Go to the taskstream website: https://www1.taskstream.com/

Log in to your account – if you need an account please see the directions for creating an account:

					Password	Username
ew Account	Create or Renew A	Request Support	Forgot Login?	Log In		
	Create or Ren	Request Support	Forgot Login?	Log In		

Your homepage will look something like this:

Merritt College	Jennifer Shanoski My Account • L	ogout 🕜 Help ५ taskstrea
A Shared Resources Local	or Messages Resource Tools	
Q.		Communications ®
	Welcome	Messages
	Merritt College has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution. We look forward to providing you with inbuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.	Announcements: System Maintenance Scheduled Maintenance - Sunday Morning October 20th
Review ©	Workspaces Faculty credentials	Taskstream will be offline on Sunday Morning October 20, 2013 to complete scheduled maintenance from:
Items requiring review Reviews to be released	Participating area name Search Clear	(GMT) 9:30AM - 1 Read More.
• view all submissions	Total Course List BIOL 001A GENERAL BIOLOGY	Posted: 10/07/2013 01:35:59 PM by System Administrator September 2013 Site Upgrade
AMS Coordinator Ø	Course Assessment & Continuous Improvement Plan >>	Taskstream will be offline for a scheduled upgrade on Wedgesdow Sectomber 19

Any time you want to return to your homepage you can click on the house icon at the top left of the menu bar:



How to add a new set of SLOs to a course that does not yet have them:

Find the course that you would like to add SLOs to by scrolling down on your homepage.

Click on the "Course Assessment & Continuous Improvement Plan" for the course

Merritt College		Jennifer Shanoski My Account - Logout 🕜 Help 🗄 taskstre	am
♠ Shared Resources Loca	or Messages Resource Tools		
	Total Course List BIOSC 2 Theory and Practice of Optical Microscopy • Course Assessment & Continuous Improvement Plan >>	- select report	
	Total Course List BIOSC 3 ADVANCED FLUORESCENCE/CONFOCAL MICROSCOPY • Course Assessment & Continuous Improvement Plan >>	-select report - • • Go	
	Total Course List BIOSC 30 GENOMICS THEORY • Course Assessment & Continuous Improvement Plan >>	- select report	
	Total Course List BIOSC 33 Micro-Robotics in DNA Sequencing - Course Assessment & Continuous Improvement Plan >>	- select report -	

Your screen will now look like this:

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Shared Resources Loca Edit Content Discus BIOSC 30 GENOMICS THEOR Excand All Collapse All General Information Standing Requirements Learning Outcomes 2010-2011 Assessment Cycle Assessment Plan Assessment Plan Status Report Status Report Status Report Collapse All Status Report Status Report Status Report Status Report Status Report	tor Messages Resource Tools sion ✓ Submission & Read Reviews © Publish Options & Info Y (Workspace: Course Assessment & Continuous Improvement Plan) Edit Content: A number of options are available in this workspace: • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the panel on your left, and then click "Check Out" • To view, add or edit content, select the item from the content added to these requirements, click the Discussion tab • Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this • You can also use the "Share" feature located at the top of each requirement content page to make items visible to others at any time For more information on any of these options simply dick the <code>@</code> Help icon at the top of the AMS site.	sb View
Assessment Results		

Click on the Learning Outcomes under Standing Requirements on the left menu

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🖉 Edit Content 🔲 Discussio	on Vul Submission & Read Reviews	🙀 Publish 👔 Options & Info	
BIOSC 30 GENOMICS THEORY	(Workspace: Course Assessment & Co	ontinuous Improvement Plan)	Web V
+ Expand All - Collapse All	Edit Content:		
Standing Requirements Learning Outcomes 2010-2011 Assessment Cycle Assessment Plan Assessment Results Actions to Immove Learning Statute Recort 2011-2012 Assessment Cycle Assessment Plan Assessment Results	A number of options are available in • To view, add or edit content, select • To initike discussion topics or add • Once work is completed, submit it • You can also use the 'Share' featur • For more information on any of these opt	this workspace: t the item from the panel on your left, ani- comments about the content added to th ems to your designated reviewer via the S re located at the top of each requirement tions simply click the <i>Q</i> Help icon at the t	d then click "Check Out" rese requirements, click the Discussion tab Submission and Review tab (if this tab does not appear, then review is not required for this content page to make items visible to others at any time top of the AMS site.

Click on the green "Check Out" link to begin entering your SLOs:

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BIOSC 30 GENOMICS THEORY	Y (Workspace: Course Assessment & Continuous Improvement Plan)	Web View
+ Expand All - Collapse All	Content Log	<i> Check Out</i> 🗖 Share 🛛 🖨 Print 🚯 PDE
General Information	♦ Learning Outcomes	Work not
Learning Outcomes	▼ Directions	
	To Add Outcomes: 1. Click the Check Out button, 2. Click "Create New Outcome Set" button, 3. Title your outcome set, Sample: "[Course Title] Outcome Set" (leave checkbox blank), 4. Add outcomes, 5. Map course outcomes with ILOs 6 When finished, click the Check In button. Web Links: 1. How To Write Student Learning Outcomes	
Status Report	Review Method	
Cycle Assessment Plan Assessment Findings	No outcome sets attached.	

