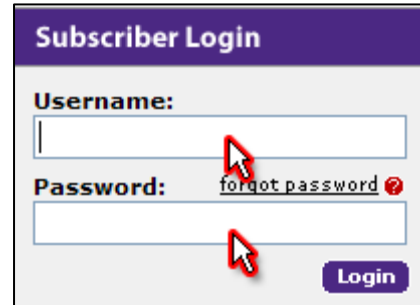




**QuickStart Guide: Accessing  
TaskStream & Adding Data – Program  
Outcome Assessment and Action Plan**

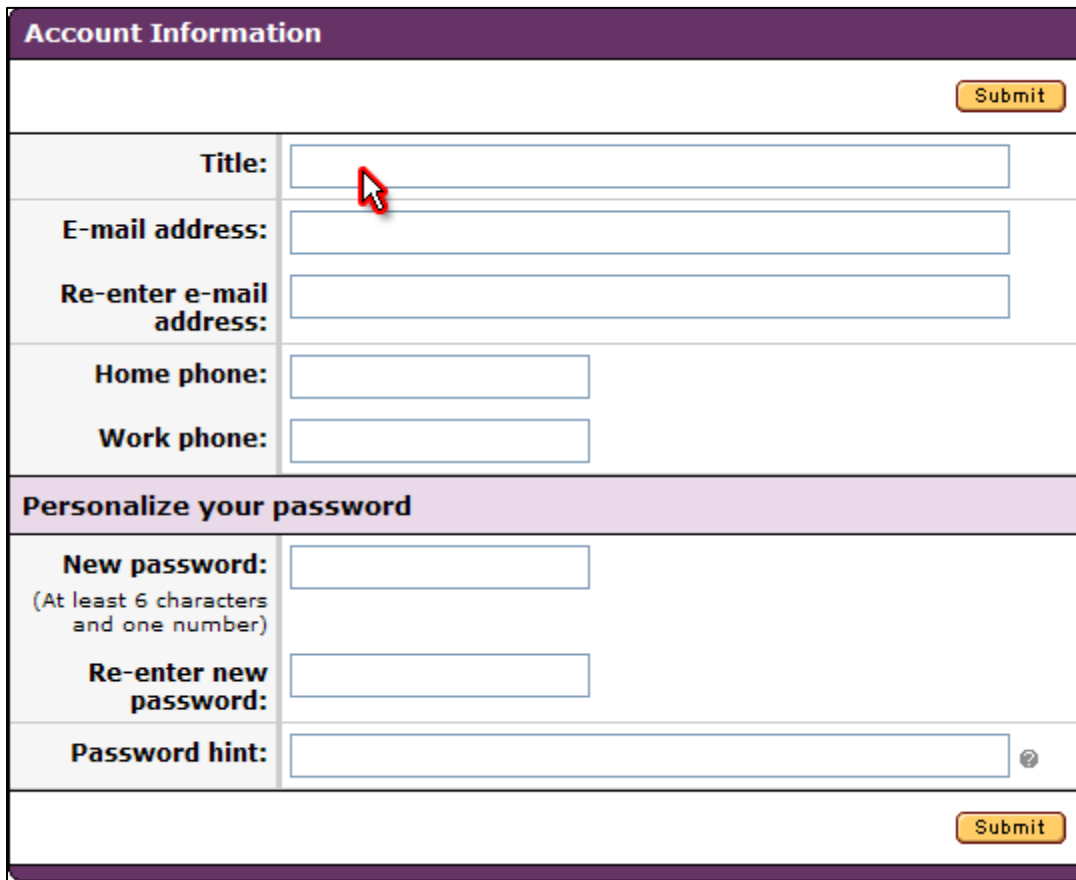
This tutorial will walk you through accessing AMS and adding assessment data (outcomes, measures, and action plans) to the system.

1. To get started, please be sure you have your username and password.
2. Please open your internet browser and go to [www.taskstream.com](http://www.taskstream.com)
3. Enter your username and password at this screen:



The image shows a 'Subscriber Login' form with a purple header. It contains two input fields: 'Username:' and 'Password:'. The 'Password:' field has a 'forgot password' link with a question mark icon. A 'Login' button is located at the bottom right. Two red mouse cursor icons are overlaid on the form, one pointing to the Username field and another pointing to the Password field.

4. Once you login, you will be asked to sign the TaskStream End User License Agreement.
5. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at San Diego Mesa College.



