



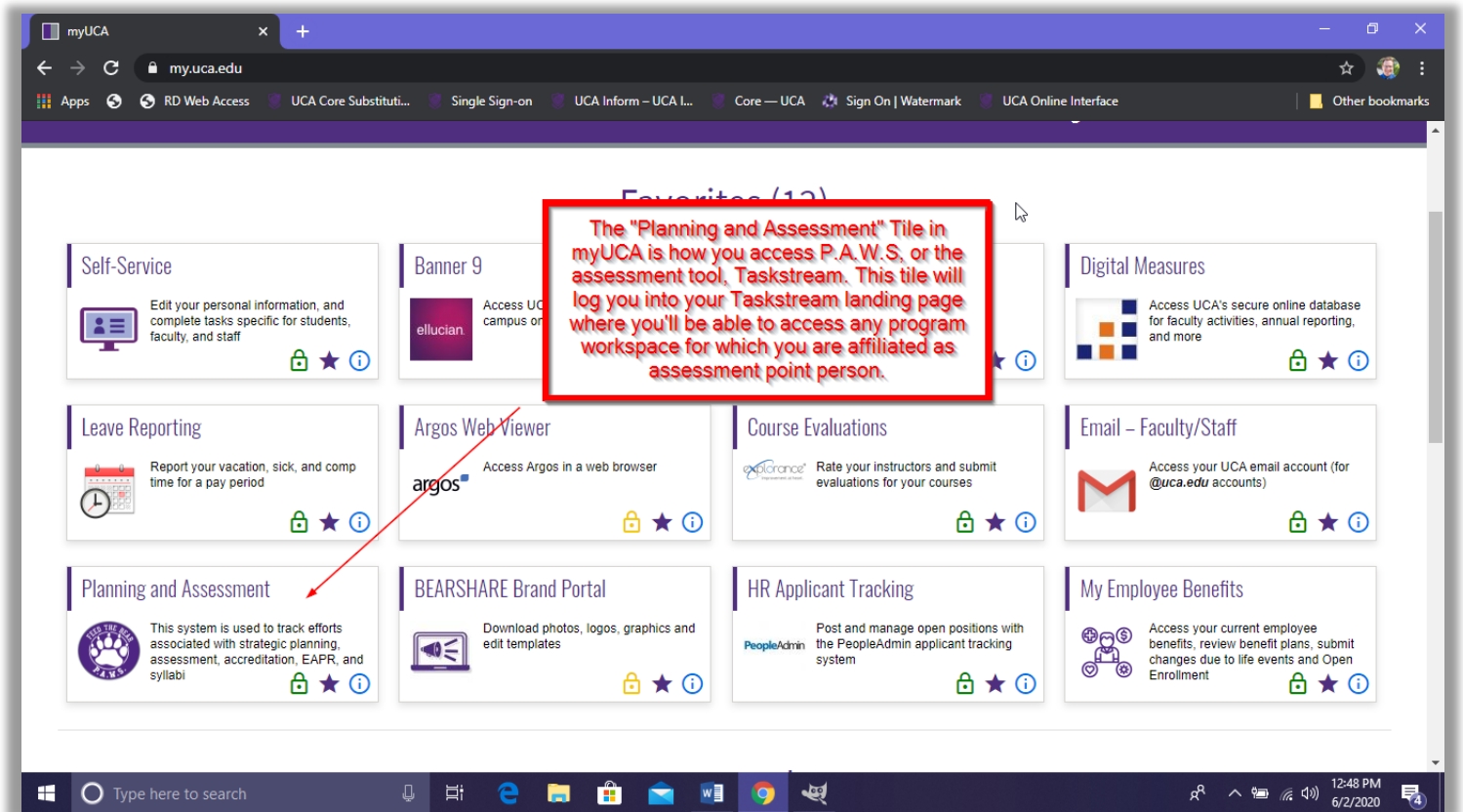
# **Taskstream Basics**

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.

