QuickStart Guide: Bemidji University - Curriculum Mapping
This tutorial will walk you through accessing AMS and adding Curriculum Mapping 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]

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]

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.

When you are ready to begin working on to the *Curriculum Map* requirement, you may select that requirement from the workspace structure.
8. Begin by checking out the requirement.

9. Click the Create New Curriculum Map button.

10. After entering a title and description, click Select next to the desired outcome set.
the resulting mapping screen, courses and activities can be added by clicking on the Mapping Actions button.

11. Enter a Course/Activity ID and Course/Activity Title and click the Create button. Repeat this step to add additional Courses/Activities.
12. You can now apply the appropriate Intensity Level indicated by the color coded icons by clicking in the box underneath the objective in the mapping grid.