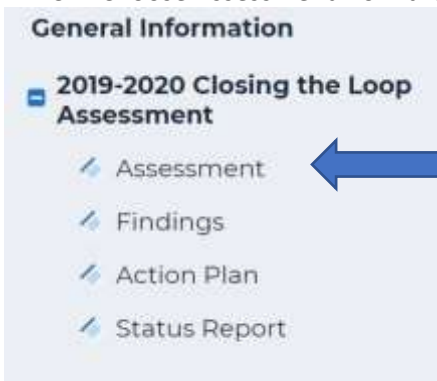


## Opening a Closing the Loop New workspace instructions

1. Log into Taskstream from D2L/Brightspace
2. Select *Assessment of Student Learning* from under the workspace titled with your last name



3. Choose Assessment from the 2019-2020 Closing the Loop section from the left side menu



4. Check out the document from the upper right side of the screen. This screen also provides the directions. To access them, simply click on the drop-down arrow next to **Directions**.

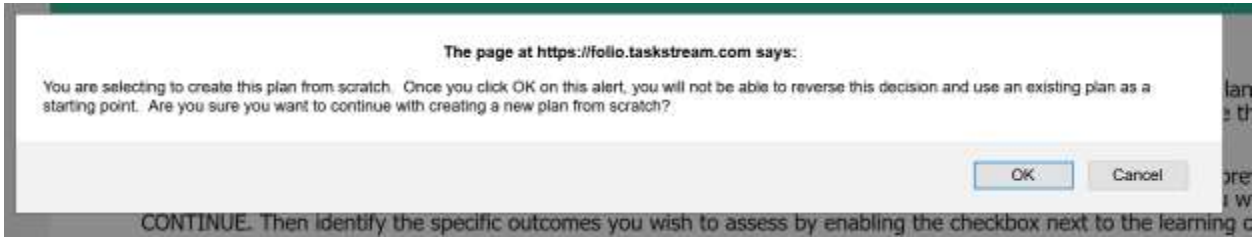
**CHECK OUT**

5. Because this is the first time you will be entering an assessment in your individual workspace, you will need to create a new assessment. From this screen click on **CREATE NEW ASSESSMENT PLAN** from the bottom of the screen (below the directions).

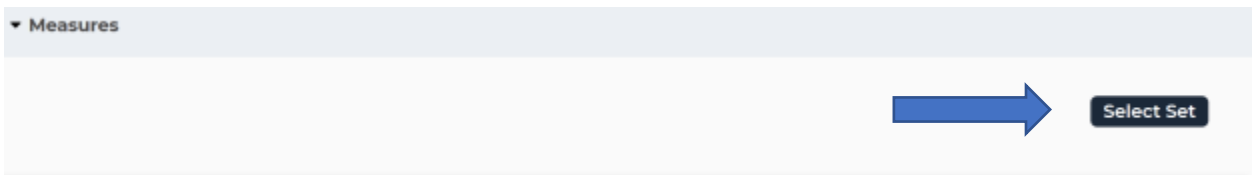
**CREATE NEW ASSESSMENT PLAN**

**COPY EXISTING PLAN AS STARTING POINT**

6. A white dialogue box may pop up, choose Ok.



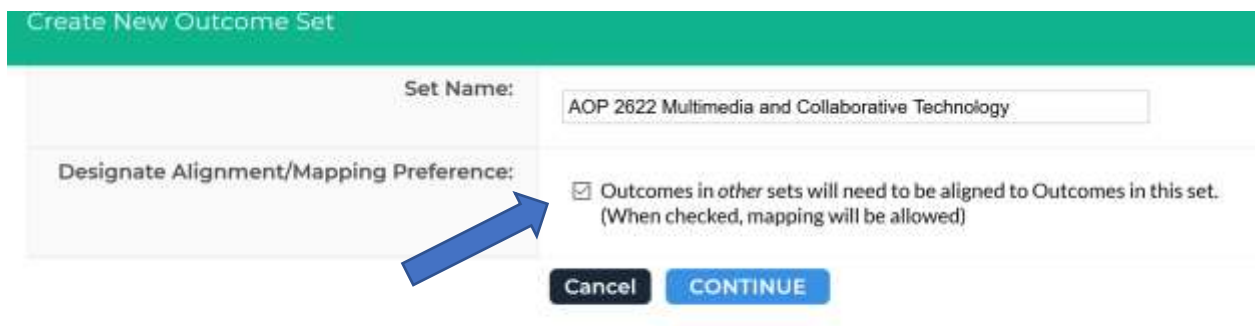
7. Under **Measures** choose **Select Set**.



8. Click on **Create New Set**



9. Enter the name of the course you will be assessing your learning outcome in. Be sure to add the check mark in the box below the set name. This allows mapping to and from your outcomes to other sets of outcomes such as the core learning outcomes. Choose CONTINUE.



