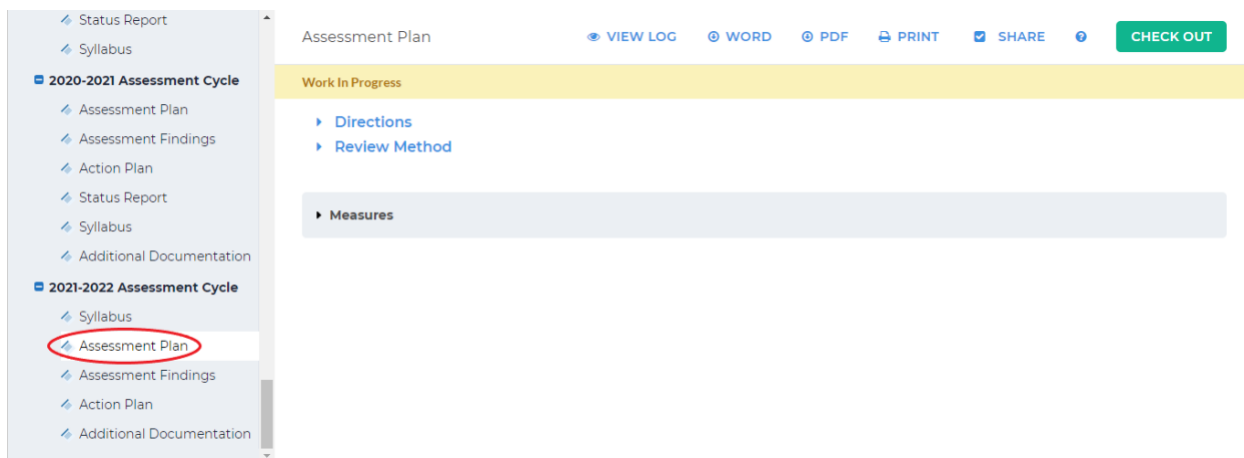


## Assessment Plan

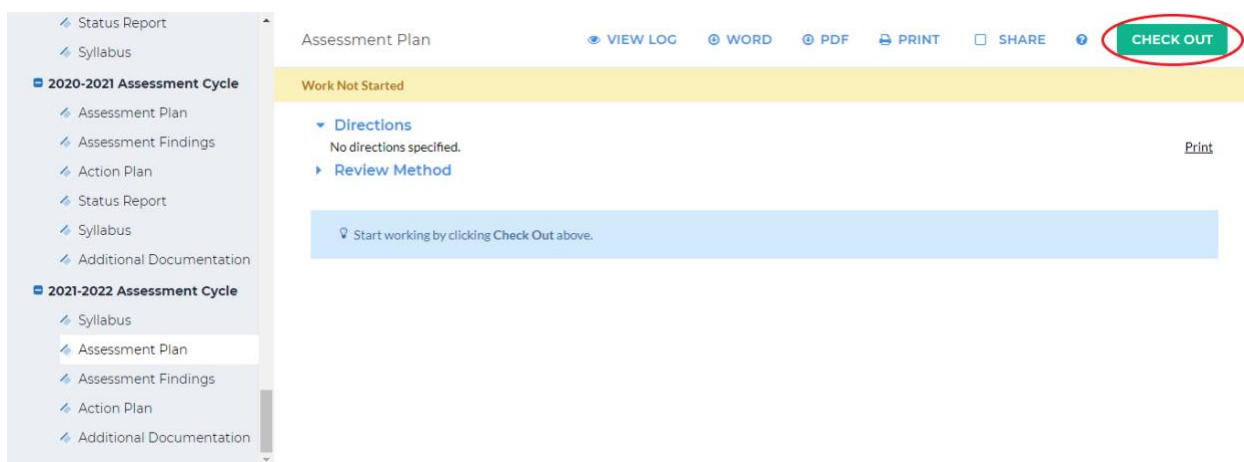
1. Log into Taskstream and select the course you want to edit
2. Once in the course, go to the current assessment cycle and click *Assessment Plan*



The screenshot shows the 'Assessment Plan' page in Taskstream. The left sidebar contains a navigation menu with two assessment cycles: '2020-2021 Assessment Cycle' and '2021-2022 Assessment Cycle'. Under the '2021-2022 Assessment Cycle', the 'Assessment Plan' option is highlighted with a red circle. The main content area is titled 'Assessment Plan' and features a yellow banner indicating 'Work In Progress'. Below the banner, there are expandable sections for 'Directions', 'Review Method', and 'Measures'. At the top right, there are several action buttons: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a green 'CHECK OUT' button.