The image shows a two-part form. The top part is titled 'Account Information' and has a 'Submit' button. It contains fields for 'Title:', 'E-mail address:', 'Re-enter e-mail address:', 'Home phone:', and 'Work phone:'. A red mouse cursor icon is pointing to the 'Title:' field. The bottom part is titled 'Personalize your password' and has a 'Submit' button. It contains fields for 'New password:' (with a note: '(At least 6 characters and one number)'), 'Re-enter new password:', and 'Password hint:'.

6. Upon successful completion of this one time form, you will be taken to your homepage. The homepage will contain one or more workspaces, which will be affiliated with different participating areas (programs, departments, etc.). Each workspace is the vessel into which you may input your assessment data.

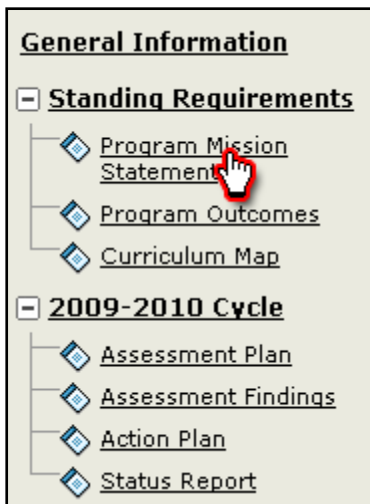


To begin, you may access the ‘Program Outcomes & Action Plan’ workspace by clicking on it.

7. Once you click on the workspace title, you will see the structure. This structure has been designed by San Diego Mesa College and contains several different requirements related to your assessment process.

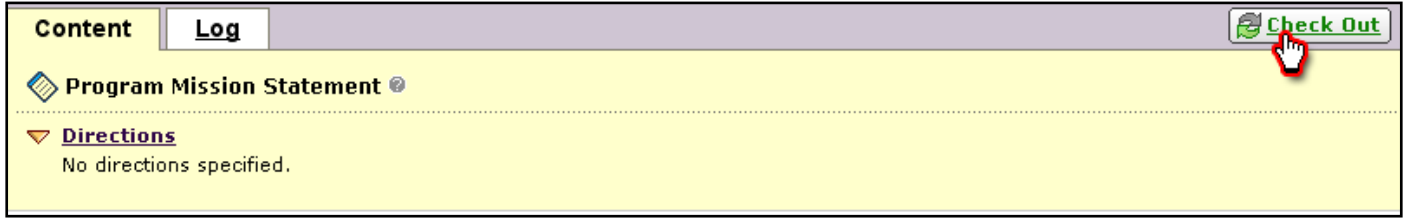
The “Standing Requirement” category will contain assessment data that will remain relatively steady over time. Whereas the “Assessment Cycles” will be completed anew each year.

The “Mission Statement” requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace structure.

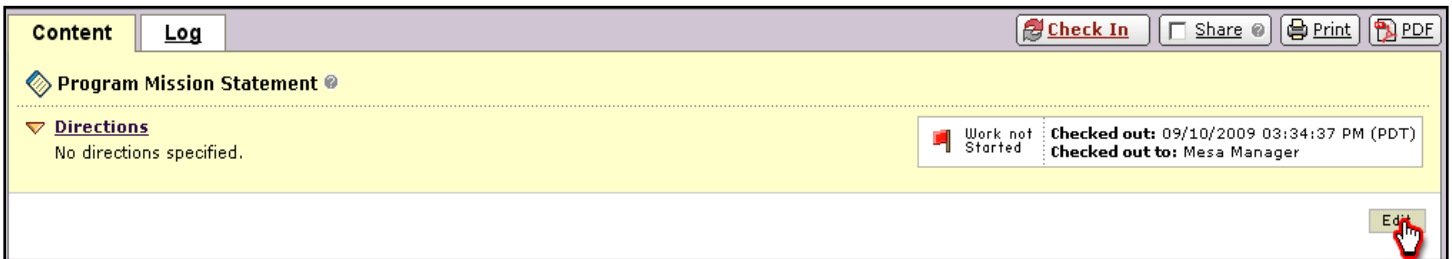


To view the directions and add the required data, click on the mission statement requirement from the structure. When you do this, the requirement will open in the main screen. Please note that each requirement has its own custom set of directions. To view these directions click the “Directions” link present and the directions will expand/collapse as appropriate.

