

Submitting your CAS Report to ITL

Due by June 30, 2022

1. Login to Taskstream through the Penguin Portal

PENGUINportal Home
Home Community / Home

- Home
- Library
- Faculty/Staff
- Human Resources
- My Page
- Banner

e-Services Faculty & Staff

- Banner 9 Admin Pages
- Banner Self Service
- Blackboard Learn 9
- CRM Advise Advisor Console
- CRM Advise Faculty Academic Alert System
- Concur Travel & Expense
- Digital Measures*
- eCUBE
- Enterprise/National Rental Program
- Final Exam Schedule
- Download JPI Installer
- LinkedIn Learning
- Library Services
- Password Reset Self-Service
- Penguin PASS
- PeopleAdmin
- Recruit
- Smart Evals**
- Taskstream**
- Technology Support
- Y Card
- YMES - Mass Emails
- YSU APP Campus Cloud

Coronavirus Update

For the latest information and communication on the COVID-19 visit the [Youngstown State Coronavirus Information page](#).

E-mail + Calendar

Microsoft® Office 365

Search

SEARCH THE YSU WEBSITE

- Faculty/Staff Directory
- Student E-mail Directory
- A-Z Index
- Google Search

Campus News & Events

- YSU News Center
- The Jambar
- WYSU-FM
- YSU Virtual Backgrounds for Zoom, Webex, and MS Teams Meetings

2. Click the link under your office name that says “Updated Co-Curricular Planning and Assessment Workspace”

taskstream
by Watermark

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Welcome!

The Office of Assessment has transitioned to the Taskstream Assessment Management System for assessment reporting. This online system allows programs to easily create assessment reports, keep all data and files together, and allows for easy reflection on the assessment process and reviews.

As of Fall 2019, all co-curricular programs have been integrated into the system. Academic programs will be trained in phases beginning this fall. Academic programs will start submitting through Taskstream when they are scheduled to do an Assessment Plan or Assessment Cycle Reflection. Academic programs scheduled to do an Assessment Update will be submitting through an online form found at ysu.edu/assessment/academic-assessment.

Workspaces - All Access Mode Faculty credentials

Assigned Workspaces Preview Mode **All Access Mode**

Search Clear

Non-Academic » Division of Student Affairs » Office of Student Experience
Kilcawley Center

- select report - Go

- Co-curricular Planning and Assessment Workspace
- Updated Co-Curricular Planning and Assessment Workspace**

3. On the left side toolbar, click the link that says “Submit Full CAS Report Here”

The screenshot shows the Taskstream interface for the Kilcawley Center. The top navigation bar includes 'taskstream by Watermark' and menu items like 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The main header displays 'Kilcawley Center | PREVIEW' and 'Workspace :Updated Co-Curricular Planning and Assessment Workspace'. Below this, there are buttons for 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The left sidebar has 'EXPAND ALL' and 'COLLAPSE ALL' options. The main content area is titled 'Edit Content:' and contains a blue box with a note: 'Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select Item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.' A red arrow points to the 'Submit Full CAS Report Here' link in the '2021-2022 CAS Report' section of the left sidebar.

4. Click the “CHECK OUT” button.

This screenshot shows the Taskstream interface after clicking the 'Submit Full CAS Report Here' link. The main content area now displays 'Submit Full CAS Report Here' and 'Work Not Started'. Below this, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', and 'CHECK OUT'. A red arrow points to the 'CHECK OUT' button. The 'Directions' section is expanded, showing instructions for uploading the CAS report: 'Check out the workspace (upper right hand corner of screen)', 'At the bottom of the screen, click the button that says "Attachments"', 'Browse for your final & upload', and 'Check in your workspace'. There is also a 'Review Method' link. The bottom right corner has a 'Print' button and a 'Help on this Page' link.

5. Click “Attachments” at the bottom of your screen.

This screenshot shows the Taskstream interface after clicking the 'CHECK OUT' button. The main content area now displays 'Submit Full CAS Report Here' and 'Work Not Started'. Below this, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', and 'CHECK IN'. A red arrow points to the 'Attachments' button in the bottom left corner. The 'Directions' section is expanded, showing instructions for uploading the CAS report: 'Check out the workspace (upper right hand corner of screen)', 'At the bottom of the screen, click the button that says "Attachments"', 'Browse for your final & upload', and 'Check in your workspace'. There is also a 'Review Method' link. The bottom right corner has a 'Print' button and a 'Help on this Page' link. The bottom left corner has an 'Add:' button followed by 'Attachments' and 'Links' buttons.

6. Upload your attachment from your computer and click “SAVE AND RETURN.” You can attach any supporting attachments or links if necessary, but this is not required.

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HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

My Account Help

Add/Edit Attachments for Submit Full CAS Report Here

Directions
Review Method

Add New Attachment

No files have been attached yet.

Select File:

- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Rubric, Web page, etc.)

Cancel

SAVE AND RETURN

7. Click “CHECK IN”.

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HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

My Account Help

Kilcawley Center | PREVIEW

Workspace :Updated Co-Curricular Planning and Assessment Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL Submit Full CAS Report Here

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress

Checked out : 04/21/2022 11:22:32 AM (EDT)
Checked out to : Youngstown Manager

Helix on this Page

Directions
Review Method

Attachment Section

Edit Delete Section

Files:

Sample CAS Report

8. At this point you can still make edits to your attachments. When you are ready to submit your report, click the “Submissions & Read Reviews” tab.

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HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

My Account Help

Kilcawley Center | PREVIEW

Workspace :Updated Co-Curricular Planning and Assessment Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL Submit Full CAS Report Here

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work In Progress

Directions
Review Method

Attachment Section

Files:

Sample CAS Report

9. Click “Submit Work.”

Kilcawley Center

Workspace :Updated Co-Curricular Planning and Assessment Workspace

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Scores/Results Summary

Print View Export to PDF

Area	Status	Actions	Results	History
2021-2022 CAS Report				
Submit Full CAS Report Here	In Progress	Edit Work Submit Work		History/Comments
Foundational Information				