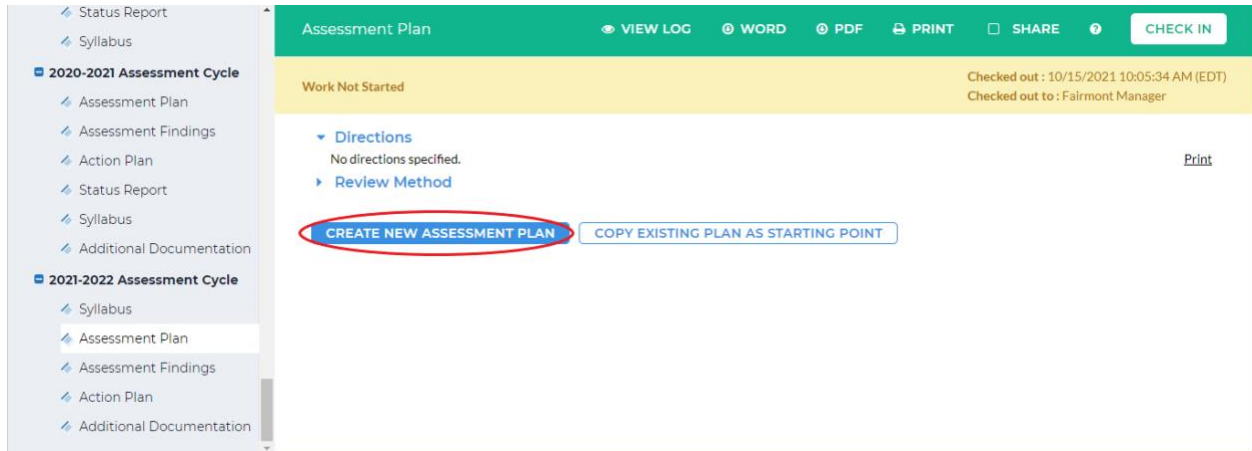
The Assessment Plan is used to document which outcomes will be assessed and the measures that used to assess them (<https://uncw.edu/irp/ie/resources/taskstream.html>)

