



QuickStart Guide: Bemidji University - Goal Set Alignment

This tutorial will walk you through accessing AMS and adding Goal Set Alignments to the Program Assessment & Improvement Plan Workspace.

1. To get started, please be sure you have your username and password.
2. Please open your internet browser and go to www.taskstream.com
3. Enter your username and password at this screen:

Subscriber Login

Username:

Password: [forgot password](#) ?

4. Once you login, you will be asked to sign the TaskStream End User License Agreement.
5. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at Bemidji State University.

Account Information

Title:

E-mail address:

Re-enter e-mail address:

Home phone:

Work phone:

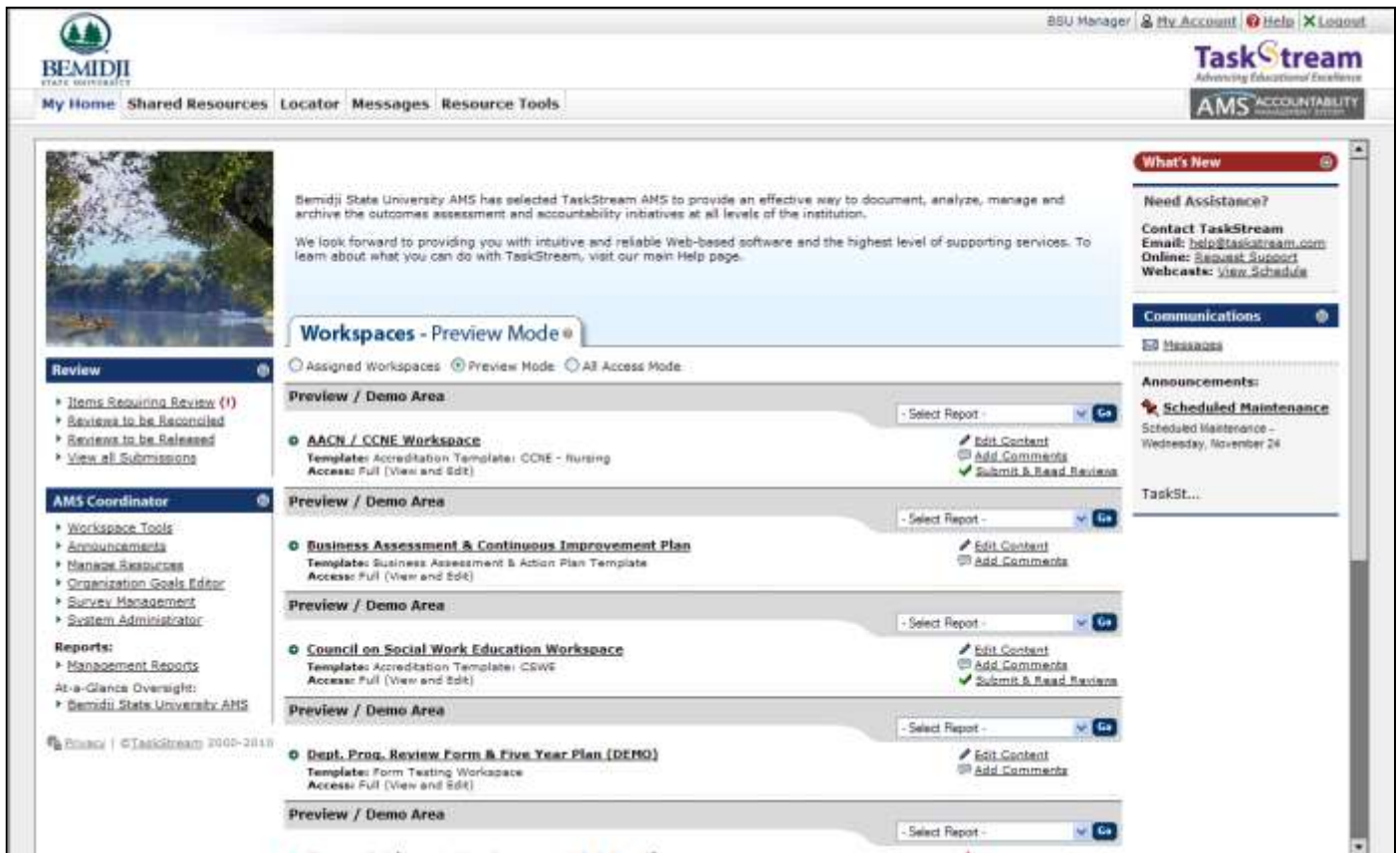
Personalize your password

New password:
(At least 6 characters and one number)

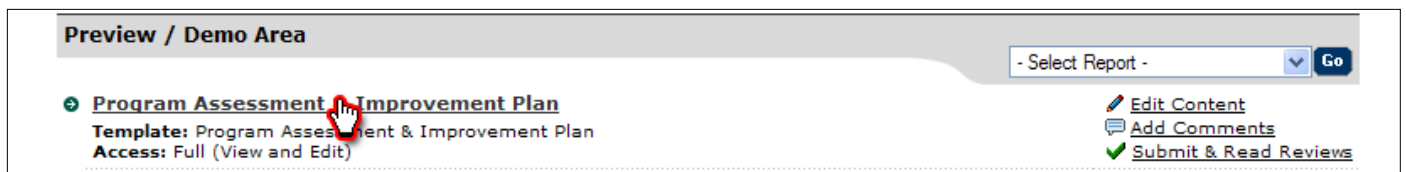
Re-enter new password:

Password hint:

6. Upon successful completion of this one time form, 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 vessel into which you may input your assessment data.












To begin, you may access the workspace by clicking on it.