Click on "Create New Outcome Set"

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BIOSC 30 GENOMICS THEORY	(Workspace: Course Assessment & Continuous Improvement Plan)	Web View
± Expand All - Collapse All	Content Log	🔗 Check In 🛛 🗂 Share 🐵 🖨 Print 🚯 PDF
General Information	♦ Learning Outcomes	Work not Checked out: 10/08/2013 04:38:19 PM (PDT)
Learning Outcomes 2010-2011 Assessment Cycle	♥ <u>Directions</u> To Add Outcomes:	
Assessment Plan Assessment Results Actions to Improve Learning	 Click the Check Out button, Click "Create New Outcome Set" button, Title your outcome set, Sample: "[Course Title] Outcome Set" (leave checkbox blank), 	
Status Report 2011-2012 Assessment Cycle	 Add outcomes, Map course outcomes with ILOs When finished, click the Check In button. 	
Assessment Results	Web Links:	
Actions to Improve Learning	1. How To Write Student Learning Outcomes	
Status Report 2012-2013 Assessment Cycle	Review Method	
Assessment Findings	Create New Outcome Set Select Existing Set	U Y

Enter a name for your outcome set and click "Continue"

Merritt College	Jennifer Shanoski My Account + Logout 🚱 Help 🗄 taskstream
♠ Shared Resources Locator Messages Resource Tools	
✓ Edit Content	Options & Info
BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improveme	int Plan) Web View
Expand All Collapse All Create New Outcome Set	
General Information Set Name:	BIOSC 30 GENOMICS THEORY Outcome Set
Standing Requirements Designate Alignment/Mapping Preference:	Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
2010-2011 Assessment Cycle Assessment Plan	Continue

Click on "Create New Outcome"

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General Information Standing Requirements	♦ Learning Outcomes	Work in Progress Checked out: 10/09/2013 03:28:14 PM (PDT) Checked out to: Jennifer Shanoski
Learning Outcomes 2010-2011 Assessment <u>Cycle</u>	Directions Review Method	
Assessment Plan Assessment Results Actions to Improve Learning	Create New Outcome Set Select Existing Set	€ 4 Show Descriptions) € 4 Show Napping
Status Report	▼ BIOSC 30 GENOMICS THEORY Outcome Set	(Outcomes)
<u>2011-2012 Assessment</u> <u>Cycle</u>	Reorder Edit Set Name/Properties Delete Set	
Assessment Plan		
Assessment Results	Outcome	
Learning	Create New Outcome	
Status Report		

Enter a name for the outcome (1) and the outcome text (2) then click "Continue" (3). (NOTE: The entered outcomes must match those in the course outline on Curricunet.)

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+ Expand All - Collapse All Cre	eate New Outcome		
General Information	1 Max 140 characters	Use a concise descriptor here since this label is used in reports (e.g. Outcome :	1.1 Civic Responsibility).
Learning Outcomes <u>2010-2011 Assessment</u> <u>Cycle</u>	2 Description: Max 1000 characters		
Assessment Plan		Check Spelling Character Count	
Status Report	3	Continue	

Map the course SLOs to Institutional or Program Outcomes by clicking on "Add mapping"



From the drop-down menu in "Select category of set to map to:" select Goal sets distributed to..." and then click "Go"

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BIOSC 30 GENOMICS THEORY	(Workspace: Course Assessment & Continuous Improvement Plan)	Web View
+ Expand All - Collapse All	Directions: Select the set to which you would like to map the Outcome:	
General Information <u> Standing Requirements</u>	1. (part of Outcome) & Demonstrate and understanding of	
Learning Outcomes		
2010-2011 Assessment	Select category of set to map to: V Select Type of Set	
Assessment Plan	Select Sect Ocal sets distributed to BIOSC 30 GENOMICS THEORY Outcome Sets in BIOSC 30 GENOMICS THEORY of button above.	
Assessment Results Actions to Improve Learning	Outcome Sets in other organizational areas	

To map your SLOs to the ILOs select "Institutional Learning Outcomes" and then click "Continue"



Select the ILOs that map to your SLO and then click continue. Remember to only select ILOs that can be assessed by your course.

