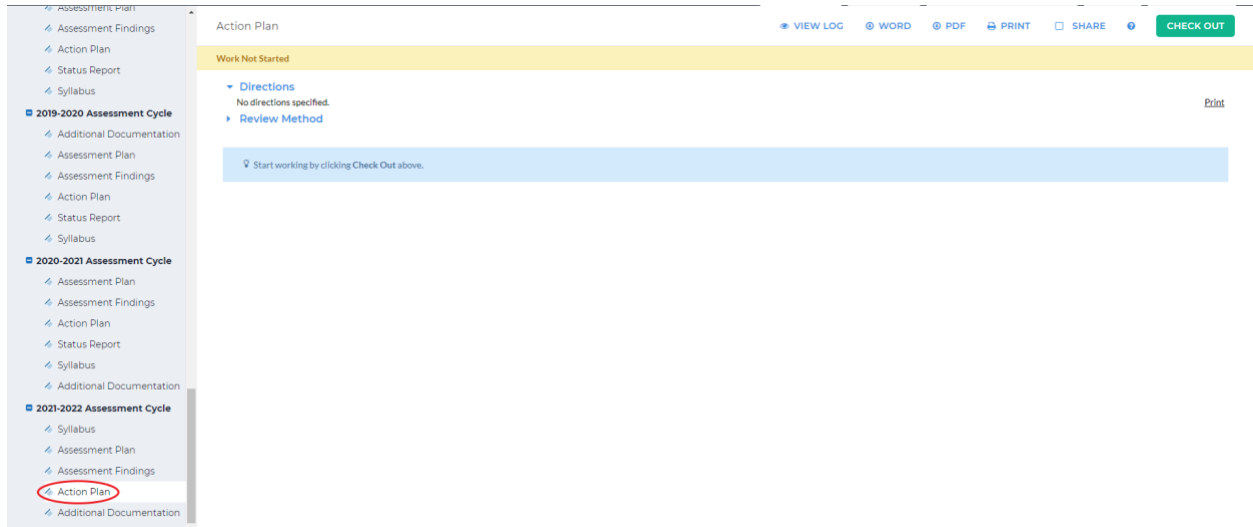
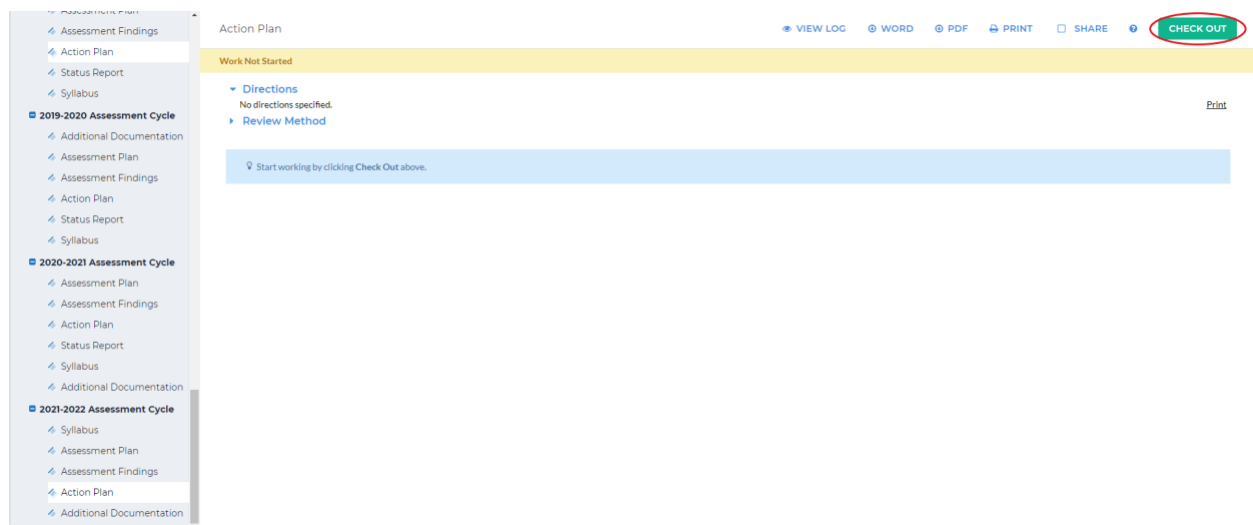


