

North Carolina Central University
Office of the Chancellor
Strategic Planning and Assessment (OSPA-A)
Area: **Title III Program Activities**

Adding the Purpose of the Program-Program Mission

I. Introduction

This guide includes two sections: General Considerations and Specific Instructions. While the latter provides a step-by-step procedure of how to upload the Purpose of the Program – Program Mission into Taskstream, the former offers the contact information and details of the individuals involved in the management of Title III activities and the System, respectively.

II. General Considerations

Table 1, *Reporting Title III Activities into Taskstream*, specifies the individuals to contact and the assigned responsibilities should you have questions about how to upload the Purpose of the Program into NCCU’s newly adopted assessment management system, Taskstream.

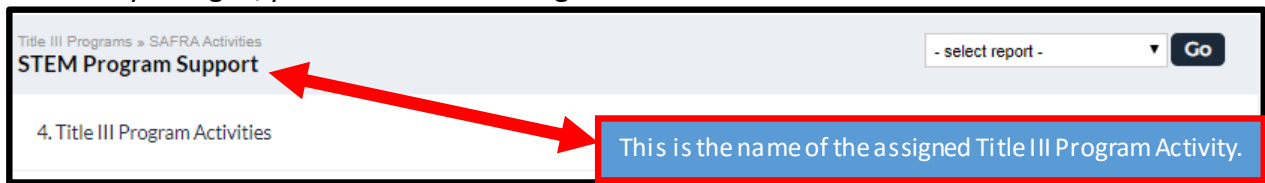
Table 1
Reporting Title III Activities into Taskstream

Individual	Position	Responsibility	Contact Information
Dr. Brenda R. Shaw	Director of Title III Activities	Overall management of Title III activities and reporting	bshaw@ncsu.edu (o) 919.530.7853 (f) 919.530.7886 115G Farrison-Newton Communications Bldg.
Ms. Cassandra Madden	Executive Assistant	First person to read the review the report. First person to print the report for review by the Director	cmadden@ncsu.edu (o) 919.530.7854 (f) 919.530.7886 115G Farrison-Newton Communications Bldg.
Dr. Pedro Nino	Director of Strategic Planning & Assessment	Taskstream manager	ospa-a@ncsu.edu (o) 919.530.5263 (f) 919.530.7958 243 Stud. Services Bldg.

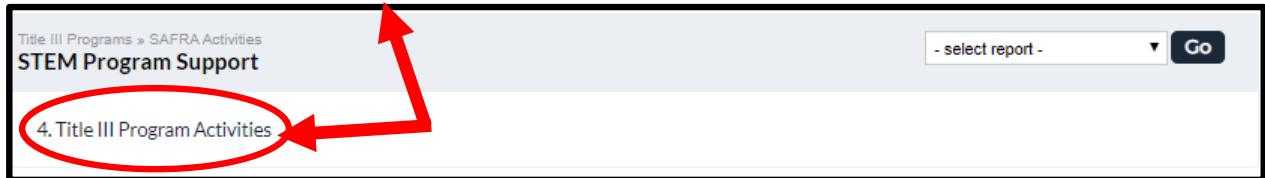
III. Specific Instructions

What follows are the various steps to create, modify, or delete the Purpose of the Program-Program Mission for the Title III Activity into Taskstream. Feel free to reach out to the corresponding individual from the table above for questions or comments.

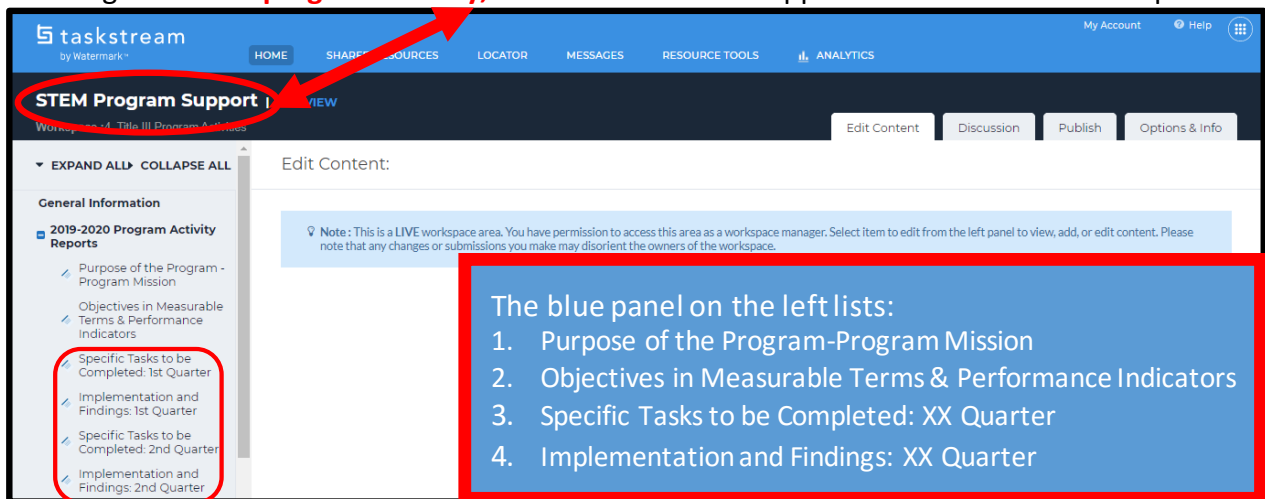
1. Log in to the system with the credentials located in the auto-generated Taskstream email.
2. Once you log in, you will see something like this.



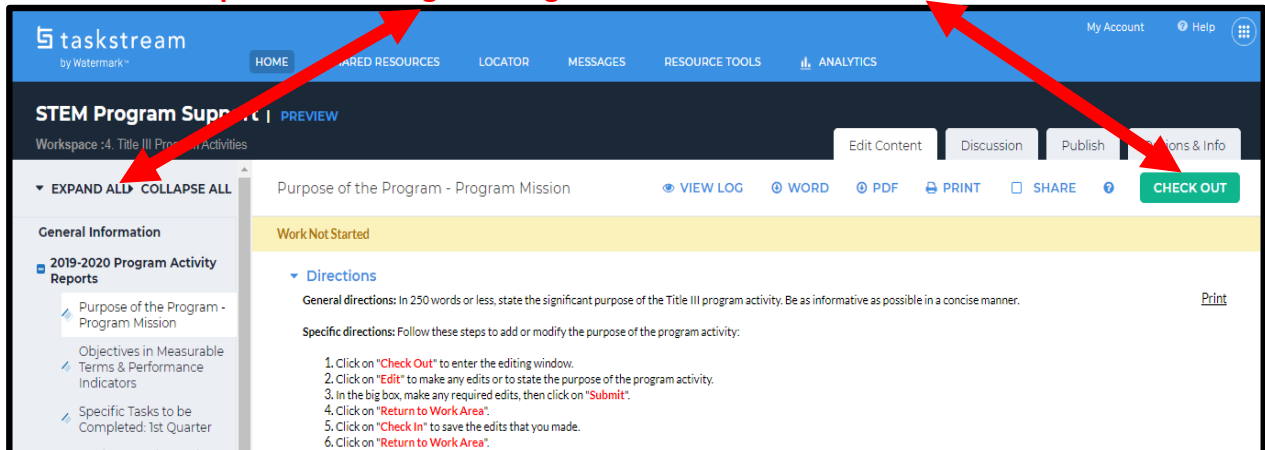
3. Click on **“Title III Program Activities”** to access the unit’s assigned workspace.



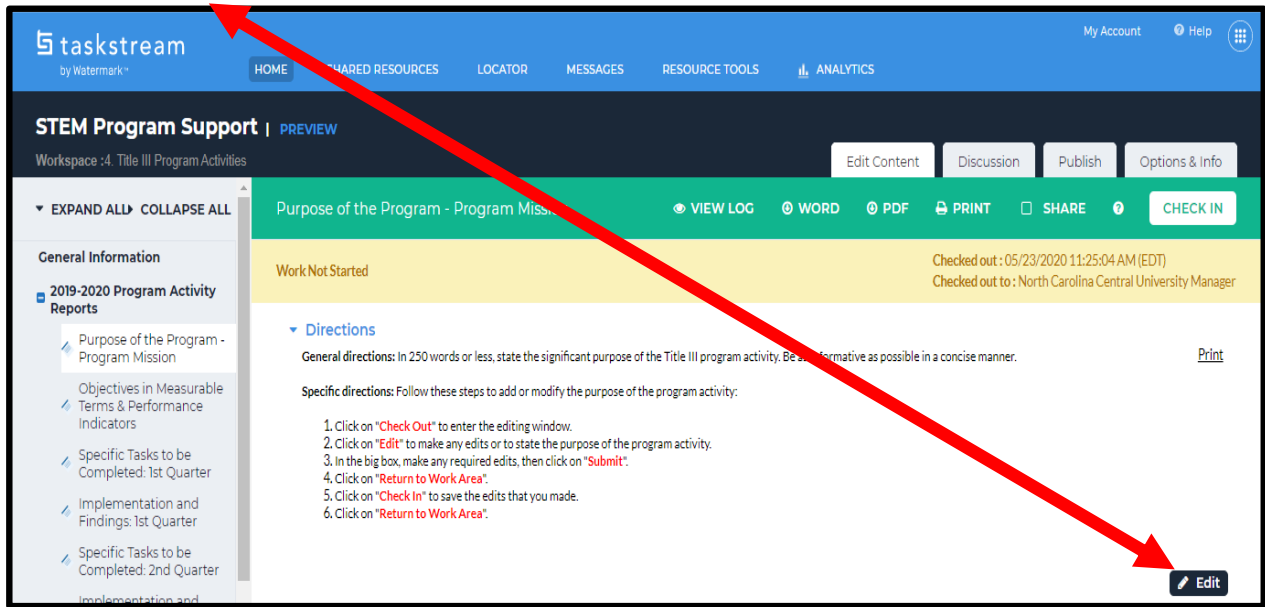
4. After clicking on **“Title III Program Activities”**, you have immediate access to the workspace assigned to this **program activity, whose name** should appear on the left side of the panel.



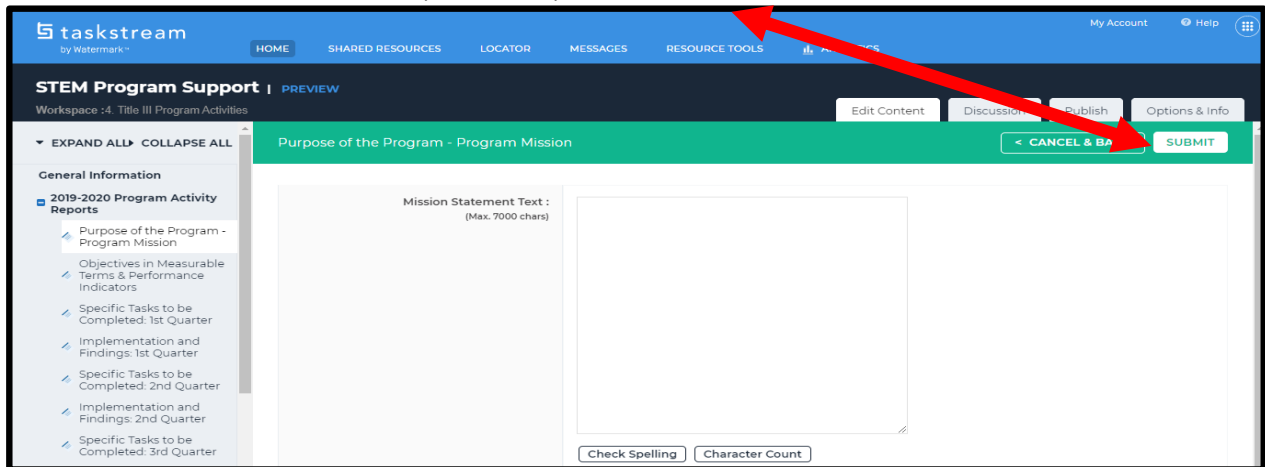
5. Click on **“Purpose of the Program-Program Mission”**. Click on **“Check out”**.



