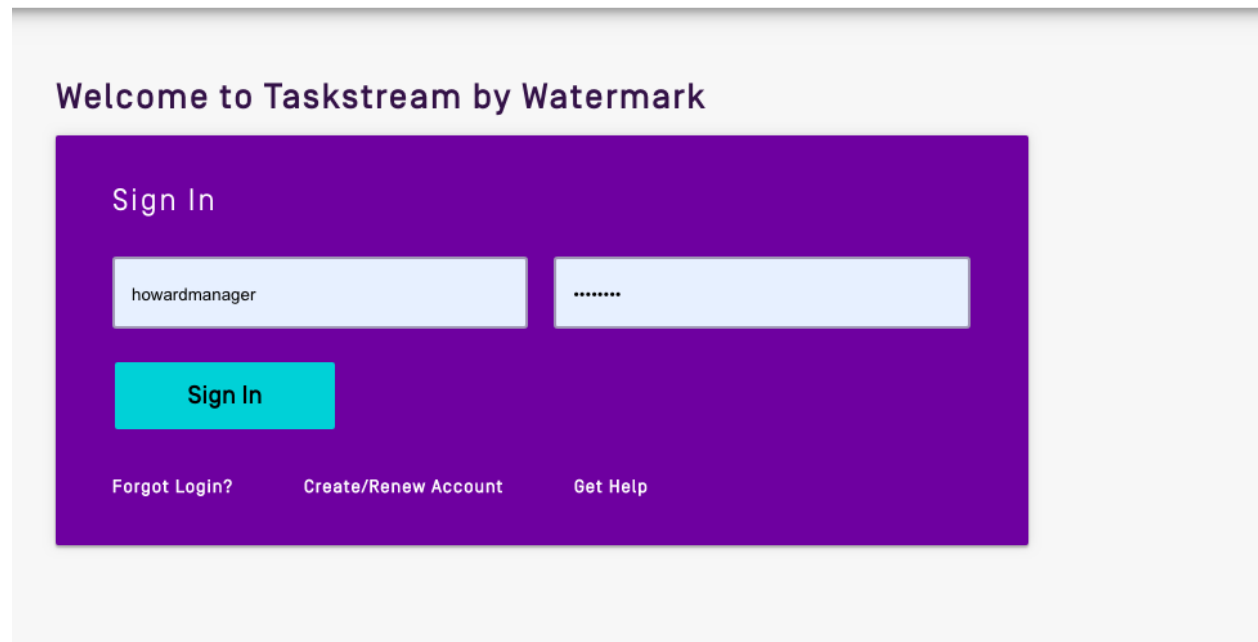


Taskstream Review instructions

1. Logging in

Go to <https://login.taskstream.com/signon/>

You will see this following screen



Enter your howard.edu email and your password.

If you have trouble, it is easier for me to reset it than to go through the system. Simply call (979) 412-1691, and I will happily reset it for you.

2. Access reviews

Once you log in, you will need to access your reviews.

1. You will see a small red dot next to “Items Requiring Review” If you click this, it will take you to a list of all the sections you need to review.

The screenshot shows the Howard University AMS dashboard. The top navigation bar includes links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A 'Welcome!' message is displayed, along with a search bar for 'Participating area name'. In the left sidebar, under the 'Review' section, there is a red dot next to 'Items requiring review', which is highlighted by a large red arrow. Other sidebar options include 'Reviews to be released', 'View all submissions', 'AMS Coordinator', 'Workspace tools', 'Announcements', 'Manage resources', 'Organization goals editor', and 'Survey management'.

If given the option, make sure that you select “Academic Program Assessment Plan.” This will only be an issue if you have reviewed anything in Taskstream before.

After clicking, you will see this:

The screenshot shows the 'Items Requiring Review' page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a breadcrumb trail: 'Home > Items Requiring Review'. A 'Directions' section explains that the list is sorted by oldest submissions to the newest. There is an 'Include:' section with a checkbox for 'Include "No Submission required" items' and an 'Update List' button. The main content is a table with the following columns: Submitted, Status, Action, Participating Area, Category, Requirement, and a final column for the plan type. The table contains four rows of data, all with a 'Review' button in the Action column. The bottom of the page shows 'Page 1 of 1' and a 'Go' button.