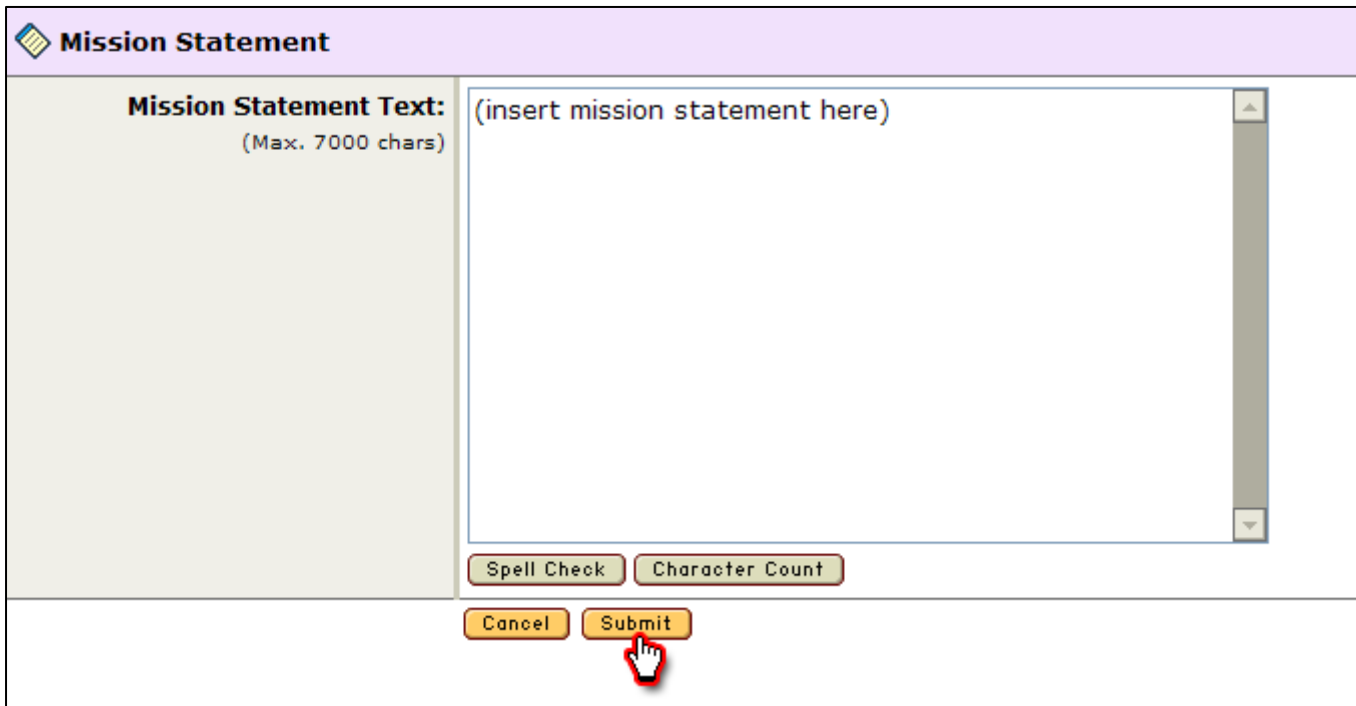
You will see a green “Check Out” button. Please note that all requirements in TaskStream’s AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to “Check Out” the requirement. Additionally, to allow your peers access to the same requirement, you must “Check In” the requirement when you are finished.



8. When you click the “Check Out” button, the “edit” button will appear. Click this to add your mission statement data.



Once you have entered the appropriate mission statement, you may click the Submit button.

