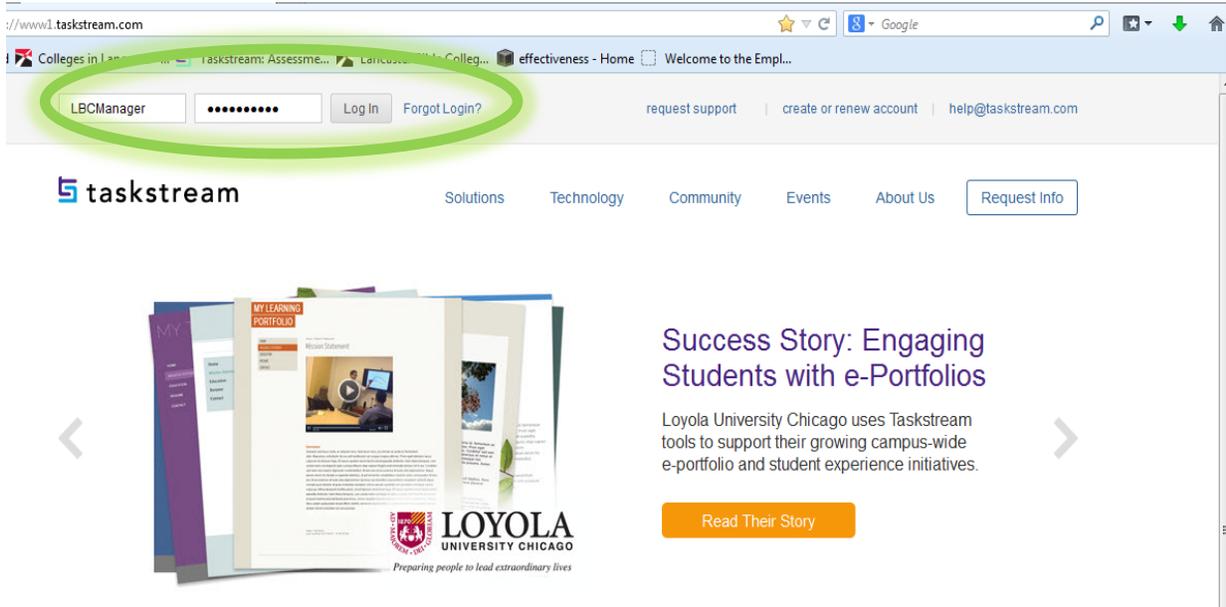


7

Steps for Working in Taskstream

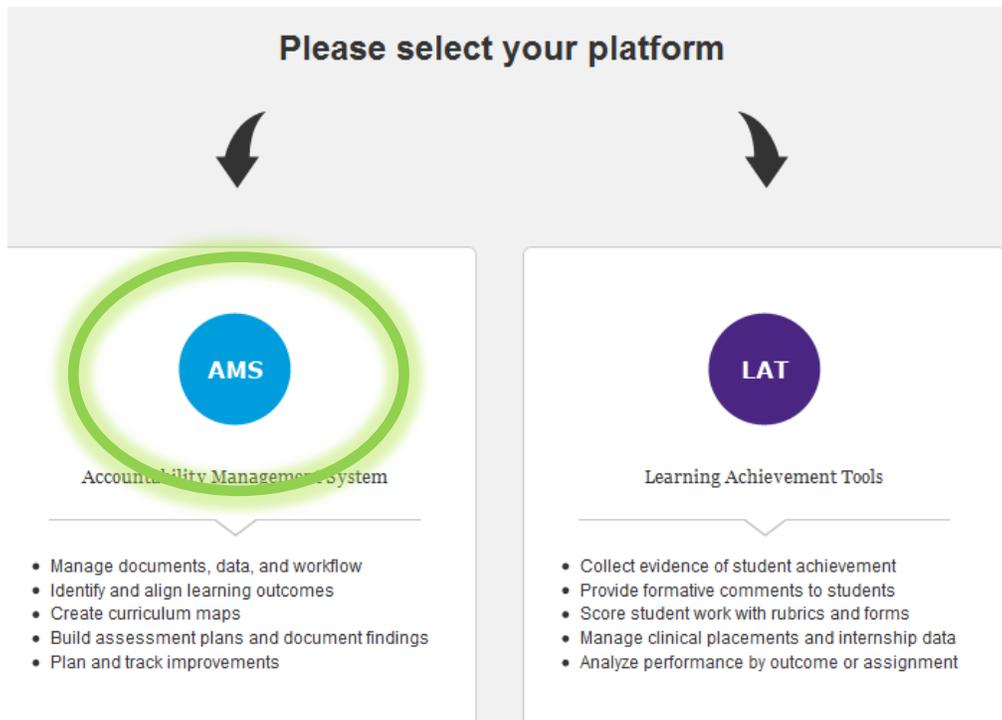
1

Log in to Taskstream at taskstream.com.



