

Taskstream Guidebook: Course Learning Outcomes (CLOs) Workspace

This Guidebook provides step-by-step instructions on how to:

- Enter Course Learning Outcomes
- Map Course Learning Outcomes to Institutional Learning Outcomes

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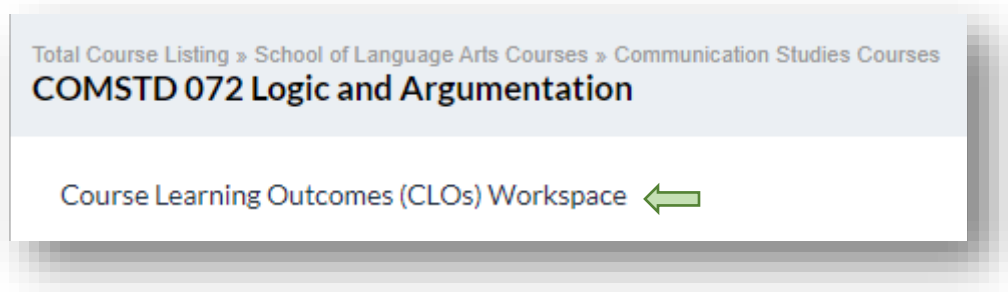
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Taskstream Home Page

Once you log in to Taskstream, you will be taken to your home page. Your home page will contain one or more courses with which you are affiliated, and a *Course Learning Outcomes (CLOs) Workspace* is housed within each one of those courses. Each workspace is the vessel into which you may input your assessment data.

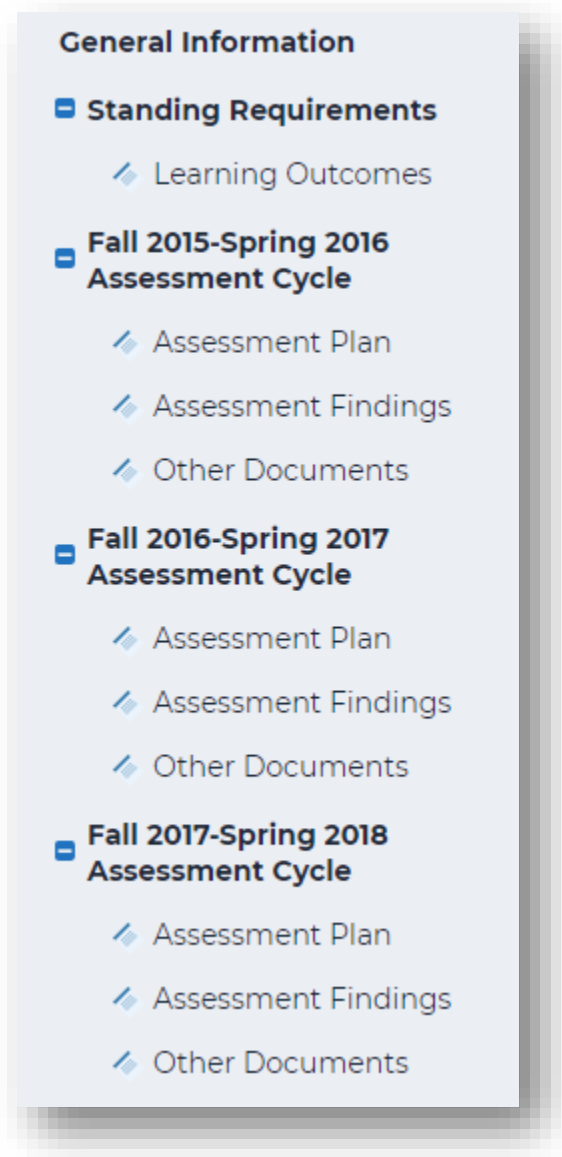
You can start entering content for a course by locating it and clicking on the *Course Learning Outcomes (CLOs) Workspace* within it.

For example:



COURSE LEARNING OUTCOMES (CLOs) Workspace

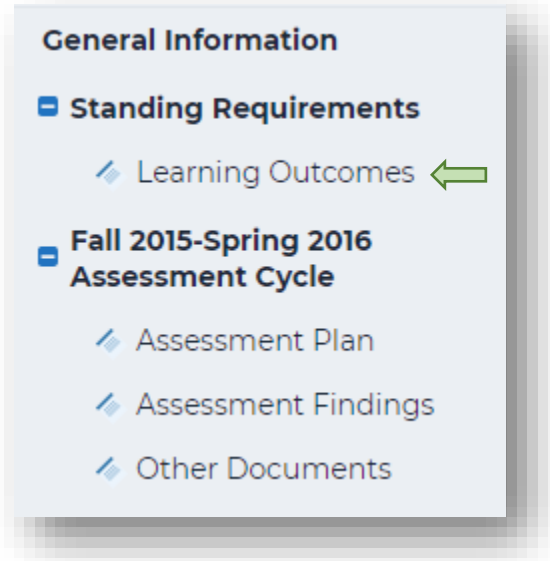
You can see your workspace structure on the left-hand side of the page. This structure contains several different requirements related to the course learning outcomes assessment process.



