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 Tamara Wilson at 4-0933 or twilson@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 Academic Program Review (APR) 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 “MY HOME” link to navigate between sections. If you are logged out of TaskStream you will need to go through GWeb to access TaskStream again.

1. To begin, go to [http://my.gwu.edu/](http://my.gwu.edu/) and log in to the GWEB info system.

2. Log in using your GWID and pin.
3. Navigate to the **Employee Information** tab and select **TaskStream** from the list of menu items.

4. From the next menu select **AMS by TaskStream** to be linked directly 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 will be affiliated with different participating areas (programs, departments, etc.). Each workspace is the vessel into which you may enter your faculty annual report.

To access the APR workspace and begin entering your APR data, simply click on the Academic Program Review workspace link.
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 APR process. Essentially, you will add the program’s executive summary to the “Executive Summary” requirement and its mission statement to the “Mission Statement” requirement. The assessment of student learning and curriculum map fall under the “Curricular Development” requirement. Additionally, you can attach Survey Data, Assessment Reports, and Evaluations under the “Appendices” requirement.
Components of the APR:

General Information
- Guidelines for Self-Study

I. EXECUTIVE SUMMARY
- Executive Summary

II. MISSION STATEMENT
- Mission Statement

III. CURRICULAR DEVELOPMENT
- A. Curricular Development & Relevn
- B. 1. Assessment of Student Learning
- B. 2. Curriculum Mapping
- C. 1. Faculty
- C. 2. GTAs
- D. Assessment Strategic Plan

IV. SCHOLARLY/CREATIVE PRODUCTIVITY
- A. Scholarly/Creative Productivity
- B. Research Foci
- C. Research and Graduate Education
- D. Research & Undergraduate Educa
- E. Publications and Creative Works
- F. External Funding
- G. Professional Activities

V. UNIVERSITY & SCHOOL SERVICE
- University and School Service

VI. FIVE-YEAR ENROLLMENT DATA
- A. Undergraduate Program
- B. Graduate Programs
- C. Course Enrollment
- D. Faculty Teaching Report
- E. Enrollment Trends
- F. Placement of Graduates
- G. Placement of Doctoral Students

VII. PERSONNEL
- A. Full-time Faculty
- B. Part-time Faculty
- C. Graduate Teaching Assistants
- D. Clerical Support

VIII. FACILITIES
- A. Space
- B. Resources
- C. Equipment

IX. OTHER PERTINENT INFO (DOCTORAL)
- A. Costs and Revenue
- B. Special Resources
- C. National Rankings

X. OTHER PERTINENT INFORMATION
- Other Pertinent Information

XI. ANALYSIS
- Strengths and Areas for Improvement
8. Use the instructions in this section below to enter the department’s Mission Statement.

Click on the “Mission Statement” requirement on the left. Click “Directions” for advice on how to complete the requirement. Before you can input information or make any changes to what already exists, you must click on “Check Out” to gain access.

Add your mission statement by selecting the “Edit” button.
In the Mission Statement content window that opens you will be able to enter (or copy/paste) the Mission Statement into the window. When you are finished, click the “Submit” button.

A comment text box will appear for you to add comments, if you choose. Below the comment box you are asked: “What would you like to do next?” Checking “Return to work area” returns you to the section you were working on. Checking “Go to Submission Area” takes you to the “Scores/Results Summary” section where you can view the status of the entire document.

(For the purpose of this introduction, click on “Return to work area.”)
9. Use the instructions below to add information to all other sections

On the left hand side, click on the section to which you wish to add content or data. When the window opens, you may click on “Directions” to find specific instructions on what information should be added. Before you can input information or make any changes to what already exists, you must click on “Check Out” to gain access. Then you can add evidence for this requirement by selecting one of the formats at the bottom of the screen.

If you select “Text & Image” a “Add/Edit Text and Image” content window will open. You will be able to enter (or copy/paste) your material and attach an image if necessary. When you are finished, click the “Save and Return” button to return to the main page.
You can also submit data via one of the other formats listed at the bottom of the screen. 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, if you choose. Below the comment box you are asked: “What would you like to do next?” Checking “Return to work area” returns you to the section you were working on. Checking “Go to Submission Area” takes you to the “Scores/Results Summary” section where you can view the status of the entire document.

(For the purpose of this introduction, click on “Return to work area.”)
To submit your completed report to the dean and Associate Provost for Academic Planning and Assessment, selecting the “Submission and Read Reviews” tab at the top of the screen. The screen will now show you the status of each requirement. Additionally, you can view the history and results for each element by selecting “History/Comments.” Click “Submit Work” to send your material to the reviewer.

**NOTE:** You must click “Submit Work” on each section for it to be routed to the reviewer.

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<thead>
<tr>
<th>Area</th>
<th>Status</th>
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<td>Guidelines for Self-Study</td>
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<td>I. EXECUTIVE SUMMARY</td>
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<td>Executive Summary</td>
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<td>Submit Work</td>
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<td>Submit Work</td>
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11. 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.

**NOTE**: In some instances, it may be helpful to publish the workspace to the web to allow certain members of your department to view the work that is in TaskStream. Some care should be taken with this feature, however, because once the link is passed along, the individual will always be able to access your departmental information. Therefore, please use caution when in sharing this web link with individuals outside of the department.

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