Assessment Methods/Metrics

1. Log into Taskstream and go to the degree program you would like to edit

2. Click the current year Implementation in the column on the right-hand side, then click

   Assessment Methods/Metrics

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

4. Click *Create New Assessment Plan*

5. Click *Select Set* in the Measures box

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

7. Select an outcome set to add to the measure by clicking the toggle button beside the set name then, click *Continue*

8. You can add any/all outcomes from the outcome set you would like by clicking the check box beside the outcome. When you are finished selecting the outcomes, click *Accept and Return to Plan* in the upper right-hand corner

9. To add a measure to an outcome in an outcome set, click *Add New Measure* to the left of

   the outcome title

10. Fill out the information in the form, then click *Apply Changes* at the bottom of the screen

11. On the next screen, you can add another measure, edit/remove an existing measure, or

edit the outcome set

12. When you are finished, 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