QuickStart Guide:
Accessing & Using TaskStream AMS for GW Annual Program Assessment
This tutorial will walk you through accessing TaskStream’s AMS for submitting 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 log 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 workspace and begin entering your assessment data, simply click on the workspace for the area on which you wish to work.
7. You will now see the workspace structure and be able to select the program element to which you wish to add content. Essentially, you will add your mission statement (optional) to the “Mission Statement” section; learning goals and outcomes are added in the “Program Learning Goals” section; assessment measures (for the outcomes selected) go into the “Assessment Plan” section, etc.

8. Begin entering information by clicking on the “Mission Statement” section under the 2010-2011 assessment cycle. If your department does not have a mission statement, you may skip this section. (Currently, only one assessment cycle will appear. However, in the near future, other cycles will be listed here as well.)

When the Mission Statement window opens, you may click on “Directions” to find instructions on how to format a mission statement.

Before you can input information or make any changes to what already exists, you must click on “Check Out” to gain access.
You may 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. To save your work, click the ‘Submit’ button.
9. When you have finished this section, 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. Proceed to the **Program Learning Goals** section on the left sidebar. Once again, click “Directions” for instructions, and then click the “Check Out” button to access the section. To create a new goal set, select the “Create New Outcome Set” button.

TaskStream provides lists of standards required by many of the regional and professional accrediting agencies such as Middle States, ABET, AACSB, and NCATE. To access these standards, click “Select Existing Set.” To transfer them directly into your workspace, click on the radio dial next to the accrediting agency and then click “Continue” at the bottom of the page.”

(For the purpose of this introduction, click “Create New Outcome Set.”)
11. Enter a title for your program learning goal set in “Set Name.” A useful title should include the degree and program, such as “B.A. in Political Science Outcome Set” or “M.A. in Economics Outcomes.” Once a title is determined, click “Continue.”

12. Next, click on “Create New Learning Goal/Objective” to add the learning goals and objectives within each set.

Note that TaskStream uses a two-tier data entry approach for all outcome sets whereby the higher level (tier 1) is entitled “Learning Goals/Objectives” and the lower level (tier 2) is entitled “Objective/Outcome.” This can be confusing as some GW schools (e.g., GWSB) use a two-tier model that includes learning goals/objectives
with subordinate outcomes, and other schools (e.g., CCAS) use only a single tier model that combines objectives and outcomes.

*For programs that use learning goals/objectives in a single tier: (e.g., CCAS)*
Click “Create New Learning Goal/Objective,” and enter a generic identifier in the box next to “Learning Goal/Objective.” A good title for this set heading would be “B.A. in Political Science” or M.A. in Economics.” (Think of this title as a placeholder.) Click on “Continue.” Then proceed to step 13.

*For programs that have both a learning goals and an objectives/outcomes: (e.g., GWSB)*
Click “Create New Learning Goal/Objective,” and enter a generic identifier in the box next to “Learning Goal/Objective.” If your department uses overarching learning goals/objectives, such as “Global Environment,” “Ethics,” “Critical Thinking,” or “Communication,” you can use these titles to organize spaces for associated learning outcomes. Once you have entered the set name, click “Continue.”

*In GWSB: Program competencies should be used as titles for the learning goals/objectives.*
13. Next, click “Create New Objective/Outcome” to add the expected learning outcomes. Then create a title for each expected learning outcome. Those programs that use a one-tier model might want to identify outcomes by number and a concise label such as Outcome 1: Ethics. Those programs using a two-tier model may choose to use numbers to group the objectives under the same heading, such as Objective 1.1, or Objective 2.2.
Once all outcomes have been entered, the completed outcome set may look like this:

One-Tier Model

Two-Tier Model
When you have finished this section, click the “Check In” button so others can access the work you have entered. As with other sections, “Check In” results in a screen with a comment box. Faculty might use these for discussions about the wording and definitions of the learning outcomes. After either choice, click “Return to work area.”

14. Next, move on to the “Curriculum Map” on the left sidebar. You can read the “Directions” for advice; then “Check Out” the section. Click “Create New Curriculum Map” at the bottom of the screen.

15. Enter a title, describe it, and select the program goals to which you plan to map your courses. You can choose to align your curriculum map with the outcomes that were entered in steps 12 and 13 above, a list of which are at the bottom of the screen. Click “Select” and the outcomes will automatically populate into the curriculum map. NOTE: Once you click “Select,” the curriculum map will open in a new window.

16. Once you select an outcome set, you will see the outcomes listed above a frame, with room to add courses below. Click “Mapping Actions,” and then select “Create New Course/Activity.”
17. Add a “Course/Activity ID,” “Title,” and “Description,” and then click the “Create” button. For consistency, you may want to use the four-letter subject code and the four-digit course number associated with your course (e.g., PSC 1001 or ECON 1011). The course title used in the Bulletin can be used for the title.
18. For each course or activity added to the map, you will be able to designate the relationship between the course/activity and the expected learning outcome using the intensity level scale provided. The intensity levels developed by GW are “Introduced,” “Developed,” and “Mastered.” To select an intensity level, simply click the box in the intersecting area of the course and each learning outcome; you may leave the box blank to indicate when the course does not serve a particular learning outcome.

