ASSESSMENT PLAN - Taskstream "How-To"

Setting your Goals and Outcomes (Big picture/Desired results) Determining your Measures and Targets

- 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

| Workspaces Faculty credentials | |
|---------------------------------------|------------------------------|
| environmental health and Search Clear | Communications @ Messages |

4. Click on Assessment & Planning Workspace

| con Academic + Administration Englinonmental Health and Safety | - select report - | ✓ Go |
|---|-------------------|------|
| Assessmenter Plannine Workspace | | |

5. Click on Assessment Plan for the AY year to set up



6. Click the green CHECK OUT box



To bring in your 'Measures" used in previous years click "COPY <u>EXISTING PLAN</u>"

(To CREATE NEW ASSESMENT PLAN or import individual measures scroll down)

| Assessment Plan | VIEW LOG | WORD | Ø PDF | | SHARE | 8 | CHECK IN |
|--|---|--|---|--|---|--|---|
| Work Not Started | | | | | Checked out : 09/2 Checked out to : E | 26/2023 0 rin Lassial | 1:40:16 PM (EDT) |
| Directions To begin, please Check Out this r access the previously-entered ou you wish to assess by enabling th button. To add an assessment me measure has been added you ma | equirement. Select th itcome sets. Select the e checkbox next to ea asure to an outcome, y add any attachment | e "Create New A e set of outcomes ich outcome. For click this button, s or weblinks to t we all eukeguent | ssessment Pla that you wish each outcome complete the hat measure. It measures tha | n" button. Sele to assess this that was selec required fields NOTE: if you ai two wich to a | ct the "Select Existin cycle and then select ted, you will see an", and press the "Cont re an LAT user, you w d la order for other | g Set" butt t the specif Add New N inue" butto ill also be a | ton to <u>Print</u> fic outcomes Measure" on. Once a able to import o thic |
| Review Method | eck In the requiremen | t when you are fi | nished. | t you wish to a | | rs to acces | s this |
| CREATE NEW ASSESSMENT | PLAN | EXISTING PL | AN AS STAR | | | | |

Choose the most relevant plan, (likely the most recent)

Select an existing Plan starting point

| Directions : Select an existing plan as a sta | rting point for your new plan. You will be able to modify this plan after copying it . |
|---|--|
| Existing Plan: | Assessment & Planning Workspace 2022-2023 Assessment Cycle: Assessment Plan [Plan] (last modified : 10/14/2022) Assessment & Planning Workspace 2021-2022 Assessment Cycle: Assessment Plan [Plan] |
| | (last modified : 04/04/2022) Assessment & Planning Workspace 2020-2021 Assessment Cycle: Assessment Plan [Plan] (last modified : 12/15/2020) Assessment & Planning Workspace |
| | 2019-2020 Assessment Cycle: Assessment Plan [Plan.] (last modified : 11/19/2019) Assessment & Planning Workspace |
| | 2018-2019 Assessment Cycle: Assessment Plan [Plan.] (last modified : 08/15/2018) Assessment & Planning Workspace |
| | 2017-2018 Assessment Cycle: Assessment Plan [Plan] (last modified : 12/18/2017) Assessment & Planning Workspace |
| | (last modified : 05/30/2017) Assessment & Planning Workspace |

To import individual "Measures":

