Confirming or Revising Mission Statement & Student Learning Outcome

To get started in Taskstream, click on this link: https://w.taskstream.com/SingleSignOnSaml/Login/358A150F2DE3C3459D5A33D5B31DA3F0

You can also access the link from the OIE website: https://oie.gsu.edu/assessment-and-review-academic-and-administrative/academic-assessment-and-review/ and click on the Taskstream page.

You should see the GSU single sign-on page. Log in with your campus ID and password, and you will be directed to the Taskstream home page.

Here you will see all the programs for which you are an assessment reporter.

I am going to use Applied Linguistics and ESL as an example to demonstrate how to enter and/or modify your Mission Statement and Student Learning Outcomes in Taskstream.

Note: Taskstream is Chrome and Safari friendly, but not Firefox.

**Step 1**
To get started, select your program and then click on Program Assessment Workspace.

**Step 2**
It will bring you to the workspace for your program (Applied Linguistics and ESL in this case), as shown below. For this training material, we are working on the Standing Requirements section.
Step 3
Click Mission Statement, located under Standing Requirements. Remember to Check Out this category.

Note: If you click on the triangle to the left of Directions and Review Method, you will be presented with the following screen. Under Directions, you will find information regarding what is expected of an ideal mission statement and how to document the mission statement for your program. Under Review Method, you could check mission statement rubric by clicking on View Rubric.
Step 4
Click Edit under Review Method.

Step 5
Please note that we have already pre-populated your program Mission Statement, so you do not need to type it in yourself. What we would like you to do is to either confirm or make any necessary modifications. Click Submit (top right corner of screen) when finished.
Step 6
If you make changes, you will see this screen:

![Image of the screen with options to update mission statement]

**Note:** Please check all available boxes and click **APPLY CHANGES** so that the changes will carry through to the annual assessment cycle.

Step 7
Remember to **Check in** when completed.
Step 8
Once you **Check in**, Taskstream will give you the screen below, you can click **Return to Work Area**. You have the option of making comments here for your own records; we would also find it helpful if you note what changes, if any, you have made to your mission statement.

![Check In Successful](image)

**Step 8**
Now, we move on to **Student Learning Outcome**. Click **Student Learning Outcome**, located under **Standing Requirements**, you will be presented with the screen as below. Again, remember to **Check Out** this category.
Note: If you click on the triangle to the left of Directions and Review Method, you will be presented with the following screen. Under Directions, you will find information about the expectations of SLOs and the procedure of how to enter SLOs. Under Review Method, you could check SLO rubric by clicking on View Rubric.

Step 9
Again, your Student Learning Outcome has already been uploaded into TaskStream, your job is a. to confirm by clicking on Check In; b. to revise by clicking on either Edit or Delete under Create New Outcome. The following step shows you how to Edit.
Step 10
Once clicking on Edit, you will see the screen on the left. This is where you can revise your Outcome and Description. Click Update when finished (screen on the right).

Note: If you have more than one outcome to modify, you may need to do it individually (following the same steps).

Step 11
Again, click Check In when completed.
Step 12 when you **Check in**, Taskstream will once again give you the screen below, you can click **Return to Work Area**. You have the option of making comments here for your own records; we would also find it helpful if you note what changes, if any, you have made to your student learning outcomes.
Step 13
In order to submit your work to be reviewed, go to the **Submission & Read Reviews** tab.

Step 14
You will see the status of everything you have completed. Click on **submit work** for both **Mission Statement** and **Student Learning Outcome**.

Now you have successfully confirmed or updated both **Mission Statement** and **Student Learning Outcomes**. **Congratulations!!!**