7. Once you click on the workspace title, you will see the structure. This structure has been designed by Bemidji State University and contains several different requirements related to your assessment process.

General Information

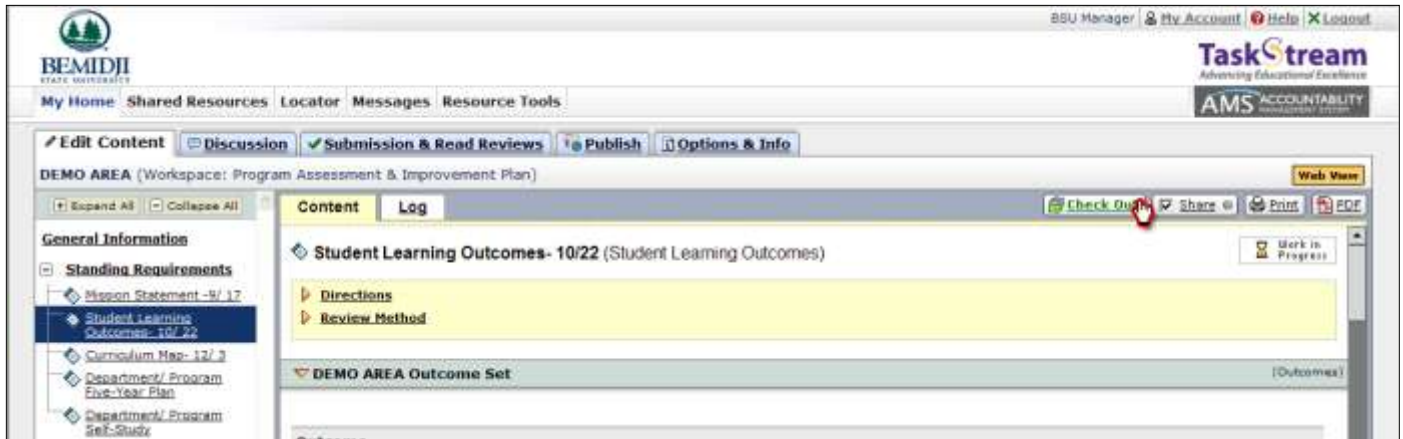
- Standing Requirements**
 -  [Mission Statement -9/ 17](#)
 -  [Student Learning Outcomes- 10/ 22](#)
 -  [Curriculum Map- 12/ 3](#)
 -  [Department/ Program Five-Year Plan](#)
 -  [Department/ Program Self-Study](#)
- 2010-2011 Assessment Cycle**
 -  [Assessment Plan- 3/ 1/ 11](#)
 -  [Assessment Findings](#)
 -  [Action Plan](#)
 -  [Status Report](#)

General Information

- Standing Requirements**
 -  [Mission Statement -9/ 17](#)
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When you are ready to begin working on to the *Student Learning Outcomes* requirement, you may select that requirement from the workspace structure.

8. Begin by checking out the requirement.



If outcomes have already been added, you may map or align your outcomes in the *Outcomes* requirement as well. To do this, click the *Map* link next to the outcome you wish to map.

Outcome	Mapping	
1	No Mapping	[Map] [Edit] [Remove]

9. You can then click the *Create New Mapping* button.



10. To map or align your outcomes with global sets, you'll want to select the category of the set to map to and then click the *Go* button.

Directions: Select the set to which you would like to map the Outcome:

1 (part of Outcome)

Select category of set to map to: Select Type of Set

Select Set: Goal sets distributed to DEMO AREA

and click the "Go" button above.

Cancel Continue

11. Select the appropriate set and click continue.

Directions: Select the set to which you would like to map the Outcome:

1 (part of Outcome) 🔍

Select category of set to map to: Goal sets distributed to DEMO AREA

Select Set:

- Dimensions of Student Learning**
Owned by Bemidji State University AMS [\[View Set\]](#)
- MN- Standards for the Board of Teaching**
Owned by Bemidji State University AMS
8710.2000 STANDARDS OF EFFECTIVE PRACTICE FOR TEACHERS. (Effective January 2010) [\[View Set\]](#)
- MnSCU Strategic Plan 2008 -2012**
Owned by Bemidji State University AMS
Designing the Future: Minnesota State Colleges & Universities Strategic Plan 2008 -2012 Strategic Directions and Goals [\[View Set\]](#)
- Student Development and Enrollment J-Plan**
Owned by Student Development and Enrollment [\[View Set\]](#)
- University plan**
Owned by Bemidji State University AMS
University Plan- Strategies for 2008-2013 [\[View Set\]](#)

12. Choose which Outcome set items align with your objective and then click the *Continue* button. You will now see the Outcome set items mapped or aligned with your objective. Repeat these steps for all future mappings.

Directions: Select the goal within University plan to which to map 1.

1 (part of Outcome) 🔍

University plan
Owned by Bemidji State University AMS

Strategy A
Strategy A: Engage Students for Success in Careers, Communities and Life

Goal

- Goal One**
Improvement in student learning outcomes as stated in master and strategic plans and consistent with the Dimensions of Student Learning, e.g., critical thinking, global awareness.
- Goal Two**
Improvement in engagement and satisfaction as reflected in measures such as NSSE and Noel-Leviz surveys.

Strategy B
Promote Vital Communities through Involvement

Goal

- Goal Three**
Increase the number and type of partnerships with external entities.
- Goal Four**
Increase the capacity of the custom college.
- Goal Five**
Develop measurements of community service by students, faculty and staff.
- Goal Six**
Improve graduation-related employment rates.

Outcome	Mapping
1 🔍	University plan: Goal Five, Goal Four, Goal One, Goal Six, Goal Three, Goal Two [Map] [Edit] [Remove]