Taskstream

**To Log-In and Get Started**

* Go to myhome.ithaca.edu
* Log in with your netpass ID and password
* Go to the menu on the left under “IC Services”
* Click “Taskstream”
* Go to the menu across the top and click “Go to AMS”
* At that point you’ll see only those areas to which you have access listed in a central menu.
* Click on “Student learning outcomes assessment workplace” for the department you will be working with.

Along the left side menu you will see:

General information

* Standing requirements
  + Mission statement (add your departmental mission statement, if available)
  + Student learning outcomes (ALL student learning outcomes for ALL years should be added here)
  + Curriculum map (not really applicable at this time)
* 2013-14 assessment cycle (Doreen did NOT add any information to this cycle – if you have data from this time period, please add it to the system)
  + assessment method
  + results
* 2014-15 assessment cycle (Doreen has included any assessment information she received here)
  + appendix/memo (any attachments can be placed here – copies of rubrics, copy of final assessment reports, etc.)
  + assessment method (you will record HOW you’re assessment student learning outcomes here)
  + results (you will record RESULTS of assessment processes here as well as ACTIONS to be taken as a result of the assessment results)
* 2015-16 assessment cycle
  + assessment methods
  + results
  + appendix/memo (optional)
* etc --- assessment cycle categories are now available through 2020

**TIPS:**

All sections must be “checked out” before you can work on them and “checked back in” after you complete your work. (Think of it like checking out library books, so that only one person at a time can work on the information).

If more than one person is working in Taskstream, the person checking the file back in can add comments after they’ve checked it in, so that the other user will know what occurred.

**Where do I Enter Student Learning Outcomes?**

ALL student learning outcomes for ALL years should be entered in the Student Learning Outcomes section under “standing requirements”. You will select these when working on the individual year assessment cycles.

**How Do I Map to the Student Life Learning Domains?**

Student learning outcomes can be mapped to one of the 3 student life learning domains by

* clicking on “map” next to the outcome,
* “create new mapping”,
* select “goal sets distributed to [your department name],
* click “go”;
* select Student Life Learning Domains,
* click continue,
* scroll to the correct Domain and select it,
* click “continue”.

**How To Create a New Assessment Method**

* Select “assessment methods” under the appropriate assessment cycle
* Select “check out”
* Select “create new assessment method” if creating something new…. You can also “copy existing plan as starting point” if using a similar assessment method to a previous year or to a different student learning outcome.
  + If creating a new assessment method”
    - You’ll be asked to select a set
    - Click “select existing set”
    - Chose from the options given. The options lead to the list of student learning outcomes
    - You can then select the student learning outcome(s) you’ll be measuring
    - Then select “add new assessment method” under each learning outcome you’re working with
    - You can then enter information for a new assessment method or you can import a previously used assessment method. You should include:
      * The assessment method title
      * Selection an assessment method type from the drop down box
      * Include any details or description you may have
      * You can include performance criteria
      * You indicate whether this is being assessed during this period (Y/N)
      * Include the name of the contact person for this program assessment
      * Select “apply changes” and you’re done.
      * At this point you can also add any attachments you would like.
    - If you want to copy an assessment method
      * Select that option
      * You’ll be asked to show assessment methods
      * You can then choose from any assessment method you’ve used in the past
      * Select the one you would like to use and it will show you the details for that assessment. You can then edit. Select apply changes and that assessment method will be added.

**How to add Results**

Select “Results” under the appropriate year’s assessment cycle on the left menu

Check out the document

Move to the Results section for the outcome you’re working with and select “add results”

Fill in the boxes as noted. You’ll be asked for:

* Summary of results (required)
* Actions to be taken (optional)
* Reflections/notes (optional)
* And check a box for performance result: not met, met, exceeded (optional)
* Select “submit”
* After submitting you can also add any attachments and/or links

**How to Print Reports**

On your home screen to the right of where your department is listed, you have the option to “select report”

There are a variety of reports you can select, but you will probably find these two most helpful:

* Assessment Cycle Summary
* Assessment Cycle Detail