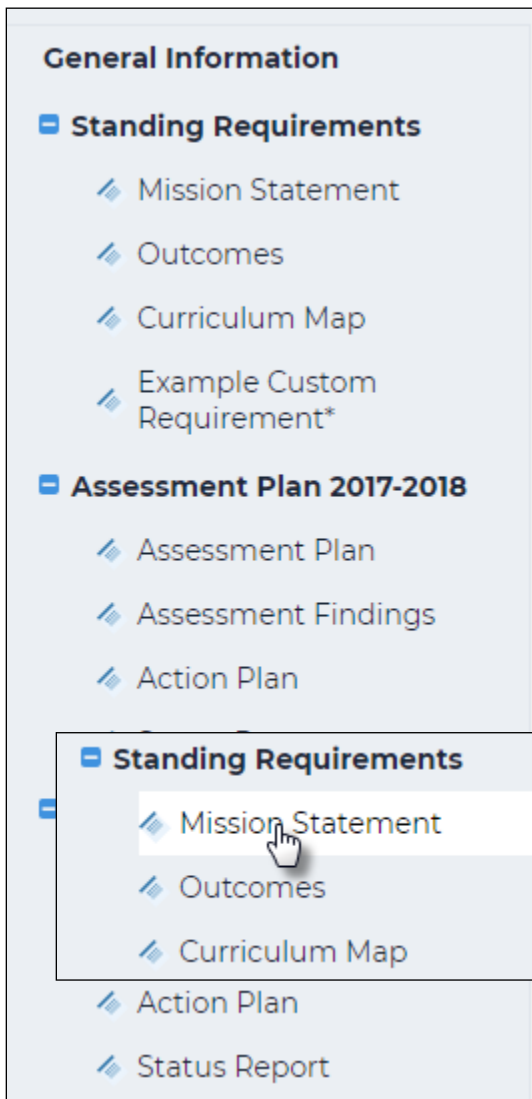
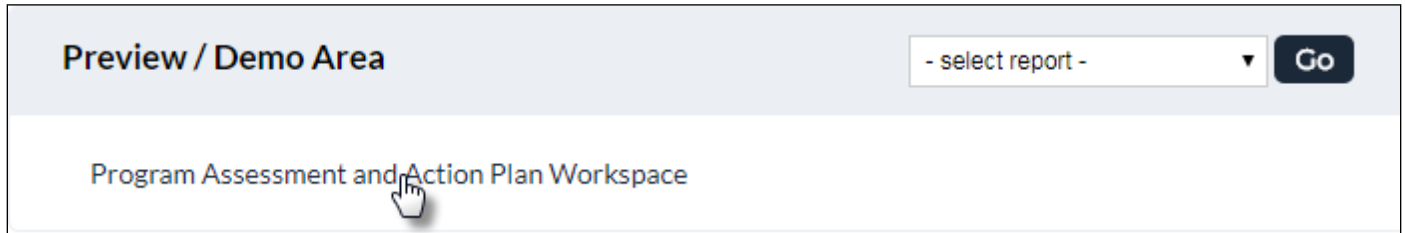


QuickStart Guide: Academic Assessment Workspace

Standing Requirements

1. When you first open your workspace on your homepage, you will see the structure of the workspace on the left-hand side.

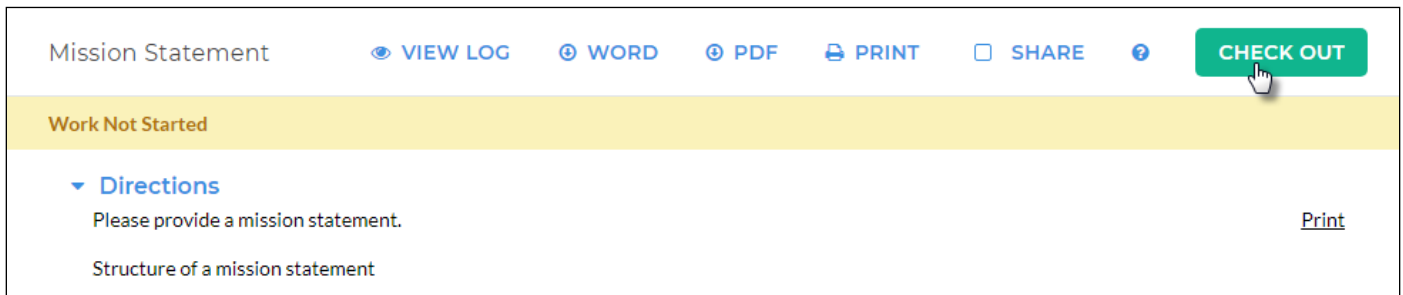


The **Standing Requirements** category contains/will contain assessment data that will remain relatively steady over time, whereas the **Annual Assessment Cycle** will be completed anew each year.

Please note this is an example and your school's template may look different.

Mission Statement

The **Mission Statement** requirement is the first in the structure where you'll be entering data. To begin working on it or any other requirement, please select it from the workspace structure.