Click “Save Now” located in the upper right hand corner of the screen, and then close the screen to return to the Curriculum Map section. Click “Check In” to submit the work. Again, use the “Comment Box” to submit a comment, and return to work area.
Once all courses are entered and aligned, the completed curriculum map may look like this:

<table>
<thead>
<tr>
<th>Courses and Learning Activities</th>
<th>Graphic Communication</th>
<th>Verbal/Written Communication</th>
<th>Application of rigorous design process</th>
<th>Concept implementation</th>
<th>Use of technical tools</th>
<th>Environmental applications</th>
<th>Small business practice</th>
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<tbody>
<tr>
<td>PISL 256: Introduction to Sustainable Design</td>
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<td>PISL 253.1 DL: Ecological Restoration</td>
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<td>PISL 253.2: The Green Eagle Project</td>
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<td>PISL 254: Sustainable Design Methods</td>
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<td>PISL 255.5: Sustainability and the Landscape</td>
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<td>PISL 256: Sustainable Design: Infrastructure</td>
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Legend: I: Introduced, D: Developed, M: Mastered

19. Select the “Assessment Plan” section on the left sidebar. Read “Directions” for advice. Click “Check Out,” and then click on “Create New Assessment Plan” button. Open “Outcomes and Measures,” and then click the “Select Outcomes” button.
20. Click “Select Existing Set” which allows you to use outcome sets that have been entered. Choose a set to work on, and click “Continue.” Then select which outcomes you want to enter assessment measures by clicking on “Include” located to the left of the outcome/objective. Then click the “Accept and Return to Plan” button at the bottom of the screen.
21. Under each objective/outcome selected there is an “Add New Measure” button. Click on it to input the assessment measure.
22. Add a “Measure Title,” and then select a “Measure Type/Method” from the menu. It is important to indicate whether the measure is a “direct” or “indirect” assessment measure. Click on the circled question mark for definitions of “direct” and “indirect” measures. Then click “Apply Changes” at the bottom of the screen.

The resulting screen may look like the one below. You can add any attachments such as rubrics or weblinks as evidence by clicking the “Add/Edit Attachments & Links” button. Use this section to store data that you may use in future assessment reports. Repeat this process for all measures. Click “Check In” once you are finished, and either submit a comment or return to the work area.
23. Summaries of your findings should be stored in the “Assessment Findings” section, located in the left sidebar. Click on it, and then click “Check Out” to enter your summary.

24. Open “Findings per Measure” to input or summarize data. Each assessment measure will be included in the assessment findings section. Under each measure, click the “Add Findings” button to input the information related to the measure.
25. Enter information in the “Summary of Findings” box, a required field. Use the other boxes to include “Recommendations,” “Reflections/Notes,” etc. Click “Submit” to save the information.

An example of the resulting screen is below.
26. You may add or edit attachments and links by clicking on the “Add/Edit Attachments & Links” button at the bottom of the screen. This is another good location to save pertinent data such as samples of student papers, departmental committee reports, summary of student evaluations, or survey data, or other information that might be helpful in producing assessment reports.

27. “Assessment Findings” also contains sections for “Overall Recommendations” and “Overall Reflection” which can be found at the bottom of the screen. These are useful places to provide analysis by the faculty and add speculations or evidence about what changes might be needed or prove useful. Once you have completed adding information, click “Check In.” Use the “Comment Box” for department discussions or “Return to Work Area.”
28. The “Action Plan” section on the left sidebar functions similarly to “Assessment Plan” and “Assessment Findings.” Click “Action Plan” and “Check Out.” Read the directions for advice. Click on the “Create New Operational Plan” button and then the “Actions” bar.
Next click the “Select Outcomes” button and then the “Select Existing Set” button to view existing outcome sets.

Click on the outcome set you want to use, and then click “Continue.”
A list of your objectives or outcomes will show up on the screen. Check the outcomes to include, and then click on “Accept and Return to Plan” at the bottom of the screen.

29. In the left margin, under the title of the outcome, click on the “Add New Action” button.
Add a title to the action item, and fill in the other boxes to keep a record of the implementation plan, identify key personnel, budget request amount, etc. Then click on the “Apply Changes” button.

30. Click “Status Report” to bring all the elements of assessment together. You can also “Review” and “Summarize Plan” for what the department/program has decided to do on the basis of its assessment of how well students are meeting the learning goals/outcomes/objectives set forth. Again, you must “Check Out” the pages to work and “Check In” after entering information. Use the “Comment Box” for discussion or “Return To work Area.”

31. When all work has been completed 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. Click “Submit Work” to send your material to a reviewer.
32. You may also click the “Publish” tab at the top of the screen 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.

33. For technical assistance, contact TaskStream at 1-800-311-5656 or help@taskstream.com

34. For GW specific questions, contact Tamara Wilson at 202-994-0933 or twilson@gwu.edu