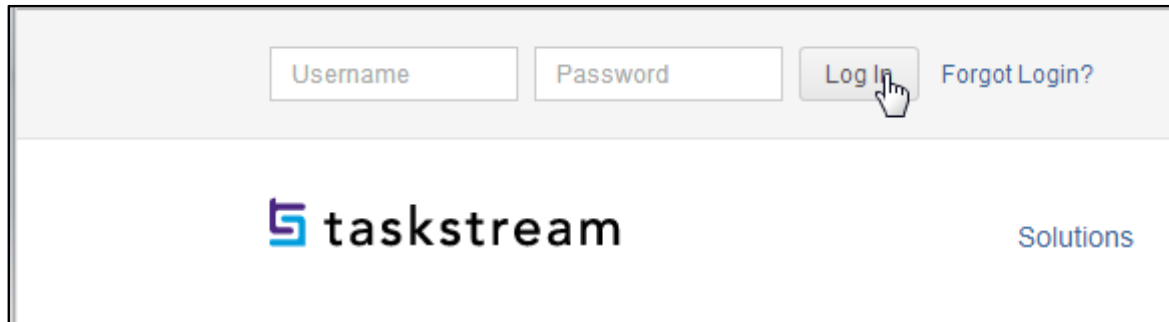


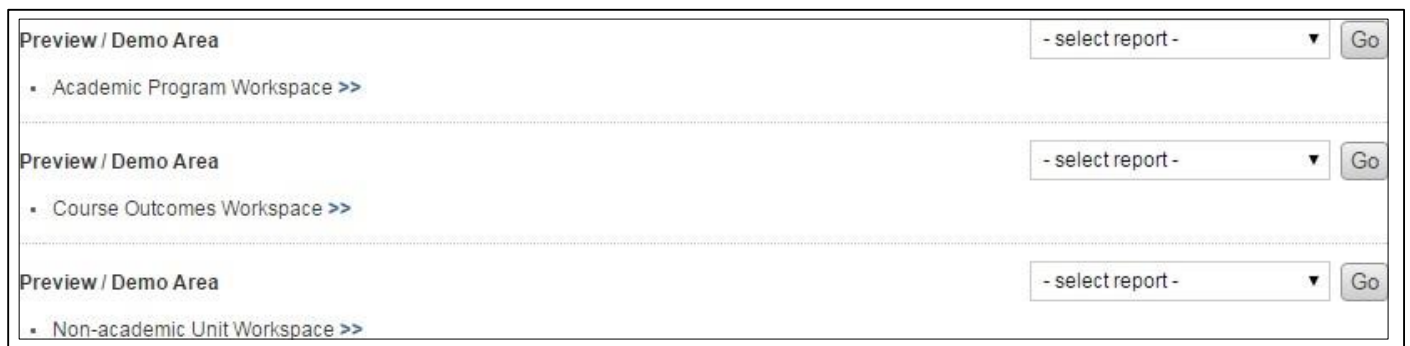
Log in to Taskstream

1. To begin, have your username and password ready.
2. Navigate to www.Taskstream.com
3. Enter your username and password, and click Log In:

A screenshot of the Taskstream login page. At the top, there is a light gray header bar containing three input fields: 'Username', 'Password', and 'Log In'. A mouse cursor is pointing at the 'Log In' button. To the right of the 'Log In' button is a link that says 'Forgot Login?'. Below the header bar, the Taskstream logo is centered, consisting of a blue square icon with a white 'S' shape inside, followed by the word 'taskstream' in a bold, black, sans-serif font. To the right of the logo is a link that says 'Solutions' in a blue, sans-serif font.

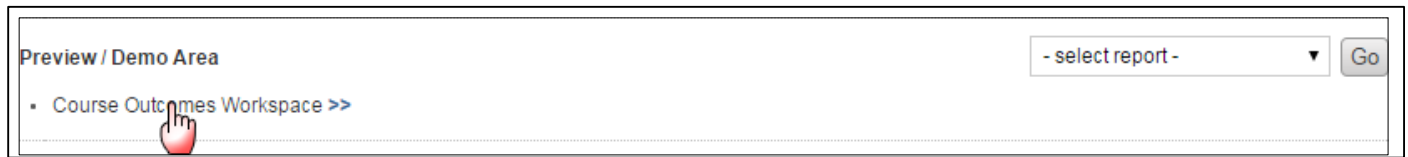
Taskstream Home Page

The homepage contains one or more workspaces affiliated with different participating areas (programs, courses, cocurriculars, etc.). Input your assessment data into the appropriate workspace.

A screenshot of the Taskstream Home Page showing three workspace selection options. Each option is presented in a light gray box. The first box is titled 'Preview / Demo Area' and contains a link 'Academic Program Workspace >>'. To the right of the link is a dropdown menu with the text '- select report -' and a 'Go' button. The second box is also titled 'Preview / Demo Area' and contains a link 'Course Outcomes Workspace >>'. To the right of the link is a dropdown menu with the text '- select report -' and a 'Go' button. The third box is also titled 'Preview / Demo Area' and contains a link 'Non-academic Unit Workspace >>'. To the right of the link is a dropdown menu with the text '- select report -' and a 'Go' button.

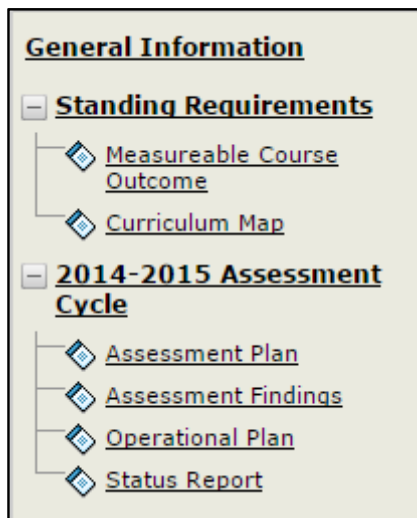
Note: All screenshots serve as examples and may not reflect the exact titles associated with assigned workspace(s).