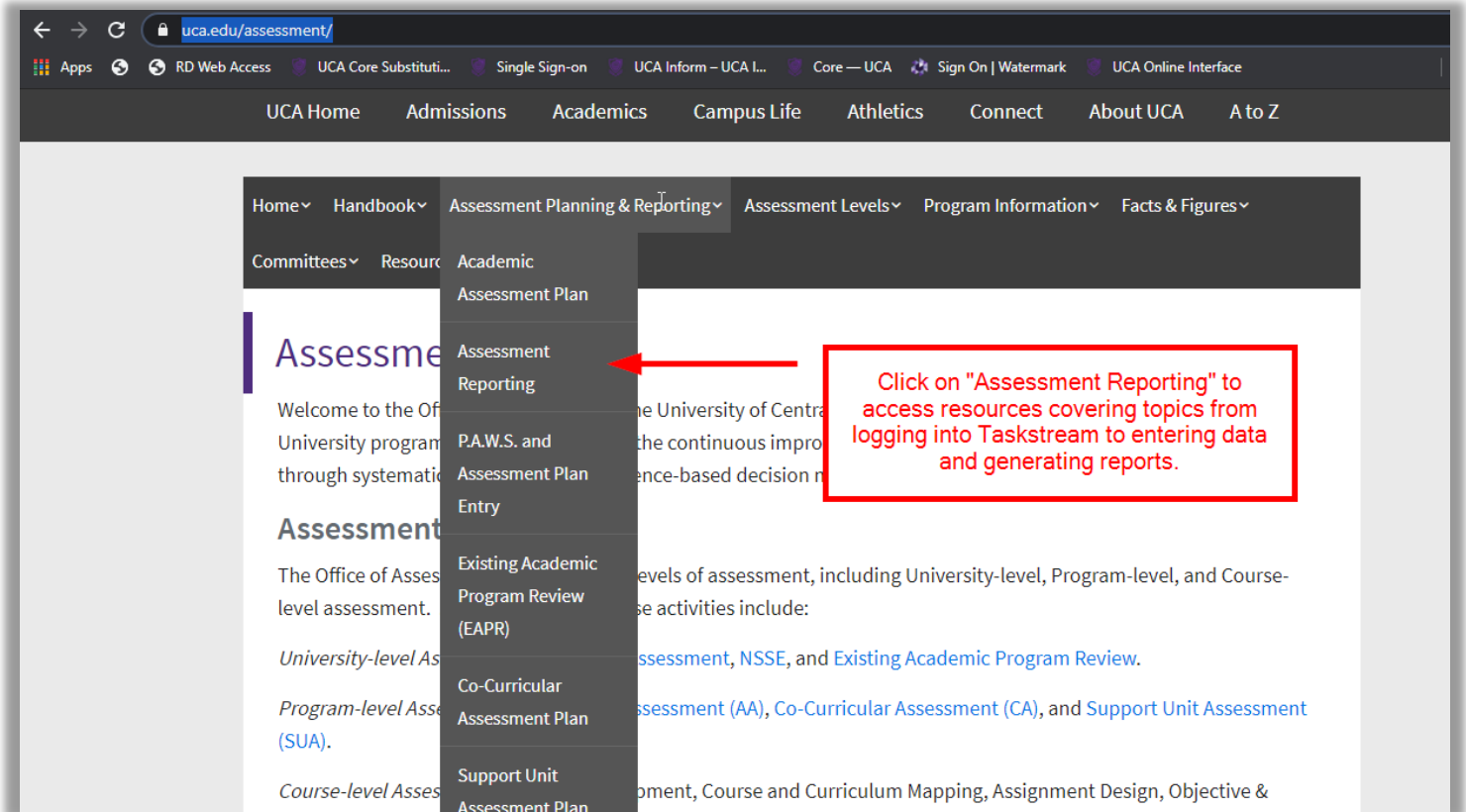
The value of a system like PAWS is that it supports continuous reporting of assessment and improvement measures, providing a single repository of your program's developments for later reference whether it be in a three-year report to the Office of Assessment or a ten-year program review.

