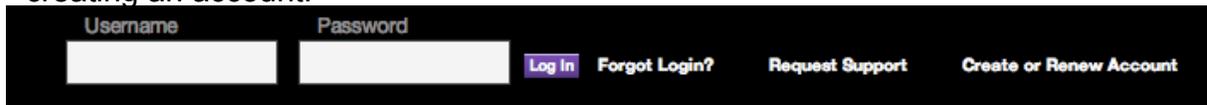


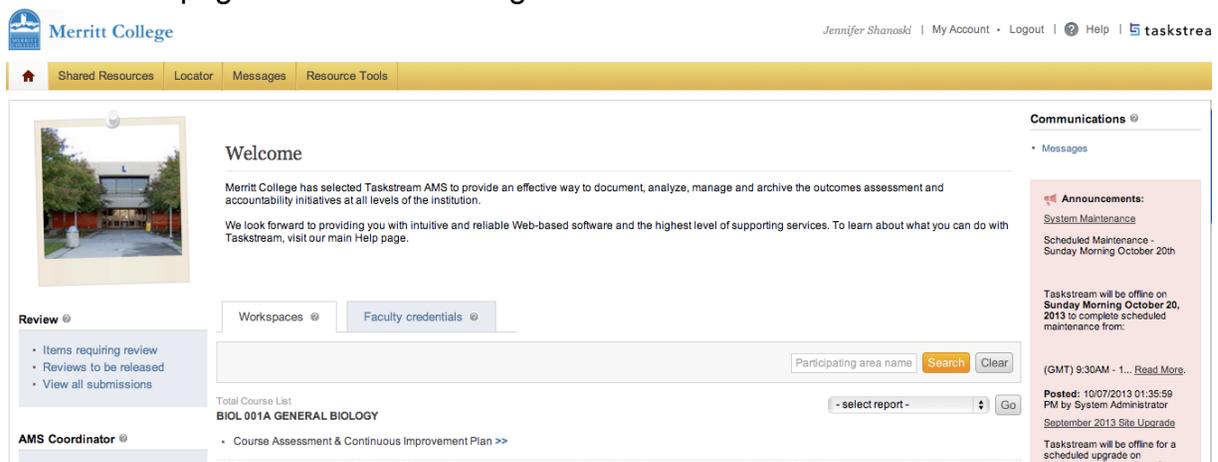
Go to the taskstream website: <https://www1.taskstream.com/>

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



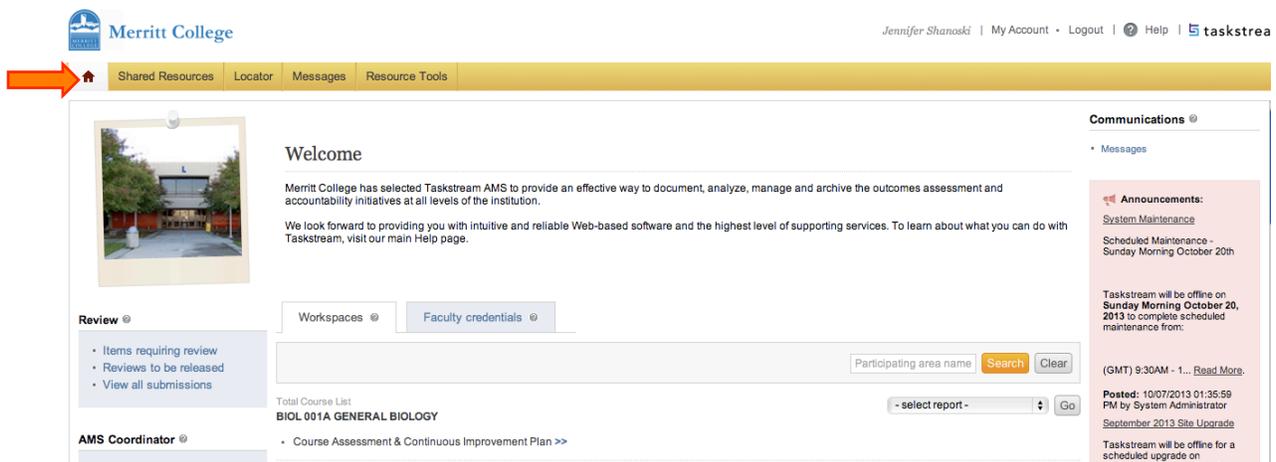
A login form with a black background. It features two white input fields for 'Username' and 'Password'. To the right of the password field are four buttons: 'Log In' (purple), 'Forgot Login?' (white), 'Request Support' (white), and 'Create or Renew Account' (white).