Access course workspaces by clicking *Course Outcomes Workspace* in the appropriate participating area.



Workspaces

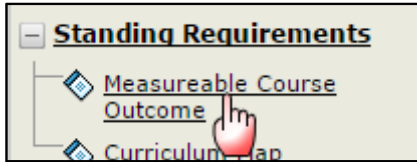
The menu will appear on the left-hand side of the page and includes several different file links related to the course assessment process.



The *Standing Requirements* category contains/will contain assessment data that will remain relatively static, but new assessments (Plan, Findings, etc.) must be completed annually.

Measurable Course Outcomes

To view directions and add required data, click on the *Measurable Course Outcome* link from the menu.



The link will open on the main screen. (Note: Each requirement has a custom set of directions. To view these directions, click the link, and the directions will expand/collapse.)

Directions

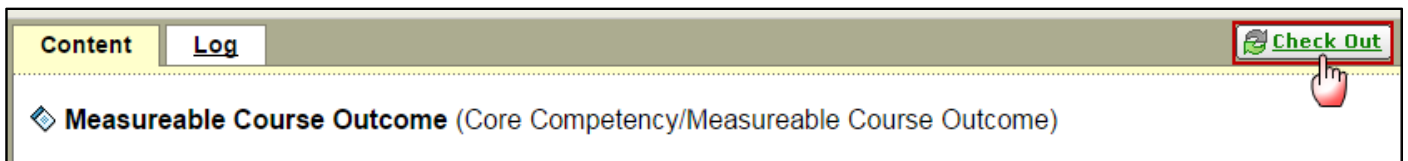
To begin, please Check Out this requirement. Select the "Create New Outcome Set" button. Enter a title for your outcome set and decide if you want to allow others to map to your outcome set (checkbox). Then continue to add Outcomes within the set, mapping Outcomes to any institutional data sets (Goal Sets) as appropriate. Repeat this process for all subsequent outcomes. In order for others to access this requirement you will need to Check In the requirement when you are finished.

Review Method

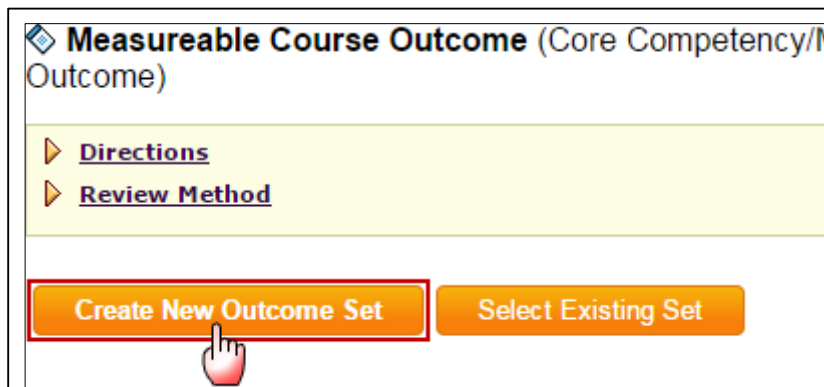
Final scoring method: Reviewer marks as Complete or Incomplete

[Print](#)

Taskstream's reporting system uses a *Check In / Check Out* system: *Green Button*. To add or edit any data, you must *Check Out* the file. For your peers and chair to access the submission, *Check In* the file. All items are automatically checked in when logged out of the system or if one navigates to another website.



When presented with the two choices below, select the option most appropriate for your course of action. E.g., first time users may select *Create New Outcome* set. Prior users (or if a chair or colleague has already defined an existing outcome set) may select *Existing Set* to add to previous work.



Measureable Course Outcome (Core Competency/Outcome)

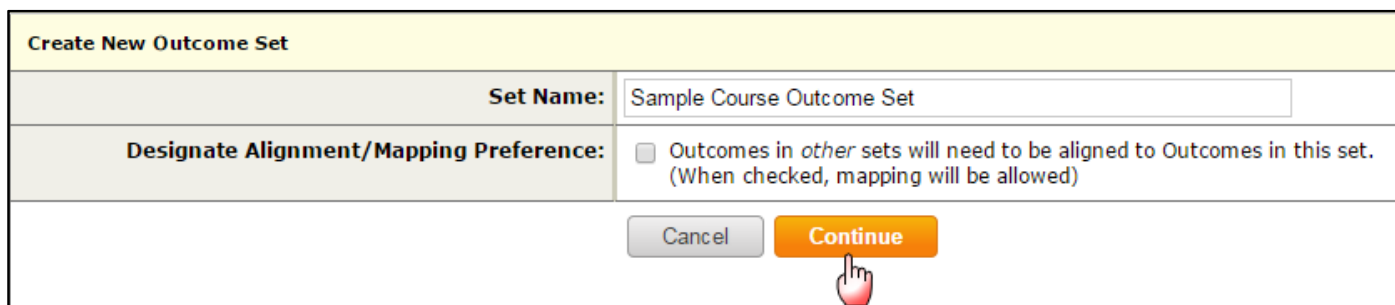
[Directions](#)

[Review Method](#)

Create New Outcome Set **Select Existing Set**

A hand cursor is pointing at the 'Create New Outcome Set' button.

In the first case scenario, add the *Outcome Set* title. **Do not** check the align the *outcomes in other sets* box. Simply click continue.