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

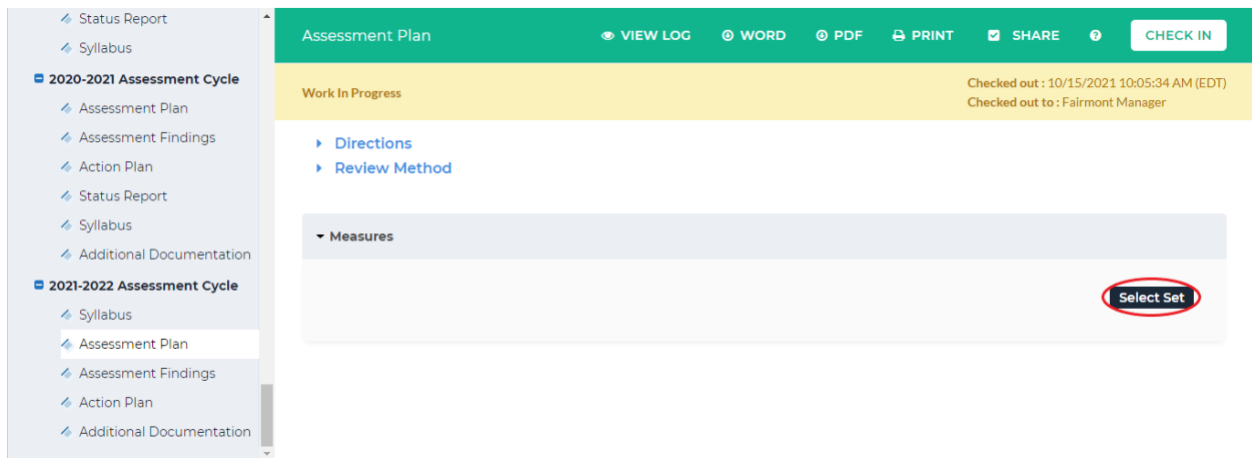


The screenshot shows the 'Assessment Plan' page in Taskstream. The left sidebar is the same as in the previous screenshot, with 'Assessment Plan' highlighted. The main content area is titled 'Assessment Plan' and features a yellow banner indicating 'Work Not Started'. Below the banner, there are expandable sections for 'Directions' (with a note 'No directions specified.') and 'Review Method'. A blue box contains the instruction: 'Start working by clicking Check Out above.' At the top right, the 'CHECK OUT' button is circled in red.

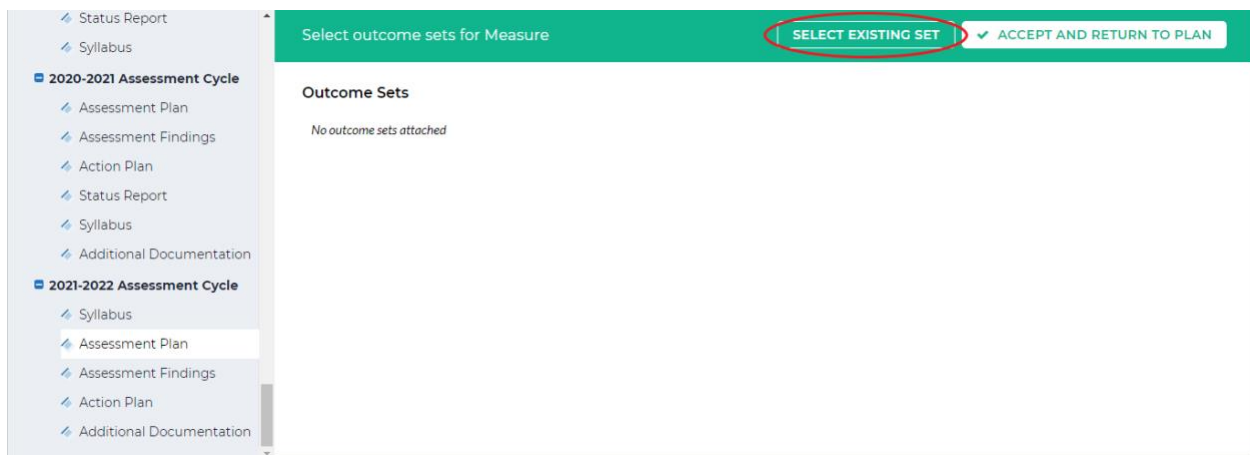
4. Select *Create New Assessment* on the left-hand side of the screen



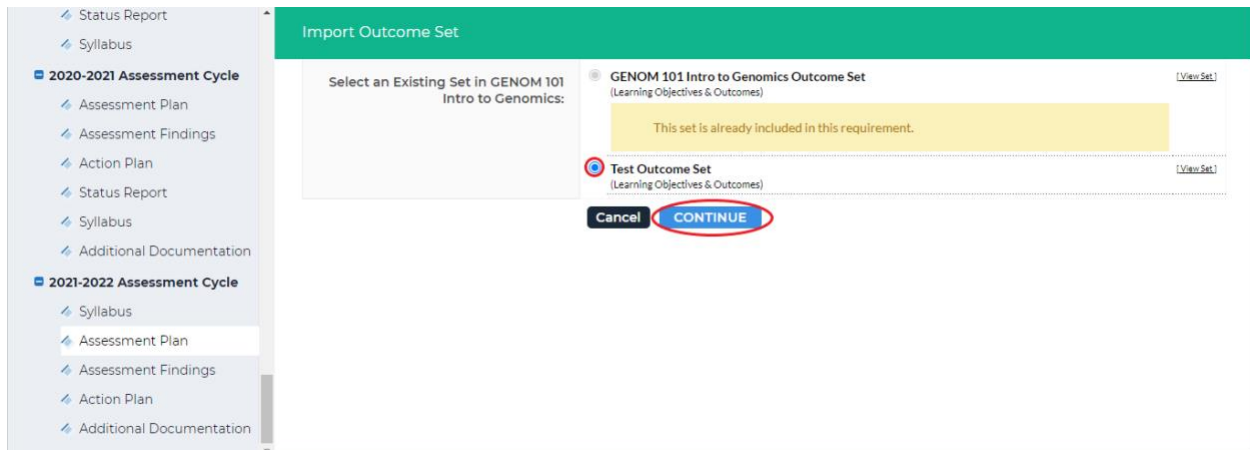
5. Click *Select Set* in the bottom right-hand corner



