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Annual Program Assessment
Quick Start Guide:

using

�line taskstream

Questions regarding the Guidelines for Self Study 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.)*

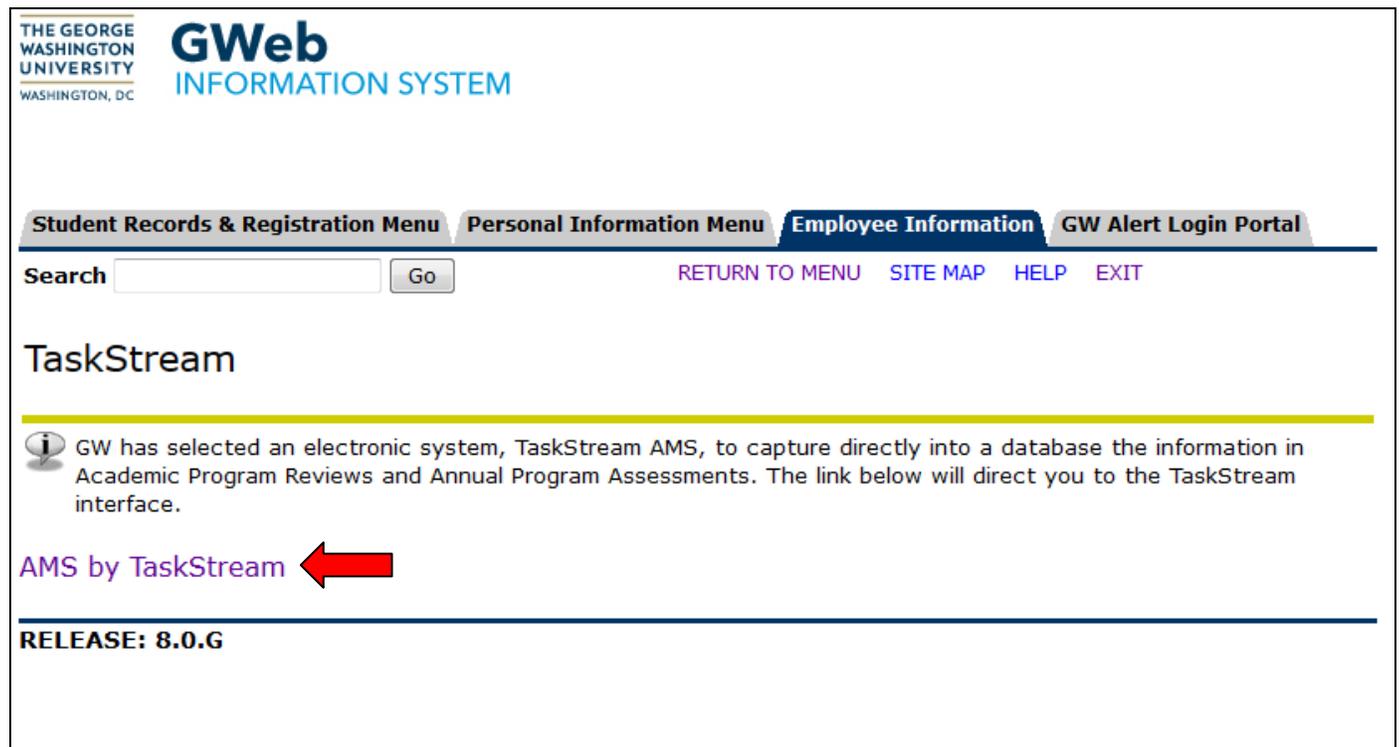# THE GEORGE WASHINGTON UNIVERSITY

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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 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.

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

To access the APR workspace and begin entering your APR data, simply click on the Academic Program Review workspace link. (Note: Your screen will look different from the one below, which was taken from an administrator account.)

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7. On the left sidebar, you will see the workspace structure and be able to select the section(s) to which you wish to add content. You can scroll down to view all the areas to which you are required to provide content for the Annual Program Assessment process. Essentially, you will add the program's mission statement to the "**Mission Statement**" requirement, the assessment plan to the **"Assessment Plan"** requirement, etc. Refer to the "Program Assessment" and "Assessment Cycle" sections of the Assessment.gwu.edu website for additional content information and guidance.

