Annual Program Assessment
Quick Start Guide:
using

Questions regarding assessment may be directed to the appropriate dean’s office or to Cheryl Beil, Associate Provost for Academic Planning and Assessment at 4-6712 or cbeil@gwu.edu. Questions regarding TaskStream including information on how to access your departmental work areas should be directed to Alex Feldman at 4-0933 or alexmf@gwu.edu. (More information about TaskStream can be found at: http://academicplanning.gwu.edu/taskstream.)
This tutorial will walk you through accessing TaskStream and adding your Annual Program Assessment data for your department or program.

**NOTE:**
Certain actions within TaskStream will open new windows. Before you begin, please disable the pop-up blocker on your browser to proceed without incident.

**Do not use the back button** to navigate through TaskStream as certain instances may cause you to be logged out. Use the home link (house in upper left corner) to navigate between sections. If you are logged out of TaskStream you will need to go back through GWeb to access TaskStream again.

1. To begin, go to [https://banweb.gwu.edu](https://banweb.gwu.edu) and log in to the GWEB info system using your GWID and PIN.

2. Navigate to the **Employee Information** tab and select **TaskStream** from the list of menu items.

3. From the next menu select **AMS by TaskStream** to be automatically re-directed into the site. (This will open a new window or tab.)

5. After your initial log in, you will need to complete the TaskStream User Agreement.
6. Upon acceptance of the User Agreement, you will be taken to your homepage. The homepage will contain one or more workspaces, which are affiliated with different participating areas (programs, departments, etc.). Each workspace is the bucket into which you may enter your information.

To access the APA workspace and begin entering your APA data, simply click on the Annual Program Assessment workspace link that corresponds to the appropriate year of assessment. (Note: Your screen will look slightly different from the one below, which displays an administrator account.) If you do not see the appropriate programs listed on your homepage, contact Alex Feldman at alexmf@gwu.edu.
7. On the left sidebar, you will see the workspace structure and be able to select the appropriate academic year.

8. Once you have selected your academic year, select the green “Check Out” button that appears on the top right of the screen. This will open a new section in the middle of the screen called “Form: Annual Program Assessment”. Click on the “Edit” button on the right side to begin your assessment data entry.

Note: You will also notice a button labeled “Attachments” at the bottom of this screen. If you have any supplemental documents or supportive data that you would like to attach as a file, such as a curriculum map, enrollment data, or course syllabi, you may do so here.
9. Once you click on the “Edit” button, you will be redirected to the Annual Program Assessment form, which mirrors the template provided by the Office of Academic Planning and Assessment, found on http://assessment.gwu.edu/program-assessment. Begin by entering in one of the “Program Learning Outcomes/Goals” assessed in the first content box. Continue to the next section to enter data pertaining to your “Assessment Plan”, or the measures you used to determine if students have achieved the learning outcome. You will notice two content areas, one for measure A and one for measure B, on the left and right side of the screen, respectively. Continue down the form to the “Assessment Findings” section, “Interpretation of Findings” section, then finally the “Action Plan” section. Specific suggestions and examples for each of these sections can be found on this form in TaskStream.

Note: The form requires that at least one learning outcome/goal assessment is completed (red sections), but you may continue to complete up to 8 learning outcome/goal assessments per academic year. If more space is needed, please contact Alex Feldman at alexmf@gwu.edu.
10. Once you have finished filling out page, click “Save and Return” on the bottom right. To submit your completed work for review, click on the “Submission & Read Reviews” tab, and “Submit Work” next to the appropriate academic year. Members of internal and external review teams, as determined by the Dean, will be able to access TaskStream through accounts with limited functionality.

11. To print or view a copy of your completed program assessment, click on the “Publish” tab, then click “Preview” at the center of the page.

Next, click “Annual Program Assessment” on the left side menu, then open the form for the appropriate year. A new window will open showing your completed assessment form and there will be an option to “export to Word” on the top right.