EDIT Measure and Description of Measure by using "CHECK OUT" Button

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|--|---------------------------------|---|--|---|--|---|---|----------------------|--|--|--|
| International Studen Workspace: Assessment & Planning | t Initiativ Workspace | es preview | Edit Content | Discussion | Submission & Re | ad Reviews | Publish | Options & Info | | | |
| Assessment Findings | Asses | sment Plan | @ VIEV | | @ PDF 🔒 PF | RINT 🛛 S | HARE (| СНЕСК ОЛТ | | | |
| Institutional Scorecard (Planning) | | International Student Help international student | Initiatives Out | tcome Set ampus life | | | | | | | |
| 🛷 Status Report | | Outcome: Remove ba | rriers | | | | | | | | |
| | | | | | | | | | | | |
| 2016-2017 Assessment Cycle | | Measure: Provi Indirect - Other | ide pre-arrival, | , arrival, and on-going | g support | | | | | | |
| 🔦 Assessment Plan | | Description of | Measure: | If an international st | tudent's required paper | work is inaccura | te, it can dela | у | | | |
| Assessment Findings | | | their enrollment to the college. This could result in the student starting classes late and adversely impacting their integration into academic and | | | | | | | | |
| Institutional Scorecard (Planning) | | | | social life. Pre-arriva Federal, State, SUN and admissions to th students learn abou | al support ensures that Y, and campus-based re ne college. Arrival suppo t campus and communi | required docume gulations for inte ort helps new int ty resources. New | entation meet ernational trav ernational w students me | is all vel eet | | | |
| Charless Dava and | | | | with the Coordinate | or of International Chude | ant Initiations all | lowlog further | * | | | |

Once in edit mode, you are able to:

- ADD NEW MEASURE to your "Outcome"
- EDIT/REMOVE the Measures currently listed
- ADD/EDIT ATTACHMENTS and LINKS

| · / Wated at the first internet | |
|--|---|
| Assessment Findings | Assessment Plan I VIEW LOG I WORD I PDF PRINT I SHARE O CHECK |
| Institutional Scorecard (Planning) | Outcome: Remove barriers Add New Measure |
| Status Report | Measure: Provide pre-arrival, arrival, and on-going support Indirect - Other X Remove |
| 🔞 Budget Status Narrative | |
| 2016-2017 Assessment Cycle | Description of Measure: If an international student's required paperworks is inaccurate, it can delay their enrollment to the college. This could result in the student starting classes late and adversely impacting their integration into academic and |
| \land Assessment Plan | social life, Pre-arrival support ensures that required documentation meets all Federal, State, SUNY, and campus-based regulations for international travel and admissions to the college, Arrival support helps new international |
| Assessment Findings | students learn about campus and community resources. New students meet with the Coordinator of International Student Initiatives, allowing further |
| Institutional Scorecard (Planning) | opportunity to address challenges and remove any perceived (alleviate anxiety) or real barriers (campuses processes) to success. |
| Status Report | Target: 100% accuracy of student documentation; 3 visits/student for a total of 200 student contacts (next year assess student satisfaction with support). 85% retention rate for incoming international students |
| 2017-2018 Assessment Cycle | Where Taught: Where Evaluated: |
| 🛷 Assessment Plan | (timeline): |
| Assessment Findings | Supporting Attachments: Add/Edit Attachments and Links |

Clicking EDIT next to measure will bring you to the following screen where you can **edit current content** or **import measures from any other Outcome**

| • | Be sure to click "Show Measures for ALL Outcomes | " to view all measures you have |
|---|--|---------------------------------|
|---|--|---------------------------------|

| SUNY CANTON | Erin Lassial My Account Logout @ Help 与 task stream |
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| International Student | itiatives preview |
| Workspace: Assessment & Planning W | space Edit Content Discussion Submission & Read Reviews Publish Options & In |
| Assessment Findings | Measure Information for: Outcome: Remove barriers |
| Institutional Scorecard (Planning) | Define a measure for this outcome. Set a near term target that is attainable in this assessment cycle. If applicable, you may also set a long term target that represents the ideal outcome over multiple cycles. Once this measure is added, then you may add supporting attachments and links in the next step (from the main assessment plan screen). * Required Fields |
| 🛷 Status Report | Cancel |
| 🛷 Budget Status Narrative | * Measure Title: Provide pre-arrival, arrival, and on-going support |
| 2016-2017 Assessment Cycle | Measure Type/Method: Indirect - Other |
| 🛷 Assessment Plan | Measure Level: |
| 🛷 Assessment Findings | |
| // Institutional Scorecard (Planning) | If an international student's required paperwork is inaccurate, it can delay their enrollment to the college. This could result in the student starting classes late and adversely impacting their |
| 🛷 Status Report | integration into academic and social life. Pre-arrival support ensures that required documentation meets all Federal, State, |
| 2017-2018 Assessment Cycle | Target: |
| Assessment Plan | 100% accuracy of student documentation; 3 visits/student for a total of 200 student contacts (next year assess student satisfaction |
| Assessment Findings | with support). 85% retention rate for incoming international students |
| Institutional Scorecard (Planning) | |
| | Where Taught: |