10. Enter the learning outcome you want to assess by choosing CREATE NEW OUTCOME



11. Enter the learning outcome. (his needs to be the exact wording of the learning outcome from your CCO) I recommend opening your CCO and copy/paste the learning outcome. Description is not required. Click CONTINUE

Create New Outcome

Outcome: Max 140 characters	Demonstrate use of the various features involving the Internet for research. <small>Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).</small>
Description: Max 1000 characters	<div style="border: 1px solid #ccc; height: 100px;"></div>

12. Now you will need to map the outcome to your program level outcomes and/or RCTC level outcomes. Click on Add Mapping.

Outcome added/edited successfully

- ◉ Add mapping ←
- ◉ Add another outcome
- ◉ Back to all outcome sets

13. Click on the drop-down arrow and choose *Outcome Sets in other organizational areas*.

Directions : Select the set to which you would like to map the Outcome:

Demonstrate use of the various features involving the Internet for research. (part of Outcome) 🔍

Select category of set to map to :

Select Set :

Outcome Sets in other organizational areas

Select Type of Set

Goal sets distributed to Do not use-Business Administration (AS, Cert.)

Outcome Sets in Do not use-Business Administration (AS, Cert.)

Outcome Sets in other organizational areas

⚠ Please select a specific organization area and click the 'Go' button above.

14. Click on the next drop-down arrow and choose your **program name** (do not choose your last name). Click **GO**.

Directions : Select the set to which you would like to map the Outcome:

Demonstrate use of the various features involving the Internet for research. (part of Outcome) 🔍

Select category of set to map to : Outcome Sets in other organizational areas

Select Set :

- Community Health Worker (Certificate)
- Continuing Education/Customized Training
- Employee Development (Certificate)
- Supervisory Leadership (AAS)
- Supervisory Leadership (Certificate)
- Career and Technical Education
- Administrative Office Professional (AAS, Diploma)**
- Automotive Technician (Diploma)
- Building Utilities Mechanic (AAS, Diploma)
- Business Division
- Business
- Business Division

15. To map to the Program or Discipline level outcomes, select the set you want to map to. The program outcomes are the set that is titled your program name. Click **CONTINUE**.

Demonstrate use of the various features involving the Internet for research. (part of Outcome) 🔍

Select category of set to map to : Outcome Sets in other organizational areas

+ Administrative Office Professional (AAS, Diploma) Go

Select Set :

- Administrative Office Professional (AAS, Diploma)** (View Set)
- AOP 1020 (Olinger) (View Set)
- AOP 1030 Shirley Wilson (View Set)
- AOP 1101 Microcoft Windows and Office Fundamentals (View Set)
- AOP 1360 (Wilson) (View Set)
- AOP 26 22 : Multimedia and Collaborative Technology (View Set)
- AOP 2622 (Olinger) (View Set)
- test 2 (View Set)
- test course 2 (View Set)

Cancel CONTINUE

16. Choose the learning outcome you are mapping to and click CONTINUE

Directions : Select the outcome within Administrative Office Professional (AAS, Diploma) to which to map Demonstrate use of the various features involving the Internet for research.


Demonstrate use of the various features involving the Internet for research. (part of Outcome) 🔍

**Administrative Office Professional (AAS, Diploma)**  
Owned by Administrative Office Professional (AAS, Diploma) Cancel CONTINUE


**Outcome**

Outcome

- 1. Key at a speed at a rate of 45 GWPM with minimal errors.
- 2. Exhibit professionalism and effective customer relations skills in writing and verbal communication with all stakeholders.
- 3. Identify, analyze, and resolve current workplace issues and future needs by utilizing critical thinking skills, current software, applications, and emerging technology.
- 4. Create, format, and proofread business documents using correct business English.
- 5. Create and format various data reports using advanced spreadsheet and database applications. (AAS only)

Cancel CONTINUE 

17. Click on *Accept and Return to Plan*

Select outcome sets for Measure CREATE NEW SET SELECT EXISTING SET ✓ ACCEPT AND RETURN TO PLAN 

**Outcome Sets**

Show Descriptions  Show Mapping

**▼ AOP 2622 Multimedia and Collaborative Technology**  
(Outcomes)  Include All ✕ Remove Set

Reorder Edit Set Name/Properties

Outcome

Create New Outcome

Mapping	Outcome	Mapping	
<input checked="" type="checkbox"/>	Demonstrate use of the various features involving the Internet for research. 🔍	Administrative Office Professional (AAS, Diploma): 3. Identify, analyze, and reso...	<span>Map</span> <span>✎ Edit</span> <span>✕ Delete</span>

18. Now it is time to enter your assessment plan. To begin, choose **Add New Measure**

Directions  
Review Method

Measures

Show Descriptions Select Set

AOP 2622 Multimedia and Collaborative Technology Outcome

Outcome: Demonstrate use of the various features involving the Internet for research. Add New Measure

No measures specified

19. Enter the information of your assessment in each of the boxes provided. Choose **Apply Changes** when completed. If at any times you have questions, click on the question mark in the red circle to view the definition of the field.

\* Measure Title:

Measure Type/Method: - Select - ?