## 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.

The screenshot shows a web browser window with the URL `w.taskstream.com/ts/manager389/AssessmentReporting`. The page title is "Assessment Reporting". A red callout box with a red arrow pointing to the title contains the text: "Assessment Reporting" has all the resources you'll need to begin using your Taskstream Workspace. Contact the Office of Assessment if you have any questions.

Home	
Step 1 - Logging In	<b>Assessment Reporting</b>
Step 2 - Navigating P.A.W.S.	This resource site is designed to walk programs through the Assessment Reporting process. Each section provides tips and tricks on how to navigate the P.A.W.S. entry process.
Step 3 - SLO/KPI Reporting	If you need assistance, please reach out to the Office of Assessment at any time. They will answer any questions you have, and assist you in completing your report.
Step 4 - UCA Core Data Review	Office of Assessment assessment@uca.edu Dr. Jake Held
Step 5 - Post-Graduate Success Data Review	Assistant Provost for Academic Assessment and General Education jmheld@uca.edu
Step 6 - SET/Course Evaluation Data Review	Alyson McEntire, Coordinator amcentire@uca.edu
Step 7 - University Outcome Reporting	

**Author:** UCA Manager  
**Last modified:** 2020/05/11 1:27 PM (CDT)

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

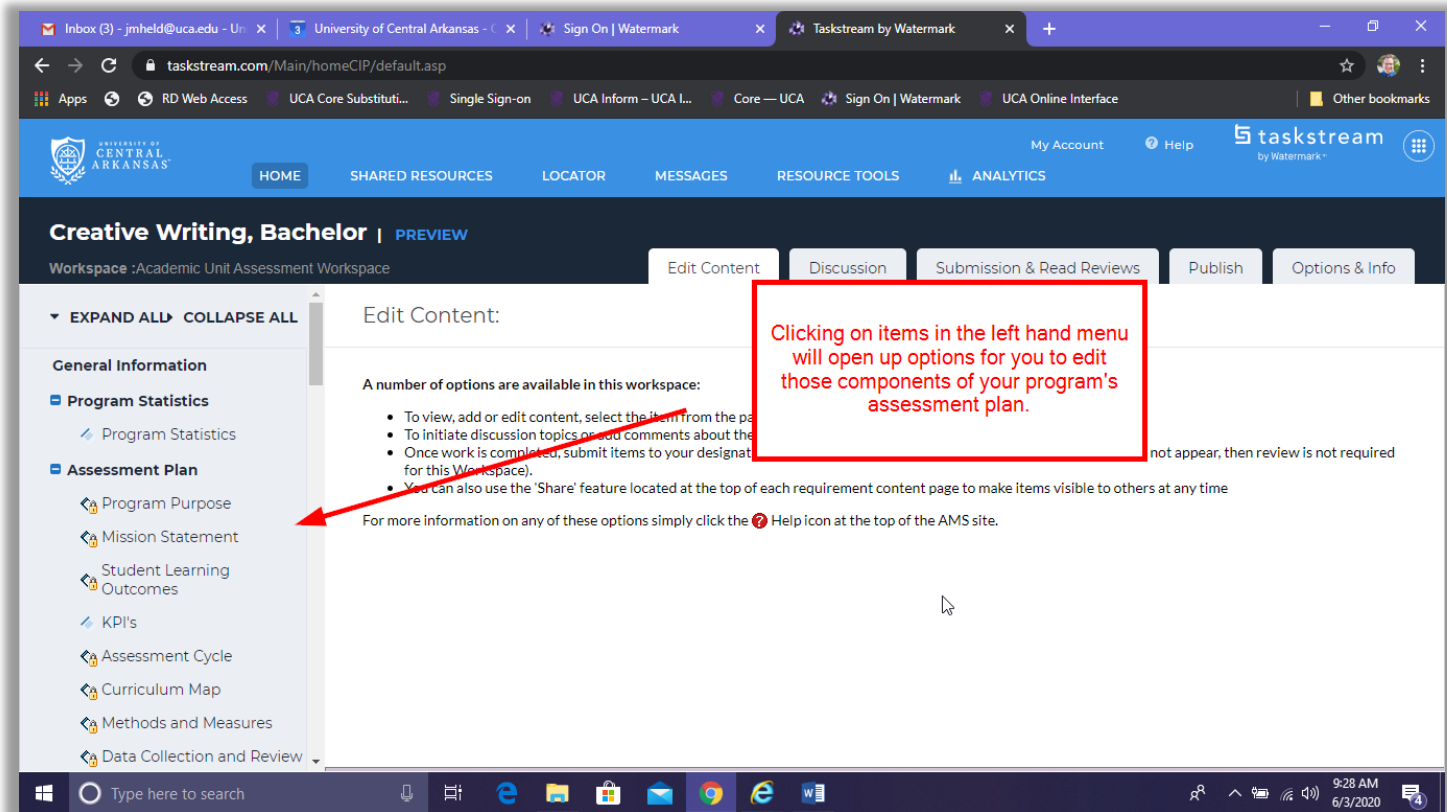
## 2) Navigating Taskstream

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

The screenshot displays the Taskstream interface. At the top, there is a navigation bar with links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A user account menu is visible on the right. The main content area features a header with the University of Central Arkansas logo and a welcome message. Below this, there are three workspace entries, each with a search dropdown and a 'Go' button. A red arrow points to the 'Academic Unit Assessment Workspace' link under the 'Philosophy, Bachelor' program. The right sidebar contains communication and assistance information.

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](mailto:Assessment@uca.edu), or [jmhheld@uca.edu](mailto:jmhheld@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.

The screenshot shows the Taskstream interface for the 'Creative Writing, Bachelor | PREVIEW' workspace. The left sidebar lists assessment reports for the 2019-2020 and 2020-2021 academic years, including 'Assessment Report' and 'Assessment Findings'. A red arrow points from a text box to the '2019-2020 Assessment Report' item. The text box contains the following text:

There's an assessment report or module for each academic year. In these areas you can go into your assessment report where you'll write and indicate how you'll assess various "measures," or student learning outcomes. You can also click on "Findings" where you'll enter the results for the measures entered into the report.

The main content area is titled 'Edit Content:' and lists a number of options available in this workspace:

- To view, add or edit content, select the item from the page.
