General Education (G-PAC) Course Assessment Quick Start Guide: using taskstream

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 Ethan Brown at 4-0933 or ewbrown@gwu.edu. (More information about TaskStream can be found at: http://academicplanning.gwu.edu/taskstream.)

Revised January 2018
This tutorial will walk you through accessing TaskStream and adding your General Education (G-PAC) course 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. If you do not see the appropriate courses listed on your homepage, contact Ethan Brown at ewbrown@gwu.edu.

To access the Gen Ed workspace and begin entering your Gen Ed assessment data, simply click on the “Gen Ed Assessment” workspace link that corresponds to the appropriate course year of assessment. (Note: If there are multiple iterations of a particular course, pay attention to the parenthesized designations at the end of the course titles, which correspond to the Columbian College’s general education curriculum distributions. Be sure to select the appropriate course version as it relates to the learning outcomes/goals being assessed.

Arts (A), Global or Cross Cultural Perspective (GC), Humanities (H), Local or Civic Engagement (LCE), Natural or Physical Science (NPS), and Oral Communication (OC).
7. On the left sidebar, you will see the workspace structure and be able to select the appropriate G-PAC learning goal/outcome criteria. Refer to: https://advising.columbian.gwu.edu/criteria-g-pac-designation for more information. Once selected, click on the green “Check Out” button on the top right corner.

Note: On this page, you will see an “Attachments” button at the bottom of the screen and the “Edit” button that will then appear. This is where you will attach the required syllabus, as well as any other optional assessment materials, such as assignments or rubrics.

8. Click on the “Edit” button on the right side to open the assessment form and begin your assessment data entry, which follows the templates provided by the Office of Academic Planning and Assessment, found on https://assessment.gwu.edu/g-pac-assessment-templates
9. The top of the form will display the name of the Gen Ed/G-PAC assessment criteria, followed by one of the designated learning outcomes/goals. You will see all learning outcomes/goals for the particular criteria are listed on the form. Begin by filling in the semester and year upon which the assessment is based **under the appropriate learning outcome/goal**. 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 is found on this form in TaskStream.
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 assessment category. **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, find your assessment using the left-hand menu, then open the form link that will appear. A new window will open showing your completed assessment form and there will be an option to “export to Word” on the top right.