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BIOSC 30 GENOMIC	CS THEORY (V	Norkspace: Course Assessment & Con	ntinuous Improv	ement Plan)				Web View
+ Expand All - Coll	lapse All	Directions: Select the initiative within Instit	utional Learning O	utcomes to which to ma	o 1			2
General Information	<u>n</u> ments	1. (part of Outcome) Q Demonstrate and understanding of						
Learning Outcom	isment	Institutional Learning Outcomes Owned by Merritt College					Cancel	Continue
Assessment Plan	1 1	ILOs						
Assessment Resident Actions to Impro	ults ive	Initiative						
Status Report			dine eral neaverhal	and/or written language	waressing on puppingers of pud	inner eltration and surgers		
2011-2012 Asses Cycle Assessment Plan	sment	CRITICAL THINKING Think critically using appropriate methods and local and global communities.	s of reasoning to eva	aluate ideas and identify an	d investigate problems and to d	evelop creative and practical solu	utions to issues that arise in work	cplaces, institutions,
Assessment Res	- ults	QUANTITATIVE REASONING Apply college-level mathematical reasoni	ing to analyze and ex	xplain real world issues and	to interpret and construct grap	hs, charts, and tables.		
Status Report		CULTURAL AWARENESS Through a knowledge of history and cultu issues that arise out of human diversity of	iral diversity, recogni on both the local and	ize and value perspectives a	and contributions that persons o	f diverse backgrounds bring to m	ulticultural settings and respond	constructively to
2012-2013 Asses Cycle	sment	CIVIC ENGAGEMENT AND ETHIC Internalize and exhibit ethical values and	CS behaviors that addre	ess self- respect and respec	t for others with integrity and i	onesty that will enable success a	and participation in the larger soc	iety.
Assessment Plan	lings	INFORMATION AND COMPUTER Use appropriate technology to identify, ic	LITERACY ocate, evaluate and p	present information for pers	onal, educational and workplace	e goals.		
Actions to Impro Learning	ive							Continue

You can add more outcomes by selecting "Create New Outcome" and going through the process again.

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BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)				
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General Information <u>Standing Requirements</u>	♦ Learning Outcomes	Unrk In Frogress Checked out: 10/69/2013 03-28:14 PM (PDT)		
Learning Outcomes 2010-2011 Assessment Cycle	Directions Review Method			
Assessment Plan Assessment Results Actions to Improve Learning	Create New Outcome Set Select Existing Set	♥ (Show Descriptions) ♥ (Show Mapping)		
Status Report	BIOSC 30 GENOMICS THEORY Outcome Set	(Outcomes)		
2011-2012 Assessment <u>Cycle</u> Assessment Plan	Reorder Edit Set Name/Properties Delete Set			
Assessment Results	Outcome			
Actions to Improve Learning	Create New Outcome			
Status Report				
<u>2012-2013 Assessment</u> Cycle	Outcome	Mapping		
<u>Assessment Plan</u> <u>Assessment Findings</u> Artiage to Improve	1. Q, Describe the	Institutional Learning Outcomes: COMMUNICATION [Map] [Edit] [Delete]		
Accors to Improve				

When you have added all of your outcomes you will "Check In" the workspace.

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BIOSC 30 GENOMICS THEORY	(Workspace: Course Assessment & Continuous Improvement Plan)	Web View
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General Information Standing Requirements	♦ Learning Outcomes	Work in Checked out: 10/09/2013 03:28:14 PM (PDT) Progress Checked out to: Jennifer Shanoski
Learning Outcomes 2010-2011 Assessment Cycle	Directions Review Method	
Assessment Plan Assessment Results Actions to Improve Learning	Create New Outcome Set Select Existing Set	🗹 4 Show Descriptions 🗹 4 Show Napping
Status Report	BIOSC 30 GENOMICS THEORY Outcome Set	(Outcomes)
2011-2012 Assessment <u>Cycle</u>	Reorder Edit Set Name/Properties Delete Set	
Assessment Plan	Outcome	
Actions to Improve Learning Status Report	Create New Outcome	
- 2012-2013 Assessment	Outcome	Manaian
Assessment Plan	1. Q Describe the	Institutional Learning Outcomes: COMMUNICATION [Map] [Edit] (Delete)
Actions to Improve		

You can make comments to be saved by taskstream and then click "Submit Comment"

Merritt College		Jennifer Shanoski My Account - Logout 🚱 Help 🗄 taskstream		
A Shared Resources Locate	or Messages Resource Tools			
✓ Edit Content				
BIOSC 30 GENOMICS THEORY	(Workspace: Course Assessment & Continuous Improvement Plan)	Web View		
+ Expand All - Collapse All	Check In Successful			
General Information	You have checked in the following area: Standing Requirements : Learning Outcomes			
Standing Requirements	© Return to Work Area			
Learning Outcomes	· Return to work Area			
= 2010-2011 Assessment	Optional			
Cycle	Check in all other areas checked out by you (not applicable).			
Assessment Plan	Add comment to the revision history log:			
Assessment Results				
Actions to Improve Learning				
Status Report				
= 2011-2012 Assessment	What would you like to do next?			
Cycle	Return to work area			
Assessment Plan	○ Go to Submission Area			
Assessment Results	Submit Comment			
Actions to Improve Learning				
	80			