Click "Show Measure for ALL Outcomes" to see all measures

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|---|--|---|---|--|-----------------------------|---------------------|---------------------------|
| International Student Workspace: Assessment & Planning W | Initiatives PREVIE | Edit Content | Discussion | Submission & Re | ad Reviews | Publish | Ор |
| Assessment Findings Institutional Scorecard (Planning) | Measure Information Outcome: Remove bai Define a measure for t target that represents the next step (from th * Bequired Eickle | for: rrie Copy an existing t this th Cancel | Measure for Remov | e barriers | | Iose Window | o set a long hments an |
| 🛷 Status Report | Cancel | Measures for A | ll Outcomes | | Show measures f | or all outcomes | PORT ME/ |
| Budget Status Narrative | | Offer Canadian (Mo (used to measure Bu Workspace) | ntreal, Quebec City) r ild intercultural comp | mini-immersion/enrich etence in Assessment δ | ment experin Planning | ces (View) | |
| 2016-2017 Assessment Cycle Assessment Plan | N | Offer Canadian (Mo (Note: Include this r intercultural competi- 2015-2017 Assessment (| ntreal, Quebec City) r new initiative in 2016- tence in Assessment & Cycle: Assessment Plan) | nini-immersion/enrich 2017 plan) (used to me Planning Workspace) | ment experin asure Build | ces (<u>View</u>) | 0 |
| Assessment Findings Institutional Scorecard (Planning) | De | esc Outgoing Internation intercultural competization 2016-2017 Assessment (| nal Participation and tence in Assessment & Cycle: Assessment Plan) | Initiatives (used to me Planning Workspace) | asure Build | View | * |
| Status Report | | Method: Direct - Other | ed to measure Remov | e barriers in Assessmer | it & Planning | [View] | |

While in Edit mode:

SELECT SET will allow you to view mapping and give you the option to HIDE CONTENT

| Roocoonnenterion | | | - | | | | | |
|--|--|--|------------------|------------------------------------|---|---|----------|---------------|
| Assessment Findings | Assessment Plan | ♥ VIEW LOG | @ WORD | O PDF | | SHARE | 0 | CHECK IN |
| Institutional Scorecard (Planning) | Review Method | | | | | | | |
| 🛷 Status Report | - Mission Statement | | | | | | | |
| 🤣 Budget Status Narrative | | | | | | | | 🖊 Edit |
| 2016-2017 Assessment Cycle | International Student In | itiatives serve incoming interr | ational students | and outgoing | study abroad p | articipants | | |
| 🛷 Assessment Plan | | | | | | | | |
| Assessment Findings | ✓ Measures | | | | | | | |
| Institutional Scorecard (Planning) | Show Descriptions | | | | | (| - | lact Sat |
| 🛷 Status Report | | nt Initiatives Outcome Se | | | | | 34 | nect set |
| 2017-2018 Assessment Cycle | Help international stud | lents acclimate to campus life | | | | | | |
| 🛷 Assessment Plan | Outcome: Remove | barriers | | | | Add Ne | w Mea | sure |
| Assessment Findings | ✓ Measure: Pr | rovide pre-arrival, arrival, ar | id on-going sur | oport | | | | |
| 1. J | | | | | | | | - |
| · / Good front from | * | | | | | | | |
| 🛷 Assessment Findings | Select outcome sets | for Measure | L | SELECT EX | ISTING SET | ✓ ACCEPT | AND | ETURN TO PLAN |
| Institutional Scorecard | Outcome Sets | | | | | | | |
| (Planning) | Show Descriptions | Show Mapping" | | | | | | |
| Status Report Budget Status Narrative | International Studer (Operational Objectives | t Initiatives Outcome Set & Outcomes) | : | | | Include | All | × Remove Set |
| 2016-2017 Assessment Cycle | | | | | | | | |
| 🛷 Assessment Plan | Include Out | tcome | impus lite | Mapping | | | | Mae |
| | Ren | nove barriers Q | | Institution | al Goals: Increase | overall graduation | | 🕫 Hide |
| Institutional Scorecard (Planning) | 💌 Buil | ld intercultural competence (| 2 | ra, Refine | and augment stu al Goals: Improve | Student Success | | 1 Hide |
| 🛷 Status Report | | | | Interv, Inc overall grad adv | rease overall aca duation ra, Refin | demic and, Increas e and augment stude | e ent | |
| 2017-2018 Assessment Cycle | Support globaliza | tion of the campus comm | nunity | | | | | 🕫 Hide |
| Assessment Plan | Include Out | tcome | | Mapping | | | | |
| Assessment Findings | ✓ Edu inte | icate visiting scholars and faci | ulty | Institutiona | al Goals: Improve rease overall grad | Student Success Juation ra | | 🕫 Hide |
| / Institutional Scorecard | inte | | | | | | | |

