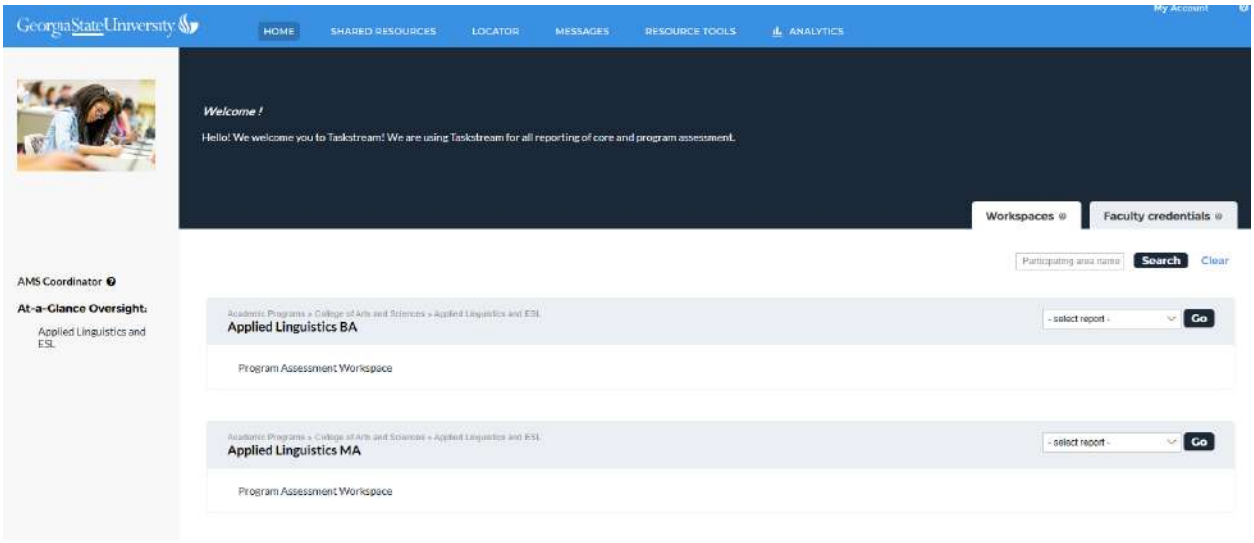
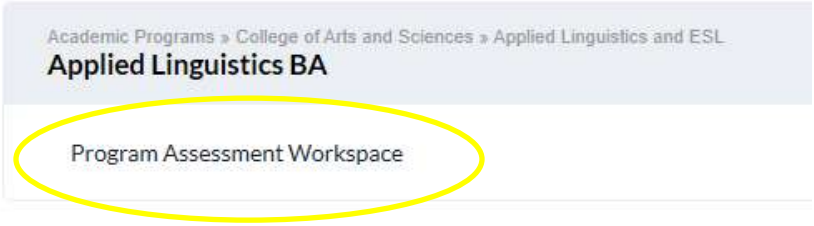
Dean/Department Chair's Quick Guide to Taskstream

1. Log into Taskstream using this link: https://w.taskstream.com/SingleSignOnSaml/Login/358A150F2DE3C3459D5A33D5B31DA3F0

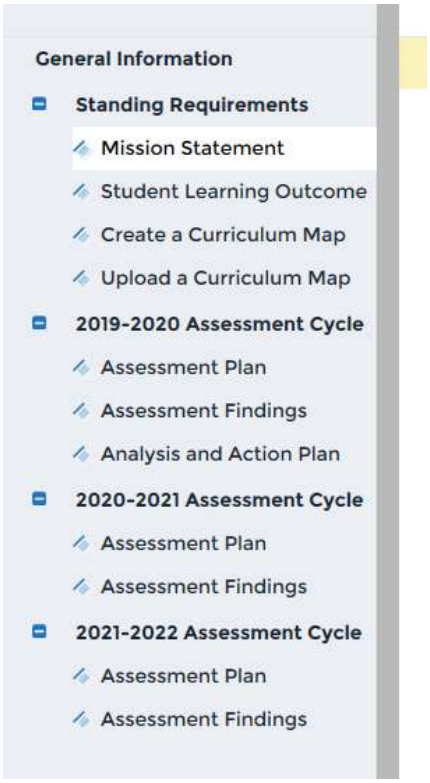
2. You will see a page that shows all programs under your unit. I am using Applied Linguistics as an example.



