

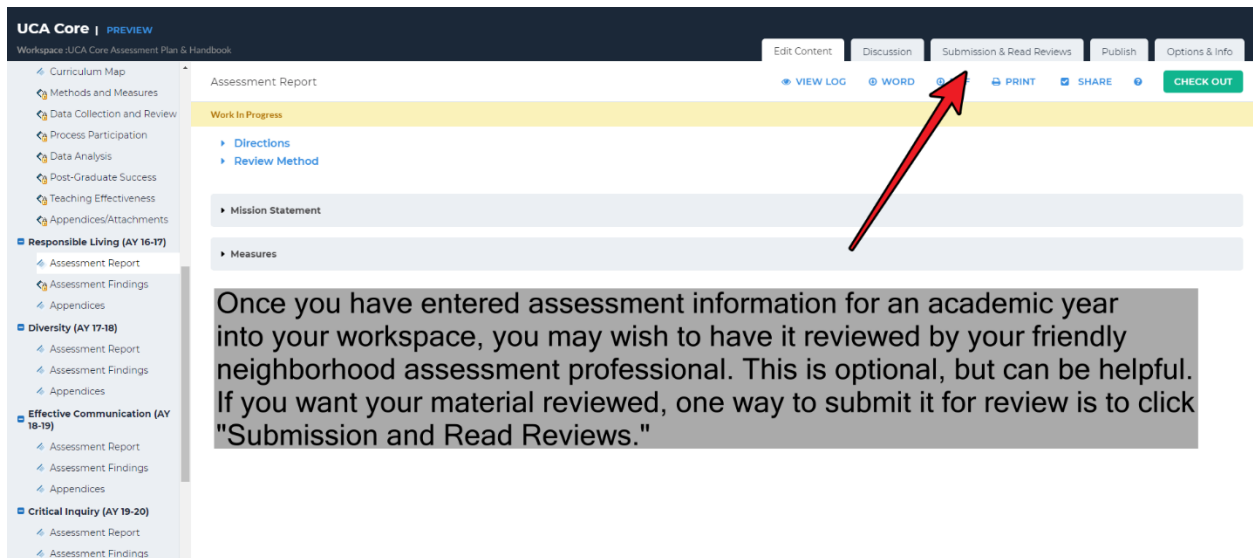
Taskstream Basics, Part 2

Submitting assessment materials for review, generating documents, and reporting to the Office of Assessment

This guide presumes a basic familiarity with your Taskstream workspace. If you are new to Taskstream please review the Taskstream Basics Quick Guide located here: <https://uca.edu/assessment/academic-assessment/>. If you are familiar with Taskstream, this guide will assist you in submitting your work for review by the Office of Assessment and generating documents in Taskstream for reporting. I will also outline the process for reporting to the Office of Assessment. If at any point in the process have questions, please contact either Jake Held or Alyson McEntire in the Office of Assessment: (jimheld@uca.edu (450-5307) or amcentire@uca.edu (450-5086))

Submitting Work

- 1) Once you have entered “Findings” into your workspace, you may wish to have your entries reviewed by the Office of Assessment. Programs are only required to file assessment reports every three years to the Office of Assessment. However, as you continuously update your workspace consistent with your academic assessment plan, the Office of Assessment is happy to review your findings and offer feedback and support. You may submit your material for review by following the process below.



The screenshot displays the UCA Core workspace interface. On the left is a navigation menu with categories like 'Curriculum Map', 'Responsible Living (AY 16-17)', 'Diversity (AY 17-18)', 'Effective Communication (AY 18-19)', and 'Critical Inquiry (AY 19-20)'. The main content area is titled 'Assessment Report' and includes a 'Work In Progress' section with sub-items like 'Directions' and 'Review Method'. Below this are sections for 'Mission Statement' and 'Measures'. At the top right, there are tabs for 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The 'Submission & Read Reviews' tab is highlighted with a red arrow. Below the screenshot, a text box contains the following text:

Once you have entered assessment information for an academic year into your workspace, you may wish to have it reviewed by your friendly neighborhood assessment professional. This is optional, but can be helpful. If you want your material reviewed, one way to submit it for review is to click "Submission and Read Reviews."

