QuickStart Guide:
Accessing & Using TaskStream AMS
GW Academic Program Review Workspace
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.

![Login page](image)
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.

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the End-User ("you") must agree to the following terms and conditions between you and TaskStream, LLC ("TaskStream"). The following is a binding contract between you and TaskStream, which establishes your and TaskStream's rights, obligations and liabilities regarding your use of the Service ("the Agreement").

2. Ownership of the Information, Materials and Software Comprising the Service

2.1 BY POSTING MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE GRANTED TO TASKSTREAM AS SET FORTH IN SECTION 2.3. TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER.

2.2 You expressly acknowledge and agree that you may compile and post to the Website materials comprised of text, data and images in the form of lesson plans, student materials and other educational materials (called "Materials") which may be made available to other

Decline I Accept 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
  - Curricular Development & Relevance
  - Assessment of Student Learning
  - Curriculum Mapping
  - Faculty
  - GTAs
  - Assessment Strategic Plan
- IV. SCHOLARLY/CREATIVE PRODUCTIVITY
  - Scholarly/Creative Productivity
  - Research Focus
  - Research and Graduate Education
  - Research & Undergraduate Education
  - Publications and Creative Works
  - External Funding
  - Professional Activities
- V. UNIVERSITY & SCHOOL SERVICE
  - University and School Service
- VI. FIVE-YEAR ENROLLMENT DATA
  - Undergraduate Programs
  - Graduate Programs
  - Course Enrollment
  - Faculty Teaching Report
  - Enrollment Trends
  - Placement of Graduates
- VII. PERSONNEL
  - Full-time Faculty
  - Part-time Faculty
  - Graduate Teaching Assistants
  - Clerical Support
- VIII. FACILITIES
  - Space
  - Resources
  - Equipment
- IX. OTHER PERTINENT INFORMATION
  - Other Pertinent Information
- X. ANALYSIS
  - Strengths and Areas for Improvement
- XI. STRATEGIC PLAN
  - Program Strategic Plan
- APPENDICES
  - Appendix B: Departmental Programs
  - Appendix C: Survey Data
  - Appendix D: Assessment Reports
  - Appendix E: Evaluations
  - Appendix F: MA/PhD Theses
  - Appendix G: Faculty CVs
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.”)

10. When all work has been input you may submit your report for review by 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 of each element by selecting “History/Comments.” From this screen, you can determine which requirements are complete or incomplete. Click “Submit Work” to deliver your material to an assigned reviewer.

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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.