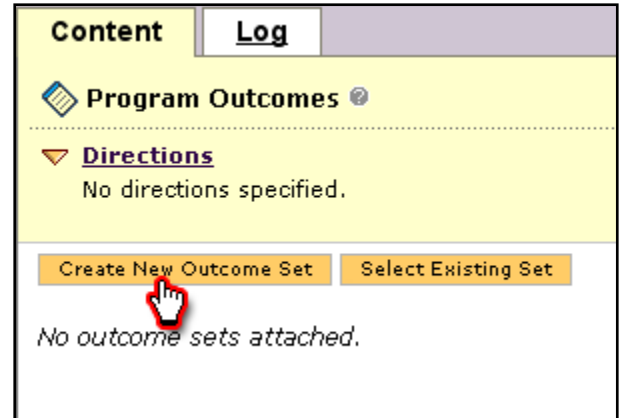




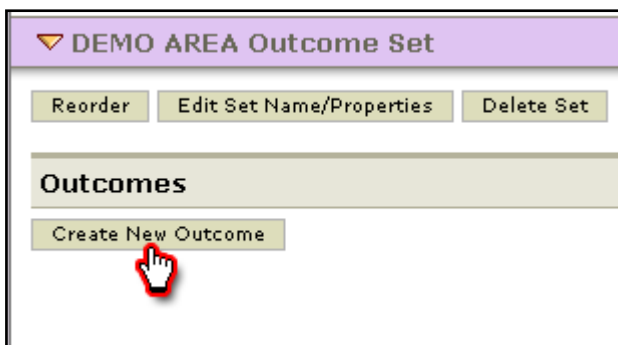
Be sure to click the “Check In” button, to allow your peers the ability to modify the mission statement requirement.

9. When you ready to move on to the Program Outcomes requirement, you may select that requirement from the workspace structure. To begin, you must first check out the requirement. Once you do so, you will be presented with two buttons and you will want to choose the “Create New Outcome Set” button.

10. You may then title the outcome and choose whether you want to allow other academic programs to map to these (your) outcomes. Then you may click continue.



Create New Outcome Set	
Set Name:	<input type="text" value="(new outcome set name here)"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	



11. You may now create Student Learning Outcomes. To do this click the “Create New Outcome” Button.

12. Enter a title for your outcome and a description.

<b>Outcome:</b> Max 60 characters	<input type="text" value="(Outcome Name Here)"/> Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).
<b>Description:</b> Max 1000 characters	<input style="width: 100%; height: 80px;" type="text" value="Students will be able to..."/>
<input type="button" value="Spell Check"/> <input type="button" value="Character Count"/>	
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

You may repeat Steps 11 and 12 for as many outcomes as you need to enter into the system.

13. You may map or align your outcomes in the Program Outcomes requirement as well. To do this, click the “Map” link next to the outcome you wish to map.

<b>DEMO AREA Outcome Set</b>		(Outcomes)
<input type="button" value="Reorder"/> <input type="button" value="Edit Set Name/Properties"/> <input type="button" value="Delete Set"/>		
<b>Outcomes</b>		
<input type="button" value="Create New Outcome"/>		
<b>Outcome</b>	<b>Mapping</b>	
(Outcome Name Here) 🔍 Students will be able to...	No Mapping	<input type="button" value="[Map]"/> <input type="button" value="[Edit]"/> <input type="button" value="[Delete]"/>

14. You can then click the “Create New Mapping” button.

**< Back to outcome sets**

**Directions:** Manage mapping for outcome:

**(Outcome Name Here)** (part of Outcomes)  
Students will be able to...

**Create New Mapping**

*Nothing is mapped to this outcome.*

15. To map or align your outcomes with global sets, you’ll want to select “Goal sets distributed to...” and click the “Go” button.

**Directions:** Select the set to which you would like to map the Outcomes:


**(Outcome Name Here)** (part of Outcomes) 🔍  
Students will be able to...

<b>Select category of set to map to:</b>	<input type="text" value="Goal sets distributed to DEMO AREA"/>	<b>Go</b>	
<b>Select Set:</b>	<ul style="list-style-type: none"> <li>Select Type of Set</li> <li style="background-color: #e0e0e0;">Goal sets distributed to DEMO AREA</li> <li>Outcomes sets in DEMO AREA</li> <li>Outcomes sets in other organizational areas</li> </ul>		uld like to map to

16. Select the appropriate set and click “Continue”.

Goal sets distributed to DEMO AREA Go


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**English Department Goals** [View Set]  
 Owned by San Diego Mesa College


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**San Diego Mesa College Mission Statement** [View Set]  
 Owned by San Diego Mesa College  
 The primary mission of San Diego Mesa College is to provide: programs which lead to an Associate Degree or Certificate; lower division curricula in arts and sciences with an emphasis on courses which transfer to baccalaureate institutions; programs in career and technical education; high school outreaches and partnerships with business and industry; and programs that promote regional economic development. To further the mission, educational programs and services offered by San Diego Mesa College include: Associate Degree Majors and Certificates, General Education and Transfer Education Courses and programs that contribute to the major preparation and broad general education of career, technical and transfer students. Developmental Skills Courses, programs and services which prepare students, including native and non-native speakers of English, for success in college-level work in reading, writing, speaking, mathematics, and other college-level courses. Student Services Admission, orientation, assessment, advising and counseling, tutorial, and other services which assist students in the matriculation process Co-curricular Activities Courses, programs and activities that further the students' learning experience through the practical implementation of curriculum-based methods, theories, and concepts resulting in the enrichment of both students' development and campus life. Economic and Career Development Courses, as well as degree and certificate programs, that advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.