Action Plan

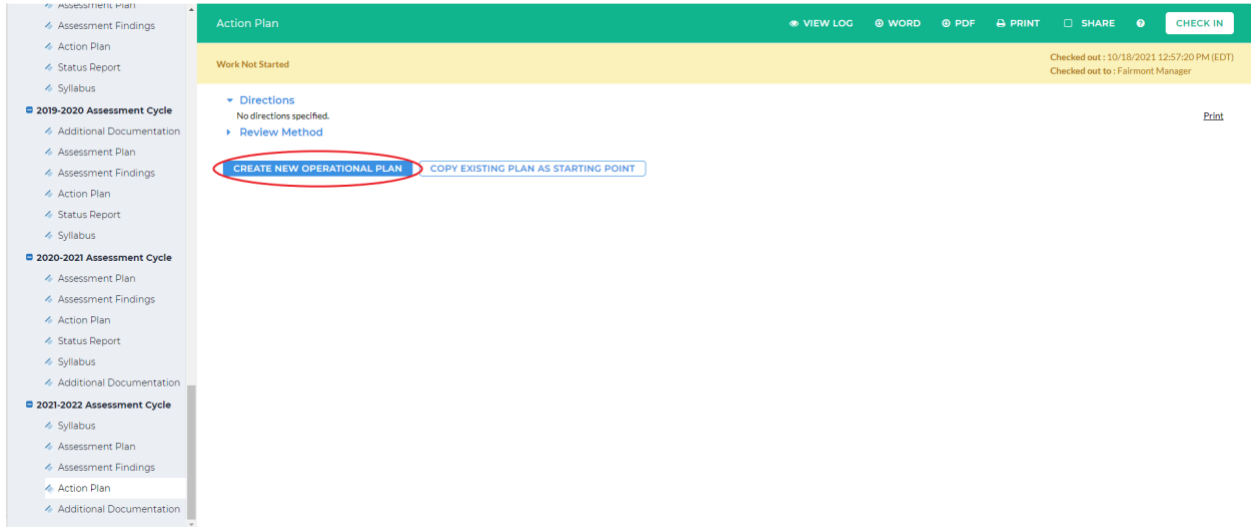
1. Log into Taskstream and select the course you want to edit
2. Once in the course, go to the current assessment cycle and click *Action Plan*



3. The action plan is used to outline a plan of action to improve student success
(https://sdmiramar.edu/evidence/ST1/L.B/4/Intruct_Guide_Program_Plans.pdf). To start creating your action plan, click *Check Out* in the upper right-hand corner