- To initiate discussion topics or add comments about the content.
- Once work is completed, submit items to your designated reviewer (or reviewers) for this Workspace).
- You can also use the 'Share' feature located at the top of the page.

For more information on any of these options simply click the corresponding link.

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.

**Assessment Report**

**Outcome: SLO 2**  
Students will critique published, sample texts in a sophisticated, academic manner.

**Measure: SLO2 - Critique of Sample Texts**  
*Direct - Portfolio*

**Connection Between SLO and Measure:** SLO2 is directly measured by a program level rubric (Appendix A). It measures the student's ability to critique a sample, published text by examining the following criteria: identifies appropriate craft elements within the sample text correctly; analyzes appropriate craft elements within the sample text correctly; grammatic, spelling, syntax, and usage errors; and appropriate diction for an academic essay.

**Benchmark/Target/Goal:** Formative: 80% will score 1 or higher on the Creative Writing BA Assessment Rubric  
Summative: 80% will score 3 or higher on the Creative Writing BA Assessment Rubric

**Data Collection Procedures:** Formative: CRWR 2310 is a course in which both majors and non-majors enroll. At the start

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.”



Inbox (3) - jmheld@uca.edu - Un... University of Central Arkansas - ... Sign On | Watermark Taskstream by Watermark

taskstream.com/Main/homeCIP/default.asp

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

My Account Help taskstream by Watermark

**Creative Writing, E**

Workspace :Academic Unit Asses

Review

University Outcomes

University Outcome Reporting

**2018-2019 Assessment Report**

Assessment Report

Assessment Findings

UCA Core Data Review

Post-Graduate Success Review

SET/Course Evaluation Data Review

University Outcomes

University Outcome Reporting

**2019-2020 Assessment Report**

Under "Findings" you can enter results and interpretations. This system allows you to articulate your program's assessment plan, collect data, and construct narratives to keep it all organized and meaningful. This can form the basis of an understanding of your program and your students' learning across those skills or outcomes you've defined as essential to your program.

mission & Read Reviews Publish Options & Info

PRINT SHARE CHECK OUT

Summary of Findings:

Formative:  
Of the 18 declared majors, appropriate material was collected from 14. One student did not turn in the material on request, and three students did not have an assignment that matched the goals for SLO 2. Each portfolio was scored by two faculty members, and then the score was averaged. If the two scores differed by more than one full point, a third faculty member was assigned and the three scores were averaged. All of the portfolios exceeded our benchmark with four (29%) scoring at 3 or better, the actual benchmark for our summative materials. At this level, our program exceeded its goal of 80% of beginning majors scoring a 1 or better.

