

# ASSESSMENT PLAN – Taskstream “How-To”

## Setting your Goals and Outcomes (Big picture/Desired results)

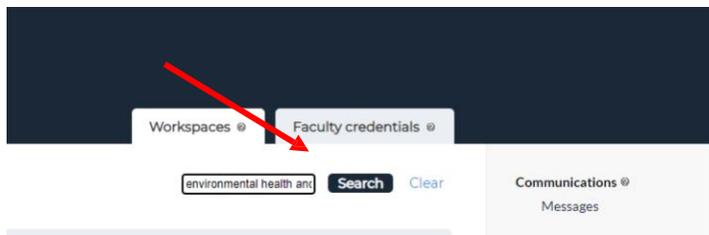
### Determining your Measures and Targets

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

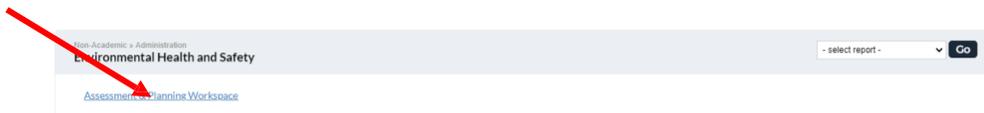
2. Sign In



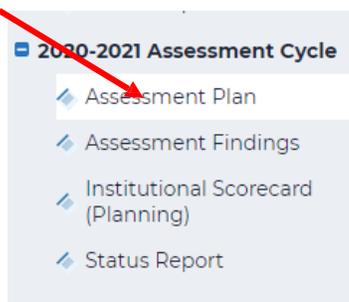
3. Type your area in the search



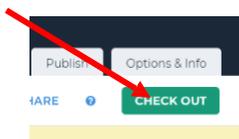
4. Click on Assessment & Planning Workspace



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 EXISTING PLAN”

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

Assessment Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started Checked out : 09/26/2023 01:40:16 PM (EDT)  
Checked out to : Erin Lassial

▼ **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**

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

Select an existing Plan starting point

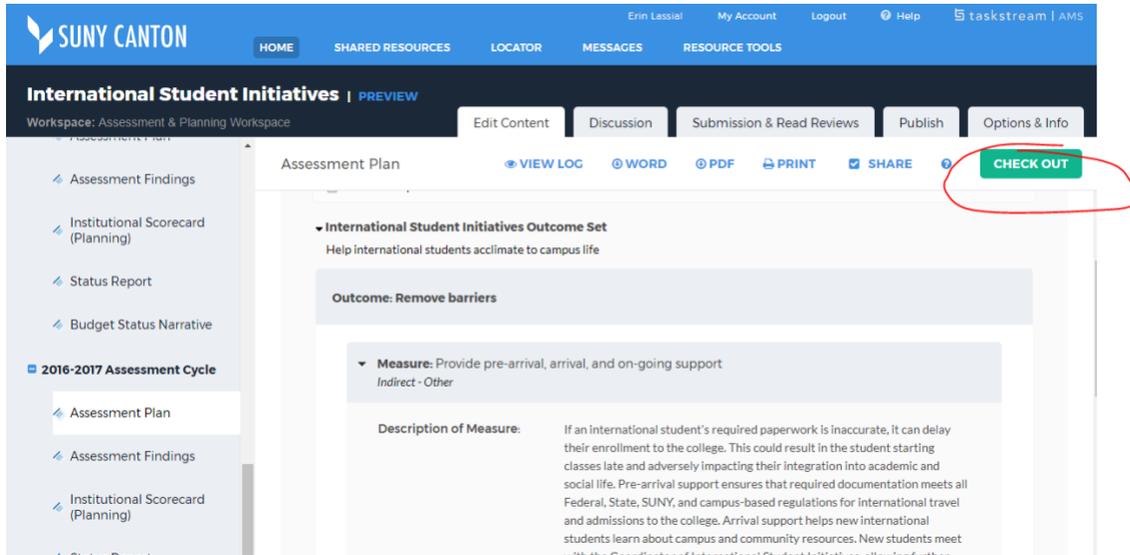
**Directions :** Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it .

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**  
2016-2017 Assessment Cycle: Assessment Plan [[Plan.](#)]  
( last modified : 05/30/2017)
- Assessment & Plannina Workspace**

