



## **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](http://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:**

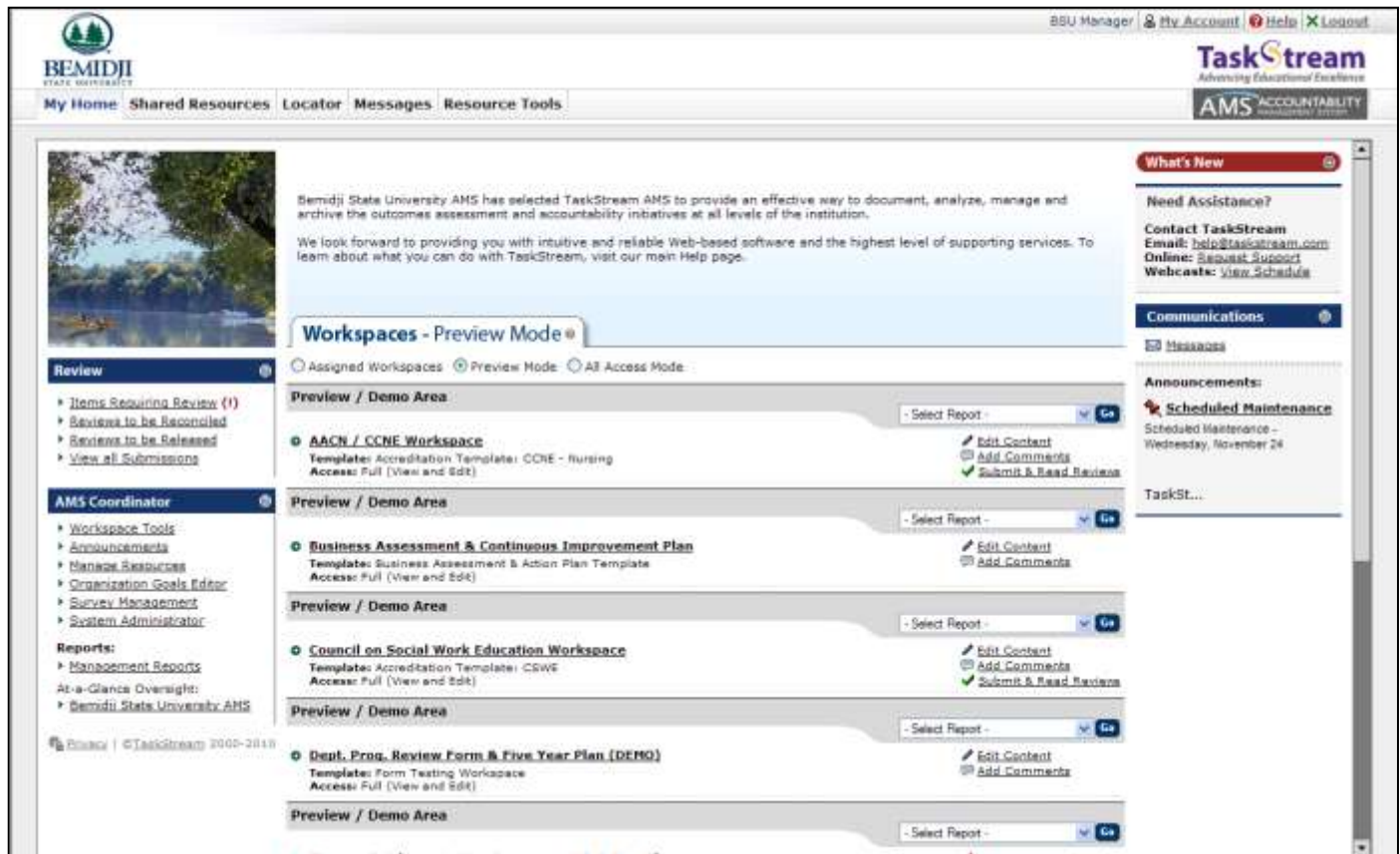
**Personalize your password**

**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**

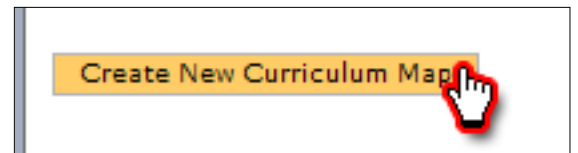
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When you are ready to begin working on to the *Curriculum Map* requirement, you may select that requirement from the workspace structure.