Summative:  
Of the 20 Creative Writing majors graduating Summer 2018, Fall 2018, and Spring 2019, appropriate materials were collected from 18. One student did not turn in a

Type here to search 9:35 AM 6/3/2020

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.

The screenshot displays the UCA Core Assessment Findings interface. The top navigation bar includes 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The main content area is titled 'Assessment Findings' and features a 'Work In Progress' banner. Below this, there are links for 'Directions' and 'Review Method'. The 'Finding per Measure' section is highlighted with a red circle. It includes a dropdown menu for 'UCA Core Outcomes' and a table of findings. The table has columns for 'Connection Between SLO and Measure:', 'Benchmark/Target/Coal:', 'Data Collection Procedures:', 'Key/Responsible Personnel:', and 'Supporting Attachments:'. The findings are listed under the 'UCA Core Outcomes' section, specifically for 'Responsible Living' and 'Outcome: Goal A'.

UCA Core | PREVIEW  
Workspace:UCA Core Assessment Plan & Handbook

Assessment Findings

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work In Progress

Directions  
Review Method

Finding per Measure

Show Measures Show Descriptions Show Full Action Details

UCA Core Outcomes

Responsible Living  
The ability to address real-world problems and find ethical solutions for individuals and society.

Outcome: Goal A  
Apply ethical principles to solve problems.

Measure: Course audit/review  
Indirect - Other

Connection Between SLO and Measure:	Review of all extant courses in the lower division responsible living category to evaluate their alignment to core outcomes.
Benchmark/Target/Coal:	100% review and compliance
Data Collection Procedures:	Assessment sub-committee reviews syllabi and relevant materials and makes a determination of fitness.
Key/Responsible Personnel:	Director of the UCA Core (Jacob M. Held)
Supporting Attachments:	

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

The screenshot shows the 'UCA Core | PREVIEW' workspace. The left sidebar lists various assessment categories like 'Responsible Living (Cycle 1: AY '16-'17 - AY '19-'20)', 'Diversity', 'Effective Communication', and 'Critical Inquiry'. The main content area is titled 'Assessment Findings' and includes a 'VIEW LOG' button, a 'WORD' button, a 'PDF' button, a 'PRINT' button, a 'SHARE' button, and a 'CHECK IN' button. A red box highlights the 'Edit' button, and a red arrow points to the 'CHECK IN' button. The text in the findings section reads: 'Summary of Findings: All courses in the LD Core responsible living area were audited for compliance with UCA Core standards. Of the 24 total courses reviewed, 14 were found compliant, and 10 department heads including the committee's findings and next steps. Courses found poorly or misaligned with Core outcomes. Reports were sent to department heads including the committee's findings and next steps. Courses found deficient were asked to offer assurance arguments to the Core Council demonstrating improved alignment to Core outcomes. The results were consistent with expectations. Many courses had been grandfathered in quickly, and attendance and participation in training has been sparse. We anticipated many courses be out of alignment and we found a significant number to be so. But department response to the process has been positive. Courses found deficient were offered suggestions for improvement and directed to submit an assurance argument. These will be reviewed by the Core Council's curriculum review sub-committee, which will evaluate each and make a determination as to whether the course is now well aligned to Core outcomes. The Core Council will vote on the sub-'. Below this, there is a section for 'Substantiating Evidence' with a button 'Add/Edit Attachments and Links' and a link to 'Audit overview spreadsheet (Excel Workbook (Open XML))'. At the bottom, there is a section for 'Measure: Improvement Measures for Lower Division Responsible Living Rubric A Indirect - Other' with a sub-section 'Connection Between SLO and Measure: Benchmark/Target/Goal: Faculty Attendance'.

