

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-adminstrative/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.

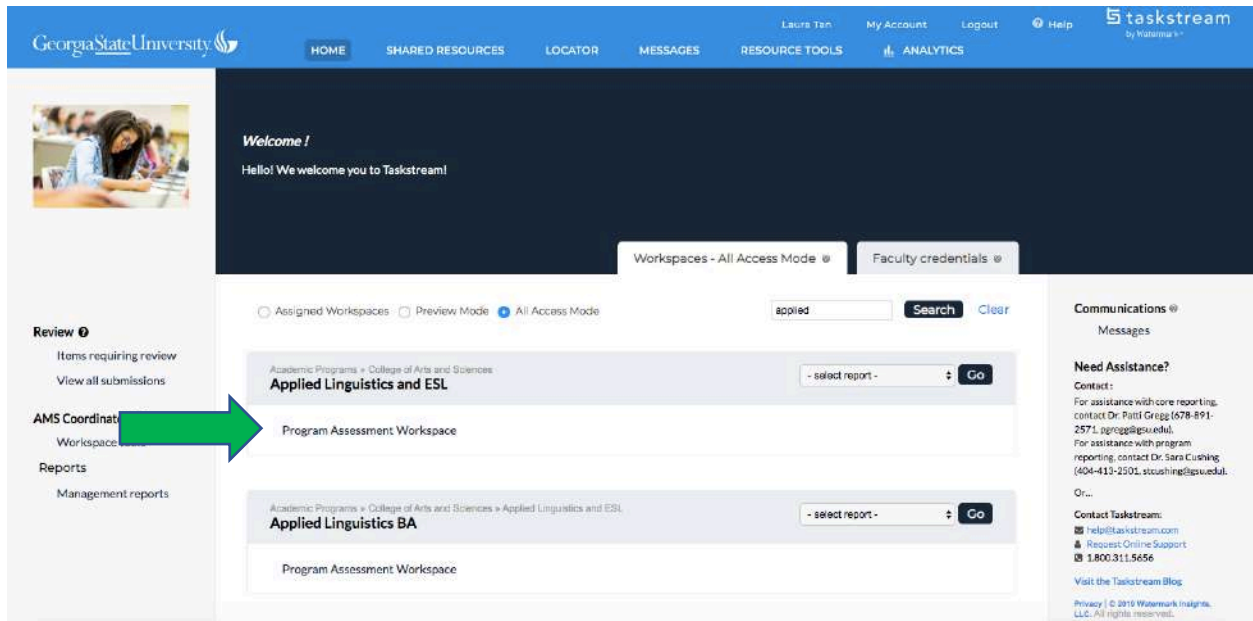
Here you will see all the programs for which you are an assessment reporter.

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**.



The screenshot shows the Taskstream interface. At the top, there is a navigation bar with the Georgia State University logo and links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user is logged in as Laura Ten. The main content area displays a 'Welcome!' message and a list of workspaces. A green arrow points to the 'Applied Linguistics and ESL' workspace, which is currently selected. The workspace details show 'Applied Linguistics and ESL' and 'Applied Linguistics BA' with a 'Program Assessment Workspace' link. The right sidebar contains 'Communications' and 'Need Assistance?' sections.

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.

Georgia State University | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream

Applied Linguistics and ESL | PREVIEW

Workspace :Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

General Information

- 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

Note : This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select Item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.

Step 3

Click **Mission Statement**, located under **Standing Requirements**. Remember to **Check Out** this category.

Georgia State University | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream

Applied Linguistics and ESL | PREVIEW

Workspace :Program Assessment Workspace

Mission Statement (Mission Statement) | VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK OUT

Work In Progress

- Directions
- Review Method

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**.

Georgia State University | My Account | Help | taskstream

HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Applied Linguistics and ESL | PREVIEW

Workspace : Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

Mission Statement (Mission Statement) | VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK OUT

Work In Progress

Directions

Use this space to document the mission statement for your program. The ideal mission statement:

- Provides a compelling statement describing the mission of the program, distinguishing it from other programs offered by the unit;
- Connects the program mission to one or more goals in the University Strategic Plan; and
- Outlines clear learning goals for students that are connected to measurable student learning outcomes (entered separately)

To begin, please **Check Out** this requirement and then click the Edit button. This will open the Mission Statement content window and you will be able to input (or copy/paste) the appropriate Mission Statement into the window. When you are satisfied, click the Submit button. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

A rubric is used in this Review.

