

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

The screenshot shows the 'Assessment Methods/Metrics' page in Taskstream. The left sidebar contains a navigation menu with sections for 'General Information', 'Planning', and 'Implementation' for the years 2019-2020, 2020-2021, 2021-2022, and 2022-2023. The '2022-2023 Implementation' section is expanded, showing 'Assessment Methods/Metrics' as the selected item. The main content area has a yellow header with 'Work Not Started' and a blue box with the text 'Start working by clicking Check Out above.' The top right corner of the page features a toolbar with buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a red-circled 'CHECK OUT' button.

4. Click *Create New Assessment Plan*

The screenshot shows the 'Assessment Methods/Metrics' page in Taskstream after the 'Check Out' action. The top right corner now displays 'CHECK IN' and a timestamp: 'Checked out : 10/28/2021 11:36:03 AM (EDT)' and 'Checked out to : Fairmont Manager'. The main content area has a yellow header with 'Work Not Started' and a blue box with the text 'No directions specified.' Below this, there are two buttons: 'CREATE NEW ASSESSMENT PLAN' (circled in red) and 'COPY EXISTING PLAN AS STARTING POINT'. The left sidebar and navigation menu are the same as in the previous screenshot.

5. Click *Select Set* in the Measures box

The screenshot shows a web interface for 'Assessment Methods/Metrics'. The top navigation bar includes 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The main content area is titled 'Work Not Started' and includes a 'Checked out' status. The left sidebar contains a 'General Information' section with a 'Planning' sub-section and several implementation years (2019-2020, 2020-2021, 2021-2022, 2022-2023). The main content area has a 'Measures' section with a 'Select Set' button circled in red. Below the 'Measures' section is a 'Self Study Alternate/Mapping Narrative' section with an 'Edit' button.

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

The screenshot shows a web interface for 'Select outcome sets for Measure'. The top navigation bar includes 'SELECT EXISTING SET' (circled in red) and 'ACCEPT AND RETURN TO PLAN'. The left sidebar contains a 'General Information' section with a 'Planning' sub-section and several implementation years (2019-2020, 2020-2021, 2021-2022, 2022-2023). The main content area is titled 'Outcome Sets' and shows 'No outcome sets attached'.

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

EXPAND ALL COLLAPSE ALL

General Information

- Planning
 - Mission Statement
 - Previous Program Reviews
 - Goals
 - Student Learning Outcomes
 - Standard Curriculum Map
 - Detailed Curriculum Map
- 2019-2020 Implementation
- 2020-2021 Implementation
- 2021-2022 Implementation
- 2022-2023 Implementation
 - 2022-2023 Overall Program Assessment Strategy
 - Assessment Methods/Metrics
 - Data Collection/Analysis/Action Steps
 - Additional Documentation (optional)

Select an Existing Set in Genomics:

- 2019-2020 Genomics goals (Learning Objectives & Outcomes) [View Set](#)
- 2019-2020 SLOs (Learning Objectives & Outcomes) [View Set](#)
- Genomics (Learning Objectives & Outcomes) [View Set](#)
- Genomics Goals (Learning Objectives & Outcomes) [View Set](#)
- Genomics SLOs 2019 (Learning Objectives & Outcomes) [View Set](#)
- TEST (Learning Objectives & Outcomes) [View Set](#)
- Test Outcome Set (Learning Objectives & Outcomes) [View Set](#)

Cancel 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

EXPAND ALL COLLAPSE ALL

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

Test Outcome Set (Learning Objectives & Outcomes) Include All

Test Type
This is a test outcome. [Hide](#)

Mapping	Outcome	Mapping
<input checked="" type="checkbox"/>	Test Q Test	Core Curriculum Learning Outcomes 2021 to Present: Outcome 7: Natural Sciences Hide

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

The screenshot shows the 'Assessment Methods/Metrics' page. The left sidebar contains a navigation menu with sections for 'General Information', 'Planning', and 'Implementation' (2019-2020, 2020-2021, 2021-2022, 2022-2023). The main content area is titled 'Work In Progress' and includes a 'Checked out' status. Below this, there are sections for 'Directions', 'Review Method', and 'Measures'. The 'Measures' section has a 'Show Descriptions' checkbox and a 'Test Outcome Set' section. Under 'Test Outcome Set', there is an 'Outcome: Test' section with a red circle around the 'Add New Measure' button. Below this, it says 'No measures specified'. At the bottom, there is a 'Self Study Alternate/Mapping Narrative' section with an 'Edit' button.

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

The screenshot shows the 'Assessment Methods/Metrics' form. The left sidebar is the same as in the previous screenshot. The main content area contains four text input fields: 'Acceptable Target:', 'Ideal Target:', 'Method Frequency:', and 'Key/Responsible Personnel:'. At the bottom of the form, there are three buttons: 'Check Spelling', 'Cancel', and 'APPLY CHANGES', with the 'APPLY CHANGES' button highlighted with a red circle.

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

The screenshot shows the 'Assessment Methods/Metrics' page. The left sidebar contains a navigation menu with sections for 'General Information', 'Planning', and implementation years from 2019-2020 to 2022-2023. The main content area is titled 'Work In Progress' and includes a 'Checked out to: Fairmont Manager' status. The 'Measures' section is expanded, showing a 'Test Outcome Set' with a 'Test Type' of 'Test'. Below this, an 'Outcome: Test' is listed. A 'Measure: Test Measure Direct - Exam' is shown with fields for 'Method of Assessment', 'Acceptable Target', 'Ideal Target', 'Method Frequency', and 'Key/Responsible Personnel'. At the bottom of the measure card are 'Add/Edit Attachments and Links' and 'Edit'/'Remove' buttons. In the top right corner, a 'CHECK IN' button is highlighted with a red circle.

12. When you are finished, click *Check In* in the upper right-hand corner

This screenshot is identical to the previous one, showing the 'Assessment Methods/Metrics' page. The primary difference is that the 'CHECK IN' button in the top right corner is now highlighted with a red circle, indicating the final step of the process.

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

EXPAND ALL COLLAPSE ALL

Check In Successful

You have checked in the following area : 2022-2023 Implementation : Assessment Methods/Metrics

[Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable)

Add comment to the revision history log :

What would you like to do next?

Return to Work Area

Go to Submission Area

Submit Comment