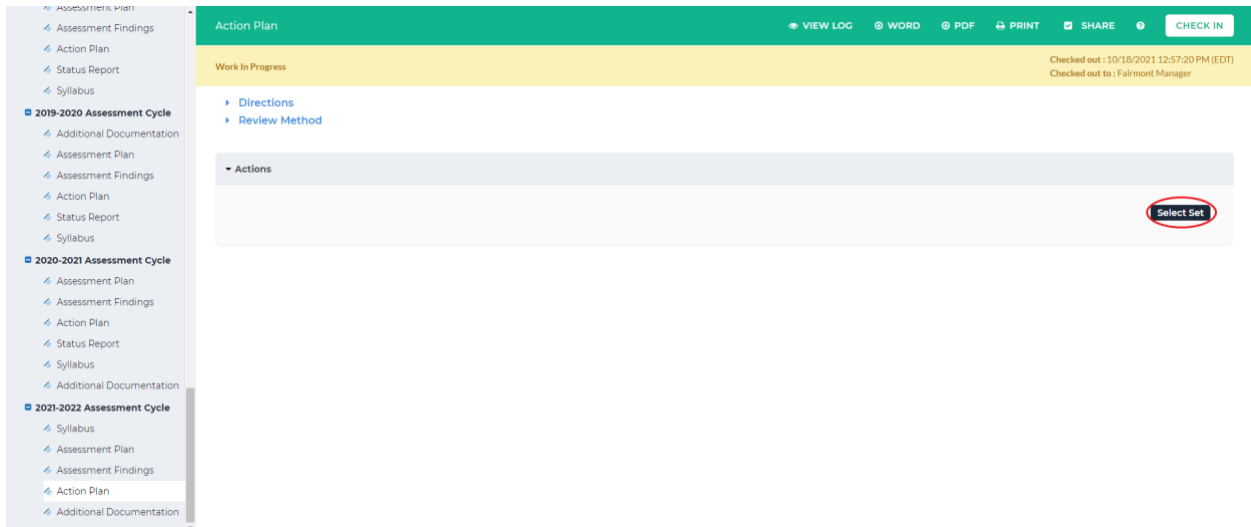


4. Click *Create New Operational Plan* on the left-hand side

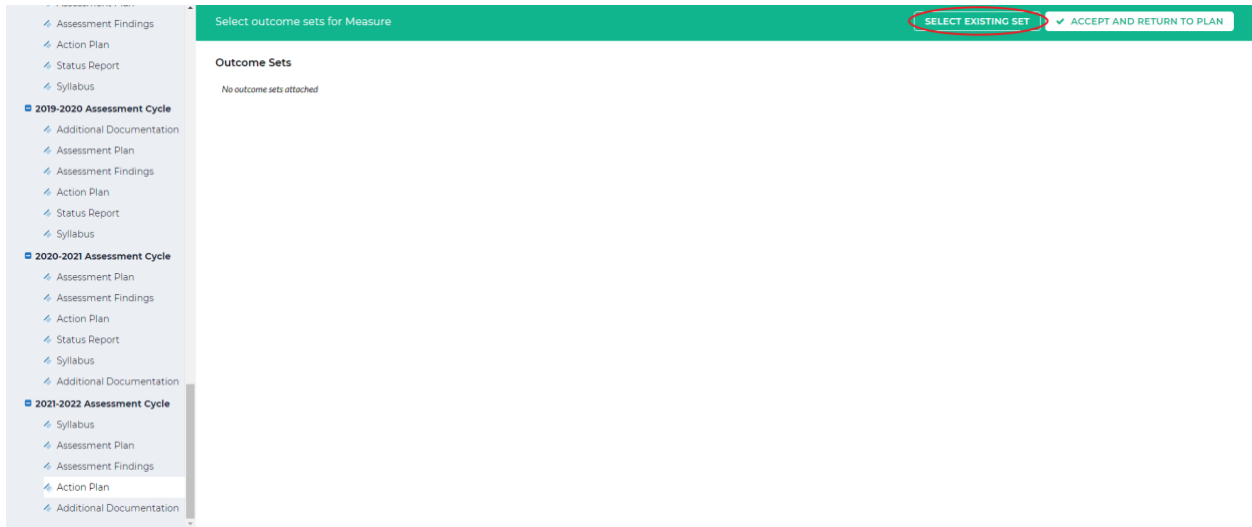


If you receive a message at the top of the screen, click *Continue*

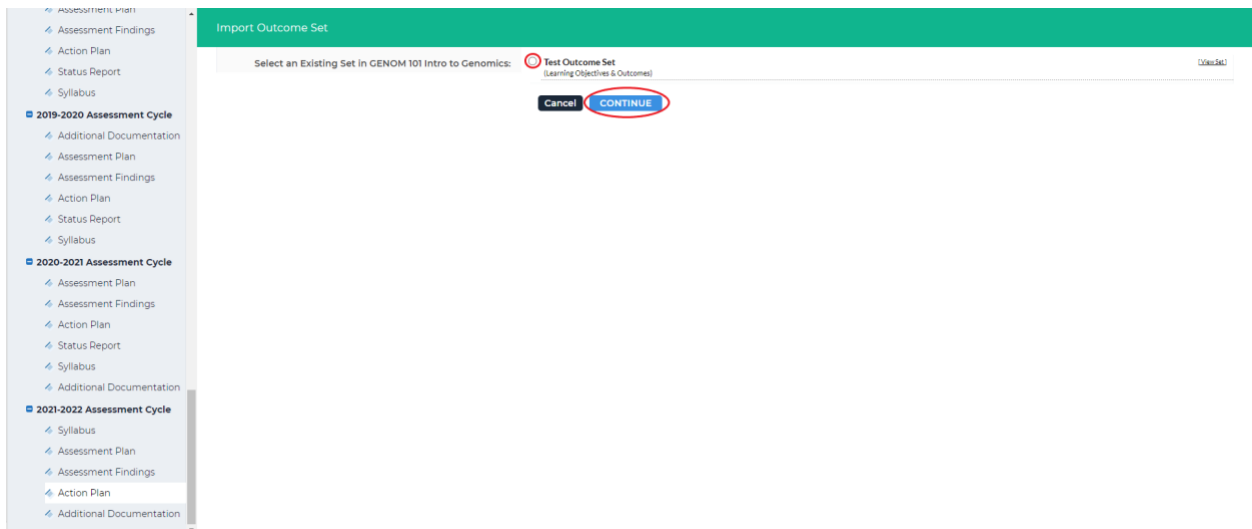
5. Click *Select Set* in the middle right-hand corner