Create New Outcome Set

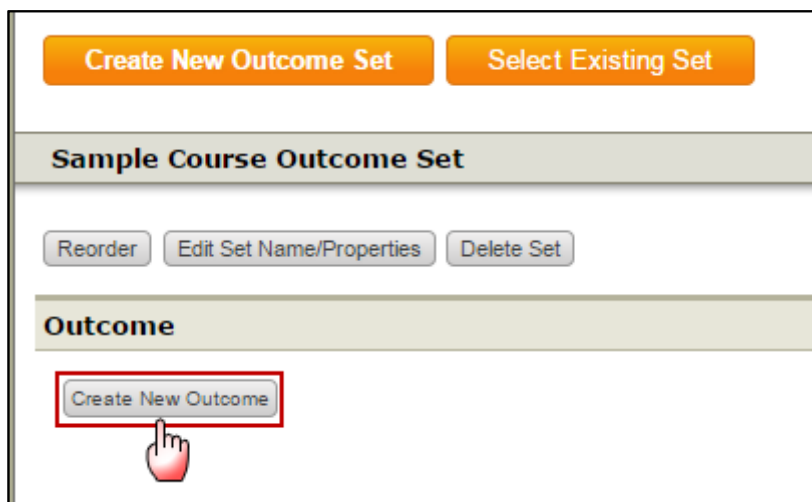
Set Name:

Designate Alignment/Mapping Preference: ☐ Outcomes in *other* sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)

Cancel **Continue**

A hand cursor is pointing at the 'Continue' button.

To create a Course Outcome, click the *Create New Outcome* button.



Create New Outcome Set **Select Existing Set**

Sample Course Outcome Set

Reorder **Edit Set Name/Properties** **Delete Set**

Outcome

Create New Outcome

A hand cursor is pointing at the 'Create New Outcome' button.

Enter a title for your Course Outcome. (You may also enter an optional description.) Then click Continue.

Create New Outcome	
Outcome: Max 140 characters	Sample Course Outcome 1: Critical Thinking Skills Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).
Description: Max 1000 characters	Students in this course will demonstrate critical thinking skills. Check Spelling Character Count
Cancel Continue 	

To add a map in the following window, click *Add mapping* to a Outcome (see below), or click *Add another outcome* to create another Course Outcome. Click *Back to all outcome sets* to return to your Measurable Course Outcomes page.

Outcome added/edited successfully
➤ Add mapping ➤ Add another outcome ➤ Back to all outcome sets

To map Course Outcomes to Program Outcomes, click the *Map* link on the right of the selected Outcome.

Outcome		
Create New Outcome		
Outcome	Mapping	
Sample Course Outcome 1: Critical Thinking Skills 	No Mapping	Map Edit Delete 
Students in this course will demonstrate critical thinking skills.		

Then click the *Create New Mapping* button.

Create New Mapping

Use the collapsible menu to select *Outcome Sets in other organizational areas*. Use the second collapsible menu to map Course Outcomes to a given Program. Then click the *Go* button.

Directions: Select the set to which you would like to map the Outcome:

Sample Course Outcome 1: Critical Thinking Skills (part of Outcome) 🔍
Students in this course will demonstrate critical thinking skills.

Select category of set to map to: Outcome Sets in other organizational areas ▼

» Z Demo Program ▼ **Go**

Select Set: »

Next, click the *Select Set* button to align Course Outcomes to Program Outcomes. Then click Continue.

Select category of set to map to: Outcome Sets in other organizational areas ▼

» Z Demo Program ▼ **Go**

Select Set: ☒ **Z Demo Program Outcomes** [\[View Set\]](#)
Owned by Z Demo Program

Cancel **Continue**

Select which Program Outcome items align with Course Outcomes (you can select more than one if applicable). Then click Continue.

Directions: Select the outcome within Z Demo Program Outcomes to which to map Sample Course Outcome 1: Critical Thinking Skills.

Sample Course Outcome 1: Critical Thinking Skills (part of Outcome) 🔍
Students in this course will demonstrate critical thinking skills.

Z Demo Program Outcomes
Owned by Z Demo Program **Cancel** **Continue**

Outcome

Outcome
☒ PLO 1: Critical Thinking Skills Students will demonstrate critical thinking skills.
☐ PLO 2: Research Skills Students will show exemplary research skills.
☐ PLO 3: Relevance in Workforce Students will gain skills and knowledge applicable to their chosen field's workforce.

Cancel **Continue**

The mapped or aligned outcome items should now be visible. Repeat these steps for all future mappings.

Outcome	Mapping
Sample Course Outcome 1: Critical Thinking Skills  Students in this course will demonstrate critical thinking skills.	Z Demo Program Outcomes: PLO 1: Critical Thinking Skill... [Map] [Edit] [Delete]

Click the *Check In* button in the upper right-hand corner of the page to manually allow other users to check them out.



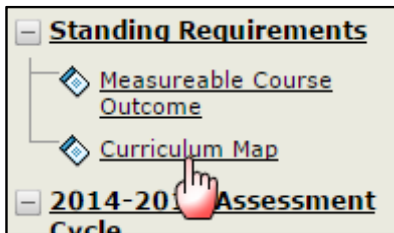
Enter comments (if needed) into the Revision History Log after the file has been *Checked In*. Then click *Submit Comment*.

Check In Successful
You have checked in the following area: Standing Requirements : Measureable Course Outcome
 Return to Work Area
Optional
☐ Check in all other areas checked out by you
Add comment to the revision history log:
Added new Course Outcomes
What would you like to do next?
☒ Return to work area
☐ Go to Submission Area
Submit Comment

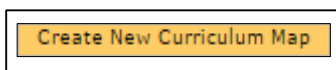
All workspace items will be automatically checked in if one logs out or navigates to a different website.

Curriculum Map

After all Student Learning Outcomes are entered, access the *Curriculum Map* file.



Click the *Create New Curriculum Map* button.



Title the map and enter a description. Then select the Outcome Set.

Create Curriculum Map ?	
* Back to Curriculum Maps Home	
New Map Title:	Sample Course Curriculum Map (Max 100 Chars)
Description:	This map will show how regular course activities and assignment align with Course Outcomes.
Select Alignment Set:	View sets available within ZZZ 999 DEMO COURSE Go Select Sample Course Outcome Set

Add courses and activities by clicking on the *Mapping Actions* button.