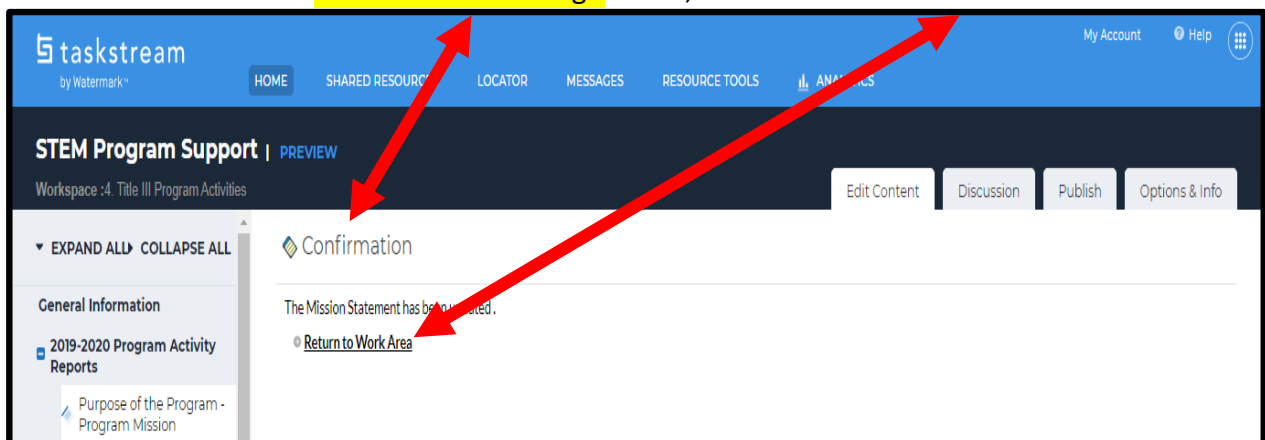
6. Click on **“Edit”**.



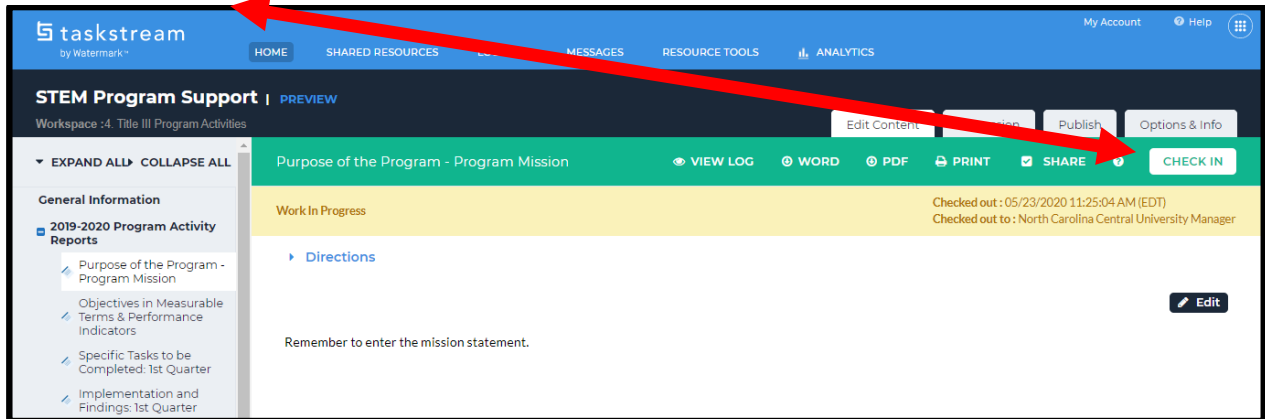
7. Enter the mission statement, and then, click on **“Submit”**.



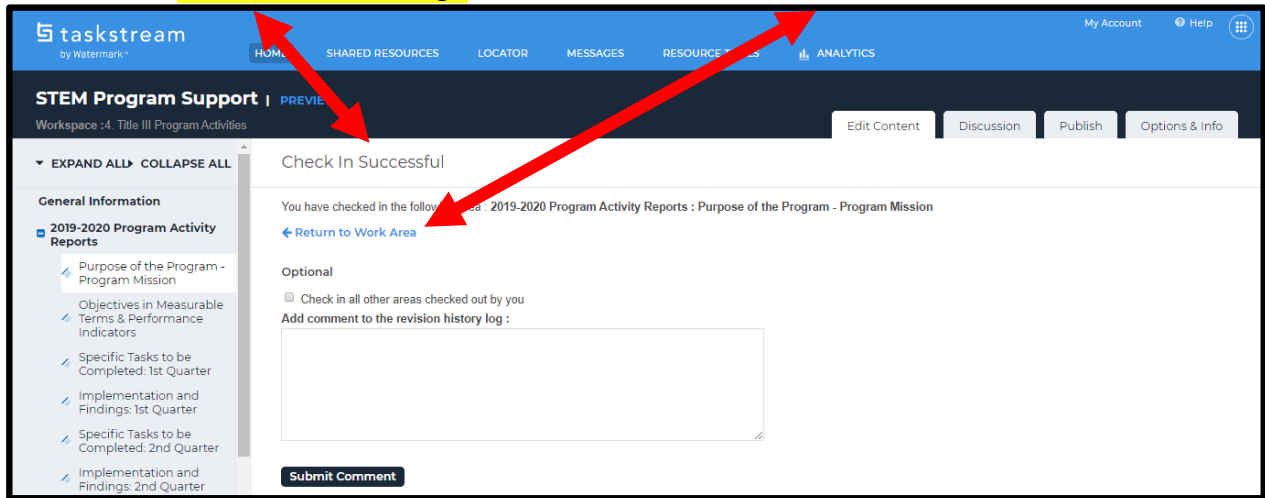
8. You will receive the **confirmation message**. Then, click on **“Return to Work Area”**.



9. Click on **“Check In”**.



10. Read the **confirmation message**, and click on **“Return to Work Area”**.



CONGRATULATIONS!!!!!!!!!!!!!!!!!!!!

YOU WERE ABLE TO ADD OR EDIT

THE PURPOSE OF THE PROGRAM-PROGRAM MISSION

Yeah!!!!!!!!!!!!!!

North Carolina Central University
Office of the Chancellor
Strategic Planning and Assessment (OSPA-A)
Area: **Title III Program Activities**

Adding the Objectives in Measurable Terms and Performance Indicators

I. Introduction

This guide includes two sections: General Considerations and Specific Instructions. While the latter provides a step-by-step procedure of how to upload the objectives in measurable terms and performance indicators in Taskstream, the former offers the contact information and details of the individuals involved in the management of Title III activities and the System.

II. General Considerations

Table 1, *Reporting Title III Activities into Taskstream*, specifies the individuals to contact and the assigned responsibilities should you have questions about how to upload the Purpose of the Program into NCCU's newly adopted assessment management system, Taskstream.

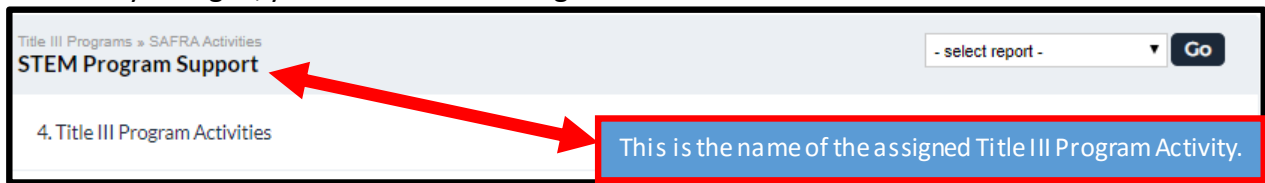
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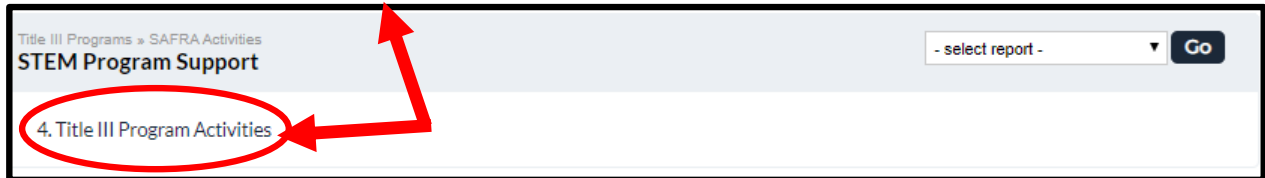
III. Specific Instructions

What follows are the various steps to create, modify, or delete the objectives in measurable terms and performance indicators for the Title III Activity into Taskstream. Feel free to reach out to the corresponding individual from the table above for questions or comments.

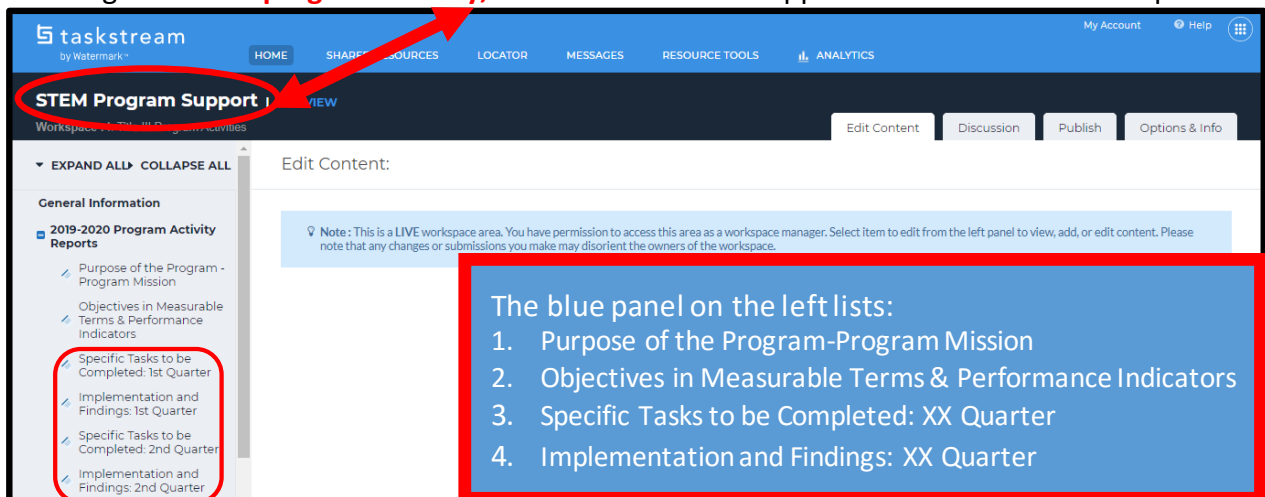
1. Log in to the system with the credentials located in the auto-generated Taskstream email.
2. Once you log in, you will see something like this.



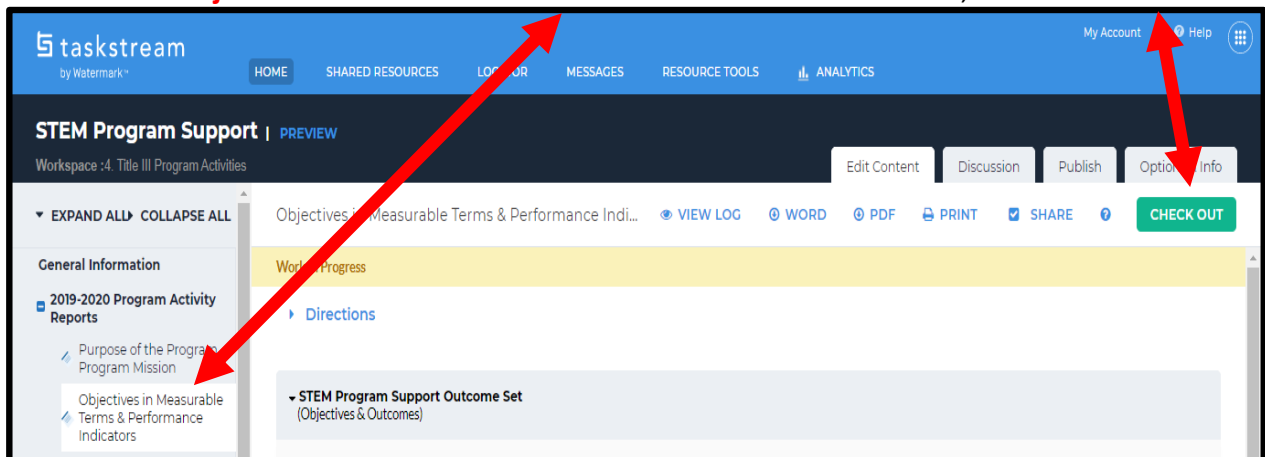
3. Click on **“Title III Program Activities”** to access the unit’s assigned workspace.