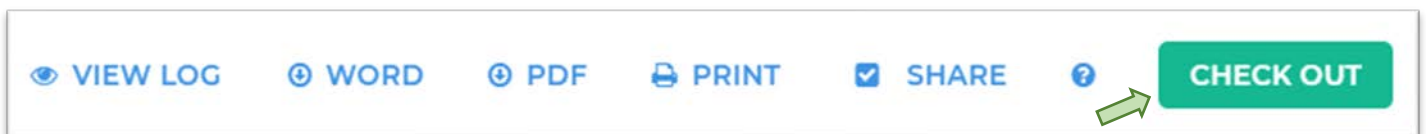
The *Standing Requirements* category contains assessment data that will remain relatively steady over time. Discipline faculty will select the *Assessment Cycle* year in which the assessment took place. This guidebook focuses on the Standing Requirements Area, *Learning Outcomes*.

Entering Learning Outcomes

The Learning Outcomes requirement is the first in the workspace structure, where you document your course learning outcomes. Click *Learning Outcomes*.



When you are ready to enter content into a requirement, click the green **Check Out** button on the upper right-hand corner of the page. Checking out your requirement allows you to add or modify content, but your colleagues with access to the same course will be unable to see your changes or make changes of their own until you have checked it back in. Please note that all requirements in Taskstream use this Check-Out/Check-In system.



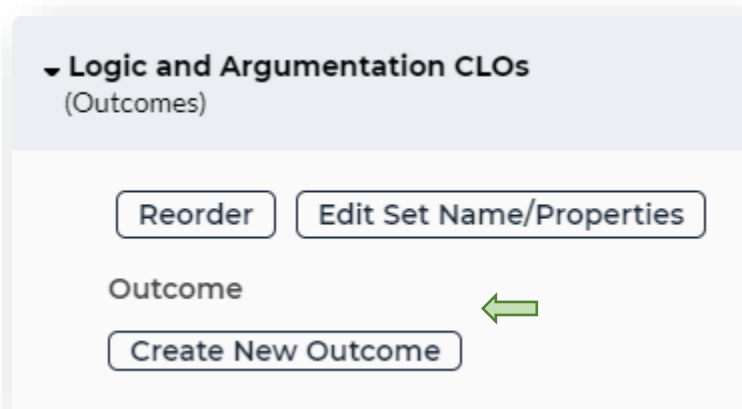
Next, click *Create New Set*.



In the text box by *Set Name*, enter a title for your set of learning outcomes. For your course learning outcomes, **do not** check the box allowing outcomes in other sets to be aligned to outcomes in this set. Click *Continue* when you are finished.

Set Name:	<input type="text" value="Logic and Argumentation CLOs"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<input type="button" value="Cancel"/> <input type="button" value="CONTINUE"/>	

Now you can document your outcomes within this set. To enter learning outcomes, click *Create New Outcome*.



Enter a title for your first learning outcome. Type the full CLO into the box labeled *Description*. CLOs are assumed to follow the phrase, “Upon successful completion of this course, ...” Because of this assumption, you can leave out this phrase. Click *Continue* when you are finished.

<p>Outcome: Max 140 characters</p>	<p>CLO 1: Critical Thinking</p> <p>Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).</p>
<p>Description : Max 1000 characters</p>	<p>Type the CLO into the text box.</p> <p>Check Spelling Character Count</p>
<p>Cancel CONTINUE ←</p>	











The following window confirms that you have added a new outcome. You can then click *Add mapping* to map your course learning outcome to an institutional learning outcome (more on this below), or you can click *Add another outcome* to enter another outcome. Repeat these steps for all outcomes you want to enter. Click *Back to all outcome sets* to return to your learning outcomes page.

Outcome added/edited successfully

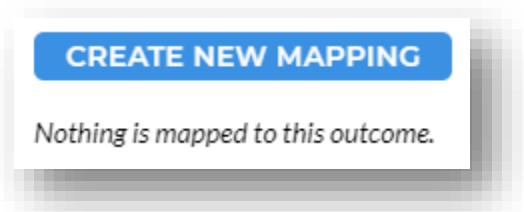
- [Add mapping](#)
- [Add another outcome](#)
- [Back to all outcome sets](#)

Mapping Course Learning Outcomes (CLOs) to Institutional Learning Outcomes (ILOs)

To map your course learning outcomes to an institutional learning outcome, click *Map* to the right of your outcome name.

Outcome	Mapping	
CLO 1: Critical Thinking  Type the CLO into the text box.	No Mapping	 Map  Edit  Delete
CLO 2: Oral Communication 	No Mapping	Map  Edit  Delete
CLO 3: Written Advocacy 	No Mapping	Map  Edit  Delete

Next, click *Create New Mapping*.



