Chaffey College

Taskstream Guidebook:

Course Learning Outcomes (CLOs) Workspace

This Guidebook provides step-by-step instructions on how to:

- ➢ Create an Assessment Plan for Course Learning Outcomes

- ➢ Enter Assessment Findings for Course Learning Outcomes

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Taskstream Home Page

Once you log in to Taskstream, you will be taken to your home page. Your home page will contain one or more courses with which you are affiliated, and a *Course Learning Outcomes (CLOs) Workspace* is housed within each one of those courses. Each workspace is the vessel into which you may input your assessment data.

To enter the assessment plan and assessment findings for a course, start by locating the catalog course prefix and number followed by the course title. Click on the *Course Learning Outcomes (CLOs) Workspace* within it.

For example:
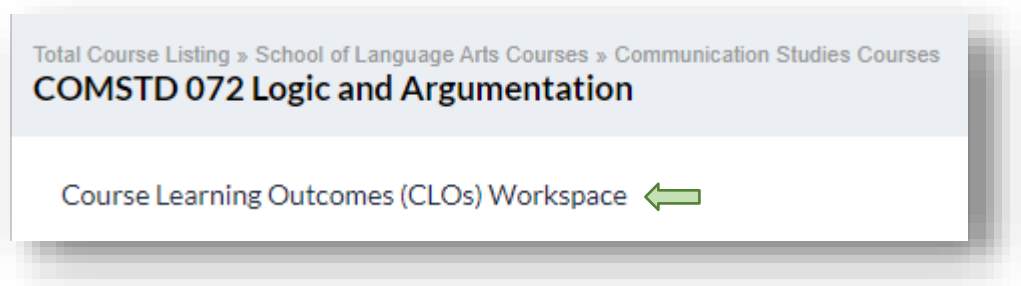
Course Learning Outcomes (CLOs) Workspace

You can see your workspace structure on the left-hand side of the page. This structure contains several different requirements related to the course learning outcomes assessment process.

General Information

- **Standing Requirements**
  - Learning Outcomes
- **Fall 2015-Spring 2016 Assessment Cycle**
  - Assessment Plan
  - Assessment Findings
  - Other Documents
- **Fall 2016-Spring 2017 Assessment Cycle**
  - Assessment Plan
  - Assessment Findings
  - Other Documents
- **Fall 2017-Spring 2018 Assessment Cycle**
  - Assessment Plan
  - Assessment Findings
  - Other Documents

The *Standing Requirements* category contains assessment data that will remain relatively steady over time. Discipline faculty will select the *Assessment Cycle* year in which the assessment took place. This guidebook focuses on entering content for an *Assessment Cycle.*

*Prior to entering content for an *Assessment Cycle*, course learning outcomes must be entered into the *Standing Requirements* area, *Learning Outcomes*. Otherwise, the system will not know which course learning outcomes to associate with the assessment plan.