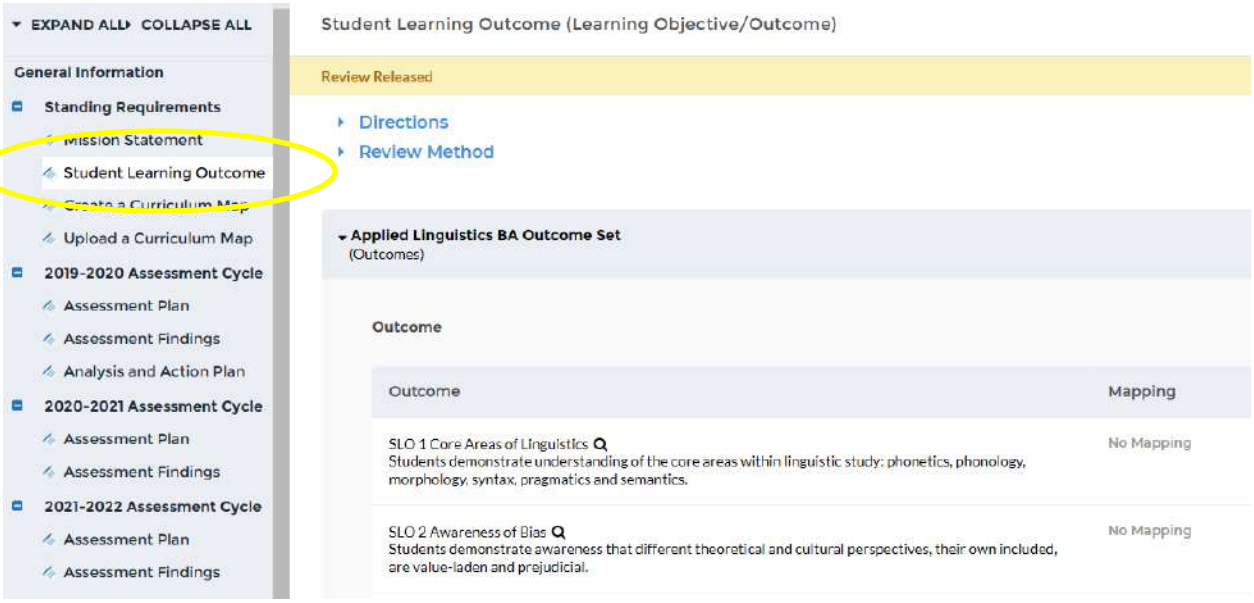
3. From here, you can view each program's assessment report by clicking on "Program Assessment Workspace."



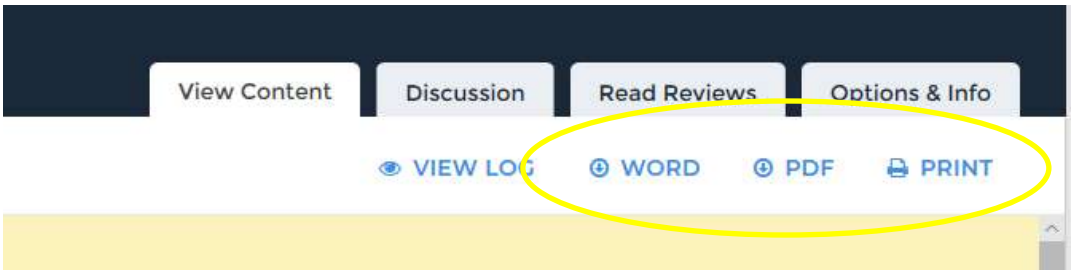
4. Use the menu on the left to view elements of the assessment report (including standing requirements, which don't change from year to year, and each year's plan, findings, and, when relevant, analysis and action plan).



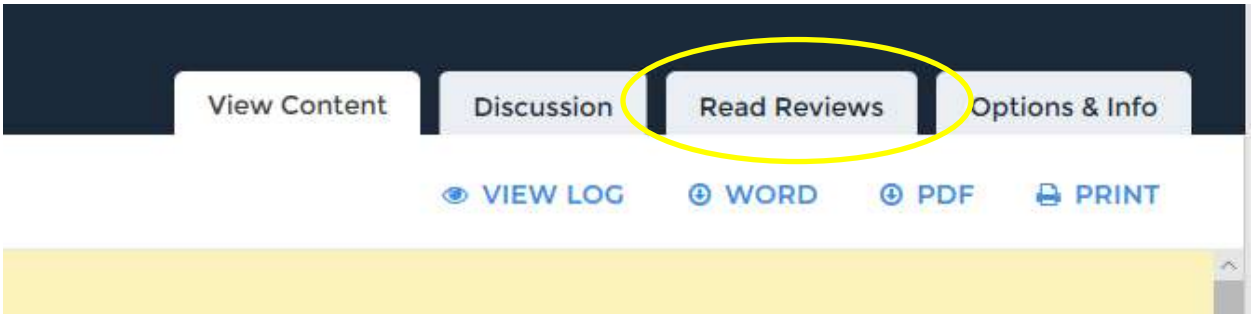
5. Clicking on an element will bring that content into view.



