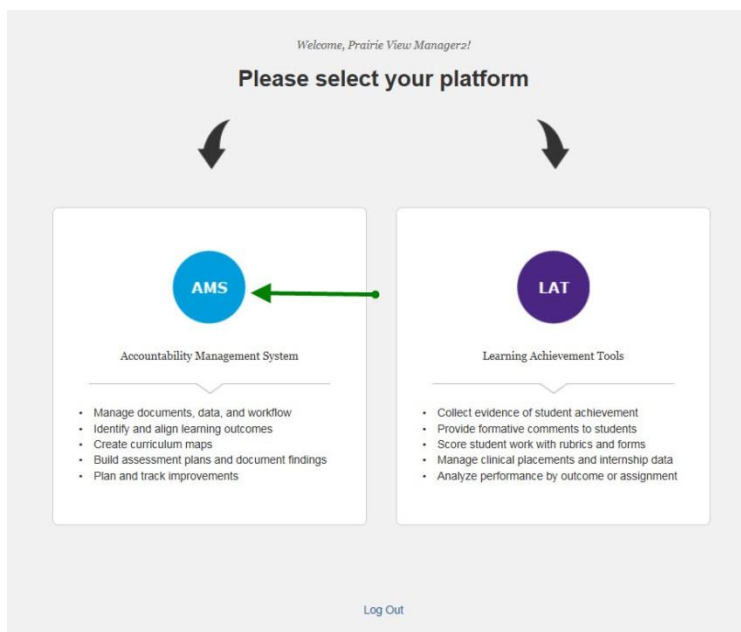




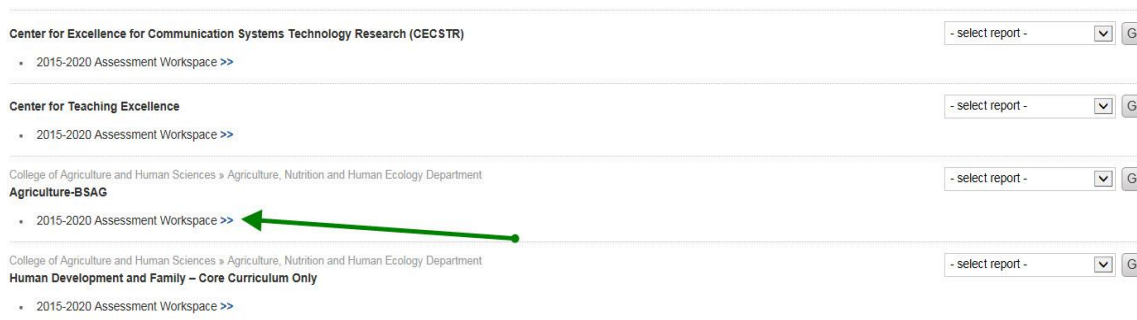
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# Upload a Data Report for Each Outcome Measure (Add Findings) in Assessment Findings

1. Login to **Taskstream**
2. Select **AMS** from Please Select Your Platform



3. Select **2015-2020 Assessment Workspace** for your program



4. Click on **Assessment Findings** under **2015-2016 Assessment Cycle**



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[Edit Content](#)
[Discussion](#)
[Submission & Read Reviews](#)
[Publish](#)
[Options & Info](#)

Agriculture-BSAG (Workspace: 2015-2020 Assessment Workspace)

**Edit Content:**

A number of options are available in this workspace:

- To view, add or edit content, select the item from the panel on your left, and then click "Check Out"
- To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
- Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this Workspace).
- You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time

For more information on any of these options simply click the Help icon at the top of the AMS site.

5. Click on **Finding per Measure** to expand the outcome sets

**General Information**

- Standing Requirements
  - Mission Statement
  - Mission Alignment
  - Program/Unit Outcomes
- 2015-2016 Assessment Cycle
  - Assessment Plan
  - Assessment Findings
  - Closing the Loop
  - Status Report

**Assessment Findings**

- Directions
- Review Method
- Finding per Measure**

6. Click on **Check Out**

**Preview**

[Check Out](#)
[Share](#)
[Print](#)
[PDF](#)
[Export to Word](#)

Show Measures
  Show Descriptions
  Show Full Action Details

7. Click on **Add Findings** under Outcome to upload the findings

**1. Increase graduate/professional program entry**

Increase the number of graduates proceeding to graduate and professional programs

**Measure:** Student Data Sheets  
Program level: Direct - Other

**Description of Measure:** Review of various data sources including student exit questionnaires and alumni office database

**Acceptable Assessment Target:** 20%

**Ideal Assessment Target:** 30%

**Strategies To Be Used To Meet Target:**

- 1) Provide avenues and funding to facilitate students attending career fairs and networking with potential graduate program representatives
- 2) Facilitate graduate school representatives' visits to campus to interact with and inform students about potential opportunities
- 3) Incorporate discussions, literature and marketing information about graduate

**Names of Responsible Personnel for Assessment Reporting:** Kwaku Addo  
Wash A. Jones

**Findings for Student Data Sheets**

No Findings Added

[Add Findings](#)

8. Type briefly **Summary of Findings**  
 Select (Not Met, Met, Exceeded) **Acceptable Target Achievement**  
 Select (Moving Away, Approaching, Exceeded) **Ideal Target Achievement**  
 Click on **Submit**



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<b>* Summary of Findings:</b>	
<b>Acceptable Target Achievement:</b>	20% <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded
<b>Ideal Target Achievement :</b>	30% <input type="radio"/> Moving Away <input type="radio"/> Approaching <input type="radio"/> Exceeded
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Submit"/>	

9. Click on **Add/Edit Attachments and links** to upload the findings  
 There are 3 ways Findings can be entered into Taskstream
  - a. Attachments
  - b. Web Links
  - C. Reports

- a. Upload Finding as **Attachments**
  - Type **Name File**
  - Browse the file in **Select File**
  - Type brief description in **Describe File**
  - Click on **Add File**



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Content Editor Attachments Web Links Reports

Add file attachments to Findings for Student Data Sheets (1. Increase graduate/professional program entry)

Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.

