

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

Log in to your account:

Username	Password	Log In	Forgot Login?	Request Support	Create or Renew Account
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Your homepage will look something like this:

Merritt College

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Shared Resources | Locator | Messages | Resource Tools

Welcome

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 intuitive 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.

Review

- Items requiring review
- Reviews to be released
- View all submissions

AMS Coordinator

Workspaces | Faculty credentials

Participating area name

Total Course List
BIOL 001A GENERAL BIOLOGY

- Course Assessment & Continuous Improvement Plan >>

Communications

- Messages
- Announcements:**
 - System Maintenance
 - Scheduled Maintenance - Sunday Morning October 20th
 - Taskstream will be offline on **Sunday Morning October 20, 2013** to complete scheduled maintenance from:
(GMT) 9:30AM - 1... [Read More.](#)
 - Posted: 10/07/2013 01:35:59 PM by System Administrator
 - September 2013 Site Upgrade
 - Taskstream will be offline for a scheduled upgrade on **Wednesday, September 11, 2013**

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

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How to add a Status Report to an Assessment Plan:

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

Click on the “[Course Assessment & Continuous Improvement Plan](#)” for the course that you are working on.

The screenshot shows the Merritt College homepage with a navigation bar at the top. Below the navigation bar, there is a list of courses. Each course entry includes a 'Total Course List' and a link to 'Course Assessment & Continuous Improvement Plan'. An orange arrow points to the link for BIOSC 30 GENOMICS THEORY.

Your screen will now look like this:

The screenshot shows the workspace for BIOSC 30 GENOMICS THEORY. The left sidebar contains a tree view of the workspace structure. The '2011-2012 Assessment Cycle' is expanded, and the 'Status Report' link is highlighted with an orange arrow. The main content area displays 'Edit Content' with instructions on how to manage content in the workspace.

Scroll down to the current year on the left menu and select “Status Report”

The screenshot shows the workspace for BIOSC 30 GENOMICS THEORY. The left sidebar contains a tree view of the workspace structure. The '2013-2014 Assessment Cycle' is expanded, and the 'Status Report' link is highlighted with an orange arrow. The main content area displays 'Edit Content' with instructions on how to manage content in the workspace.

Click on “Check Out” to start working:

The screenshot shows the Merritt College Taskstream interface. At the top, there is a navigation bar with 'Merritt College' on the left and 'Merritt Manager | My Account • Logout | Help | taskstream' on the right. Below this is a yellow navigation bar with 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. The main content area is titled 'BIOISC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left, there is a tree view showing 'Cycle' and '2012-2013 Assessment Cycle'. The main content area has tabs for 'Content' and 'Log'. A red arrow points to the 'Check Out' button in the top right corner of the content area. Below the 'Check Out' button are 'Share', 'Print', and 'PDF' icons. The main content area displays a 'Status Report' section with 'Directions' (No directions specified) and 'Review Method'. Below this are sections for 'Action Statuses' and 'Comments'. A 'Work not Started' indicator is visible in the top right corner of the content area.

Click on the arrow next to “Action Statuses” to expand that section:

The screenshot shows the Merritt College Taskstream interface. The main content area is titled 'BIOISC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left, there is a tree view showing 'Cycle' and '2012-2013 Assessment Cycle'. The main content area has tabs for 'Content' and 'Log'. A red arrow points to the 'Action Statuses' section in the left sidebar. The main content area displays a 'Status Report' section with 'Directions' (No directions specified) and 'Review Method'. Below this are sections for 'Action Statuses' and 'Comments'. A 'Work not Started' indicator is visible in the top right corner of the content area. The 'Action Statuses' section is expanded, showing a list of actions.

Click on “Add Status”

The screenshot shows the Merritt College Taskstream interface. The main content area is titled 'BIOISC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left, there is a tree view showing 'Cycle' and '2012-2013 Assessment Cycle'. The main content area has tabs for 'Content' and 'Log'. A red arrow points to the 'Add Status' button in the bottom right corner of the content area. The main content area displays a 'Status Report' section with 'Directions' (No directions specified) and 'Review Method'. Below this are sections for 'Action Statuses' and 'Comments'. A 'Work not Started' indicator is visible in the top right corner of the content area. The 'Action Statuses' section is expanded, showing a list of actions. The 'Add Status' button is highlighted with a red arrow.

Select the “Current Status” (1), “Budget Status” (2), and “Additional Information/ Next Steps” (3). Click on “Submit” (4).

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Shared Resources | Locator | Messages | Resource Tools | Analytics

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

BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan) Web View

Cycle

- Assessment Plan
- Assessment Results
- Actions to Improve Learning
- Status Report

2012-2013 Assessment Cycle

- Assessment Plan
- Assessment Findings
- Actions to Improve Learning
- Status Report

2013-2014 Assessment Cycle

- Assessment Plan
- Assessment Findings
- Actions to Improve Learning
- Status Report

Status Report for Group work stations
Outcome: 1. (Describe the...)

Enter information for each action defined in the operational plan.

* Required Fields

1 → * Current Status: Completed

2 → Budget Status: Other

3 → Additional Information / Next Steps: Students used the scenarios in connection with the developed worksheet and exam scores increased, on average, by 10%. A similar activity will be developed for other sections of the course.

4 → Submit

Click on “Check In” when you are done.

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BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan) Web View

Content **Log** Check In Share Print PDF

Status Report

Work in Progress | Checked out: 11/05/2013 11:24:03 AM (PST) | Checked out to: Merritt Manager

- Directions
- Review Method

Action Statuses

Show Actions | Show Descriptions

BIOSC 30 GENOMICS THEORY Outcome Set

Outcome

1. Describe the... **Action:** Group work stations

You can make comments and then click “Submit Comment”

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BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan) Web View

Check In Successful

You have checked in the following area: **2013-2014 Assessment Cycle : Status Report**

[Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable).

Add comment to the revision history log:

What would you like to do next?

Return to work area

Go to Submission Area

Submit Comment