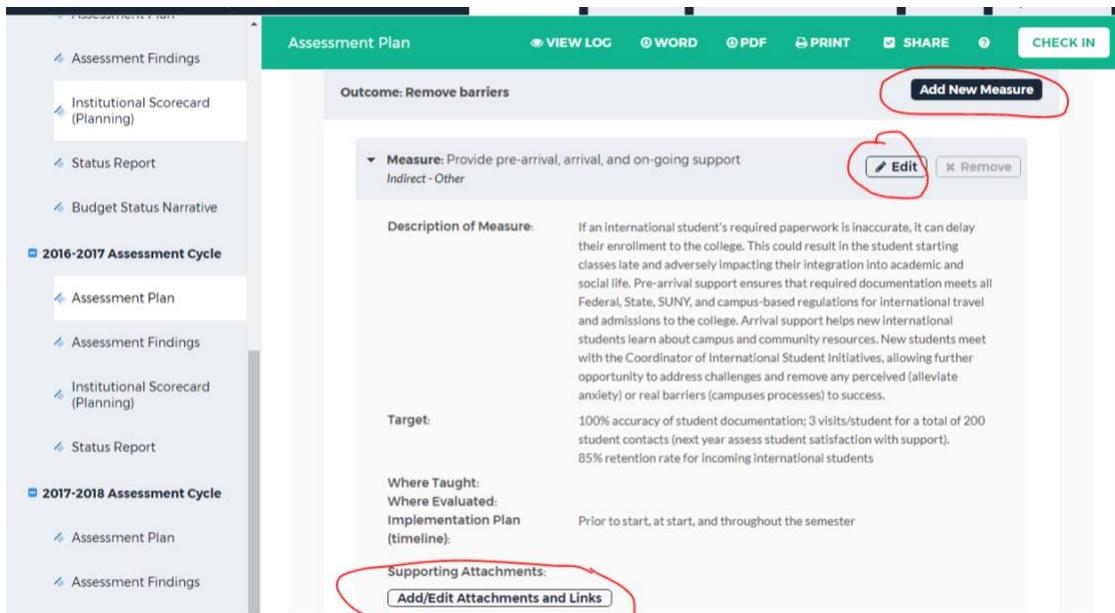
# To import individual “Measures”:

EDIT Measure and Description of Measure by using “CHECK OUT” Button



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



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 | taskstream | AN

HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS

**International Student Initiatives** | PREVIEW

Workspace: Assessment & Planning Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

Measure Information for:  
Outcome: Remove barriers

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

Cancel | **IMPORT MEASURE**

\* Measure Title: Provide pre-arrival, arrival, and on-going support

Measure Type/Method: Indirect - Other

Measure Level: - Select -

Description of Measure: 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 integration into academic and social life. Pre-arrival support ensures that required documentation meets all Federal, State, CUNY, and campus-based regulations for international travel and...

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

Where Taught:

Click “Show Measure for ALL Outcomes” to see all measures

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Workspace: Assessment & Planning Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Op

Measure Information for:  
Outcome: Remove barriers

Define a measure for this target that represents the next step (from the m...  
\* Required Fields

Cancel

Copy an existing Measure for Remove barriers

Cancel | COPY SELECTED

Measures for All Outcomes

Show measures for all outcomes

- Offer Canadian (Montreal, Quebec City) mini-immersion/enrichment experiences (used to measure Build intercultural competence in Assessment & Planning Workspace)  
2016-2017 Assessment Cycle: Assessment Plan
- Offer Canadian (Montreal, Quebec City) mini-immersion/enrichment experiences (Note: Include this new initiative in 2016-2017 plan) (used to measure Build intercultural competence in Assessment & Planning Workspace)  
2015-2016 Assessment Cycle: Assessment Plan
- Outgoing International Participation and Initiatives (used to measure Build intercultural competence in Assessment & Planning Workspace)  
2016-2017 Assessment Cycle: Assessment Plan

Method: Direct - Other

- Collate contacts (used to measure Remove barriers in Assessment & Planning Workspace)

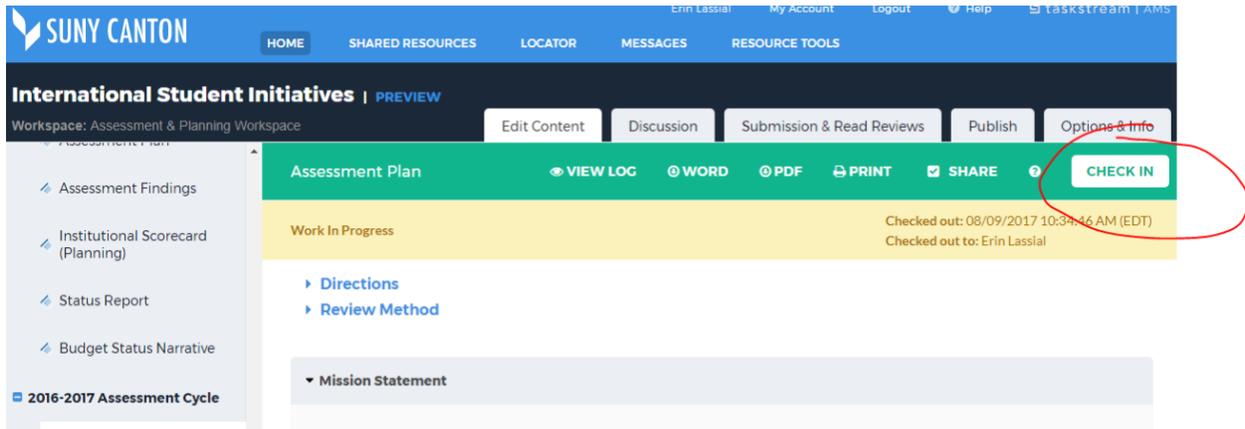
While in Edit mode:

