Entering SLO Data on Task Stream

Throughout this pamphlet, the shaded words indicate buttons in Task Stream, labeled as such.

After logging in to your account, click on the tab labeled My Home in the upper left, and click on Course Assessment for the desired course.

Step 1: Entering SLOs

From the left navigation frame, click on Student Learning Outcomes.

A. Click Check Out in the upper right.

B. Click Create New Outcome Set (use the default name for the outcome set), then click Continue.

C. Under the "Student Learning Outcomes" heading in gray, click Create New Student Learning Outcome and fill in the fields following the example below:

Student Learning Outcome: " 'Give a short description of the SLO' " (such as "problem solving", "critical thinking", "oral presentation", etc.)
Description: " 'Full text of the SLO as submitted to Cheli' "
Click Continue
Click Add Student Learning Outcome, and enter the next SLO following the same format.
Repeat these steps to enter all SLOs for the course.
After all SLOs have been entered: In the left navigation frame, click on Student Learning Outcome.

D. Click Check In in the upper right.

Step 2: Entering the Assessment Plan

From the left navigation frame, click on Assessment Plan for the appropriate assessment year cycle and Check Out. The current assessment year is 2009-2010.

Click Create New Assessment Plan

Expand the section marked Student Learning Outcomes and Assessment Measures by clicking on the triangle, then click on Select Student Learning Outcomes.

Click on Select Existing Set

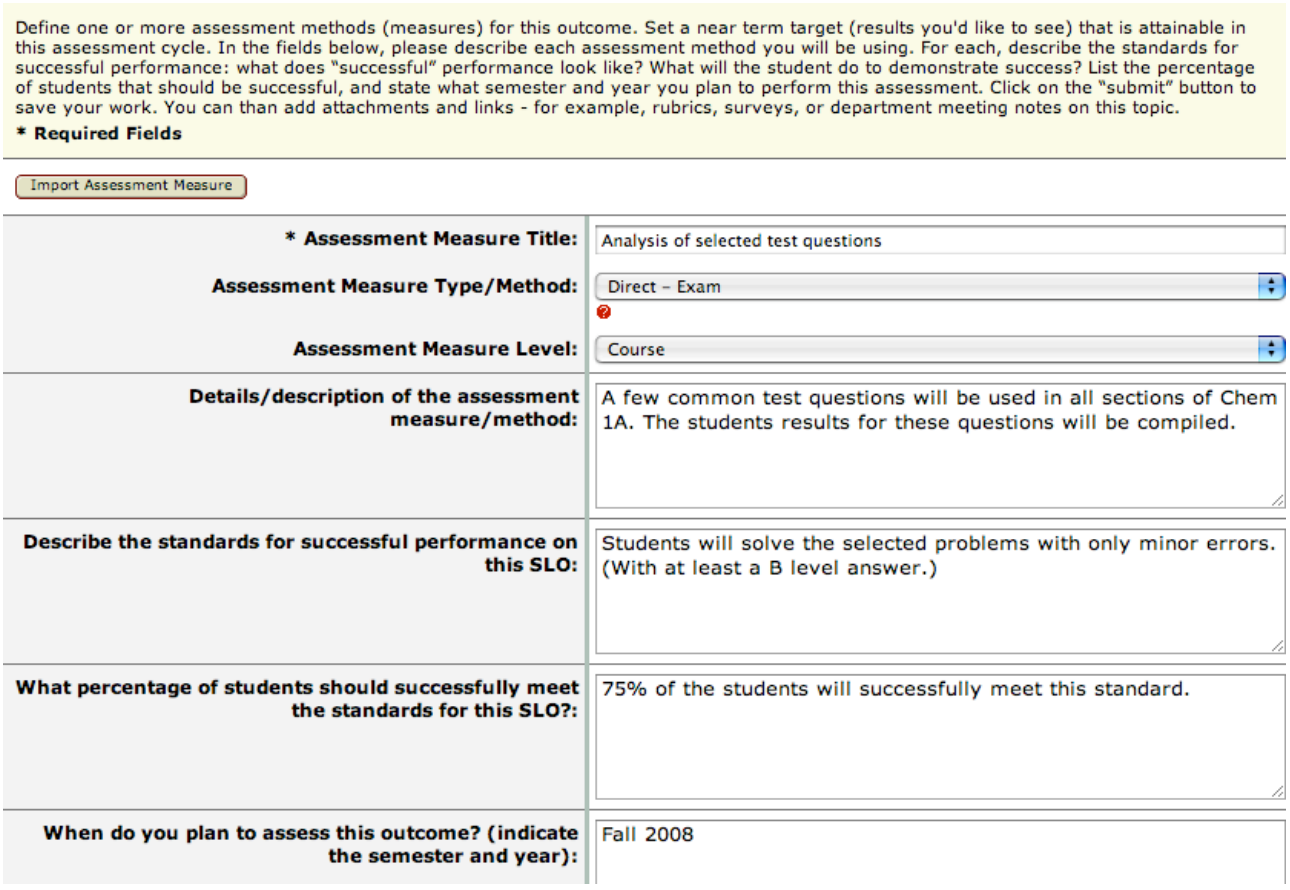
Click the round radio button for the desired outcome set, then click Continue.

