



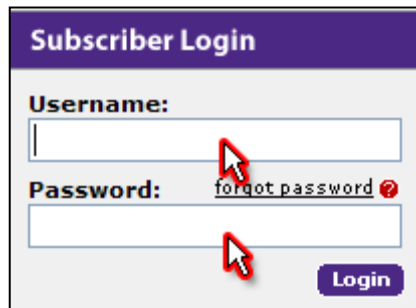
**QuickStart Guide: Bemidji State
University Accessing TaskStream &
Adding Assessment Data**

This tutorial will walk you through accessing AMS and adding your assessment data into the system.

Table of Contents	
How to Get Started	3
Mission Statement	5
Student Learning Outcomes	7
Curriculum Map	10
Department/Program Five-Year Plan	12
Department/Program Self-Study	13
Assessment Plan	14
Assessment Findings	16
Action Plan	17
Status Plan	20

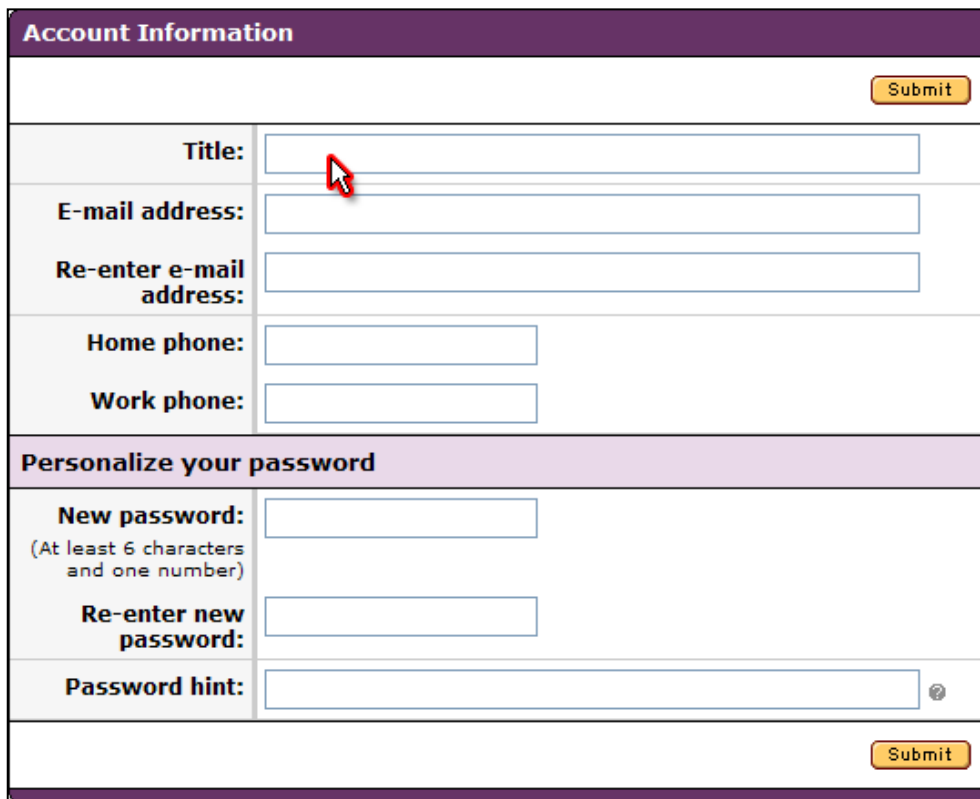
How to Get Started:

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:



The image shows a 'Subscriber Login' form with a purple header. It contains two input fields: 'Username:' and 'Password:'. The password field has a 'forgot password' link and a red question mark icon. A 'Login' button is located at the bottom right. Two red mouse cursor icons are overlaid on the form, one pointing to the username field and one to the password field.

4. Once you login, you will be asked to sign the TaskStream End User License Agreement. 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.



The image shows an 'Account Information' form with a purple header. It includes a 'Submit' button in the top right. The form is divided into several sections:

- Title:** Input field with a red mouse cursor icon.
- E-mail address:** Input field.
- Re-enter e-mail address:** Input field.
- Home phone:** Input field.
- Work phone:** Input field.
- Personalize your password:** A section with a light purple background containing:
 - New password:** Input field with a note: '(At least 6 characters and one number)'.
 - Re-enter new password:** Input field.
 - Password hint:** Input field with a red question mark icon.

 A second 'Submit' button is located at the bottom right of the form.

5. 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 a vessel into which you may input your assessment data. You may access the workspace by clicking on it.