Mission Statement VIEW LOG WORD PDF PRINT SHARE **CHECK OUT**

Work Not Started

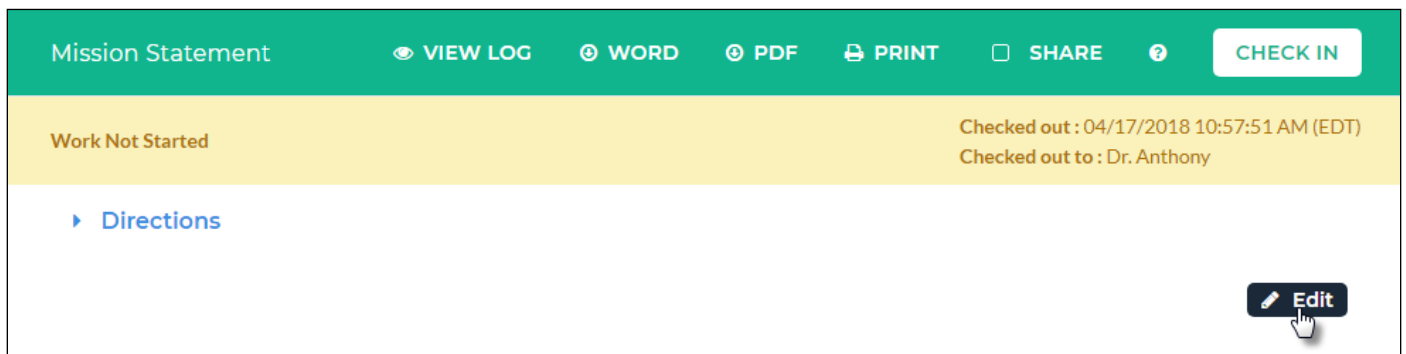
▾ Directions

Please provide a mission statement. [Print](#)

Structure of a mission statement

On the upper right-hand corner, you will see a green “Check Out” button. Please note that all requirements in Taskstream’s AMS system use a Check In / Check Out system. To edit or add data to any requirement you will first need to “Check Out” the requirement. Once you have entered your information, you may click the Check In button so that others can come in to modify the requirement. If you forget to click the Check In button, the requirement will automatically be checked in when you log out of your account.

2. When you click the “Check Out” button, the “Edit” button will appear on the far right. Click “Edit” to add your mission statement data.



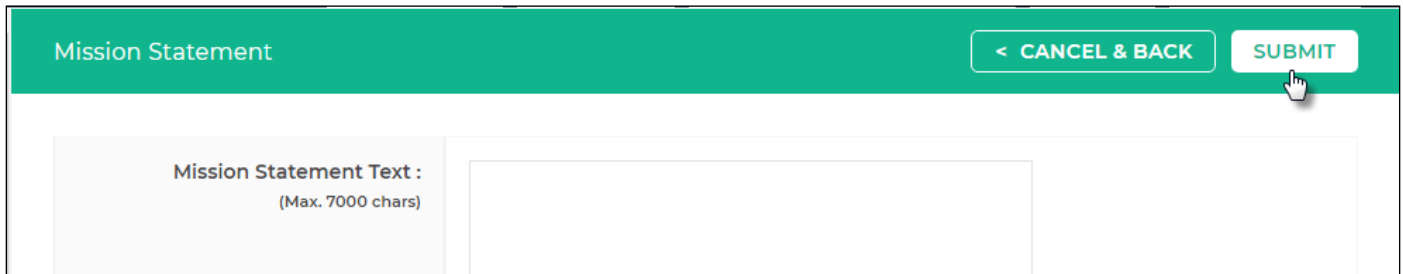
Mission Statement VIEW LOG WORD PDF PRINT SHARE **CHECK IN**

Work Not Started Checked out : 04/17/2018 10:57:51 AM (EDT)
Checked out to : Dr. Anthony

▸ Directions

Edit

Note: If content has already been added to the area, you will be able to add to and/or modify it.



Mission Statement

< CANCEL & BACK SUBMIT

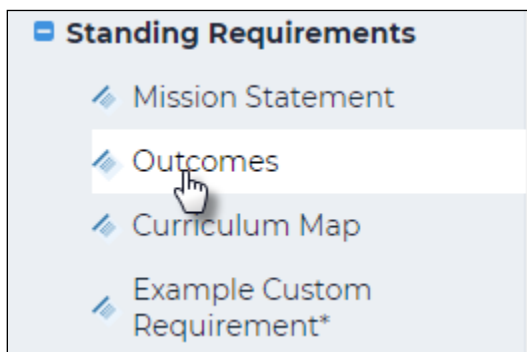
Mission Statement Text :
(Max. 7000 chars)

Once you have entered the appropriate mission statement, you may click the “Submit” button.

Return to Workspace by clicking [Return to Work Area](#).

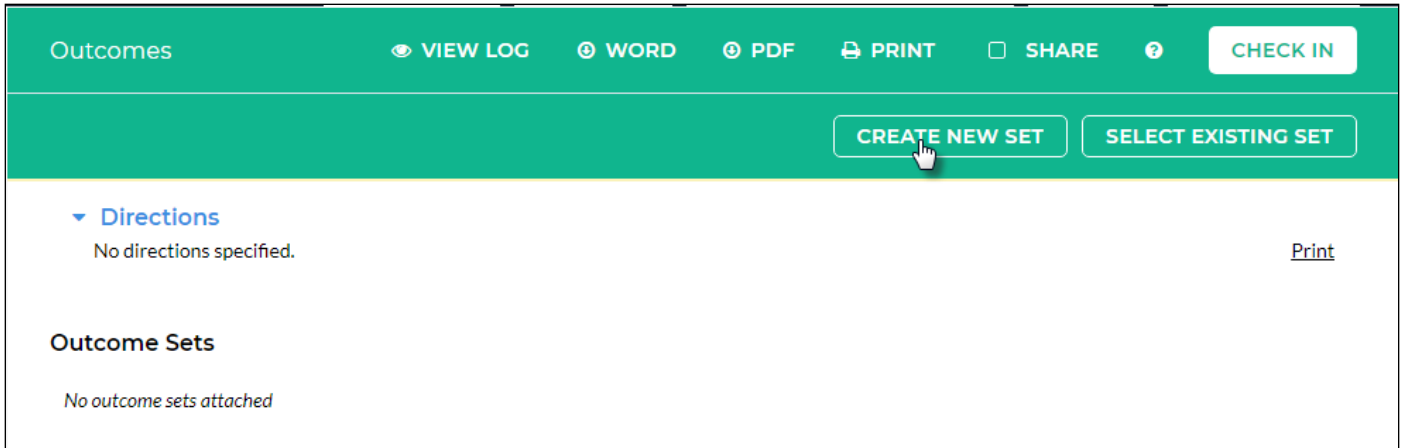
Learning Objective/Outcome

1. When you are ready to move on to the [Learning Objective/Outcomes \(Program Learning Outcomes\)](#) requirement, you may select that requirement from the workspace structure.