Use the first drop-down menu on this page to select *Goal sets distributed to [NAME OF COURSE]*, then click *Go*.

CLO 1: Critical Thinking (part of Outcome) 🔍
.....

Select category of set to map to :	Goal sets distributed to Chaffey College (AMS) ▼ Go ←
Select Set :	⚠️ Please select the category of the set you would like to map to and click the 'Go' button above.
<input type="button" value="Cancel"/> <input type="button" value="CONTINUE"/>	

Next to *Select Set*, click the radio button next to Institutional Learning Outcomes. Click *Continue*.

Select category of set to map to :	Goal sets distributed to Chaffey College (AMS) ▼ Go
Select Set :	<input type="radio"/> 2015-2018 Strategic Plan Goals <small>Owned by Chaffey College (AMS)</small> <hr/> <input checked="" type="radio"/> Institutional Learning Outcomes <small>Owned by Chaffey College (AMS)</small> <hr/>
<input type="button" value="Cancel"/> <input type="button" value="CONTINUE"/> ←	


Choose which Institutional Learning Outcome(s) aligns with your first course learning outcome. You can select more than one, if applicable.

<p>Initiative</p> <p><input checked="" type="checkbox"/> COMM</p> <p>Students will practice effective communication and comprehensions skills and strategies. Examples include:</p> <ul style="list-style-type: none"> • Comprehend, analyze, and respond appropriate to oral, written, and visual information. • Effectively communicate/express both qualitative and quantitative information through oral, written, visual, and other appropriate modes of communication/expression. • Ask questions and utilize appropriate resources to continually expand comprehension and oral, written, and visual communication skills.
<p>Critical Thinking & Information Competency Critical Thinking & Information Competency (CTIC)</p>
<p>Initiative</p> <p><input checked="" type="checkbox"/> CTIC</p> <p>Students will demonstrate critical thinking skills in problem solving across the disciplines and in daily life. Examples include:</p> <ul style="list-style-type: none"> • Identify vital questions, problems, or issues and evaluate the plausibility of a solution. • Apply scientific processes to solve problems and measure and observe natural phenomena. • Select sources of information based on analysis and evaluation of accuracy, credibility, relevance, and reasonableness of information. • Analyze and assess assumptions, biases, and multiple perspectives to develop a well-informed, valid argument. • Compute and analyze multiple representations of quantitative information, including graphical, formulaic, numerical, verbal, and visual.
<p>Personal, Academic & Career Development Personal, Academic & Career Development (PACD)</p>
<p>Initiative</p> <p><input type="checkbox"/> PACD</p> <p>Students will assess their own knowledge, skills and abilities; set challenging and appropriate personal, educational, and career goals and persist in pursuing these goals; develop responsibility. Examples include:</p> <ul style="list-style-type: none"> • Demonstrate professional and ethical responsibilities of the individual. • Demonstrate the ability to use technology to assess, evaluate, and present information. • Set short- and long-term goals, seeking and utilizing various personal, academic, psychological, and social services in pursuit of these goals. • Seek and utilize feedback to assess learning and progress toward goals. • Demonstrate resilience by viewing challenges and obstacles as opportunities for growth. • Demonstrate the ability to use technology to assess, evaluate, and present information.
<p>Community/Global Awareness & Responsibility Community/Global Awareness & Responsibility (CGAR)</p>
<p>Initiative</p> <p><input checked="" type="checkbox"/> CGAR</p> <p>Students will demonstrate knowledge of and strategies to consider significant social, cultural, environmental and aesthetic perspectives. Examples include:</p> <ul style="list-style-type: none"> • Identify and apply the social and ethical responsibilities of the individual in society. • Demonstrate social and ethical responsibility within a community. • Demonstrate commitment to active citizenship by recognizing and evaluating important social, ecological, economical, and political issues. • Demonstrate an understanding and appreciation for individual, social, and cultural diversity.

Click *Continue*.



You will now see CLO 1 mapped to your Institutional Learning Outcome(s). Repeat these steps for all future mappings.

Outcome	Mapping
CLO 1: Critical Thinking  Type the CLO into the text box.	Institutional Learning Outcomes: CGAR, COMM, CTIC

Once you are finished making changes to your *Learning Outcomes* requirement, click **Check In** on the upper right-hand corner of the page.



Please note that if you log out of Taskstream or navigate away to a different website, all workspace requirements will be automatically checked in.

If you forget to **Check In**, but close out the window, Taskstream will automatically check the workspace back in.

When you check in a requirement, you are given the option to enter comments into that requirement's Revision History Log. Comments are not required, but if there are multiple users/writers, you may feel it's necessary to inform users of changes made. If you add a comment, click *Submit Comment*.

You have checked in the following area : **Standing Requirements : Learning Outcomes**

[← Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable).

Add comment to the revision history log :

What would you like to do next?

Return to Work Area

Go to Submission Area

Submit Comment

You can see a requirement's Revision History Log by clicking *View Log* at the top of the page.