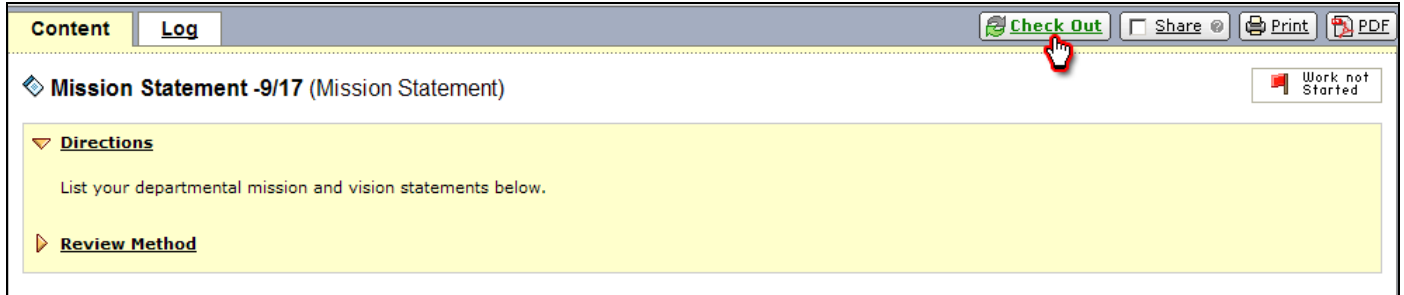
6. Once you click on the workspace title, you will see the structure. This structure has been designed by Bemidji State University and contains several different requirements related to your assessment process.



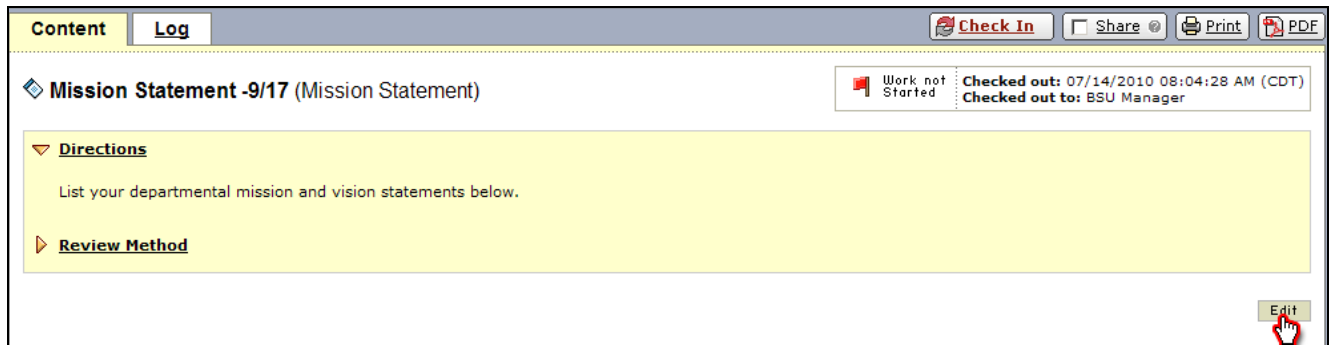
NOTE: The **Standing Requirements** category typically contains assessment data that will remain relatively steady over time, whereas the **Assessment Cycles** will be completed anew each year.

Creating a Mission Statement:

1. To view the directions and add the required data, click on the **Mission Statement** requirement from the structure. When you do this, the requirement will open in the main screen. Please note that each requirement has its own custom set of directions. To view these directions click the "Directions" link present and the directions will expand/collapse as appropriate.

