

# **Taskstream Guidebook: Program Learning Outcomes (PLOs) Workspace**

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

- Edit Program Learning Outcomes
  - Revise Program Learning Outcomes
  - Obsolete / Delete Program Learning Outcomes
  - Add New Program Learning Outcomes

## Table of Contents

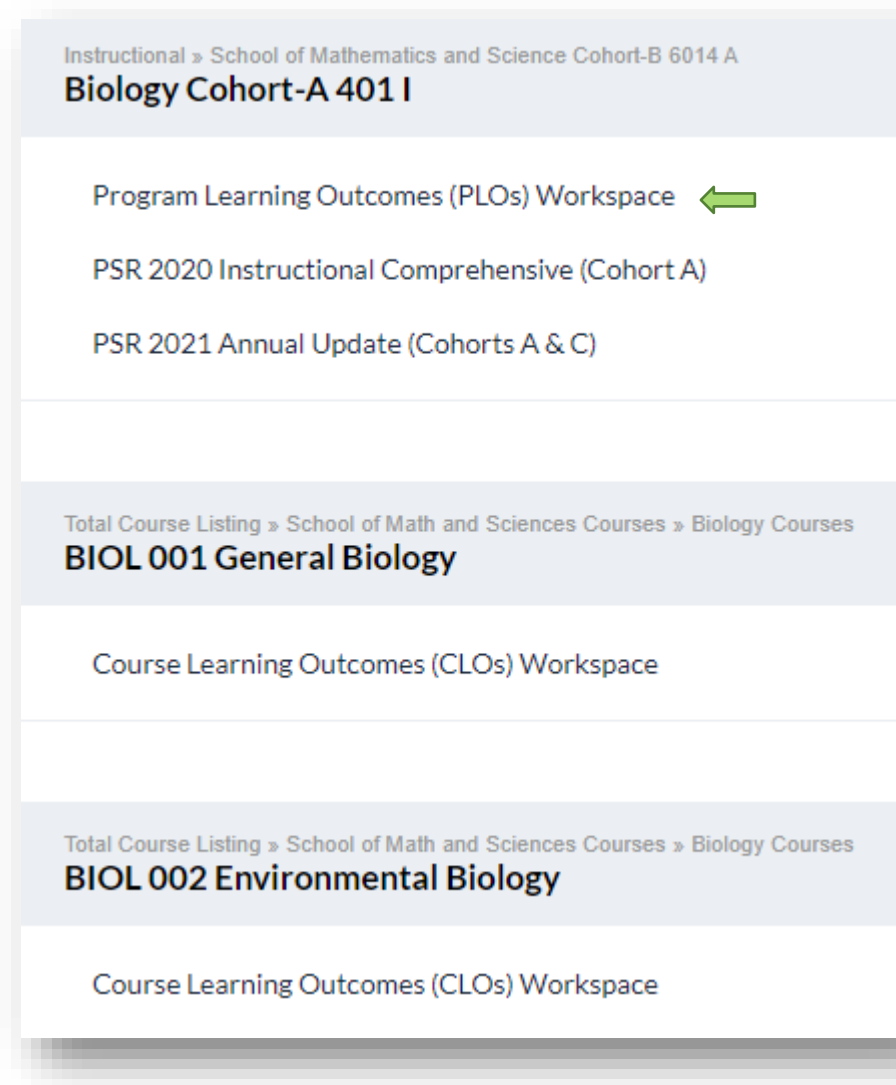
Taskstream Home Page .....	3
Program Learning Outcomes Workspace.....	4
Revise Program Learning Outcomes .....	5
Obsolete / Delete Program Learning Outcomes .....	9
Add New Program Learning Outcomes .....	10

## Taskstream Home Page

Once you log in to Taskstream, you will be taken to your home page. Your home page will contain a *Program Learning Outcomes (PLOs) Workspace*. This is the vessel into which you may revise or add new program learning outcomes.

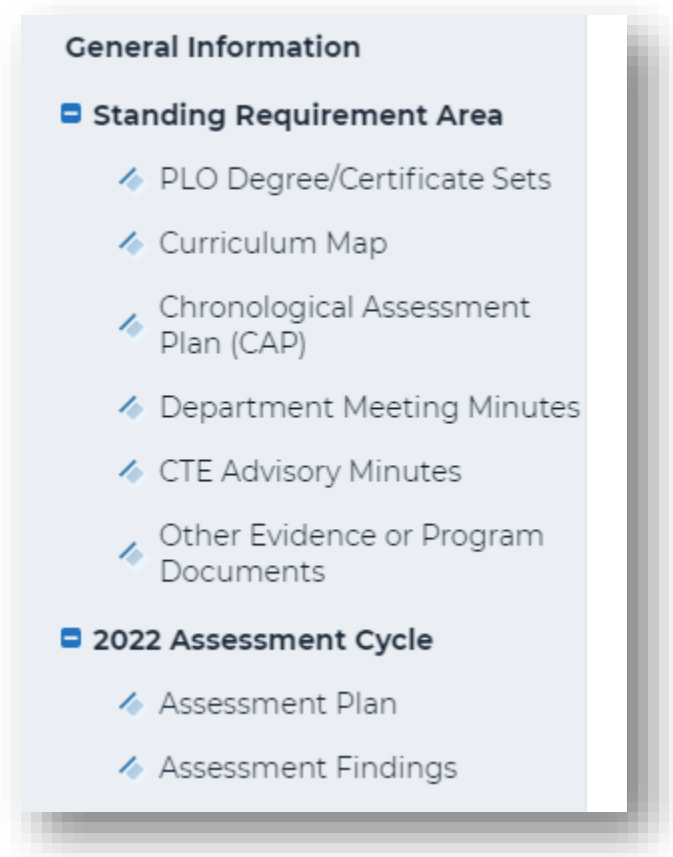
You can start editing content for a program by clicking on the *Program Learning Outcomes (PLOs) Workspace* within the title of the program.

