

Action Plan

1. To begin, please "Check Out" this requirement (using the green button to the right above the directions).

Assessment Workspace

Action Plan (2018)

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work In Progress | Due: 06/30/2018

- ▶ Directions
- ▶ Review Method
- ▶ Mission Statement
- ▶ Actions

2. Click the blue "Create New Operational Plan" button.

Action Plan (2022)

VIEW LOG WORD PDF PRINT SHARE CHECK IN

▶ Directions

Use the evidence you collected to create action steps for improved student learning. How will your program use this data to improve student learning? Action steps should be rooted in your findings. See Section VII and Appendix IIC in the attached handbook for more information. [Print](#)

Directions: To begin, please "Check Out" this requirement (using the green button to the right above the directions). Click the blue "Create New Operational Plan" button. If you entered a mission statement in previous sections, it will appear on your screen. Under the *actions* header, click the dark blue "Select Set" button. On the top right of your screen, click the green "Select Existing Set" button. Select your SLO set and click the blue "Continue" button. Check the outcome(s) you reported findings on for the year (using the check box to the left of the outcome) and click the white "Accept and Return to Plan" button in the upper right hand corner. Under your outcome, click the "Add New Action" button. The findings you entered in the previous section will appear on your screen, check the findings your action is based on. Click the blue "continue" button.

Fill out the information related to your action. Just a note, the budget boxes are not meant to be official request for budgeting, but a way for your unit to track budgetary needs. It is optional for you to complete this section. Click the blue "Apply Changes" button. Once an action step has been added you may add any supporting attachments or web links to that action using the gray "Add/Edit Attachments and Links" button. Continue adding all action steps you are including for this cycle. In order for others to access this requirement you will need to "Check In" (using the white button at the top right of your screen) the requirement when you are finished

File Attachments:

1. **Co-Curricular Handbook.pdf**
YSU Co-Curricular Assessment Handbook

▶ Review Method

CREATE NEW OPERATIONAL PLAN COPY EXISTING PLAN AS STARTING POINT

3. If you entered a mission statement in previous sections, it will appear on your screen.

The screenshot shows the top navigation bar with the title 'Action Plan (2018)' and several utility buttons: VIEW LOG, WORD, PDF, PRINT, SHARE, and CHECK IN. Below this is the 'Mission Statement' section, which is circled in red. It contains a paragraph of text describing the Youngstown State University Office of Assessment's role. An 'Edit' button is located in the top right of this section. Below the mission statement is the 'Actions' section, which includes a filter bar with 'Show Descriptions' (checked) and 'Show Full Findings Details' (unchecked), and a 'Select Set' button. Underneath is an 'Assessment Outcome Set' for 'Outcome' with a goal 'Open Workspace' and a description 'Training participants will be able to open their Taskstream workspace.' An 'Add New Action' button is also present. At the bottom of the actions section, it says 'No actions specified'.

4. Under the *actions* header, click the dark blue “Select Set” button.

This is a close-up of the 'Actions' section from the previous screenshot. The 'Actions' header is underlined in red. The 'Select Set' button is circled in red, and two red arrows point to it from the right side of the screen. The rest of the interface elements, including the filter bar and the 'Assessment Outcome Set' for 'Open Workspace', are visible in the background.

5. On the top right of your screen, click the green “Select Existing Set” button.

Assessment Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

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

Outcome Sets

Show Descriptions Show Mapping

▼ Assessment Outcome Set (Outcomes) Include All **Remove Set**

Outcome

| Mapping | Outcome | Mapping | |
|-------------------------------------|--|---|----------------------|
| <input checked="" type="checkbox"/> | Open Workspace Q Training participants will be able to open their Taskstream workspace. | General Education Learning Outcomes: 1.2 Quantitative Reasoning. YSU 2020: Strategic Plan Cornerstones: Student Success Theme 1: Acade..., Urban Research Theme 1: Innova... | Hide |

6. Select your SLO set and click the blue “Continue” button.

Assessment Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Import Outcome Set

Select an Existing Set in Assessment:

Select one

- Assessment Outcome Set (Learning Objectives & Outcomes) [\[View Set\]](#)
This set is already included in this requirement.
- Sample Departmental Goals (Learning Objectives & Outcomes) [\[View Set\]](#)
- USA- ABET- 2017-2018 Student Outcomes for Computing Programs (Copy 1) (Learning Objectives & Outcomes) [\[View Set\]](#)
Accreditation Board for Engineering and Technology
(Effective August 2017)