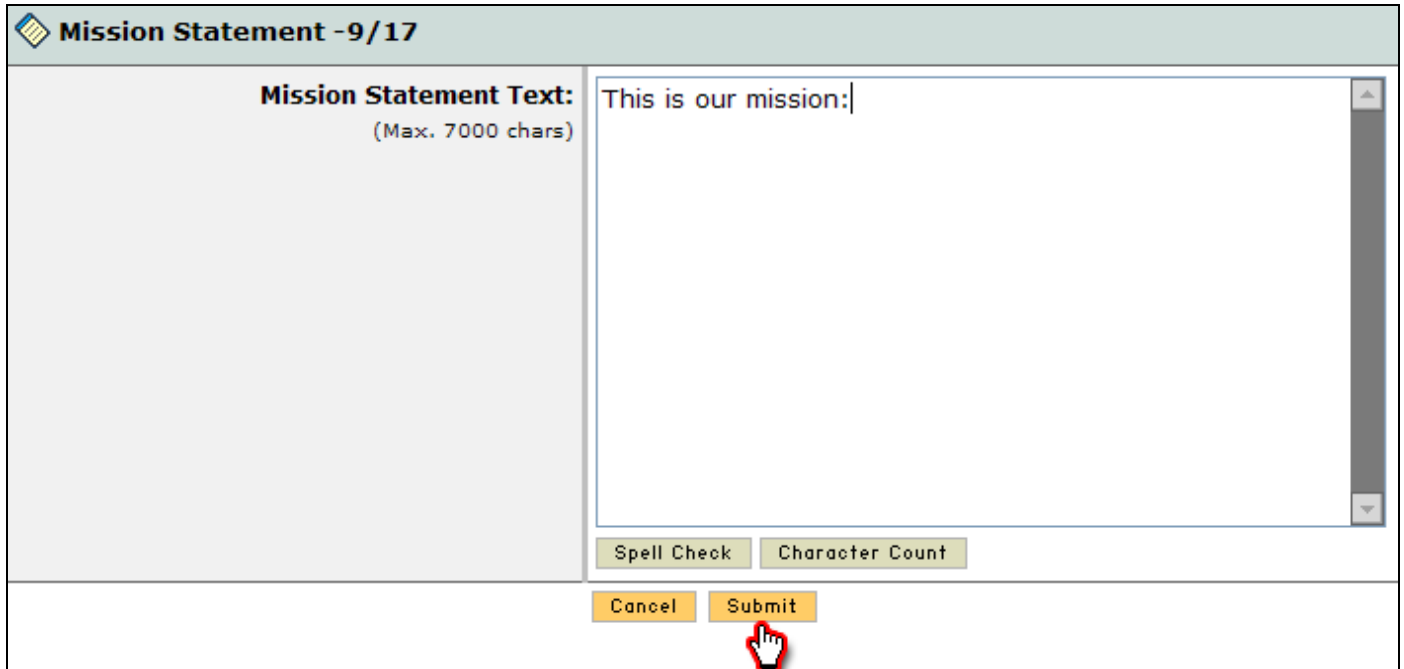


2. When you click the **Check Out** button, the **Edit** button will appear. Click this to add your mission statement data.



NOTE: To edit or add data to any requirement you will first need to **Check Out** the requirement. Additionally, to allow your peers access to the same requirement, you must **Check In** the requirement when you are finished.

3. Once you have entered the appropriate mission statement, you may click the **Submit** button.



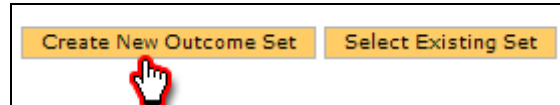
The screenshot shows a web form titled "Mission Statement - 9/17". On the left, there is a label "Mission Statement Text:" with a sub-label "(Max. 7000 chars)". To the right is a large text input area containing the text "This is our mission:". Below the text area are two buttons: "Spell Check" and "Character Count". At the bottom of the form are two buttons: "Cancel" and "Submit". A red hand cursor icon is positioned over the "Submit" button.

4. Be sure to click the **Check In** button to allow your peers the ability to modify the Mission Statement requirement.



Student Learning Outcomes:

1. When you are ready to move on to the **Student Learning Outcomes** requirement, you may select that requirement from the workspace structure. To begin, you must first Check Out the requirement. Once you do so, you will be presented with two buttons and you will want to choose the **Create New Outcome Set** button.



2. You may then title the Outcome Set and choose whether you want to allow other programs to map to these outcomes. Then you may click **Continue**.

Create New Outcome Set	
Set Name:	<input type="text" value="Sample Outcome Set"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

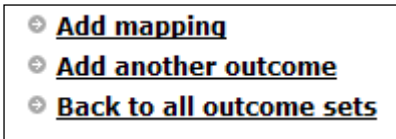
3. You may now create a new Outcome by clicking the **Create New Outcome** button.



4. Enter a title for your Outcome and a description (optional). Click **Continue**.

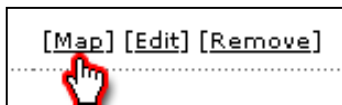
Outcome: Max 60 characters	<input type="text" value="Writing"/> <small>Use a concise descriptor here since this label is used in reports (e.g. Outcomes)</small>
Description: Max 1000 characters	<input type="text" value="Students will write at a professional level."/> <input type="button" value="Spell Check"/> <input type="button" value="Character Count"/>
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

5. By clicking on **Continue**, you will be given the option to “Add mapping”, “Add another outcome”, or to go “Back to all outcome sets”. Click “Add mapping” to map your outcome to your goal sets. Click the “Add another outcome” link if you wish to add another outcome into the system. Click on “Back to all outcome sets” to return to the main screen.



NOTE: You may repeat the steps above for as many outcomes as you need to enter into the system.