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Assessment Plan

On the left-hand side, locate the academic year in which your department plans to collect data. The assessment cycle includes two broad categories: Assessment Plan and Assessment Findings. The first requirement in your **Assessment Cycle** is your Assessment Plan, where you document which course learning outcomes will be assessed in that cycle and the measures with which they will be assessed. To begin working in this requirement, click *Assessment Plan*.
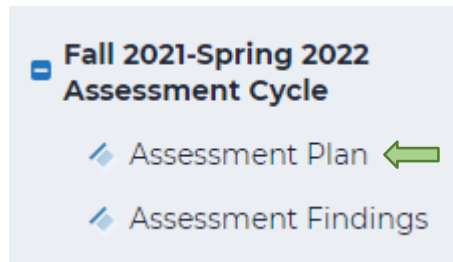
When you are ready to enter content into a requirement, click the green **Check Out** button on the upper right-hand corner of the page. Checking out your requirement allows you to add or modify content, but your colleagues with access to the same course will be unable to see your changes or make changes of their own until you have checked it back in. Please note that all requirements in Taskstream use this Check-Out/Check-In system.
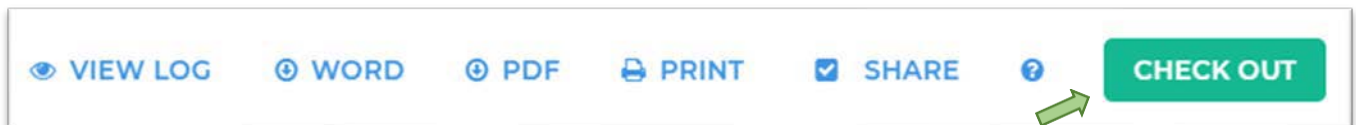
The first time that this requirement is checked out, you will see two buttons, *Create New Assessment Plan* and *Copy Existing Plan as Starting Point.* In future cycles, you can click *Copy Existing Plan as Starting Point* to make an editable copy of a previous year's plan. This guidebook will walk you through creating one from scratch. Click *Create New Assessment Plan.*
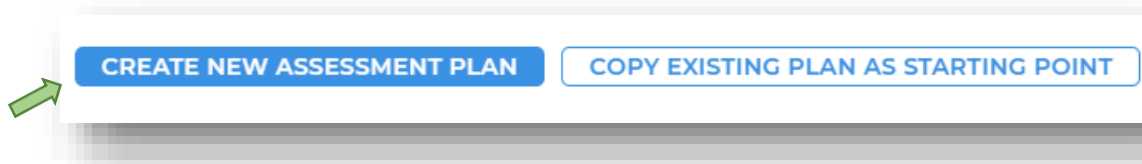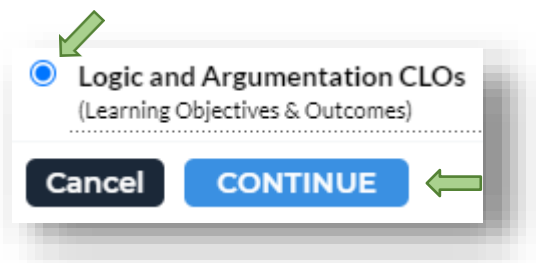
Then, on the right-hand side of the page click *Select Set* to choose an Outcome Set to assess this cycle.
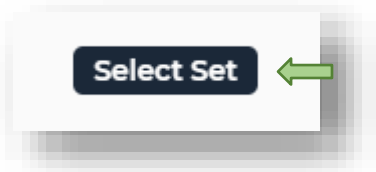
Next, click *Select Existing Set* in the upper right-hand corner of the page.
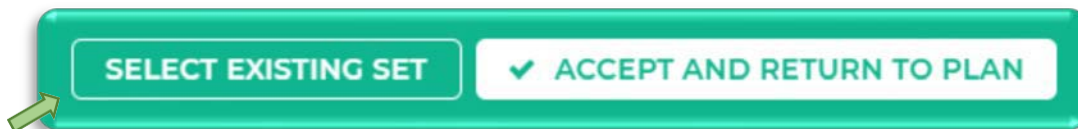
Select an Outcome Set you wish to assess that cycle by clicking the radio button next to its name, then click *Continue*.

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Check the boxes next to the course learning outcomes you wish to assess.

Click *Accept and Return to Plan* in the upper right-hand corner of the page.

To add a measure to an outcome, click *Add New Measure* to the right of that outcome.

Outcome: CLO 1: Critical Thinking
....

Add New Measure
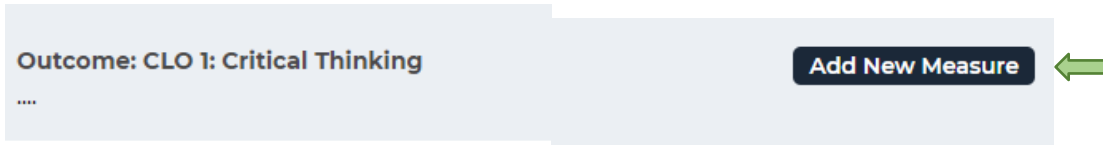
No measures specified

Then, add the details of your Measure in the appropriate response elements on the following page.

* Measure Title:	
Measure Type/Method:	- Select -
Measure Level:	- Select -
Means of Assessment:	
Criteria for Success:	
Mode of Instruction: O (On-line), H (Hybrid), or F (Face-To-Face):	
Assessment Date (Required Format: Year Semester; Examples: 2021 F, 2022 Sp, 2022 F):	

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Click *Apply Changes* when you are finished.