Your homepage will look something like this:



A screenshot of the Taskstream homepage for Merritt College. The page has a yellow navigation bar at the top with a home icon and links for 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. The main content area is white and includes a 'Welcome' message, a 'Review' sidebar, and a 'Communications' sidebar. The 'Welcome' message states that Merritt College has selected Taskstream AMS for outcomes assessment and accountability. The 'Review' sidebar lists 'Items requiring review', 'Reviews to be released', and 'View all submissions'. The 'Communications' sidebar contains an announcement about system maintenance on Sunday Morning October 20, 2013. The main content area also features a search bar for 'Participating area name' and a 'Total Course List' for 'BIOL 001A GENERAL BIOLOGY'.

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



A screenshot of the Taskstream homepage for Merritt College, identical to the previous one. A red arrow points to the home icon (a small house) in the yellow navigation bar at the top left of the page.

## 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

The screenshot shows the Merritt College homepage with a navigation bar and a list of courses. The course 'BIOESC 30 GENOMICS THEORY' is highlighted with an orange arrow pointing to its 'Course Assessment & Continuous Improvement Plan >>' link. Other courses listed include 'BIOESC 2 Theory and Practice of Optical Microscopy', 'BIOESC 3 ADVANCED FLUORESCENCE/CONFOCAL MICROSCOPY', and 'BIOESC 35 Micro-Robotics in DNA Sequencing'.

Your screen will now look like this:

The screenshot shows the 'BIOESC 30 GENOMICS THEORY' workspace. The 'Edit Content' tab is active, and the 'Learning Outcomes' link under 'Standing Requirements' is highlighted with an orange arrow. The workspace contains a list of options available in this workspace, including 'To view, add or edit content, select the item from the panel on your left, and then click "Check Out"', 'To initiate discussion topics or add comments about 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 Workspace)', and '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'.

Click on the [Learning Outcomes](#) under **Standing Requirements** on the left menu

The screenshot shows the 'BIOESC 30 GENOMICS THEORY' workspace. The 'Learning Outcomes' link under 'Standing Requirements' is highlighted with an orange arrow. The workspace contains a list of options available in this workspace, including 'To view, add or edit content, select the item from the panel on your left, and then click "Check Out"', 'To initiate discussion topics or add comments about 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 Workspace)', and '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'.

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

Merritt College | Jennifer Shanoski | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

2011-2012 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

2012-2013 Assessment Cycle

Assessment Plan

Assessment Findings

Content | Log

Check Out | Share | Print | PDF

Work not Started

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](#)

Review Method

No outcome sets attached.

Click on “Create New Outcome Set”

Merritt College | Jennifer Shanoski | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

2011-2012 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

2012-2013 Assessment Cycle

Assessment Plan

Assessment Findings

Content | Log

Check In | Share | Print | PDF

Work not Started | Checked out: 10/08/2013 04:38:19 PM (PDT) | Checked out to: Jennifer Shanoski

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](#)

Review Method

Create New Outcome Set | Select Existing Set

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

Assessment Plan

Create New Outcome Set

Set Name:

Designate Alignment/Mapping Preference:  Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)

Continue

## Click on “Create New Outcome”

Merritt College | Jennifer Shanoski | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

2011-2012 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

Content | Log

Check In | Share | Print | EDF

Work in Progress | Checked out: 10/09/2013 03:28:14 PM (PDT) | Checked out to: Jennifer Shanoski

Directions

Review Method

Create New Outcome Set | Select Existing Set

Show Descriptions | Show Mapping

BIOSC 30 GENOMICS THEORY Outcome Set (Outcomes)

Reorder | Edit Set Name/Properties | Delete Set

Outcome

Create New Outcome

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.)