The screenshot shows the 'Sample Course Curriculum Map' interface. At the top, there's a header 'Sample Course Curriculum Map' with a subtitle 'Courses and Activities Mapped to Sample Course Outcome Set' and a 'Save Now' button. Below the header, there's a 'Mapping Actions' button. A hand cursor is pointing at this button. Below the button, there's a table with three columns representing different course outcomes: 'Sample Course Outcome 1: Critical Thinking Skills', 'Sample Course Outcome 2: Written Communication', and 'Sample Course Outcome 3: Cultural Literacy'. Below the table, there's a section titled 'Courses and Learning Activities' with a light yellow background and a message: 'No courses/activities in this category. Use the "Insert Course" quick link to start adding courses in this category.'

Next, click *Create New Course/Activity*.

This screenshot shows the 'Mapping Actions' dropdown menu. The menu is open, displaying several options: 'Manage Alignment Set', 'Create New Category', 'Create New Course/Activity', 'Copy from Another Map', 'Print View', and 'Export to PDF'. The 'Create New Course/Activity' option is highlighted with a red border, and a hand cursor is pointing at it. The background of the interface is partially visible, showing the same header and outcome table as the previous screenshot.

Enter a Course/Activity (artifact), a Course/Activity Title, an optional Description, and optional link to any online resources, then click the *Create* button. Repeat this step to add additional Courses/Activities (artifacts).

Create a New Course or Activity	
Course/Activity ID:	Essay 1 (Max 15 Chars)
Course/Activity Title:	Persuasive Argument Essay (Max 100 Chars)
Description: Optional	All students who take this course are required to write an essay defending a stance on a topic, supported by evidence. (Max 1000 Chars) Check Spelling
Link: Optional	http:// (Max 100 Chars)
Cancel Create	

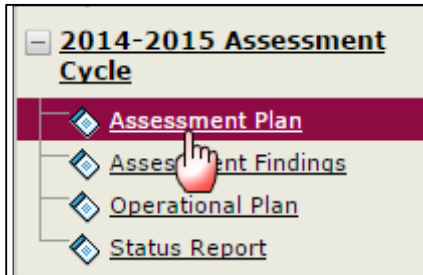
Align the activity (artifact) to the map by selecting the box underneath the outcome in the provided grid. You can select multiple boxes if applicable.

		Outcome		
		Sample Course Outcome 1: Critical Thinking Skills Students in this course will demonstrate critical thinking skills.	Sample Course Outcome 2: Written Communication Students will demonstrate the ability to express ideas effectively through written communication.	Sample Course Outcome 3: Cultural Literacy Students will be able to analyze the role of cultural artifacts in the context of the society and time in which they were created.
	Courses and Learning Activities			
	Essay 1 Persuasive Argument Essay			

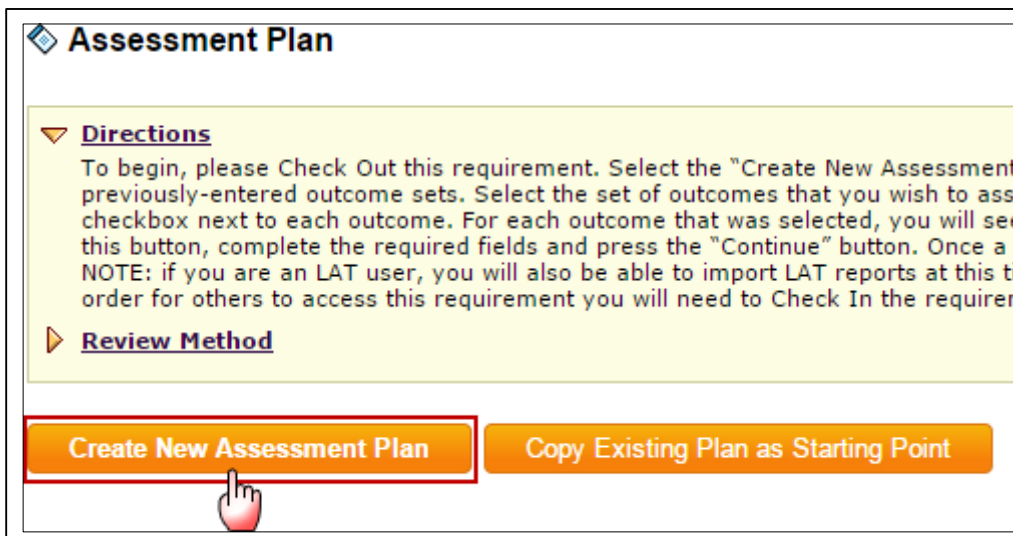
When the process is completed, click *Save Now*, close the mapping window, and click *Check In*.

Assessment Plan

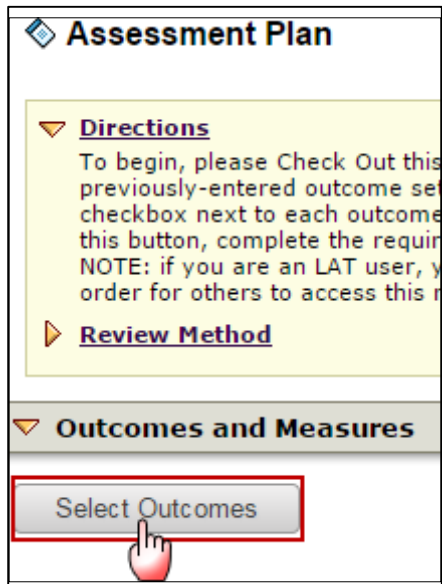
Access the *Assessment Cycle* menu and select *Assessment Plan*.