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Cancel **Continue** 

17. Choose which goal set items align with your outcome and then click the “Continue” button. You will now see the goal set items mapped or aligned with your outcome. Repeat these steps for all future mappings.

**English Department Goals** Cancel Continue   
 Owned by San Diego Mesa College

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**English Department Goals**

**Initiative**

**Critical Thinking**

---

**Creative Thinking**


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**Rhetorical Awareness**

---

**Global Awareness**

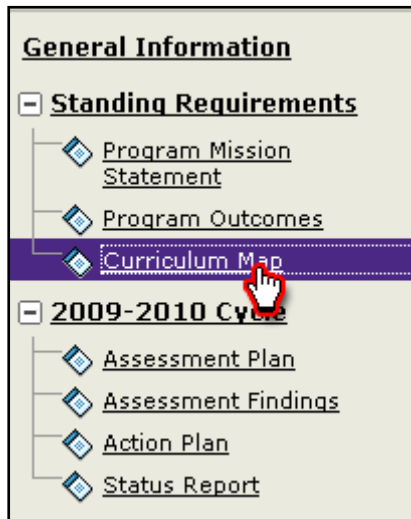
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Cancel **Continue** 

You will now see your mapping aligned with the applicable outcome. You may repeat this process for additional mappings.

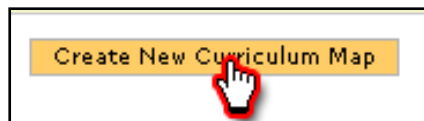
▼ DEMO AREA Outcome Set <span style="float: right;">(Outcomes)</span>	
<a href="#">Reorder</a> <a href="#">Edit Set Name/Properties</a> <a href="#">Delete Set</a>	
<b>Outcomes</b>	
<a href="#">Create New Outcome</a>	
Outcome	Mapping
(Outcome Name Here) 🔍 Students will be able to...	<b>English Department Goals:</b> Creative Thinking, Critical Thinking, Rhetorical Awareness <a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>

Once you are satisfied with entering your outcomes and completing your mapping, you may then proceed to the Curriculum map requirement.



18. Once the outcomes have been selected, proceed to the “Curriculum Map” requirement and click the “Check Out” button.

19. Next, click the “Create New Curriculum Map” button.



20. Give the map a title and description and click the "Select" button next to the Outcome Set you wish to map to.

<b>New Map Title:</b>	(Map Title Here) (Max 100 Chars)
<b>Description:</b>	<div style="border: 1px solid gray; height: 150px;"></div>
<b>Select Alignment Set:</b>	View sets available within DEMO AREA <input type="button" value="Go"/>
	<input type="button" value="Select"/> <b>DEMO AREA Outcome Set</b> <span style="float: right;">[View Set]</span>

21. In the resulting mapping screen, courses and activities can be added by clicking on the small gray triangle next to the gray Courses and Learning Activities bar.

**(Map Title Here)**

Courses and Activities Mapped to DEMO AREA Outcome Set

**Outcomes**

(Outcome Name Here)

**Courses and Learning Activities** A Z

**No courses/activities in this category.** Use the "Insert Course" quick link to start adding courses in this category.

**Legend:** ✓ = Aligned

Show Outcome Descriptions  
 Show Course/Activity Detail

22. Enter a Course/Activity ID and Course/Activity Title and click the “Create” button.

**Create a New Course/Activity**

<b>Course/Activity ID:</b> <small>(Max 15 Chars)</small>	<input style="width: 95%;" type="text"/>
<b>Course/Activity Title:</b> <small>(Max 100 Chars)</small>	<input style="width: 95%;" type="text"/>
<b>Description:</b> <small>Optional</small>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <small>(Max 500 Chars)</small> <span style="float: right; border: 1px solid gray; padding: 2px;">Spell Check</span>
<b>Link:</b> <small>Optional</small>	<input style="width: 95%;" type="text" value="http://"/> <small>(Max 100 Chars)</small>
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

23. You can now apply the Aligned icon indicated by check mark by clicking in the box underneath the Outcome in the mapping grid.

