Taskstream: Copying Information to the Next Assessment Cycle (One-Year Assessment Plan)

The following document contains instructions for copying information from a previous assessment cycle to the next assessment cycle. The example used is the training area for the "administrative workspace". (Please note that this workspace does not contain Student Learning Outcomes, but the information given using Operational Outcomes can also be applied to SLOs.)

The information from a previous assessment cycle can be used as a starting point for the next assessment cycle. Please note that only the assessment plan and the action plan can be copied to the next assessment cycle. **Neither the "Findings" nor the "Status Report" can be copied.**

<u>Copying an Assessment Plan to the Next Assessment Cycle:</u> (This process is also applicable for copying the Action Plan to the next assessment cycle.)

On the home page under the Workspaces tab, click on the workspace into which you are assigned which you would like to copy the previous assessment cycle's Assessment Plan.

Review @	
 Items requiring review (!) Reviews to be reconciled (!) Reviews to be released (!) 	Assigned Workspaces Preview Mode All Access Mode Training Area
View all submissions	Training Academic and Student Support Services Unit Academic and Student Support Services Workspace >>
AMS Coordinator @	Academic and Student Support Services Workspace >>
Workspace toolsAnnouncementsManage resources	Training Area Training Administrative Unit Administrative Workspace >>
 Organization goals editor Survey management System administrator 	Training Area Training Course
Reports:	Course Assessment Workspace >>
 Management reports At-a-Glance Oversight: Wake Technical Community College 	Training Area Training Program • Program Assessment Workspace >>
	Training Area Training Workforce Continuing Education Unit • Workforce Continuing Education >>

Along the left side of the screen under the appropriate Assessment Cycle (the new assessment cycle), click on the link entitled Assessment Plan. Check out the requirement by clicking on the Check Out button in the upper right corner of the screen.



Click on the Copying an Existing Plan as a Starting Point button. This will allow you to copy an entire Assessment Plan from a previous cycle. <u>NOTE:</u> IF YOU CLICK ON Create New Assessment Plan the Copy an Existing Plan as a Starting Point will be disabled and you will have to contact Taskstream to reenable it; "wipe out".

General Information <u>Standing Requirements</u>	♦ Assessment Plan
 Mission Statement Operational Outcomes 2015-2016 Assessment 	Directions No directions specified. Review Method
Cycle	Create New Assessment Plan Copy Existing Plan as Starting Point
 Assessment Findings Action Plan Status Report 	
Additional Assessment Documentation	
Cycle	
 Assessment Findings Action Plan Status Report 	
Additional Assessment Documentation	

Pick which existing cycle you would like to copy. In most cases it will be the cycle preceding the new cycle with which you are working. Then, click the Submit button.

Select existing Plan starting point		
Directions: Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it.		
	Existing Plan:	Administrative Workspace 2015-2016 Assessment Cycle: Assessment Plan [Plan] (last modified: 05/05/2016)
		Cancel Submit

The next screen you will see lists the outcomes from the previous cycle and their associated measures. You are given the option to choose "Add New Measure". You may also choose which of the outcomes in this set you would like to assess by choosing the "Select Set" option.

▼ Measures			
Select Set	dministrative Unit Outcome Set		
Outcome	Outcome		
001: Student Support Services will Support Students	 Measure: Student Support Survey Program level; Direct - Other 		
Statut	Details/Description of Measure: XYX		
Add New Measure			
	Acceptable Target: 80% will complete the survey		
	Data Collection Plan: Administer survey to all students at con		
	Key/Responsible Personnel: Support Services Administratio		
	Supporting Attachments: Add/Edit Attachments and Links		
	report.pdf (Adobe Acrobat Document)		
002: Student Support Services will identify areas of support Add New Measure	No measures specified		

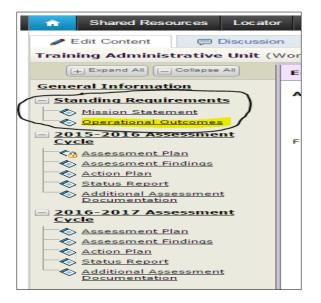
If you choose the "Select Set" option, you will be able to choose which of the outcomes in the set you are going to assess in this cycle. If you do <u>not</u> want to include an outcome, you must remove the measure(s) for that outcome from the new cycle before removing the check next to the Include option. This will <u>not</u> affect the previous cycle. Once you have selected the desired outcomes, click Accept and Return to Plan.

Outcome		
\frown	Outcome	Mapping
Include?	001: Student Support Services will Support Students 🔍	Wake Tech College Goals: Goal 1: Student Success,
Include?	002: Student Support Services will identify areas of support Q	Wake Tech College Goals: Goal 2: Workforce Develo
Accept and Return to) Plan	

The assessment plan for the new cycle is ready for you to delete and add information as needed.

Adding a New Outcome:

Additional outcomes can be added to a new cycle. An outcome must be added in the "Standing Requirements" section.



After you click the Check Out button at the upper right hand of the screen, click on the Create New Outcome button.

♦ Operational Outcomes
Directions Review Method
Create New Set Select Existing Set
Sample Training Administrative Unit Outcome Set
Reorder Edit Set Name/Properties Remove Set
Outcome
Create New Outcome
Outcome
001: Student Support Services will Support Students 🔍
002: Student Support Services will identify areas of support Q

The next screen will allow you to name the new outcome and describe it. Afterwards, you will be able to map the outcome to the appropriate service area goal(s).