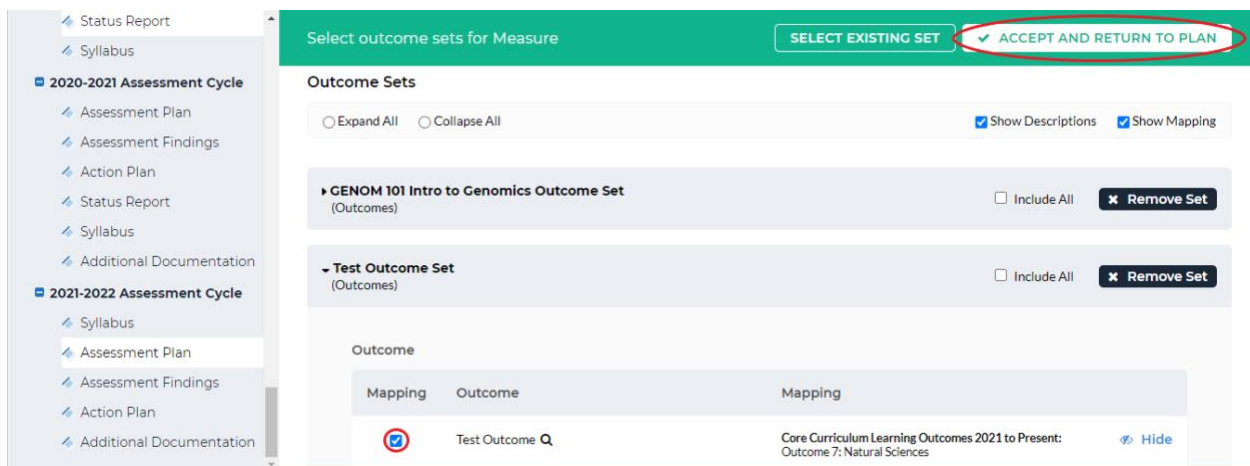
6. Click *Select Existing Set* in the upper right-hand corner



7. Select the outcome set you would like to assess, then click *Continue* at the bottom



8. On the next screen you will see the outcome set(s) you are assessing. You can choose which outcomes in each set to include. To select an outcome to include, click the box next to the outcome. When you have selected all the outcomes you would like to include, click *Accept and Return to Plan* in the upper right-hand corner



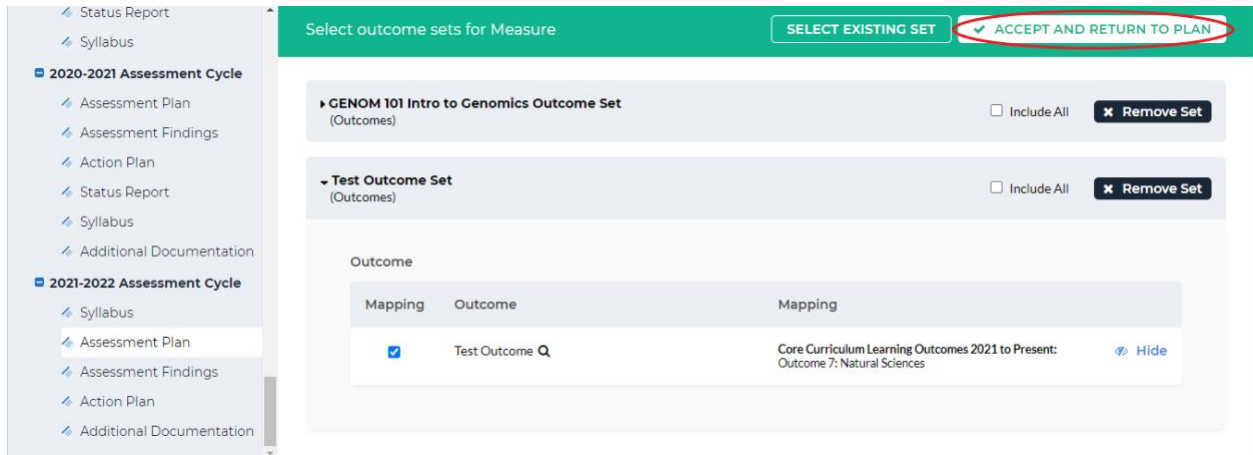
9. If you would like to add another outcome set or edit an existing outcome set, click *Select Set* on the right-hand side of the screen

