Taskstream AMS

Course Workspace Directions

Course Description

<u>Directions</u>

The current course description should already be entered in this space. You may wish to check the description for accuracy. If you need to edit the description for any reason, such as a course update revision of the description, please follow these steps:

1. Click the Check Out button in the upper right.
2. Click the Edit button.
3. Enter the course description as listed in the Kapiolani CC course catalog. (You may copy and paste.)
4. Click the Submit button.
5. Click the Check In button.

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Learning Outcomes

<u>Directions: Concise Descriptor</u>

Terminology Tip: An "outcome set" is the list of your course's outcomes, often called competencies.

Important Note for Initial Users: The outcomes from the course may already be entered here. Please check for accuracy, the outcomes should match the current KCC catalog. The concise descriptor may need to be changed. **You will want this label to contain the keywords associated with your outcome.** This will be used in reporting, so it is important to capture the key words.

The following steps show how to edit the outcome and concise descriptor:

1. Click the Check Out button in the upper right.
2. You will see the course outcomes/competencies displayed.
3. Click on "Edit Set Name/Properties."
4. CLICK THE BOX to allow mapping to your outcome set. If you don't check this box, the outcomes from this course will not be able to be pulled into the LAT.
5. Click "Update."
6. Click on "Edit" for the first outcome. Edit your "Concise Descriptor" as appropriate.
7. Click the "Update" button.
8. Edit the label of each outcome so that each label contains the appropriate key words.

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Directions: Mapping

Terminology Tip: Mapping at the course level allows you to indicate how the course outcomes support the goals or outcomes of a program, the institution, or an accrediting body.

The following steps show you how to indicate mapping.

1. Click the "Map" button and then "Create New Mapping."
2. Select the category of set to map to (drop down menu) and then "Go".
3. Select the appropriate set of outcomes and "Continue."
4. Select the appropriate outcome(s). A check mark should appear.
5. Click "Continue."
6. Repeat for each outcome that you wish to map.
7. Click the Check In button.

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Activity to Course Outcome Matrix

<u>Directions</u>

***Terminology Tip*:** The "Activity to Course Outcome Matrix" displays how the activities in your course support the course outcomes. Ideally, these should be activities that faculty members have agreed upon for course assessment.

1. Click the Check Out button in the upper right.
2. Click the "Create New Curriculum Map" button.
3. Give your matrix a title and description (description is optional). "Zoology 141 Course Activity to Outcome Matrix" for example.
4. Click "Select" on your course outcome set.
5. Click on the title of your map and then "Edit Map."
6. To add a new course activity to the map, select "Mapping Actions" and click "Create New: Course/Activity."
7. For each course or activity added to the map, you can choose the alignment designation by clicking the intersecting box.
8. Repeat this process for all subsequent courses/activities.
9. The map has been opened in a new window, so save your work and close the window when finished.
10. Click the Check In button.

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Course Learning Report Archive

<u>Directions</u>

Terminology Tip: The "Course Learning Report Archive" serves as an archive of your course's previous assessment efforts.

Preparation Tip: First, locate your previous Course Learning Reports (CLRs), usually found on your department's Laulima site. Once saved to your computer, they can be uploaded to Taskstream.

1. Click the Check Out button in the upper right.
2. Click on "Manage Attachments."
3. Click on "Upload from Computer."
4. Drag and drop the relevant files.
5. Click on "Upload and Close."
6. Click the Check In button.

<u>Naming Convention:</u>

Please upload the previous Course Learning Reports (CLRs) for this course with the following naming convention:

clr_coursealphanumeric-year-month

Example: clr_eng100-2015-05

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Assessment Plan

Directions

1. Click the Check Out button in the upper right.
2. If this is a new plan, click the “Create New Assessment Plan” button. Otherwise, proceed to the next step.
3. Click “Select Outcomes” and select the “Select Existing Set” button to access the previously-entered outcome sets.
4. Select the set of outcomes that you wish to assess this cycle and then select the specific outcomes you wish to assess by clicking on the checkbox next to each outcome.
5. Click “Accept and Return to Plan” and for each outcome that was selected. You will see an “Add New Assessment Strategy” button.
6. To add an assessment strategy to an outcome, click this button, complete the required fields and press the “Apply Changes” button.
7. Once an assessment strategy has been added you may add any attachments or web-links to that strategy. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time.
8. Repeat this process for any and all subsequent assessment strategies that you wish to add.
9. Click the Check In button.

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Course Workspace Directions

Assessment Results

Directions

1. Click the Check Out button in the upper right.
2. For each outcome and strategy that was entered in the assessment plan, the system will automatically include these in the assessment results section.
3. For each assessment strategy, an “Add Assessment Results” button will be present. To add assessment results to your workspace, click this button.
4. Complete the required fields and press the “Submit” button.
5. Once a set of results has been added you may add any attachments or web-links to that assessment strategy. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time.
6. Repeat this process for any and all subsequent results that you wish to add.
7. Optional: Once you have entered results for each assessment strategy, you may wish to add an “Overall Recommendation” and an “Overall Reflection” to summarize the results from this assessment cycle.
8. Click the Check In button.

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Next Steps Plan

Directions

1. Click the Check Out button in the upper right.
2. If this is a new plan, click the “Create New Next Steps” button. Otherwise, proceed to the next step. If you have an existing plan you would like to copy, make that selection instead.
3. Click "Select Outcomes" and select the “Select Existing Set” button to access the previously-entered outcome sets.
4. Select the appropriate set of outcomes and then select the specific outcomes that require action this cycle.
5. Click "Accept and Return to Plan" and for each outcome that was selected, you will see an “Add New Action” button.
6. To add an action to an outcome, click the “Add New Action” button.
7. You may be asked to select the appropriate assessment results for the action. Check the appropriate box and then “Continue.”
8. Complete the required fields and press the “Apply Changes” button.
9. Once an action has been added you may add any attachments or web-links to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time.
10. Repeat this process for any and all subsequent actions that you wish to add.
11. Click the Check In button.

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Assessment Update

Directions

1. Click the Check Out button in the upper right.
2. Each outcome and action that was entered in the next steps plan will automatically be included in next steps status section.
3. To add a status update to an action, click on the “Add Status” button.
4. Complete the required fields and press the “Submit” button.
5. Once a status has been added you may add any attachments or web-links. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time.
6. Repeat this process for any and all subsequent status updates that you wish to add
7. Optional: you may wish to summarize the statuses of your Next Steps plans and reflect upon them in the “Status Summary and Reflection” field.
8. Click the Check In button.