Click the square button to include the SLO, then click Accept and Return to Plan.

Click on Add New Assessment Measure

Fill in the fields following the example below:

Click Submit and Check In. (Clicking on the "submit" button saves your work.)



Define one or more assessment methods (measures) for this outcome. Set a near term target (results you'd like to see) that is attainable in this assessment cycle. In the fields below, please describe each assessment method you will be using. For each, describe the standards for successful performance: what does "successful" performance look like? What will the student do to demonstrate success? List the percentage of students that should be successful, and state what semester and year you plan to perform this assessment. Click on the "submit" button to save your work. You can than add attachments and links - for example, rubrics, surveys, or department meeting notes on this topic.

*** Required Fields**

Import Assessment Measure

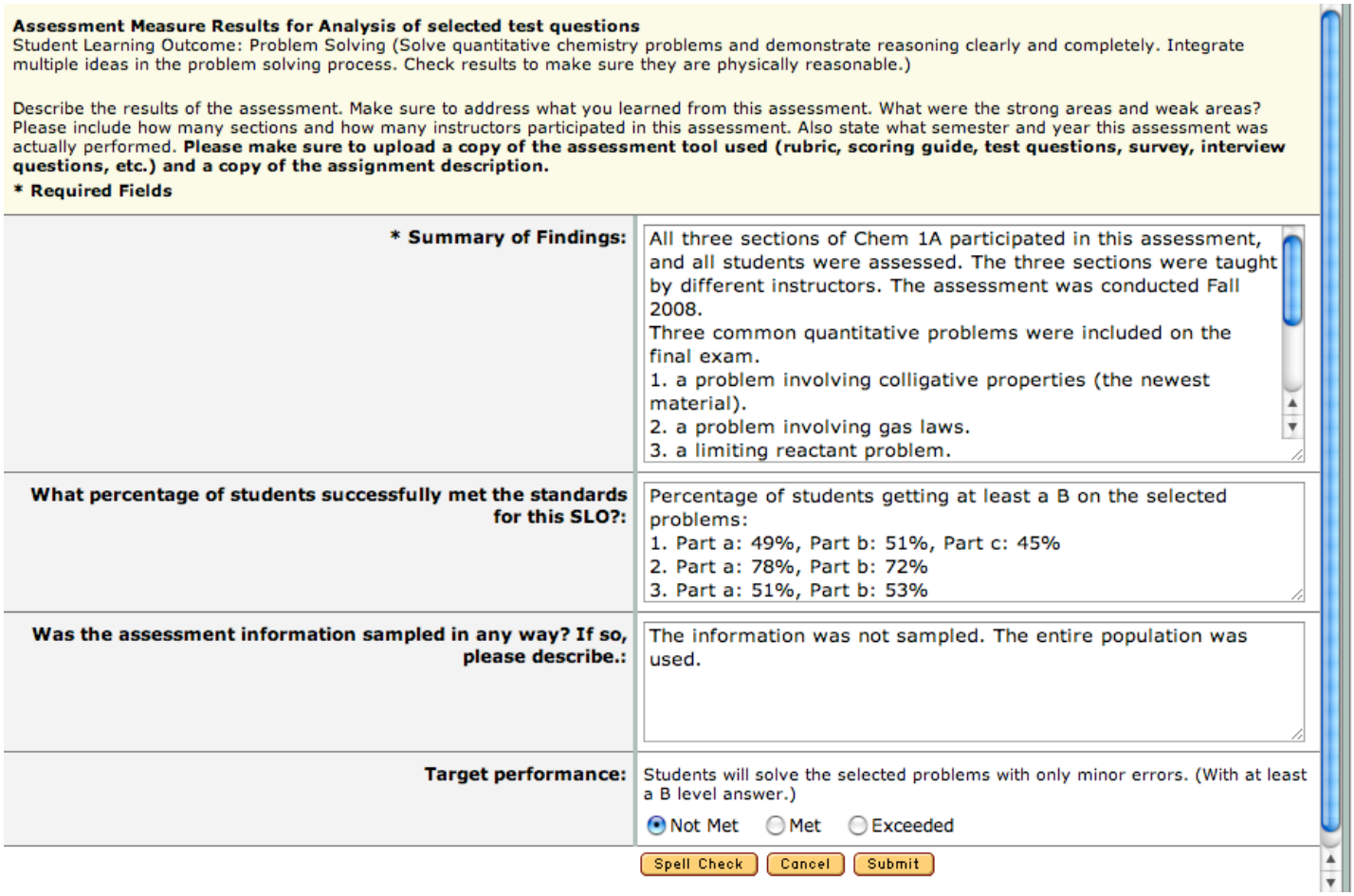
*** Assessment Measure Title:**	Analysis of selected test questions
Assessment Measure Type/Method:	Direct – Exam
Assessment Measure Level:	Course
Details/description of the assessment measure/method:	A few common test questions will be used in all sections of Chem 1A. The students results for these questions will be compiled.
Describe the standards for successful performance on this SLO:	Students will solve the selected problems with only minor errors. (With at least a B level answer.)
What percentage of students should successfully meet the standards for this SLO?:	75% of the students will successfully meet this standard.
When do you plan to assess this outcome? (indicate the semester and year):	Fall 2008