The screenshot shows the 'Assessment Plan' interface. The top navigation bar includes 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. Below the navigation bar, there is a 'Work In Progress' status bar with a timestamp and user information. The main content area is divided into sections: 'Directions' and 'Review Method'. The 'Measures' section is expanded, showing options to 'Expand All Sets' or 'Collapse All Sets', and a 'Show Descriptions' checkbox. A 'Select Set' button is circled in red. Below this, there are two outcome sets: 'GENOM 101 Intro to Genomics Outcome Set' and 'Test Outcome Set'.

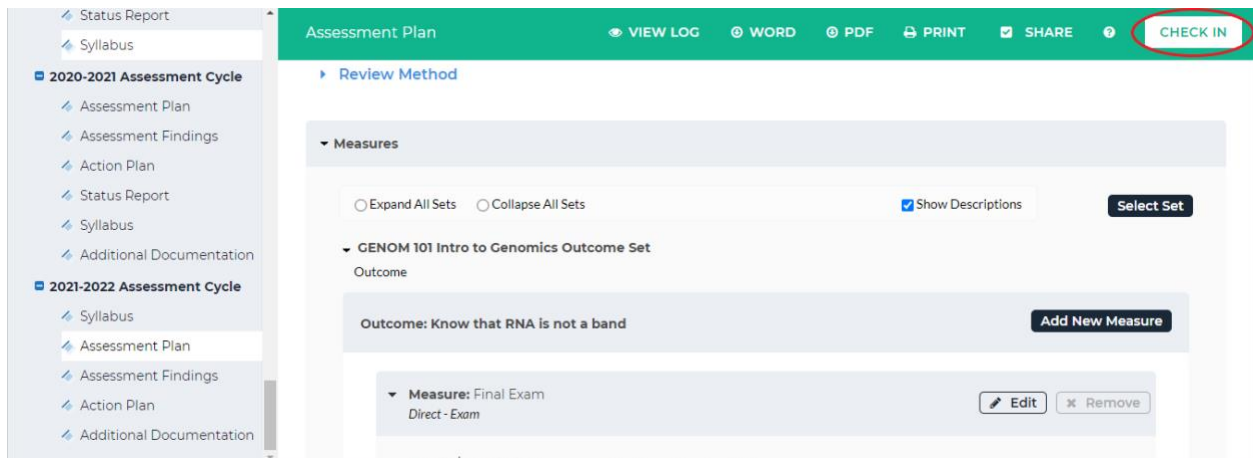
10. On this screen, you can add and remove outcomes in a particular outcome set by clicking the check box beside the outcome. You can also remove an outcome set by clicking *Remove Set* to the right of the outcome set

The screenshot shows the 'Select outcome sets for Measure' interface. The top navigation bar includes 'SELECT EXISTING SET' and 'ACCEPT AND RETURN TO PLAN'. Below the navigation bar, there are two outcome sets: 'GENOM 101 Intro to Genomics Outcome Set' and 'Test Outcome Set'. Each set has an 'Include All' checkbox and a 'Remove Set' button. The 'Test Outcome Set' button is circled in red. Below the outcome sets, there is a table with columns for 'Mapping', 'Outcome', and 'Mapping'. The table contains one row with a checked checkbox, 'Test Outcome Q', and 'Core Curriculum Learning Outcomes 2021 to Present: Outcome 7: Natural Sciences'. A 'Hide' button is visible to the right of the row.

11. Once you are done editing the outcome sets in the measure, click *Accept and Return to Plan*



12. Once you have everything added the way you want, click *Check In* in the upper right-hand corner



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