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.

Create Curriculum Map																			
<a href="#">Back to Curriculum Maps Home</a>																			
<b>New Map Title:</b>	<input type="text" value="Sample Title"/> <small>(Max 100 Chars)</small>																		
<b>Description:</b>	<input type="text" value="....."/>																		
<b>Select Alignment Set:</b>	View sets available within DEMO AREA <input type="button" value="Go"/> <table border="0"> <tr> <td><input type="button" value="Select"/></td> <td>DEMO AREA Outcome Set</td> <td><a href="#">[View Set]</a></td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Sample Outcome Set</td> <td><a href="#">[View Set]</a></td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>Sample SLO</td> <td><a href="#">[View Set]</a></td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>two level test</td> <td><a href="#">[View Set]</a></td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>USA- CCNE- Standards (January 2010) (Copy 1) <small>Commission on Collegiate Nursing Education (Effective January 2010)</small></td> <td><a href="#">[View Set]</a></td> </tr> <tr> <td><input type="button" value="Select"/></td> <td>USA- SPA- ACTFL- Foreign Languages Education (Copy 1) <small>American Council on the Teaching of Foreign Languages (Effective August 2008)</small></td> <td><a href="#">[View Set]</a></td> </tr> </table>	<input type="button" value="Select"/>	DEMO AREA Outcome Set	<a href="#">[View Set]</a>	<input type="button" value="Select"/>	Sample Outcome Set	<a href="#">[View Set]</a>	<input type="button" value="Select"/>	Sample SLO	<a href="#">[View Set]</a>	<input type="button" value="Select"/>	two level test	<a href="#">[View Set]</a>	<input type="button" value="Select"/>	USA- CCNE- Standards (January 2010) (Copy 1) <small>Commission on Collegiate Nursing Education (Effective January 2010)</small>	<a href="#">[View Set]</a>	<input type="button" value="Select"/>	USA- SPA- ACTFL- Foreign Languages Education (Copy 1) <small>American Council on the Teaching of Foreign Languages (Effective August 2008)</small>	<a href="#">[View Set]</a>
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In

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.