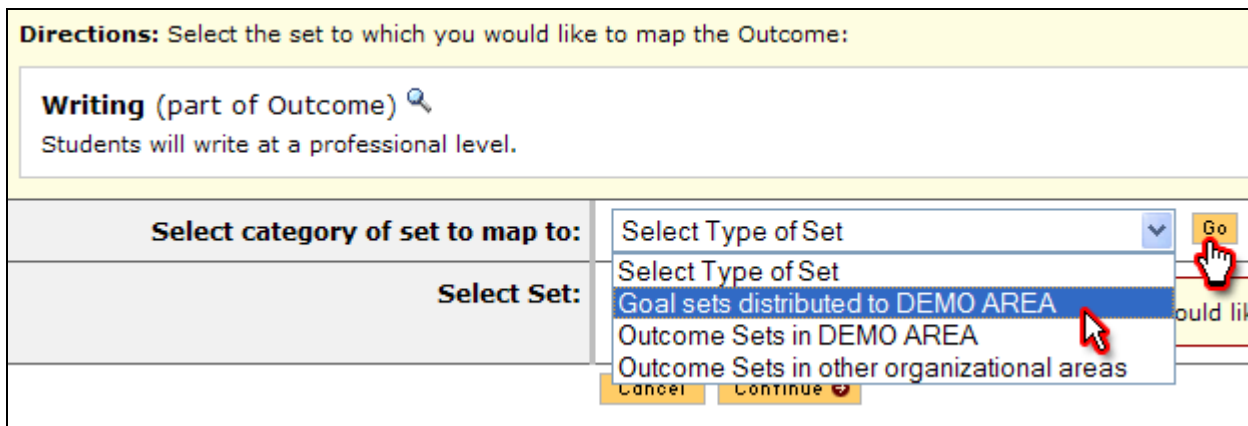
6. You may map or align your outcomes in the program outcomes requirement. If you wish to add mapping from the main screen, you will need to select the “Map” link next to the outcome you wish to map.



7. Then select the **Create New Mapping** button.



8. To map or align your outcomes with institutional goal sets, outcome sets in your area, or outcome sets in other organizational areas, you will want to select from the menu and then click the **Go** button.



9. Select the appropriate set and click **Continue**.

Select category of set to map to:	Goal sets distributed to DEMO AREA Go
Select Set:	<input checked="" type="radio"/> Dimensions of Student Learning Owned by Bemidji State University AMS <hr/> <input type="radio"/> MN- Standards for the Board of Teaching Owned by Bemidji State University AMS 8710.2000 STANDARDS OF EFFECTIVE PRACTICE FOR TEACHERS. (Effective January 2010) <hr/> <input type="radio"/> 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 <hr/> <input type="radio"/> Student Development and Enrollment J-Plan Owned by Student Development and Enrollment <hr/> <input type="radio"/> University plan Owned by Bemidji State University AMS University Plan- Strategies for 2008-2013
Cancel Continue	

10. Choose which items align with your outcome and then click the **Continue** button. Repeat these steps for all future mappings.

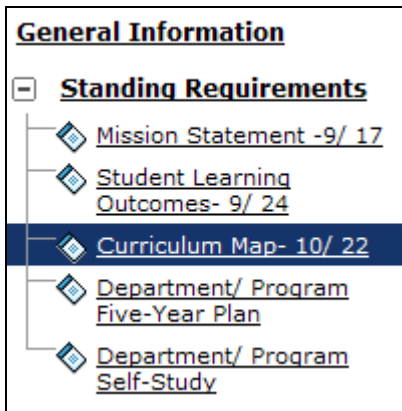
Dimensions of Student Learning Owned by Bemidji State University AMS	Cancel Continue
Dimension 1: Intellectual Development	
Outcome	
<input checked="" type="checkbox"/> Outcome A: Higher Order Thinking Use critical thinking and appropriate frameworks for inquiry	
<input type="checkbox"/> Outcome B: Knowledge, Values, and Abilities Outcome B: Knowledge, Values, and Abilities Related to the Arts, Humanities, Sciences and Specialized Fields of Study Understand concepts, ideas, and theories from various disciplines and integrate knowledge, values, and abilities associated with specialized fields of study	

11. You will now see your mapping aligned with the applicable outcome. You may repeat this process for additional mappings. The main screen will look something like this:

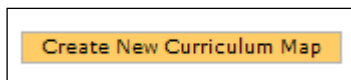
Sample Outcome Set (Outcomes)	
Reorder Edit Set Name/Properties Delete Set	
Outcome	
Create New Outcome	
Outcome	Mapping
Writing Students will write at a professional level.	Dimensions of Student Learning: Outcome A: Higher Order Think... [Map] [Edit] [Delete]

Creating a Curriculum Map:

1. Once you are satisfied with entering your outcomes and completing your mapping, you may then proceed to the **Curriculum Map** requirement and click the **Check Out** button.



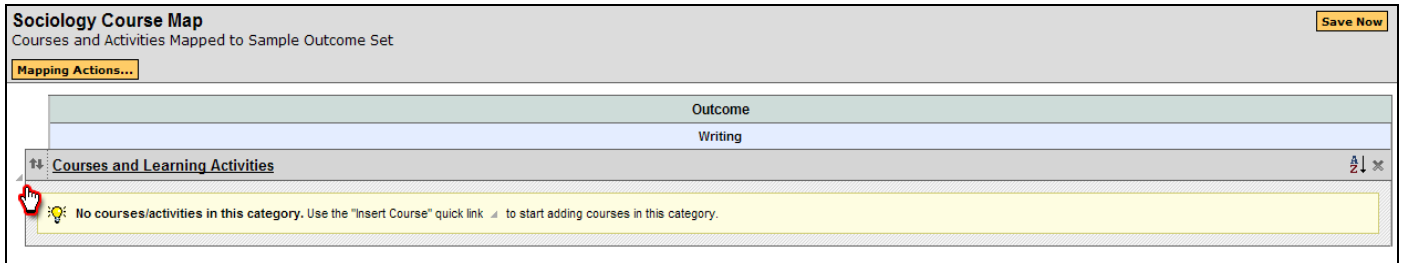
2. Click the **Create New Curriculum Map** button.