Your newly added measure will now appear within your outcome.
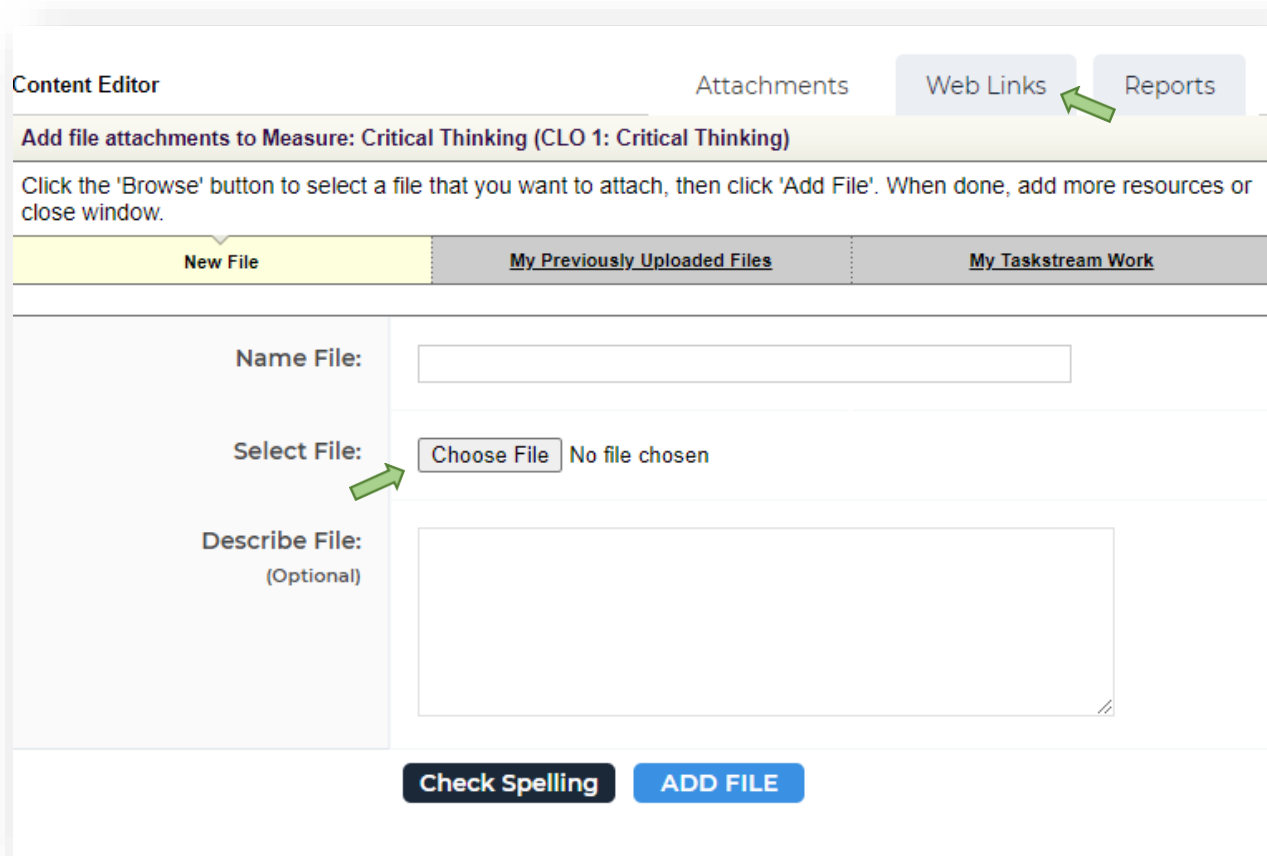
Adding Files and Web Links

