For New Users: Accessing Taskstream

Taskstream is a cloud-based software used for strategic planning, assessment, and accreditation.

- Taskstream can be accessed on or off campus.
- Any common internet browser can be used.
- Access Taskstream through:
  1. Rio Hondo College Outcomes website – Go to the outcomes website, click hyperlink, then click on the Streamlined Planning & Evaluation logo.
  2. Rio Hondo College Institutional Research & Planning website – Go to the planning page and then click on the Streamlined Planning & Evaluation logo.
- Login using your existing Rio Hondo College username and password.
For New Courses: Enter Course Outcomes

In this section, enter course-level outcomes and “map” them to 1) at least one program level outcome and 2) at least one institutional level outcome. If not already entered into Taskstream, program outcomes will need to be entered before mapping can occur.

Note: Course outcomes only need to be entered and mapped one time.

1. Go to the Course Outcomes Workspace
   - From your HOME page, locate the desired course and click Course Outcomes Workspace
   - If you have access to several courses, you may need to scroll down
   - If you have access to a whole division, use the Search box

2. Go to the Create & Map Course Outcomes section
   - From menu on the left, click Create & Map Course Outcomes then CHECK OUT

3. Create an outcome set for the course
   - Click CREATE NEW SET
   - Name the set “[Course Name] Outcomes”
   - Do not check the box for designating alignment
   - Click CONTINUE

4. Create outcomes for the course
   - Under the outcome set, click Create New Outcome
   - If the outcome is 140 characters or less, enter it in the box labeled Outcome, leave Description box blank
   - If the outcome is more than 140 characters, summarize it in the field labeled Outcome and add the complete outcome in the box labeled Description
   - Click CONTINUE
   - Click Add another outcome until all outcomes have been added then click Back to all outcome sets

5. Map each course outcome to a Program Outcome
   - Locate the first course outcome, click Map to the right of the outcome
   - Click CREATE NEW MAPPING
   - Use dropdown to select Outcome Sets in Other Organizational Areas
   - Use the dropdown to select the appropriate program (e.g. Your Department), then click Go
   - Select Set of Program Outcomes and click CONTINUE
   - Click box next to one or more outcomes to map, then click CONTINUE
   - Repeat for each course outcome

6. Map each course outcome to an Institutional Outcome
   - Go back to the first course outcome, again click Map to the right of the outcome
   - Click CREATE NEW MAPPING
   - Use dropdown to select Goal sets distributed to [Course], then click Go
   - Select radio button next to Outcomes - Institutional level (ILO), then click CONTINUE
   - Click box next to one or more Institutional Level Outcomes, then click CONTINUE
   - Repeat for each course outcome

7. Click CHECK IN
Course-level Outcomes Measure

In this section of the workspace, identify the measure of the course-level outcome, the proficiency standard at the student and class level, and provide the CRN, semester, and faculty name for the data that will be entered in the next section.

Note: A new measure must be created for each CRN. Parts of the measure can be reused, see 4b below.

1. Go to the Course Outcomes Workspace
   - From your HOME page, locate the desired course and click Course Outcomes Workspace
   - If you have access to several courses, you may need to scroll down
   - If you have access to a whole division, use the Search box

2. Go to the Measure sub-section
   - From menu on the left, click Measure then CHECK OUT
   
<table>
<thead>
<tr>
<th>Only the first user to open the Measure sub-section will need to do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Click CREATE NEW ASSESSMENT PLAN</td>
</tr>
<tr>
<td>- Click Select Set then SELECT EXISTING SET</td>
</tr>
<tr>
<td>- Select radio button next to applicable [Course] Outcomes Set the CONTINUE</td>
</tr>
<tr>
<td>- Click the Mapping box next to all outcomes (or Include All box at top)</td>
</tr>
<tr>
<td>- Click ACCEPT AND RETURN TO PLAN</td>
</tr>
</tbody>
</table>

3. Locate outcome
   - Locate the desired course-level outcome and click Add New Measure on right

Choose 4a or 4b

4a. Create a Measure
   - Measure Title: Name of the assignment, exam, or activity that is used to assess outcome
   - CRN: Enter five digit CRN for course
   - Note: Report only one CRN at a time. For each CRN go back to step 3, Add New Measure.
   - Proficiency Standard: Enter proficiency standard at the student and class level
   - Examples:
     - 80% of students will correctly name 7 out of the 10 types of architecture in Whittier.
     - By the end of semester, 75% of students will demonstrate all six steps required for adult CPR.
   - Faculty Name: Enter instructor name
   - Semester & Year: Enter semester and year
   - Click APPLY CHANGES

4b. Import a Measure
   - If a suitable measure has already been created, click IMPORT MEASURE
   - Use the radio button to select a measure from the list then click COPY SELECTED
   - Edit the fields as needed, specifically the CRN, faculty name, and semester.
   - Note: This will not edit the original entry.
   - Click APPLY CHANGES

5. Repeat steps 3 and 4 for each CRN that you want to report

   | Optional: Click Add/Edit Attachments and Links to provide an example of the rubric, test, or assignment used to measure outcomes. |

6. Click CHECK IN then proceed to Findings sub-section (Part B)
Course-level Outcomes Findings

In this section of the workspace, enter outcomes data by providing the number of proficient and not proficient students, a summary of your findings, and if the class proficiency status was met.

If needed, navigate to Course Outcomes Workspace, see Measure instructions.

1. Go to the Findings sub-section
   - From menu on the left, click Findings then CHECK OUT

2. Locate Measure with the correct CRN, faculty name, and semester
   - Locate the desired course-level outcome and click Add Findings on right
   - Use CTRL + F to search for a specific CRN or name

3. Enter Findings
   - Summary of Findings: Include findings as well as reflections and recommendations
   - Number of students proficient: Enter a number
   - Number of students not proficient: Enter a number
   - Click radio button to indicate if class proficiency status is met, exceeded, or not met
   - Click Submit

4. Repeat steps 2 and 3 for each CRN that you want to report

5. Click CHECK IN

Optional Reporting

If desired, you may run a report to see outcome data entered for a given course.

1. From HOME scroll down to a Course Outcomes Workspace

2. To the right of the course, use the dropdown to select Assessment Cycle Summary then click Go

3. Select report
   - Use dropdown to select Course Outcomes Workspace
   - Use second dropdown to select Measure and Findings
   - Keep Do not filter for Filter by Outcome or Goal Set Alignment and click CONTINUE

4. Under Organizational Area heading click View Assessment Cycle Detail by Outcome

5. Select report options
   - Click Export to Excel with Options
   - Click All data available, no filters applied then CONTINUE
   - Save file as desired