When work session is complete click "CHECK IN" to save work

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| Y SUNT CANTUN | HOME | SHARED RESOURCES | LOCATOR | MESS | AGES | RESOURCE TOO | LS | | | | |
| International Student I | nitiativ | es preview | Edit Contont | Die | | Submission | Pood Davie | un Du | blich | Ontions & Info | |
| | | | Edit Content | Disc | cussion | Submission | x Read Review | ws Pu | blish | Options a mile | |
| | Asses | ssment Plan | © VIEW | V LOG | O WORD | D ④ PDF | | SHAR | E O | CHECK IN | |
| Institutional Scorecard (Planning) | Work | In Progress | | | | | Che Che | cked out: 08/ cked out to: E | 09/2017 1 Frin Lassial | .0:34:46 AM (EDT) | |
| Status Report |) D } R | Directions Review Method | | | | | | | | | |
| Ø Budget Status Narrative | | | | | | | | | | | |
| 2016-2017 Assessment Cycle | - M | lission Statement | | | | | | | | | |

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

| SUNY CANTON | HOME | | 1004700 | | sial My Account | Logout | 🕑 Help | ⊡ taskstream AMS |
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| | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | | | |
| International Student Ir | nitiativ | es Preview | | | | | | |
| Workspace: Assessment & Planning Work | space | | Edit Content | Discussion | Submission & Rea | d Reviews | Publish | Options & Info |
| Assessment Findings | Che | eck In Successful | | | | | | |
| Institutional Scorecard (Planning) | You f | ave checked in the followin turn to Work Area | ıg area: 2016-2017 / | Assessment Cycle | e : Assessment Plan | | | |
| 🛷 Status Report | Opti | onal | | | | | | |
| | Add | heck in all other areas chec comment to the revision h | cked out by you (not history log: | applicable). | | | | |
| 2016-2017 Assessment Cycle | | | | | | | | |
| Assessment Plan | | | | | | | | |
| Assessment Findings | | | | | | 11 | | |
| Institutional Scorecard (Planning) | What ● R ● G | would you like to do nex eturn to work area o to Submission Area | t? | | | | | |
| 🛷 Status Report | Sul | omit Comment | | | | | | |

TO CREATE NEW ASSESMENT PLAN

| Assessment Plan | VIEW LOG | | O PDF | | SHARE | ? | CHECK IN |
|------------------|--|--|-------|--|-------|---|------------------|
| Work Not Started | Checked out : 09/26/2023 01:40:16 PM (EDI Checked out to : Erin Lassial | | | | | | 1:40:16 PM (EDT) |

Directions

To begin, please Check Out this requirement. Select the "Create New Assessment Plan" button. Select the "Select Existing Set" button to access the previously-entered outcome sets. Select the set of outcomes that you wish to assess this cycle and then select the specific outcomes you wish to assess by enabling the checkbox next to each outcome. For each outcome that was selected, you will see an "Add New Measure" button. To add an assessment measure to an outcome, click this button, complete the required fields and press the "Continue" button. Once a measure has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to Check In the requirement when you are finished.

Review Method

CREATE NEW ASSESSMENT PLAN COPY EXISTING PLAN AS STARTING POINT