

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

Log in to your account:

Username	Password	<a href="#">Log In</a>	<a href="#">Forgot Login?</a>	<a href="#">Request Support</a>	<a href="#">Create or Renew Account</a>
----------	----------	------------------------	-------------------------------	---------------------------------	---

Your homepage will look something like this:

Merritt College

Jennifer Shanoski | My Account • Logout | Help | taskstream

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:

Merritt College

Jennifer Shanoski | My Account • Logout | Help | taskstream

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 >>

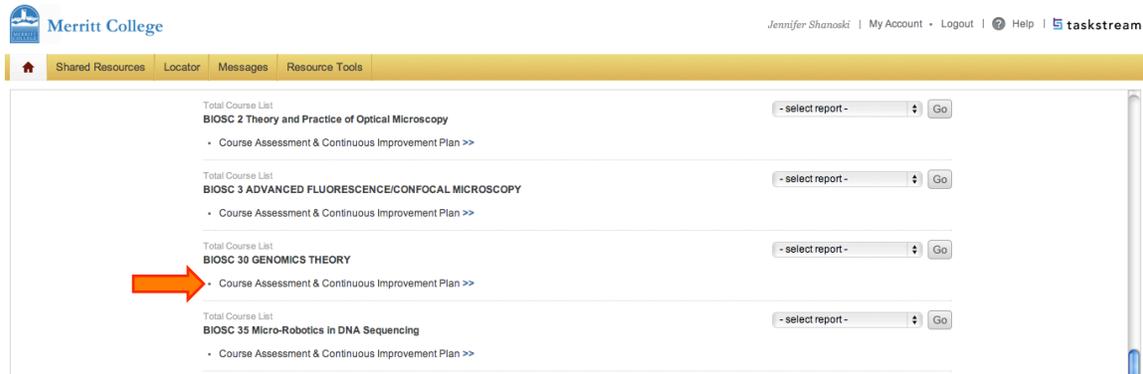
**Communications**

- 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**

## How to add an Assessment Plan to a course:

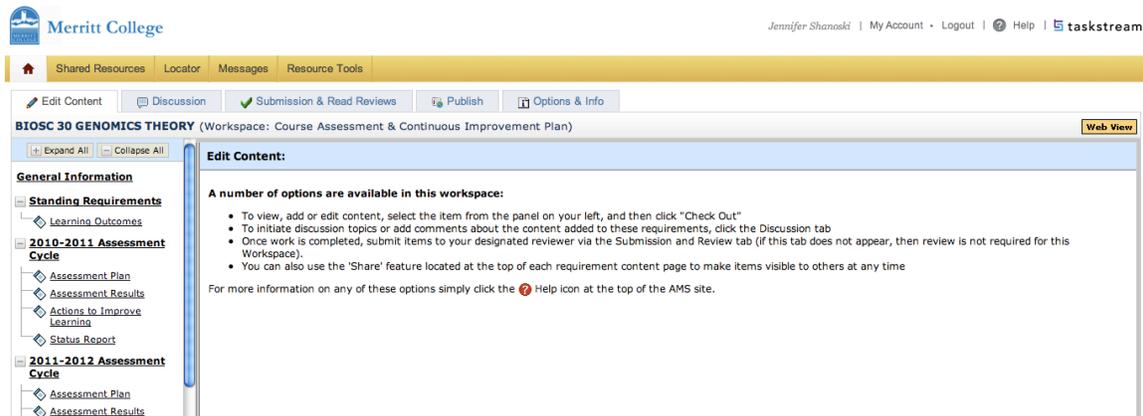
Find the course that you would like to add SLOs to by scrolling down on your homepage.