Cancel **CONTINUE**

7. Check the outcome(s) you reported findings on for the year (using the check box to the left of the outcome).

Select outcome sets for Measure

▼ Assessment Outcome Set (Outcomes) Include All

| Mapping | Outcome | Mapping | |
|-------------------------------------|---|--|-------------------------------------|
| <input checked="" type="checkbox"/> | Open Workspace Q Training participants will be able to open their Taskstream workspace. | General Education Learning Outcomes: 1.2 Quantitative Reasoning. YSU 2020: Strategic Plan Cornerstones: Student Success Theme 1: Acade..., Urban Research Theme 1: Innova... | <input type="button" value="Hide"/> |
| <input checked="" type="checkbox"/> | Enter Methods Q Participants will be able to accurately enter their assessment methods. | No Mapping | <input type="button" value="Hide"/> |
| <input checked="" type="checkbox"/> | Articulate Importance Q Participants will be able to articulate the importance of student learning assessment. | Culture of Community: IAC Goal 1, YSU 2020: Strategic Plan Cornerstones: Student Success Theme 1: Acade..., Urban Research Theme 3: Qualit... | <input type="button" value="Hide"/> |

8. Click the white "Accept and Return to Plan" button in the upper right hand corner.

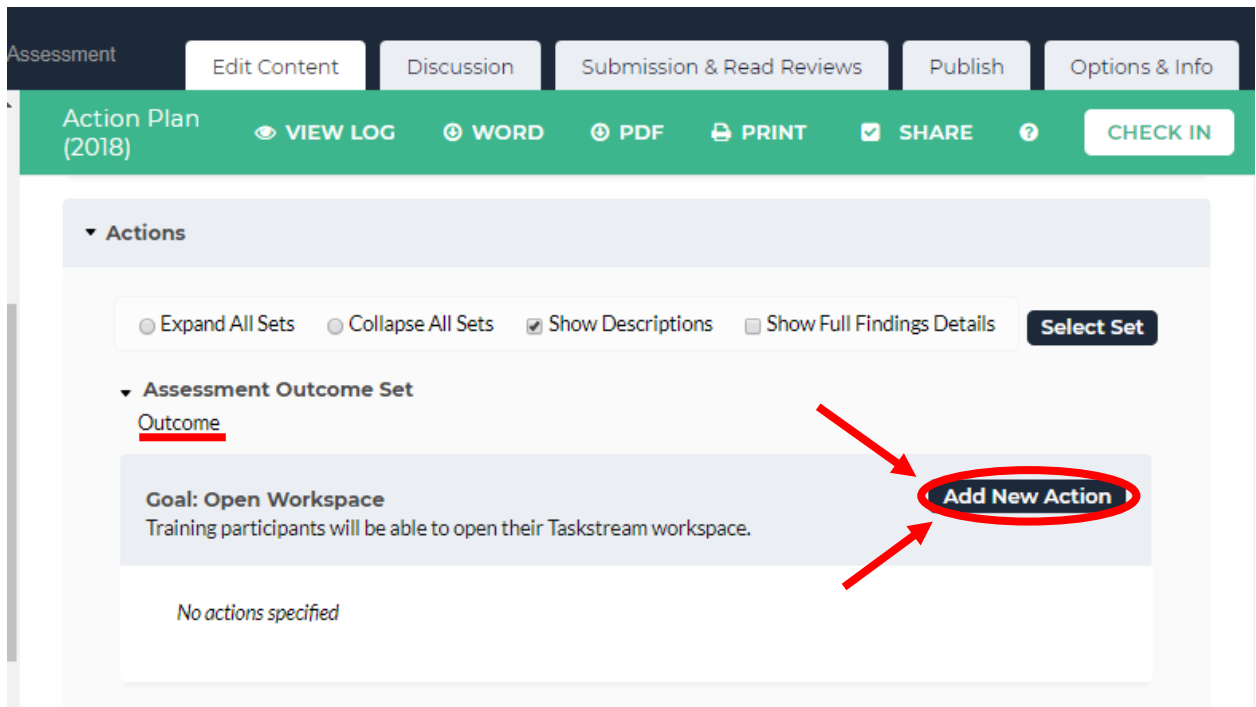
Assessment Workspace

Select outcome sets for Measure

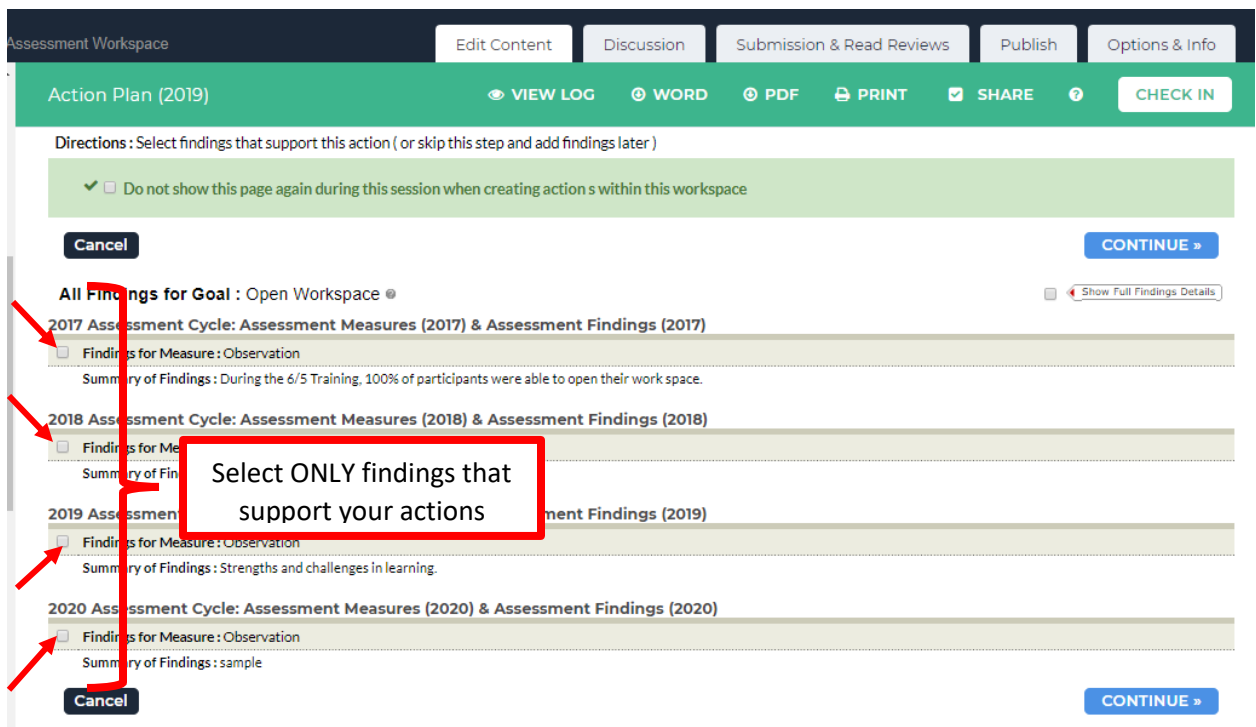
▼ Assessment Outcome Set (Outcomes) Include All

| Mapping | Outcome | Mapping |
|---------|---------|---------|
|---------|---------|---------|

9. Under your outcome, click the “Add New Action” button.