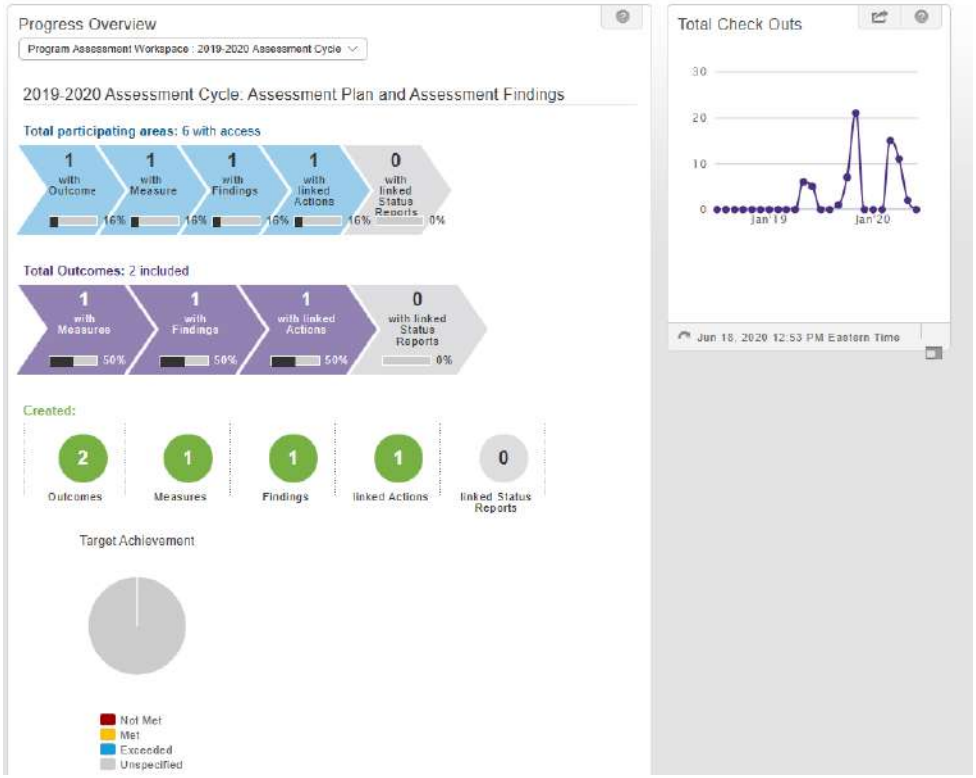
6. You may export reports as Word or .pdf files by clicking on the appropriate buttons .



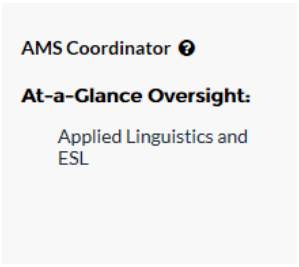
7. If you want to read reviews of the report elements, click on “Read Reviews, and then click on “Score/Results Report” to read reviewers’ comments.



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.