(Map Title Here)
Autosaved on 09/11/2009 at 10:31:34 am PDT

Courses and Activities Mapped to DEMO AREA Outcome Set

Mapping Relations...

Outcomes	
(Outcome Name Here)	
A Z	
<b>Courses and Learning Activities</b>	
<input type="checkbox"/> ENG 101 English 101	<input checked="" type="checkbox"/>

Legend: ✓ = Aligned

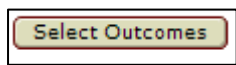
Show Outcome Descriptions  
 Show Course/Activity Detail

When you are finished with your Curriculum Map you may then proceed to the cyclical assessment sections and enter your assessment plan / findings and your continuous improvement plan / status report. Begin by checking out the requirement.

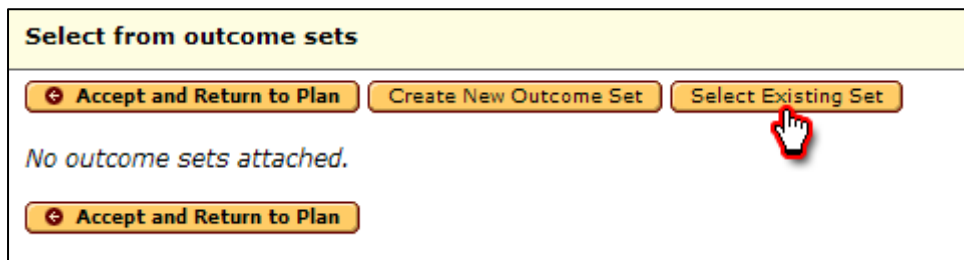
24. To create an assessment plan, select the requirement from the workspace structure, check out the requirement and click the “create new assessment plan” button.



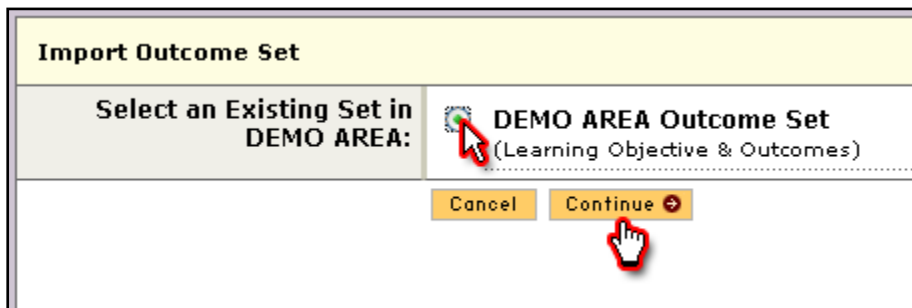
25. Then you may click the “select outcomes” button.




26. Click the “select existing set” button, to select your outcome set from the Outcomes library.



27. Select the outcome set you wish to assess that cycle and click the continue button.









28. Select the outcomes you wish to assess and then click the “accept and return to plan” button.

Outcomes	
Outcome	Mapping
<input type="checkbox"/> Include? <input checked="" type="checkbox"/> (Outcome Name Here)  Students will be able to...	<b>English Department Goals:</b> Creative Thinking, Critical Thinking, Rhetorical Awareness
<input type="button" value="Accept and Return to Plan"/>	

29. To add Measures to each outcome, click the appropriate “Add New Measure” button.

Outcomes
<b>(Outcome Name Here)</b> <i>No measures specified</i> Students will be able to... <input type="button" value="Add New Measure"/>

30. You may then add the details of your measure into the measure data entry screen.

<b>* Measure Title:</b>	<input type="text"/>
<b>Measure Type/Method:</b>	- Select- 
<b>Measure Level:</b>	- Select- 
<b>Details/Description:</b>	<input style="height: 60px;" type="text"/> 
<b>Short Term Target:</b>	<input style="height: 60px;" type="text"/> 
<b>Long Term Target:</b>	<input style="height: 60px;" type="text"/> 
<b>Implementation Plan (timeline):</b>	<input style="height: 60px;" type="text"/> 

When you click the continue button, the finished result will look something like this:

The screenshot displays a web interface titled "Outcomes". On the left, there is a section for "(Outcome Name Here)" with the text "Students will be able to..." and a button labeled "Add New Measure" with a hand cursor icon. The main area shows a dropdown menu for "Measure: Sample Measure" with "Program level; Direct - Exam" selected. To the right of this dropdown are "Edit" and "Remove" buttons. Below the dropdown, there are several fields: "Details/Description of assessment measure:" with the text "The exam will test...", "Target specified in rubrics:" with "Students will achieve...", "Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?):" with "This exam will be administered every semester.", and "Faculty responsible for assessment:" with "Dr. Beverly". At the bottom, there is a "Supporting Attachments:" label and a button labeled "Add/Edit Attachments & Links" with a hand cursor icon.