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

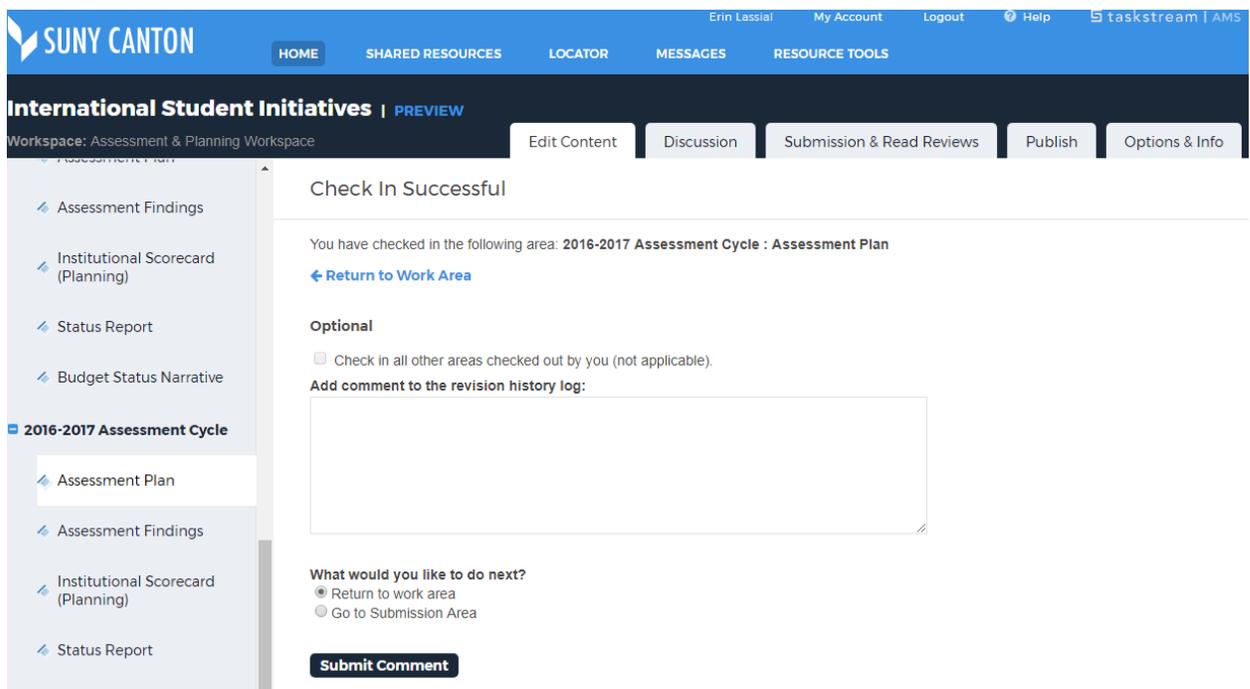
The screenshot shows the 'Assessment Plan' interface in edit mode. The top navigation bar includes 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The main content area is titled 'Review Method' and contains sections for 'Mission Statement' and 'Measures'. The 'Measures' section is expanded to show 'International Student Initiatives Outcome Set' with the description 'Help international students acclimate to campus life'. A 'Select Set' button is highlighted with a red circle. Below this, there is an 'Outcome: Remove barriers' section with an 'Add New Measure' button. At the bottom, a 'Measure: Provide pre-arrival, arrival, and on-going support' is visible.

The screenshot shows the 'Select outcome sets for Measure' dialog box. The top bar includes 'SELECT EXISTING SET' and 'ACCEPT AND RETURN TO PLAN'. The 'Outcome Sets' section has checkboxes for 'Show Descriptions' and 'Show Mapping'. The 'International Student Initiatives Outcome Set' is expanded, showing 'Operational Objectives & Outcomes'. It includes a table with columns for 'Include', 'Outcome', and 'Mapping'. The table lists two outcomes: 'Remove barriers' and 'Build intercultural competence', both with checkboxes checked. The 'Mapping' column for these outcomes lists 'Institutional Goals: Increase overall graduation ra..., Refine and augment student adv...'. There are 'Hide' links for each row. Below this, another section 'Support globalization of the campus community' is visible with a table listing 'Educate visiting scholars and faculty interested in study abroad programs' with a checked 'Include' checkbox and 'Institutional Goals: Improve Student Success Interv..., Increase overall academic and..., Increase overall graduation ra..., Refine and augment student adv...' in the 'Mapping' column.

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



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



**TO CREATE NEW ASSESMENT PLAN**

Work Not Started

Checked out : 09/26/2023 01:40:16 PM (EDT)

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**Review Method****CREATE NEW ASSESSMENT PLAN**

COPY EXISTING PLAN AS STARTING POINT