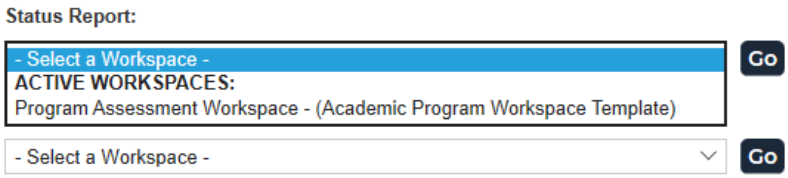


9. On the left side of your home page, there is a link for “At-a-Glance Oversight”:

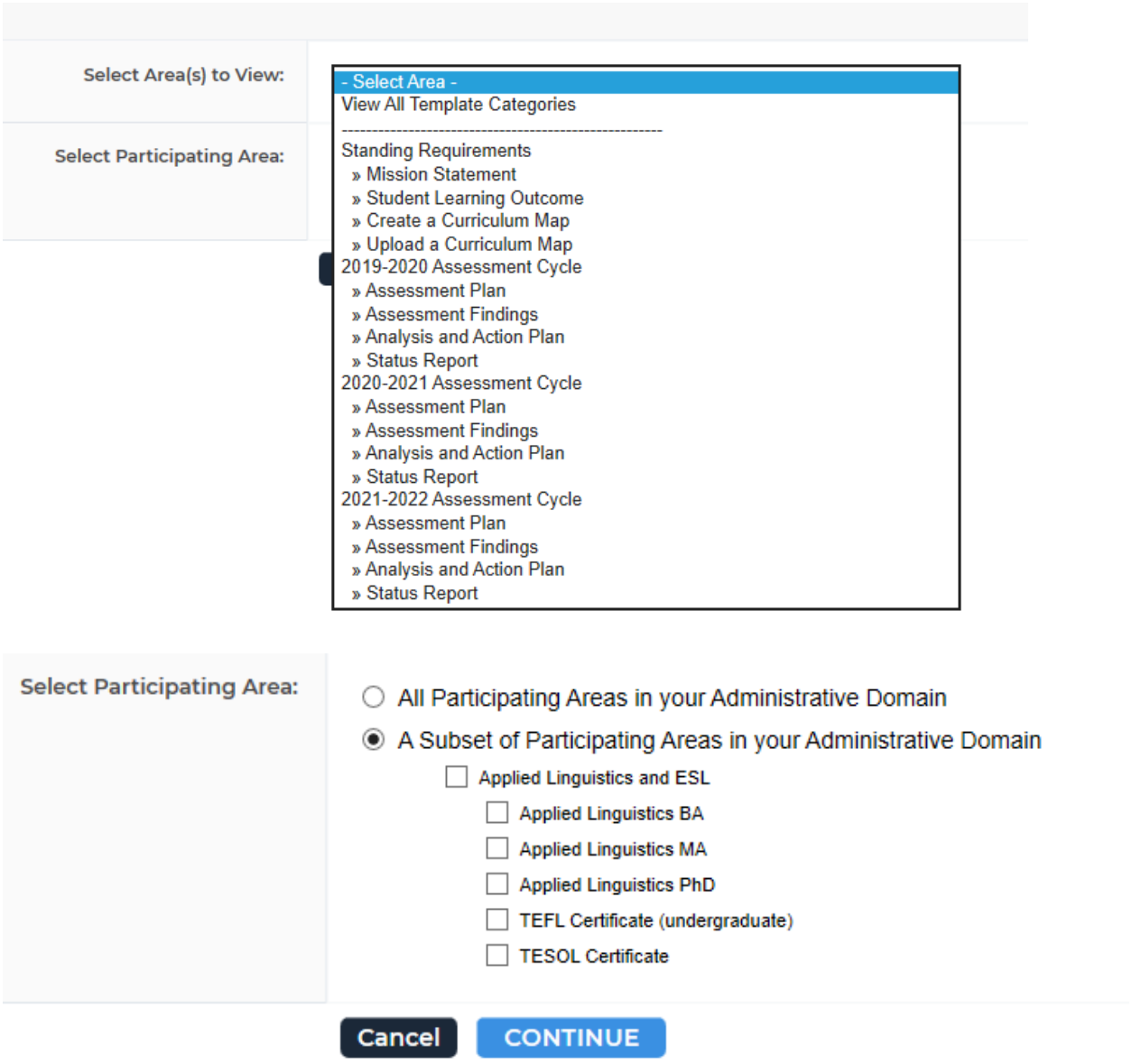


10. Clicking this link takes you to a menu with several options. You will not need most of them.

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."