Check out the file, and select either the *Create New Assessment Plan* or *Copy Existing Plan* (choose the most appropriate, but the latter should be used for updates) button.



Then click on *Select Outcomes*.



Assessment Plan

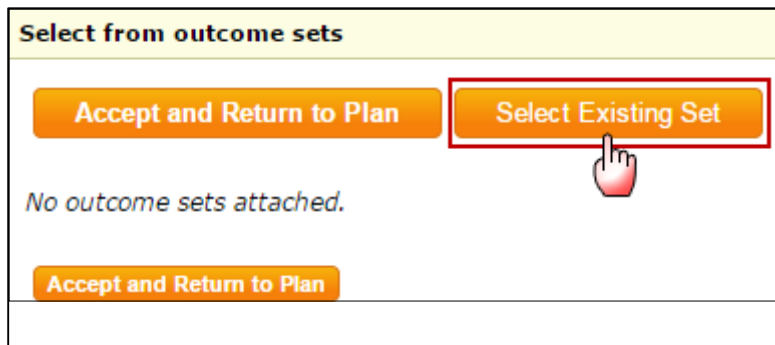
Directions
To begin, please Check Out this previously-entered outcome set checkbox next to each outcome this button, complete the requirement. NOTE: if you are an LAT user, you must have an order for others to access this resource.

Review Method

Outcomes and Measures

Select Outcomes

Click the *Select Existing Set*.



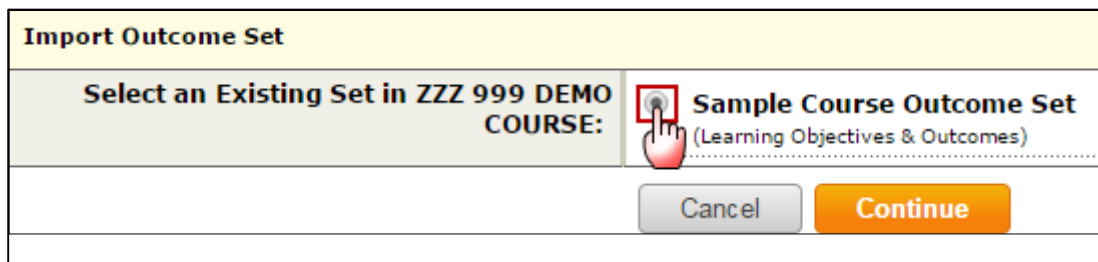
Select from outcome sets

Accept and Return to Plan **Select Existing Set**

No outcome sets attached.

Accept and Return to Plan

Select an *Outcome Set*. Then click the Continue button.



Import Outcome Set

Select an Existing Set in ZZZ 999 DEMO COURSE:

☒ **Sample Course Outcome Set**
(Learning Objectives & Outcomes)

Cancel **Continue**

Select the outcome you wish to assess and click *Accept and Return to Plan*.

Select from outcome sets

Accept and Return to Plan

Select Existing Set

☒ Show Descriptions
 ☒ Show Mapping

Include All? ☐

Sample Course Outcome Set

(Outcome

Remove Set

Outcome

Outcome	Mapping
Include? ☒ Sample Course Outcome 1: Critical Thinking Skills Students in this course will demonstrate critical thinking skills.	Z Demo Program Outcomes: PLO 1: Critical Thinking Skill... [Hide]
Include? ☒ Sample Course Outcome 2: Written Communication Students will demonstrate the ability to express ideas effectively through written communication.	No Mapping [Hide]
Include? ☒ Sample Course Outcome 3: Cultural Literacy Students will be able to analyze the role of cultural artifacts in the context of the society and time in which they were created.	No Mapping [Hide]

Accept and Return to Plan

To add Assessment Plans to each Outcome, click *Add New Measure*.

Outcomes and Measures

Select Outcomes

Sample Course Outcome Set

Outcome

Sample Course Outcome 1: Critical Thinking Skills

No measures specified

Students in this course will demonstrate critical thinking skills.

Add New Measure

Sample Course

No measures specified

Then add the details of the Assessment Plan.

Measure Information for:
Outcome: Sample Course Outcome 1: Critical Thinking Skills (Students in this course will demonstrate critical thinking skills.)

Define a measure for this outcome. Set a near term target that is attainable in this assessment cycle. If applicable, you may also set a long term target that represents the ideal outcome over multiple cycles. Once this measure is added, then you may add supporting attachments and links in the next step (from the main assessment plan screen).

*** Required Fields**

Cancel

Import Measure

* Measure Title:	Essay 1
Measure Type/Method:	Direct - Student Artifact
Details/Description:	All students who take this course are required to write an essay defending a stance on a topic, supported by evidence.
Acceptable Target:	80% of students will receiving a passing score
Ideal Target:	90% of students will receive a passing score
Semester and Year:	This essay will be collected in both the Fall 2014 and Spring 2015 semesters.
Course Instructor(s):	Dr. Bonfanti, Dr. Chickoski, Dr. Yi

Check Spelling

Cancel

Apply Changes

After selecting the *Apply Changes* button, the result will appear similar to the example below:

Sample Course Outcome Set

Outcome

Sample Course Outcome 1: Critical Thinking Skills
Students in this course will demonstrate critical thinking skills.
Add New Measure

Measure: Essay 1
Direct - Student Artifact

Edit Remove

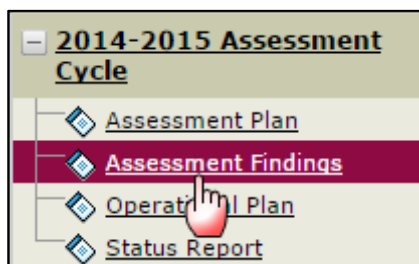
Details/Description: All students who take this course are required to write an essay defending a stance on a topic, supported by evidence.
Acceptable Target: 80% of students will receiving a passing score
Ideal Target: 90% of students will receive a passing score
Semester and Year: This essay will be collected in both the Fall 2014 and Spring 2015 semesters.
Course Instructor(s): Dr. Bonfanti, Dr. Chickoski, Dr. Yi
Supporting Attachments: Add/Edit Attachments and Links

Repeat these steps to insert additional Measures or other Course Outcomes. Upload supporting documents or links by selecting *Add/Edit Attachments & Links*.