Merritt College | Jennifer Shanoski | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

Assessment Plan

Assessment Results

Actions to Improve Learning

Status Report

Create New Outcome

1 Outcome: Max 140 characters

Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

2 Description: Max 1000 characters

Check Spelling | Character Count

3 Continue

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

Merritt College | Jennifer Shanoski | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools

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

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

Expand All | Collapse All

General Information

Standing Requirements

Learning Outcomes

2010-2011 Assessment Cycle

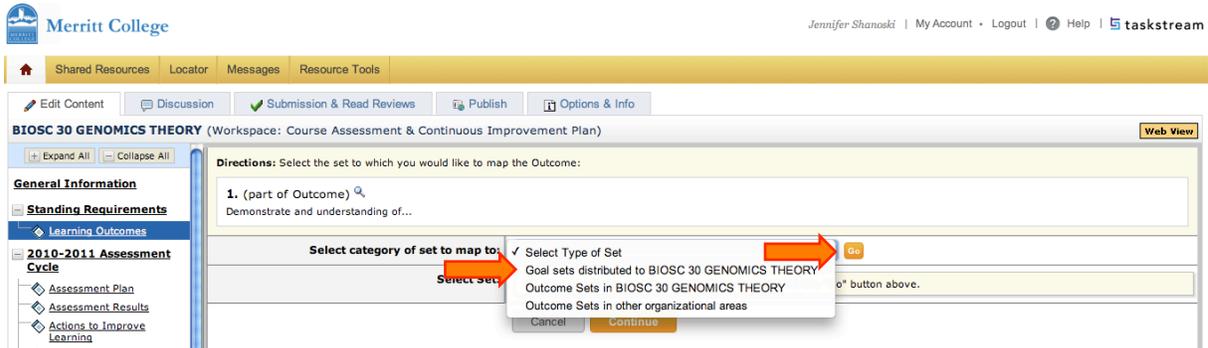
Outcome added /edited successfully

Add mapping

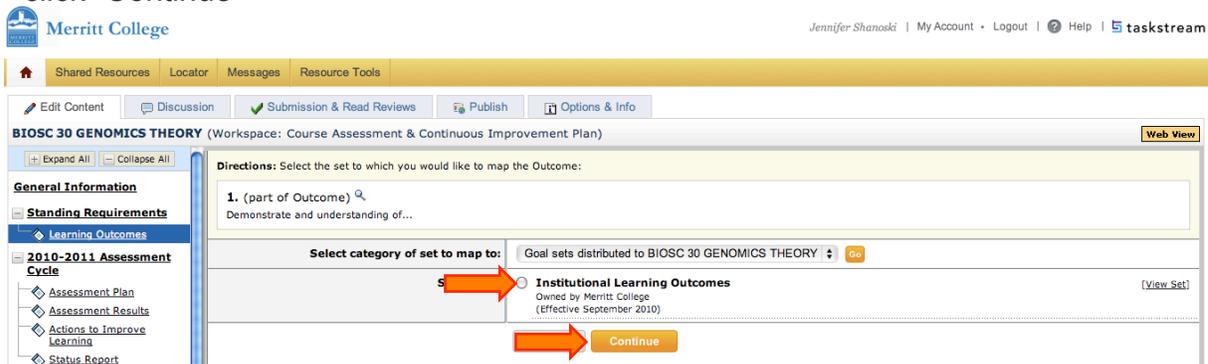
Add another outcome

Back to all outcome sets

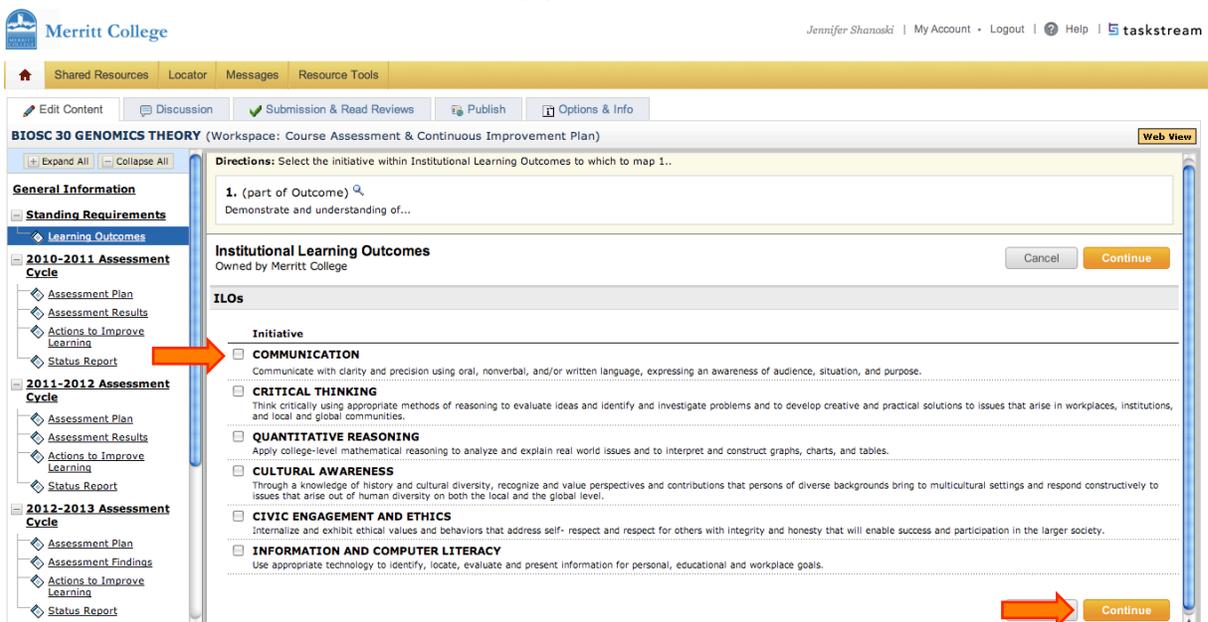
From the drop-down menu in “Select category of set to map to:” select Goal sets distributed to...” and then click “Go”



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.



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

The screenshot shows the Blackboard interface for the course 'BIO30 GENOMICS THEORY'. The left sidebar contains a navigation menu with 'Standing Requirements' expanded to 'Learning Outcomes'. Under '2010-2011 Assessment Cycle', the 'Create New Outcome' button is highlighted with a red arrow. The main content area shows the 'BIO30 GENOMICS THEORY Outcome Set' with a 'Create New Outcome' button. The 'Check In' button in the top right is also highlighted with a red arrow. The interface includes a top navigation bar with 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. The course title and workspace information are displayed at the top of the main content area.

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