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



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*



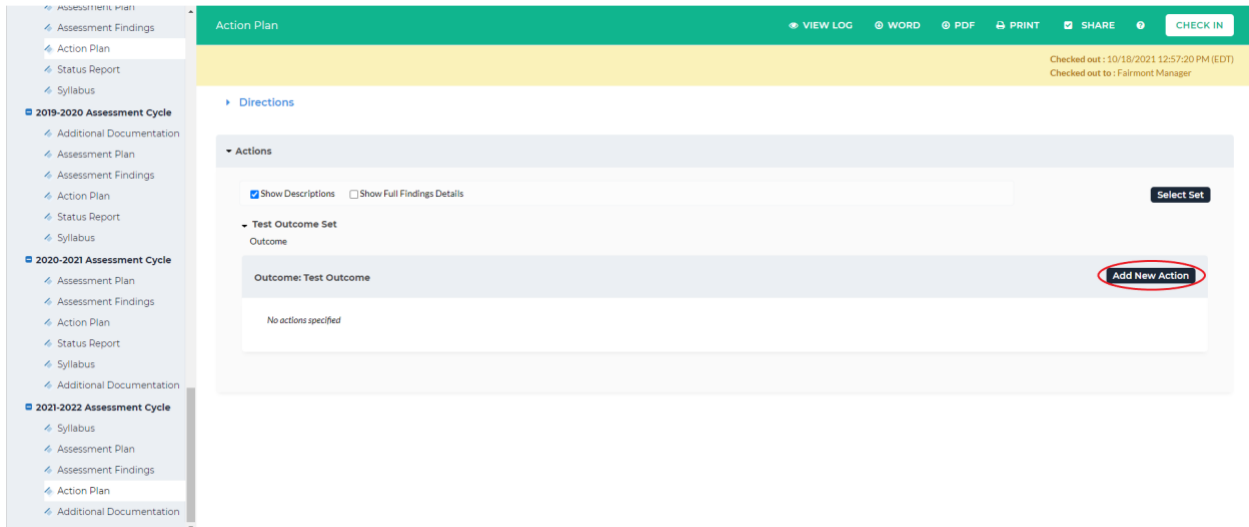
8. Select all outcomes in the outcome set you would like to put into your action plan by selecting the square box beside the outcome. If you would like to include all the outcomes in an outcome set, you can check the square box beside *Include All*

The screenshot shows the 'Select outcome sets for Measure' interface. The top navigation bar is green and contains two buttons: 'SELECT EXISTING SET' and 'ACCEPT AND RETURN TO PLAN'. The main content area is titled 'Outcome Sets' and includes a sub-section for 'Test Outcome Set (Outcomes)'. This section has a table with columns for 'Mapping', 'Outcome', and 'Mapping'. The table contains one row with a red circle icon in the 'Mapping' column, 'Test Outcome Q' in the 'Outcome' column, and 'Core Curriculum Learning Outcomes 2021 to Present: Outcome 7: Natural Sciences' in the 'Mapping' column. Above the table, there are checkboxes for 'Show Descriptions' and 'Show Mapping', and buttons for 'Include All' (with a red circle icon) and 'Remove Set'. The left sidebar shows a navigation menu with categories for '2019-2020 Assessment Cycle', '2020-2021 Assessment Cycle', and '2021-2022 Assessment Cycle', each with sub-items like 'Assessment Findings', 'Action Plan', 'Status Report', and 'Syllabus'.

