UCA

Taskstream Basics

Welcome to the University of Central Arkansas's Planning and Assessment Web-based System (P.A.W.S). PAWS is built using Taskstream, an Accountability Management System (AMS) designed to support program assessment. Every non-accredited program at UCA that assesses through the Office of Assessment has a workspace in PAWS. This guide is designed to help get you started using your workspace.
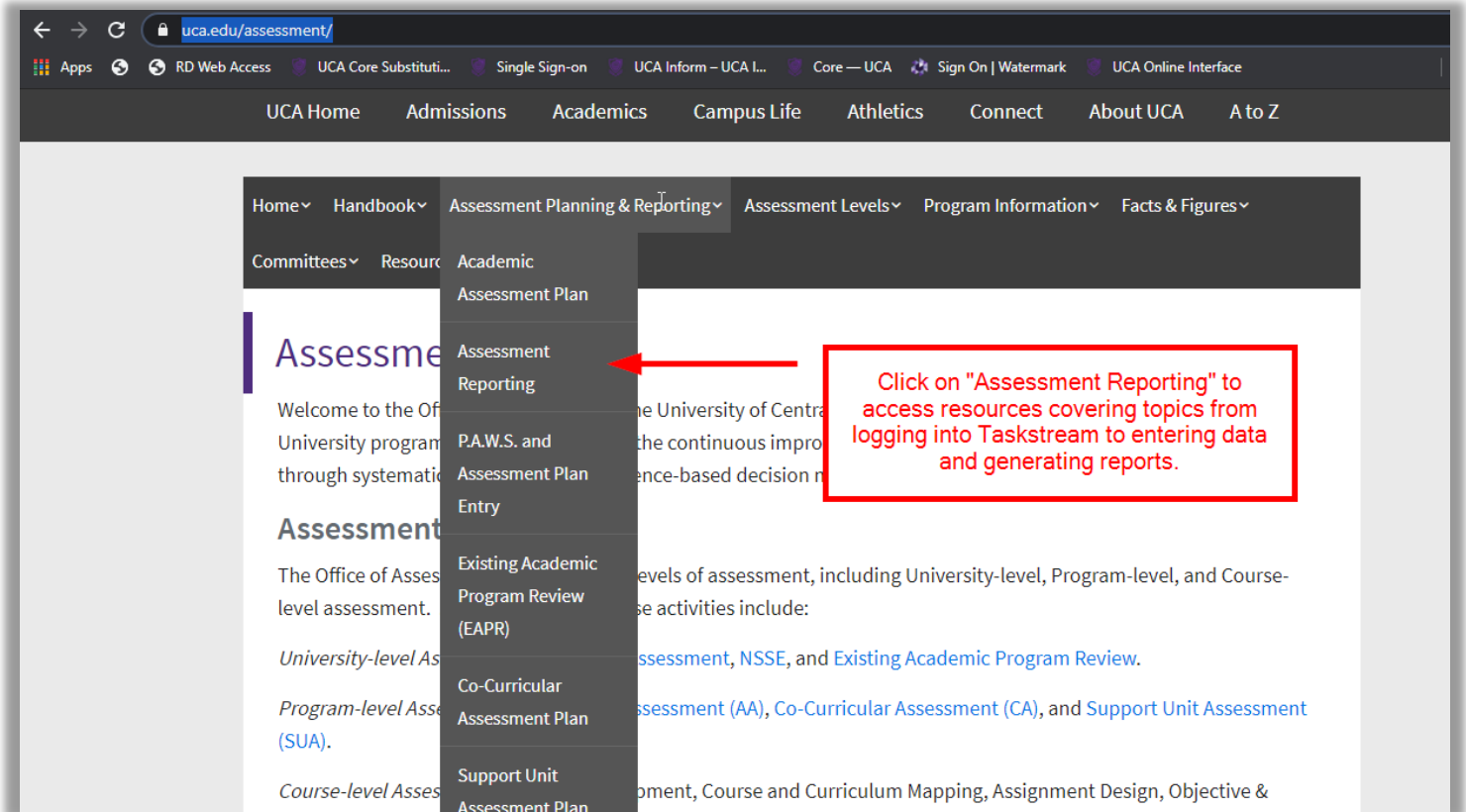
The value of a system like PAWS is that it supports continuous reporting of assessment and improvement measures, providing a single repository of your program's developments for later reference whether it be in a three-year report to the Office of Assessment or a ten-year program review.