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8. The following instructions can be used to input content into any of the sections.

To enter information for the mission statement section, click on "Mission Statement", **NOT "III. Mission Statement**." Before you can input information or make any changes to what already exists, you must click "Check Out" to gain access. Note: The system prevents 2 users from working on the same section at one time. If you would like someone else to work on it, you must check it back in. If you forget to check in, the system will automatically do so once you log out completely.
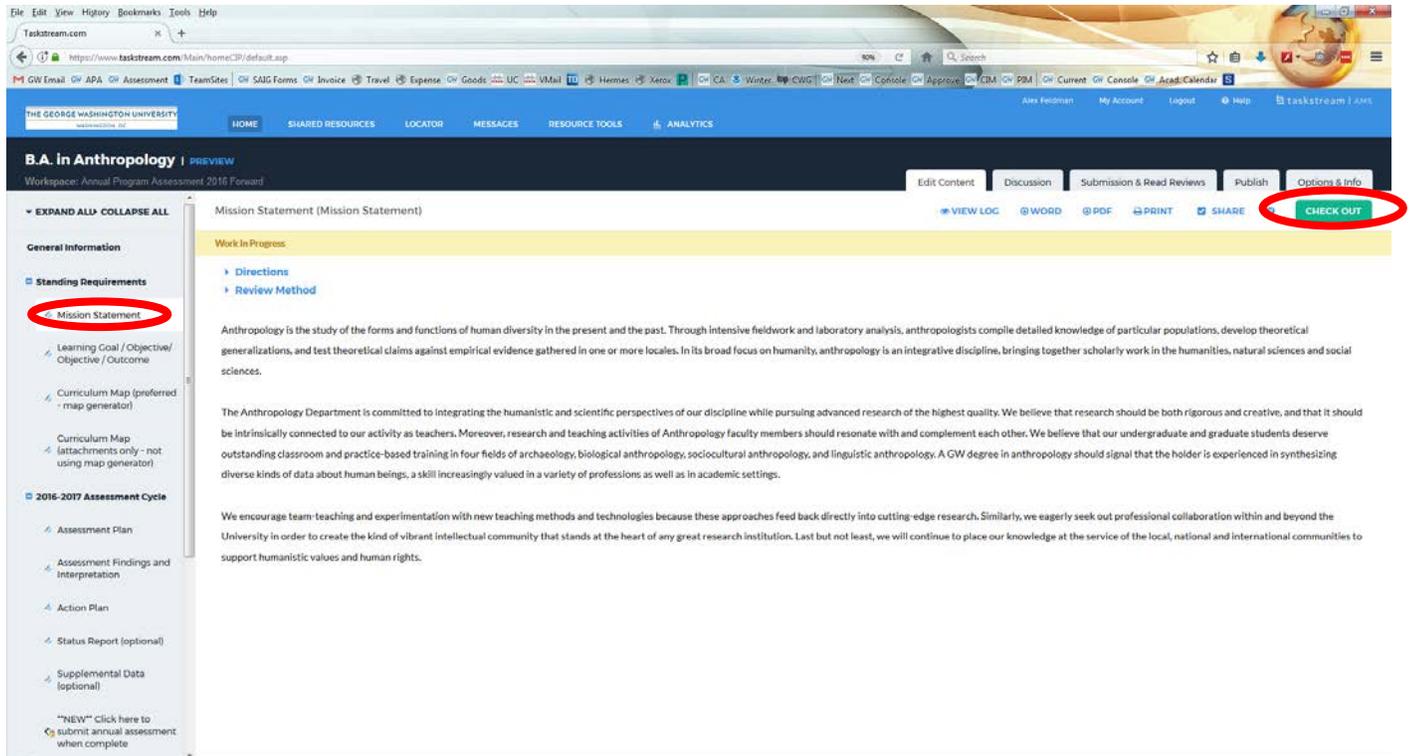
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Add your mission statement by selecting the "Edit" button on the right side of the screen.