You may include supporting documents related to your measure by clicking *Add/Edit Attachments and Links.* The *Assessment Findings* area also has an *Add/Edit Attachments and Links* for supporting evidence.
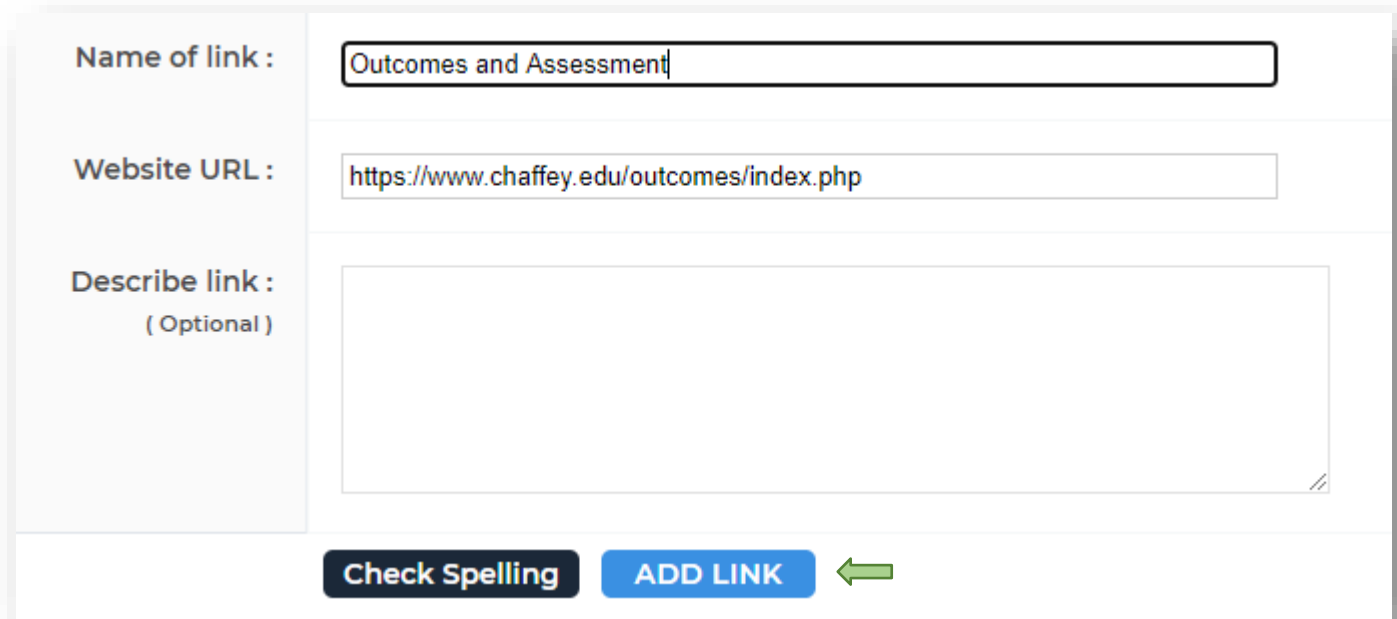

In the window that opens, you can either click *Choose File* to browse through your computer for a document to upload or click the *Web Links* tab to include a link to another online resource.
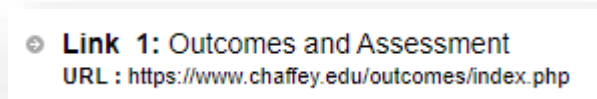
If you select *Choose File* to upload a document from your computer to this requirement, click *Add File* when you are finished.
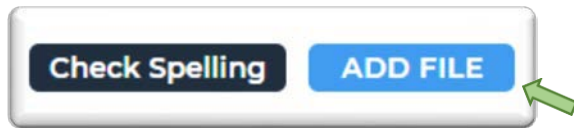
If you click on *Web Link*, another page will appear. Enter the name of your link, its URL, and an optional description. Then click *Add Link*.

Once you add all the links, close out the page.

Repeat these steps to add other measures to other course learning outcomes.

Once you are finished making changes to your *Assessment Plan*, click **Check In** on the upper right-hand corner of the page.

Please note that if you log out of Taskstream or navigate away to a different website, all workspace requirements will be automatically checked in. If you forget to *Check In,* but close out the window, Taskstream will automatically check the workspace back in.