Name of rubric : mission statement rubric [View rubric]

Final scoring method : Score is automatically computed based on rubric criteria scores

Step 4

Click **Edit** under **Review Method**.

Georgia State University | My Account | Help | taskstream

HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Applied Linguistics and ESL | PREVIEW

Workspace : Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

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

Mission Statement (Mission Statement) | VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK IN

Directions

Use this space to document the mission statement for your program. The ideal mission statement:

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To begin, please **Check Out** this requirement and then click the Edit button. This will open the Mission Statement content window and you will be able to input (or copy/paste) the appropriate Mission Statement into the window. When you are satisfied, click the Submit button. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

A rubric is used in this Review.

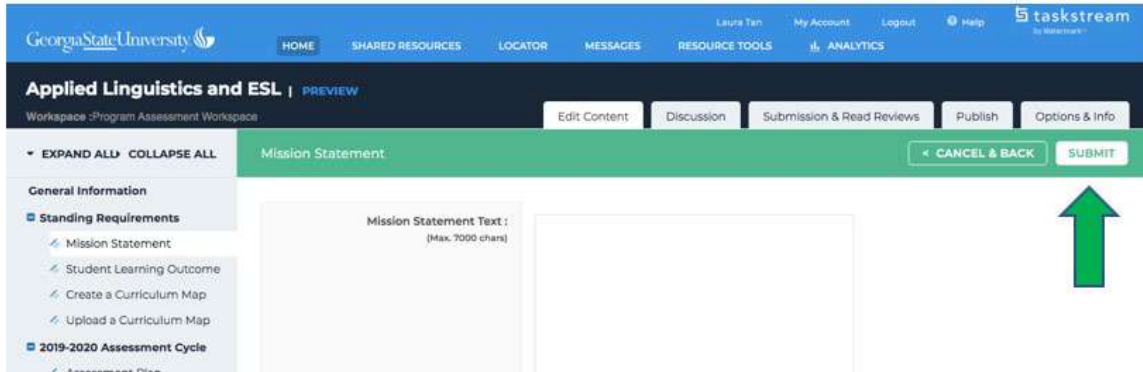
Name of rubric : mission statement rubric [View rubric]

Final scoring method : Score is automatically computed based on rubric criteria scores

Edit

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:

Update Options

Important ! Would you like to update other areas with these changes? The changes you just made to your Mission Statement will NOT be reflected in other areas unless you update them now .

This Mission Statement is associated with the requirements listed below .

NO UPDATES REQUIRED **APPLY CHANGES**

<p>Check all areas to update (if any) :</p>	<p>Academic Program Workspace Template (Program Assessment Workspace)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 2019-2020 Assessment Cycle: Analysis and Action Plan Last modified 03/18/2020 10:14:54 AM <hr/> <input checked="" type="checkbox"/> 2019-2020 Assessment Cycle: Assessment Plan Last modified 03/18/2020 10:14:54 AM
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NO UPDATES REQUIRED **APPLY CHANGES**

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

You have checked in the following area : **Standing Requirements : Mission Statement**

[← Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable).

Add comment to the revision history log :

I made minor changes to the mission statement. |

What would you like to do next?

- Return to Work Area
- Go to Submission Area

Submit Comment

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.

Georgia State University | My Account | Help | taskstream by Workmark

HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Applied Linguistics and ESL | PREVIEW

Workspace :Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK OUT

Student Learning Outcome (Learning Objective/Outcome)

Directions
Review Method

The BA in Applied Linguistics (Outcomes)

Outcome	Mapping
SLO 1 Core Areas of Linguistics Q Students demonstrate understanding of the core areas within linguistic study: phonetics, phonology, morphology, syntax, pragmatics and semantics.	No Mapping
SLO 2 Awareness of Bias Q Students demonstrate awareness that different theoretical and cultural	No Mapping

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**.

