

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

- 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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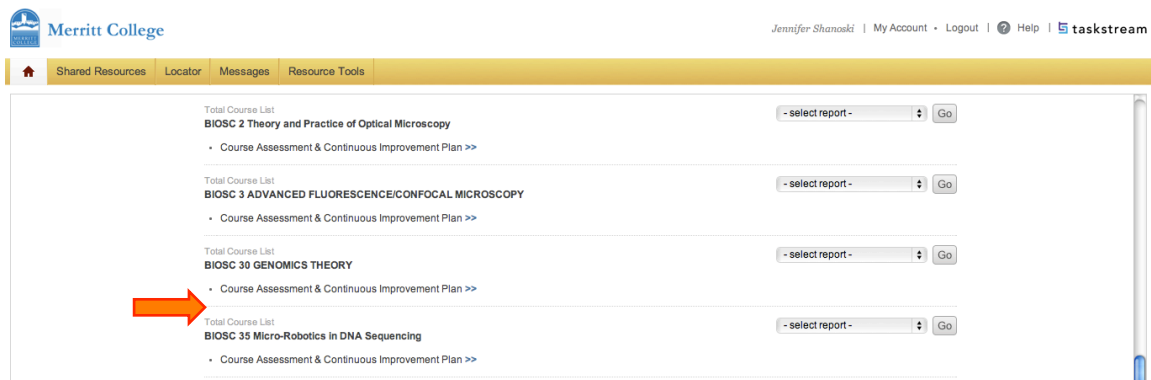
Communications

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How to add Actions to Improve Learning to an Assessment Plan:

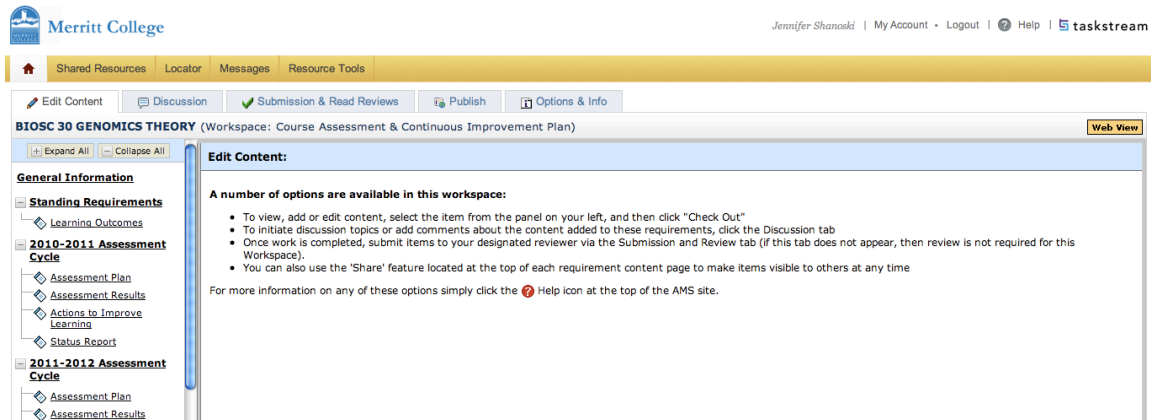
Find the course that you would like to add an Actions to by scrolling down on your homepage.