You may repeat these steps to add additional measures for this or other outcomes. Additionally, you may upload documents as supporting evidence or link to other websites by clicking the Add/Edit Attachments & Links button.

31. Once you have gathered your data, you may select the Assessment Findings requirement and add your assessment data to the system. To do so, check out the requirement and then click the Add Findings button.

Outcomes	
<p><b>(Outcome Name Here)</b> Students will be able to...</p>	<p>▼ <b>Measure:</b> Sample Measure Program level: Direct - Exam</p> <hr/> <p><b>Details/Description of assessment measure:</b> The exam will test...</p> <p><b>Target specified in rubrics:</b> Students will achieve...</p> <p><b>Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?):</b> This exam will be administered every semester.</p> <p><b>Faculty responsible for assessment:</b> Dr. Beverly</p> <hr/> <p><b>Findings</b> for Sample Measure <span style="float: right;">Add Findings</span></p> <p><i>No Findings Added</i></p>

32. You may then enter the details of your assessment findings into the data entry screen.

<b>* Summary of Findings:</b>	<div style="border: 1px solid black; height: 100px;"></div>
<b>Recommended Actions for Continued Improvement:</b>	<div style="border: 1px solid black; height: 60px;"></div>
<b>Reflections/Notes :</b>	<div style="border: 1px solid black; height: 60px;"></div>
<b>Short Term Target Achievement:</b>	80% pass rate with a grade of B or better <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded
<b>Long Term Target Achievement :</b>	90% pass rate with a grade of B or better <input type="radio"/> Moving Away <input type="radio"/> Approaching <input type="radio"/> Exceeded
<input type="button" value="Spell Check"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

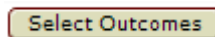
33. Once you have entered your data, click the submit button. The resulting screen will look something like this:

Outcomes	
<b>(Outcome Name Here)</b> Students will be able to...	<div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ <b>Measure:</b> Sample Measure Program level; Direct - Exam</p> <hr/> <p><b>Details/Description of assessment measure:</b> The exam will test...</p> <p><b>Target specified in rubrics:</b> Students will achieve...</p> <p><b>Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?):</b> This exam will be administered every semester.</p> <p><b>Faculty responsible for assessment:</b> Dr. Beverly</p> <hr/> <p><b>Findings</b> for Sample Measure <span style="float: right;">Edit Remove</span></p> <hr/> <p><b>Summary of Findings:</b> The summary of findings is as follows...</p> <p><b>Results:</b> Acceptable Target Achievement: Met</p> <p><b>Recommendations :</b> We recommend...</p> <p><b>Reflections/Notes :</b> We recommend the following...</p> <p><b>Substantiating Evidence:</b> <span style="border: 1px solid #ccc; padding: 2px;">Add/Edit Attachments &amp; Links</span></p> </div>

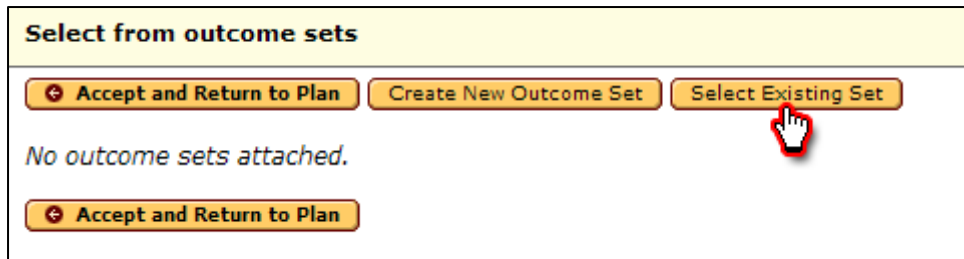
34. To create your Action Plan you will select the requirement from the workspace structure (Action Plan) and check out the requirement. Then you may click the “Create New Operational Plan” button.