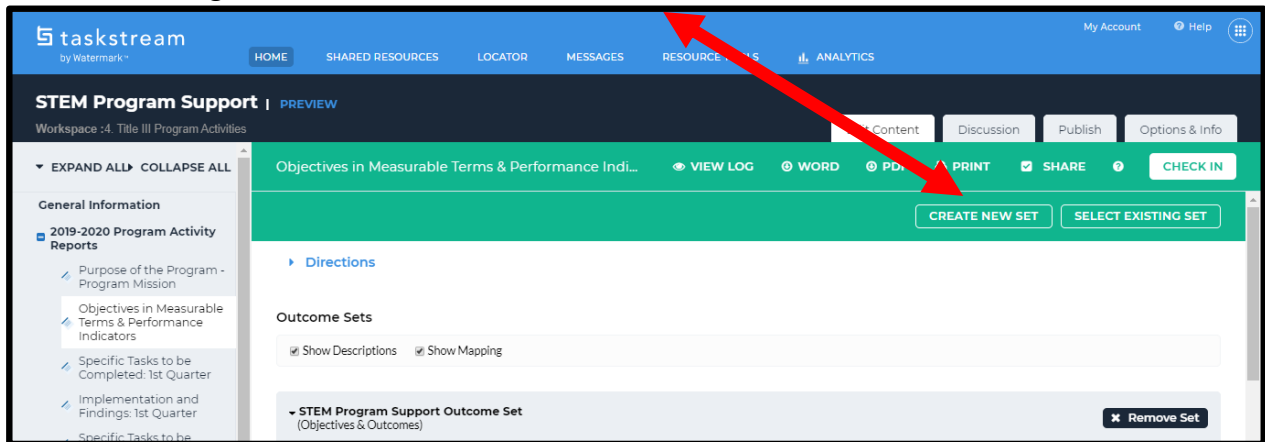
4. After clicking on **“Title III Program Activities”**, you have immediate access to the workspace assigned to this **program activity, whose name** should appear on the left side of the panel.



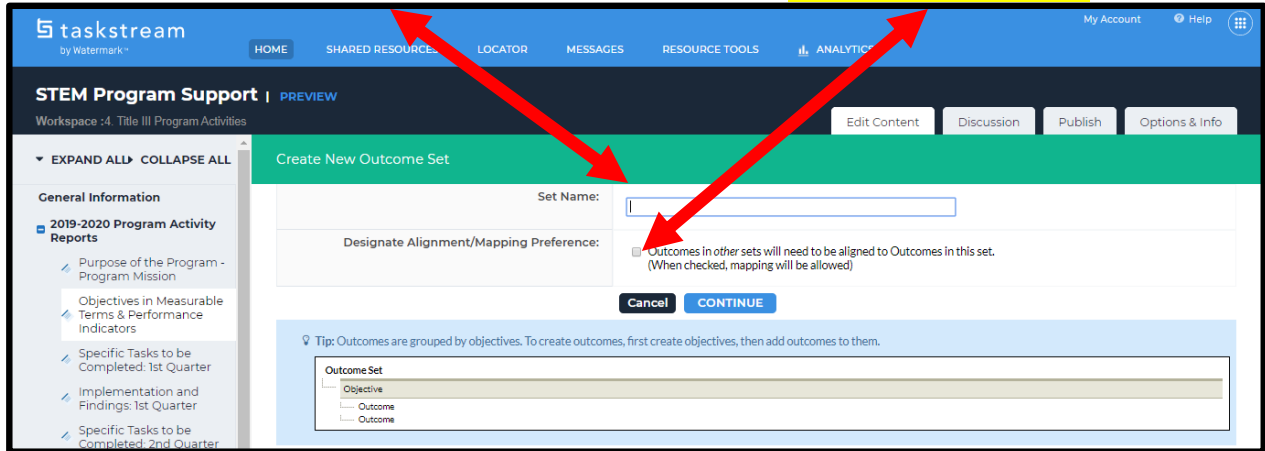
5. Click on **“Objectives in Measurable Terms & Performance Indicators”**, and on **“Check Out”**.



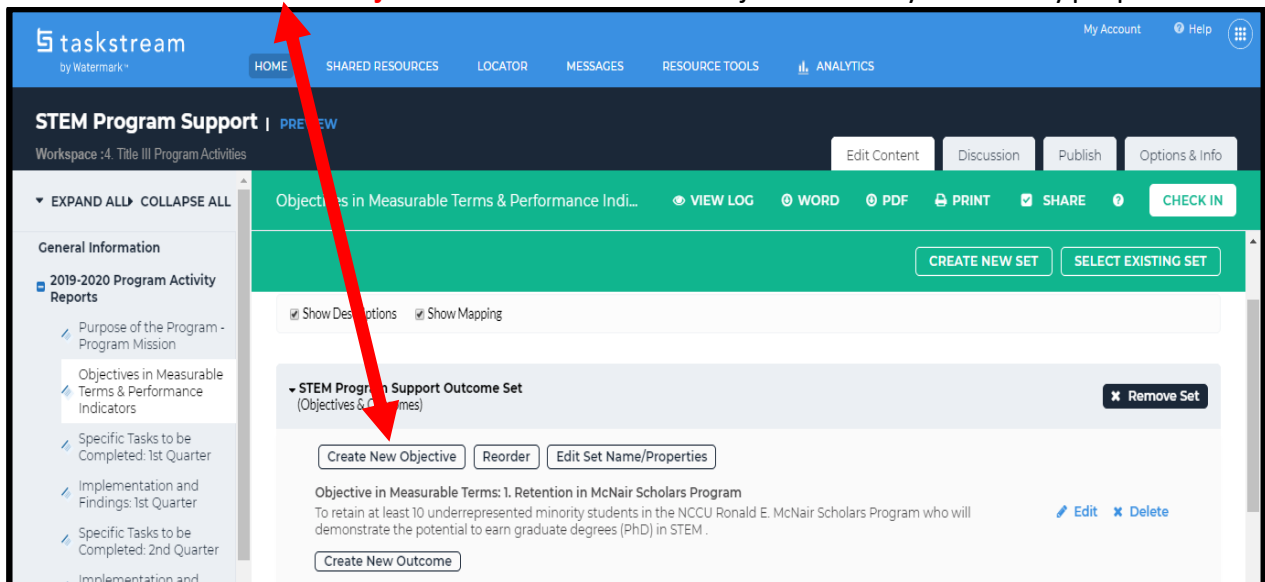
6. After clicking on "Check Out", click on "Create New Set."



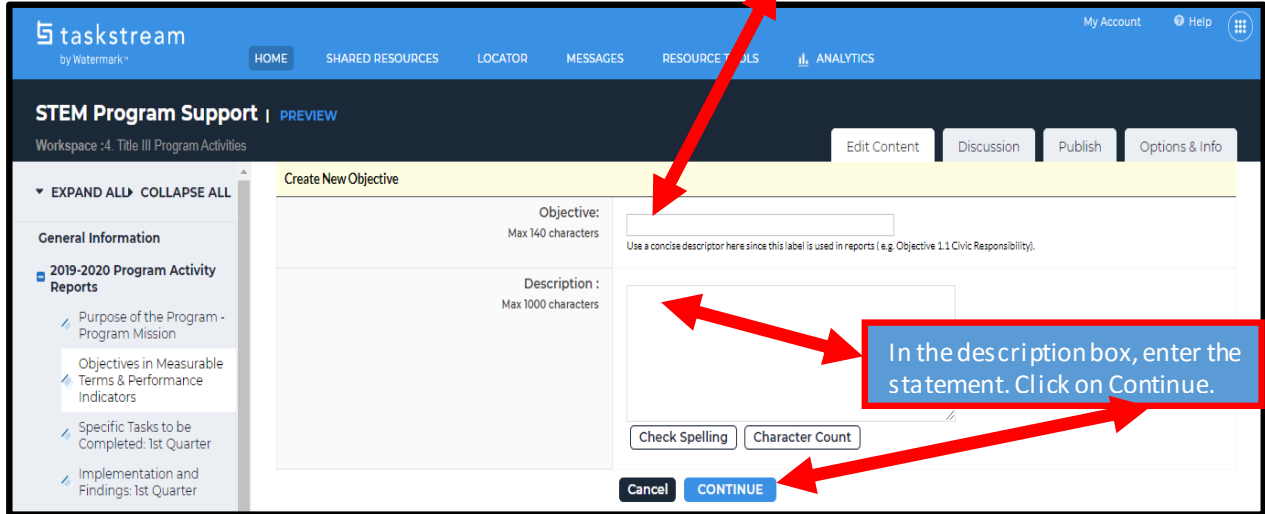
7. When creating a new set of objectives, the system automatically assigns a name. If this does not happen, the add a distinctive name and click on the little box to link the set.



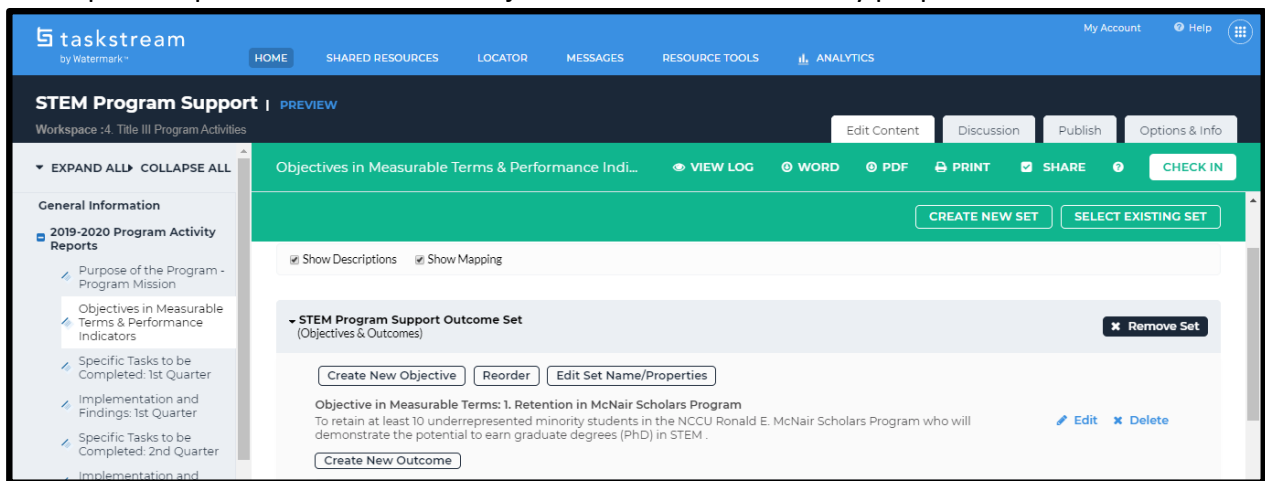
8. Click on "Create New Objective" to enter the first objective from your activity proposal.



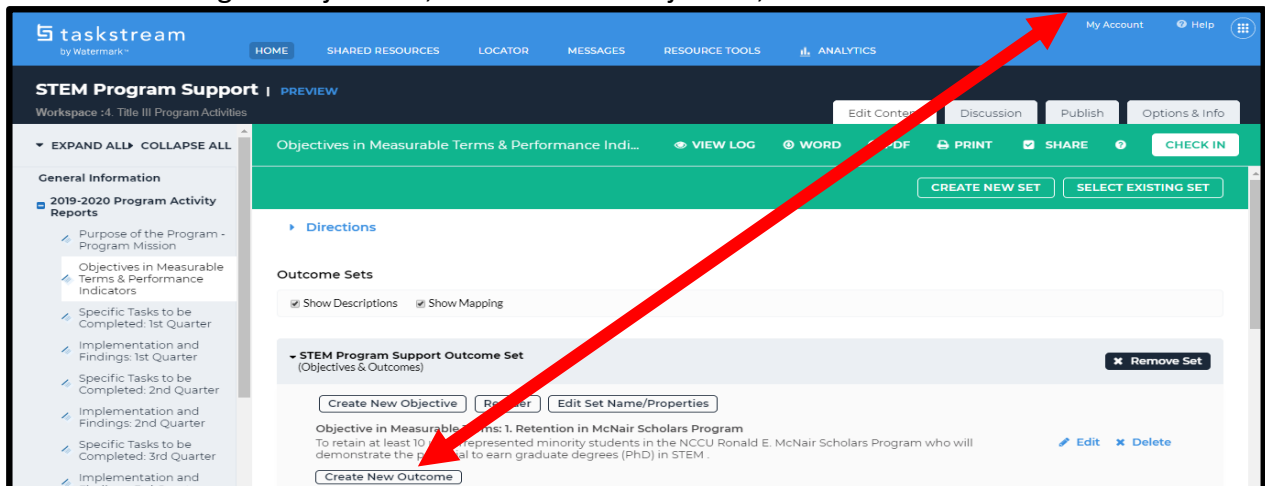
9. In the objective box, enter the following: **Objective in Measurable Terms: Number of the Objective followed by two or three keywords to name this objective.**



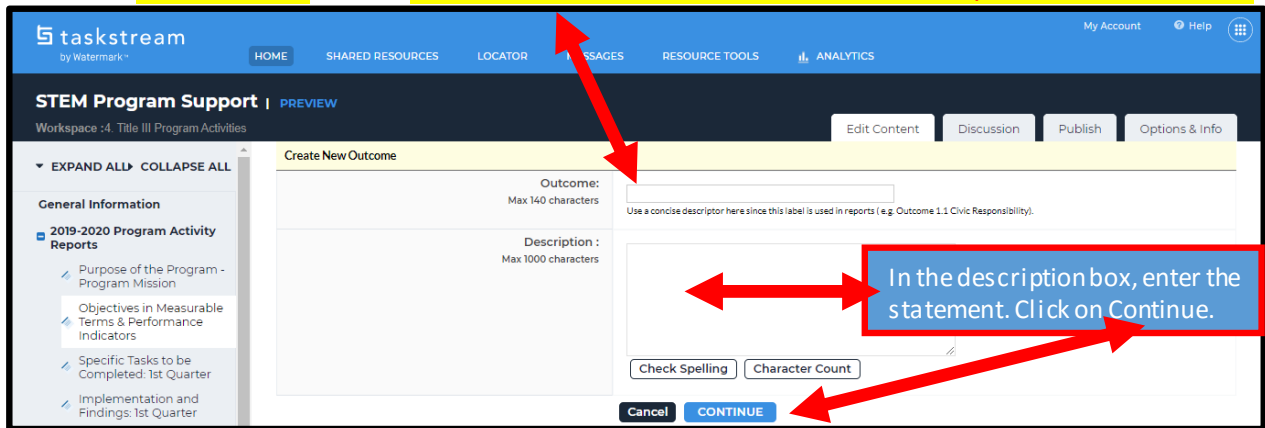
10. Repeat step 8 to enter all of the objectives listed in the activity proposal.