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



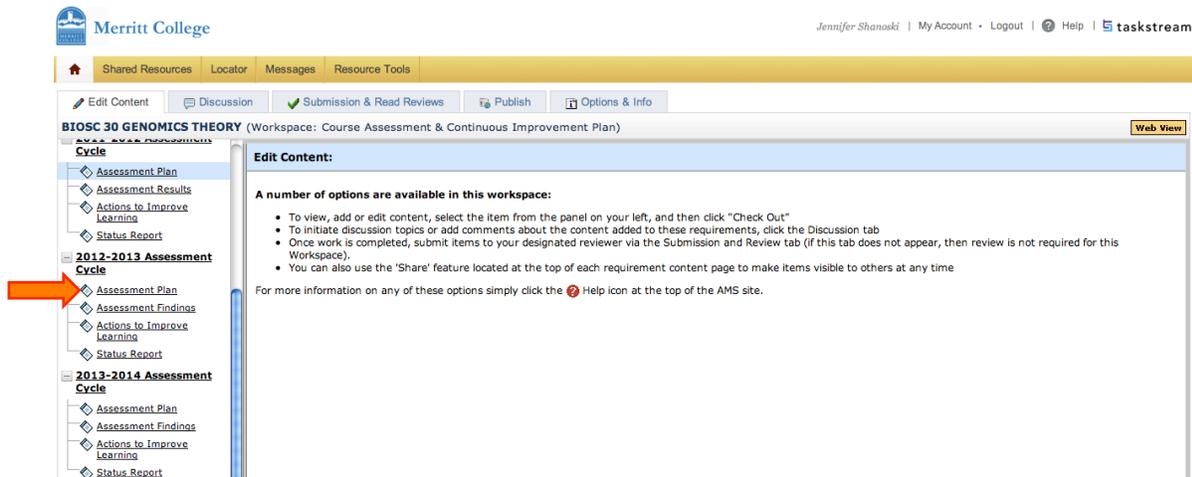
The screenshot shows the Merritt College homepage with a navigation bar at the top. Below the navigation bar, there is a list of courses. Each course entry includes the course title, a dropdown menu labeled '- select report -', and a 'Go' button. An orange arrow points to the 'BIOSC 30 GENOMICS THEORY' entry, which has a link to 'Course Assessment & Continuous Improvement Plan >>'.

Your screen will now look like this:



The screenshot shows the 'BIOSC 30 GENOMICS THEORY' workspace. The main content area is titled 'Edit Content:' and contains a list of options available in this workspace. On the left side, there is a navigation menu with a tree view of assessment cycles. The '2010-2011 Assessment Cycle' is expanded, showing sub-items like 'Assessment Plan', 'Assessment Results', 'Actions to Improve Learning', and 'Status Report'.

Scroll down to the current year on the left menu and select “Assessment Plan”



The screenshot shows the 'BIOSC 30 GENOMICS THEORY' workspace. The main content area is titled 'Edit Content:' and contains a list of options available in this workspace. On the left side, the navigation menu is scrolled down to the '2012-2013 Assessment Cycle'. An orange arrow points to the 'Assessment Plan' option under this cycle.

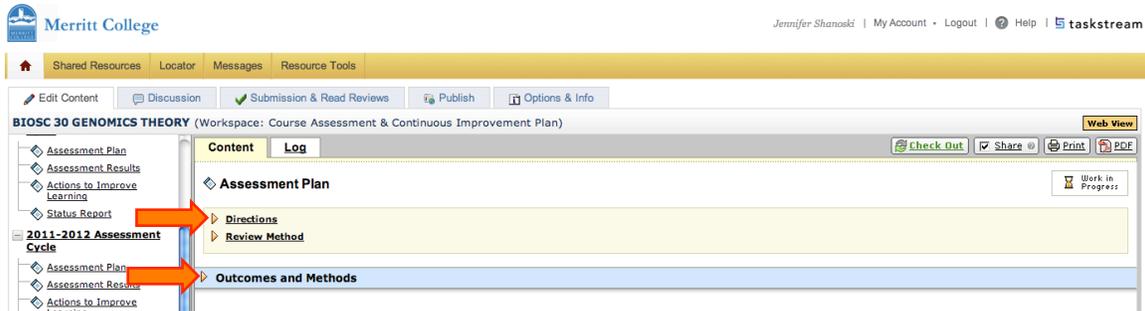
Click on "Check Out" to start working and scroll down.

The screenshot shows the Merritt College taskstream interface. At the top, there is a navigation bar with the Merritt College logo and the name 'Merritt College'. To the right, there is a user profile for 'Jennifer Shanaski' with links for 'My Account', 'Logout', 'Help', and 'taskstre'. Below this is a secondary navigation bar with 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. The main content area has a toolbar with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The page title is 'BIOSC 30 GENOMICS THEORY (Workspace: Course Assessment & Continuous Improvement Plan)'. On the left, there is a sidebar with a tree view of assessment cycles: '2011-2012 Assessment Cycle', '2012-2013 Assessment Cycle', and '2013-2014 Assessment Cycle'. The '2013-2014 Assessment Cycle' is selected, and its 'Assessment Plan' is highlighted. In the main content area, there is a 'Content' tab and a 'Log' tab. A red arrow points to the 'Check Out' button in the top right corner of the content area. Below the tabs, there is a 'Work not Started' indicator. The main content area displays the 'Assessment Plan' with 'Directions' and a list of 10 steps.

