

# Academic Program Review Quick Start Guide: using



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](mailto: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](mailto:ewbrown@gwu.edu).

(More information about TaskStream can be found at: <http://academicplanning.gwu.edu/taskstream>.)

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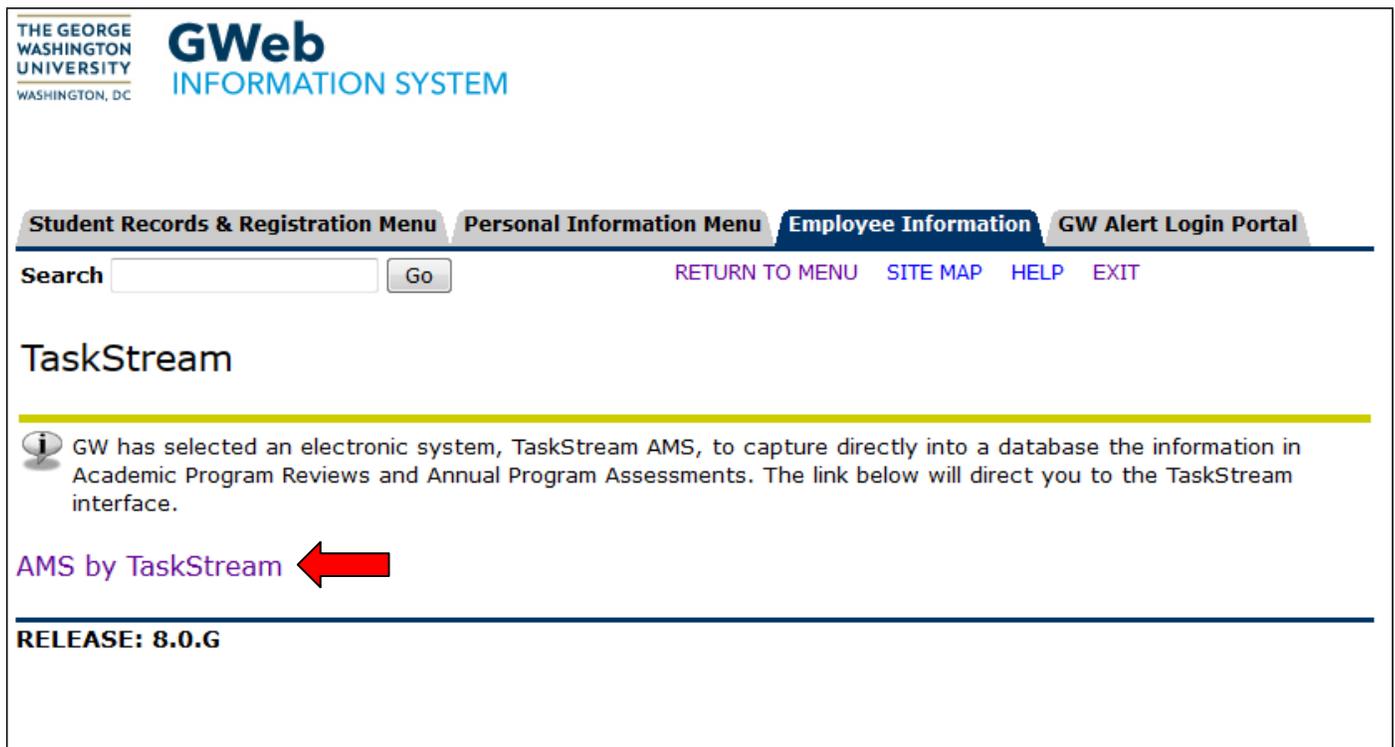
This tutorial will walk you through accessing TaskStream and adding your Academic Program Review (APR) data for your department or program.

## **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> 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.)



The screenshot shows the GWeb Information System interface. At the top left is the logo for The George Washington University, Washington, DC. To its right is the text "GWeb INFORMATION SYSTEM". Below this is a navigation bar with four tabs: "Student Records & Registration Menu", "Personal Information Menu", "Employee Information" (which is highlighted), and "GW Alert Login Portal". Under the "Employee Information" tab, there is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the navigation bar, the heading "TaskStream" is displayed. A yellow horizontal line separates the heading from the main content. The main content features an information icon (i) followed by a paragraph: "GW has selected an electronic system, TaskStream AMS, to capture directly into a database the information in Academic Program Reviews and Annual Program Assessments. The link below will direct you to the TaskStream interface." Below this paragraph is a link labeled "AMS by TaskStream" in purple text, with a red arrow pointing to it from the right. At the bottom of the page, there is a blue horizontal line and the text "RELEASE: 8.0.G".