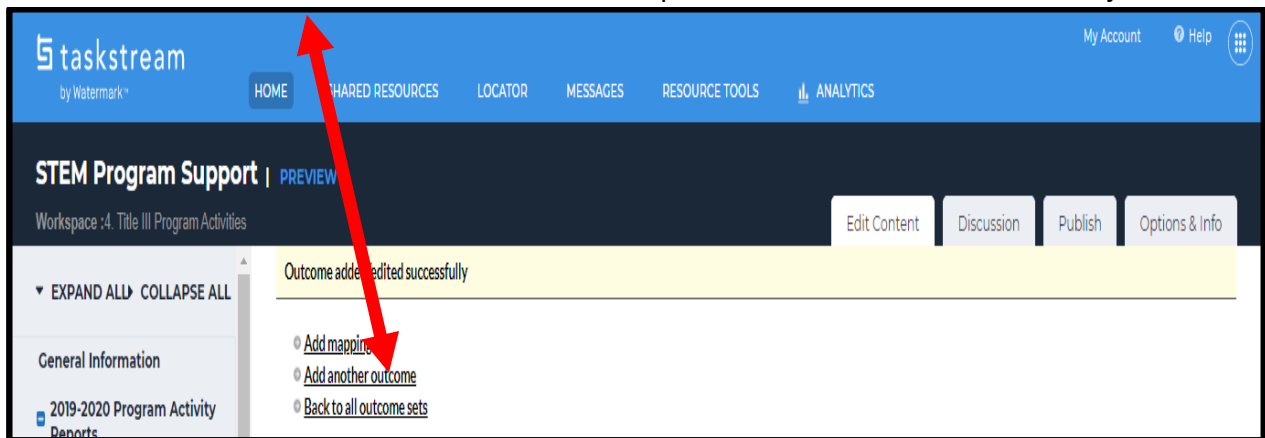
11. After creating the objectives, locate the first objective, and click on **“Create New Outcome”**.



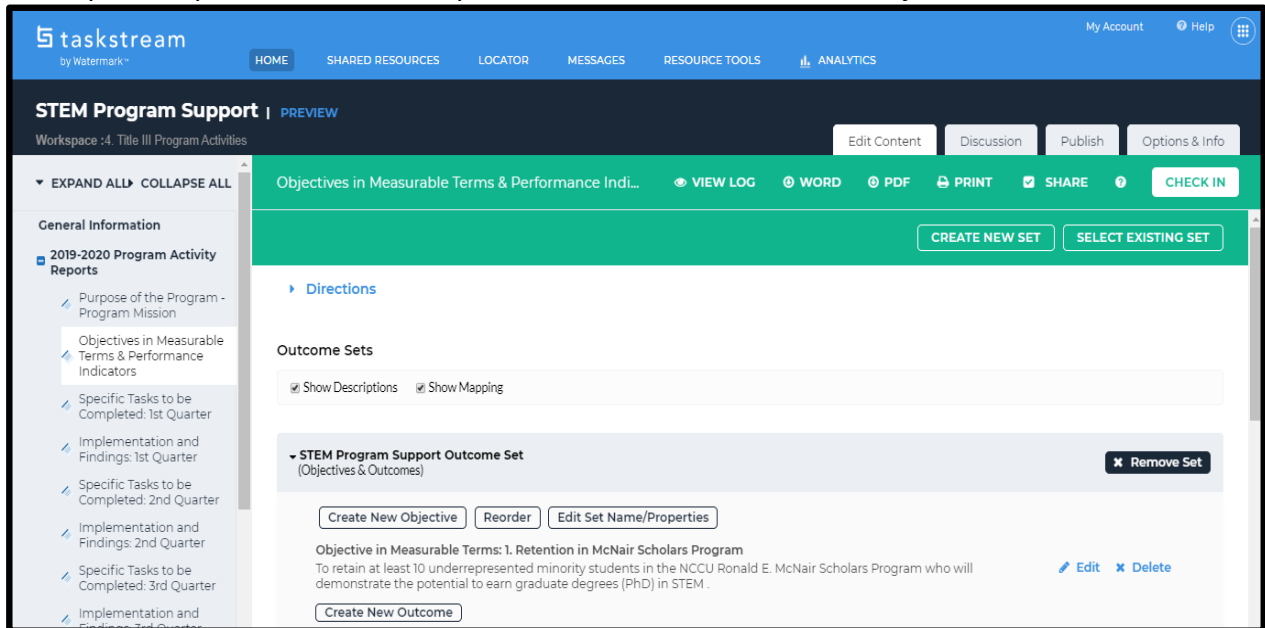
12. In the **outcome box**, enter: **Performance Indicator and the number of the performance indicator.**



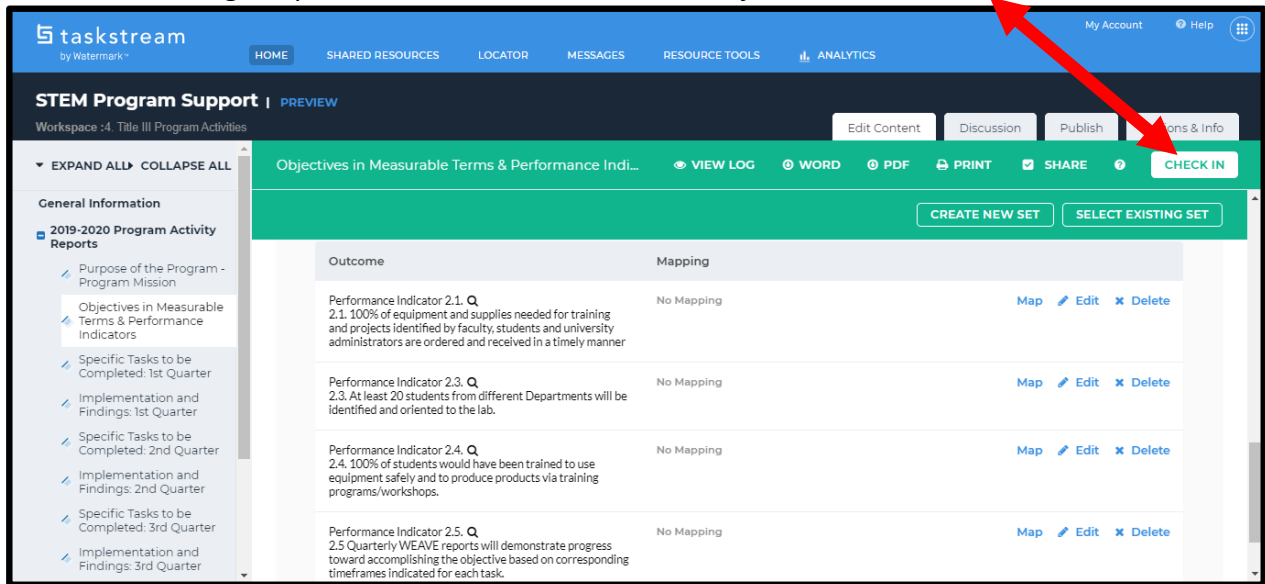
13. Click on **"Add Another Outcome"** to enter the performance indicators of each objective.



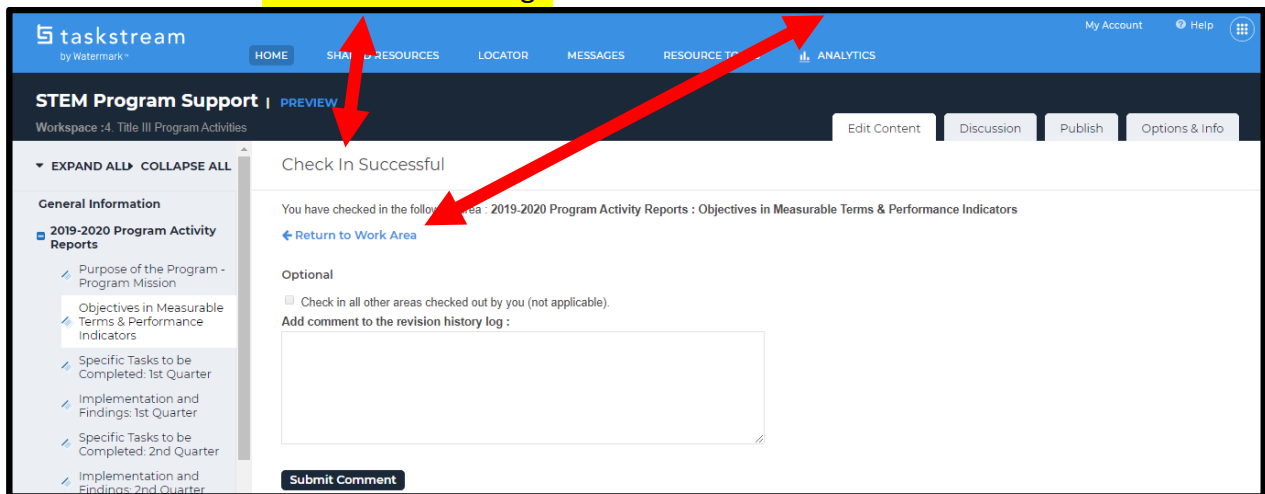
14. Repeat step 11 to enter all the performance indicators of each objective.



15. After entering the performance indicators of each objective, click on **“Check In”**.



16. You receive the confirmation message. Click on **“Return to Work Area”**.



CONGRATULATIONS!!!!!!!!!!!!!!!!!!!!

**YOU WERE ABLE TO ADD OR EDIT
THE OBJECTIVES IN MEASURABLE TERMS AND
THE PERFORMANCE INDICATORS
Yeah!!!!!!!!!!!!!!**

North Carolina Central University
Office of the Chancellor
Strategic Planning and Assessment (OSPA-A)
Area: **Title III Program Activities**

Adding the Specific Tasks to be Completed for a Given Quarter

I. Introduction

This guide includes two sections: General Considerations and Specific Instructions. While the latter provides a step-by-step procedure of how to upload the specific tasks to be completed for a given quarter in Taskstream, the former offers the contact information and details of the individuals involved in the management of Title III activities and the System, respectively.

II. General Considerations

Table 1, *Reporting Title III Activities into Taskstream*, specifies the individuals to contact and the assigned responsibilities should you have questions about how to upload the specific tasks to be completed for a given quarter in the adopted assessment management system, Taskstream.

