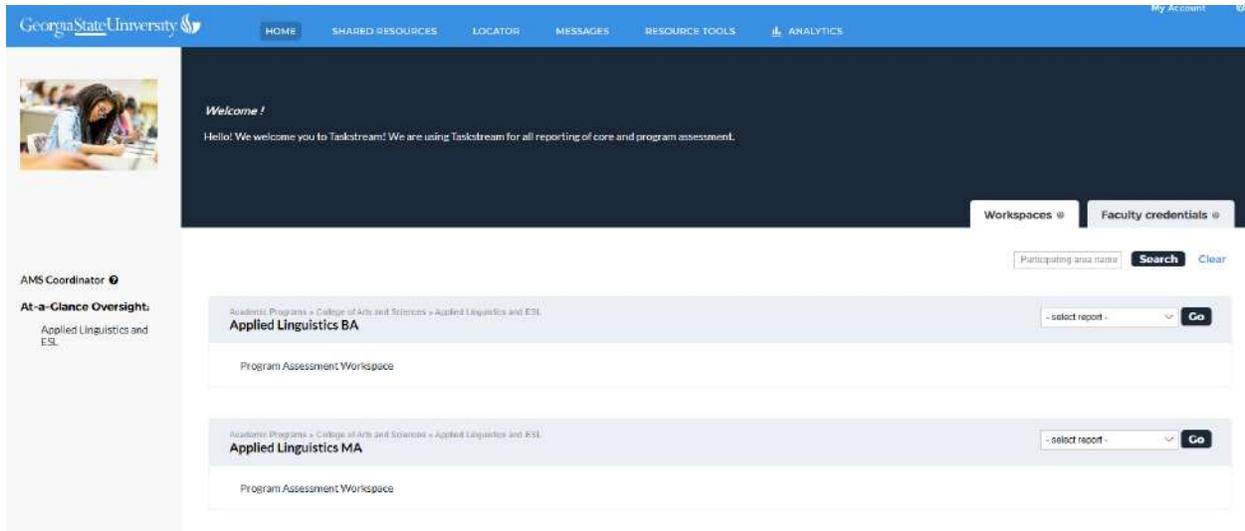


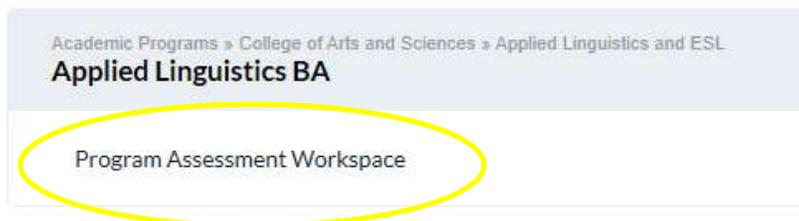
Dean/Department Chair's Quick Guide to Taskstream

1. Log into Taskstream using this link:
<https://w.taskstream.com/SingleSignOnSaml/Login/358A150F2DE3C3459D5A33D5B31DA3F0>
2. You will see a page that shows all programs under your unit. I am using Applied Linguistics as an example.



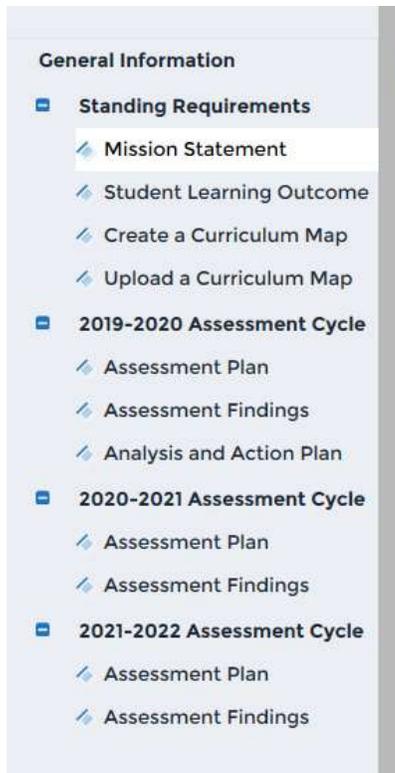
The screenshot shows the Taskstream dashboard for Georgia State University. The top navigation bar includes links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A welcome message reads: "Welcome! Hello! We welcome you to Taskstream! We are using Taskstream for all reporting of core and program assessment." Below this, there are sections for "Applied Linguistics BA" and "Applied Linguistics MA". Each section has a "Program Assessment Workspace" link. A search bar for "Participating ass. name" is also visible.