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

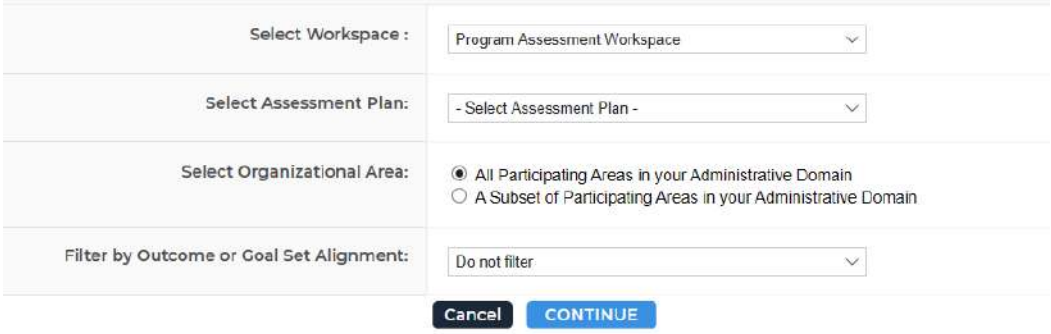


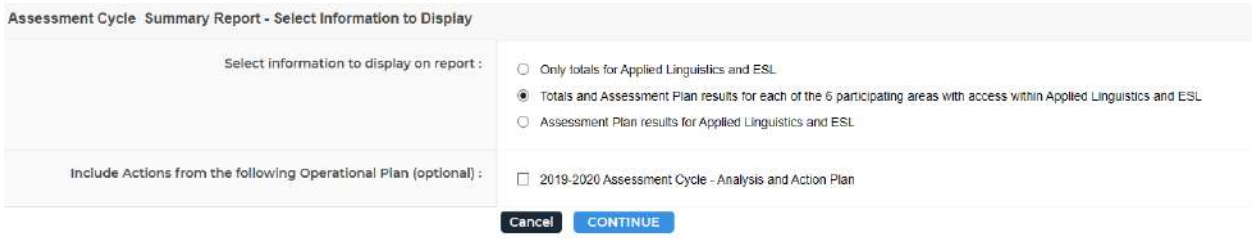
13. Choosing “View All Template Categories” and “All Participating Areas in your Administrative Domain” gets you to a screen from which you can view, print, or save each element.

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

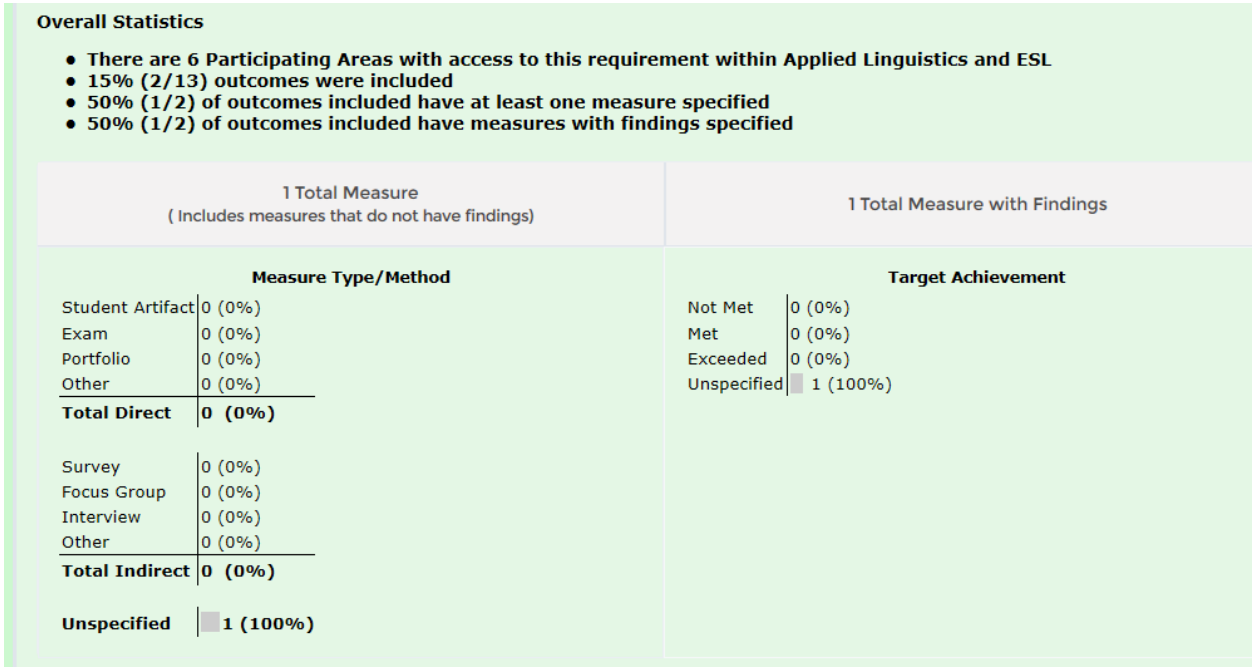
Organizational Area	Standing Requirements				2019-2020 Assessment Cycle			
	Mission Statement	Student Learning Outcome	Create a Curriculum Map	Upload a Curriculum Map	Assessment Plan	Assessment Findings	Analysis and Action Plan	Status Report
Applied Linguistics and ESL	View	View	View	View	View	View	View	Not Started
Applied Linguistics BA	View	View	View	Not Started	Not Started	View	Not Started	No Access
Applied Linguistics MA	View	View	Not Started	Not Started	Not Started	Not Started	Not Started	No Access
Applied Linguistics PhD	View	View	Not Started	Not Started	Not Started	Not Started	Not Started	No Access
TEFL Certificate (undergraduate)	View	View	Not Started	Not Started	Not Started	Not Started	Not Started	No Access
TESOL Certificate	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	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.





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.