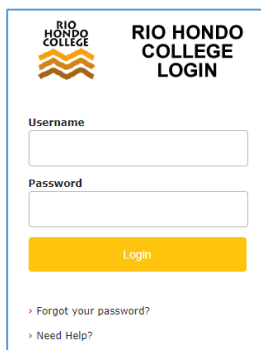# Course-Level Outcomes Data Entry Guide

► 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.
    3. **Access Rio portal** – Go to the Institutional Research & Planning section and click on the *Streamlined Planning & Evaluation* logo.
- **Login using your existing Rio Hondo College username and password**.

RIO HONDO COLLEGE LOGIN

Username

Password

Login

› Forgot your password?
› Need Help?

► 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.

Part A

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**

   <u>Only the first user</u> to open the Measure sub-section will need to do the following:
   - Click CREATE NEW ASSESSMENT PLAN
   - Click Select Set then SELECT EXISTING SET
   - Select radio button next to applicable [Course] Outcomes Set the CONTINUE
   - Click the Mapping box next to all outcomes (or Include All box at top)
   - Click ACCEPT AND RETURN TO PLAN

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 <u>7 out of the 10</u> types of architecture in Whittier.
       By the end of semester, <u>75% of students</u> will demonstrate <u>all six steps</u> 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.

Part B

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