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



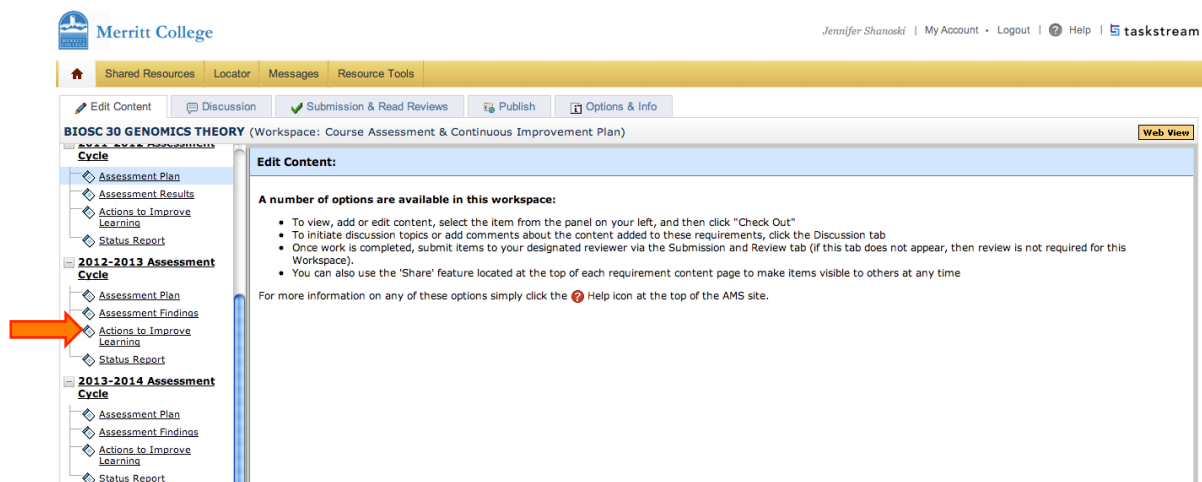
The screenshot shows the Merritt College homepage with a navigation bar at the top containing 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. Below the navigation bar is a list of courses, each with a 'Total Course List' and a link to 'Course Assessment & Continuous Improvement Plan >>'. The courses listed are: BIOSC 2 Theory and Practice of Optical Microscopy, BIOSC 3 ADVANCED FLUORESCENCE/CONFOCAL MICROSCOPY, BIOSC 30 GENOMICS THEORY, and BIOSC 35 Micro-Robotics in DNA Sequencing. An orange arrow points to the link for BIOSC 30 GENOMICS THEORY.

Your screen will now look like this:



The screenshot shows the 'Edit Content' page for BIOSC 30 GENOMICS THEORY. The page has a navigation bar at the top with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below the navigation bar is a sidebar with 'General Information' and a list of assessment cycles. The main content area is titled 'Edit Content:' and contains a list of options available in the workspace. An orange arrow points to the 'Actions to Improve Learning' link in the sidebar.

Scroll down to the current year on the left menu and select “Actions to Improve Learning”



The screenshot shows the 'Edit Content' page for BIOSC 30 GENOMICS THEORY. The page has a navigation bar at the top with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below the navigation bar is a sidebar with 'General Information' and a list of assessment cycles. The main content area is titled 'Edit Content:' and contains a list of options available in the workspace. An orange arrow points to the 'Actions to Improve Learning' link in the sidebar.

Click on “Check Out” to start working and scroll down.

The screenshot shows the Merritt College taskstream interface. At the top, there is a navigation bar with 'Merritt College' logo and 'Merritt Manager | My Account • Logout | Help | taskstream'. Below this is a secondary navigation bar with 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. The main content area is titled 'BIO30 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left, there is a tree view with '2011-2012 Assessment Cycle' and '2012-2013 Assessment Cycle' expanded. The main content area shows 'Actions to Improve Learning (Continuous Improvement Plan)' with a 'Check Out' button highlighted by a red arrow. Other buttons include 'Share', 'Print', and 'PDF'. A 'Work not Started' indicator is visible.

Click on “Create New Action Plan”

The screenshot shows the Merritt College taskstream interface. The main content area shows 'Actions to Improve Learning (Continuous Improvement Plan)' with a 'Check In' button highlighted by a red arrow. Below the main content area, there are two buttons: 'Create New Action Plan' and 'Copy Existing Plan as Starting Point'. The 'Create New Action Plan' button is highlighted with a red arrow. The 'Check In' button is also highlighted with a red arrow. The 'Work not Started' indicator is visible.

Click on the arrow to expand the “Actions” section”

The screenshot shows the Merritt College taskstream interface. The main content area shows 'Actions to Improve Learning (Continuous Improvement Plan)' with a 'Check In' button highlighted by a red arrow. Below the main content area, there is a blue bar labeled 'Actions' with a right-pointing arrow highlighted by a red arrow. The 'Work not Started' indicator is visible.

Click on “Select Outcomes”

The screenshot shows the Merritt College taskstream interface. The main content area shows 'Actions to Improve Learning (Continuous Improvement Plan)' with a 'Check In' button highlighted by a red arrow. Below the main content area, there is a blue bar labeled 'Actions' with a right-pointing arrow highlighted by a red arrow. Below the 'Actions' bar, there is a button labeled 'Select Outcomes' highlighted by a red arrow. The 'Work not Started' indicator is visible.

Click on “Select Existing Set” to attach an outcome set.