Measure Level: - Select -

Detailed Description of Measure:

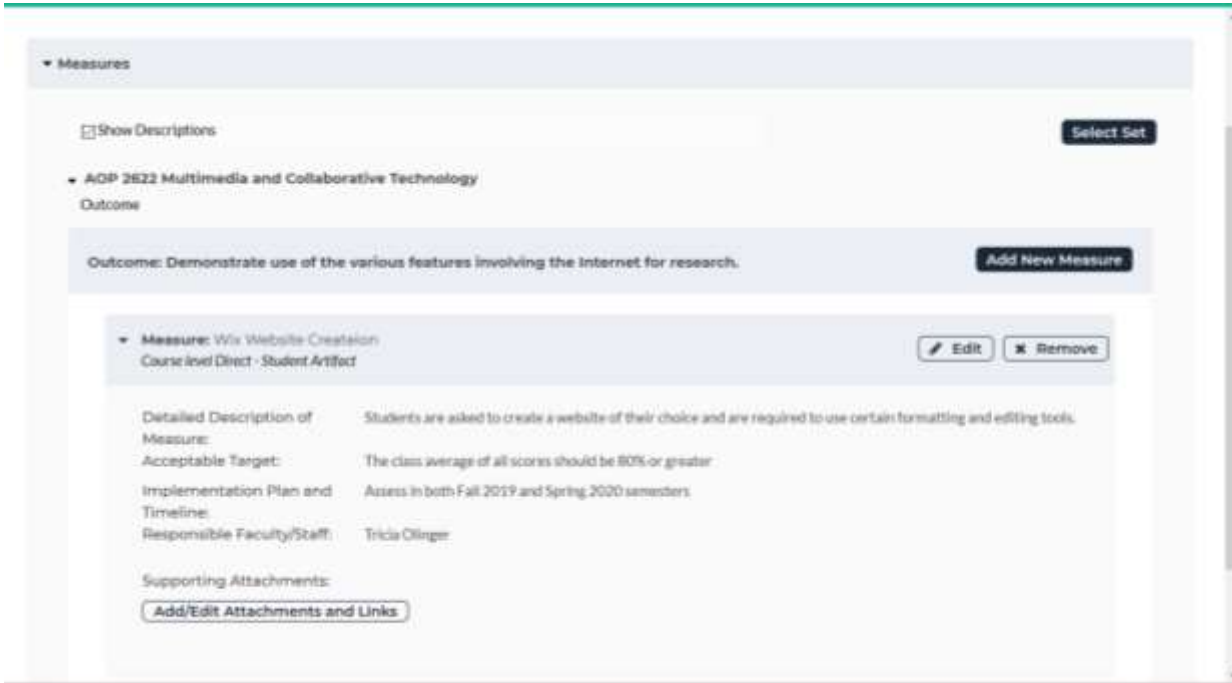
Acceptable Target:

Implementation Plan and Timeline:

Responsible Faculty/Staff:

Check Spelling Cancel APPLY CHANGES

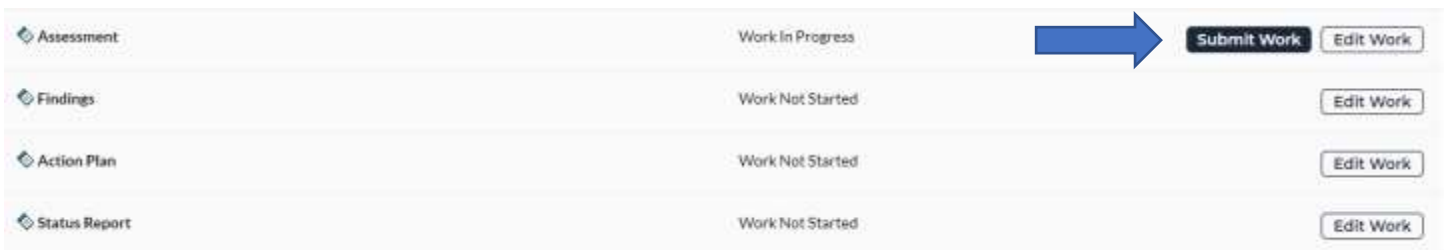
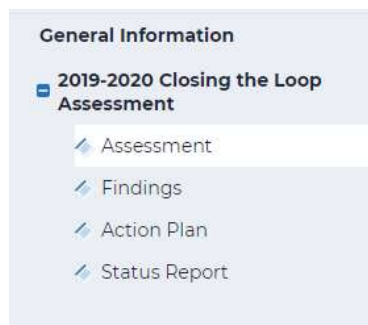
20. You can now add any documents such as the assessment instructions by clicking on the **Add/Edit Attachments and Links**, if desired.



21. Check in the document by choosing the Check In button in the top right of the screen. If you forget to check in the document, it will automatically be checked in when you log out.



22. Submit your work so the ASL committee can track participation and for you to receive feedback. Click on the section title: **2019 – 2020 Closing the Loop** from the menu on the left side. Choose **Submit** from the middle of the screen next to the section you completed.



***CONGRATULATIONS!!***

You have now opened and submitted your Closing the Loop assessment. Please remember to record your findings after you have performed the assessment.