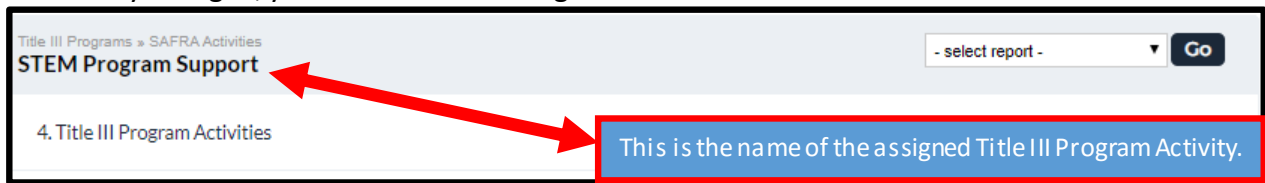
Table 1
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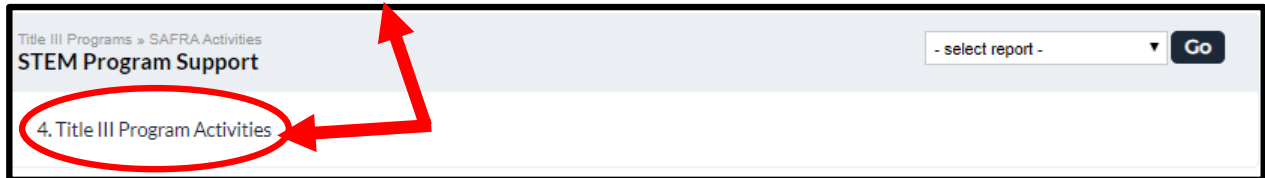
III. Specific Instructions

What follows are the steps to create, modify, or delete the specific tasks to be completed for a given quarter in Taskstream. Feel free to reach out to the corresponding individual from the table above for questions or comments.

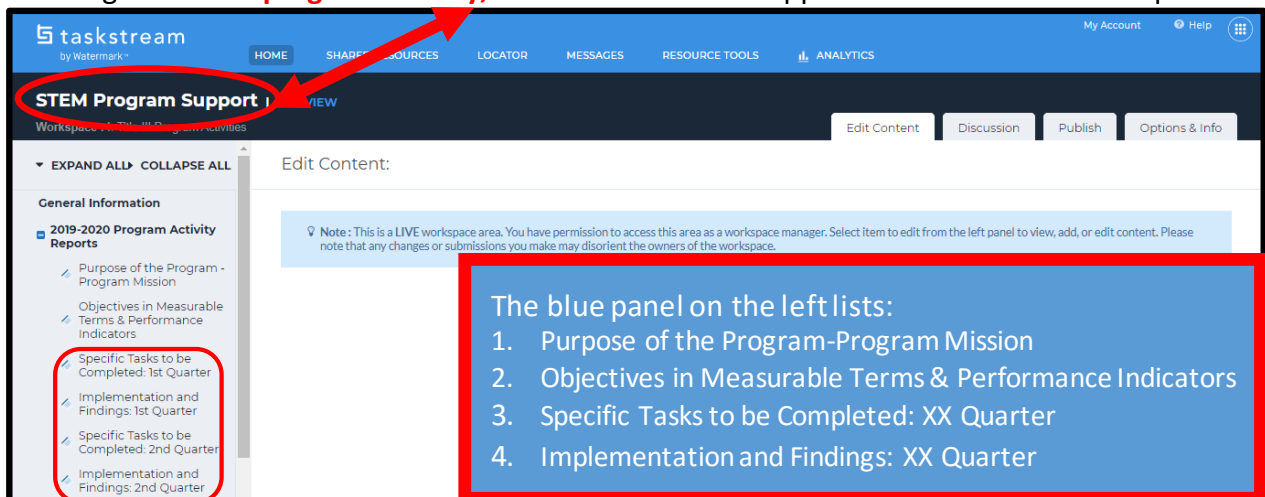
1. Log in to the system with the credentials located in the auto-generated Taskstream email.
2. Once you log in, you will see something like this.



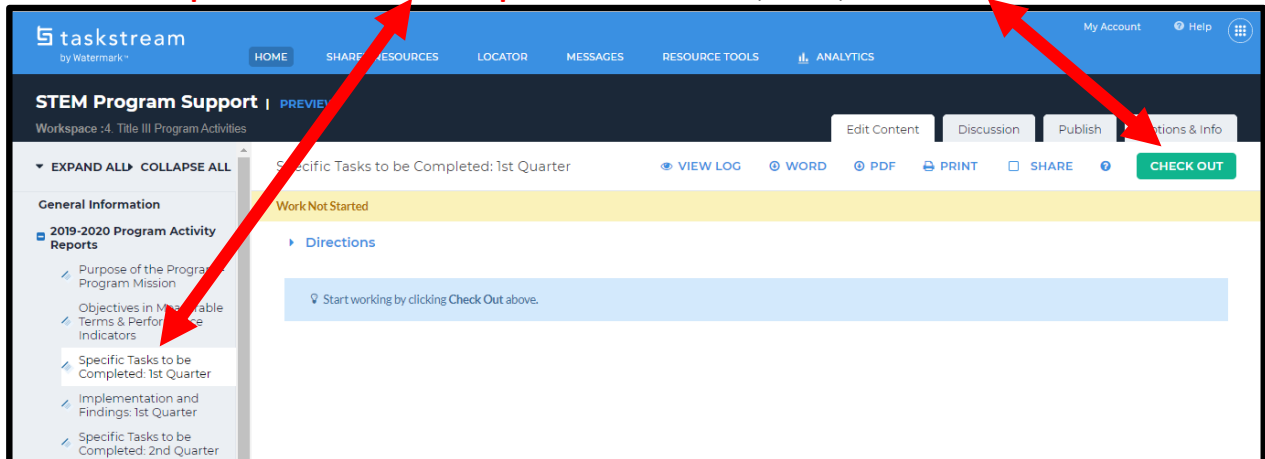
3. Click on **“Title III Program Activities”** to access the unit’s assigned workspace.



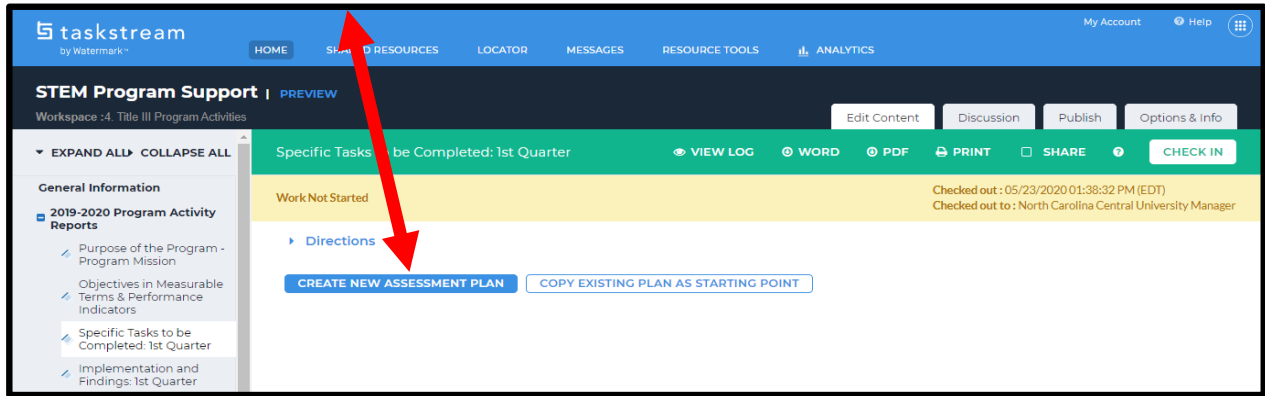
4. After clicking on **“Title III Program Activities”**, you have immediate access to the workspace assigned to this **program activity, whose name** should appear on the left side of the panel.



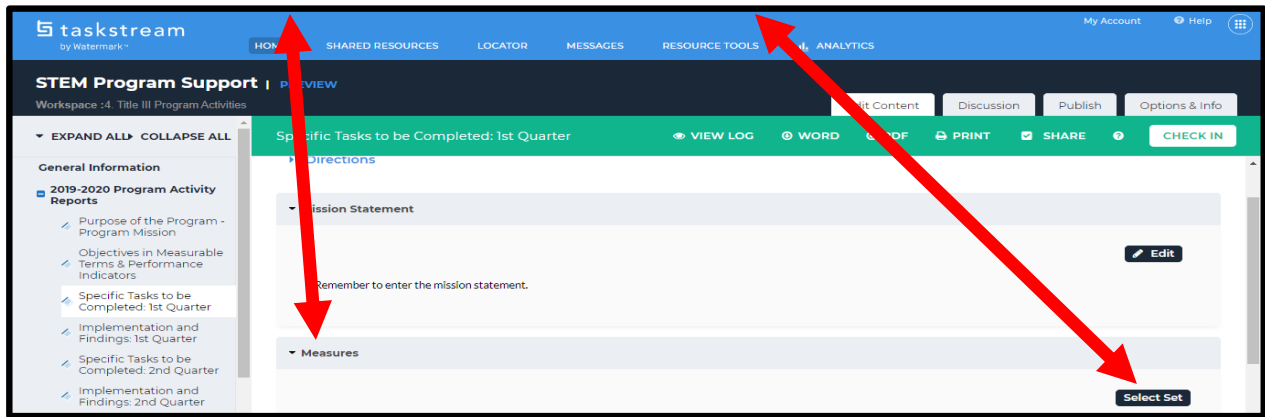
5. Click on **“Specific Tasks to be Completed: XX Quarter”**, then, on **“Check Out”**.



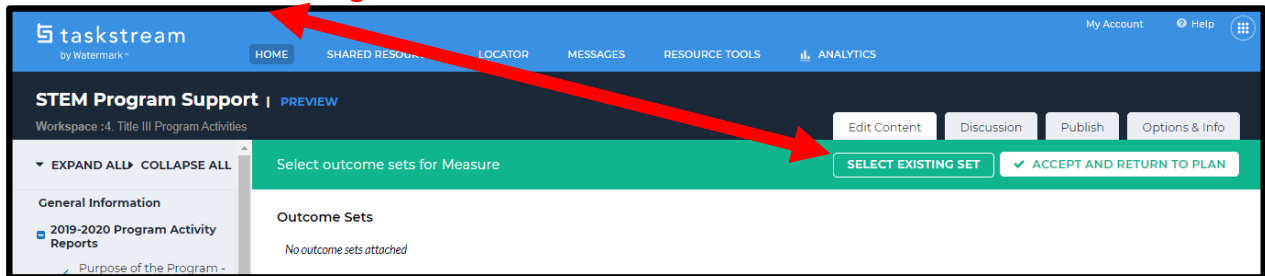
6. Click on **“Create New Assessment Plan”** to enter the various specific tasks to be completed.



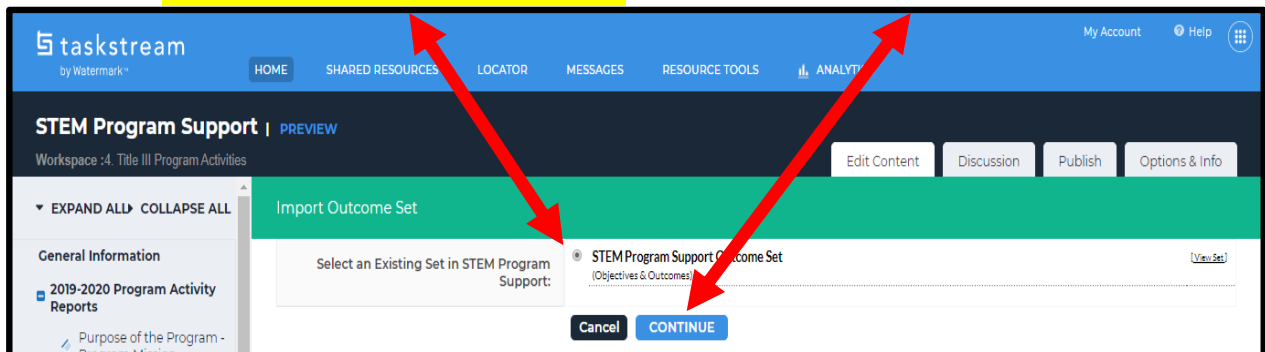
7. Locate the **“Measures”** label, and then click on **“Select Set”**.



8. Click on **“Select Existing Set”**.



9. Click on **the box on the left of the outcomes set** and click on **“Continue”**.



10. Select all the performance indicators for which you need to add a specific task.

The screenshot shows the 'STEM Program Support' workspace in Taskstream. The 'Select outcome sets for Measure' dialog is open for 'Objective in Measurable Terms: 1. Retention in McNair Scholars Program'. A red arrow points to the 'ACCEPT AND RETURN TO PLAN' button. The table below shows four performance indicators, all of which have their checkboxes selected.

Mapping	Outcome	Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.1. Q 1.1. 90% of Juniors and Seniors participating in the program will maintain at least a 3.0 GPA and receive stipend support for their continued study at the university	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.2. Q 1.2. 100% of students will be tracked in each cohort to follow their progress through graduation. However, graduation rates for this cohort cannot be determined until 2019 and 2020 (student progress will be monitored throughout)	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.3. Q 1.3. 100% of students that participate in the program will have served in an internship-centered professional development activity	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.4. Q	No Mapping

The screenshot shows the 'STEM Program Support' workspace in Taskstream. The 'Select outcome sets for Measure' dialog is open for 'Objective in Measurable Terms: 2. Training of STEM Students'. A red arrow points to the 'ACCEPT AND RETURN TO PLAN' button. The table below shows five performance indicators, all of which have their checkboxes selected.