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

The screenshot shows the 'UCA Core | PREVIEW' workspace in edit mode. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Findings for Course audit/review' and includes a 'WORD' button, a 'PDF' button, a 'PRINT' button, a 'SHARE' button, and a 'CHECK IN' button. A red box highlights the 'Edit' button, and a red arrow points to the 'CHECK IN' button. The text in the findings section reads: 'Outcome: Goal A (Apply ethical principles to solve problems.) Please enter the findings for this measure. \* Required Fields \* Summary of Findings: All courses in the LD Core responsible living area were audited for compliance with UCA Core standards. Of the 24 total course reviewed, 14 were found compliant, and 10 were determined to be poorly or misaligned with Core outcomes. Reports were sent to department heads including the committee's findings and next steps. Courses found deficient were asked to offer assurance arguments to the Core Council demonstrating improved alignment to Core outcomes. The results were consistent with expectations. Many courses had been grandfathered in quickly, and attendance and participation in training has been sparse. We anticipated many courses be out of alignment and we found a significant number to be so. But department response to the process has been positive. Courses found deficient were offered suggestions for improvement and directed to submit an assurance argument. These will be reviewed by the Core Council's curriculum review sub-committee, which will evaluate each and make a determination as to whether the course is now well aligned to Core outcomes. The Core Council will vote on the sub-'. Below this, there is a section for 'Interpretation and/or Evaluation of Results:' with text: 'The results were consistent with expectations. Many courses had been grandfathered in quickly, and attendance and participation in training has been sparse. We anticipated many courses be out of alignment and we found a significant number to be so. But department response to the process has been positive.'. Below that is a section for 'Student Learning Improvement Actions:' with text: 'Courses found deficient were offered suggestions for improvement and directed to submit an assurance argument. These will be reviewed by the Core Council's curriculum review sub-committee, which will evaluate each and make a determination as to whether the course is now well aligned to Core outcomes. The Core Council will vote on the sub-'. At the bottom, there is a section for 'Benchmark/Target/Goal Measure 1: 100% review and compliance'.

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.

The screenshot shows the UCA Core assessment plan interface. The left sidebar lists various assessment categories such as 'Process Participation', 'Data Analysis', 'Post-Graduate Success', 'Teaching Effectiveness', 'Appendices/Attachments', 'Responsible Living (Cycle 1: AY '16-'17 - AY '19-'20)', 'Diversity', 'Effective Communication', 'Critical Inquiry', and 'Responsible Living (Cycle 2: AY '20-'21 - AY '23-'24)'. The main content area is a table with the following sections:

	<p>reviewed, 14 were found compliant, and 10 were determined to be poorly or misaligned with Core outcomes. Reports were sent to department heads including the committee's findings and next steps. Courses found deficient were asked to offer assurance arguments to the Core Council demonstrating improved alignment to Core outcomes.</p>
Interpretation and/or Evaluation of Results:	<p>The results were consistent with expectations. Many courses had been grandfathered in quickly, and attendance and participation in training has been sparse. We anticipated many courses be out of alignment and we found a significant number to be so. But department response to the process has been positive.</p>
Student Learning Improvement Actions:	<p>Courses found deficient were offered suggestions for improvement and directed to submit an assurance argument. These will be reviewed by the Core Council's curriculum review sub-committee, which will evaluate each and make a determination as to whether the course is now well aligned to Core outcomes. The Core Council will vote on the sub-</p>
Benchmark/Target/Goal Measure 1:	<p>100% review and compliance <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded</p>
Benchmark/Target/Goal Measure 2:	<p><input type="radio"/> Moving Away <input type="radio"/> Approaching <input type="radio"/> Exceeded</p>

At the bottom of the table are buttons for 'Cancel', 'Check Spelling', and 'SUBMIT'. A red box highlights the 'SUBMIT' button and contains the text: "You can also indicate where you are in terms of your measures. Are they met?...Once you are done entering your information, click 'submit.'"