The screenshot shows the Blackboard interface for the course 'BIO30 GENOMICS THEORY' after adding outcomes. The 'Check In' button in the top right corner is highlighted with a red arrow. The interface is identical to the previous screenshot, showing the course title, workspace information, and the 'BIO30 GENOMICS THEORY Outcome Set' with the 'Create New Outcome' button. The 'Check In' button is now the primary focus, indicating that the workspace is ready to be checked in.

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

The screenshot shows the Merritt College Taskstream interface. At the top, the Merritt College logo is on the left, and the user's name 'Jennifer Shanoaki' along with links for 'My Account', 'Logout', 'Help', and 'taskstream' are on the right. Below the header is a navigation bar with 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. 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 sidebar with a tree view showing 'General Information', 'Standing Requirements', 'Learning Outcomes', '2010-2011 Assessment Cycle' (with sub-items: Assessment Plan, Assessment Results, Actions to Improve Learning, Status Report), and '2011-2012 Assessment Cycle' (with sub-items: Assessment Plan, Assessment Results, Actions to Improve Learning). The main content area displays a 'Check In Successful' message: 'You have checked in the following area: Standing Requirements : Learning Outcomes'. Below this is a radio button for 'Return to Work Area'. An 'Optional' section contains a checkbox for 'Check in all other areas checked out by you (not applicable)'. A text input field is labeled 'Add comment to the revision history log:'. Below the input field is a section titled 'What would you like to do next?' with radio buttons for 'Return to work area' (selected) and 'Go to Submission Area'. A 'Submit Comment' button is located at the bottom of this section. Two red arrows point to the 'Add comment to the revision history log:' text and the 'Submit Comment' button.