

Data Collection/Analysis/Action Steps

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 *Data Collection/Analysis/Action Steps*

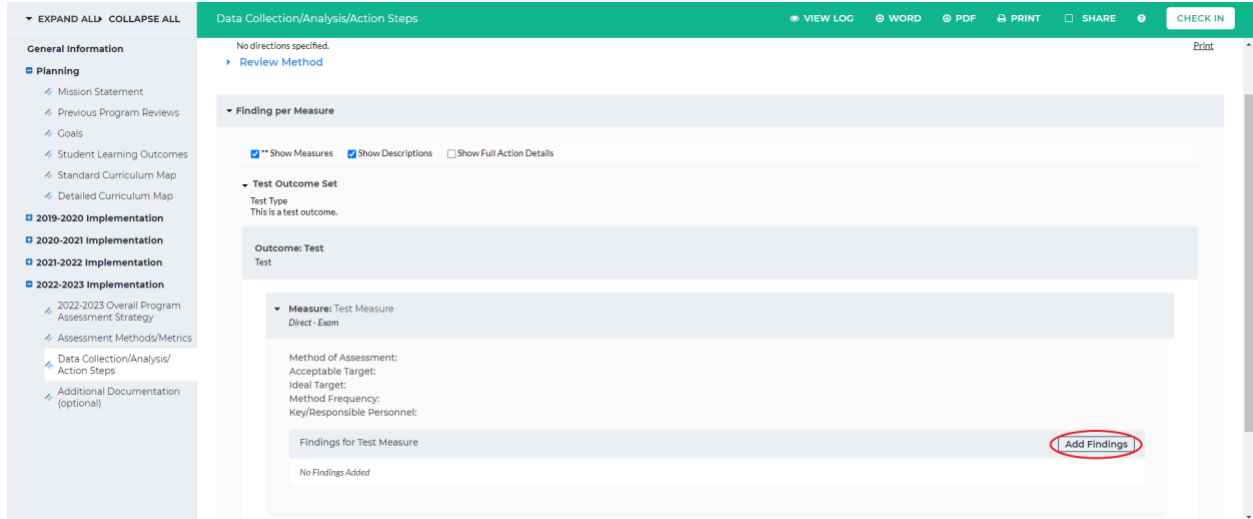
The screenshot displays the Taskstream interface for 'Data Collection/Analysis/Action Steps'. On the left, a sidebar menu lists various sections, with '2022-2023 Implementation' and 'Data Collection/Analysis/Action Steps' circled in red. The main content area features a yellow header with 'Work Not Started' and a 'CHECK OUT' button in the top right corner. Below this, there are sections for 'Directions', 'Review Method', and 'Finding per Measure'. The 'Finding per Measure' section includes checkboxes for 'Show Measures', 'Show Descriptions', and 'Show Full Action Details'. A 'Test Outcome Set' is visible, along with an 'Outcome: Test' section and a 'Measure: Test Measure Direct - Exam' section. The 'Measure' section lists details such as 'Method of Assessment', 'Acceptable Target', 'Ideal Target', 'Method Frequency', and 'Key/Responsible Personnel'. At the bottom, there is a 'Findings for Test Measure' section with 'No Findings Added'.

You will see the outcome set(s) and outcome(s) you added to the measure in Assessment Methods/Metrics