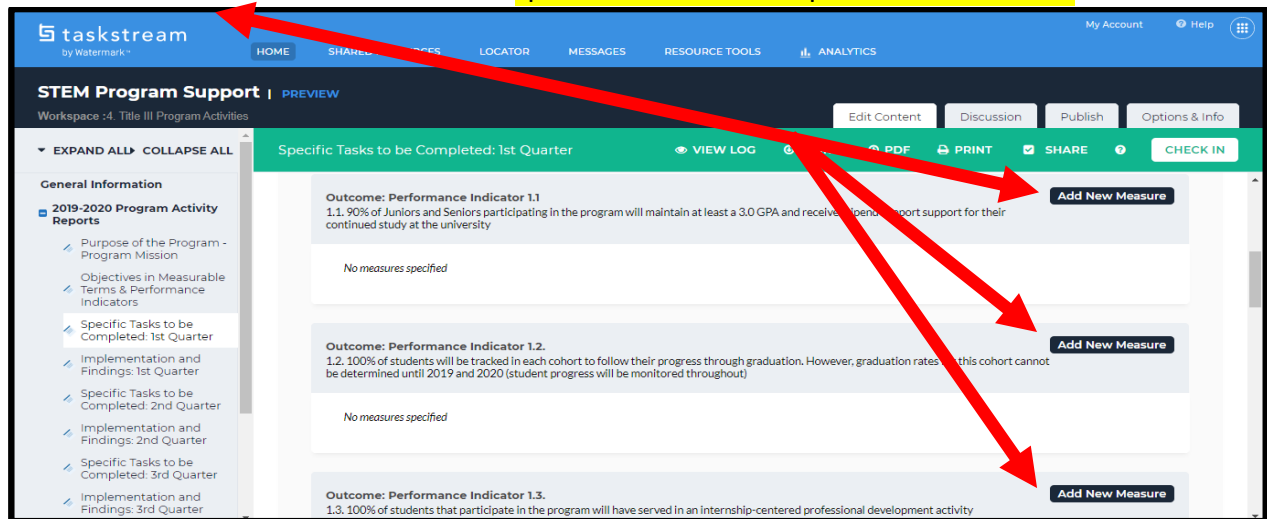
Mapping	Outcome	Mapping
<input checked="" type="checkbox"/>	Performance Indicator 2.1. Q 2.1. 100% of equipment and supplies needed for training and projects identified by faculty, students and university administrators are ordered and received in a timely manner	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 2.3. Q 2.3. At least 20 students from different Departments will be identified and oriented to the lab.	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 2.4. Q 2.4. 100% of students would have been trained to use equipment safely and to produce products via training programs/workshops.	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 2.5. Q 2.5. Quarterly WEAVER reports will demonstrate progress toward accomplishing the objective based on corresponding timeframes indicated for each task.	No Mapping

11. After you choose all the performance indicators, click on "v Accept and Return to Plan".

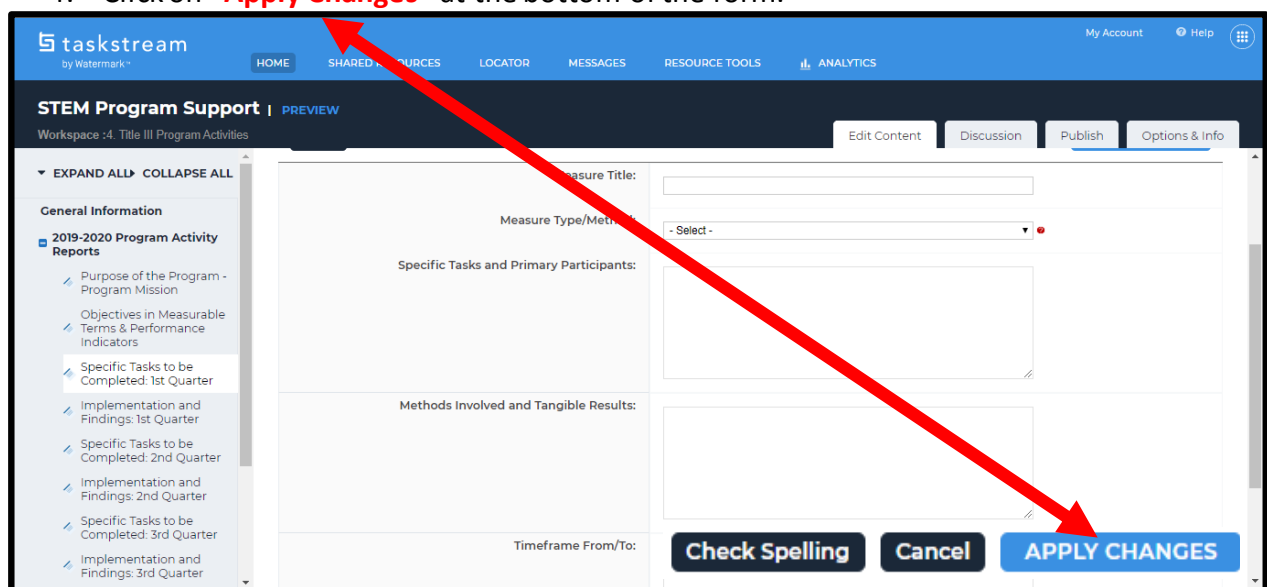
The screenshot shows the 'STEM Program Support' workspace in Taskstream. The 'Select outcome sets for Measure' dialog is open for 'Objective in Measurable Terms: 1. Retention in McNair Scholars Program'. A red arrow points to the 'ACCEPT AND RETURN TO PLAN' button. The table below shows four performance indicators, all of which have their checkboxes selected.

Mapping	Outcome	Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.1. Q 1.1. 90% of Juniors and Seniors participating in the program will maintain at least a 3.0 GPA and receive stipend support for their continued study at the university	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.2. Q 1.2. 100% of students will be tracked in each cohort to follow their progress through graduation. However, graduation rates for this cohort cannot be determined until 2019 and 2020 (student progress will be monitored throughout)	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.3. Q 1.3. 100% of students that participate in the program will have served in an internship-centered professional development activity	No Mapping
<input checked="" type="checkbox"/>	Performance Indicator 1.4. Q	No Mapping

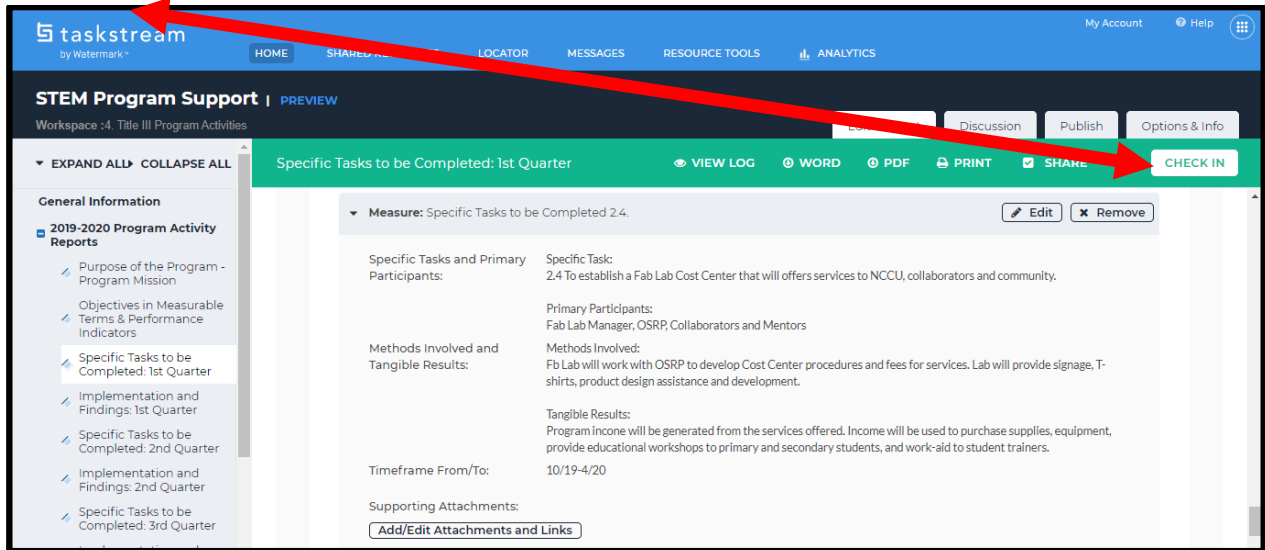
12. Locate the performance indicators for which you want to add a specific task, and click on **“Add a New Measure”**. Enter each **specific task to be completed one at a time**.



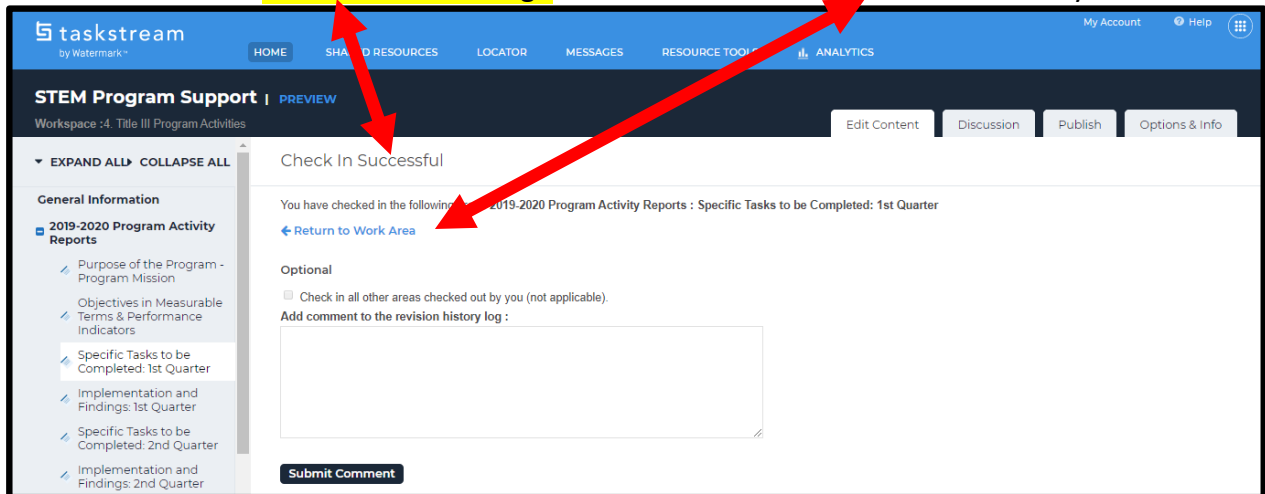
13. Follow these steps to enter the specific tasks to be completed as listed on the Implementation Strategy spreadsheet submitted to the Title III Office.
- Measure Title:** *Specific Tasks to be Completed 1.1.1.*
 - Measure/Type Method:** Ignore this step. Select nothing here.
 - Specific Tasks and Primary Participants:** Split this in two headings:
 - Specific Tasks:** Then enter the task statement from the proposal.
 - Primary Participants:** Then enter the participants as listed in the proposal.
 - Methods Involved and Tangible Results:** Split this in two headings"
 - Methods Involved:** Then enter the methods involved as listed in the proposal
 - Tangible Results:** Then enter the tangible results involved as listed in the proposal
 - Timeframe From/To:** Then enter the timeframe as listed in the proposal
 - Click on **“Apply Changes”** at the bottom of the form.



14. After entering the specific tasks to be completed, add any attachment to that task. Click on **“Check In”** to save your work.



15. You receive the **confirmation message**. Click on **“Return to Work Area”** to see your work.



CONGRATULATIONS!!!!!!!!!!!!!!!!!!!!!!

**YOU WERE ABLE TO ADD OR EDIT
THE SPECIFIC TASKS TO BE COMPLETED FOR A
GIVEN QUARTER
Yeah!!!!!!!!!!!!!!**

North Carolina Central University
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Strategic Planning and Assessment (OSPA-A)
Area: **Title III Program Activities**

Adding the Implementation and Findings for a Given Quarter

I. Introduction

This guide includes two sections: General Considerations and Specific Instructions. While the latter provides a step-by-step procedure of how to add the implementation and findings for a given quarter in Taskstream, the former offers the contact information and additional details of the individuals involved in the management of Title III activities and the System, respectively.

