

Taskstream

Standing Requirements Checklist

Use this checklist as you complete the Standing Requirements for your course.

Task

- 1. The Taskstream *Course Description* matches the one in the current KCC Catalog.

 - 2. The Taskstream *Learning Outcomes* match the course competencies in the current KCC Catalog.

 - 3. The Taskstream *Learning Outcomes Concise Descriptor Labels* have been customized with the appropriate keywords.

 - 4. The Taskstream *Learning Outcomes* have been mapped to the appropriate *Program Outcomes Set* to match the official Curriculum Central Course Outline Item #21 (Competency / PSLO).

 - 5. The Taskstream *Activity to Course Outcome Matrix* has been completed to match the official Curriculum Central Course Outline Item #21 (Competency / Method of Evaluation) or an updated version.

 - 6. All previous Course Learning Reports (CLRs) have been uploaded as attachments to the Taskstream *Course Learning Report Archive*.
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Helpful links:

- Taskstream sign-in = <http://taskstream.kapiolani.hawaii.edu>
- KCC Course Catalog = <https://www.kapiolani.hawaii.edu/admissions/course-catalog>
- Curriculum Central Database = <http://www.hawaii.edu/offices/aa/aapp/curriculum/index.php>
- Laulima = <https://laulima.hawaii.edu/portal>
- KapCC Assessment Website = <http://kapccassess.weebly.com>