Step 3: Entering the Assessment Findings

From the left navigation frame, click on Assessment Findings and Check Out.

Expand the section marked "Assessment Measure Result per Assessment Measure" and click on Add Assessment Measure Results on the right side of the screen.

Fill in the fields following the example below:



Assessment Measure Results for Analysis of selected test questions
Student Learning Outcome: Problem Solving (Solve quantitative chemistry problems and demonstrate reasoning clearly and completely. Integrate multiple ideas in the problem solving process. Check results to make sure they are physically reasonable.)

Describe the results of the assessment. Make sure to address what you learned from this assessment. What were the strong areas and weak areas? Please include how many sections and how many instructors participated in this assessment. Also state what semester and year this assessment was actually performed. **Please make sure to upload a copy of the assessment tool used (rubric, scoring guide, test questions, survey, interview questions, etc.) and a copy of the assignment description.**

*** Required Fields**

*** Summary of Findings:**	All three sections of Chem 1A participated in this assessment, and all students were assessed. The three sections were taught by different instructors. The assessment was conducted Fall 2008. Three common quantitative problems were included on the final exam. 1. a problem involving colligative properties (the newest material). 2. a problem involving gas laws. 3. a limiting reactant problem.
What percentage of students successfully met the standards for this SLO?:	Percentage of students getting at least a B on the selected problems: 1. Part a: 49%, Part b: 51%, Part c: 45% 2. Part a: 78%, Part b: 72% 3. Part a: 51%, Part b: 53%
Was the assessment information sampled in any way? If so, please describe.:	The information was not sampled. The entire population was used.
Target performance:	Students will solve the selected problems with only minor errors. (With at least a B level answer.) (•) Not Met ( ) Met ( ) Exceeded

Spell Check | Cancel | Submit

Click Submit to save your work.

Upload files by clicking Add/Edit Attachments & Links. Please upload anything relevant to this assessment: your assessment tools and rubrics, assignment descriptions, spreadsheets of student results, department meeting discussion notes, etc.

Fill in your "Overall Recommendations" and "Overall Reflections" in the appropriate fields. Click Check In.

Step 4: Entering the Action Plan

From the left navigation frame, click Action Plan and Check Out.