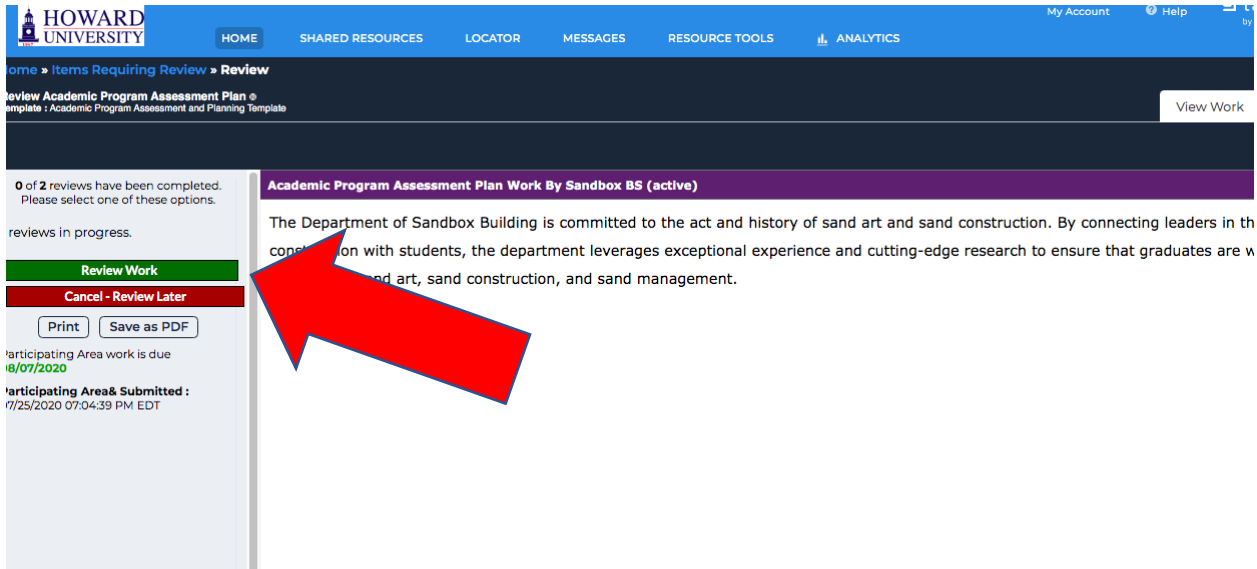
	Submitted	Status	Action	Participating Area	Category	Requirement	
1.	07/25/2020 7:04 pm (EDT)	Submitted 0 of 2 done	Review	Sandbox BS (active)	Standing Requirements	Mission Statement	Academic P Plan
2.	07/25/2020 7:04 pm (EDT)	Submitted 0 of 2 done	Review	Sandbox BS (active)	Standing Requirements	Learning Outcomes	Academic P Plan
3.	07/25/2020 7:04 pm (EDT)	Submitted 0 of 2 done	Review	Sandbox BS (active)	2019-2020 Assessment Cycle	Assessment Plan	Academic P Plan
4.	07/25/2020 7:04 pm (EDT)	Submitted 0 of 2 done	Review	Sandbox BS (active)	2019-2020 Assessment Cycle	Assessment Findings	Academic P Plan

Please note that each section is its own line and “Review” button.

For each plan you are reviewing (either 16 or 17), you will have 4 sections (Mission Statement, Learning Outcomes, Assessment Plan, and Assessment Findings).