Georgia State University | My Account | Help | taskstream by Workmark

HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Applied Linguistics and ESL | PREVIEW

Workspace :Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK OUT

Student Learning Outcome (Learning Objective/Outcome)

Directions

Use this space to document the student learning outcomes for (SLOs) your program. Print

SLOs typically concern three broad types of student learning:

1. Content knowledge or understanding (cognitive – what we want students to know)
2. Abilities, skills, or competencies (behavioral – what we want students to be able to do)
3. Values, dispositions, or attitudes (affective – what we want students to care about)

SLOs should be:

- Consistent with the program mission and goals
- Comprehensive (i.e., collectively cover the main program goals)
- Focused on student learning (not teaching or some other aspect of the program)
- Clearly stated
- Realistic (can potentially be achieved by a significant portion of students)
- Measurable
- Actionable (can be used for program improvement)

To begin, please **Check Out** this requirement. If you have reported on SLOs before 2020, your latest SLOs have been entered into the system already. If not, here are instructions for creating new outcomes. There are two steps. The first step is to create a set of outcomes for your program. Select the **Create New Outcome Set** button. Enter a title for your outcome set and decide if you want to allow others to map to your outcome set (checkbox); this would rarely be the case so you can safely ignore the checkbox. From there you can add Outcomes individually. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

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**.

Georgia State University | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream

Applied Linguistics and ESL | PREVIEW

Workspace : Program Assessment Workspace

VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK IN

CREATE NEW SET | SELECT EXISTING SET

EXPAND ALL | COLLAPSE ALL

General Information

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The BA in Applied Linguistics (Outcomes) [Remove Set]

Reorder | Edit Set Name/Properties

Outcome

Create New Outcome

Outcome	Mapping	Map	Edit	Delete
SLO 1 Core Areas of Linguistics: Q Students demonstrate understanding of the core areas within linguistic study: phonetics, phonology, morphology, syntax, pragmatics and semantics.	No Mapping			

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).

My Account | Help

LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS

Edit Content | Discussion | Submission & Read Reviews | Publish

Outcome: Max 140 characters

SLO 1 Core Areas of Linguistics
Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Description: Max 1000 characters

Students demonstrate understanding of the core areas within linguistic study: phonetics, phonology, morphology, syntax, pragmatics and semantics.

Check Spelling | Character Count

Status: Active Obsolete (no longer in use)

Cancel | UPDATE

Outcome: Max 140 characters

SLO 1 Analysis of Linguistic Structure
Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Description: Max 1000 characters

Students acquire the skills to analyze language and/or interlanguage structures.

Check Spelling | Character Count

Status: Active Obsolete (no longer in use)

Cancel | UPDATE

Step 11

Again, click **Check In** when completed.

Georgia State University | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream

Applied Linguistics and ESL | PREVIEW

Workspace : Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

Student Learning Outcome (Learning Objective/Outcome)

VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK IN

CREATE NEW SET | SELECT EXISTING SET

Outcome

Create New Outcome

Outcome	Mapping	
SLO 1 Analysis of Linguistic Structure Q Students acquire the skills to analyze language and/or interlanguage structures.	No Mapping	Map Edit Delete
SLO 2 Awareness of Bias Q Students demonstrate awareness that different theoretical and cultural perspectives, their own included, are value-laden and prejudicial	No Mapping	Map Edit Delete

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.

Georgia State University | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream

Applied Linguistics and ESL | PREVIEW

Workspace : Program Assessment Workspace

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

EXPAND ALL | COLLAPSE ALL

Check In Successful

You have checked in the following area : Standing Requirements : Student Learning Outcome

[Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable).

Add comment to the revision history log :

I have changed the SLO1.

What would you like to do next?