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.

UCA Core | PREVIEW  
Workspace:UCA Core Assessment Plan & Handbook

Assessment Findings

Work In Progress

Checked out : 2020/07/16 01:14:47 PM (CDT)  
Checked out to : UCA Manager

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Directions  
Review Method

Finding per Measure

Show Measures Show Descriptions Show Full Action Details

UCA Core Outcomes

Responsible Living  
The ability to address real-world problems and find ethical solutions for individuals and society.

Outcome: Goal A  
Apply ethical principles to solve problems.

Measure: Course audit/review  
Indirect - Other

Connection Between SLO and Measure: Review of all extant courses in the lower division responsible living category to evaluate their alignment to core outcomes.  
Benchmark/Target/Goal: 100% review and compliance  
Data Collection Procedures: Assessment sub-committee reviews syllabi and relevant materials and makes a determination of fitness.  
Key/Responsible Personnel: Director of the UCA Core (Jacob M. Held)

All done? Then check the findings report back in by clicking "Check in." Your data is entered and you're done.

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

**Review**

- Items requiring review
- Reviews to be reconciled
- Reviews to be released
- View all submissions

**AMS Coordinator**

- Workspace tools
- Announcements
- Manage resources
- Organization goals editor
- Survey management

**Reports**

- Management reports

*It's all about continuous improvement at UCA.*

Welcome to the University of Central Arkansas Planning and Assessment Web-based System (P.A.W.S.). Through this system, you will be able to keep track of everything related to continuous improvement, including strategic planning, assessment, accreditation, EAPR, and syllabi.

Workspaces | Faculty credentials

Assigned Workspaces | Preview Mode | All Access Mode

core Search Clear

Academic > Office of Assessment

**UCA Core**

Syllabi Repository

UCA Core Assessment Plan & Handbook

- select report -

- select report -
- Alignment
- Assessment Cycle Summary
- Assessment Cycle Detail
- Operational Plan Summary
- Operational Plan Detail

Want a report? Click on Assessment Cycle Summary or Assessment Cycle Detail to generate a report from the information you've previously entered.

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.

My Home » Select Assessment Report /Users

Assessment Cycle Detail Report

Select Workspace : UCA Core Assessment Plan & Handbook

Select Assessment Report:

Filter by Outcome or Goal Set Alignment:

- Select Assessment Report -

- Select Assessment Report -
- Responsible Living (Cycle 1: AY '16-'17 - AY '19-'20)
- Assessment Report and Assessment Findings
- Diversity
- Assessment Report and Assessment Findings
- Effective Communication
- Assessment Report and Assessment Findings
- Critical Inquiry
- Assessment Report and Assessment Findings
- Responsible Living (Cycle 2: AY '20-'21 - AY '23-'24)
- Assessment Report and Assessment Findings

I chose "detail" report and can now decide which report I want to access. The Core assesses by competency, not academic year, so I'll choose Responsible Living.

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.

The screenshot displays the 'Assessment Cycle Report Detail' page for 'UCA Core'. At the top, there are navigation links: PRINT VIEW, EXPORT TO EXCEL WITH OPTIONS, EXPORT TO PDF, and EXPORT TO WORD. Below these, the report details include the workspace name, assessment report title, and report generation date. A purple bar contains buttons for 'Advanced Display Options' and 'Export to Excel with Options'. A red arrow points from the 'Export to Excel with Options' button to a red-bordered callout box. The callout box contains the text: 'Here it is. Now I can export it in various forms and prepare it for reporting to whichever set of stakeholders is interested in my assessment plan and findings.' The main content area shows 'Measures and Findings' for 'UCA Core Outcomes', specifically 'Responsible Living'. It details 'Goal A' (Apply ethical principles to solve problems), 'Measure' (Course audit/review), and various procedural and personnel information.

**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](mailto:assessment@uca.edu)) or reach out to our staff, Dr. Jacob Held ([jmhheld@uca.edu](mailto:jmhheld@uca.edu)) or Alyson McEntire ([amcentire@uca.edu](mailto:amcentire@uca.edu))**