3. Give the map a title and description and click the **Select** button next to the Outcome Set to which you wish to map.

New Map Title:	<input type="text" value="Sociology Course Map"/> <small>(Max 100 Chars)</small>												
Description:	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>												
Select Alignment Set:	<div style="border: 1px solid #ccc; padding: 5px;"> View sets available within DEMO AREA Go </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 100px;"><input type="button" value="Select"/></td> <td>DEMO AREA Outcome Set</td> </tr> <tr> <td colspan="2" style="border-top: 1px dotted #ccc;"></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="Select"/></td> <td>Sample Outcome Set</td> </tr> <tr> <td colspan="2" style="border-top: 1px dotted #ccc;"></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="Select"/></td> <td>Sample SLO</td> </tr> <tr> <td colspan="2" style="border-top: 1px dotted #ccc;"></td> </tr> </table>	<input type="button" value="Select"/>	DEMO AREA Outcome Set			<input type="button" value="Select"/>	Sample Outcome Set			<input type="button" value="Select"/>	Sample SLO		
<input type="button" value="Select"/>	DEMO AREA Outcome Set												
<input type="button" value="Select"/>	Sample Outcome Set												
<input type="button" value="Select"/>	Sample SLO												

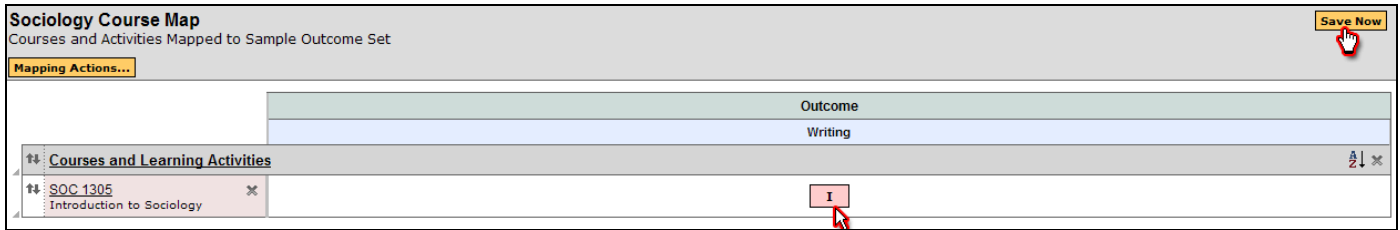
4. In the resulting mapping screen, courses and activities can be added by clicking on the small gray triangle next to the gray “Courses and Learning Activities” bar.



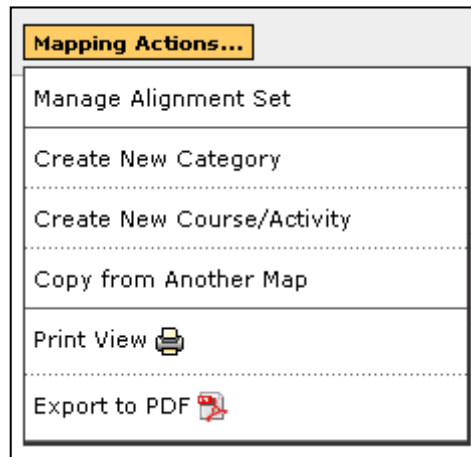
5. Enter a Course/Activity ID and Course/Activity Title and click the **Create** button.

Create a New Course/Activity	
Course/Activity ID:	<input type="text" value="SOC 1305"/> (Max 15 Chars)
Course/Activity Title:	<input type="text" value="Introduction to Sociology"/> (Max 100 Chars)
Description: Optional	<div style="border: 1px solid gray; height: 150px;"></div> (Max 500 Chars) Spell Check
Link: Optional	<input type="text" value="http://"/> (Max 100 Chars)
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

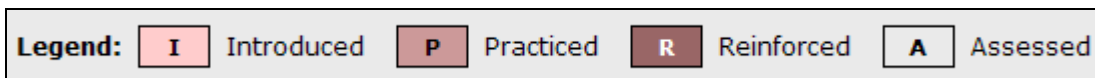
6. You can now apply the appropriate alignment by clicking in the box underneath the outcome in the mapping grid and clicking the **Save Now** button.