Once in your workspace click on the tab labeled “Submission and Read Reviews”

- 2) Now you are ready to submit which ever area of your workspace you wish to be reviewed by the office of assessment. You have the option to submit any area of your workspace which has submission guidelines set. For your workspace, this includes the components of the plan itself as well as the assessment report and findings. The most relevant area for your use of Taskstream is "Assessment Findings" So scroll until you find the findings for the applicable year.

UCA Core
Workspace :UCA Core Assessment Plan & Handbook

Edit Content | Discussion | **Submission & Read Reviews** | Publish | Opt

Scores/Results Summary © Print View Expo

Once you click "Submission and Read Reviews" in order to submit your work for review, you will have to scroll down until you find the area you are ready to submit.

	Results	History
Handbook		History/Comments
Introduction		History/Comments
Purpose		History/Comments
UCA Core Administrative Structure	In Progress Edit Work Submit Work	History/Comments
UCA Core Curricular Structure	In Progress Edit Work Submit Work	History/Comments
First Year Seminar (FYS)	In Progress Edit Work Submit Work	History/Comments
Capstone Experience (Z)	In Progress Edit Work Submit Work	History/Comments
UCA Core Standards	In Progress Edit Work Submit Work	History/Comments
Curriculum Procedures	In Progress Edit Work Submit Work	History/Comments
Adding a Course to the UCA Core	In Progress Edit Work Submit Work	History/Comments
Removing a Course from the UCA Core	In Progress Edit Work Submit Work	History/Comments
Assessment Plan		
Program Purpose	Review Released Submitted : 01/27/2020 10:59:30 AM Meets Requirement	History/Comments Score/Results Report
Mission Statement	Review Released Submitted : 01/27/2020 11:00:39 AM Meets Requirement	History/Comments Score/Results Report
Student Learning Outcomes	Review Released Submitted : 01/27/2020 11:00:49 AM Meets Requirement	History/Comments Score/Results Report

3) Once you have located the area you wish to submit, simply click “submit work”

UCA Core
Workspace (UCA Core Assessment Plan & Handbook)

Assessment Report Progress

Click "Submit Work" to submit. Follow the prompt. Once you submit, this area will be locked. You will no longer be able to edit the space.

Submitted: 09/21/2021 01:29:13 PM
Where are my results?

Area	Status	Edit Work	Submit Work
Assessment Report	In Progress	Edit Work	Submit Work
Assessment Findings	In Progress	Edit Work	Submit Work
Appendices	In Progress	Edit Work	Submit Work
Effective Communication			
Assessment Report	In Progress	Edit Work	Submit Work
Assessment Findings	In Progress	Edit Work	Submit Work
Appendices	In Progress	Edit Work	Submit Work
Critical Inquiry			
Assessment Report	In Progress	Edit Work	Submit Work
Assessment Findings	In Progress	Edit Work	Submit Work
Appendices	In Progress	Edit Work	Submit Work
Responsible Living (Cycle 2: AY '20-'21 - AY '23-'24)			
Assessment Report	In Progress	Edit Work	Submit Work
Assessment Findings	In Progress	Edit Work	Submit Work
Appendices		Edit Work	

SUMMARY : 12 areas reviewed

NB: Once you submit work, you are no longer able to revise or amend that area of your workspace. It will be locked. But don't panic! If you submit work and later realize you need to revise or amend that area, the Office of Assessment can unlock it and open it back up for you. Simply contact us and let us know what area you'd like to be able to access again. But, in general, please make sure you are ready to have your work reviewed before you click "Submit." Also, remember reviews of this type are meant to be helpful and are "unofficial," submitting work this way is different than filing your official three-year assessment report.

- 4) A faster way to submit work for review is to click on the label for a specific academic year on the left and then choose which area of that year you wish to submit by clicking “submit.” This is useful for routine submissions once you’re comfortable with the system.