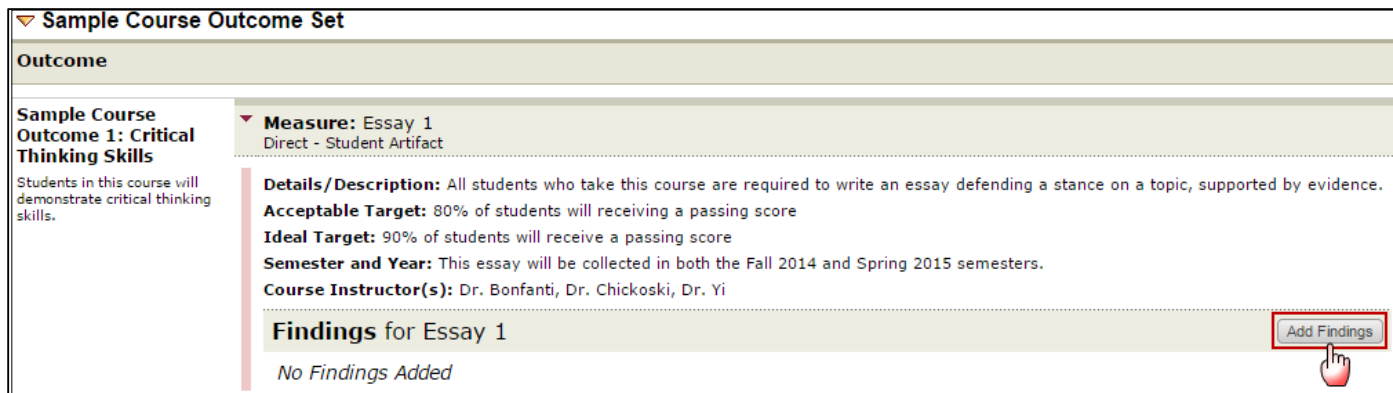
Click the Check In button when all actions are complete.

Assessment Findings

Once all information is gathered, analyzed, and interpreted, select *Assessment Findings*. Check Out the file to add assessment data to the system.



(You may have to expand the *Finding per Measure Bar*.)



Findings for Essay 1	
Outcome: Sample Course Outcome 1: Critical Thinking Skills (Students in this course will demonstrate critical thinking skills.)	
Please enter the findings for this measure.	
* Required Fields	
* Summary of Findings:	85% of students received a passing score on this essay.
Recommendations :	I recommend that we hire more part-time work-study students at the Study Center to assist students who struggle with their essays.]
Reflections/Notes :	We are happy to have exceeded our Acceptable Target Achievement, and we believe that our Ideal Target Achievement is in reach. Many students who did not receive a passing score mentioned that they looked for assistance at the Study Center, but there were not enough resources.
Acceptable Target Achievement:	80% of students will receiving a passing score ☐ Not Met ☐ Met ☒ Exceeded
Ideal Target Achievement :	90% of students will receive a passing score ☐ Moving Away ☒ Approaching ☐ Exceeded
Cancel Check Spelling Submit	

Enter details of the Assessment Findings into the entry fields. (Use Assessment Handbook Appendix A-1 for guidance.)

After submitting the data, the resulting screen will appear similar to the below:

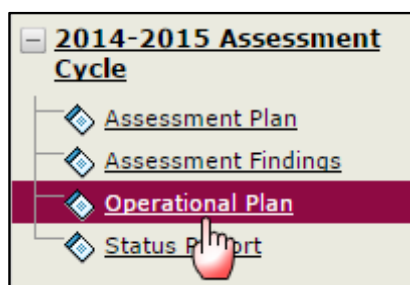
Sample Course Outcome 1: Critical Thinking Skills Students in this course will demonstrate critical thinking skills.	Measure: Essay 1 Direct - Student Artifact
	Details/Description: All students who take this course are required to write an essay defending a stance on a topic, supported by evidence. Acceptable Target: 80% of students will receiving a passing score Ideal Target: 90% of students will receive a passing score Semester and Year: This essay will be collected in both the Fall 2014 and Spring 2015 semesters. Course Instructor(s): Dr. Bonfanti, Dr. Chickoski, Dr. Yi
	Findings for Essay 1 Edit Remove Summary of Findings: 85% of students received a passing score on this essay. Results: Acceptable Target Achievement: Exceeded; Ideal Target Achievement : Approaching Recommendations : I recommend that we hire more part-time work-study students at the Study Center to assist students who struggle with their essays. Reflections/Notes : We are happy to have exceeded our Acceptable Target Achievement, and we believe that our Ideal Target Achievement is in reach. Many students who did not receive a passing score mentioned that they looked for assistance at the Study Center, but there were not enough resources. Substantiating Evidence: Add/Edit Attachments and Links

Repeat these steps to add Findings to other Measures. Upload supporting documents and links by selecting *Add/Edit Attachments & Links*.

