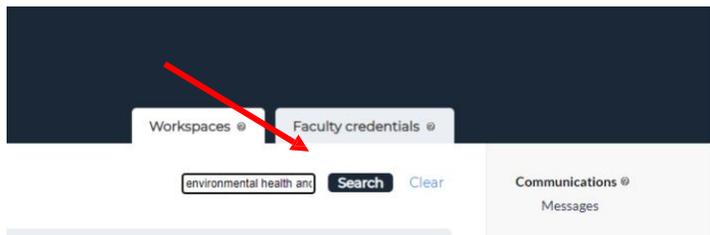
**Preliminary Reflection** (General notes/assessment of findings – note: this is not where action plans or plans for moving forward are recorded)

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

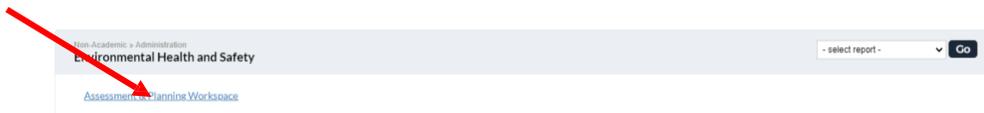
2. Sign In



3. Type your area in the search



4. Click on Assessment & Planning 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”

The screenshot shows the SUNY CANTON workspace for International Student Initiatives. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', and 'RESOURCE TOOLS'. The main header displays 'International Student Initiatives | PREVIEW' and 'Workspace: Assessment & Planning Workspace'. A secondary navigation bar contains 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below this, a 'Work In Progress' section is visible. The main content area is titled 'Assessment Findings' and includes a 'VIEW LOG' button and icons for 'WORD', 'PDF', 'PRINT', and 'SHARE'. A red circle highlights a 'CHECK OUT' button located in the top right corner of the main content area. The left sidebar lists various assessment cycle components, including '2015-2016 Assessment Cycle' and '2017-2018 Assessment Cycle'.

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

The screenshot shows the SUNY CANTON workspace for International Student Initiatives. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', and 'RESOURCE TOOLS'. The main header displays 'International Student Initiatives | PREVIEW' and 'Workspace: Assessment & Planning Workspace'. A secondary navigation bar contains 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below this, a 'Work In Progress' section is visible. The main content area is titled 'Assessment Findings' and includes a 'VIEW LOG' button and icons for 'WORD', 'PDF', 'PRINT', and 'SHARE'. A red circle highlights an 'Add Findings' button located in the bottom right corner of the main content area. The left sidebar lists various assessment cycle components, including '2016-2017 Assessment Cycle' and '2017-2018 Assessment Cycle'.

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

The screenshot shows the SUNY CANTON International Student Initiatives workspace. The left sidebar lists various sections under '2016-2017 Assessment Cycle' and '2017-2018 Assessment Cycle'. The main content area is titled 'Assessment Findings' and shows a list of findings. The 'Edit' button for the first finding is circled in red. Below the findings, there is a section for 'Substantiating Evidence' with an 'Add/Edit Attachments and Links' button also circled in red.

View when clicking "EDIT"

The screenshot shows the 'Edit' view of the 'Assessment Findings' section. The main content area is titled 'Required Fields' and contains several text input fields for 'Summary of Findings', 'Use of Results for Program Improvement', 'Reflections/Notes', and 'Target Achievement'. The 'SUBMIT' button is circled in red.

## View when Clicking “ADD/EDIT ATTACHMENTS AND LINKS”

The screenshot shows a web browser window with the URL [https://folio.taskstream.com/Folio/6tab\\_header\\_frame.asp?qyz=Eg476InZGPUngjgPnH8tfolder\\_id=uezkfq0...](https://folio.taskstream.com/Folio/6tab_header_frame.asp?qyz=Eg476InZGPUngjgPnH8tfolder_id=uezkfq0...). The page title is "Content Editor" and it has tabs for "Attachments", "Web Links", and "Reports". The main heading is "Add file attachments to Findings for Provide pre-arrival, arrival, and on-going support (Remove barriers)". Below this, there is a sub-heading: "Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window." The interface is divided into three sections: "New File", "My Previously Uploaded Files", and "My Taskstream Work". The "New File" section contains a "Name File:" input field, a "Select File:" section with a "Choose File" button and "No file chosen" text, and a "Describe File: (Optional)" text area. At the bottom of this section are two buttons: "Check Spelling" and "ADD FILE".

## When work session is completed, Click “CHECK IN”

The screenshot shows the SUNY CANTON taskstream interface. The top navigation bar includes "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", and "RESOURCE TOOLS". The user is logged in as "Erin Lassial". The main heading is "International Student Initiatives | PREVIEW". Below this, there is a sub-heading: "Workspace: Assessment & Planning Workspace". The interface is divided into three sections: "Edit Content", "Discussion", and "Submission & Read Reviews". The "Submission & Read Reviews" section is active, showing "Assessment Findings" with a "VIEW LOG" button, "WORD", "PDF", "PRINT", and "SHARE" buttons. The "CHECK IN" button is circled in red. Below this, there is a "Work In Progress" section with a "Checked out to: Erin Lassial" status. The left sidebar contains a list of items: "Assessment Findings", "Institutional Scorecard (Planning)", "Status Report", and "Budget Status Narrative".

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

The screenshot shows the SUNY CANTON taskstream interface after a successful check-in. The top navigation bar includes "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", and "RESOURCE TOOLS". The user is logged in as "Erin Lassial". The main heading is "International Student Initiatives | PREVIEW". Below this, there is a sub-heading: "Workspace: Assessment & Planning Workspace". The interface is divided into three sections: "Edit Content", "Discussion", and "Submission & Read Reviews". The "Submission & Read Reviews" section is active, showing "Check In Successful". Below this, there is a message: "You have checked in the following area: 2016-2017 Assessment Cycle : Assessment Findings". There is a "Return to Work Area" button. The "Optional" section includes a checkbox for "Check in all other areas checked out by you (not applicable)". Below this, there is a text area for "Add comment to the revision history log:" with the text "- Took screenshots for 'How-To'". The "What would you like to do next?" section includes two radio buttons: "Return to work area" (selected) and "Go to Submission Area". At the bottom is a "Submit Comment" button.