TASKSTREAM GUIDE

IMPORTANT: Before going through these steps, please check your browser to make sure that it will allow pop-ups during the Taskstream process.

STEPS

1. Navigate to http://www.taskstream.com in your web browser
2. In the top left corner, enter your username (which should be your complete @tamut.edu email address) and your password.
   a. If you forgot your password, you should click “Forgot Login?” (pictured below). A link will be sent to your @tamut.edu email address for you to click so you can reset your password. If you attempt this process and Taskstream claims you are not registered for an account, please see the contact information at the end of this document.

3. Once you have successfully logged in, you will be at the main Taskstream page (pictured below).

4. To begin, click on the name of the program that corresponds with the assessment materials you will be submitting (see picture).
5. Clicking the name of your program will take you to the main menu of the area of the Taskstream site where you will be spending most of your time (pictured below).

6. Towards the top of your screen, you will notice various tabs (pictured below).

You will spend most of your time working within the Edit Content tab. However, you and your department may choose to make use of the functions within the other tabs:

a. The Discussion tab will enable you to create forum discussions on topics related to each component of the reports you are submitting. Many of you will probably elect to discuss these issues amongst yourselves in person or over email, but note that this tool is available to you should you want to use it.

b. The Submission & Read Reviews tab will enable you to view the status of each component of your assessment materials. Use of this tab could be a great way to monitor your progress to ensure that each section has been completed and that you will be able to submit these materials on time.
c. The Publish tab can be used to share your work with others. For example, you could utilize the option to publish your workspace to the web so that other users may access your work via a password-protected website.

d. Finally, the Options & Info tab provides you with information on your workspace and displays the level of access of everyone who is sharing your workspace with you.

7. Within the Edit Content tab, you will see an area called General Information (pictured below on the left).

![General Information](image)

The General Information area is a great place to upload documents that you will need to complete your assessment reports (e.g., as a means of keeping everything in the same place or as a means of using it as another place to back up your files). You don’t have to use this feature—but if you want to, you’ll need to click the green Check Out button (pictured below on the right). You will see buttons on the bottom of the next page for you to upload your documents. When you are finished uploading them, you will need to click the red Check In button (which will be in the same spot that the Check Out button was in).
IMPORTANT: To begin editing any individual component of your assessment reports, you will always need to begin by clicking the green Check Out button. Once you have checked something out, no one else will be able to access your materials until you click the red Check In button. This will return that work back to the workspace. Please make sure to always Check In materials that you are finished with.

8. To get started, please click on the Standing Requirements area (located under General Information; pictured below):

9. Clicking on Standing Requirements will bring you to this page, where you can begin working on the first few elements on your assessment materials.
From here, you may click the orange Edit Work button corresponding to the individual component you’d like to start working on. This will take you to a new page, where you’ll also have a Directions section that will explain what that particular component is.

10. Here are the basic steps to submit work that corresponds to each component within the Standing Requirements section. **It is highly recommended that you fully complete your written report prior to logging into Taskstream. Furthermore, once you are in Taskstream, you must work one section at a time—in logical, linear order—before moving on to the next section. Functions in subsequent sections may not work properly if you skip around.**

a. **Mission Statement (required for Academic and Administrative Departments)**
   
i. Description
   
   1. In this section, you will provide a statement that states the core mission and purpose of the department. Administrative departments should also (a) describe key services provided in support of the university’s mission, and (b) identify the primary group(s) you serve or that benefit from your service.

   ii. Directions
   
   1. Mission Statement—>Click Check Out button—>Click orange Edit button—>Enter Mission Statement in text box and click Submit—>Check the areas you want this update to apply to and click the orange Apply Changes button—>Click Return to Work Area—>Click Check In button

   iii. This is what your screen should look like if you’ve followed these steps correctly:

   ![Mission Statement Screen](image)

   Your mission statement should be here.
b. **Program Objectives (Academic Programs only; completion of this section is optional)**
   
i. **Description**
   
1. In this section, you should describe your department’s plans to achieve your mission. You should also describe what you expect graduates to accomplish after they leave your program.

ii. **Directions**

1. Program Objectives ➔ Click Check Out button ➔ Click orange Create New Outcome Set button ➔ Click Create New Learning Objective button ➔ Enter Learning Objective Title and Description into text boxes and click Continue ➔ Click Create New Outcome button ➔ Enter Title and Description of Outcome into text boxes and click Continue ➔ Click Back to all outcome sets. Repeat process as needed

iii. This is what your screen should look like if you’ve followed these steps correctly:

![Image of Z_Demo Program Objectives with two outcomes highlighted: Improve Student Engagement in Program Activities and Increase Attendance at Guest Lectures.]