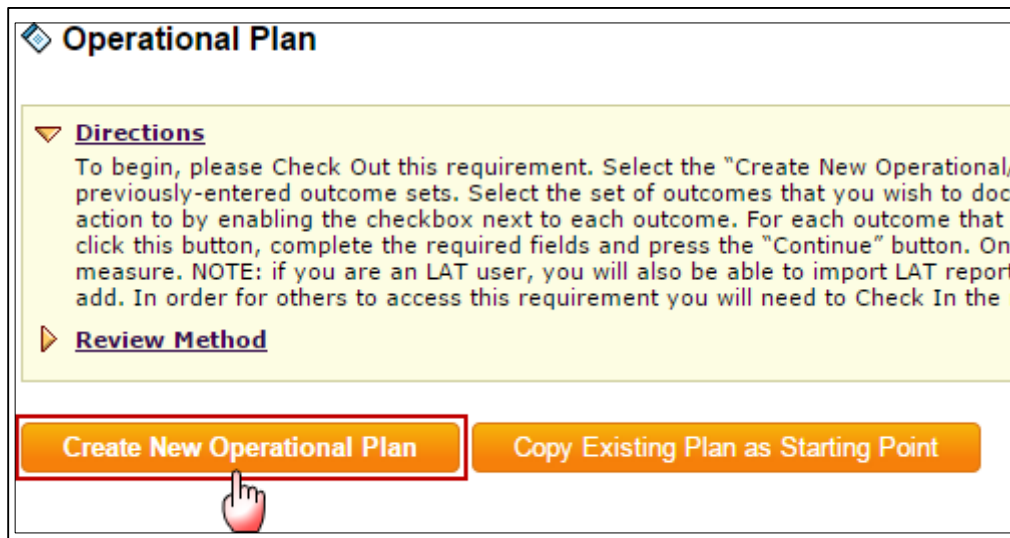
Click the Check In button when all actions are complete.

Operational Plan

To create an Operational Plan, select and Check Out the file from the workspace menu.



Then click *Create New Operational Plan*.



Operational Plan

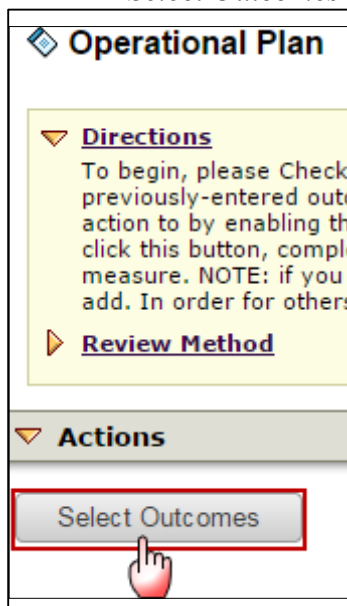
Directions

To begin, please Check Out this requirement. Select the "Create New Operational/" previously-entered outcome sets. Select the set of outcomes that you wish to document action to by enabling the checkbox next to each outcome. For each outcome that you click this button, complete the required fields and press the "Continue" button. Once you have completed the required fields, click the "Continue" button. NOTE: if you are an LAT user, you will also be able to import LAT reports. In order for others to access this requirement you will need to Check In the requirement.

Review Method

Create New Operational Plan **Copy Existing Plan as Starting Point**

Click the *Select Outcomes* button.



Operational Plan

Directions

To begin, please Check Out this requirement. Select the "Create New Operational/" previously-entered outcome sets. Select the set of outcomes that you wish to document action to by enabling the checkbox next to each outcome. For each outcome that you click this button, complete the required fields and press the "Continue" button. Once you have completed the required fields, click the "Continue" button. NOTE: if you are an LAT user, you will also be able to import LAT reports. In order for others to access this requirement you will need to Check In the requirement.

Review Method

Actions

Select Outcomes

Click *Select Existing Set*.

Select from outcome sets

Accept and Return to Plan

Select Existing Set

No outcome sets attached.

Accept and Return to Plan

Select the *Outcome set* and continue.

Import Outcome Set

Select an Existing Set in ZZZ 999 DEMO COURSE:

☒

Sample Course Outcome Set
(Learning Objectives & Outcomes)

Cancel

Continue

Select *Course Outcomes* and *Accept and Return to Plan*.

Select from outcome sets

Accept and Return to Plan

Select Existing Set

☒ Show Descriptions

☒ Show Mapping

Include All? ☐ **Sample Course Outcome Set** (Outcomes)

Remove Set

Outcome

	Outcome	Mapping	
Include? ☒	Sample Course Outcome 1: Critical Thinking Skills	Z Demo Program Outcomes: PLO 1: Critical Thinking Skill...	[Hide]
	Students in this course will demonstrate critical thinking skills.		
Include? ☒	Sample Course Outcome 2: Written Communication	No Mapping	[Hide]
	Students will demonstrate the ability to express ideas effectively through written communication.		
Include? ☒	Sample Course Outcome 3: Cultural Literacy	No Mapping	[Hide]
	Students will be able to analyze the role of cultural artifacts in the context of the society and time in which they were created.		

Accept and Return to Plan

Add an action to each applicable Outcome by selecting *Add New Action*.

Actions

Select Outcomes

Sample Course Outcome Set

Outcome

Sample Course Outcome 1: Critical Thinking Skills *No actions specified*

Students in this course will demonstrate critical thinking skills.

Add New Action

Sample Course *No actions specified*

Link new actions to assessment results by checking the Findings file box. Click Continue.

Directions: Select findings that support this action (or skip this step and add findings later)

☐ Do not show this page again during this session when creating actions within this workspace

Cancel Continue »

All Findings for Outcome: Sample Course Outcome 1: Critical Thinking Skills ⓘ ☐ Show Full Findings Details

2014-2015 Assessment Cycle: Assessment Plan & Assessment Findings

Findings for Measure: Essay 1
Summary of Findings: 85% of students received a passing score on this essay.

Cancel Continue »

Populate the Action detail fields. Click *Apply Changes*.