NOTE: As shown below, you may wish to select the **Mapping Actions** button for managing alignment set, creating new category, creating new course/activity, copying from another map, displaying the print view, and exporting to PDF.



The legend at the bottom of the screen indicates the activity of the outcome.



Creating a Department/Program Five-Year Plan:

1. To create a Department/Program Five-Year Assessment Plan, select the requirement from the workspace structure. **Check Out** the requirement and click the **Complete Form** button or **complete this form** link.



- Fill out the form and click **Save Draft** as you complete the sections or **Save and Return**.

Cancel Check Spelling Print Save Draft **Save and Return**

Response is required

Program/Departmental Five Year Plan Form
 This document contains information about departmental plans, separate from student learning outcomes. Student learning outcomes are addressed in the Assessment portion of Taskstream. Both this document and the Assessment Plan make up the departmental requirements for initiating the five-year planning cycle.

Programs Being Reported Save Draft

Check which program or programs you are reporting on in this document

- Undergraduate
- Graduate
- On-line Undergraduate
- On-line Graduate
- Undergraduate off-site (face-to-face, but not on the BSU campus)
- Graduate off-site (face-to-face, but not on the BSU campus)

Creating a Department/Program Self-Study:

- To create a Department/Program Self-Study, select the requirement from the workspace structure. **Check Out** the requirement and click the **Complete Form** button or **complete this form** link.

▼ **Form: Department/Program Self Study** Complete Form

Please complete this form as part of this requirement.

- Fill out the form and click **Save Draft** as you complete the sections or **Save and Return**.

Cancel Check Spelling Print Save Draft **Save and Return**

Response is required

Departmental/Program Self-Study document
 This document, along with a summary of Assessment information from TaskStream and the University Databook will be used internally, by an external reviewer, by MnSCU, and by the Higher Learning Commission to review program effectiveness in a number of areas, particularly in the attainment of student learning outcomes.

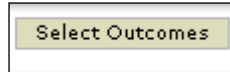
Programs Being Reported Save Draft

Check with program or programs you are reporting on in this document

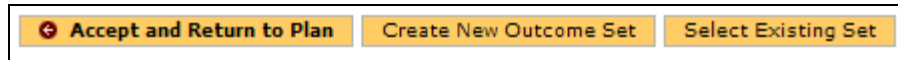
- Undergraduate
- Graduate
- On-line Undergraduate
- On-line Graduate
- Undergraduate, off-site (face-to-face, but not on the BSU campus)
- Graduate, off-site (face-to-face, but not on the BSU campus)

Creating an Assessment Plan:

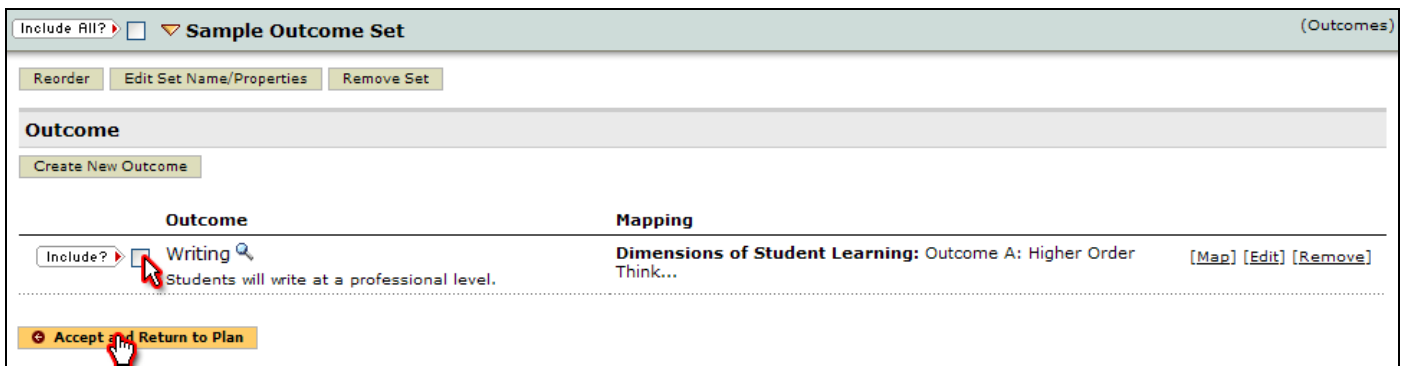
1. To create an Assessment Plan, select the requirement from the workspace structure, **Check Out** the requirement and click the **Select Outcomes** button.



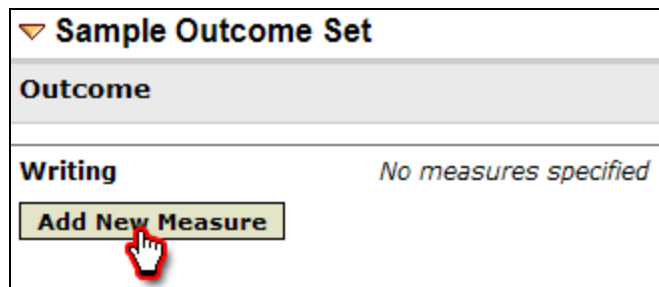
2. Click the **Select Existing Set** button to select your outcome set. (You may also wish to **Create New Outcome Set**.)