To begin, you must first check out the requirement. Once you do so, you will have the option of creating a new outcome set or selecting an existing outcome set.

To create a new outcome set to map to, start by clicking the Create New Set button.



You may then title the outcome set and choose whether you want to allow other sets to be aligned to this (your) outcome set (it is recommended to leave this checkbox blank). Then you may click “Continue.”

Create New Outcome Set

Set Name: DEMO AREA Outcome Set

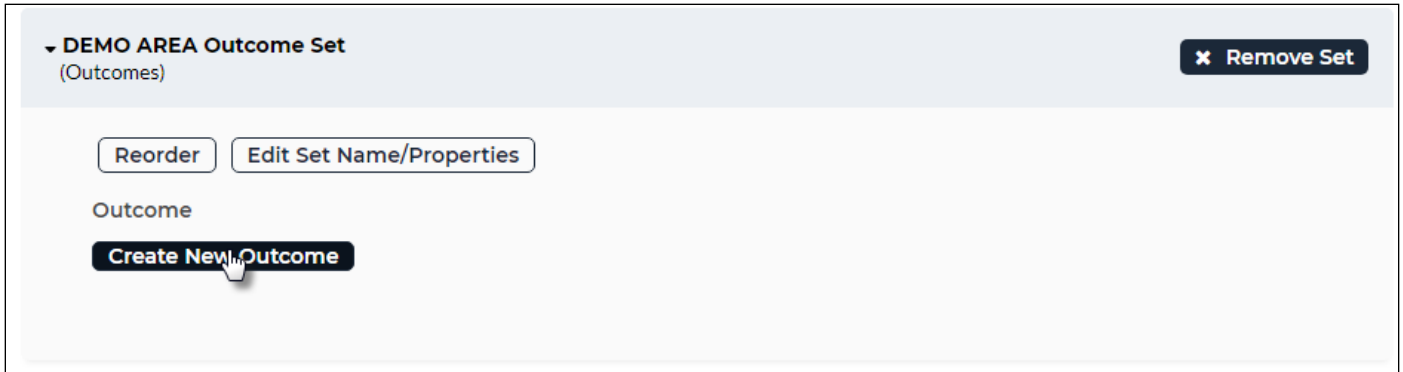
Designate Alignment/Mapping Preference:

Initiatives in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)

Cancel CONTINUE

Once this outcome set is completed, you may export to LAT via the Options and Info tab of this workspace.

2. Once you return to the main Goals and Outcomes area, you can start to create Outcomes. To create an Outcome, click the “Create New Outcome” button.



Create New Outcome

Outcome:
Max 140 characters

Outcome 1
Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Description :
Max 1000 characters

Description of outcome

Check Spelling Character Count

Cancel CONTINUE

Enter a concise title for your Outcome (max 60 characters) and enter the outcome statement in the Description field. Click “Continue.”

- After clicking the [Back to all outcome sets](#) link, you may map or align your outcomes to college level or university level goals, accrediting body standards and criteria, and general education outcomes. To do this, click the [Map](#) link next to the outcome you wish to map.

▼ DEMO AREA Outcome Set
(Outcomes) ✕ Remove Set

Reorder Edit Set Name/Properties

Outcome

Create New Outcome

Outcome	Mapping	
Outcome 1 Description of outcome	No Mapping	Map Edit Delete

You can then click the “Create New Mapping” button.

CREATE NEW MAPPING

To map or align your outcomes with a goal set, you’ll want to select *Goal sets distributed to...* or Outcome Sets in other organizational areas if you are mapping to department-level outcomes.

Directions : Select the set to which you would like to map the Outcome:

Outcome 1 (part of Outcome)
Description of outcome

Select category of set to map to :

Select Set :

- Select Type of Set
- Select Type of Set
- Goal sets distributed to DEMO AREA
- Outcome Sets in DEMO AREA
- Outcome Sets in other organizational areas

Go and click the 'Go' button above.

Cancel CONTINUE

Select the appropriate set and click “Continue.” (Note: This is just an example)

Select category of set to map to : Goal sets distributed to DEMO AREA Go

Select Set :

- Accreditation Standards (e.g. HLC, MSCHE, WASC, ETC.) [View Set]
Owned by MS College AMS
- USA- ABET- 2017-2018 Student Outcomes for Engineering Technology Programs [View Set]
Owned by MS College AMS
Accreditation Board for Engineering and Technology (Effective August 2017)

Cancel CONTINUE

Choose which Outcome set items align with your objective and then click the “Continue” button. You will now see the Outcome set items mapped or aligned with your objective. **NOTE:** This is just an example of what the area would look like.

3.A
For associate degree programs, these student outcomes must include, but are not limited to, the following learned capabilities:

Outcome

- 3.A.a**
an ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined engineering technology activities;
- 3.A.b**
an ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge;
- 3.A.c**
an ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments;
- 3.A.d**
an ability to function effectively as a member of a technical team;
- 3.A.e**
an ability to identify, analyze, and solve narrowly defined engineering technology problems;

You may repeat this process for additional mappings. Once mapped, your outcome(s) will look similar to the first one in the screenshot below.