1) Logging into Taskstream

You can access Taskstream, the assessment software suite for all non-accredited programs at UCA (alternatively known as P.A.W.S) through myUCA. Log in to myUCA and locate the "Planning and Assessment" tile.
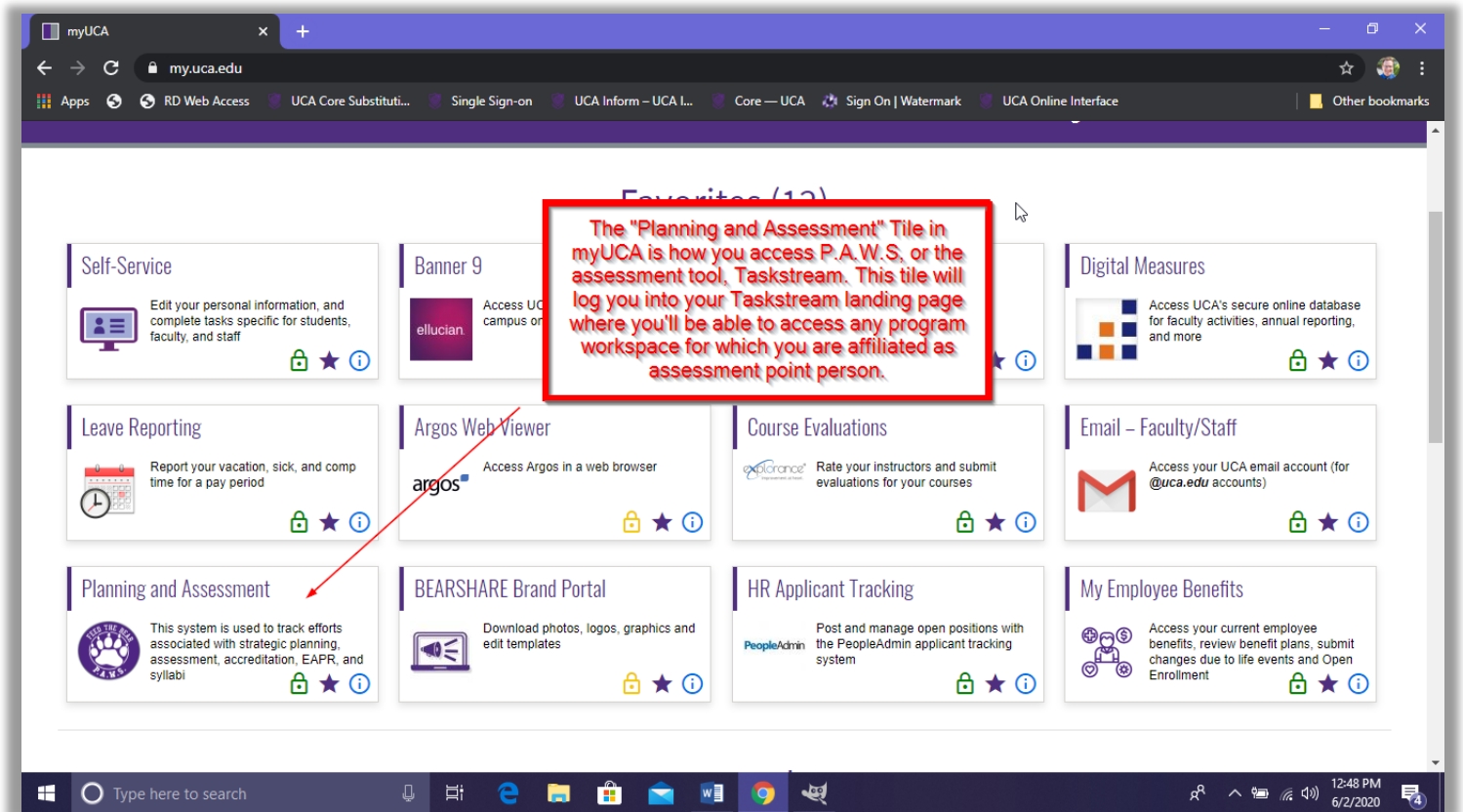
The Office of Assessment website (https://uca.edu/assessment/) has additional information for accessing and using Taskstream.