3. Select the outcome set you wish to assess that cycle and click the **Accept and Return to Plan** button.



4. To add measures to each outcome, click the **Add New Measure** button.



5. In the measure data entry screen, add the details of your measure.

The screenshot shows a 'Measure Data Entry' form with the following fields and values:

- * Measure Title:** Mid-Term Exam
- Measure Type/Method:** Direct - Exam
- Measure Level:** Course
- Details/Description:** (Empty text area)
- Acceptable Target (optional):** (Empty text area)
- Ideal Target (optional):** (Empty text area)
- Implementation Plan (timeline):** (Empty text area)
- Implementation Plan (timeline):** (Empty text area)
- Key/Responsible Personnel:** (Empty text area)

Buttons at the bottom include 'Check Spelling', 'Cancel', and 'Apply Changes' (highlighted with a red arrow). A 'Cancel' button is also in the top left, and an 'Import Measure' button is in the top right.

6. When you click the **Apply Changes** button, the finished result will look something like this:

The screenshot shows the 'Sample Outcome Set' interface. It features a sidebar with 'Writing' and an 'Add New Measure' button. The main area displays a list of measures:

- Measure:** Mid-Term Exam
- Course level:** Direct - Exam
- Details/Description:**
- Acceptable Target (optional):**
- Ideal Target (optional):**
- Implementation Plan (timeline):**
- Key/Responsible Personnel:**
- Supporting Attachments:** Add/Edit Attachments and Links

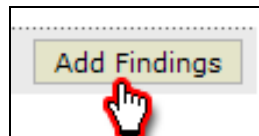
'Edit' and 'Remove' buttons are visible next to the measure name.



NOTE: You may repeat these steps to add additional measures for this or other outcomes. Additionally, you may upload documents as supporting evidence or link to other websites by clicking the **Add/Edit Attachments and Links** button.

Creating Assessment Findings:

1. Once you have gathered your data, you may select the **Assessment Findings** requirement and add your assessment data to the system. To do so, Check Out the requirement and then click the **Add Findings** button.



2. You may then enter the details of your Assessment Findings into the data entry screen.

Findings for Mid-Term Exam Outcome: Writing (Students will write at a professional level.) Please enter the findings for this measure. * Required Fields	
* Summary of Findings:	Summary of findings...
Reflections/Notes :	We recommend...
Acceptable Target Achievement:	<input type="radio"/> Not Met <input checked="" type="radio"/> Met <input type="radio"/> Exceeded
Ideal Target Achievement :	<input type="radio"/> Moving Away <input checked="" type="radio"/> Approaching <input type="radio"/> Exceeded
<input type="button" value="Spell Check"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

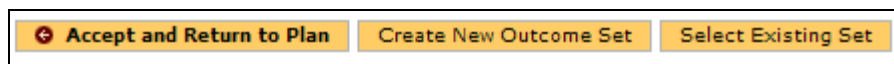
3. Once you have entered your data, click the **Submit** button. The resulting screen will look something like this:

Creating Action Plan:

1. To create your **Action Plan**, you will select the requirement from the workspace structure and **Check Out** the requirement. Then you may click the **Select Outcomes** button.

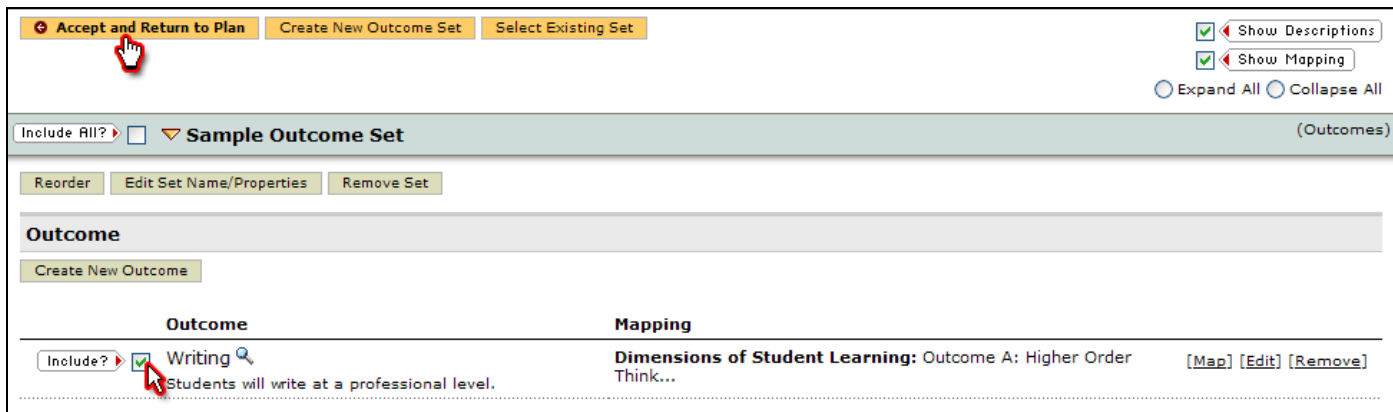


2. Click the **Select Existing Set** button to select your outcome set from the Learning Outcomes. (You may also wish to **Create New Outcome Set**.)