Outcome	Mapping	
Outcome 1 Description of outcome	USA- ABET- 2017-2018 Student Outcomes for Engineering Technology Programs: 3.A.a, 3.A.b	Map Edit Delete

Curriculum Map

4. In the Curriculum Map requirement, you're able to map courses to outcome sets. After Checking Out the area, click Create New Curriculum Map

The screenshot shows the 'Curriculum Map' interface. At the top, there is a green header bar with the title 'Curriculum Map' and several action buttons: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK IN' button. Below the header, a yellow banner indicates 'Work Not Started' and shows 'Checked out : 04/17/2018 11:24:11 AM (EDT)' and 'Checked out to : Dr. Anthony'. Underneath, there is a section titled 'Directions' with a dropdown arrow and the text 'No directions specified.' and a 'Print' link. A prominent black button labeled 'Create New Curriculum Map' is highlighted with a mouse cursor. At the bottom, it says 'There are no curriculum maps'.

Enter a title for the map and select an outcome set to use.

Create Curriculum Map 

[« Back to Curriculum Maps Home](#)

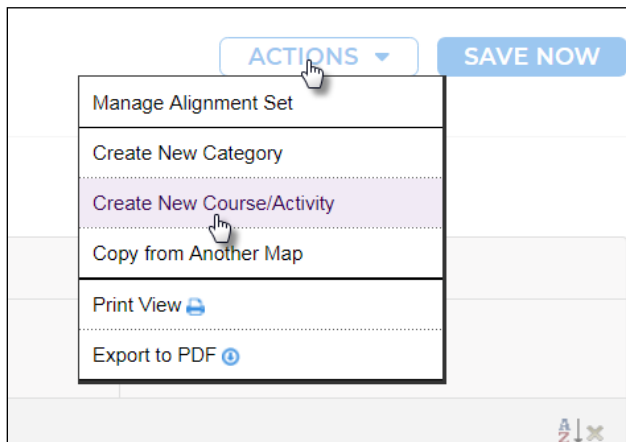
New Map Title :
(Max 100 Chars)

Description :

Select Alignment Set :

DEMO AREA Outcome Set [\[View Set\]](#)

The map will open in a separate pop-up window. The outcomes will be along the top. To add a course/activity, click the Actions button and choose that option.



Create a New Course or Activity

Course/Activity ID :	<input type="text" value="English 100"/> (Max 15 Chars)
Course/Activity Title :	<input type="text" value="Intro to English Composition"/> (Max 100 Chars)
Description : Optional	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> (Max 1000 Chars)
Link : Optional	<input type="text" value="http://"/> (Max 100 Chars)

Add the course section, course number and an optional description and click Create. You may repeat this step for additional courses/activities.

		Outcome		
		Outcome 1 Description of outcome	Outcome 2 Description Here	Outcome 3 Description here
+ Courses and Learning Activities A ↓ x				
+ <input type="checkbox"/>	English 100 Intro to English Composition	<input type="checkbox"/>	<input type="checkbox"/>	Click

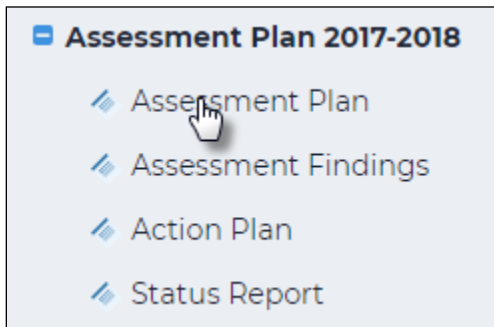
Note: A tooltip is visible over the 'Outcome 1' column for the 'English 100' row, containing the text: Course/Activity: English 100, Outcome: Outcome 1.

Using the legend along the bottom, you can then choose if a course Introduced, Practiced, or Reinforced work pertaining to that outcome.

Complete/Cyclical Cycle Requirements

- Now you may proceed to the cyclical assessment section represented by the category **2017-2018 Assessment Cycle** to enter your assessment data.

Assessment Plan

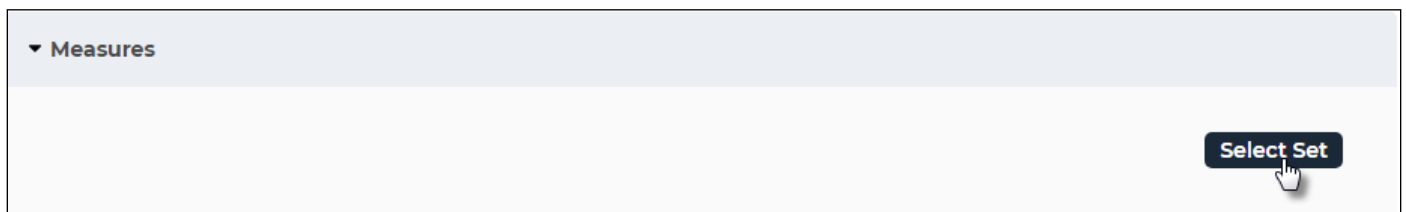


To create an assessment plan that defines the measures used to assess your student learning outcomes, check out the [Assessment Plan](#) area and click the "Create New Assessment Plan" button.

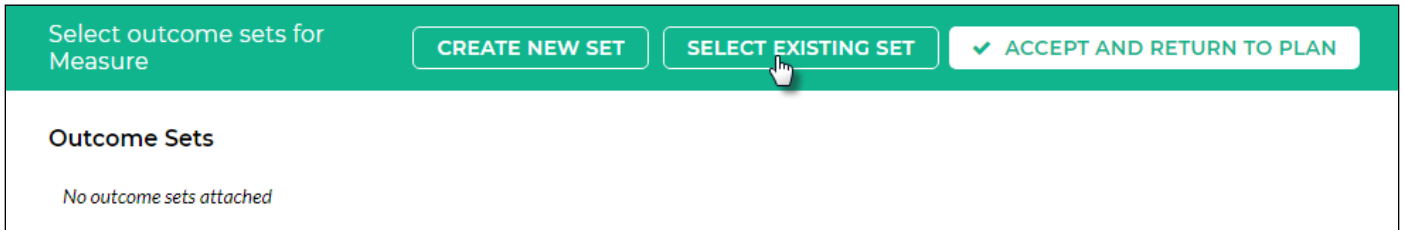
CREATE NEW ASSESSMENT PLAN

NOTE: If you have an existing Assessment Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