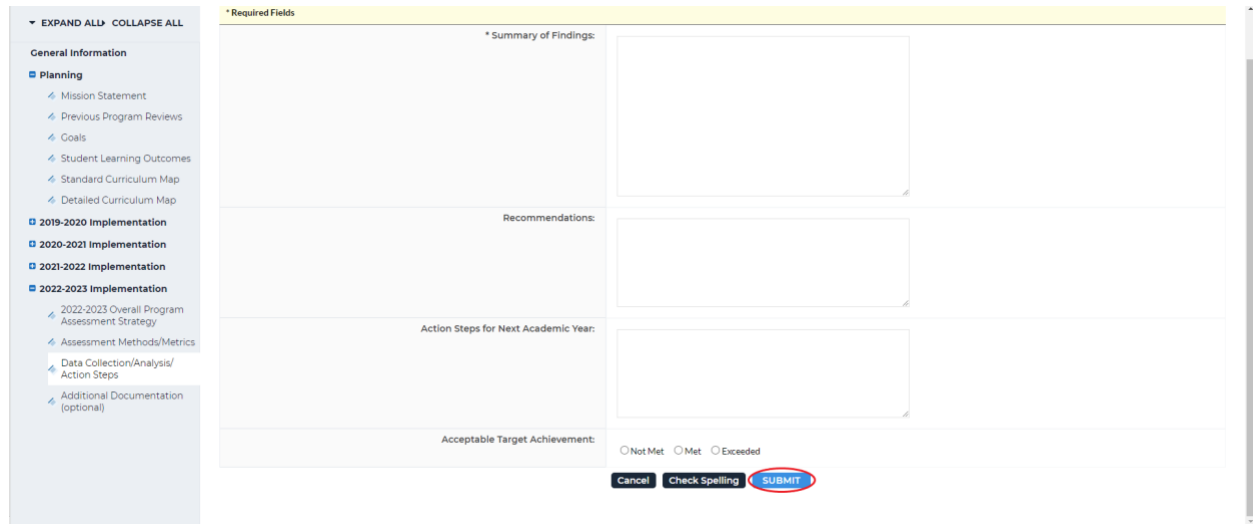
3. Click *Check Out* in the upper right-hand corner

This screenshot is identical to the one above, showing the same Taskstream interface. The primary difference is that the 'CHECK OUT' button in the top right corner of the yellow header is now circled in red, indicating the next step in the process.

4. Click *Add Findings* next to the measure you would like to add findings for



5. Enter in the required information, then click *Submit* at the bottom



6. You will see the findings you have added. You can add findings for every measure you created in Assessment Methods/Metrics. You can edit the findings or add/edit attachments and links by clicking the corresponding buttons

The screenshot shows the 'Data Collection/Analysis/Action Steps' interface. On the left is a navigation menu with sections like 'General Information', 'Planning', and '2019-2020 Implementation'. The main content area is titled 'Data Collection/Analysis/Action Steps' and includes a toolbar with 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. Below the toolbar are checkboxes for 'Show Measures', 'Show Descriptions', and 'Show Full Action Details'. The main content is organized into a 'Test Outcome Set' containing an 'Outcome: Test' and a 'Measure: Test Measure'. Under the measure, there is a 'Findings for Test Measure' section with an 'Edit' button circled in red. Below this section are fields for 'Summary of Findings', 'Results', 'Recommendations', 'Action Steps for Next Academic Year', and 'Substantiating Evidence'. At the bottom of this section is a button labeled 'Add/Edit Attachments and Links'.

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

This screenshot is identical to the one above, showing the same interface. The primary difference is that the 'CHECK IN' button in the top right corner of the toolbar is now circled in red, indicating the final step in the process.

8. 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

The screenshot displays a web interface with a sidebar on the left and a main content area on the right. The sidebar is titled "EXPAND ALL" and "COLLAPSE ALL" and contains a "General Information" section with a "Planning" sub-section. The "Planning" sub-section includes links for "Mission Statement", "Previous Program Reviews", "Goals", "Student Learning Outcomes", "Standard Curriculum Map", and "Detailed Curriculum Map". Below this are sections for "2019-2020 Implementation", "2020-2021 Implementation", "2021-2022 Implementation", and "2022-2023 Implementation". The "2022-2023 Implementation" section includes links for "2022-2023 Overall Program Assessment Strategy", "Assessment Methods/Metrics", "Data Collection/Analysis/Action Steps", and "Additional Documentation (optional)".

The main content area is titled "Check In Successful" and contains the following text: "You have checked in the following area : 2022-2023 Implementation : Data Collection/Analysis/Action Steps". Below this text is a link labeled "Return to Work Area" which is circled in red. Underneath is an "Optional" section with a checkbox labeled "Check in all other areas checked out by you (not applicable)". Below the checkbox is a text input field with the label "Add comment to the revision history log :". At the bottom of the main content area, there is a section titled "What would you like to do next?" with two radio button options: "Return to Work Area" (which is selected) and "Go to Submission Area". Below these options is a "Submit Comment" button.