Your Program Objectives should appear here.
c. Operational Outcomes (required for Administrative Departments only).

i. Description

1. In this section, you should describe 3-5 Operational Outcomes, which reflect the core functions and purpose of your unit. Please describe them in the present tense. You may also include an additional section on Strategic Outcomes, which are future-oriented results based on planned activity or changes in your unit. Inclusion of Strategic Outcomes is encouraged, but not required.

ii. Directions

1. Program Objectives → Click Check Out button → Click orange Create New Outcome Set button → Click Create New Learning Objective button → Enter Learning Objective Title and Description into text boxes and click Continue → Click Create New Outcome button → Enter Title and Description of Outcome into text boxes and click Continue → Click Back to all outcome sets. Repeat process as needed.

iii. This is what your screen should look like if you’ve followed these steps correctly:

Your Operational Outcomes (and Strategic Outcomes, should you choose to insert them) should be here. Make sure your measurable outcomes are listed in the most specific (white-level) section.
d. Student Learning Outcomes (required for Academic Programs only)

i. Description

1. This section should include statements of what you want graduates to be able to think, know, and do at the time of graduation.

ii. Directions

1. Student Learning Outcomes→Click Check Out button→Click Create New Outcome Set button and check the Designate Alignment/Mapping Preference box→Pick Your Set Name Title and click orange Continue button→Click Create New Learning Objective button→Type in Learning Objective Title and Description and click orange Continue button→click Create New Outcome button→Re-enter the Title and Description you used for the Learning Objective and click orange Continue button→click Back to all outcome sets. Repeat process as needed

2. **IMPORTANT:** You will notice that pieces of Student Learning Outcome information will be organized according to a specific header/color pattern.

   --The most general info (outcome set title) will be listed first and will be in purple.

   --Information that is slightly more specific (e.g., state a broad goal) will be listed second and will be in grey. These broad goals correspond to the Learning Objective section.

   --Finally, the most specific information (e.g., specific goals in support of the broader goal) will be listed last and will be in white. These specific goals correspond to the Outcome set.

   **You must provide your most specific goals in the bottom white section, otherwise you will not be able to complete later steps during this assessment reporting process. It is OK to copy and paste the most previously used title/description to achieve this goal if you cannot get more specific.**

   iii. **Note that if your department offers both an undergraduate degree and a graduate degree, you will need to repeat steps 1-2 for both of them.** This means that you should have two separate outcome sets (represented by two different purple headers).

   iv. This is what your screen should look like if you’ve followed these steps correctly:

   ![Institutional Data Management Outcome Set](image)

   Your Student Learning Outcomes should be here. Make sure your measurable outcomes are listed in the most specific (white-level) section.
e. Student Learning Outcomes Mapping (required for Academic Programs only)

i. Description

1. Once you have finalized your set(s) of student learning outcomes, you need to align your program’s student learning outcomes with other sets of student learning outcomes.
   a. For undergraduate programs, you will need to map your student learning outcomes to the: (1) Texas Core Curriculum Outcomes; and (2) Texas A&M System Outcomes.
   b. For graduate programs, you will need to map your student learning outcomes to the: (1) TAMUT Graduate Outcomes; (2) TAMUT Research Outcomes; and (3) TAMUT Service Outcomes.

ii. Directions

1. Option #1: A 4-minute video guide on how to complete this step can be accessed here: [http://cc.readytalk.com/play?id=9k9jvm](http://cc.readytalk.com/play?id=9k9jvm)
2. Option #2: Student Learning Outcomes → Click Check Out Button → Click the [Map] link located to the right of each individual Student Learning Outcome → Click the orange Create New Mapping button → In the dropdown menu, select “Goal sets distributed to [your department]” and click the orange Go button → Check the outcome set you’d like to begin mapping to and click the orange Continue button → Check each outcome you’d like to align with your student learning outcome and click the orange Continue button. Repeat this process for the next student learning outcome set that you’d like to map your student learning outcome to. After you have mapped this student learning outcome to all other relevant student learning outcome sets, repeat this process for your program’s next student learning outcome.

iii. This is what your screen should look like if you’ve followed these steps correctly:

