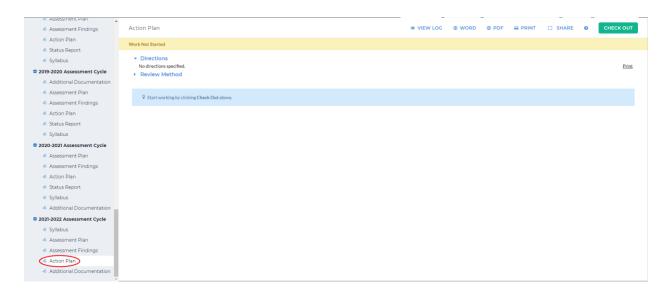
Action Plan

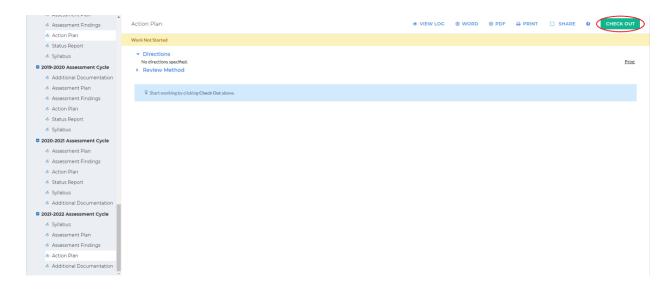
- 1. Log into Taskstream and select the course you want to edit
- 2. Once in the course, go to the current assessment cycle and click Action Plan



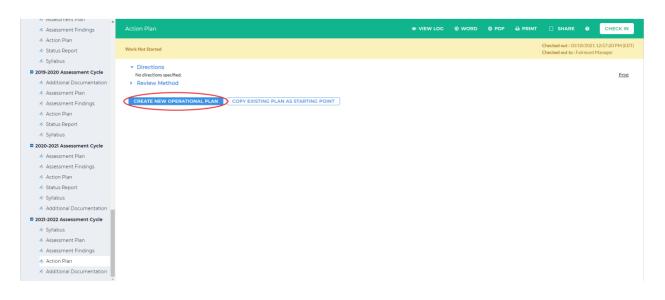
3. The action plan is used to outline a plan of action to improve student success

(https://sdmiramar.edu/evidence/ST1/I.B/4/Intruct_Guide_Program_Plans.pdf). To start

creating your action plan, click Check Out in the upper right-hand corner



4. Click Create New Operational Plan on the left-hand side



If you receive a message at the top of the screen, click Continue

5. Click Select Set in the middle right-hand corner

 Assessment Plan 								_
Assessment Findings	Action Plan	VIEW LOG	WORD	O PDF	🔒 PRINT	SHARE	O CHECK	IN
i Action Plan						Charalized auto 10/	8/2021 12:57:20 PM	(505)
🛷 Status Report	Work In Progress					Checked out 10/		
🔦 Syllabus	Directions							
2019-2020 Assessment Cycle	Review Method							
Additional Documentation								
🛷 Assessment Plan								
Assessment Findings	- Actions							
Action Plan							\bigcirc	
🛷 Status Report							Select Set)
Syllabus								
2020-2021 Assessment Cycle								
🛷 Assessment Plan								
Assessment Findings								
🛷 Action Plan								
🛷 Status Report								
🛷 Syllabus								
Additional Documentation								
2021-2022 Assessment Cycle								
🛷 Syllabus								
🛷 Assessment Plan								
Assessment Findings								
🔦 Action Plan								
Additional Documentation								
v								

6. Click *Select Existing Set* in the upper right-hand corner

Assessment Findings		SELECT EXISTING SET
🛷 Action Plan		
🛷 Status Report	Outcome Sets	
🛷 Syllabus	No outcome sets attached	
2019-2020 Assessment Cycle		
Additional Documentation		
🚸 Assessment Plan		
Assessment Findings		
🚸 Action Plan		
🛷 Status Report		
🛷 Syllabus		
2020-2021 Assessment Cycle		
Assessment Plan		
Assessment Findings		
\land Action Plan		
🚸 Status Report		
🛷 Syllabus		
Additional Documentation		
2021-2022 Assessment Cycle		
\land Syllabus		
🚸 Assessment Plan		
Assessment Findings		
🚸 Action Plan		
Additional Documentation		