For example:



## PROGRAM LEARNING OUTCOMES (PLOs) Workspace

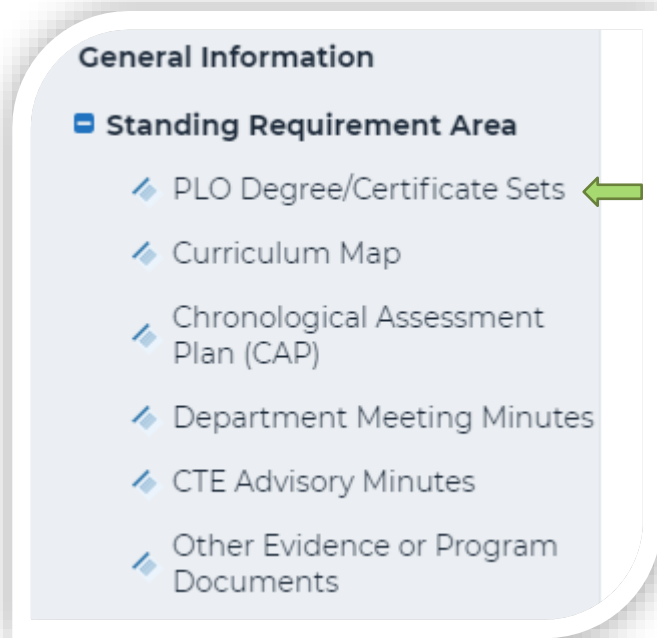
You can see your workspace structure on the left-hand side of the page. This structure contains several different requirements related to the program learning outcomes assessment process.



The *Standing Requirement Area* contains assessment information that will remain relatively steady over time. This guidebook focuses on the *Standing Requirement Area* and specifically how to **edit program learning outcomes**.

## Revise Program Learning Outcomes

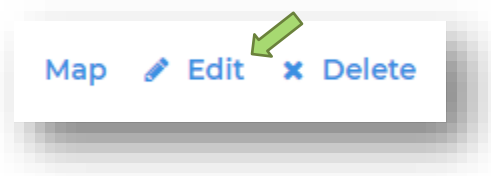
If you notice there is a typo or if a revision needs to be made to clarify the current program learning outcomes, the following instructions will help you accomplish this. To edit program learning outcomes, click *PLO Degree/Certificate Sets*.



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.



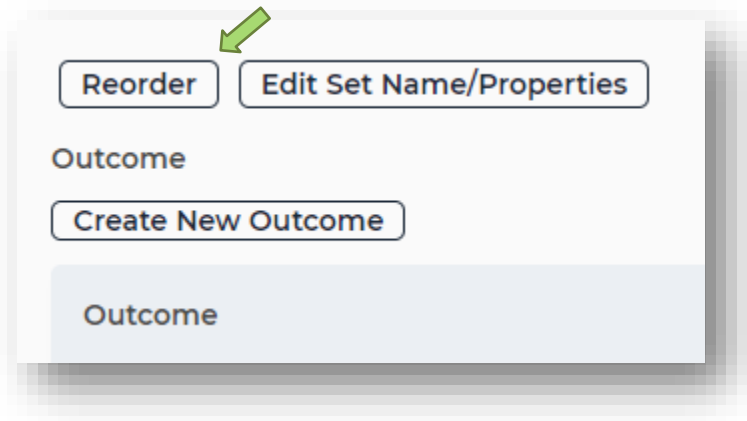
To edit, click on the blue *Edit* button on the right-hand side of the page.