10. The findings you entered in the previous section will appear on your screen, check the findings your action is based on. **NOTE:** You have the option to skip this step, be aware if you skip this step your action steps will not be linked to your findings.



11. Click the blue “continue” button when all desired findings are selected.

Directions : Select findings that support this action (or skip this step and add findings later)

Do not show this page again during this session when creating actions within this workspace

Cancel **CONTINUE »**

All Findings for Goal : Open Workspace Show Full Findings Details

2017 Assessment Cycle: Assessment Measures (2017) & Assessment Findings (2017)

Findings for Measure : Observation
Summary of Findings : During the 6/5 Training, 100% of participants were able to open their work space.

2018 Assessment Cycle: Assessment Measures (2018) & Assessment Findings (2018)

Findings for Measure : Observation
Summary of Findings : findings

2019 Assessment Cycle: Assessment Measures (2019) & Assessment Findings (2019)

Findings for Measure : Observation
Summary of Findings : Strengths and challenges in learning.

2020 Assessment Cycle: Assessment Measures (2020) & Assessment Findings (2020)

Findings for Measure : Observation
Summary of Findings : sample

Cancel **CONTINUE »**

Either one

12. Fill out the information related to your action. Just a note, the budget boxes are not meant to be official request for budgeting, but a way for your unit to track budgetary needs. It is optional for you to complete this section. Click the blue “Apply Changes” button when all fields are completed.