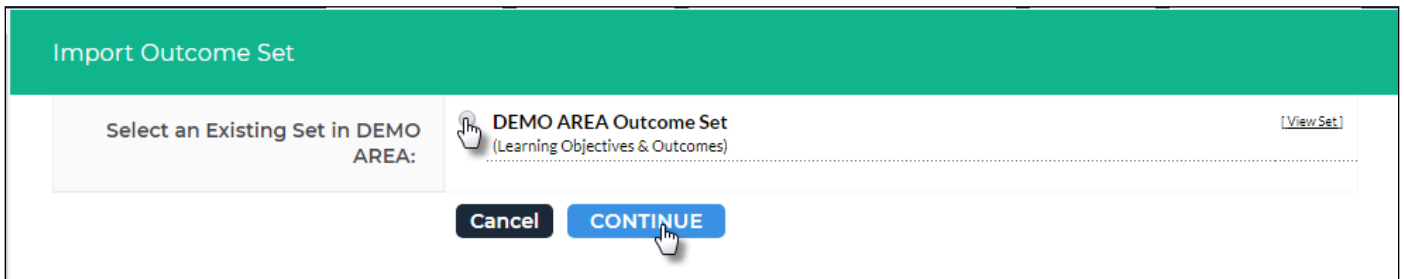
Then, under the Measures Bar, click the "Select Set" button.



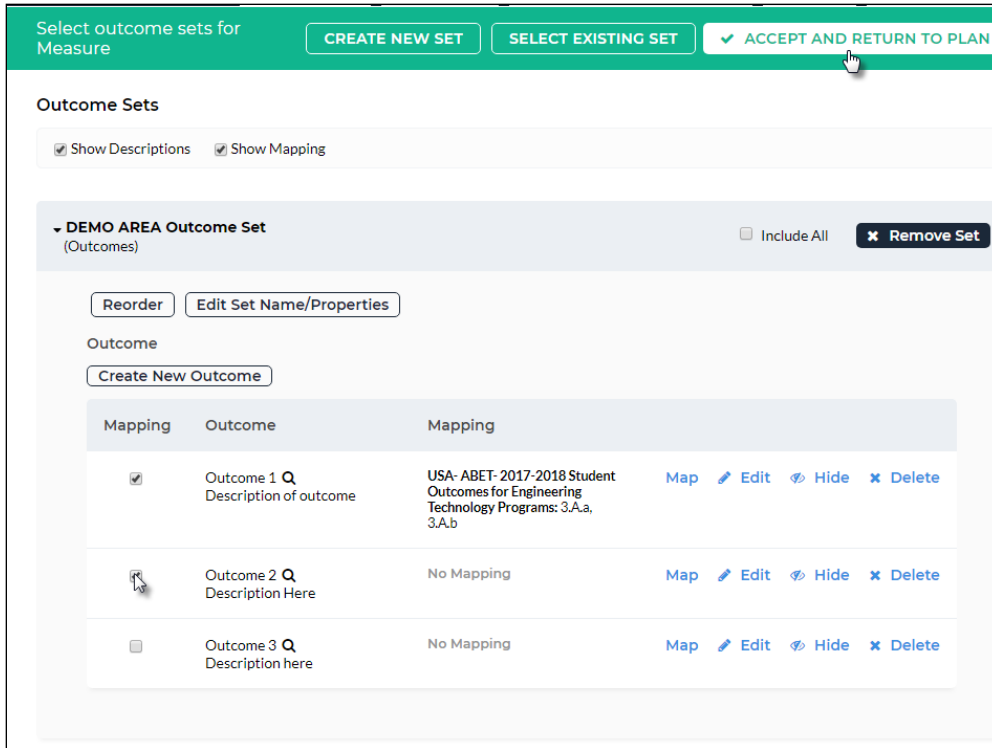
Click the “Select Existing Set” button to select your outcome set from the Outcomes/Learning Objectives library.



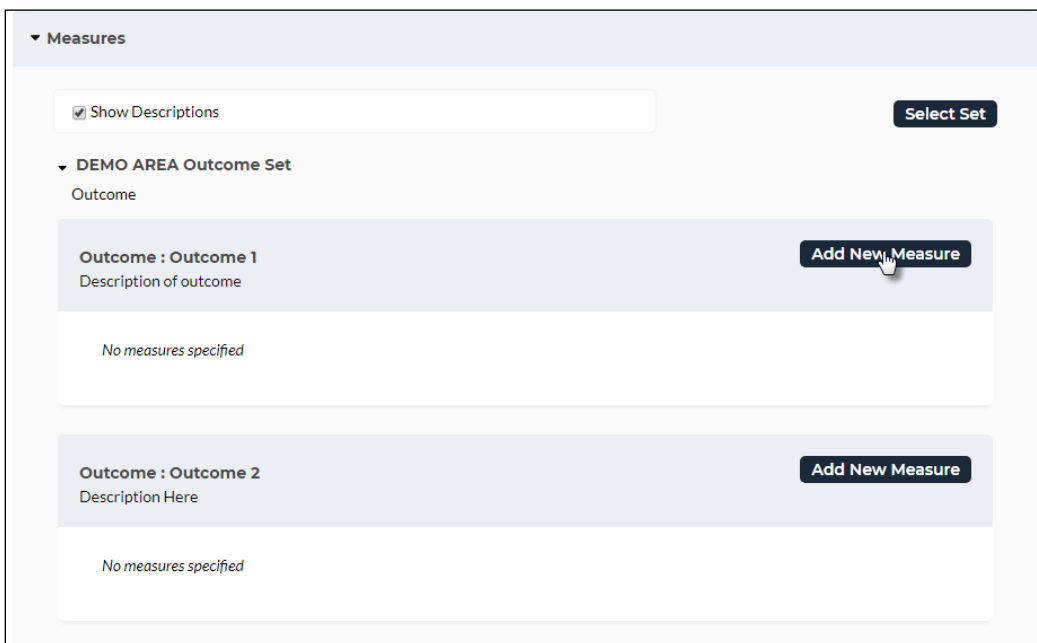
Select the outcome set you wish to assess and click the “Continue” button.