The screenshot shows the Merritt Manager interface for the course 'BIOSC 30 GENOMICS THEORY'. The left sidebar contains a navigation menu with items like 'Assessment Plan', 'Assessment Results', 'Actions to Improve Learning', 'Status Report', and '2011-2012 Assessment Cycle'. The main content area is titled 'Select from outcome sets' and contains two buttons: 'Accept and Return' and 'Select Existing Set'. A red arrow points to the 'Select Existing Set' button. Below the buttons, it says 'No outcome sets attached.' and there is an 'Accept and Return to Plan' button at the bottom.

Select the outcome set and click “Continue” (there is usually only one set.)

The screenshot shows the 'Import Outcome Set' step in the Merritt Manager interface. The main content area is titled 'Import Outcome Set' and contains a section 'Select an Existing Set in B GENOMICS THEORY:'. There are two radio button options: 'BIOSC 30 GENOMICS THEORY Outcome Set (Learning Objectives & Outcomes)' and 'Biosc 30 Genomics theory outcome set again (Learning Objectives & Outcomes)'. A red arrow points to the first option. Below the options is a 'Continue' button with a red arrow pointing to it.

Select the outcome and click “Accept and Return to Plan”:

The screenshot shows the 'Outcome' selection and mapping step in the Merritt Manager interface. The main content area is titled 'Select from outcome sets' and contains two buttons: 'Accept and Return to Plan' and 'Select Existing Set'. A red arrow points to the 'Accept and Return to Plan' button. Below the buttons, there is a section 'Include All?' with a dropdown menu showing 'BIOSC 30 GENOMICS THEORY Outcome Set'. Below this is a 'Remove Set' button. The 'Outcome' section is expanded, showing a table with columns 'Outcome' and 'Mapping'. The 'Outcome' column contains '1. Q Describe the...' and the 'Mapping' column contains 'Institutional Learning Outcomes: COMMUNICATION'. A red arrow points to the '1. Q' entry. At the bottom, there is an 'Accept and Return to Plan' button with a red arrow pointing to it.

Click “Add New Action”

The screenshot shows the Merritt Manager interface for the course "BIOSC 30 GENOMICS THEORY". The left sidebar contains a tree view of assessment cycles and actions. The main content area shows the "Actions to Improve Learning (Continuous Improvement Plan)" section. A red arrow points to the "Add New Action" button located at the bottom of the "2013-2014 Assessment Cycle" section in the sidebar.

Select that result that you want to include an action for and click “Continue”

The screenshot shows the Merritt Manager interface for the course "BIOSC 30 GENOMICS THEORY". The left sidebar contains a tree view of assessment cycles and actions. The main content area shows the "All Results for Outcome: 1." section. A red arrow points to the "Continue" button located at the bottom right of the "2013-2014 Assessment Cycle: Assessment Plan & Assessment Findings" section in the sidebar.

Provide an “Action Item Title” (1), “Action details and description” (2), “Implementation Plan (timeline)” (3), “Key/Responsible Personell” (4), “Expected outcome of this action” (5), “Budget request amount” (6), and “Priority level” (7). Click on “Apply Changes” (8) when you are done.

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

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

Expand All | Collapse All

Action Information for: @
Outcome: 1. (Describe the...)

Identify any changes that should, as a result of this assessment, be implemented to help improve students' attainment of outcomes. (These may include, but are not limited to, changes in curriculum, content, materials, instruction, pedagogy etc).

Required Fields

Cancel | Check Spelling | Import Action | Apply Changes

Linked to Results: <small>Show Full Results Details</small>	Results for Final Exam <small>(Assessment Plan and Assessment Findings; 2013-2014 Assessment Cycle)</small> Summary of Results: 28 students took the exam. Eight (8) students scored 5/5, four (4) students scored 4.5/5, six (6) students scored 4/5, three (3) students scored 3.5/5, four (students) scored 3/5, two (2) students scored 2.5/5, two (2) students scored 1/5, and three students scored 0/5. Most of the students (18/28) were able to define the key terms correctly while many of them (14/28) struggled with the correct application of those terms to a new situation.
1 → Action Item Title:	Group work stations
2 → Action details and description:	Eight different stations will be set up in the laboratory. Each station will describe a different scenario and ask students to work as a group to apply the terminology correctly. Groups will rotate through the stations during the first two hours of the class. In the last hour, students will present their work to the class in order to discuss the proper use of terms.
3 → Implementation Plan (timeline):	This activity will be used in the sixth week of instruction before the first exam to assess its effectiveness.
4 → Key/Responsible Personnel:	V. Price
5 → Expected outcome of this action:	With more exposure to a variety of situations in which students need to utilize terminology, it is expected that students will improve their ability to apply their knowledge to real scenarios.
6 → Budget request amount:	\$ 0.00
7 → Priority level:	High
Cancel Check Spelling	8 → Apply Changes