**Create a New Course/Activity**

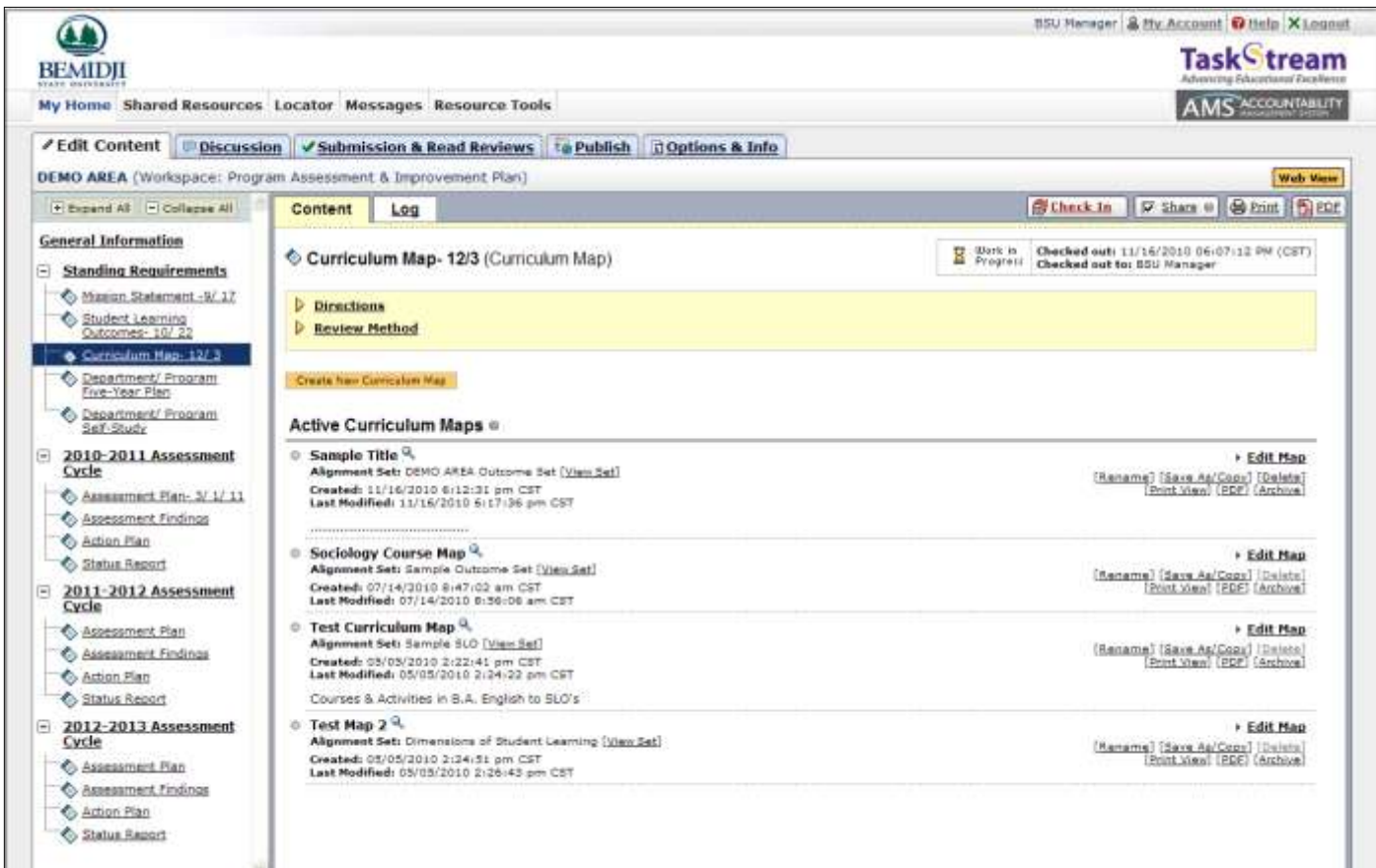
<b>Course/Activity ID:</b>	<input type="text"/> (Max 15 Chars)
<b>Course/Activity Title:</b>	<input type="text"/> (Max 100 Chars)
<b>Description:</b> Optional	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div> (Max 500 Chars) <span style="float: right; border: 1px solid gray; padding: 2px;">Spell Check</span>
<b>Link:</b> Optional	<input type="text" value="http://"/> (Max 100 Chars)
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

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.

**Courses to Objective Map**  
Courses and Activities Mapped to CNISS Outcome Set

**Mapping Actions...**

		Outcome
		Communicate with customers
<b>↑ Courses and Learning Activities</b>		
↑ ENG 525 Engineering 525	✕	



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**DEMO AREA** (Workspace: Program Assessment & Improvement Plan)

**Curriculum Map- 12/3** (Curriculum Map) | Work in Progress | Checked out to: BSU Manager

**Active Curriculum Maps**

- Sample Title**  
Alignment Set: DEMO AREA Outcome Set (View Set)  
Created: 11/16/2010 6:12:31 pm CST  
Last Modified: 11/16/2010 5:17:36 pm CST
- Sociology Course Map**  
Alignment Set: Sample Outcome Set (View Set)  
Created: 07/14/2010 8:47:02 am CST  
Last Modified: 07/14/2010 8:36:06 am CST
- Test Curriculum Map**  
Alignment Set: Sample SLO (View Set)  
Created: 05/05/2010 2:22:41 pm CST  
Last Modified: 05/05/2010 2:24:22 pm CST  
Courses & Activities in B.A. English to SLO's
- Test Map 2**  
Alignment Set: Dimensions of Student Learning (View Set)  
Created: 05/05/2010 2:24:51 pm CST  
Last Modified: 05/05/2010 2:26:43 pm CST