II. General Considerations

Table 1, *Reporting Title III Activities into Taskstream*, specifies the individuals to contact and the assigned responsibilities should you have questions about how to upload the Title III Plan of Operation – Purpose of the Program (Mission Statement) into the NCCU’s newly adopted assessment management system, Taskstream.

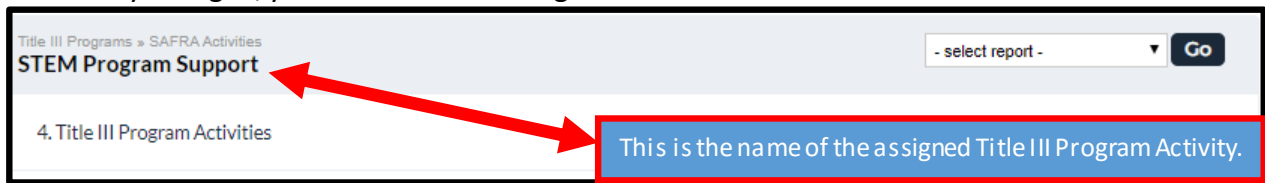
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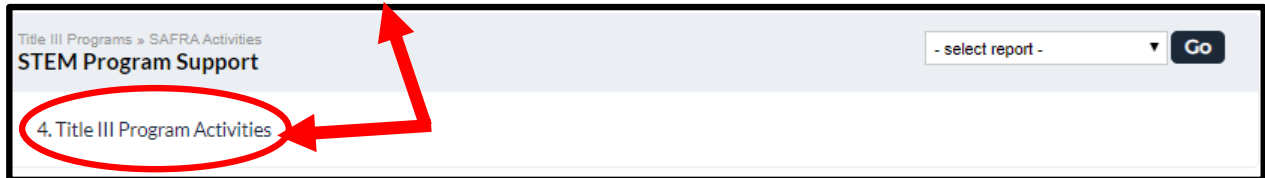
III. Specific Instructions

What follows are the various steps to create, modify, or delete the implantation and findings for a given quarter in Taskstream. Feel free to reach out to the corresponding individual from the table above for questions or comments.

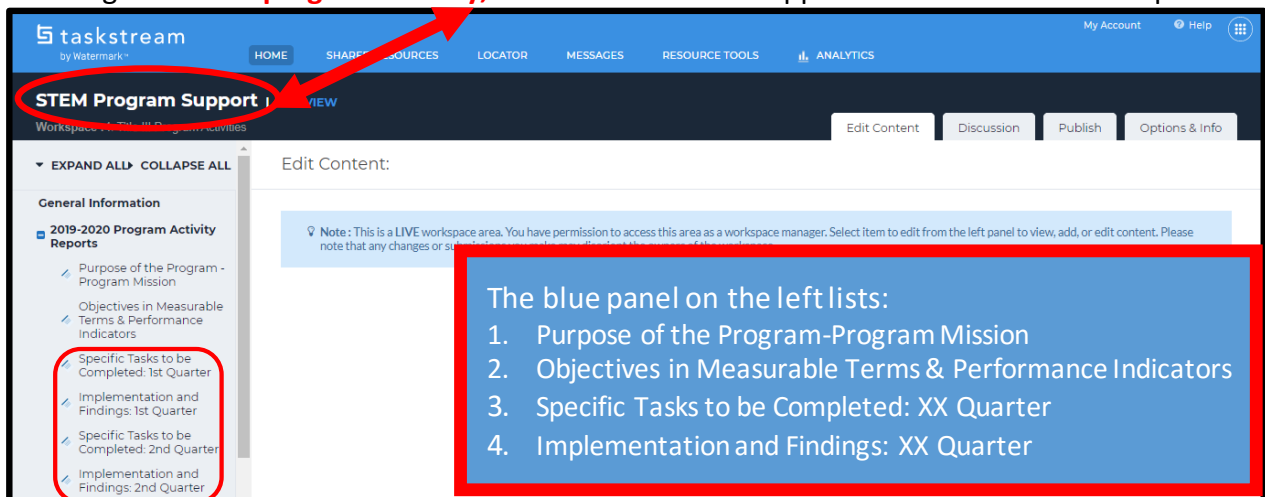
1. Log in to the system with the credentials located in the auto-generated Taskstream email.
2. Once you log in, you will see something like this.



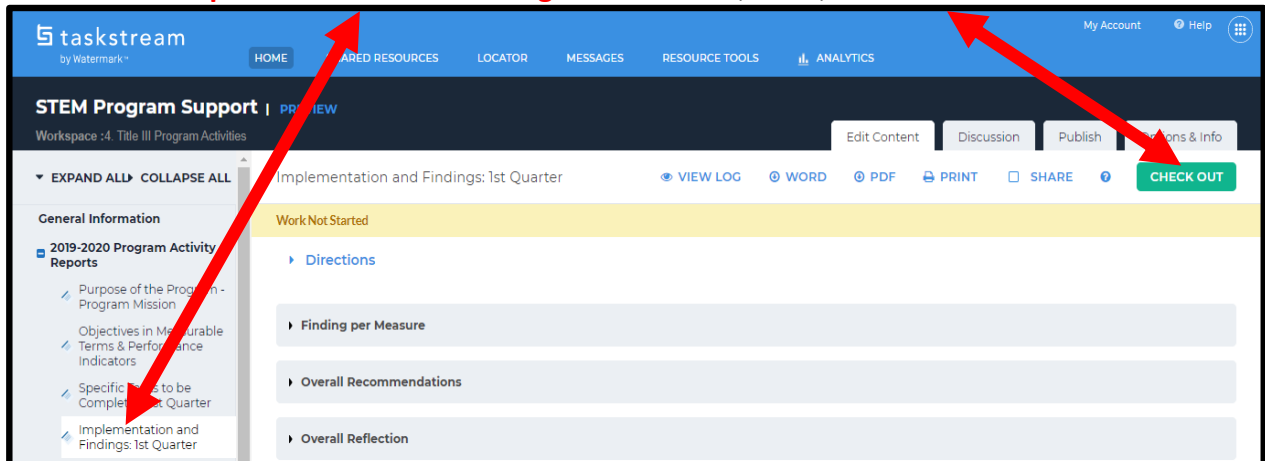
3. Click on **“Title III Program Activities”** to access the unit’s assigned workspace.



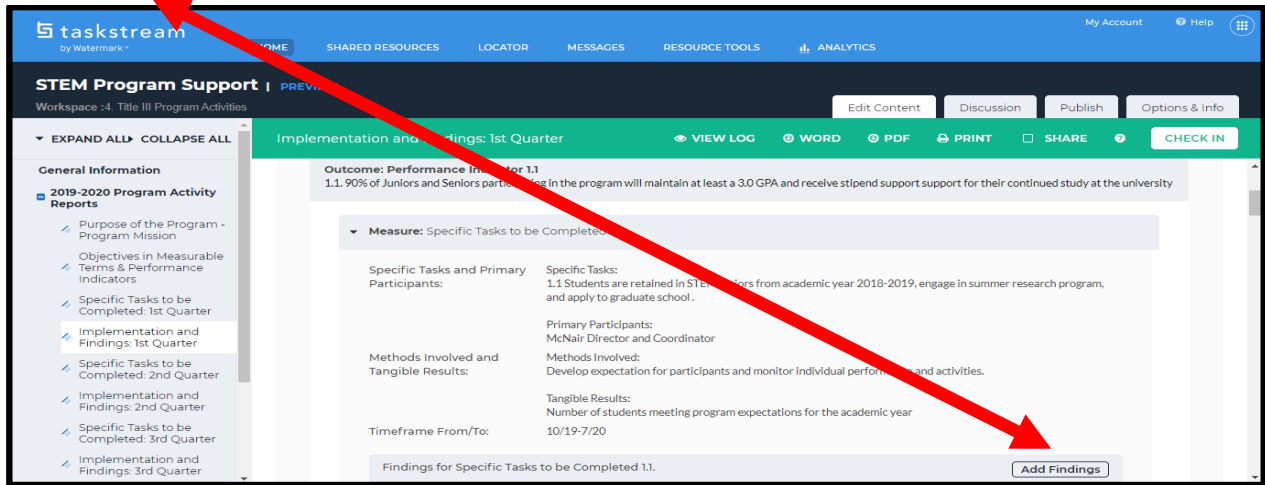
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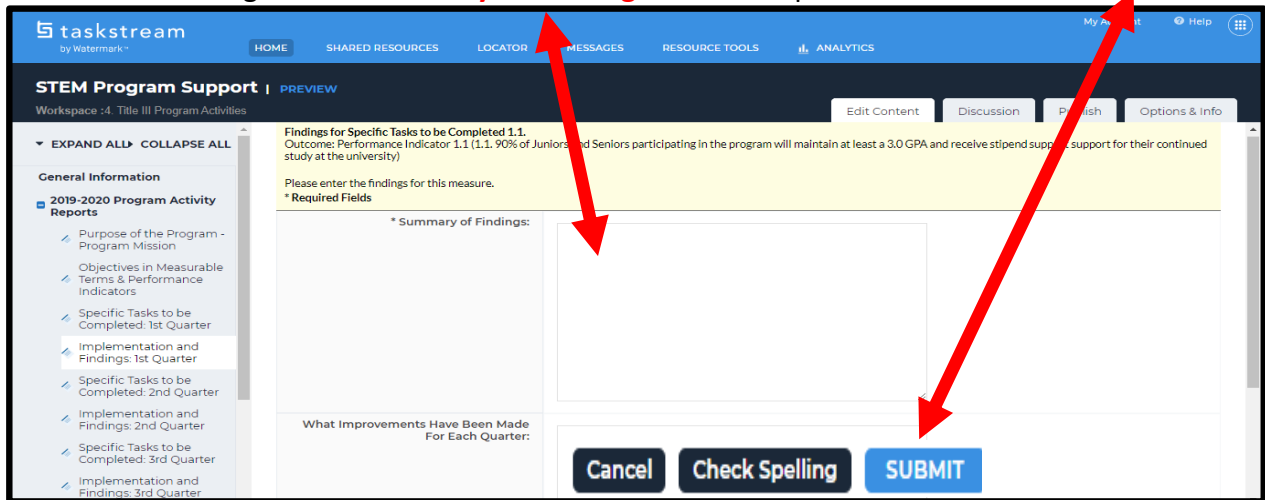
5. Click on **“Implementation and Findings: XX Quarter”**, then, on **“Check Out”**.



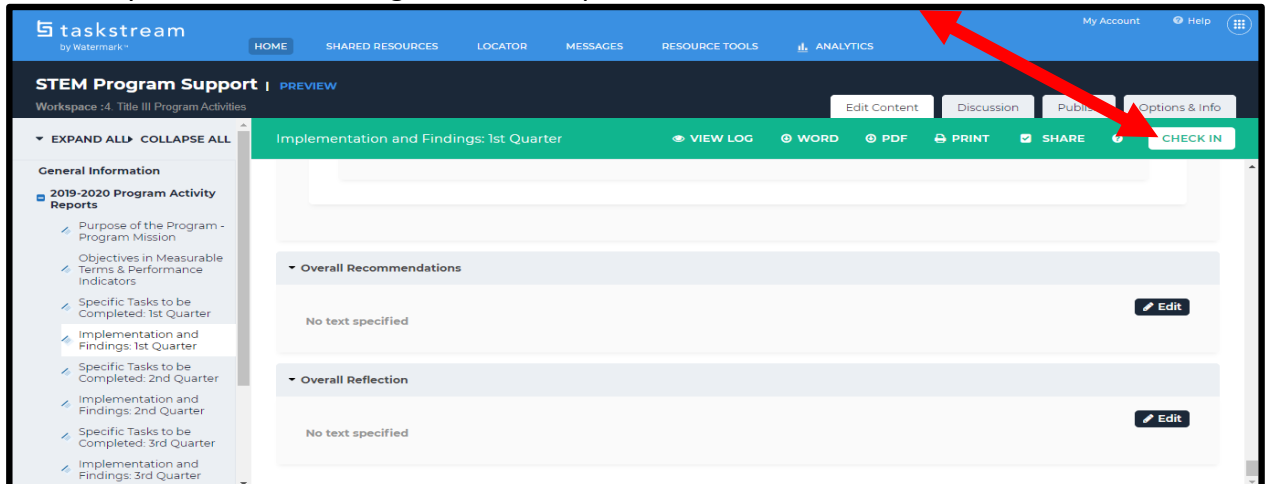
6. Locate the specific tasks to be completed for which you need to add any findings. Click on **"Add Findings"** on the right of each specific task.