3. From here, you can view each program's assessment report by clicking on "Program Assessment Workspace."

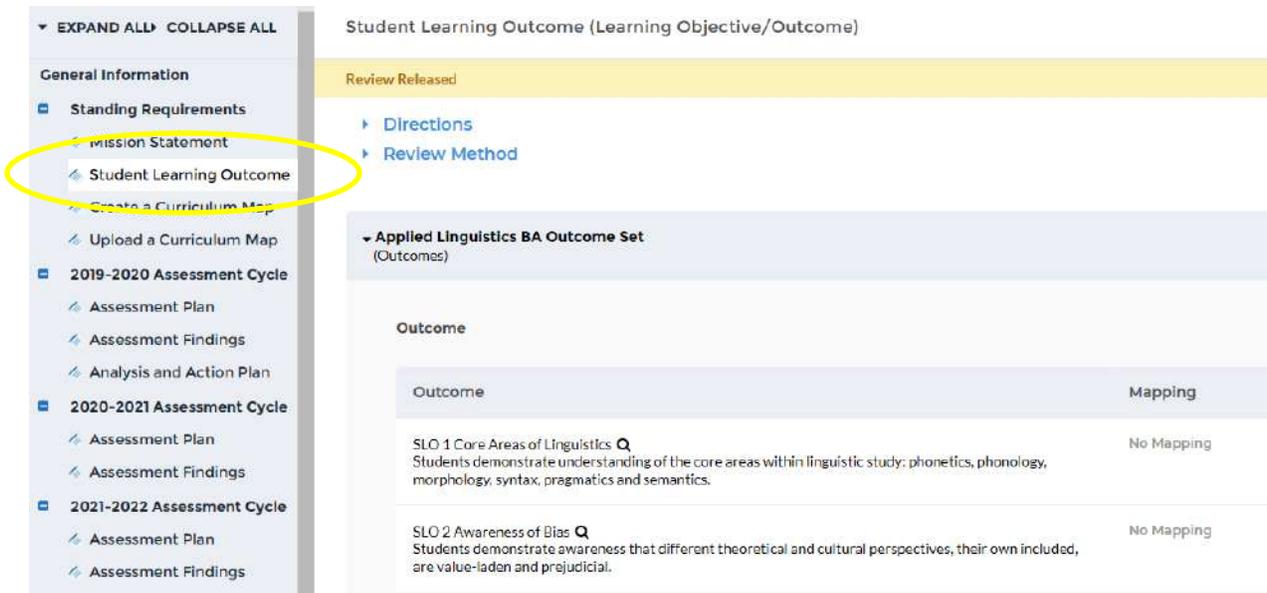


This image is a close-up of the "Program Assessment Workspace" link for the Applied Linguistics BA program. The link is highlighted with a yellow oval. The breadcrumb trail above it reads: "Academic Programs » College of Arts and Sciences » Applied Linguistics and ESL".

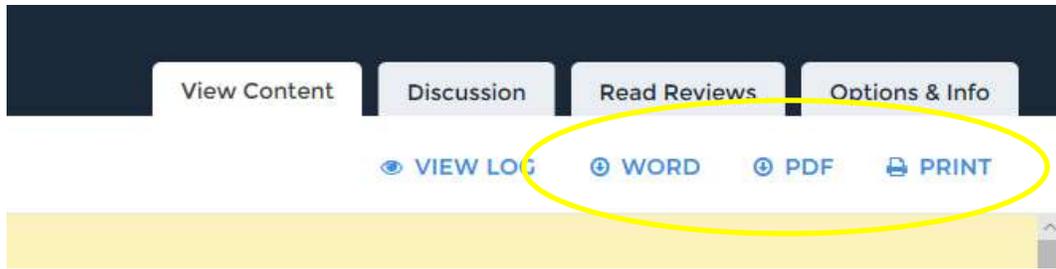
4. Use the menu on the left to view elements of the assessment report (including standing requirements, which don't change from year to year, and each year's plan, findings, and, when relevant, analysis and action plan).