Select the outcomes you wish to assess and then click the “Accept and Return to Plan” button.



6. To add a Measure to an outcome, click the appropriate “Add New Measure” button.

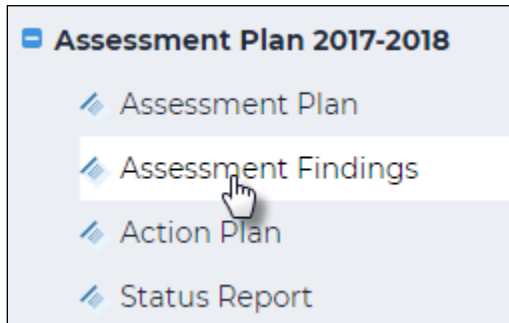


You may then add the details of your measure into the measure data entry screen.

* Measure Title:	<input type="text"/>
Measure Type/Method:	<input type="text" value="- Select -"/> ▼ 
Measure Level:	<input type="text" value="- Select -"/> ▼
Details/Description:	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Acceptable Target:	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
Ideal Target:	<input type="text"/>

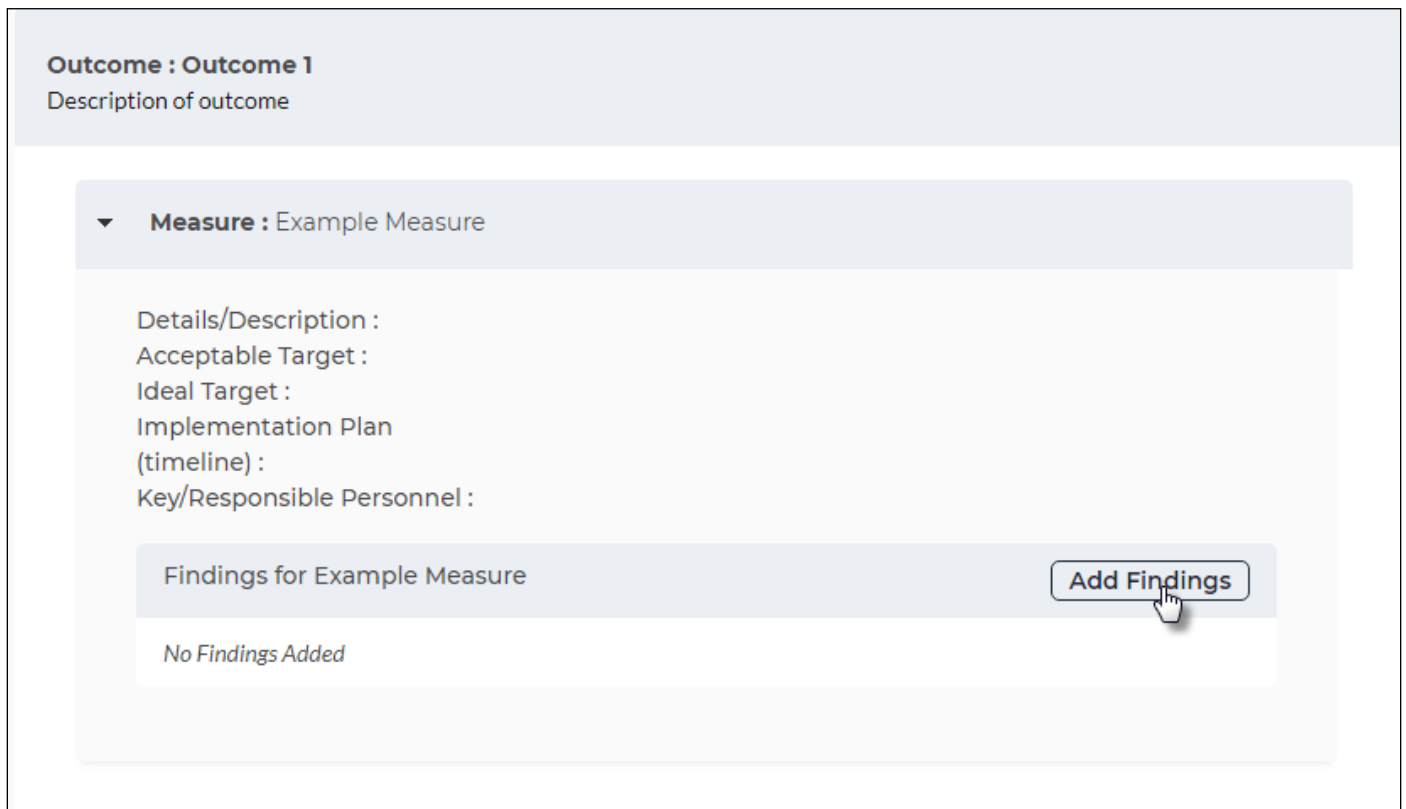
Once you've filled out the template, click Apply Changes at the bottom. You can add as many measures as you want to each outcome.

Assessment findings



7. Once you have gathered your data, you may select the Assessment Findings area and add your Findings to your measures.

To do so, check out the requirement, locate the appropriate Measure, and then click the “Add Findings” button.