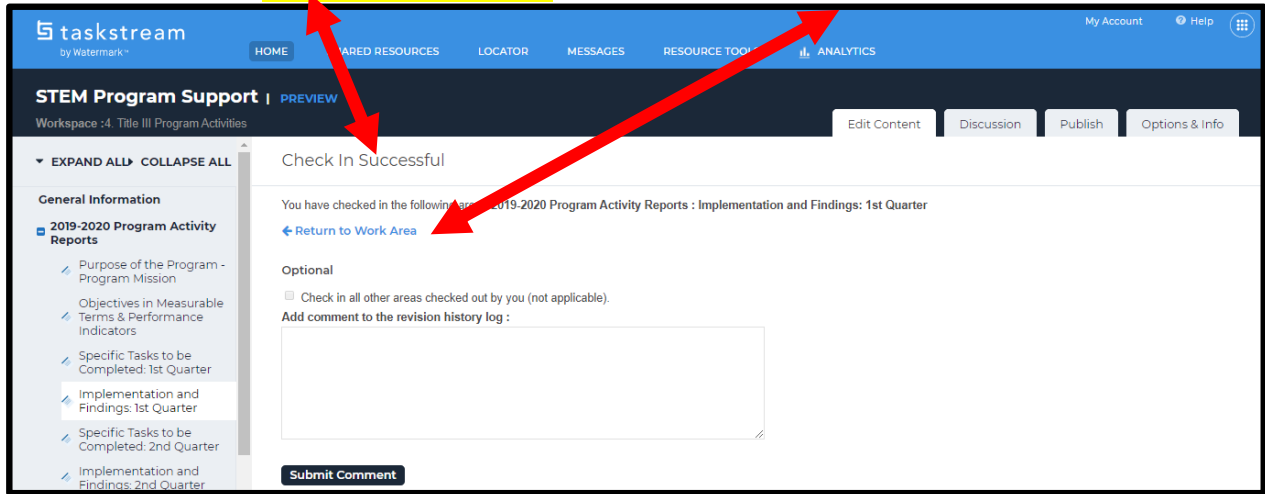
7. Add the findings in the **"Summary of Findings"** for each specific task. Click on **"Submit"**.



8. After you enter the findings for the last specific task, click on **"Check In"**



9. You receive the **confirmation message**. Click on **“Return to Work Area”** to see your work.



CONGRATULATIONS!!!!!!!!!!!!!!!!!!!!

YOU WERE ABLE TO ADD OR EDIT

**THE IMPLEMENTATION AND FINDINGS FOR A
GIVEN QUARTER**

Yeah!!!!!!!!!!!!!!

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Strategic Planning and Assessment (OSPA-A)
Area: **Title III Program Activities**

Printing a Report for a Given Quarter

I. Introduction

This guide includes two sections: General Considerations and Specific Instructions. While the latter provides a step-by-step procedure of how to print for a given quarter from the Taskstream System, the former offers the contact information and additional details of the individuals involved in the management of Title III activities and the System, respectively.

II. General Considerations

Table 1, *Reporting Title III Activities into Taskstream*, specifies the individuals to contact and the assigned responsibilities should you have questions about how to print a report for a given quarter from the NCCU's newly adopted assessment management system, Taskstream.

Table 1
Reporting Title III Activities into Taskstream

Individual	Position	Responsibility	Contact Information
Dr. Brenda R. Shaw	Director of Title III Activities	Overall management of Title III activities and reporting	bshaw@ncsu.edu (o) 919.530.7853 (f) 919.530.7886 115G Farrison-Newton Communications Bldg.
Ms. Cassandra Madden	Executive Assistant	First person to read the review the report. First person to print the report for review by the Director	cmadden@ncsu.edu (o) 919.530.7854 (f) 919.530.7886 115G Farrison-Newton Communications Bldg.
Dr. Pedro Nino	Director of Strategic Planning & Assessment	Taskstream manager	ospa-a@ncsu.edu (o) 919.530.5263 (f) 919.530.7958 243 Stud. Services Bldg.

III. Specific Instructions

What follows are the various steps to print a report for a given quarter from Taskstream. Feel free to reach out to the corresponding individual from the table above for questions or comments.

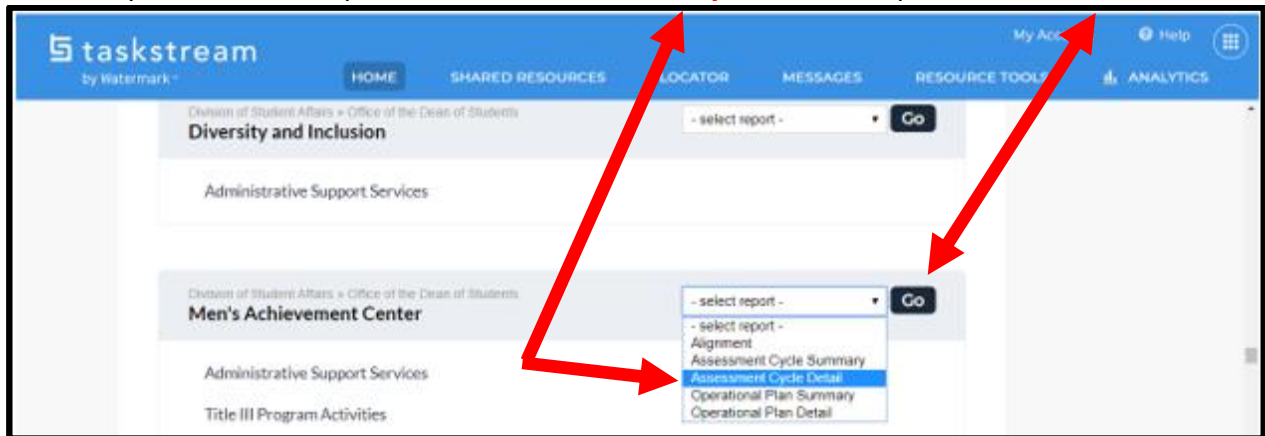
1. Log in to the system with the credentials located in the auto-generated Taskstream email.
2. Once you log in, you will see something like this.



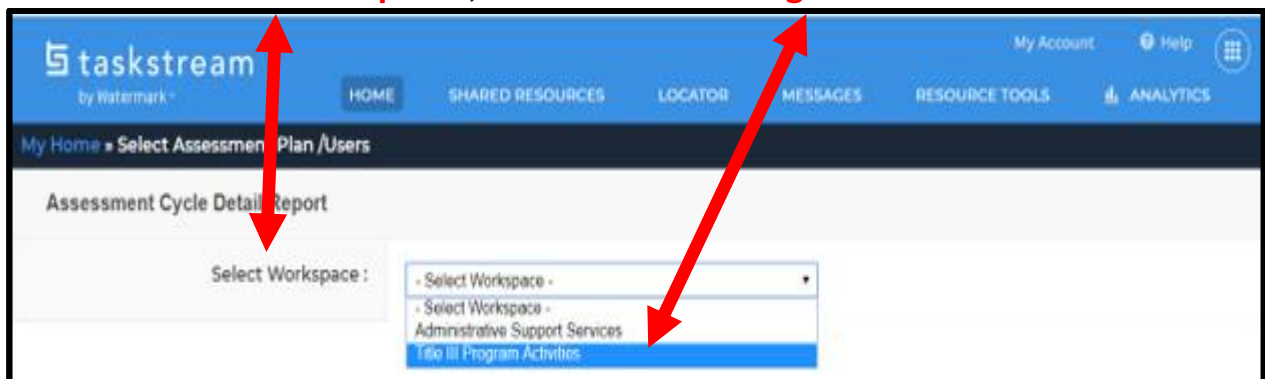
3. Click on “- select report -” to see the various report options available to the unit.



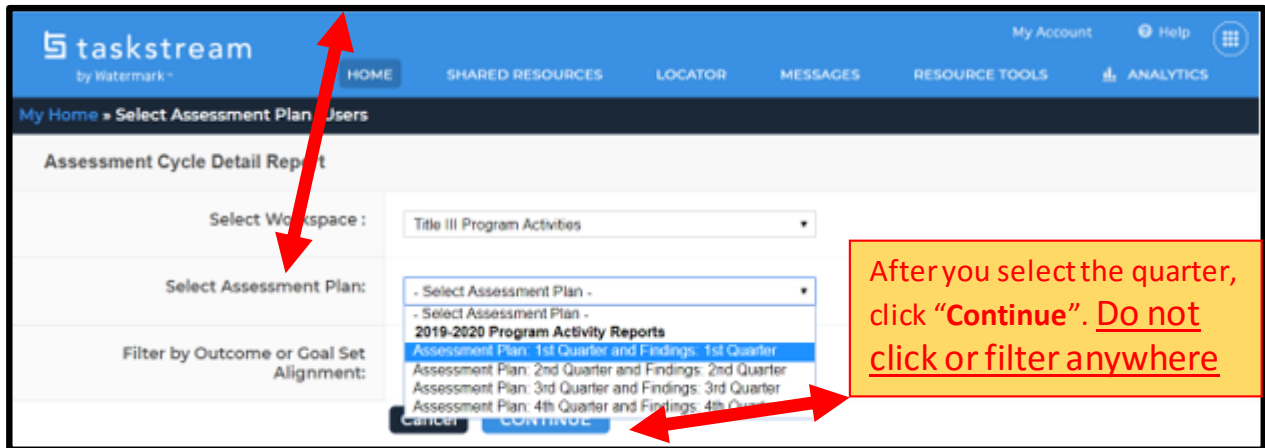
4. After you select the report, choose “Assessment Cycle Detail” report. Click on “Go”.



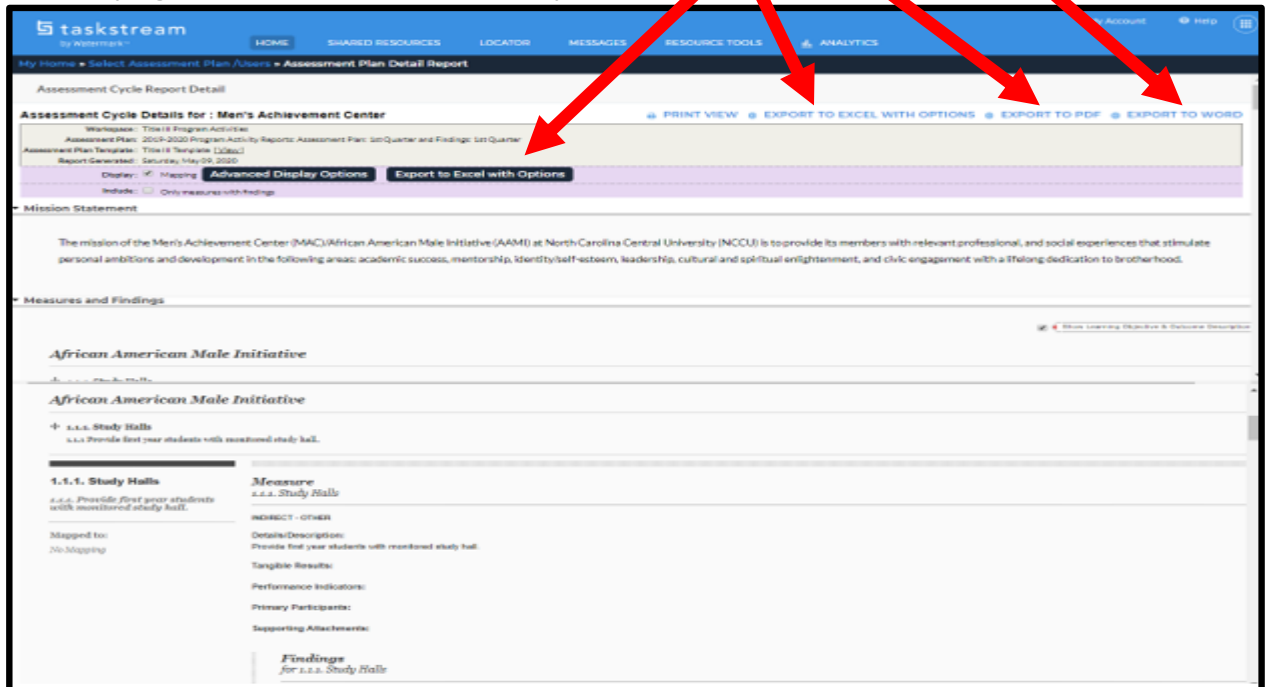
5. Under “Select Workspace”, choose “Title III Program Activities”.



6. Under “**Select Assessment Plan**”, choose the quarter that you need.



7. Here is your report. You can download it in **Excel**, **pdf**, or in **Word**. Scroll down the page to see the rest of the report.



CONGRATULATIONS!!!!!!!!!!!!!!!!!!!!!!

**YOU WERE ABLE TO GENERATE A REPORT FOR A GIVEN
QUARTER AND EXPORT IT IN EXCEL, PDF, OR WORD
Yeah!!!!!!!!!!!!!!**