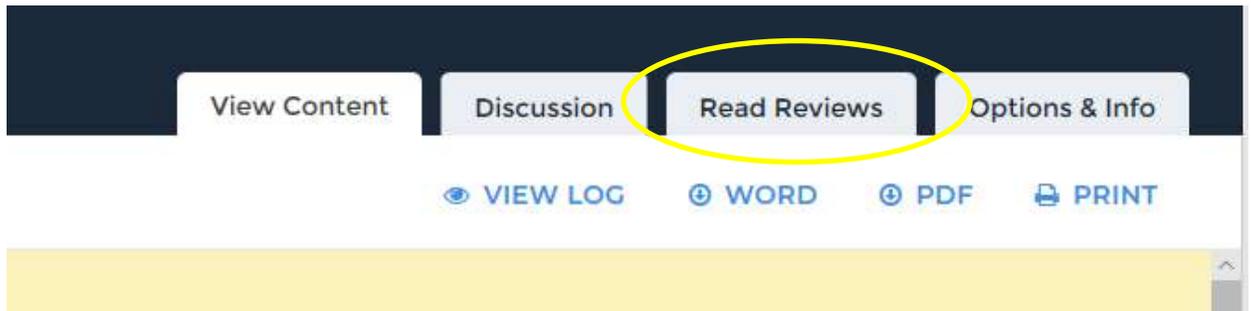
5. Clicking on an element will bring that content into view.



6. You may export reports as Word or .pdf files by clicking on the appropriate buttons .

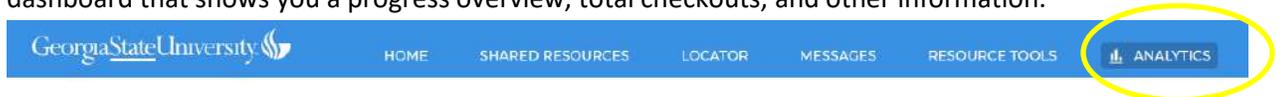


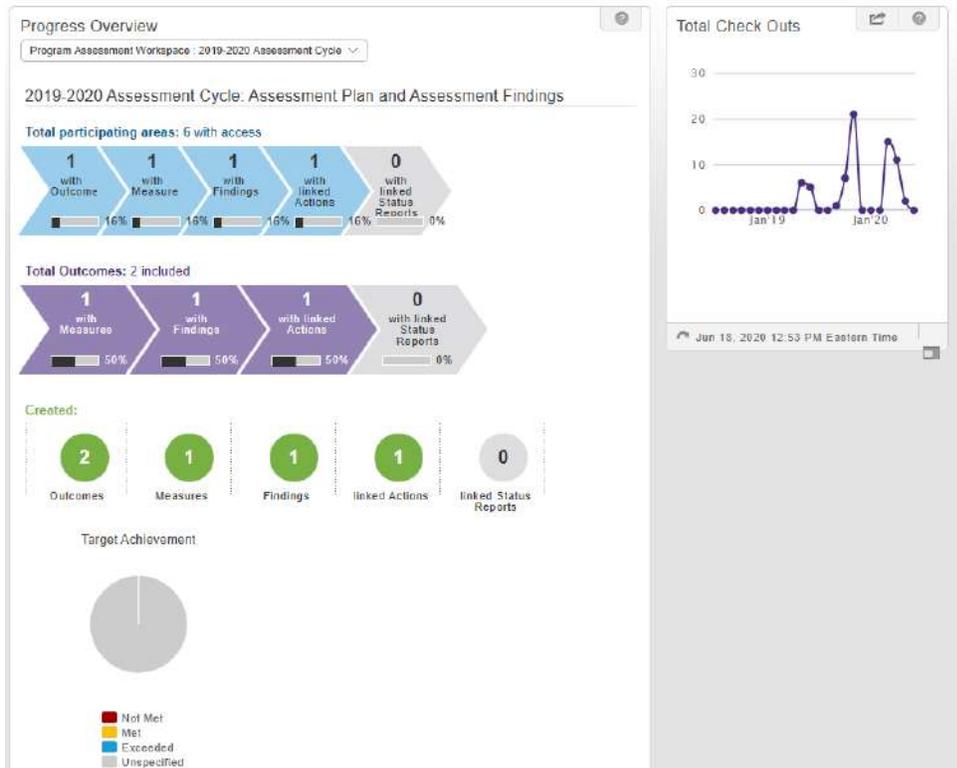
7. If you want to read reviews of the report elements, click on “Read Reviews, and then click on “Score/Results Report” to read reviewers’ comments.