7. Select the outcome set you would like to make an action plan for by selecting the circle

beside that outcome set. Then click *Continue*

Assessment Plan			
Assessment Findings			
🔦 Action Plan	Select an Existing Set in GENOM 101 Intro to Genomics:	O Test Outcome Set	(View Set)
🛷 Status Report	select an existing set in GENOM 101 Intro to Genomics:	(Learning Objectives & Outcomes)	
🛷 Syllabus		Cancel CONTINUE	
2019-2020 Assessment Cycle		Curter	
Additional Documentation			
🛷 Assessment Plan			
Assessment Findings			
Action Plan			
🛷 Status Report			
Syllabus			
2020-2021 Assessment Cycle			
🛷 Assessment Plan			
Assessment Findings			
Action Plan			
🛷 Status Report			
🛷 Syllabus			
Additional Documentation			
2021-2022 Assessment Cycle			
Syllabus			
🛷 Assessment Plan			
Assessment Findings			
🚸 Action Plan			
Additional Documentation			
Ŧ			

8. Select all outcomes in the outcome set you would like to put into your action plan by selecting the square box beside the outcome. If you would like to include all the outcomes in an outcome set, you can check the square box beside *Include All*

Assessment Findings		SELECT EXISTING SET
🛷 Action Plan		
\land Status Report	Outcome Sets	
🔦 Syllabus	Show Descriptions Show Mapping	
2019-2020 Assessment Cycle		
Additional Documentation		
\land Assessment Plan	(Outcomes)	Olnclude All 🗙 Remove S
Assessment Findings		
Action Plan	Outcome	
🛷 Status Report	Mapping Outcome	Mapping
🛷 Syllabus	inapping succine	
2020-2021 Assessment Cycle	Test Outcome Q	Core Curriculum Learning Outcomes 2021 to Present: Outcome 7: Natural Sciences 🛷 Hide
Assessment Plan		
Assessment Findings		
in Action Plan		
i Status Report		
i Syllabus		
Additional Documentation		
2021-2022 Assessment Cycle		
i Syllabus		
i Assessment Plan		
Assessment Findings		
Action Plan		
Additional Documentation		

When you have selected the outcome(s) you want, click Accept and Return to Action

Masessifieric Pidri	·	
\land Assessment Findings	Select outcome sets for Measure	SELECT EXISTING SET
\land Action Plan		
\land Status Report	Outcome Sets	
\land Syllabus	Show Descriptions Show Mapping	
2019-2020 Assessment Cycle		
Additional Documentation	+ Test Outcome Set	
\land Assessment Plan	(Outcomes)	Z Include All 🗙 Remove Set
Assessment Findings		
\land Action Plan	Outcome	
🛷 Status Report		
ilia Syllabus	Mapping Outcome	Mapping
2020-2021 Assessment Cycle	Z Test Outcome Q	Core Curriculum Learning Outcomes 2021 to Present: Outcome 7: Natural Sciences 🛷 Hide
i Assessment Plan		
Assessment Findings		
🛷 Action Plan		
🛷 Status Report		
ilia Syllabus		
Additional Documentation		
2021-2022 Assessment Cycle		
i Syllabus		
🛷 Assessment Plan		
Assessment Findings		
Action Plan		
Additional Documentation		

Plan in the upper right-hand corner

9. To add a new action to an outcome, click Add New Action

Assessment Plan							
Assessment Findings		VIEW LOG	WORD	Ø PDF	SHARE	0	CHECK IN
< Action Plan					Checked out : 10/:	18/2021 12	2-57-20 PM (EDT)
\land Status Report					Checked out to : F		
\land Syllabus	Directions						
2019-2020 Assessment Cycle	• Directions						
Additional Documentation							
Assessment Plan	- Actions						
Assessment Findings							
Action Plan	Show Descriptions Show Full Findings Details					Se	elect Set
🛷 Status Report	- Test Outcome Set						
🛷 Syllabus	Outcome						
2020-2021 Assessment Cycle					6		
Assessment Plan	Outcome: Test Outcome					dd New A	ction
Assessment Findings							
\land Action Plan	No actions specified						
\land Status Report							
\land Syllabus							
Additional Documentation							
2021-2022 Assessment Cycle							
🛷 Syllabus							
🛷 Assessment Plan							
Assessment Findings							
\land Action Plan							
Additional Documentation							

10. You can add findings that support the action by checking the box beside *Findings for*

Measure. After you are done selecting the findings, click either *Continue*

 Assessment Findings 	Action Plan	VIEW LOG	WORD	OPDF	SHARE	0	CHECK IN
🔦 Action Plan	Directions : Select findings that support this action (or skip this step and add findings later)						
 ✓ Status Report ✓ Syllabus 	\checkmark \Box Do not show this page again during this session when creating action s within this workspace						
2019-2020 Assessment Cycle	Cancel						
Additional Documentation	All Fladings for Outsome Test Outsome a						Full Findings Details
i Assessment Plan	All Findings for Outcome : Test Outcome @ 2021-2022 Assessment Cycle: Assessment Plan & Assessment Findings					(show	Poli Findings Details
\land Assessment Findings	Findings for Measure : Test Exam						
\land Action Plan	Summary of Findings : Adequate						
🛷 Status Report	Cancel						ONTINUE *
i Syllabus	_						
2020-2021 Assessment Cycle							
i Assessment Plan							
\land Assessment Findings							
\land Action Plan							
i Status Report							
i Syllabus							
Additional Documentation							
2021-2022 Assessment Cycle							
i Syllabus							
i Assessment Plan							
Assessment Findings							
\land Action Plan							
Additional Documentation							

