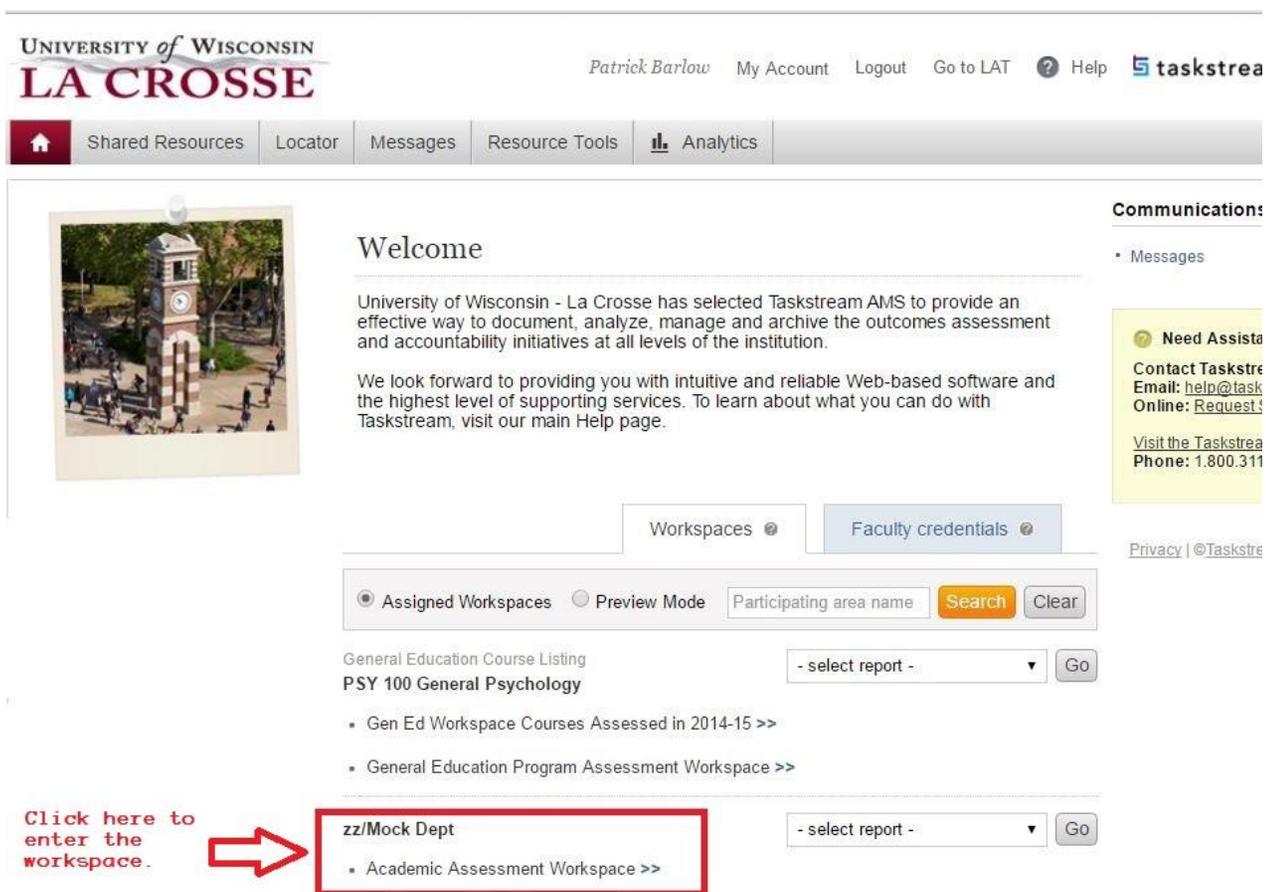


Taskstream Training

Module 9: How do I add information to the Context for Assessment Area to Help UPAC Understand our Program's Process for Assessment in the Taskstream Assessment System?

Note: UPAC members indicated a desire to allow programs to share information not easily learned from the other entries in Taskstream to get the broader context for how your area handles assessment. This is an optional entry. Examples of what might be placed here include the use of a committee or coordinator to manage the process, selective use of only a portion of your courses to collect data, collecting data over several terms before analyzing it. It may be best to complete the major areas of the Assessment Plan, Assessment Results, Action Plan, and Action Plan Status to see if any details are not captured and place those in the Context for Assessment area.

Step 1: Log into Taskstream and find your Program and enter the workspace by clicking "Academic Assessment Workspace" underneath your program/dept name.



UNIVERSITY of WISCONSIN
LA CROSSE

Patrick Barlow My Account Logout Go to LAT ? Help taskstream

Shared Resources Locator Messages Resource Tools Analytics

Welcome

University of Wisconsin - La Crosse has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution.

We look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.

Workspaces Faculty credentials

Assigned Workspaces Preview Mode Participating area name Search Clear

General Education Course Listing - select report - Go

PSY 100 General Psychology

- Gen Ed Workspace Courses Assessed in 2014-15 >>
- General Education Program Assessment Workspace >>

zz/Mock Dept - select report - Go

- Academic Assessment Workspace >>

Communications

- Messages

Need Assistance
Contact Taskstream
Email: help@taskstream.com
Online: [Request!](#)

Visit the Taskstream
Phone: 1.800.311

Privacy | @Taskstream

Click here to enter the workspace. →

Step 2: Check to see if you are in the Edit Content tab. Look for the a new optional area in the 2014-2016/17 Assessment Periods labeled "Context for Assessment (Optional)" Click on this area.