Supporting documentation can be attached by clicking on “Add/Edit Attachments and Links”

The screenshot shows the Merritt College Taskstream interface. The top navigation bar includes 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. The main content area is titled 'BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. A sidebar on the left lists assessment cycles from 2012-2013 to 2014-2015. The main panel displays an 'Outcome Set' for 'BIOSC 30 GENOMICS THEORY' with an 'Action: Group work stations'. Below the action name, there are fields for 'Action details and description', 'Implementation Plan (timeline)', 'Key/Responsible Personnel', 'Expected outcome of this action', 'Budget request amount', and 'Priority'. At the bottom of the action details, there is a button labeled 'Add/Edit Attachments and Links' which is highlighted with a red arrow.

A new window will open where you can “Name File” (1), “Select File” (2), and “Describe File” (3). Then click “Add File” (4)

The screenshot shows the 'Content Editor' window with the 'Attachments' tab selected. The title is 'Add file attachments to Action: Group work stations (1.)'. Below the title, there is a instruction: 'Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.' The form is divided into three sections: 'New File', 'My Previously Uploaded Files', and 'My Taskstream Work'. The 'New File' section contains three numbered steps: 1. 'Name File:' with a text input field containing 'Scenario Worksheet'; 2. 'Select File:' with a 'Choose File' button and a file icon next to 'Scenario Worksheet'; 3. 'Describe File: (Optional)' with a text area containing 'This worksheet will be used by groups to record their use of standard genomics terminology to eight distinct situations.' At the bottom of the form, there is a 'Check' button and an 'Add File' button, with a red arrow pointing to the 'Add File' button.

Once the file has completed uploading, you will see the screen below. Close this window to return to the taskstream workspace.

Content Editor Attachments Web Links Reports

Add file attachments to Action: Group work stations (1.)

Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.

New File My Previously Uploaded Files My Taskstream Work

Your file was successfully added and appears on the list below.

Name File:

Select File: no file selected

Describe File:
(Optional)

View, Edit or Delete Already Attached Files

File 1: Scenario Worksheet
This worksheet will be used by groups to record their use of standard genomics terminology to eight distinct situations.

Once the file has completed uploading, you will see the screen below. Close this window to return to the taskstream workspace.

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Edit Content Discussion Submission & Read Reviews Publish Options & Info

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

Content Log

Outcome

1. Describe the...

Action: Group work stations

This Action is associated with the following Results

Action details and description: Eight different stations will be set up in the laboratory. Each station will describe a different scenario and ask students to work as a group to apply the terminology correctly. Groups will rotate through the stations during the first two hours of the class. In the last hour, students will present their work to the class in order to discuss the proper use of terms.

Implementation Plan (timeline): This activity will be used in the sixth week of instruction before the first exam to assess its effectiveness.

Key/Responsible Personnel: V. Price

Expected outcome of this action: With more exposure to a variety of situations in which students need to utilize terminology, it is expected that students will improve their ability to apply their knowledge to real scenarios.

Budget request amount: \$0.00

Priority: High

Supporting Attachments:

(PNG (Image))
This worksheet will be used by groups to record their use of standard genomics terminology to eight distinct situations.

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

The screenshot displays the Merritt College Taskstream interface. At the top, the Merritt College logo is on the left, and navigation links for 'Merritt Manager', 'My Account', 'Logout', 'Help', and 'taskstream' are on the right. Below this is a yellow navigation bar with links for 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. A secondary navigation bar contains 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The main content area is titled 'BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left is a tree view of assessment cycles and actions. The main panel shows a 'Check In Successful' message: 'You have checked in the following area: 2013-2014 Assessment Cycle : Actions to Improve Learning'. Below this is a 'Return to Work Area' link. An 'Optional' section contains a checkbox for 'Check in all other areas checked out by you (not applicable)'. A text input field for 'Add comment to the revision history log:' is highlighted with a red arrow. Below it are radio buttons for 'Return to work area' (selected) and 'Go to Submission Area'. A 'Submit Comment' button is also highlighted with a red arrow.

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Edit Content Discussion Submission & Read Reviews Publish Options & Info

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

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

2014-2015 Assessment

Check In Successful

You have checked in the following area: **2013-2014 Assessment Cycle : Actions to Improve Learning**

[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](#)