11. Fill out the information for your action. When you are done, click Apply Changes at the

	Action Information for : 9	
Assessment Findings	Action Information for : Outcome : Test Outcome	
-	Define an action for this outcome by filling out the information below. Once	ce this action is added, then you may add supporting attachments and links in the next step (from the main action plan screen).
Action Plan	* Required Fields	e uns acuoris adues, creir you may adu suppor cing actacimients anu mixs in creires, step (nom creimain action pani scieri).
Status Report		
 Syllabus 	Cancel Check Spelling	IMPORT ACTION APPLY CHANGES
2019-2020 Assessment Cycle	Linked to Findings:	Findings for Test Exam
Additional Documentation	Show Full Findings Details	(Assessment Plan and Assessment Findings: 2021-2022 Assessment Cycle) Summary of Findings: Adequate
🛷 Assessment Plan		warren y ur honorgan anogana
Assessment Findings	* Action Item Title:	Test Action
\land Action Plan		
🚸 Status Report	Action details (take from Assessment Findings: Recommendations):	
🛷 Syllabus	Recommendations):	
2020-2021 Assessment Cycle		
Assessment Plan		
Assessment Findings		le la
Action Plan	Implementation Plan (timeline):	
Status Report	Implementation Plan (timeline):	
 Syllabus 		
Additional Documentation		
2021-2022 Assessment Cycle		#
i Syllabus	Key/Responsible Personnel:	
Assessment Plan		
Assessment Findings		
< Action Plan		
Additional Documentation		

top or bottom right-hand corner

12. You will see your action under the corresponding outcome. To add another action, follow steps 9-11. When you are done adding actions, click *Check In* in the upper right-hand

corner

C. Assessment Configure	Action Plan	● VIEW LOG @ WORD @ PDF	CHECK I
Assessment Findings		CALIFICIO CAUCAD CEDE CERANI LI SHARE C	CHECKI
🔺 Action Plan		Checked out : 10/18/2021 12:57:	20 PM (ED)
🛷 Status Report	Work In Progress	Checked out to : Fairmont Manag	
🐐 Syllabus	Directions		
2019-2020 Assessment Cycle	Directions Review Method		
Additional Documentation	F Review Method		
💰 Assessment Plan			
🔞 Assessment Findings	* Actions		
🝲 Action Plan			
🐠 Status Report	Show Descriptions Show Full Findings Details	Select	t Set
🛷 Syllabus	- Test Outcome Set		
2020-2021 Assessment Cycle	Outcome		
🛷 Assessment Plan			_
🛷 Assessment Findings	Outcome: Test Outcome	Add New Action	n
🔺 Action Plan			
🛷 Status Report	✓ Action: Test Action	Add/Edit Findings 2 Edit X Remove	
🔺 Syllabus	► This Action is associated with the following Findings @		
4 Additional Documentation			
2021-2022 Assessment Cycle	Action details (take from Assessment Findings:		
Syllabus	Recommendations):		
Assessment Plan	Implementation Plan		
Assessment Findings	(timeline):		
	Key/Responsible Personnel: Budget Justification (if		
🔺 Action Plan	necessary):		
Additional Documentation motAFI https://documentation	Budget request amount: \$0.00		

13. You will see a screen that says *Check In Successful* at the top. If you'd like, you can add comments on the updates you made that will be recorded in the log for future reference. Click *Submit Comment* after entering in your comment. If you do not want to add in a comment, click *Return to Work Area* at the top of the screen

Assessment Pidni	
Assessment Findings	Check In Successful
🚸 Action Plan	You have checked in the following area: 2021-2022 Assessment Cycle: Action Plan
🚸 Status Report	toriner discussion in the national gives a start star
i Syllabus	
2019-2020 Assessment Cycle	Optional
Additional Documentation	Check in all other areas checked out by you
i Assessment Plan	Add comment to the revision history log :
Assessment Findings	
i Action Plan	
ilia Status Report	
🛷 Syllabus	
2020-2021 Assessment Cycle	
: Assessment Plan	What would you like to do next? Return to Work Area
Assessment Findings	O Go to Submission Area
Action Plan	Submit Comment
🛷 Status Report	
i Syllabus	
Additional Documentation	
2021-2022 Assessment Cycle	
i Syllabus	
🛷 Assessment Plan	
Assessment Findings	
\land Action Plan	
Additional Documentation	