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 Ethan Brown at 4-0933 or ewbrown@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 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 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.)
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 mission statement to the “Mission Statement” requirement, the analysis of strengths to the “Analysis of Strengths” requirement, etc. Refer to the “Guidelines for Self-Study” and the “Academic Program Review Timetable” on the AcademicPlanning.gwu.edu website, under “APRS” for additional content information and guidance.
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.” Directions for each section are shown within the yellow box. 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.
Add your mission statement by selecting the “Add Text & Image” button at the bottom 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. There are several other tools in this window for your use, such as formatting or spelling. When you are finished, click the “Save and Return” 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” section. In this case, instead of clicking the “Add Text & Image” 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 are also several appendices which are available for you to upload additional data or may contain pre-populated data (refer to the “Guidelines for Conducting a Self-Study” on the Academic Planning and Assessment website).
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, if you choose. Click “Submit” and you will be returned to the main workspace.

11. To submit your completed report to the dean and Associate Provost for Academic Planning and Assessment, selecting the “Submission & 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.

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. 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.