


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:

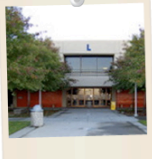
Username	Password	Log In	Forgot Login?	Request Support	Create or Renew Account
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Your homepage will look something like this:

 Merritt College

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Shared ResourcesLocatorMessagesResource 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

WorkspacesFaculty 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 18**

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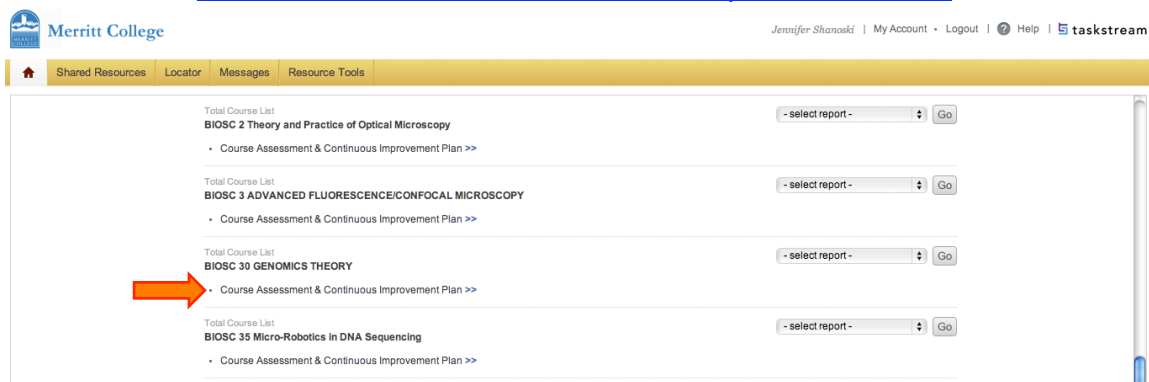
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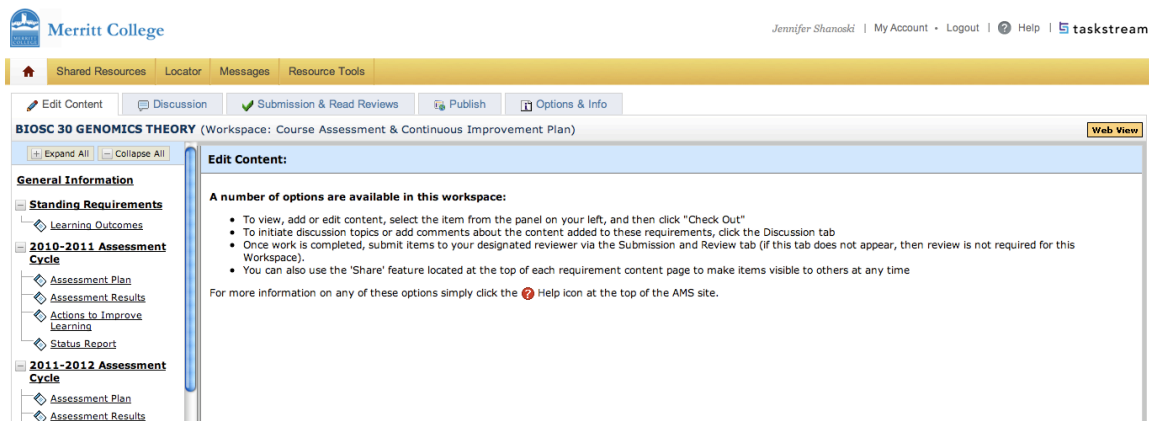
How to add a new set of SLOs to a course that does not yet have them:

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

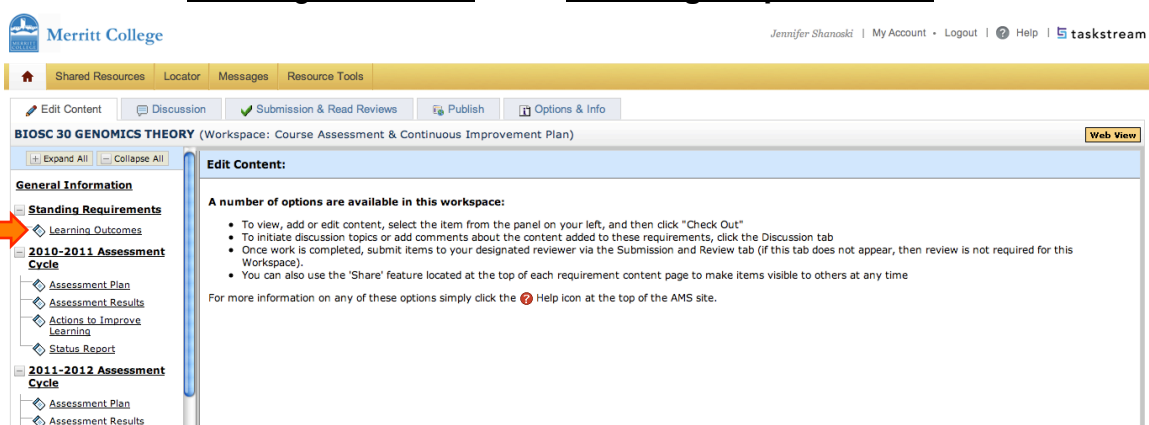
Click on the “[Course Assessment & Continuous Improvement Plan](#)” for the course