The screenshot displays the LA CROSSE system interface. At the top, there is a navigation bar with tabs for Shared Resources, Locator, Messages, Resource Tools, and Analytics. Below this is a secondary navigation bar with buttons for Edit Content, Discussion, Submission & Read Reviews, Publish, and Options & Info. The main content area shows the workspace for 'zz/Mock Dept' (Academic Assessment Workspace). A sidebar on the left contains a tree view of the workspace structure, with 'Context for Assessment (Optional)' highlighted under the '2014-2016/17 Assessment Period' section. The main content area displays the 'Context for Assessment (Optional)' section, which includes a 'Check Out' button, a 'Share' button, and a 'Work in Progress' indicator. A red arrow points from the 'Check Out' button to the 'Context for Assessment (Optional)' section in the sidebar. Another red arrow points from the 'Context for Assessment (Optional)' section in the sidebar to the main content area.

General Information

- [-] **Standing Requirements**
 - Mission Statement
 - Program Learning Outcomes
 - Curriculum Map
 - Externally Created Curriculum Map
- [-] **2014-2016/17 Assessment Period**
 - Context for Assessment (Optional)**
 - Assessment Plan
 - Assessment Results
 - Action Plan Based on Results
 - Action Plan Status Report
 - SOE Questions
- [-] **Reviews**
 - Review 2014-2016/17 Assessment

Content | **Log** | **Check Out** | Share | Print | PDF | Export to Word

Context for Assessment (Optional) (Submission for programs to provide information on unique features of their process.)

Directions

Review Method

Work in Progress

Help on this Page

New Optional Area to provide information to help add background, context to your work.

Step 3. Click "Check Out" to open for editing.

Step 4. To add text to this area, look for the "Text & Image" icon along the bottom of the workspace. Click the on that button and a text area will appear to enter the wording you wish to share.

LA CROSSE UW La Crosse Manager My Account Logout ? Help taskstream

Shared Resources Locator Messages Resource Tools Analytics

Edit Content Discussion Submission & Read Reviews Publish Options & Info

zz/Mock Dept (Workspace: Academic Assessment Workspace) Preview

Expand All Collapse All

General Information

- Standing Requirements
 - Mission Statement
 - Program Learning Outcomes
 - Curriculum Map
 - Externally Created Curriculum Map
- 2014-2016/17 Assessment Period
 - Context for Assessment (Optional)**
 - Assessment Plan
 - Assessment Results
 - Action Plan Based on Results
 - Action Plan Status Report
 - SOE Questions
 - Reviews
 - Review 2014-2016/17 Assessment

Content **Log** Check In Share Print PDF Export to Word

Context for Assessment (Optional)
(Submission for programs to provide information on unique features of their process.)

Work in Progress Checked out: 10/03/2016 01:51:37 PM (EDT)
Checked out to: UW La Crosse Manager

Directions Help on this Page

Review Method

Clicking the "Text & Image" button below will open a text box to enter information. You may also add existing Word, PDF files using the "Attachments" button.

Add: Text & Image Attachments Videos Links

Clicking "Text & Image" will open this screen.

UNIVERSITY of WISCONSIN
LA CROSSE

UW La Crosse Manager My Account Logout ? Help taskstream

Home Shared Resources Locator Messages Resource Tools Analytics

▶ [Directions](#)
▶ [Review Method](#)

▶ [Add an Image to your text section \(optional\)](#)
▶ [Insert Link to File Attachment \(optional\)](#)

Cancel Word & Character Count Check Spelling Save Draft Save and Return

(Max 200,000 Chars) [Disable Rich Text Editor](#)

Source [Clipboard] [Undo] [Redo] [Find] [Link] [Unlink] [Image] [Table] [List] [Text] [Bold] [Italic] [Underline] [Strikethrough] [Text Color] [Background Color] [Text Size] [Text Color] [Text Size] [Checkmark]

Format Font Size Line Spa... [List] [Text] [Image] [Table] [Link] [Unlink] [Text Color] [Text Size] [Checkmark]

Type text in this area. When finished, click "Save and Return" button below.

Cancel Word & Character Count Check Spelling Save Draft **Save and Return**



Your entry will now appear in this part of the workspace. If you desire you can add other attachments. Just click the "Attachments" button on the bottom of the workspace if you have Word or PDF files that would share useful information.

The screenshot shows a workspace interface with a top navigation bar containing 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. Below this is a secondary bar with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The main workspace area is titled 'zz/Mock Dept (Workspace: Academic Assessment Workspace)' and includes a 'Preview' button. A left sidebar lists 'General Information' with categories like 'Standing Requirements' and '2014-2016/17 Assessment Period'. The main content area is titled 'Context for Assessment (Optional)' and contains a text field with 'This is my text context message.' and a 'Text and Image Section' header. Annotations include a red arrow pointing to the text field, a red box around 'Edit Text & Image' and 'Delete Section' buttons, and a blue box around the 'Attachments' button in the bottom 'Add:' bar. A blue arrow points from the 'Attachments' button to the text field.

Work in Progress | Checked out: 10/03/2016 01:51:37 PM (EDT) | Checked out to: UW La Crosse Manager

Directions | Review Method | Help on this Page

Text and Image Section | Edit Text & Image | Delete Section

This is my text context message.

Your entry will appear here. You can edit or delete clicking the buttons on the upper right

Clicking "Attachments" button will allow for loading in Word, PDF files.

Add: Text & Image | Attachments | Videos | Links

Additional help guides and screencasts are available at the website:

<http://www.uwlax.edu/taskstream/program-assessment/faculty-materials/>