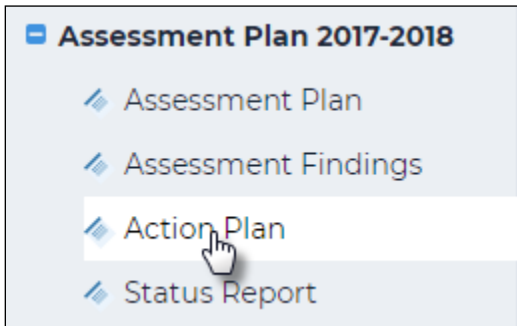


You may then enter the details of your assessment findings into the data entry screen.

Findings for Example Measure	
Outcome: Outcome 1 (Description of outcome)	
Please enter the findings for this measure.	
* Required Fields	
* Summary of Findings:	<input type="text"/>
Recommendations :	<input type="text"/>
Reflections/Notes :	<input type="text"/>
Acceptable Target Achievement:	<input type="text"/>

Once you have entered your data, click the “Submit” button. Repeat these steps for each measure once you have completed conducting those assessments.

Operational/Action Plan



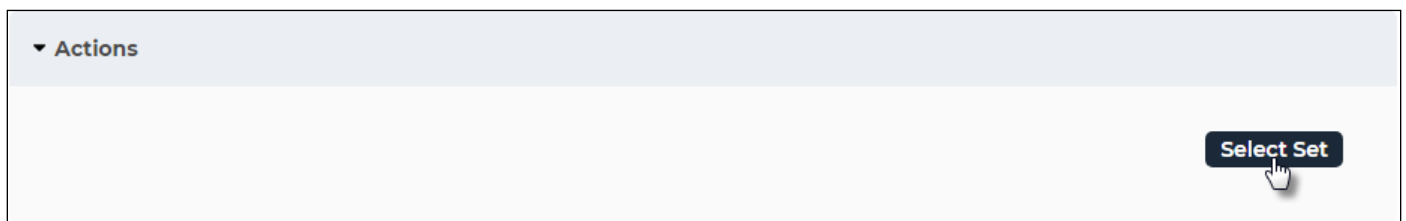
8. For the Operational/Action Plan area, select the requirement from the workspace structure and check out the requirement.



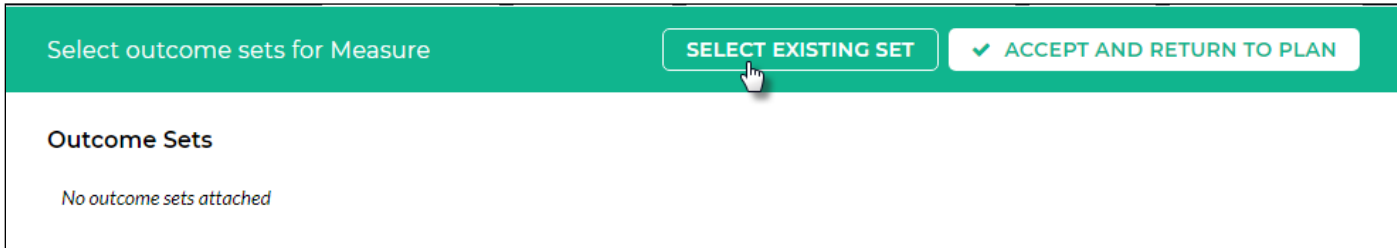
Then you may click the "Create New Operational Plan" button.

NOTE: If you have an existing Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

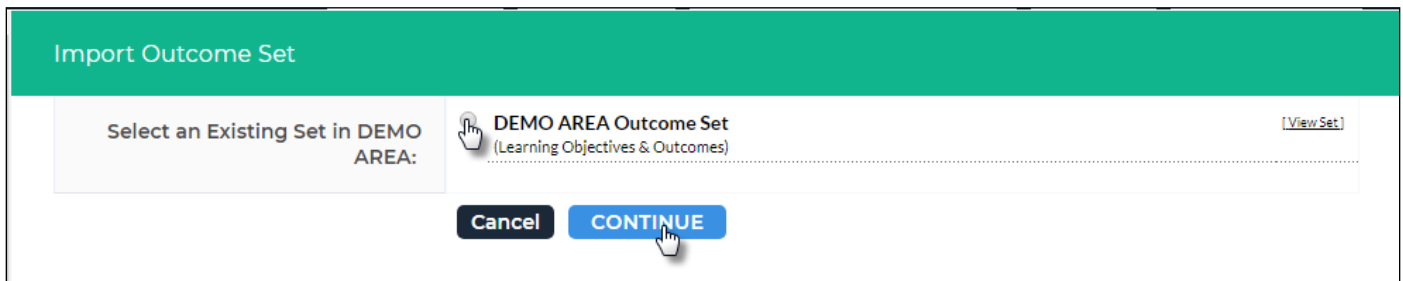
Next, click the "Select Set" button under the Actions bar.