Cancel Check Spelling Import Action Apply Changes	
Linked to Findings: Show Full Findings Details ☐	Findings for Essay 1 (Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle) Summary of Findings: 85% of students received a passing score on this essay.
* Action Item Title:	Hire Work-Study Tutor for Writing Center
Action details:	We have asked the Study Center to hire an additional part-time work-study student tutor to assist students with this and other writing projects.
Semester and Year Plan (timeline):	Summer 2015
Instructor / Chair:	Head of Study Center
Measures:	This action will be considered complete upon the successful hire of a new tutor.
Budget approval required? (describe):	Yes, we will to budget for a new tutor's part-time work-study wages.
Budget request amount:	\$ 4000
Priority level:	Medium ▼
Cancel Check Spelling Import Action Apply Changes	

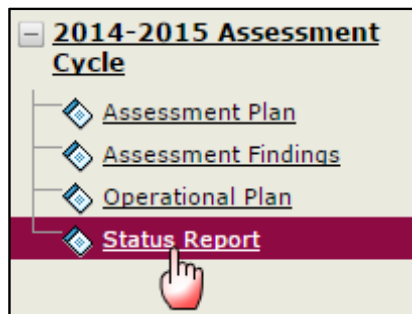
The resulting screen will appear similar to the below:

The screenshot displays a web interface titled "Sample Course Outcome Set". On the left, under the "Outcome" section, is "Sample Course Outcome 1: Critical Thinking Skills" with a description: "Students in this course will demonstrate critical thinking skills." and an "Add New Action" button. The main area shows an "Action: Hire Work-Study Tutor for Writing Center" with buttons for "Add/Edit Findings", "Edit", and "Remove". Below the action title, it states "This Action is associated with the following Findings" with a help icon. The details include: "Action details: We have asked the Study Center to hire an additional part-time work-study student tutor to assist students with this and other writing projects.", "Semester and Year Plan (timeline): Summer 2015", "Instructor / Chair: Head of Study Center", "Measures: This action will be considered complete upon the successful hire of a new tutor.", "Budget approval required? (describe): Yes, we will to budget for a new tutor's part-time work-study wages.", "Budget request amount: \$4,000.00", "Priority: Medium", and "Supporting Attachments: Add/Edit Attachments and Links".

Repeat these steps to add Actions to Course Outcomes. Upload supporting documents and links by selecting *Add/Edit Attachments & Links*.

Click the Check In button when all actions are complete.

Status Report



To document the status of any action, select the *Status Report* link from the workspace menu.

Check Out the file and select *Add Status* beneath the chosen Action. (Expand the Action Status bar if needed.)

Sample Course Outcome Set	
Outcome	
Sample Course Outcome 1: Critical Thinking Skills Students in this course will demonstrate critical thinking skills.	Action: Hire Work-Study Tutor for Writing Center
	Action details: We have asked the Study Center to hire an additional part-time work-study student tutor to assist students with this and other writing projects.
	Semester and Year Plan (timeline): Summer 2015
	Instructor / Chair: Head of Study Center
	Measures: This action will be considered complete upon the successful hire of a new tutor.
	Budget approval required? (describe): Yes, we will to budget for a new tutor's part-time work-study wages.
	Budget request amount: \$4,000.00
	Priority: Medium
Status for Hire Work-Study Tutor for Writing Center	
No Status Added	
Add Status	

Complete the Status Report for the particular action and click Submit.

Status Report for Hire Work-Study Tutor for Writing Center	
Outcome: Sample Course Outcome 1: Critical Thinking Skills (Students in this course will demonstrate critical thinking skills.)	
Enter information for each action defined in the operational plan.	
* Required Fields	
* Current Status:	Completed ▼
Budget Status:	Approved ▼
Additional information:	We are very happy with our new hire, and our students are reporting that she has helped them greatly with their writing skills.
Next Steps:	Assess this measure next year to determine growth.
Cancel Check Spelling Submit	

The resulting screen will appear similar to the below:

▼ Sample Course Outcome Set

Outcome

Sample Course Outcome 1: Critical Thinking Skills

Students in this course will demonstrate critical thinking skills.

▼ Action: Hire Work-Study Tutor for Writing Center

Action details: We have asked the Study Center to hire an additional part-time work-study student tutor to assist students with this and other writing projects.

Semester and Year Plan (timeline): Summer 2015

Instructor / Chair: Head of Study Center

Measures: This action will be considered complete upon the successful hire of a new tutor.

Budget approval required? (describe): Yes, we will to budget for a new tutor's part-time work-study wages.

Budget request amount: \$4,000.00

Priority: Medium

Status for Hire Work-Study Tutor for Writing Center

Edit Remove

Current Status: Completed

Budget Status: Approved

Additional information: We are very happy with our new hire, and our students are reporting that she has helped them greatly with their writing skills.

Next Steps: Assess this measure next year to determine growth.

Substantiating Evidence: Add/Edit Attachments and Links

Repeat these steps to add Findings to other Measures. Upload supporting documents and links by selecting *Add/Edit Attachments & Links*.

Click the Check In button.

Submitting Work for Review

Edit Content

Discussion

✓ Submission & Read Reviews

Publish

Options & Info

ZZZ 999 DEMO COURSE (Workspace: Course Outcomes Workspace)

Submit the data for review via the *Submission & Read Reviews* tab at the top of the workspace.

For assessment data to be reviewed, Select *Submit Work* in all Actions columns.

Scores/Results Summary

Print View

Export to PDF

Area	Status	Actions		Results	History
Standing Requirements					
Measureable Course Outcome	In Progress	Edit Work	Submit Work		History/Comments
Curriculum Map	In Progress	Edit Work	Submit Work		History/Comments
2014-2015 Assessment Cycle					
Assessment Plan	In Progress	Edit Work	Submit Work		History/Comments
Assessment Findings	In Progress	Edit Work	Submit Work		History/Comments
Operational Plan	In Progress	Edit Work	Submit Work		History/Comments
Status Report	In Progress	Edit Work	Submit Work		History/Comments
SUMMARY:		0 areas reviewed			

To receive feedback, return to the Submission & Read Reviews tab after all work has been reviewed, and access the *History/ Comments* button in the History tab.