Clicking on "Assessment Reporting" takes you to a Taskstream resource page.

On this resource page you can access numerous PowerPoint presentations as well as short videos to help you learn the basics of Taskstream.

## 2) Navigating Taskstream

Once in Taskstream (or PAWS), locate your program's workspace.

You can enter a search term in the search box to locate your program. Once you have found your program click on "Academic Unit Assessment Workspace." This will open up your workspace; the area where your assessment plan is housed and where you can enter your programmatic measures and report findings.

Click on "Academic Unit Assessment Workspace"
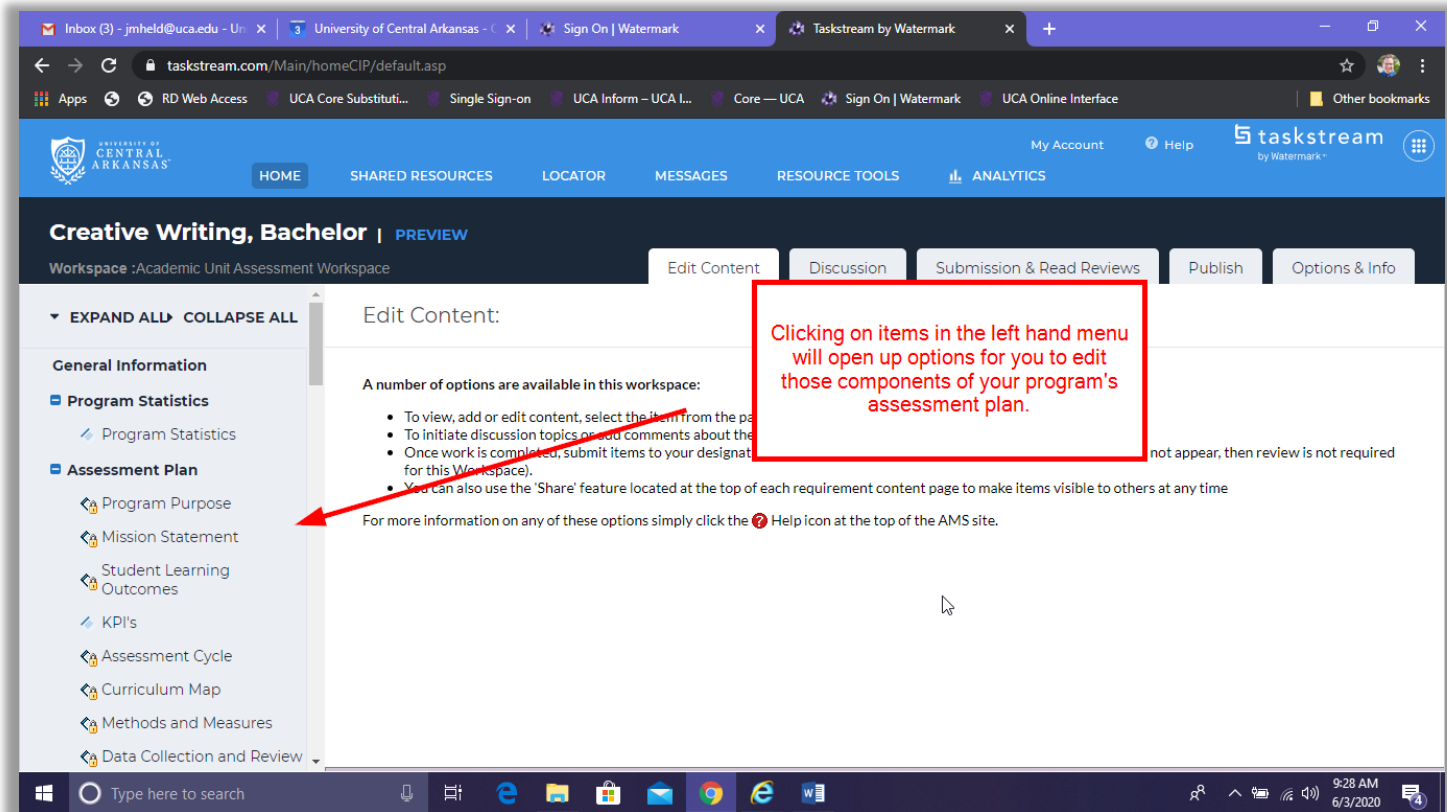
Once in your program unit's workspace you will navigate via the menu on the left. Notice there are tabs on the left for your assessment plan, as well as reports including measures and findings. Your assessment plan should be complete, as the Office of Assessment has built these according to the assessment plans on file. But please review them and if you have any questions or concerns contact the Office of Assessment. (Assessment@uca.edu, or jmheld@uca.edu)