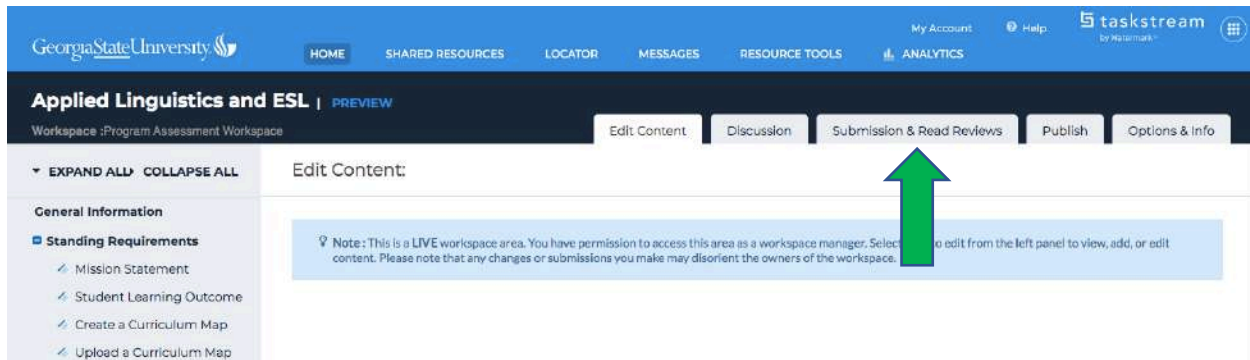
Return to Work Area

Go to Submission Area

Submit Comment

Step 13

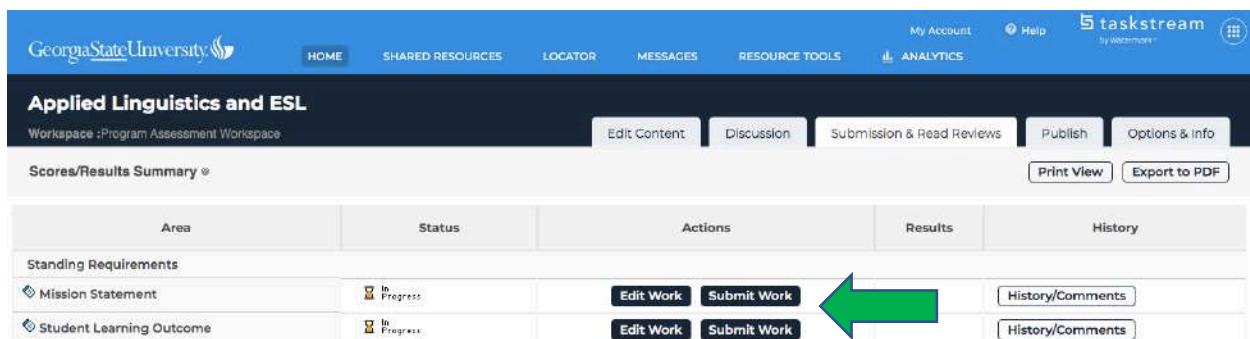
In order to submit your work to be reviewed, go to the **Submission & Read Reviews** tab.



The screenshot shows the Georgia State University Taskstream interface. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The main header displays 'Applied Linguistics and ESL | PREVIEW' and 'Workspace :Program Assessment Workspace'. A secondary navigation bar contains 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The 'Submission & Read Reviews' tab is highlighted with a green arrow. Below the navigation bar, there is a left sidebar with 'General Information' and 'Standing Requirements' (Mission Statement, Student Learning Outcome, Create a Curriculum Map, Upload a Curriculum Map). The main content area shows 'Edit Content:' and a note: 'Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select the item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.'

Step 14

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



The screenshot shows the Georgia State University Taskstream interface. The top navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The main header displays 'Applied Linguistics and ESL' and 'Workspace :Program Assessment Workspace'. A secondary navigation bar contains 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below the navigation bar, there is a left sidebar with 'Scores/Results Summary'. The main content area shows a table with columns: Area, Status, Actions, Results, and History. The table lists 'Standing Requirements' with two rows: 'Mission Statement' and 'Student Learning Outcome'. Both rows show 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. A green arrow points to the 'Submit Work' buttons for both rows.

Area	Status	Actions	Results	History
Standing Requirements				
Mission Statement	In Progress	Edit Work Submit Work		History/Comments
Student Learning Outcome	In Progress	Edit Work Submit Work		History/Comments

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