When you check in a requirement, you are given the option to enter comments into that requirement's Revision History Log. Comments are not required, but if there are multiple users/writers, you may feel it's necessary to inform users of changes made. If you add a comment, click *Submit Comment*.
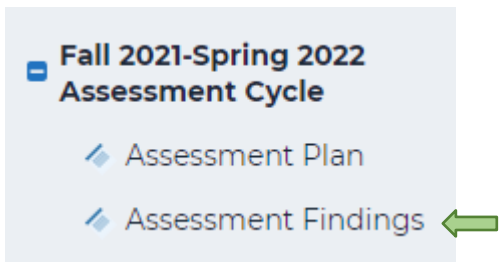
You can see a requirement's Revision History Log by clicking *View Log* at the top of the page.

Assessment Findings

Once you have gathered the results of your measures for a given cycle, you may document that data in your workspace in the Assessment Findings requirement. To begin working in this requirement, click *Assessment Findings* on the left.

Click **Check Out** in the upper right-hand corner of the page.

Next, locate the measure you have findings for, and click *Add Findings* within it.

▾ **Measure:** Critical Thinking
Course level Indirect - Survey

Means of Assessment:	A self-reported Critical Thinking assessment tool asked students (n = 73) to review six statements and evaluate how much they felt those statements represented themselves. The 7-point Likert-type scale was used to measure students' reasoning skills needed to evaluate valid arguments, evidence, and diverse/alternatives perspectives. The self-assessment included six questions ranging from "Very true of me" to "Not at all true to me."
	Pre-test scores and post-test scores were measured to identify significant differences in scores. The pre-test measurement was administered within the first week for all courses. The post-test was administered within the last week for the 8-week sessions and within the last two weeks for the 18-week session.
Criteria for Success:	Seventy percent of students scoring below 40% on the pre-test will have an improved score of at least 70%.
Mode of Instruction: O (On-line), H (Hybrid), or F (Face-To-Face):	O (On-line) Three Online courses were assessed: One fast track 1, 8-week course Two fast track 2, 8-week courses One 18-week course
Assessment Date (Required Format: Year Semester; Examples: 2021 F, 2022 Sp, 2022 F): Key/Responsible Personnel:	2024 F

Findings for Critical Thinking → [Add Findings]
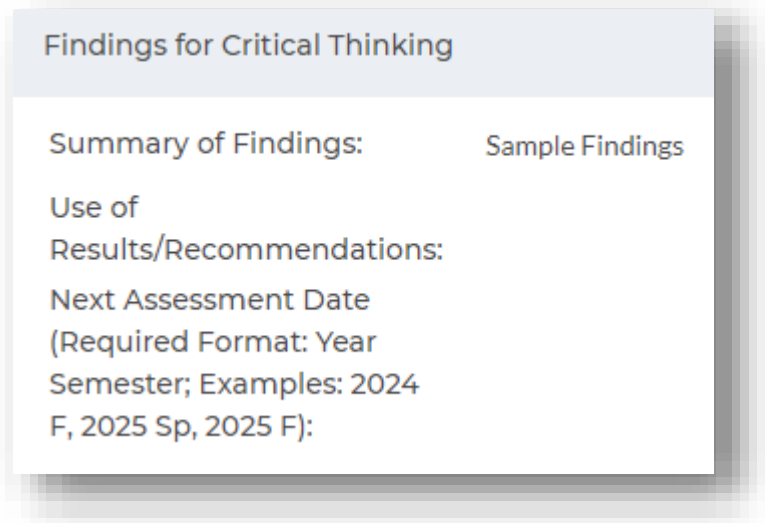
No Findings Added

[Add Findings]

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Then, add the details of your *Findings* in the appropriate response elements on the following page. Click *Submit* when you are finished.
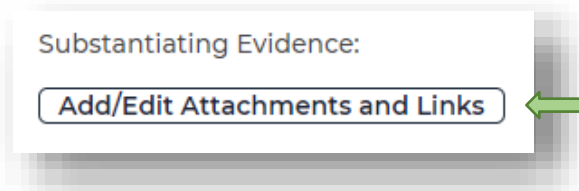
Your newly added findings will now appear within your measure.

You may include additional information related to your findings by clicking *Add/Edit Attachments and Links.*

Repeat these steps to add findings to your other measures, then click **Check In** in the upper right-hand corner of the page.