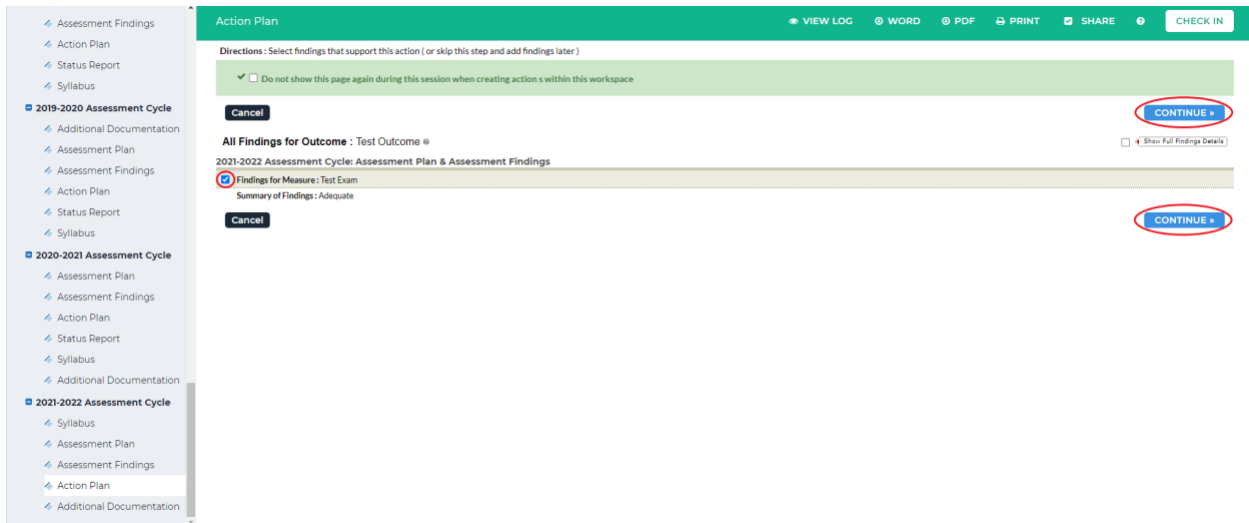
When you have selected the outcome(s) you want, click *Accept and Return to Action Plan* in the upper right-hand corner

This screenshot is identical to the one above, but the 'ACCEPT AND RETURN TO PLAN' button in the top right corner is highlighted with a red circle. Additionally, the 'Include All' button now has a blue checkmark, and the checkbox in the 'Mapping' column of the table is also checked.

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



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*



11. Fill out the information for your action. When you are done, click *Apply Changes* at the top or bottom right-hand corner

Action Information for: ¹⁰
Outcome: Test Outcome

Define an action for this outcome by filling out the information below. Once this action is added, then you may add supporting attachments and links in the next step (from the main action plan screen).

* Required Fields

Cancel Check Spelling IMPORT ACTION **APPLY CHANGES**

Linked to Findings: Findings for Test Exam
 Show Full Findings Details ¹⁰ Assessment Plan and Assessment Findings: 2021-2022 Assessment Cycle
Summary of Findings: Adequate

* Action Item Title: Test Action

Action details (take from Assessment Findings: Recommendations):

Implementation Plan (timeline):

Key/Responsible Personnel:

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

Action Plan VIEW LOG WORD PDF PRINT SHARE **CHECK IN**

Work In Progress Checked out : 10/18/2021 12:57:20 PM (EDT)
Checked out to : Fairmont Manager

Directions
Review Method

Actions

Show Descriptions Show Full Findings Details Select Set

Test Outcome Set

Outcome: Test Outcome Add New Action

Action: Test Action Add/Edit Findings Edit Remove

This Action is associated with the following Findings ¹⁰

Action details (take from Assessment Findings: Recommendations):
Implementation Plan (timeline):
Key/Responsible Personnel:
Budget Justification (if necessary):
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

