# 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.
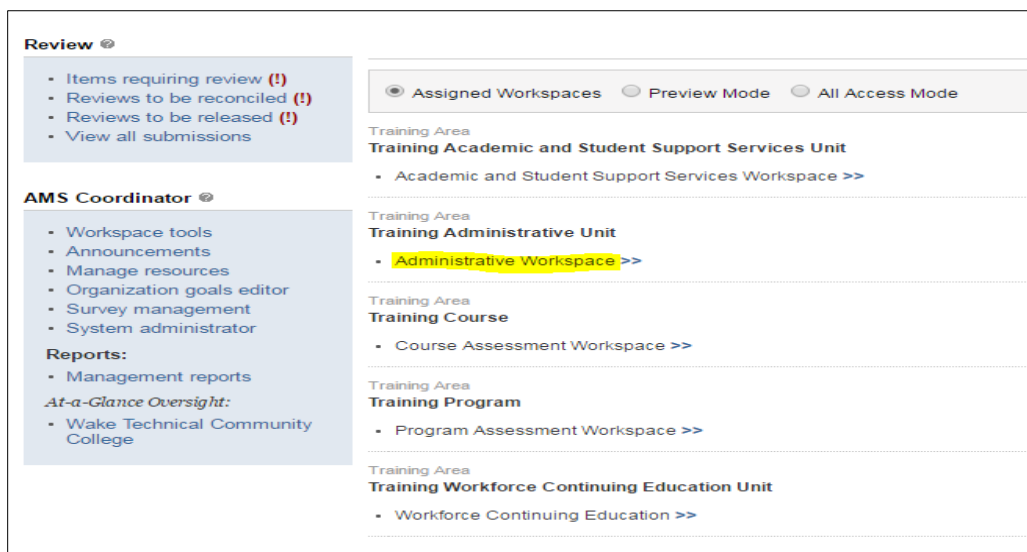

Along the left side of the screen under the appropriate Assessment Cycle (the new assessment cycle), click on the link entitled Assessment Plan. Check out the requirement by clicking on the Check Out button in the upper right corner of the screen.