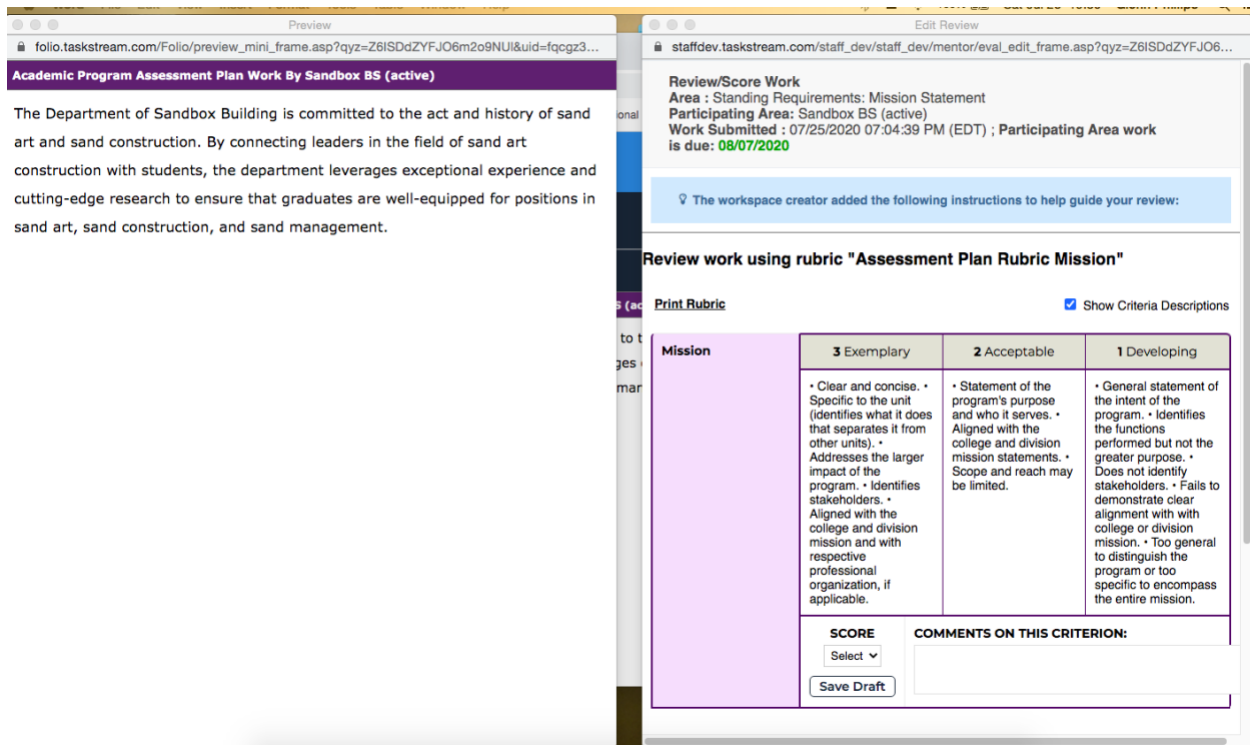
To complete the review, simply click the yellow/orange button that says “Review”

You will see a screen like the one below. Select “Review Work.”



After you select “Review Work,” two screens will pop up. Make sure that your chosen browser has enabled pop-ups for this website. The two side-by-side windows will allow you to review the section without jumping between screens.

A sample of what this looks like is below.

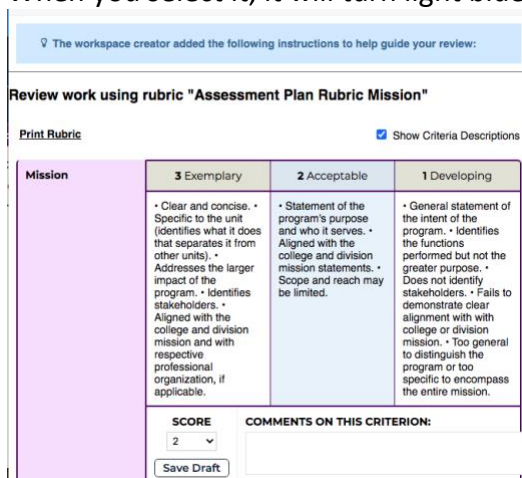


On the left you can see the mission. On the right, you can see a three-point rubric. Read each description and choose 3 (Exemplary), 2 (Acceptable), or 1 (Developing). If they do not have anything or have written "None" or "Not Applicable," you should select 1.

It is important that you give feedback, particularly if you select 1 (Developing) or 2 (Acceptable). The goal of this exercise is improvement!

To select a choice, you can either click into the box (where the bulleted descriptions are) or you can click the drop down menu under "Score."

When you select it, it will turn light blue.



Please leave your comments in the “Comments on This Criterion” section. There is no need to complete the “Overall Comments” section.

After scoring and making comments, click “Save Draft.” You can edit until you select “Submit Review Now.”

Once you select “Submit Review Now” the review can only be opened administratively.

After clicking “Submit Review Now,” you will be sent back to your list of sections to review.

Note that “Mission Statement” and “Learning Outcomes” have only one dimension to be rated, but “Assessment Plan” and “Assessment Findings” have two.

Once all your reviews are complete.

Questions

If you have any questions or concerns in this process, you should immediately call Glenn Phillips at (979) 412-1691, and he will help you troubleshoot.

You are welcome to call any hour of the day or night (weekday or weekend).