## **Assessment Findings**

- 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 Assessment Findings

Assessment Plan							
Assessment Findings	Assessment Findings	VIEW LOG	WORD	OPDF	SHARE	0	CHECK OUT
🛷 Action Plan	Work In Progress						
🛷 Status Report							
🛷 Syllabus	Directions						
2019-2020 Assessment Cycle	Review Method						
Additional Documentation							
i Assessment Plan							
i Assessment Findings							
i Action Plan							
🛷 Status Report							
i Syllabus							
2020-2021 Assessment Cycle							
🛷 Assessment Plan							
Assessment Findings							
🛷 Action Plan							
🛷 Status Report							
i Syllabus							
Additional Documentation							
2021-2022 Assessment Cycle							
i Syllabus							
i Assessment Plan							
Assessment Findings							
i Action Plan							
Additional Documentation							

## 3. Click *Check Out* in the upper right-hand corner

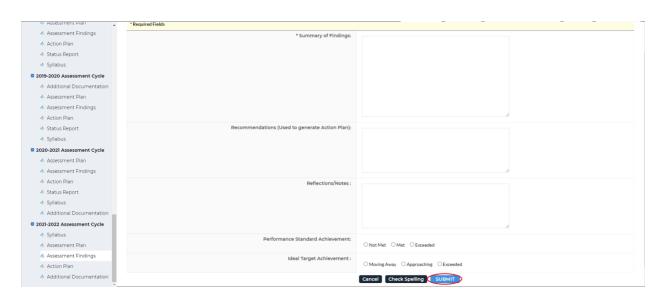
Assessment Plan						$\frown$
Assessment Findings	Assessment Findings	VIEW LOG	WORD	PDF	SHARE	
🛷 Action Plan	Work In Progress					
🛷 Status Report						
i Syllabus	Directions					
2019-2020 Assessment Cycle	Review Method					
Additional Documentation						
Assessment Plan	Finding per Measure					
Assessment Findings						
🛷 Action Plan						
i Status Report						
i Syllabus						
2020-2021 Assessment Cycle						
🛷 Assessment Plan						
Assessment Findings						
🛷 Action Plan						
🛷 Status Report						
i Syllabus						
Additional Documentation						
2021-2022 Assessment Cycle						
i Syllabus						
Assessment Plan						
🐟 Assessment Findings						
🛷 Action Plan						
Additional Documentation						
×						

4. Scroll down to the measure you would like to add a finding for and click *Add Findings* in

<ul> <li>Assessment Plan</li> </ul>		
Assessment Findings		
🛷 Action Plan		
🛷 Status Report	✓ Finding per Measure	
🛷 Syllabus	- Finding per measure	
2019-2020 Assessment Cycle	Expand All Sets     Collapse All Sets	🛛 ** Show Measures 🖉 Show Descriptions 🗌 Show Full Action Details
Additional Documentation		Show Measures Show Descriptions Show Pull Action Details
i Assessment Plan	Test Outcome Set     Outcome	
i Assessment Findings	outons	
🛷 Action Plan	Outcome: Test Outcome	
🛷 Status Report		
🛷 Syllabus		
2020-2021 Assessment Cycle	<ul> <li>Measure: Test Exam</li> </ul>	
Assessment Plan	Direct - Exam	
Assessment Findings	Details/Description:	
🚸 Action Plan	Satisfactory Performance	
🛷 Status Report	Standard: Ideal Target:	
i Syllabus	Implementation Plan	
Additional Documentation	(timeline): Key/Responsible Personnel:	
2021-2022 Assessment Cycle		$\frown$
🛷 Syllabus	Findings for Test Exam	Add Findings
🚸 Assessment Plan	No Findings Added	
Assessment Findings		
🚸 Action Plan		
Additional Documentation		

the bottom right-hand corner

5. Enter in the requested information. Once you are finished, click Submit at the bottom of



the page

6. If you would like to edit the finding, click *Edit*. If you would like to remove the finding,

click Remove

<ul> <li>Assessment Plan</li> </ul>								1972	- 200	-
Assessment Findings				VIEW LOG	WORD	PDF		SHARE		CHECK IN
🔺 Action Plan	Outcome									
🐠 Status Report	Outcome: Test Outcome									
🔦 Syllabus	Outcome: Test Outcome									
2019-2020 Assessment Cycle										
4 Additional Documentation	<ul> <li>Measure: Test Exam</li> </ul>									
🛷 Assessment Plan	Direct - Exam									
Assessment Findings										
🔺 Action Plan	Details/Description: Satisfactory Performance									
🔺 Status Report	Standard:									
🛷 Syllabus	ideal Target: Implementation Plan									
2020-2021 Assessment Cycle	(timeline):									
🛷 Assessment Plan	Key/Responsible Personnel:									
🔺 Assessment Findings	Findings for Test Exam						Edi	t X Remov	5	
🔺 Action Plan							_		-	
🛷 Status Report		Adequate								
🐠 Syllabus	Recommendations (Used to generate Action Plan):									
Additional Documentation	Reflections/Notes:									
2021-2022 Assessment Cycle	Substantiating Evidence:									
	Add/Edit Attachments and L	inks								
🔺 Assessment Plan										
Assessment Findings										
🔺 Action Plan										
Additional Documentation										

When you are finished editing the finding(s) for the measure(s), click *Check In* in the

Assessment Findings	Assessment Findings		VIEW LOG	WORD	PDF		SHARE	• (	CHECK
🔺 Action Plan	Outcome								
🛷 Status Report									
🝲 Syllabus	Outcome: Test Outcome								
2019-2020 Assessment Cycle									
Additional Documentation	<ul> <li>Measure: Test Exam</li> </ul>								
🔺 Assessment Plan	Direct - Exam								
Assessment Findings									
- Action Plan	Details/Description: Satisfactory Performance								
🔺 Status Report	Satisfactory Performance Standard:								
🔏 Syllabus	Ideal Target:								
2020-2021 Assessment Cycle	Implementation Plan (timeline):								
Assessment Plan	Key/Responsible Personnel:								
🔺 Assessment Findings	Findings for Test Exam					🖋 Edi	t Remove	e	
🛷 Action Plan								_	
🚳 Status Report		Adequate							
	Recommendations (Used to generate Action Plan):								
Additional Documentation	Reflections/Notes:								
2021-2022 Assessment Cycle	Substantiating Evidence:								
🛷 Syllabus	Add/Edit Attachments and	Links							
💰 Assessment Plan	Chadreate Actachiments and								
Assessment Findings									
🔦 Action Plan									
Additional Documentation									

upper right-hand corner

7. 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 Findings     Check In Successful     Action Plan
4 Action Blan
Status Report     You have checked in the following area: 2021-2022 Assessment Cycle: Assessment Findings     (+ Return to Work Arre)
Syllabus     Preturn to work area
2019-2020 Assessment Cycle Optional
Additional Documentation
Add comment to the revision history log :
Assessment Findings
🔦 Action Plan
- Status Report
* Syllabus
© 2020-2021 Assessment Cycle
Assessment Plan     What would you like to do next?     entry to the to do next?
Assessment Findings O Go to Submission Area
Action Plan     Submit Comment
Status Report
≪ Syllabus
Additional Documentation
2021-2022 Assessment Cycle
✓ Syllabus
Assessment Plan
Assessment Findings
Additional Documentation