3. Select the Outcome Set you wish to assess that cycle and click the **Continue** button.

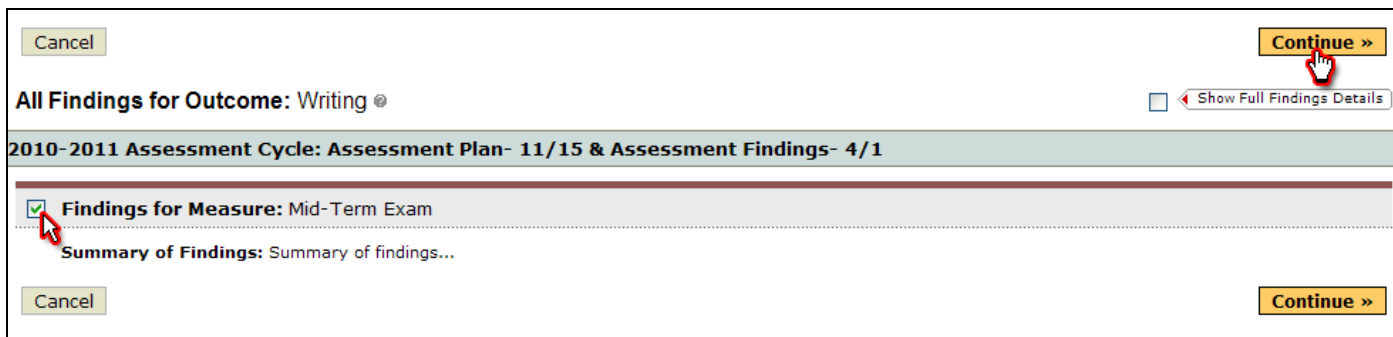
4. Select the Outcomes you wish to assess and then click the **Accept and Return to Plan** button.



5. You may now add an Action to each applicable outcome by clicking the **Add New Action** button.



6. Select the findings that support this action and click **Continue**.



7. You may now populate the Action detail fields with your data and click the **Apply Changes** button.

Linked to Findings: <input type="checkbox"/> Show Full Findings Details	Findings for Mid-Term Exam <small>(Assessment Plan- 11/15 and Assessment Findings- 4/1; 2010-2011 Assessment Cycle)</small> Summary of Findings: Summary of findings...
* Action Item Title:	<input type="text" value="Research and Writing Skills"/>
Action details:	<input type="text"/>
Implementation Plan (timeline). Be sure to include details like how many students will be involved in the assessment, how frequently the assessment will be done, etc.:	<input type="text" value="Fall 2010"/>
Key/Responsible Personnel:	<input type="text" value="John Smith"/>
Measures:	<input type="text"/>
Priority level:	<div style="border: 1px solid black; padding: 2px;"> - Select - - Select - Low Medium High </div>
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/>	<input type="button" value="Import Action"/> <input type="button" value="Apply Changes"/>

8. You may repeat this process for each additional Action you need to add.

▼ **Sample Outcome Set**

Outcome

Writing

Add New Action

▼ **Action: Research and Writing Skills**

▶ **This Action is associated with the following Findings** ⓘ

Action details:

Implementation Plan (timeline). Be sure to include details like how frequently the assessment will be done, etc.: Fall 2010

Key/Responsible Personnel: John Smith

Measures:

Priority:

Supporting Attachments:

Creating a Status Report:

1. Select the **Status Report** requirement from the workspace structure and **Check Out** the requirement. To add status, click the **Add Status** button.

▼ Sample Outcome Set

Outcome

Writing

▼ Action: Research and Writing Skills

Action details:

Implementation Plan (timeline). Be sure to include details like how many students will be involved in the assessment, how frequently the assessment will be done, etc.: Fall 2010

Key/Responsible Personnel: John Smith

Measures:

Priority:

Status for Research and Writing Skills

No Status Added

Add Status

2. You may then complete the Status Report for that particular Action and click **Submit**.

Status Report for Research and Writing Skills
Outcome: Writing (Students will write at a professional level.)

Enter information for each action defined in the operational plan.

* Required Fields

* Current Status:	In Progress
Additional Information:	- Select - Not started In Progress Completed Not Implemented
Next Steps:	

Spell Check Cancel Submit

3. Repeat these steps for each subsequent Status Report.