New File My Previously Uploaded Files My Taskstream Work

Name File:

Select File:  Browse...

Describe File:  (Optional)

Check Spelling Add File

- b. Add Findings as **Web Links**  
 Type **Name of Link**  
 Type **Website URL**  
 Type brief description in **Describe Link**  
 Click on **Add Link**

Content Editor Attachments Web Links Reports

Create a new web link in Findings for Student Data Sheets (1. Increase graduate/professional program entry)

Enter information about a link, then click 'Add Link' to add the link to your work. When complete, add more resources or close window.

Name of link:

Website URL:

Describe link:  (Optional)

Check Spelling Add Link

- c. Add Findings as **Reports** (Saved Reports in LAT Platform)  
 Click on **Select a Saved Report to Choose Report**

Content Editor Attachments Web Links Reports

Add link to saved report to: **Assessment Findings**

Reports can be added to your web publication if you have permissions to run reports. If you have permission, you need to generate and save reports via the TS coordinator reports area, then return to this area to add them to your web publication. Note: At this time Folio Assessment (DRF) reports can be saved and linked to from this area.

Choose Report:  Select a Saved Report

Click on **Select** to select the saved report

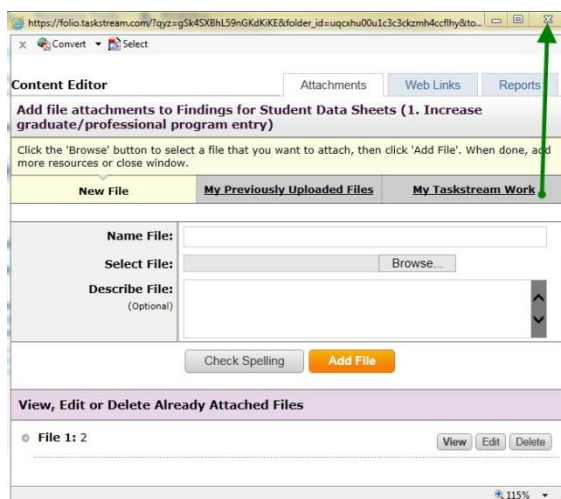
Performance by DRF Category		
Report Name	Saved By	Saved On
<input type="button" value="Select"/> <b>Chemistry-DRF Report</b>	Chemistry Manager	07/08/2015
<input type="button" value="Select"/> <b>ENGL1123 Assessment, 2014-2015</b>	English Manager	05/21/2015

- Type brief description in **Description/Notes**
- Leave everything as it is
- Click on **Apply Changes**



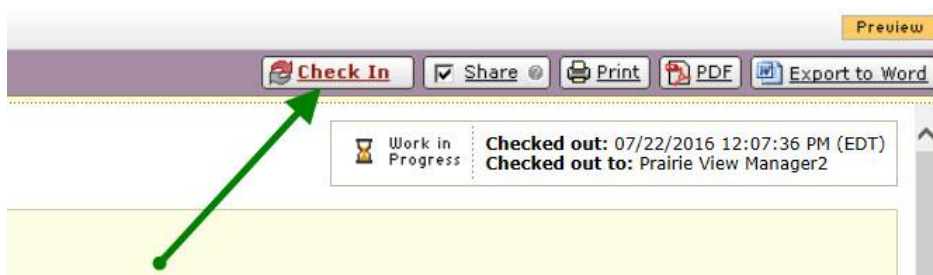
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### 10. Close the **Add/Edit Attachments and Links** window

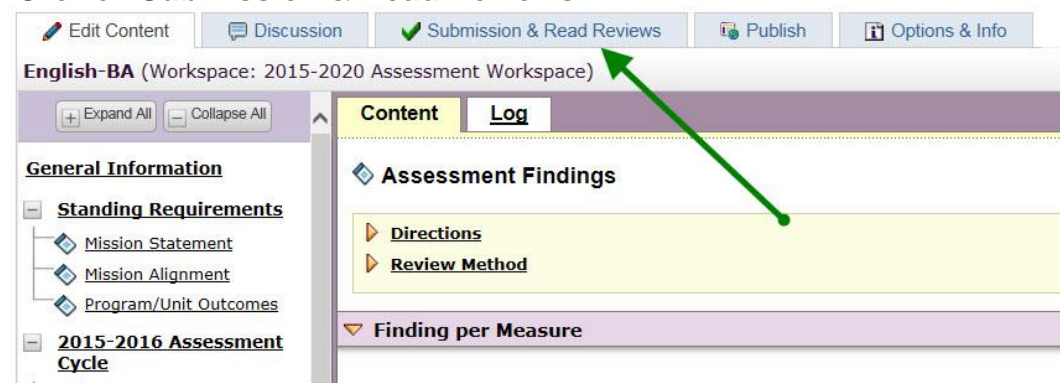


### 11. Repeat **Step 7** to **Step 10** for Other Outcomes

### 12. Click on **Check In**



### 13. Click on **Submission & Read Reviews**



### 14. Click on **Submit Work** besides Assessment Findings