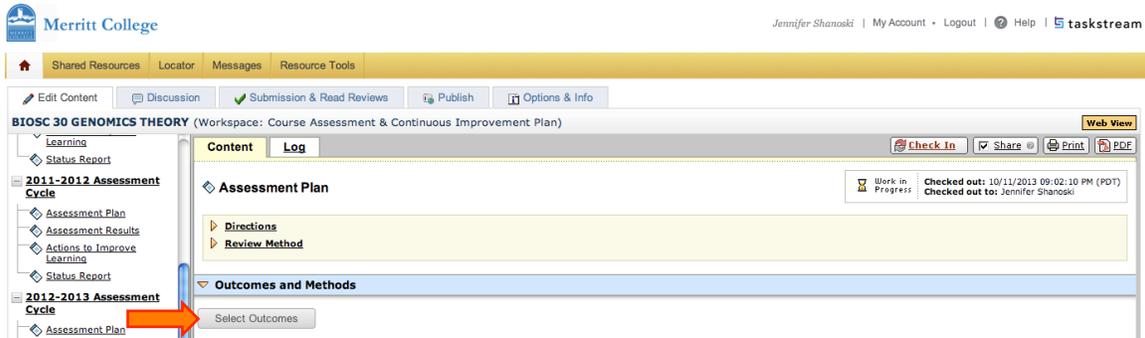
Click on "Create New Assessment Plan" to start a new plan. OR click on "Copy Existing Plan as Starting Point" to use a previous assessment plan ([see page](#)

The screenshot shows the Merritt College taskstream interface, similar to the previous one. The user profile is 'Jennifer Shanaski'. The sidebar shows the '2014-2015 Assessment Cycle' selected, and its 'Assessment Plan' is highlighted. In the main content area, there is a 'Content' tab and a 'Log' tab. A red arrow points to two buttons at the bottom of the content area: 'Create New Assessment Plan' and 'Copy Existing Plan as Starting Point'. The main content area displays the 'Assessment Plan' with 'Directions' and a list of 10 steps. At the top right of the content area, there is a 'Check In' button and a 'Work not Started' indicator. Below the indicator, there is a 'Checked out' status: 'Checked out: 10/11/2013 08:53:42 PM (PDT)' and 'Checked out to: Jennifer Shanaski'.

You can minimize the directions by clicking on the arrow next to “Directions” and maximize the “Outcomes and Methods”



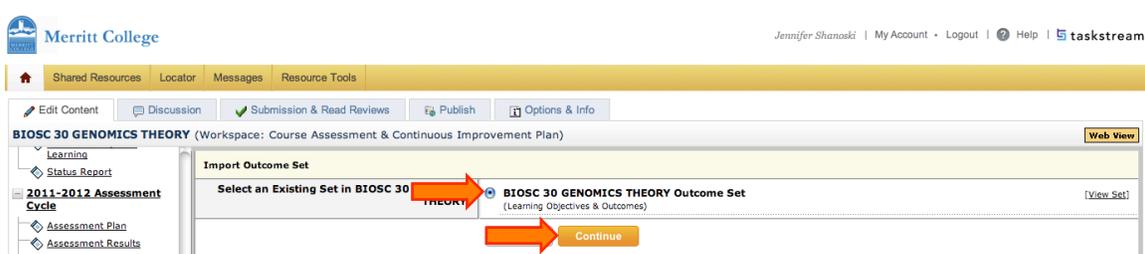
Click on “Select Outcomes” to pick which SLOs you are going to assess:



Click on “Select Existing Set”



Select the Outcome Set of the course and click “Continue”



Select the outcome(s) that you plan to assess (click as many as you want) and click “Accept and Return to Plan”

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

Shared Resources | Locator | Messages | Resource Tools

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

Select from outcome sets

Accept and Return to Plan | Select Existing Set

Include All?  BIOC 30 GENOMICS THEORY Outcome Set (Outcomes)

Outcome	Mapping
1. Q Describe the...	Institutional Learning Outcomes: COMMUNICATION

Accept and Return to Plan

Click on “Add New Method” for the outcome that you are going to assess:

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

Shared Resources | Locator | Messages | Resource Tools

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

Assessment Plan

Outcomes and Methods

Select Outcomes

BIOC 30 GENOMICS THEORY Outcome Set

1. Describe the... No methods specified

Add New Method

Input a title (1), Description of Assessment Method (2), Criteria for Success (3), Timeline for Implementation (4), and Key Faculty/Staff (5). Then click on “Apply Changes” (6):

Merritt Manager | My Account • Logout | Help | taskstream

Shared Resources | Locator | Messages | Resource Tools | Analytics

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

Method Information for: Outcome: 1. (Describe the...)