<table>
<thead>
<tr>
<th>Mastery of Fundamental Discipline Specific Knowledge</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Table with specific knowledge and mapping information]</td>
<td>[Table with specific knowledge and mapping information]</td>
</tr>
</tbody>
</table>

TX Texas Core Curriculum: Critical Thinking Skills
f. Curriculum Map (Academic Programs only; completion of this section is optional)

i. Description

1. In this section, you can create visual displays that are useful for showing which learning outcomes are Introduced (introduced at the basic level), Reinforced (students increase sophistication beyond the basic level), and Practiced (students are given opportunities to practice, learn more about, and receive feedback to develop more sophistication).

   a. The Introduced, Reinforced, and Practiced labels are the default options in Taskstream. Their meanings can be revised by academic programs, and the labels themselves can even be changed. Please contact the Academic Assessment Coordinator for assistance if your department is interested in making these changes.

ii. Directions

1. Curriculum Map → Click Check Out button → Click Create New Curriculum Map button → Type in Title and Description (often the name of your department and a description of it will suffice here); click the orange Select button that corresponds with the main title of the Student Learning Outcomes you entered. A pop-up window with your map should emerge.

2. Once you see your map, you can align your SLOs with courses offered through your program. Follow the instructions under the Course and Learning Activities section (located below your map) to insert your course activities. Once you have entered a course, your map should change and you should be able to see a series of grey Click buttons underneath each Student Learning Outcome. Keep clicking the grey Click buttons to indicate whether a specific activity Introduced (I), Practiced (P), or Reinforced (R) each Student Learning Outcome. To delete a course, simply click the X button located in the top right of the box where the name of the course is located.

3. When you are finished with your map, click the orange Save Now button in the top right corner of the screen.

iii. This is what your screen should look like if you’ve followed these steps correctly:
iv. Here is an example of what your curriculum map might look like if you’ve followed these steps correctly:

<table>
<thead>
<tr>
<th>Professional Communication Ability</th>
<th>Ethical Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to demonstrate proficiency in their written communications</td>
<td>Students will be able to recognize an ethical dilemma.</td>
</tr>
<tr>
<td>Students will be able to demonstrate proficiency in their oral presentations</td>
<td>Students will be able to evaluate the implications of an ethical dilemma from a variety of ethical frameworks.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 301 Principles of Financial Management</td>
</tr>
<tr>
<td>GB 301 Fundamentals of Business Writing and Research</td>
</tr>
<tr>
<td>GB 311 Business Statistics</td>
</tr>
<tr>
<td>GB 344 Introduction to Global Environment of Business</td>
</tr>
<tr>
<td>GB 401 Business Ethics</td>
</tr>
<tr>
<td>GB 459 Business Strategy</td>
</tr>
</tbody>
</table>
g. Activity Map (Administrative Departments only; this section is optional)
   i. Description
      1. In this section, you can create visual displays that are useful for showing how the specific activities of your department map onto your Operational Outcomes (and Strategic Outcomes, if applicable).
   ii. Directions
      1. Activity Map ➔ Click Check Out button ➔ Click Create New Curriculum Map button ➔ Type in Title and Description (often the name of your department and a description of it will suffice here); click the orange Select button that corresponds with the main title of the Operational Outcomes you entered. A pop-up window with your map should emerge.
   iii. This is what your screen should look like if you’ve followed these steps correctly:

   iv. Here is an example of what your Activity Map might look like

   ![Activity Map Example](image-url)
11. Here are the basic steps to finish work under each component that is within the Assessment Cycle ’13-’14 and Assessment Cycle ’13-’14 areas. Begin with the ’13-’14 Assessment Cycle.

   a. Assessment Plan
      i. Description
         1. In this section, you will describe your department’s specific assessment goals and describe how your department plans to measure its success in meeting these goals.
      ii. Directions
         1. Assessment Plan ➔ Click Check Out button ➔ click grey Select Outcomes button ➔ Click the Select an Existing Set button ➔ Choose the outcome set that corresponds to the title you used to name your Student Learning Outcomes ➔ For each outcome listed in white, make sure to check the check boxes; click Accept and Return to Plan.
         2. All of your Student Learning Outcomes should now be listed at the bottom of the main Assessment Plan page, and each should have a grey Add New Measure button below them. (To get ideas on Direct/Indirect measures for Academic Programs, or ideas on data such as transactions, customer satisfaction, needs assessment or behavioral measures for Administrative Departments, please see the handout given at one of the Taskstream sessions.) Click this button, and enter all info you have on the new page. Click the orange Important Measure button at the top of the page to insert documents that contain your measures. Finally, select the orange Apply Changes button at the bottom of the screen. Repeat this process until the Assessment Plan section is complete.
      iii. This is what your screen should look like if you’ve followed these steps correctly:

Your measurement plans will appear in this section, and each plan should correctly correspond with each specific (white-level) Student Learning Outcome goal.
b. Assessment Findings
   i. Description
      1. In this section, you will summarize your assessment results and
         indicate the extent to which your department was able to meet your
         Accepted and Ideal Targets. You will also be asked to generate
         recommendations for continued improvements.
   ii. Directions
      1. Assessment Findings Click grey Add Findings button within
         each objective. Enter information in all fields (Comments/Notes
         field is optional), and click the orange Submit button. When you
         are back on the main Assessment Findings page, you must go to
         the Findings section of the area you just reported your results on.
         Click the grey Add/Edit Attachments and Links button and upload
         a file that contains your findings. Repeat this process until the
         Assessment Findings section is complete.
      2. When you are finished with your Assessment Findings, Click on
         the grey Edit button under the Recommendations section (which
         can be found at the bottom of the page). On the next page, please
         enter your overall recommendations based on your findings and
         click the orange Submit button.
   iii. This is what your screen should look like if you’ve followed these steps
        correctly:

        ![Image of the screen with highlighted instructions]

        Your findings should be here. Make sure that you’ve also
        uploaded all of your applicable Substantiating Evidence
        documents per outcome here as well.
c. Dissemination of Findings
   i. Description
      1. In this section, you will describe the means through which your assessment findings were shared with other or will be shared with others (and for what purpose).

   ii. Directions
      1. Dissemination of Findings ➔ Click the Check Out button ➔ click Attachments button at the bottom of the screen and attach document discussing dissemination of findings ➔ Find document file and upload it ➔ click orange Save and Return button ➔ Check In.

   iii. This is what your screen should look like if you’ve followed these steps correctly:

   ![Dissemination of Findings](image)

   Your documents (in whatever format is appropriate) will be posted here.
d. Program Improvements (Academic Units)/ Department Improvement Plan (Administrative Units)

i. Description
   1. In this section, you will describe specific future plans for making improvements. You will be asked to provide details ranging from what those plans are, when you plan to implement them, and your budget requests.

ii. Directions
   1. Program Improvements ➔ click the Check Out button ➔ click the orange Create New Operational Plan button ➔ click the grey Select Outcomes button (under Actions) ➔ click orange Select Existing Set button ➔ Select set associated with your Student Learning Outcomes ➔ Check boxes associated with all the Student Learning Outcomes listed in white; select orange Accept and Return to Plan button ➔ click grey Add New Action button under the Student Learning Outcomes ➔ check Show Full Findings Details box on right, then check box associated with Student Learning Outcomes on left; click orange Continue box ➔ Complete all applicable items and click orange Apply Changes button ➔ Repeat process until entire Program Improvements section is complete.

iii. This is what your screen should look like if you’ve followed these steps correctly:

Your information should appear in this area.
e. Status of Program Improvements (Academic Units) / Status Report
   (Administrative Units)
   i. Description
      1. In this section, you will describe the progress your department has
         made towards reaching your program improvement goals.
   ii. Directions
      1. Status of Program Improvements \( \rightarrow \) click Check Out button \( \rightarrow \) click
grey Add Status button (within Action section) \( \rightarrow \) answer all
applicable questions and click orange Submit button. Repeat for
each item.
      2. At the bottom of the Status of Program Improvements page, go to
Status Summary and click grey Edit button. Provide your status
summary and click the orange Submit button.
      3. Below the Status Summary section, go to Summary of Next Steps
and click grey Edit button. Provide your status summary and click
the orange Submit button.
   iii. This is what your screen should look like if you’ve followed these steps
correctly:

![Image of screen with instructions and expected output]
12. Repeat everything within steps 10-11 for the ’14-’15 Assessment Cycle.

13. Once you have finished your work on the ’14-’15 Assessment Cycle, please review each page within the Standing Requirements section, the ’13-’14 Assessment Cycle section, and the ’14-’15 Assessment Cycle question.

If you have any questions during this process, do not hesitate to contact the Academic Assessment Coordinator.

You may also reach out to Taskstream directly via phone at 1-800-311-5656, or via email at help@taskstream.com.