Action Information for: ●
Goal : Open Workspace (Training participants will be able to open their Taskstream workspace.)
Define an action for this outcome by filling out the information below. Once this action is added, then you may add supporting attachments and links in the next step (from the main action plan screen).
* Required Fields

Cancel **Check Spelling** **IMPORT ACTION** **APPLY CHANGES**

Linked to Findings: **Findings for Observation**
 Show Full Findings Details Assessment Measures (2018) and Assessment Findings (2018) 2018 Assessment Cycle
 Summary of Findings: findings

* Action Item Title:

Additional Details:

Implementation Plan (timeline):

Key/Responsible Personnel:

Budget request rationale (optional):

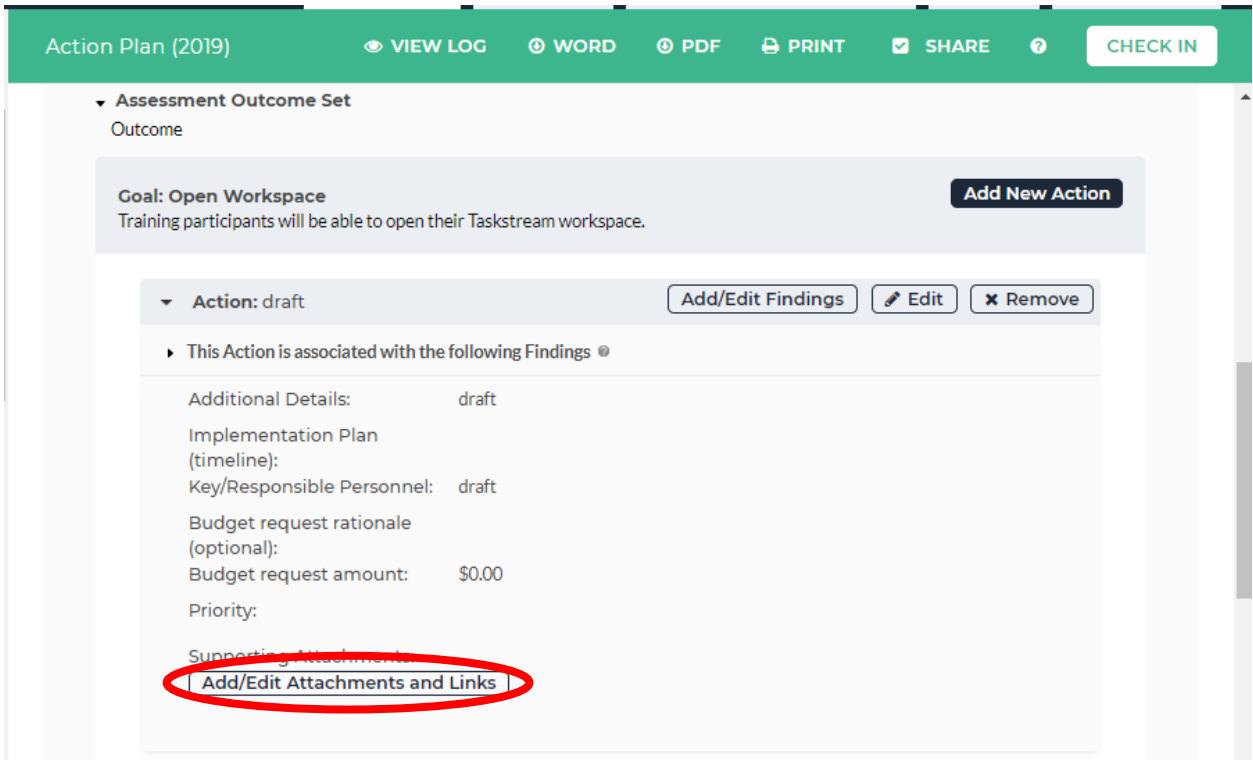
Budget request amount: \$

Priority level:

Cancel **Check Spelling** **IMPORT ACTION** **APPLY CHANGES**

Fill out

13. Once an action step has been added you may add any supporting attachments or web links to that action using the gray “**Add/Edit Attachments and Links**” button. . Continue adding all action steps you are including for this cycle.



14. In order for others to access this requirement you will need to “**Check In**” (using the white button at the top right of your screen) the requirement when you are finished.