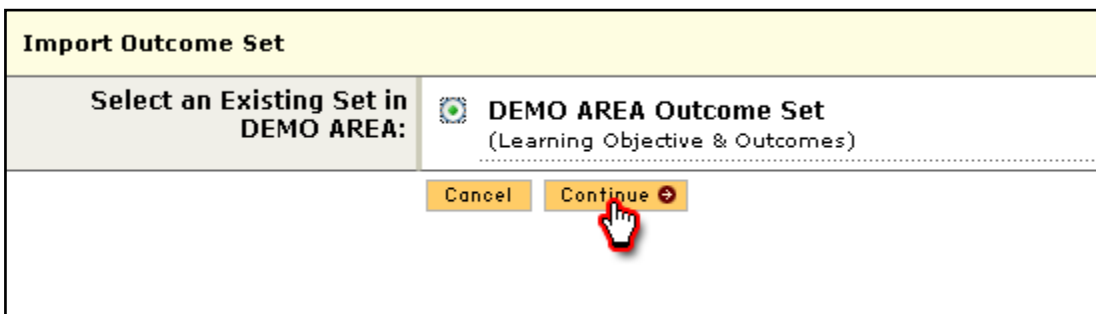
35. Then you may click the “Select Outcomes” button.



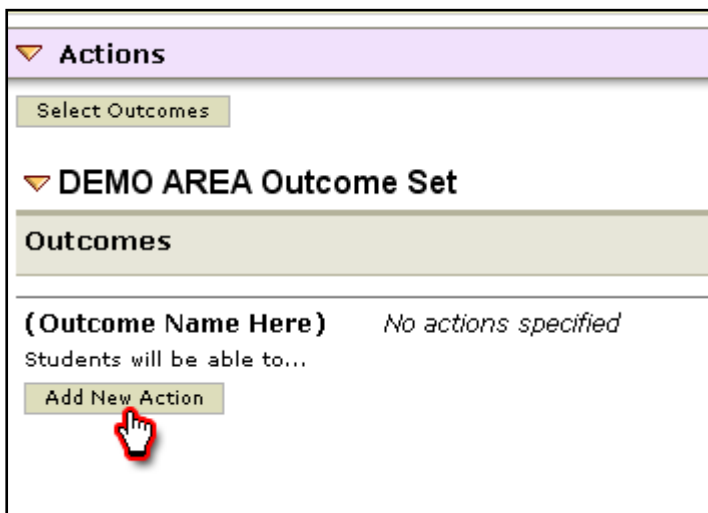
36. Click the “Select Existing Set” button, to select your outcome set from the Outcomes library.



37. Select the outcome set you wish to assess that cycle and click the continue button.



38. Select the outcomes you wish to assess and then click the “Accept and Return to Plan” button.



39 You may now add an Action to each applicable Outcome by clicking the “Add New Action” button.

40. You may now populate the Action detail fields with your data.

<b>* Action Item Title:</b>	<input type="text"/>
<b>Action details:</b>	<input type="text"/>
<b>Implementation Plan (timeline):</b>	<input type="text"/>
<b>Key/Responsible Personnel:</b>	<input type="text"/>
<b>Measures:</b>	<input type="text"/>
<b>Budget approval required? (describe):</b>	<input type="text"/>

You may repeat this process for each additional action you need to add.

41. To document the Status of each of your actions, you may select the Status Report requirement from the workspace structure and check out the requirement.

Outcomes	
<p><b>(Outcome Name Here)</b> Students will be able to...</p>	<p>▼ <b>Action:</b> (Title of Action)</p> <hr/> <p><b>Action details (define and describe the specifics of the action):</b> Action details: ...</p> <p><b>Implementation Plan (timeline):</b> One semester</p> <p><b>Faculty responsible for action:</b> Dr. Richmond</p> <p><b>How will you assess that action is successful):</b> 80% of students will attain...</p> <p><b>Budget approval required? (describe):</b></p> <p><b>Budget request amount:</b> \$0.00</p> <p><b>Priority:</b> Medium</p> <hr/> <p><b>Status</b> for (Title of Action) <span style="float: right;">Add Status</span></p> <p><i>No Status Added</i></p>

42. You may then complete the Status Report for that particular action and click submit.

<b>* Current Status:</b>	Completed
<b>Budget Status:</b>	- Select -
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>Not started</li> <li>In Progress</li> <li><b>Completed</b></li> <li>Not Implemented</li> </ul>
<b>Next Steps:</b>	
<p> <input type="button" value="Spell Check"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p>	

Repeat these steps for each subsequent Action and Status Report.