The screenshot shows the UCA Core assessment system interface. The top navigation bar includes 'UCA Core | PREVIEW', 'Workspace: UCA Core Assessment Plan & Handbook', and tabs for 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The left sidebar lists various assessment areas, with 'Responsible Living (Cycle 1: AY 16-17 - AY 19-20)', 'Diversity', 'Effective Communication', and 'Critical Inquiry' expanded. The main content area shows an 'Overview' section with a table of submission items:

Item	Status	Submit Work	Edit Work
Assessment Report	Work In Progress	Submit Work	Edit Work
Assessment Findings	Work In Progress	Submit Work	Edit Work
Appendices	Work In Progress	Submit Work	Edit Work

Two red arrows point to the 'Submit Work' buttons in the table and the 'Diversity' header in the sidebar. A text box with a grey background contains the following text:

A faster way to submit work for review is to simply click on the emboldened header in the left hand column. It will show you all the areas under that header and you can then choose to submit those areas you are ready to send in for review.

5) Once you submit your work for review, the Office of Assessment is notified. Once it is indicated that there are items ready for review, we can access your submitted work. The Office of Assessment can then indicate that the work has been submitted, is complete, can make recommendations or comments, and notify you that we have reviewed the work. This is a good way to stay on track towards your three-year review, make sure that all your materials are in order, and set yourself up for a more efficient, beneficial, and less stressful reporting process when your official report comes due.

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

At-a-Glance Oversight:

- University of Central Arkansas

Assigned Workspaces Preview Mode All Access Mode

Academic » Office of Assessment
UCA Core

UCA Core Assessment Plan & Handbook

If you "submit" work, I, as system manager, am notified. I can then review your submission and send you feedback.

Generating Documents

Whether it is for an internal, departmental meeting or review, or your official three-year programmatic review with the Office of Assessment, at some point you may wish to get your information out of Taskstream so you can present it. Below, we will briefly walk through how to generate pdf and word documents from your workspace to make reporting easier.

- 1) If you are ready to make a report, and want to get your Taskstream workspace and all the work you've done in a single document, Taskstream allows you to generate pdfs and word docs from your workspace. In your workspace, you will notice two headings; "word" and "pdf" in the upper right hand corner. These offer you the opportunity to create docs or pdfs of your space as a whole, or selected areas.

The screenshot shows the Taskstream workspace interface. At the top, there is a navigation bar with tabs for "Edit Content", "Discussion", "Submission & Read Reviews", "Publish", and "Options & Info". Below this, there is a sidebar on the left with a tree view of the workspace content, including sections like "Curriculum Map", "Methods and Measures", "Data Collection and Review", "Process Participation", "Data Analysis", "Post-Graduate Success", "Teaching Effectiveness", "Appendices/Attachments", "Responsible Living (AY 16-17)", "Diversity (AY 17-18)", "Effective Communication (AY 18-19)", and "Critical Inquiry (AY 19-20)". The main content area shows an "Overview" section with a table of workspace items. The table has three rows: "Assessment Report" (Work In Progress), "Assessment Findings" (Reviewed), and "Appendices" (Work In Progress). Each row has "Submit Work" and "Edit Work" buttons. In the top right corner of the main content area, there are three buttons: "WORD", "PDF", and "PRINT". Two red arrows point from the "WORD" and "PDF" buttons towards the table. A text box is overlaid on the bottom part of the screenshot, containing the following text:

When you are ready to generate a report of your workspace, you click the area for which you want a report and then click "Word" or "Pdf" depending on the format you prefer. Then follow the prompts.

NB: If you are on "Assessment Report" or "Assessment Findings" and you opt for "Individual page you are currently on" you will receive a document of only the "Report" or "Findings" area. If you choose "Whole workspace" you will receive a document of your entire workspace, all areas, all years.

Helpful Tip: Both documents (pdf and word) contain the same information. Word documents are useful if you are planning to cut sections out of the report to paste into a new document.