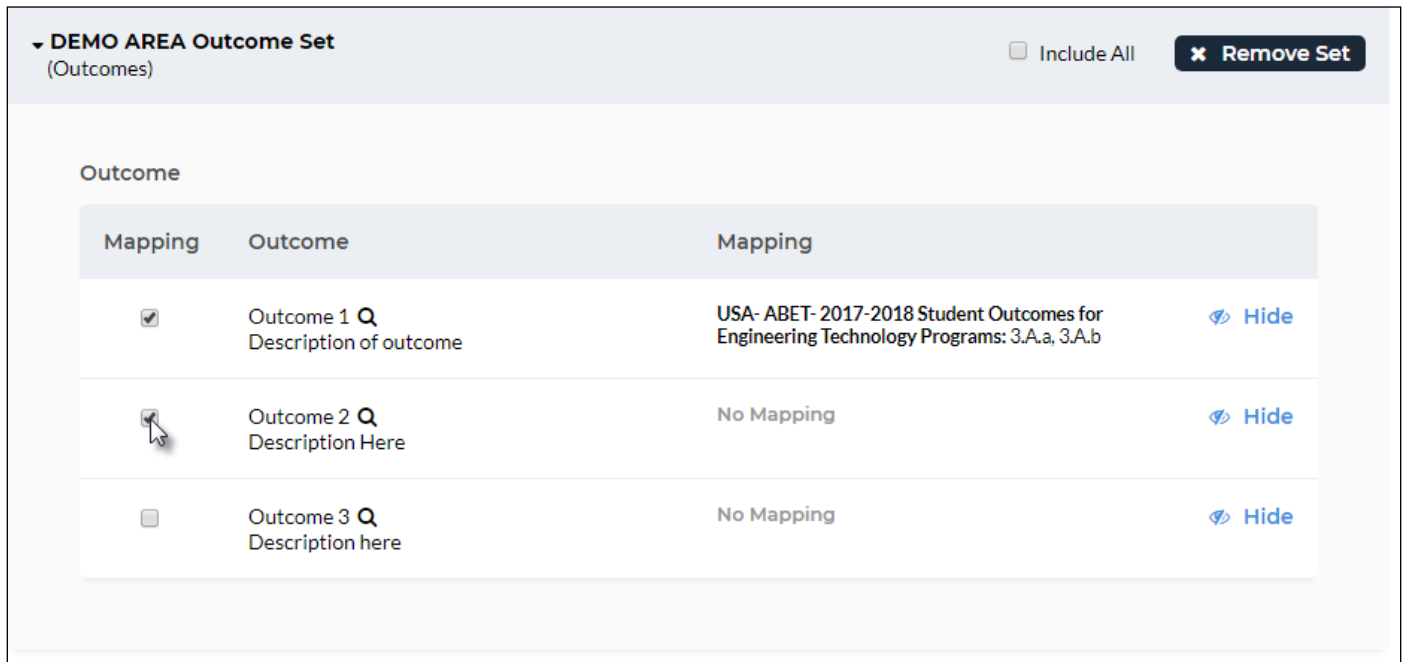
Click the "Select Existing Set" button.



Select the Outcome set you wish to assess that cycle and click the “Continue” button.



Select the Outcomes you wish to add actions to and then click the “Accept and Return to Plan” button.



You may now add an Action to each applicable Outcome by clicking the “Add New Action” button.

▼ **DEMO AREA Outcome Set**

Outcome

Initiative : Outcome 1 **Add New Action**

Description of outcome

No actions specified

Initiative : Outcome 2 **Add New Action**

Description Here

No actions specified

Here, all of the Findings with respect to that outcome will appear here. Check **Findings for Measure** of the outcome you selected by checking the checkbox and clicking “Continue.” This indicates that the action item is the result of those Findings.

All Findings for Initiative: Outcome 1 Show Full Findings Details

Assessment Plan 2017-2018: Assessment Plan & Assessment Findings

Findings for Measure: Example Measure

Summary of Findings: Here is the summary of Findings.

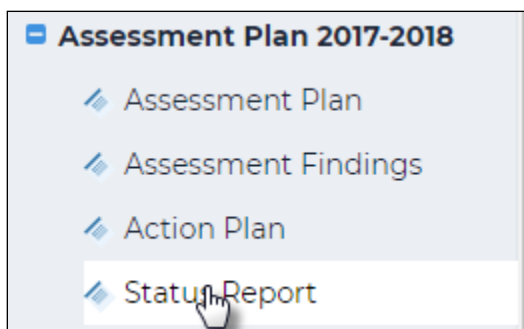
Cancel **CONTINUE »**

You may now populate the Action detail fields with your data. You can check the box for Show Full Results Details to reference the results. Click Apply Changes once you've populated the Action Item.

Cancel Check Spelling IMPORT ACTION APPLY CHANGES 	
Linked to Findings: <input type="checkbox"/> Show Full Findings Details	Findings for Example Measure (Assessment Plan and Assessment Findings; Assessment Plan 2017-2018) Summary of Findings: Here is the summary of Findings.
* Action Item Title:	<input type="text"/>
Action details:	<div style="border: 1px solid #ccc; height: 100px;"></div>
Implementation Plan (timeline):	<div style="border: 1px solid #ccc; height: 100px;"></div>
Key/Responsible Personnel:	<input type="text"/>

You may repeat this process for each additional action you need to add. You can add as many action items as you want to an outcome.

Status Report



9. To document the Status of each of your actions, you may select the Status Report requirement from the workspace structure.

Check out the requirement and then click the “Add Status” button. **NOTE:** this is an example of what it could look like.

The screenshot displays a web interface for a 'DEMO AREA Outcome Set'. At the top, there is a section for 'Outcome' with a sub-section 'Initiative : Outcome 1' and a 'Description of outcome'. Below this is an 'Action : Example Action' section. This section contains a list of fields: 'Action details :', 'Implementation Plan (timeline) :', 'Key/Responsible Personnel :', 'Measures :', 'Budget approval required? (describe) :', 'Budget request amount : \$0.00', and 'Priority :'. At the bottom of the action section, there is a header 'Status for Example Action' and a button labeled 'Add Status' with a mouse cursor hovering over it. Below the button, the text 'No Status Added' is visible.

You may then complete the [Status Report](#) for that particular action and click “Submit.”

* Current Status:	<input type="text" value="- Select -"/>
Budget Status:	<input type="text" value="- Select -"/>
Additional information:	<div style="border: 1px solid #ccc; height: 100px;"></div>
Next Steps:	<div style="border: 1px solid #ccc; height: 100px;"></div>
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="SUBMIT"/>	

Repeat these steps for each subsequent action item.

Getting Help

If you require assistance with entering data in your workspace or other assistance, you can contact Support at 800-311-5656 and press 1 for support or send an email to support@watermarkinsights.com.