In the content window that opens, you will be able to enter (or copy/paste) the Mission Statement into the text box. When you are finished, click the "Submit" button.

9. Repeat these instructions for each of the other sections required. Note: Certain sections may allow the attachment of documents you may have already created, such as the "Map the Curriculum – attachments only" section. In this case, instead of clicking the "Edit" button (in step 8 above), click the "Add Attachments" button that will appear at the bottom of the screen, and follow the on screen directions. There is also the "Supplemental Data" section for you to upload additional data as you see fit.

10. Once all evidence had been added, click the "Check In" button so others can access the work you have entered.

A comment text box will appear for you to add comments regarding your revision history, if you choose. Click "Submit" and you will be returned to the main workspace.

11. Creating "Learning Goals/Objectives":
    A. Select "Learning Goals/Objectives/Outcomes" in the left-hand menu – remember to "Check Out"
    B. Select "Create New Set", enter a set name, and ensure the box is checked under Designate Alignment/Mapping Preference. If your department or program has done this in previous years, you may be able to import a previous set by selecting "Select Existing Set".
    C. On the next screen, click "Create New Objective/Outcome" (at the bottom)
    D. Enter a short descriptor of the objective/outcome, then enter a longer description below.
    E. Click "Add another objective/outcome" until you have finished, then click "Back to all outcome sets".

12. Creating a "Curriculum Map":
    A. It is recommended that you use the Curriculum Map generator that is provided by TaskStream, however, if your department has already created a map by hand, you may upload it as well under the "Curriculum Map – attachments only" link on the left menu sidebar.
    B. Select "Curriculum Map (generator)" in the left-hand menu – remember to "Check Out"
    C. Create a title for the map and enter a description as you see fit. Select your learning outcomes set (this will open a pop-up window, please be sure they are not blocked)
    D. You will see your objectives/outcomes across the top of the screen. Click "Actions" on the top right corner and "Create New Course/Activity". Follow the on screen prompt to enter a new course or activity is responsible for each objective/outcome, and click "Submit". Each course/activity will populate on the left-hand column. For each, click the "click" button within the map to designate an I (introduced), P (practiced), or R (reinforced). Click the "Save Now" button on the top right and you may close the window.

13. Creating an "Assessment Plan":
    A. Select "Assessment Plan" in the left-hand menu – remember to "Check Out"
    B. Click "Select Set" and "Select Existing Set".
    C. Select the set of outcomes you are currently working on and click "Continue"
    D. Click the checkbox next to each objective/outcome to include in your assessment plan and click "Accept and Return to Plan"
    E. Under each objective/outcome, click "Add new measure".
    F. Fill out all appropriate content boxes and click "Apply changes".

14. Creating "Assessment Findings":
    A. Select "Assessment Findings" in the left-hand menu – remember to "Check Out"
    B. This will automatically populate all of your obejctives/outcomes. Under each, click "Add findings" on the right side of the screen.
    C. Fill out the appropriate content on the next screen and click "Submit" at the bottom.

D. You may add attachments for evidence by clicking "Add/Edit Attachments and Links" under your findings after you have completed step "C".

15. Creating an "Action Plan":
    A. Follow the same protocol as step "13" above for each objective/outcome in your existing set.

16. To submit your completed report to the appropriate administrator and Associate Provost for Academic Planning and Assessment, select the final content area called "**NEW** Click Here To Submit…" and follow the on-screen directions. If you have any trouble or would like to confirm submission, please contact Alex Feldman at alexmf@gwu.edu.

NOTE: When ready, you only need to click "Submit Work" next to the **NEW Click Here To Submit… section of the assessment.**

16. You may also click the "Publish" tab at the top of the screen in order to publish the entire workspace, either to the web, as a PDF, or email. This enables you and others to see all the information from all the screens in one document. Be aware that once this link is shared, it can be accessible at any time by anyone with that URL.

Members of internal and external review teams, as determined by the Dean, will be able to access TaskStream through accounts with limited functionality.

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