Area	Status	Actions	Results
Standing Requirements			
↳ Mission Statement	Review Required	Submitted : 05/06/2020 11:03:15 AM	2.50/4 Score/Results Report
↳ Student Learning Outcome	Review Required	Submitted : 05/06/2020 11:03:22 AM	2.00/3 Score/Results Report
↳ Create a Curriculum Map	Needs Revision		Where are my results?
↳ Upload a Curriculum Map			

8. To monitor progress in reporting, click on “Analytics” from your home page. This will bring up a dashboard that shows you a progress overview, total checkouts, and other information.





9. On the left side of your home page, there is a link for “At-a-Glance Oversight”:

AMS Coordinator ⓘ

At-a-Glance Oversight:

Applied Linguistics and ESL

10. Clicking this link takes you to a menu with several options. You will not need most of them.

At-a-Glance Reports
Applied Linguistics and ESL

Summary Reports

View the progress of participating areas in the Status Report or export outcomes to Excel using the Outcomes Export.

Status Report:
- Select a Workspace -

Outcomes Export:
- Select a Workspace -

Goals and Outcome Alignment Reports

View how participating area outcomes align to the goals and outcomes defined by your organization.

Goal Set Alignment Summary:
- Select a Distributed Goal Set -

Outcome Set Alignment Summary:
- Select a Set -

Participating Area Alignment:
- Select a Participating Area -

Assessment Cycle and Operational Plan Reports

View and customize a report of the Assessment Cycle or Operational Plan results for each participating area.

Select a Report Type:
• Assessment Cycle Summary
• Operational Plan Summary

11. The Status Report option allows you to see all, or a subset, of your programs' report elements. First you have to click on "Select a Workspace," choose Program Assessment Workspace (which is the only option), and then click on "Go."

Status Report:

ACTIVE WORKSPACES:
Program Assessment Workspace - (Academic Program Workspace Template)

12. The next screen allows you to choose one or more elements of the assessment plan and one or more program within your unit:

Select Area(s) to View:	<input type="text" value="- Select Area -"/> View All Template Categories
Select Participating Area:	----- Standing Requirements » Mission Statement » Student Learning Outcome » Create a Curriculum Map » Upload a Curriculum Map 2019-2020 Assessment Cycle » Assessment Plan » Assessment Findings » Analysis and Action Plan » Status Report 2020-2021 Assessment Cycle » Assessment Plan » Assessment Findings » Analysis and Action Plan » Status Report 2021-2022 Assessment Cycle » Assessment Plan » Assessment Findings » Analysis and Action Plan » Status Report

Select Participating Area:

All Participating Areas in your Administrative Domain

A Subset of Participating Areas in your Administrative Domain

- Applied Linguistics and ESL
 - Applied Linguistics BA
 - Applied Linguistics MA
 - Applied Linguistics PhD
 - TEFL Certificate (undergraduate)
 - TESOL Certificate

13. Choosing “View All Template Categories” and “All Participating Areas in your Administrative Domain” gets you to a screen from which you can view, print, or save each element.

Legend : In Progress (Not Shared) Shared (Not Reviewed) Reviewed

Organizational Area	Standing Requirements				2019-2020 Assessment Cycle			
	Mission Statement	Student Learning Outcome	Create a Curriculum Map	Upload a Curriculum Map	Assessment Plan	Assessment Findings	Analysis and Action Plan	Status Report
Applied Linguistics and ESL	View	Not Started						
Applied Linguistics BA	View	View	View	Not Started	Not Started	View	Not Started	No Access
Applied Linguistics MA	View	View	Not Started	No Access				
Applied Linguistics PhD	View	View	Not Started	No Access				
TEFL Certificate (undergraduate)	View	View	Not Started	No Access				
TESOL Certificate	Not Started	No Access						
SUMMARY :	0 In Progress 3 Shared 2 Reviewed 5 Total	0 In Progress 3 Shared 2 Reviewed 5 Total	0 In Progress 2 Shared 0 Reviewed 2 Total	0 In Progress 1 Shared 0 Reviewed 1 Total	0 In Progress 1 Shared 0 Reviewed 1 Total	0 In Progress 2 Shared 0 Reviewed 2 Total	0 In Progress 1 Shared 0 Reviewed 1 Total	0 In Progress 0 Shared 0 Reviewed 0 Total

14. Another report you may be interested in is the “Assessment Cycle Summary.” Again, you can choose various options here.

At-a-Glance Reports

Applied Linguistics and ESL

Summary Reports

View the progress of participating areas in the Status Report or export outcomes to Excel using the Outcomes Export.