Scrolling down the menu on the left, you'll be able to locate assessment reports. This is where measures and findings are recorded. Most of your work will be done in this space. There should be a report available for each academic year.

Notice that under the report there are options for Assessment Reports and Findings. (These are the primary areas you'll work with while implementing your program's assessment plan.) The report is where you'll indicate what methods and measures you are using to assess your program. These should have been input by the Office of Assessment, or in collaboration with the Office of Assessment. However, these can be revised as need be to best represent your program's assessment measures. The "Assessment Findings" option is where you'll enter the data you've collected as well as interpretations of those data.

Here's a sample of a measure. Notice a well articulated Student Learning Outcome (SLO) as well as measure, or how it will be calculated, and a rationale for that measure. Under findings you can report what was actually found when student learning was measured according to this framework.

Under "Assessment Report" you can enter measures, by clicking "add measure" under any of the SLOs (Student Learning Outcomes) indicated in your assessment plan. Here you can indicate what assessment tools you'll use to assess these outcomes, when they'll occur, as well as what the benchmark or goal is, and how the data is collected. These measures will determine the area of the report where you enter findings later on, so it is crucial that you have all measures for any outcome clearly articulated here. It'll provide you the best context for your data when it comes to interpretation later on.

If you're ready to enter data, go to "Assessment Findings."

Once you're ready to enter the data you've collected go to the "Assessment Findings" area of your workspace. You'll notice you can enter findings per measure, this is why it is crucial you have all your measures clearly indicated in the "Assessment Report" section. Now it's time to enter findings.

To enter your findings, click on "Assessment Findings" in the left-hand column. Now you can see all your findings, listed by measure. In order to enter your findings, you'll need to "check out" the report.

Click on "Finding per Measure" to get your detailed view.

If you're ready to enter your findings, click "Check Out" in the upper right-hand corner.

Once you've checked out the report you can begin to edit your findings.

These are fillable dialog boxes. Submit relevant findings/data/information. Here you can enter whatever is indicated in your assessment plan as the data for your measures.

Continue to enter all relevant data, indicate if benchmarks have been met or not (if relevant) and then submit. Now your data is entered in your "Assessment Findings" and you've begun to complete the reporting process.

If you're done for now, then click "Check In" and all your work is saved. This is one step in implementing your assessment plan. You've now entered data/information. Do this continuously so it is always up to date with your assessment measures. Keeping your data up to date will be beneficial when it is time to submit your 3-year report to the Office of Assessment, complete a 10-year program review, or need to report to any stakeholders interested in the current state of your program. Up-to-date data is a crucial part of the assessment process. But it is not the end of the process. The purpose of the assessment process is to provide usable, relevant information to make informed decisions about continuous improvement of student learning and experiences in your program. So now that you're on top of assessment in terms of measurement and evaluation, it's time to think about reporting and improving your program.

3) Reports

To generate and download a report of the information you've entered into Taskstream go to your workspace from the Taskstream landing page and select the report you want.

You'll be provided the report as well as options for exporting it in various formats. Now your assessment reports are ready to be shared with relevant stakeholders. You can now inform constituencies about the status of your program and begin having meaningful, data driven conversations about how to strengthen and improve your program.

Good luck using PAWS. If you have any questions or concerns, or if you would like any additional assistance contact the Office of Assessment (assessment@uca.edu) or reach out to our staff, Dr. Jacob Held (jmheld@uca.edu) or Alyson McEntire (amcentire@uca.edu)