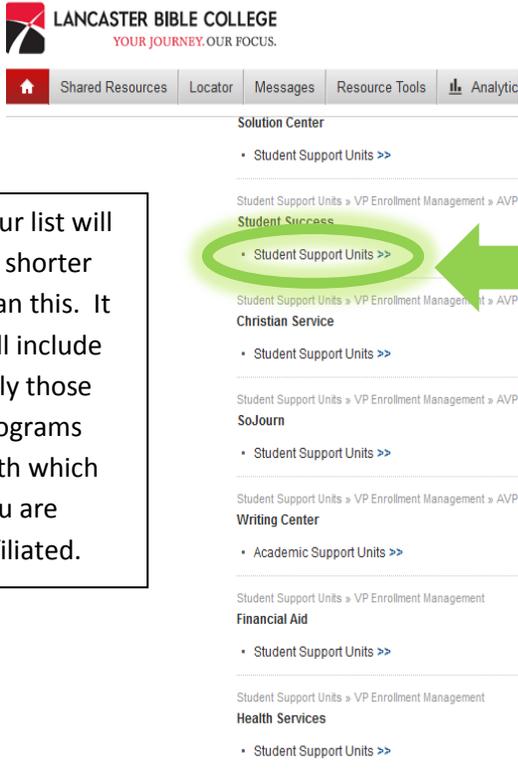
2

Click on the AMS platform.





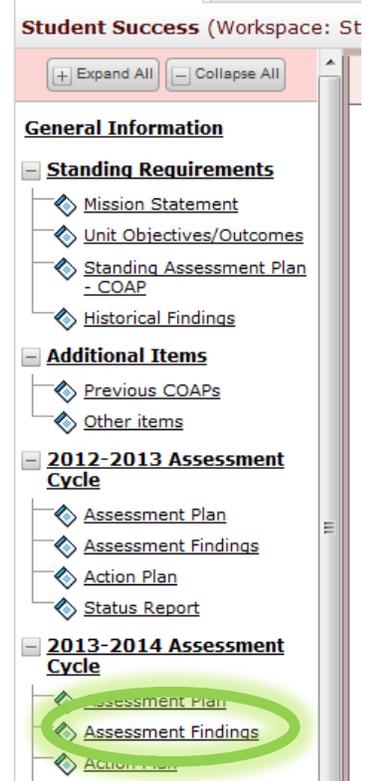
Choose your workspace from the list. Click on the workspace name directly below your program name.



Your list will be shorter than this. It will include only those programs with which you are affiliated.



Click on the area you want to access from the list on the left side of the page.



“Check Out” the area (near top right).



Use buttons labeled “Add New Measure,” “Edit,” etc. to make changes.





“Check In” the area when you are finished.



Help with Taskstream questions:

help@taskstream.com or 1-800-311-5656

Taskstream is usually very helpful and responsive when you call or email them with a question.

“Workspace Participant FAQs” and other topics on the Taskstream help page also contain a lot of helpful information and step-by-step instructions.



How to Add a New Measure to an Outcome

These instructions are for entering a new Measure that has not been previously entered into Taskstream

1. Go to the correct assessment cycle
2. **Check out**
3. Click on “Add New Measure” under the correct outcome.
4. Fill in as much information as you can in the form that comes up. Most of the time, the Implementation Timeline will be the only blank.
5. Choose Measure Type (Student Artifact, Exam, Survey, etc.) and Measure Level (Course or Program).
6. “Responsible Personnel” is the individual who carries out this measure, or the department as a whole.
7. **Check In** when you are done

Importing a Measure Used in a Previous Cycle

These instructions are for copying a Measure that has already been entered into Taskstream

1. **Check out**
1. Click on “Add New Measure” under the correct outcome.
2. Click on “Import Measure” at upper right.
3. Click on the little box that says “Show measures for **all** outcomes.” All the measures used in your Workspace will be listed. Please note that you can only copy measures within a single program (Student Success can’t import from Christian Service, for example).
4. Choose the one you want to copy and click on “Copy Selected” at the bottom of the list.
5. The entire entry will appear on the form. Make any needed changes, then click on “Apply Changes.”
6. **Check In** when you are done

Selecting Outcomes for the Next Academic Cycle

In each academic year, only 2 or 3 program outcomes will be assessed. To choose the outcomes for a new cycle from the Standing Requirements, do the following:

1. Click on “Assessment Plan” in the new cycle, then “Check Out.”
2. Click on “Copy Existing Plan as Starting Point.” Choose one of the Existing Plans listed; click “Submit.”
3. Click on “Select Outcomes” under “Outcomes and Measures.” The complete list of outcomes will be presented.
4. Choose only the outcomes which will be assessed for that cycle. See instructions below to **remove** outcomes if needed.

Changing or Removing Outcomes If your program adds or changes Outcomes, they must first be entered or edited in “Learning Outcomes” under “Standing Requirements,” and then chosen from there for each cycle in which they will be used. **To remove an Outcome from the cycle**, you must first remove any Findings, then any Measures that are attached to it. You can then remove the Outcome.

Finding and Sharing your Workspace’s Public Information Click on the blue “Publish” tab near the upper left of your Workspace home page. The URL for your program’s public page will be displayed on the right. If needed, click on “Publish,” then “No password needed.” Your URL will be displayed on the next page.