\* Required Fields

1 → \* Method Title: Final Exam

2 → Description of Assessment Method (Task): An essay question on the final exam asks students to...

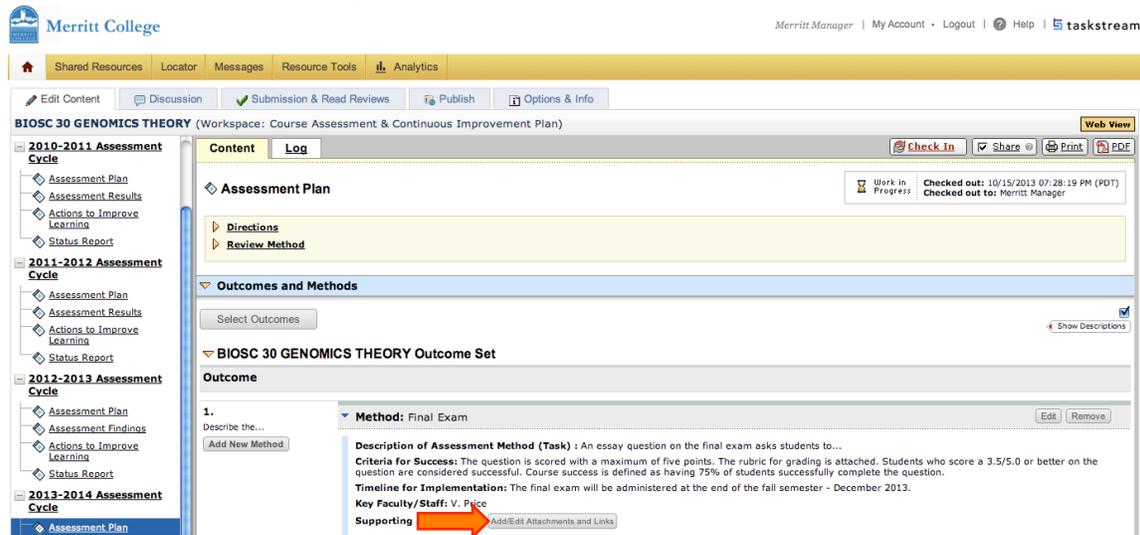
3 → Criteria for Success: The question is scored with a maximum of five points. The rubric for grading is attached. Students who score a 3.5/5.0 or better on the question are considered successful. Course success is defined as having 75% of students successfully complete the question.

4 → Timeline for Implementation: The final exam will be administered at the end of the fall semester - December 2013.

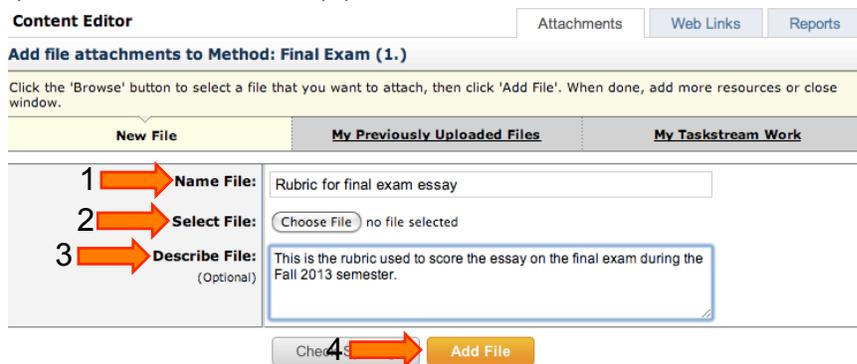
5 → Key Faculty/Staff: V. Price

6 → Apply Changes

To add documents (such as a rubric or a copy of the assignment/exam given) click on “Add/Edit Attachments and Links”



Give the file a unique name (1), select the file to upload (2), provide a description (if desired) (3), and click “Add File”(4) to include it in the assessment method:



When you are done adding the file, close out the window. You will still have the main taskstream window open.

When you are finished adding your assessment plan(s) click “Check In”

