

Assessment Measures

1. To begin, please "Check Out" this requirement (using the green button to the right above the directions). Make sure you select the current year (such as 2020 used in example below).

Workspace :Co-curricular Planning and Assessment Workspace

Assessment Measures (2020) [VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) [CHECK OUT](#)

Work In Progress | Due: 06/30/2020

▸ Directions
▸ Review Method

Mission Statement

Youngstown State University Office of Assessment coordinates and supports assessment activities across campus. We support the accreditation standards of the Higher Learning Commission by assisting faculty and staff in systematic, comprehensive assessment and improvement of student learning. The Youngstown State University Mission and 2020 Strategic Plan guides our work in building a positive culture of assessment, using of data responsibly to improve institutional practice, and using assessment to support and promote student success.

2. Click the white button that says "Copy Existing Plan as Starting Point" to import the *Assessment Plan* you entered in the *Standing Requirements* section in year 1.

Assessment Measures (2023) [VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) [CHECK IN](#)

Checked out to: Youngstown Manager

▾ Directions [Print](#)

Indicate the SLO(s) you measured over the course of the past year. Input any additional methods used to collect evidence. See Appendix IIC of the attached handbook for additional information.

Directions: To begin, please "Check Out" this requirement (using the green button to the right above the directions). Click the white button that says "Copy Existing Plan as Starting Point" to import the *Assessment Plan* you entered in the *Standing Requirements* section in year 1. Select your **Standing Requirements** assessment plan and click the blue "Submit" button. If you collected any data using a different measure than you planned, click the dark blue "Add New Measure" button and follow the prompts to add additional measures. Click the "Remove" button next to any measure you did not use for the year. You should only include measures related to the outcome you are measuring for the year and which you have collected evidence for. When finished, click the dark blue/black "Select Set" button towards the top of the screen. In the first column, **ONLY** check the outcome(s) you will be reporting on for **THIS YEAR** (uncheck any outcome being reported on previously or in future cycles) and click the white "Accept and Return to Plan" button in the upper right hand corner. Before checking in your work, make sure you only see the measures/outcomes you are reporting on for the current reporting 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 ASSESSMENT PLAN [COPY EXISTING PLAN AS STARTING POINT](#)

3. Select your *Standing Requirements* assessment plan and click the blue “Submit” button.

Assessment

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Select an existing Plan starting point

Directions: Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it .

Existing Plan:

Select one

- Co-curricular Planning and Assessment Workspace Standing Requirements: Assessment Plan [Plan.] (last modified : 10/15/2018)
- Co-curricular Planning and Assessment Workspace 2017 Assessment Cycle: Assessment Measures (2017) [Plan.] (last modified : 07/16/2018)

Cancel SUBMIT

4. If you collected any data using a different measure than you planned, click the dark blue “Add New Measure” button and follow the prompts to add additional measures.

Assessment Workspace Edit Content Discussion Submission & Read Reviews Publish Options & Info

Assessment Measures (2018) VIEW LOG WORD PDF PRINT SHARE CHECK IN

Show Descriptions Select Set

Assessment Outcome Set

Outcome

Outcome: Open Workspace Add New Measure
Training participants will be able to open their Taskstream workspace.

Measure: Observation Edit Remove
Direct - Other

5. Click the **“Remove”** button next to any measure you did not use for the year. You should only include measures related to the outcome you are measuring for the year and which you have collected evidence for.

The screenshot shows the 'Assessment Measures (2018)' interface. At the top, there are navigation tabs: 'Assessment Workspace', 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below these is a green header bar with 'Assessment Measures (2018)', 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' buttons. The main content area displays an 'Outcome: Open Workspace' with the description 'Training participants will be able to open their Taskstream workspace.' and an 'Add New Measure' button. Below the outcome, a 'Measure: Observation' is listed with the sub-type 'Direct - Other'. To the right of the measure name are 'Edit' and 'Remove' buttons. A red arrow points to the 'Remove' button, which is circled in red. Below the measure name, there is a table with the following details:

Details/Description:	Hillary will walk around to make sure you know how to do this. Alison will ask the group - do you know how to open your workspace? The session will not continue until everyone does.
Performance Criteria:	100%
Acceptable Target (Optional):	
Implementation Plan (timeline):	During trainings on 6/5, 6/6, and 6/13.
Key/Responsible Personnel:	Alison & Hillary

6. When finished, click the dark blue/black **“Select Set”** button towards the top of the screen.

The screenshot shows the 'Assessment Measures (2018)' interface. At the top, there are navigation tabs: 'Assessment Workspace', 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below these is a green header bar with 'Assessment Measures (2018)', 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' buttons. The main content area displays a 'Measures' section with a dropdown arrow. Below this is a 'Show Descriptions' checkbox which is checked. To the right of the checkbox is a 'Select Set' button, which is circled in red. Below the 'Show Descriptions' section is an 'Assessment Outcome Set' section with a dropdown arrow. Below this is an 'Outcome' section with the text 'Outcome: Open Workspace' and an 'Add New Measure' button.

7. In the first column, ONLY check the outcome(s) you will be reporting on for *THIS YEAR* (uncheck any outcome being reported on previously or in future cycles).

Assessment Workspace | Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

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

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
<input checked="" type="checkbox"/>	Enter Methods Q Participants will be able to accurately enter their assessment methods.	No Mapping	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...	Hide

8. Click the white “Accept and Return to Plan” button in the upper right hand corner when only the current year’s outcomes are checked.

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**

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

9. Before checking in your work, make sure you only see the measures/outcomes you are reporting on for the current reporting cycle. Each box you see under the heading “Measures” should be one you are reporting on THIS YEAR.

The screenshot shows the top navigation bar with the title 'Assessment Measures (2018)' and buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. Below this is a section for 'Outcome: Open Workspace' with the description 'Training participants will be able to open their Taskstream workspace.' and an 'Add New Measure' button. A red box on the left is labeled 'Measures' box and points to a measure entry: 'Measure: Observation' (Direct - Other) with 'Edit' and 'Remove' buttons. The measure details include: 'Details/Description: Hillary will walk around to make sure you know how to do this. Alison will ask the group - do you know how to open your workspace? The session will not continue until everyone does.', 'Performance Criteria: 100%', 'Acceptable Target (Optional):', 'Implementation Plan (timeline): During trainings on 6/5, 6/6, and 6/13.', and 'Key/Responsible Personnel: Alison & Hillary'. There is also an 'Add/Edit Attachments and Links' button.

10. 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.

This screenshot is similar to the previous one but highlights the 'CHECK IN' button in the top navigation bar with a red circle. The rest of the interface, including the 'Outcome: Open Workspace' section and the 'Measure: Observation' details, is visible but not highlighted.