Click on Create a New Action Plan

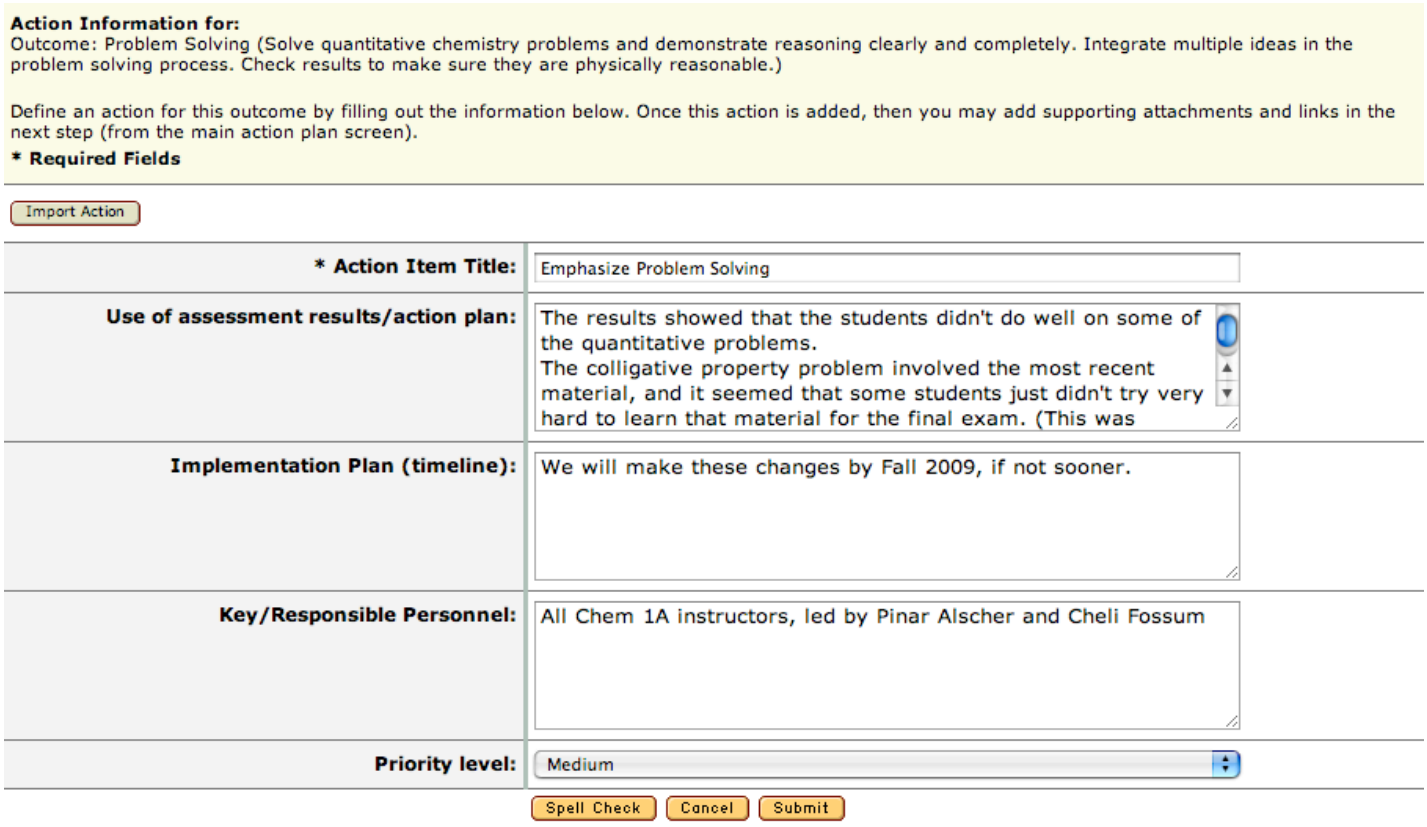
Click the triangle to expand the section marked "Actions" and click on Select Outcomes then click on Select Existing Set. Need not worry about the section marked Mission Statement for now.

Click the appropriate round radio button and click Continue

Click the square button then Accept and Return to Plan.

Click Add New Action.

Fill in the fields following the example below:



Click Submit and Check In.

Need not worry about the Status Report for now (in the left navigation frame).

You will fill in the status report after some time has passed (approximately one year) to report on the status of your actions/changes/improvements.

Step 5: Discussion

All department members can contribute to the discussion about any of the items: the SLOs, the Assessment Plan, the Assessment Findings, or the Action Plan. This is an excellent way of documenting your department's dialogue around the assessment process.

Within a course workspace, from the left navigation frame, click on the item you would like to comment on or discuss (SLOs, Assessment Plan, Assessment Findings, Action Plan, or Status Report).

A. Click on the Discussion tab.

b. Click on Create New Topic, then fill in the fields and click on Submit.

C. To contribute to a topic that has already been created, click on that topic, click on Post New Reply, and add your comments. Click on Submit when you are done.

Step 6: Submission

When you are done entering information, you can submit it for review.

After completing any part of this workspace (SLOs, Assessment Plan, Assessment Findings, Action Plan, or Status Report), click on the Submission & Read Reviews tab near the top of the page. In the "Submit Work" column, you may click the button to submit any work that is complete. Your work will then be reviewed. You can check back on this screen to read the reviews.