Your screen will now look like this:



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



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

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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

Web View

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”

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

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

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General Information

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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

Web View

Work not Started

Checked out: 10/08/2013 04:38:19 PM (PDT)
Checked out to: Jennifer Shanowski

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”

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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”

The screenshot shows the Merritt College taskstream interface. The left sidebar contains a navigation menu with 'General Information', 'Standing Requirements', 'Learning Outcomes', '2010-2011 Assessment Cycle', and '2011-2012 Assessment Cycle'. The 'Learning Outcomes' section is expanded, and the 'Create New Outcome' button is highlighted with an orange arrow. The main content area shows the 'BIOSC 30 GENOMICS THEORY' workspace with tabs for 'Content' and 'Log'. The 'Content' tab is active, displaying 'Learning Outcomes' and a 'Create New Outcome Set' button.

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.)

The screenshot shows the 'Create New Outcome' form in the Merritt College taskstream interface. The form has two main input fields: 'Outcome' (labeled 1) and 'Description' (labeled 2). The 'Outcome' field has a character limit of 140. The 'Description' field has a character limit of 1000. Below the 'Description' field are 'Check Spelling' and 'Character Count' buttons. A 'Continue' button is at the bottom right, labeled 3. The left sidebar shows the 'Learning Outcomes' section expanded.

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

The screenshot shows the Merritt College taskstream interface after a successful outcome addition. A message at the top says 'Outcome added / edited successfully'. The left sidebar shows the 'Learning Outcomes' section expanded, and the 'Add mapping' button is highlighted with an orange arrow. The main content area shows a list of actions: 'Add mapping', 'Add another outcome', and '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”

The screenshot shows the Merritt College taskstream interface. The left sidebar contains a navigation menu with 'Learning Outcomes' selected. The main content area displays 'BIOSC 30 GENOMICS THEORY' with a 'Directions' section. A dropdown menu is open for 'Select category of set to map to:', showing options: 'Select Type of Set', 'Goal sets distributed to BIOSC 30 GENOMICS THEORY', 'Outcome Sets in BIOSC 30 GENOMICS THEORY', and 'Outcome Sets in other organizational areas'. A red arrow points to the 'Goal sets distributed to BIOSC 30 GENOMICS THEORY' option, and another red arrow points to the 'Go' button.

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

The screenshot shows the Merritt College taskstream interface. The left sidebar contains a navigation menu with 'Learning Outcomes' selected. The main content area displays 'BIOSC 30 GENOMICS THEORY' with a 'Directions' section. The dropdown menu for 'Select category of set to map to:' is now set to 'Goal sets distributed to BIOSC 30 GENOMICS THEORY'. A red arrow points to the 'Institutional Learning Outcomes' option, and another red arrow points to the 'Continue' button.

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

The screenshot shows the Merritt College taskstream interface. The left sidebar contains a navigation menu with 'Learning Outcomes' selected. The main content area displays 'BIOSC 30 GENOMICS THEORY' with a 'Directions' section. The dropdown menu for 'Select category of set to map to:' is now set to 'Goal sets distributed to BIOSC 30 GENOMICS THEORY'. A red arrow points to the 'Institutional Learning Outcomes' option, and another red arrow points to the 'Continue' button.

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)

Content | Log

Check In | Share | Print | PDF

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

Learning Outcomes

Directions | Review Method

Create New Outcome Set | Select Existing Set

BIOSC 30 GENOMICS THEORY Outcome Set (Outcomes)

Reorder | Edit Set Name/Properties | Delete Set

Outcome

Create New Outcome

Outcome Mapping

1. Institutional Learning Outcomes: COMMUNICATION [Map] [Edit] [Delete]

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)

Content | Log

Check In | Share | Print | PDF

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

Learning Outcomes

Directions | Review Method

Create New Outcome Set | Select Existing Set

BIOSC 30 GENOMICS THEORY Outcome Set (Outcomes)

Reorder | Edit Set Name/Properties | Delete Set

Outcome

Create New Outcome

Outcome Mapping

1. Institutional Learning Outcomes: COMMUNICATION [Map] [Edit] [Delete]

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

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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) Web View

[Expand All](#) [Collapse All](#)

General Information

Standing Requirements

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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

Check In Successful

You have checked in the following area: **Standing Requirements : Learning Outcomes**

[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](#)