5. After your initial log in, you will need to complete the TaskStream User Agreement.

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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.)

The screenshot displays the Taskstream AMS interface for The George Washington University. The header includes the university name and user information (Alex Feldman, My Account, Logout, Help, taskstream). The navigation bar contains links for Shared Resources, Locator, Messages, Resource Tools, and Analytics. The main content area features a 'Welcome' message and a search bar with 'Anthropology' entered. A red arrow points to the link 'Academic Program Review - effective January 2017 Forward >>' under the 'Anthropology' workspace. The interface also includes a 'Review' section with items requiring review and reviews to be released, and an 'AMS Coordinator' section with various workspace tools and announcements.

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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.

**Anthropology** (Workspace: Academic Program Review - effective January 2017 Forward) Preview

**Edit Content:**

**A number of options are available in this workspace:**

- To view, add or edit content, select the item from the panel on your left, and then click "Check Out"
- To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
- Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this Workspace).
- You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time

For more information on any of these options simply click the ? Help icon at the top of the AMS site.

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.

The screenshot displays the 'Anthropology' workspace interface. At the top, there is a navigation bar with 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. Below this is a secondary bar with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The main content area is titled 'Anthropology (Workspace: Academic Program Review - effective January 2017 Forward)'. On the left, a sidebar lists various sections: 'General Information', 'INTRODUCTION', 'I. ANALYSIS OF STRENGTHS', 'II. FIVE-YEAR STRATEGIC PLAN', 'III. MISSION STATEMENT', 'IV. FACULTY', 'V. CURRICULAR DEVELOPMENT ASSESSMENT', 'VI. ENROLLMENT TRENDS', and 'VII. SCHOLARLY / CREATIVE PRODUCTIVITY'. The 'III. MISSION STATEMENT' section is expanded, and the 'Mission Statement' sub-section is selected and circled in red. In the top right of the content area, the 'Check Out' button is circled in red. The main content area is a yellow box titled 'Mission Statement' with a 'Log' tab. It contains a 'Directions' section (circled in red) with the following text: 'Provide the unit's mission statement. The self-study is a good time to reconsider (or develop, if necessary) mission statements.' Below this, it lists 'Questions to consider for a mission statement:' followed by four bullet points: 'Unit's purpose', 'Relationship to your school's mission', 'Relationship to the University's strategic plan', and 'Doctoral Programs'. A 'Review Method' section is also visible at the bottom of the yellow box.

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Add your mission statement by selecting the “Add Text & Image” button at the bottom of the screen.

The screenshot displays the 'Anthropology' workspace for 'Academic Program Review - effective January 2017 Forward'. The left sidebar shows a navigation menu with sections: INTRODUCTION, I. ANALYSIS OF STRENGTHS, II. FIVE-YEAR STRATEGIC PLAN, III. MISSION STATEMENT (selected), IV. FACULTY, V. CURRICULAR DEVELOPMENT ASSESSMENT, VI. ENROLLMENT TRENDS, and VII. SCHOLARLY/ CREATIVE PRODUCTIVITY. The main content area is titled 'Mission Statement' and includes a 'Log' button, a 'Check In' button, and a 'Work not Started' indicator. A 'Directions' section provides instructions: 'Provide the unit's mission statement. The self-study is a good time to reconsider (or develop, if necessary) mission statements.' It lists considerations: Unit's purpose, Relationship to your school's mission, Relationship to the University's strategic plan, and Doctoral Programs. A 'Review Method' section is also visible. At the bottom, a red circle highlights the 'Add: Text & Image' button. A tooltip above it reads: 'To begin, select the type of content you would like to add'.

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).

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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.**

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Alex Feldman My Account Logout ? Help taskstream

Home Shared Resources Locator Messages Resource Tools Analytics

Edit Content Discussion Submission & Read Reviews Publish Options & Info

**Anthropology** (Workspace: Academic Program Review - effective January 2017 Forward)

**Choose Style / Web View**

**Current Selected Style**  
Layout: Left Navigation 1  
Theme: The George Washington University (AMS)

Preview Change Style

**Publication / Publish Options**

**Publish Workspace to the Web**  
Publishing to the Web enables anyone to access your work from the Internet using the web address that you create.  
Current Status: Unpublished Publish

**Export to PDF**  
To export your workspace to a PDF, click the Export to PDF button below.  
Export to PDF

**Export to Word**  
To export your workspace to MS-Word, click the Export to Word button below.  
Export to Word

**E-mail Workspace**  
Workspace can be sent to other Taskstream subscribers via the Message Center or to an external e-mail address.  
E-mail