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. **NOTE: 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 re-enable it; "wipe out".**
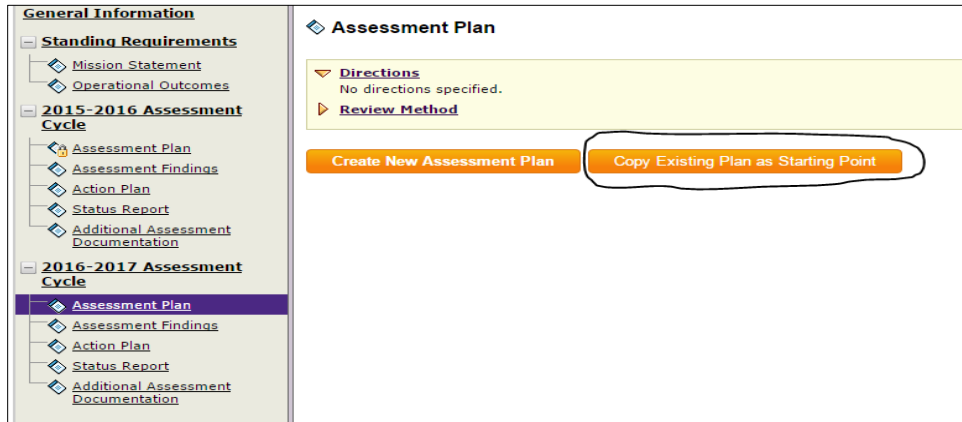
Pick which existing cycle you would like to copy. In most cases it will be the cycle preceding the new cycle with which you are working. Then, click the Submit button.
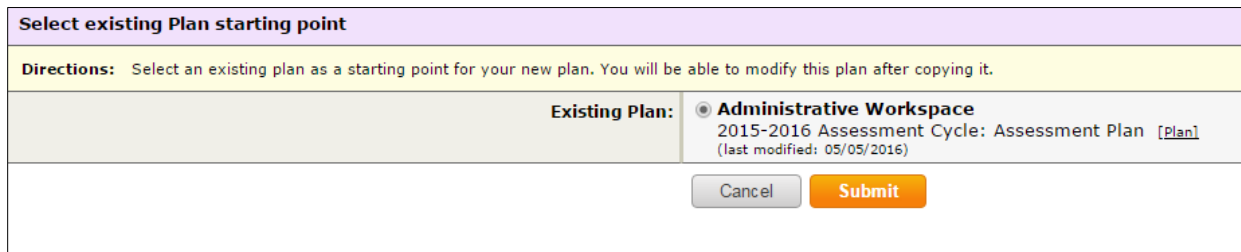
The next screen you will see lists the outcomes from the previous cycle and their associated measures. You are given the option to choose "Add New Measure". You may also choose which of the outcomes in this set you would like to assess by choosing the "Select Set" option.
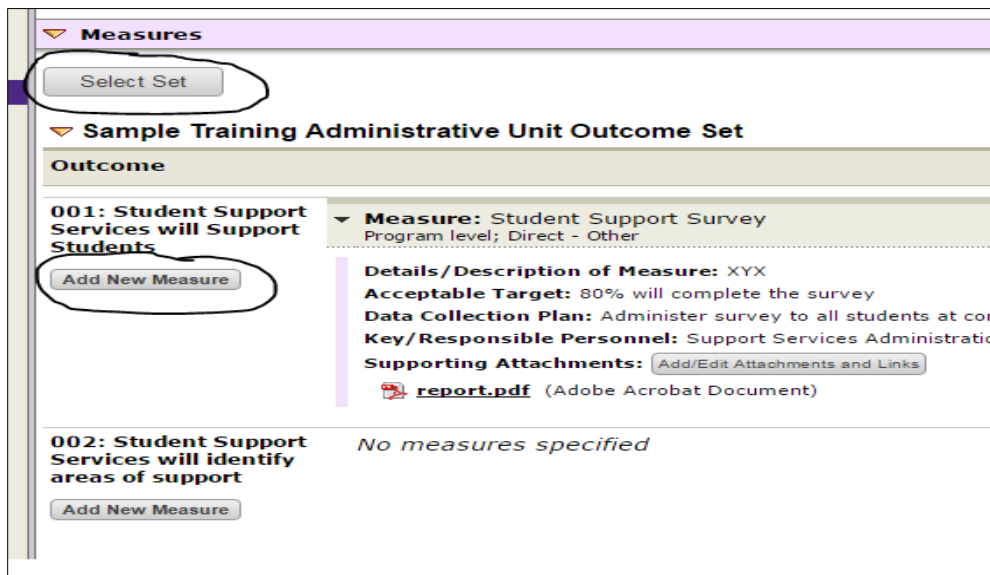
If you choose the "Select Set" option, you will be able to choose which of the outcomes in the set you are going to assess in this cycle. If you do **not** want to include an outcome, you must remove the measure(s) for that outcome from the new cycle before removing the check next to the Include option. This will **not** affect the previous cycle. Once you have selected the desired outcomes, click Accept and Return to Plan.
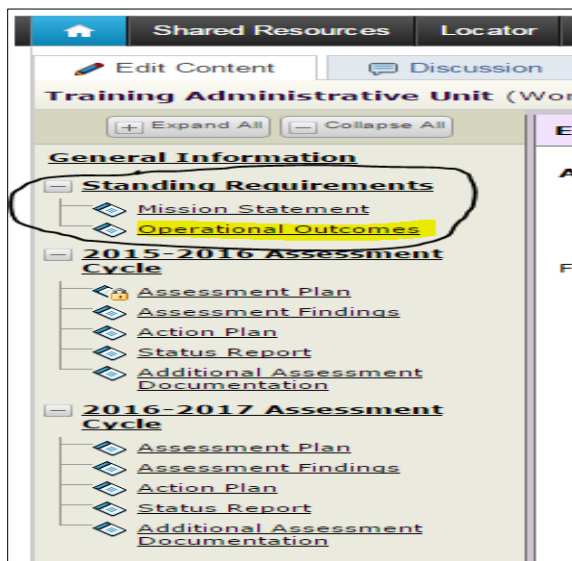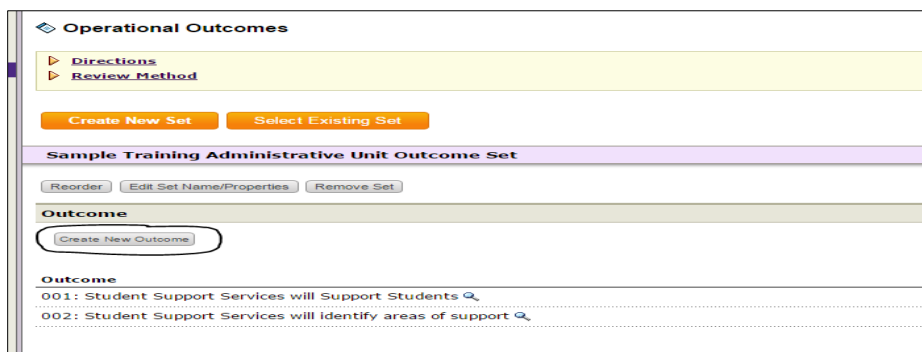

The assessment plan for the new cycle is ready for you to delete and add information as needed.

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.

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).

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