Status Report:
- Select a Workspace -

Outcomes Export:
- Select a Workspace -

Goals and Outcome Alignment Reports

View how participating area outcomes align to the goals and outcomes defined by your organization.

Goal Set Alignment Summary:
- Select a Distributed Goal Set -

Outcome Set Alignment Summary:
- Select a Set -

Participating Area Alignment:
- Select a Participating Area -

Assessment Cycle and Operational Plan Reports

View and customize a report of the Assessment Cycle or Operational Plan results for each participating area.

Select a Report Type:

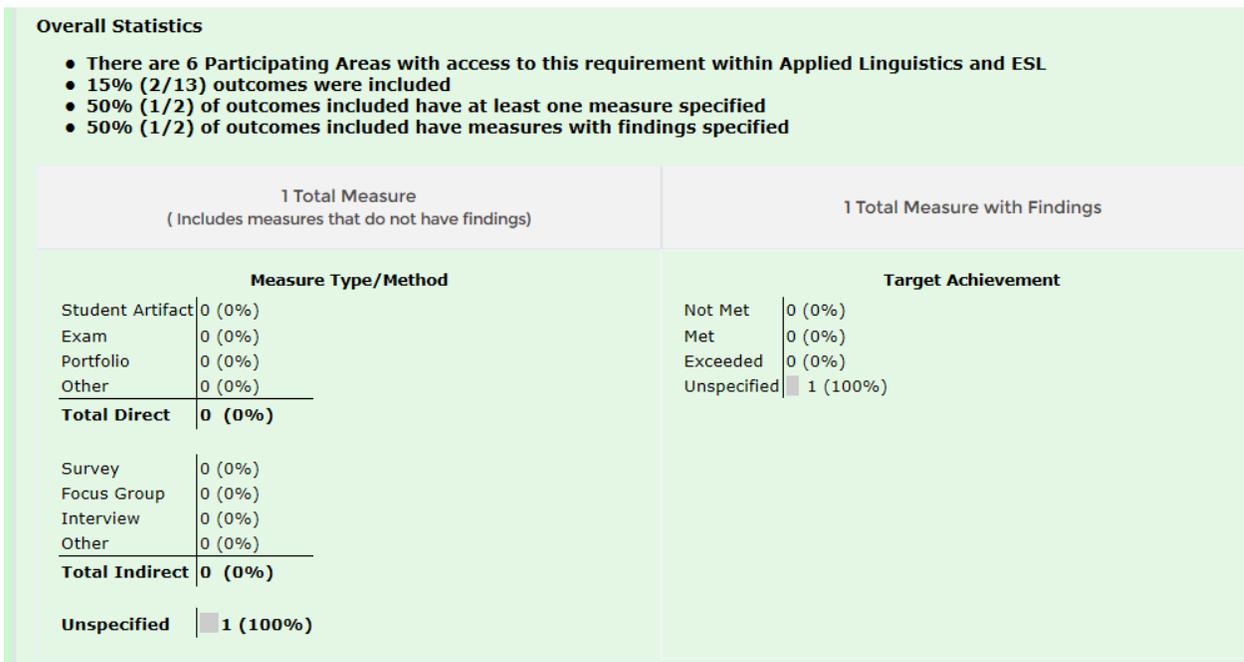
- Assessment Cycle Summary
- Operational Plan Summary

Select Workspace :	Program Assessment Workspace
Select Assessment Plan:	- Select Assessment Plan -
Select Organizational Area:	<input checked="" type="radio"/> All Participating Areas in your Administrative Domain <input type="radio"/> A Subset of Participating Areas in your Administrative Domain
Filter by Outcome or Goal Set Alignment:	Do not filter

Assessment Cycle Summary Report - Select Information to Display

Select information to display on report :	<input type="radio"/> Only totals for Applied Linguistics and ESL <input checked="" type="radio"/> Totals and Assessment Plan results for each of the 6 participating areas with access within Applied Linguistics and ESL <input type="radio"/> Assessment Plan results for Applied Linguistics and ESL
Include Actions from the following Operational Plan (optional) :	<input type="checkbox"/> 2019-2020 Assessment Cycle - Analysis and Action Plan

15. Here you can see how your programs are assessing outcomes, and whether they have met their targets. You can drill down to individual programs here.



16. If you ever get lost, just click on "Home."



17. Questions? Please contact Sara Cushing, stcushing@gsu.edu.