- 2) Once you click on “pdf” or “word” and have selected what area you want, Taskstream will notify you that it is processing the request and you will be notified when your document is ready. When it is ready, it’s just a few steps to locate it and download it. First, go to “Resource Tools”

UNIVERSITY OF CENTRAL ARKANSAS

HOME SHARED RESOURCES LOCATOR MESSAGES **RESOURCE TOOLS** ANALYTICS

UCA Core | PREVIEW

Workspace :UCA Core Assessment Plan & Handbook

- Process Participation
- Data Analysis
- Post-Graduate Success
- Teaching Effectiveness
- Appendices/Attachments
- Responsible Living (AY 16-17)**
 - Assessment Report
 - Assessment Findings
 - Appendices
- Diversity (AY 17-18)**
 - Assessment Report
 - Assessment Findings
 - Appendices
- Effective Communication (AY 18-19)**
 - Assessment Report
 - Assessment Findings
 - Appendices
- Critical Inquiry (AY 19-20)**
 - Assessment Report
 - Assessment Findings
 - Appendices

Assessment Findings

Review Released

- Directions
- Review Method

Finding per Measure

Overall Recommendations

Overall Reflection

Once your report is ready, you go into "Resource Tools" to locate it and download it.

3) In resource tools, go to exports.

Resource Tools

Assessment Tools
Create tools to help gauge performance and provide feedback to users.

- Rubric Wizard**
Create and import rubrics that can be used as review methods in your Workspace Templates.
- Form Builder**
Create forms and surveys for use in Workspace templates for collecting participating area responses and reviewing work submissions.

Publication Tools
Create web publications to share on

- Web Page Builder**
Create personal or institutional web publications with text, images, multi navigation and choose from our library of style themes to customize you publish externally with optional password protection.
- Pack-It-Up**
Web pages and rubrics created in Taskstream offline.
- Exports**
Download exported PDF and Word documents.

Your report is in Exports

4) There's your report. Click "Download," and you are good to go.

Exports

Directions: Exports is a place where exported PDF and Word documents can be found.

Your Exports (available for 30 days)

Document Name	Category	Date	Status	Action
UCA Core Assessment Plan & Handbook	UCA Core	09/21/2021 02:02:22 PM (CDT)	Processing	Download
UCA Core Assessment Plan & Handbook	UCA Core	09/21/2021 02:01:55 PM (CDT)	Processing	Download
UCA Core Assessment Plan & Handbook	UCA Core	09/21/2021 02:01:49 PM (CDT)	Processing	Download
UCA Core Assessment Plan & Handbook	UCA Core	09/21/2021 02:01:16 PM (CDT)	Available	Download
UCA Core Assessment Plan & Handbook	UCA Core	09/21/2021 02:00:27 PM (CDT)	Available	Download

Reporting to the Office of Assessment

All non-accredited academic programs, must file an official academic assessment plan with the Office of Assessment. The plan will indicate the review cycle for that program. Most programs on campus are on a three-year assessment cycle. This means that every three years, a program is to file an official “End of Cycle” assessment report with the office of assessment. If you are unclear what your program’s cycle is, or when your next report is due, please contact the Office of Assessment. Reports must be submitted by October 15th of the academic year indicated by the program’s assessment cycle. Reports should be submitted electronically to the Office of Assessment.

The End of Cycle Report Template can be located here: <https://uca.edu/assessment/academic-assessment/>

The template was designed alongside the assessment plan template in order to reproduce closely the structure of your Taskstream workspace. This way, when you print off your documents from Taskstream to create your report, there is little editing required on your end. Please keep in mind that this is a new process at UCA. If during this process you have recommendations, questions, or concerns please let us know.

Once an end of cycle report is filed with the Office of Assessment, it will be reviewed by the Academic Assessment Committee (<https://uca.edu/assessment/academic-assessment-committee/>) The AAC will then draft a report and send its recommendations to the program coordinator. This entire process is intended to be a productive relationship of continuous improvement, with our students’ learning and success directing our efforts. We look forward to working with and supporting you and you continue to offer our students at UCA the best possible education we are able.