<u>Directions for Entering Assessment Information into Taskstream by Watermark</u>

Entering the System

1. Go to www.marshall.edu
2. Click on MyMU
3. Enter your Marshall username and password
4. Click on either the "faculty" or "employee" link in the top left of the page
5. Click on the link for "Taskstream by Watermark" in the box at the left of the page
6. Click on the link to the program you wish to edit.

OR

You may go to login.taskstream.com and enter your Marshall email and a password you create.

First, click on the "Academic Program Assessment and Planning Workspace." Next, review left side of page of your assessment template. It consists of "Standing Requirements, 2018-2019 Assessment Cycle, and 2019-2020 Assessment Cycle." Note: when you edit information, you will be given the option to click to copy the edits to other sections of your report. Please be sure to do so as appropriate.

I. Standing Requirements

1. Mission Statement

- Click to display.
- If you wish to edit, click "check out" in top right.
- Click "edit."
- Make needed changes and click "submit."
- Click "return to work area" and click "check in."

2. Outcomes

- Click to display.
- "Click "check out."
- You may reorder outcomes, create new outcomes, edit an existing outcome, or map your outcome to another set.
- To map your outcomes to those of the Baccalaureate Degree Profile, click "map" next to each outcome in turn. Note: Undergraduate programs will complete mapping to the BDP; graduate programs will complete mapping to the generic goal set that we have labeled "Marshall University Graduate Goals."
- Click "create new mapping."
- Select "Goal Sets distributed to [name of degree program].
- Click "go."
- Choose "Baccalaureate Degree Profile" or "Marshall University Graduate Goals" and click "Continue."
- Choose each trait of each outcome (for the BDP) that you want to align with the program outcome you have selected and click "continue." For graduate programs, you will just check the broad areas of learning to which your program's learning outcomes align.
- Do this in turn until mapping is completed for all outcomes. Click continue.

- Check outcomes back in.

3. Curriculum Map (NOTE APPLICABLE TO NON-INSTRUCTIONAL PROGRAMS)
- Click to display.
- "Click "check out."
- Click "Edit map." If a map has not been started, click "Create New Curriculum Map."
- If you need to add or insert a course, click the + sign above where you want to add or insert. Complete the text box and click "create."
- If you wish to delete a course, click the "X."
- Map each course for each outcome as a place where the outcome is *introduced* (I); *applied* (AP – this should correspond to your assessment point 1); and *achieved* (AC – this should apply to your assessment point 2). Simply clicking in the squares will add the information to your map.
- When finished press "save," close map and "check in."

II. 2019-2020 Assessment Cycle

1. Assessment Plan
- Check out.
- IMPORTANT – If you wish to import your 2018-2019 assessment plan, choose the option to "Copy existing plan as starting point." This will copy for existing plan, to which you may make changes if you wish. If, on the other hand, you click "Create New Assessment Plan" you will be presented with a blank page and will have to start from scratch. ☹
- You will see your mission statement. Although it can be edited here, you will most probably have edited it in an earlier step.
- You will see your assessment measures. If you want to make changes, click "edit" and do so.
- Update information regarding assessment measures, including descriptions, benchmarks (Specifically, you should indicate the percentage of students you expect to reach your benchmark levels), implementation plan, and key people responsible. We strongly suggest that you upload the rubric or other evidence as to how you assess/score the student work with each for each of your measures. You do this by clicking the "add/edit attachments and links" button after you complete the narrative information regarding each measure.
- When finished, check in.

2. Assessment Findings
- Click to display.
- "Click "check out."
- Choose the measure for which you want to "add finding" and click on "add findings."
- You will see three free text boxes titled, "Summary of Findings," "Recommendations," and "Reflections/Notes." At the bottom of the page, there is a place to indicate if the benchmark for this assessment has been met, exceeded, or not met. Please complete all parts of this page and click "submit."
- Once you have submitted your findings, recommendations, and reflections, click on "Add/Edit Attachments and Links." Please attach the evidence for your findings, e.g. a spreadsheet showing how many students scored at each rubric level, with the percentages of students who met or exceeded the benchmark and click "check in."

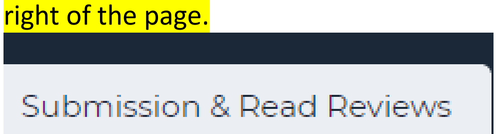
3. Action Plan

- Check out.
- Click “Select Set,” then click “Select Existing Set.”
- Click on your outcome set and click “continue.”
- Click “Include All” and then click “Accept and Return to Plan.”
- Click on “Add New Action.” Click the appropriate measures and findings upon which the action will be based. Please complete an action plan, which includes the Action Title, Plan Details, Implementation Timeline, Key Responsible Personnel, Measures that will be used to assess the efficacy of the action, and priority level. When finished, click on “apply changes.” You also may add attachments or links if you wish.
- Click “check in.”

4. Status Report

- Click to display.
- “Click “check out.”
- Add or edit a status report and click “submit.”
- Remember, there are four choices for status in the pull-down menu. These are not started, in progress, completed, or not implemented.
- Any recommendation that you made at the end of the 2019-2020 assessment cycle will likely be “not started.” However, the system will allow you to provide updates on actions you described at the end of the 2018-2019 assessment cycle. Please update these by choosing the appropriate status description from the pull-down menu. You can then add narrative information for additional information and next steps.

When your report for 2019-2020 is complete, click on the “Submission & Read Reviews” tab at the top right of the page.



Please click on the “Submit Work” button for each part of the 2019-2020 assessment cycle (Assessment Plan, Assessment Findings, Action Plan, and Status Report). This will lock your work and let the Assessment Committee know your report is ready for review.