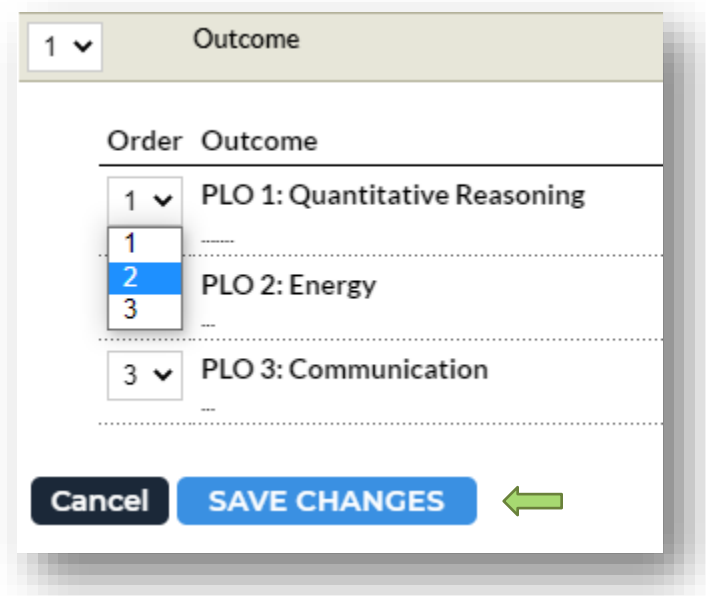
To revise the title of the program learning outcome, type the new or revised title into the text box labeled *Outcome*. To revise a program learning outcome, make revisions directly into the text box labeled *Description*. PLOs are assumed to follow the phrase, "Upon successful completion of this program, ..." Because of this assumption, you can leave out this phrase. Click the blue **UPDATE** button when you are finished.

<p><b>Outcome:</b> Max 140 characters</p>	<input type="text" value="PLO 1: Revise PLO 1 Title"/> <small>Use a concise descriptor here since this label is used in reports ( e.g. Outcome 1.1 Civic Responsibility).</small>
<p><b>Description :</b> Max 1000 characters</p>	<div style="border: 1px solid #ccc; padding: 10px; min-height: 100px;"> <p>Type the revised PLO into the text box.</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Check Spelling"/> <input type="button" value="Character Count"/> </div>
<p><b>Status :</b></p>	<p> <input checked="" type="radio"/> <b>Active</b>                      <input type="radio"/> <b>Obsolete</b> ( no longer in use )       </p>
<input type="button" value="Cancel"/> <input style="background-color: #007bff; color: white;" type="button" value="UPDATE"/>	

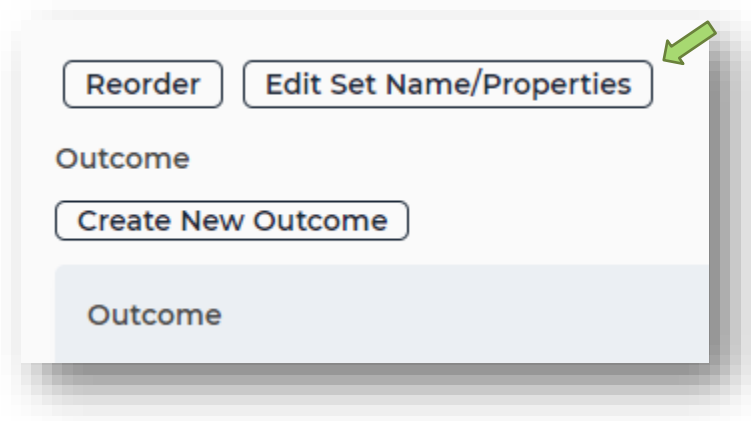
To rearrange program learning outcomes, click on *Reorder*.



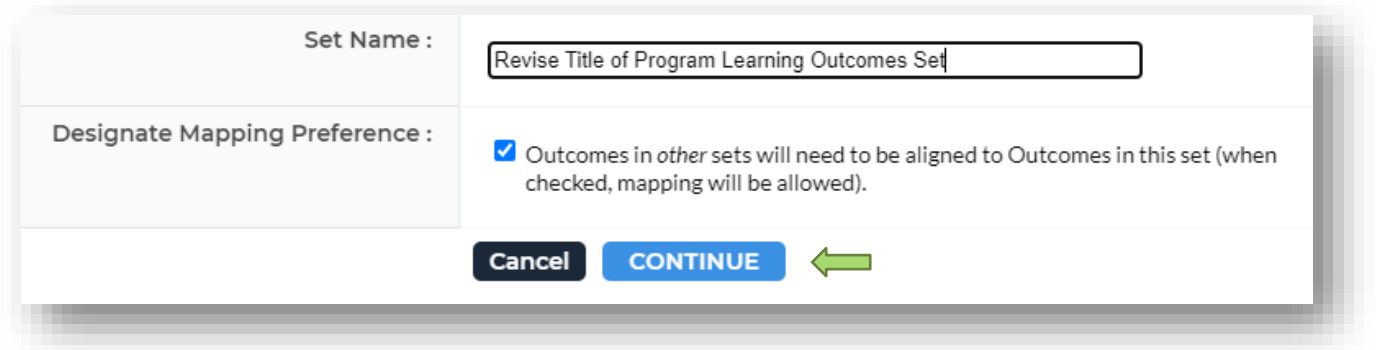
Use the drop-down menu on this page to select which program learning outcomes should be first, second, and so on. Click the *Save Changes* button when you are finished.



To edit the title of the Program Learning Outcome set, click on *Edit Set Name/Properties*.



In the text box next to *Set Name*, enter the revised title for your set of learning outcomes. For your program learning outcomes, check the box allowing outcomes in other sets to be aligned to outcomes in this set. Click *Continue* when you are finished.





## Obsolete / Delete Program Learning Outcomes

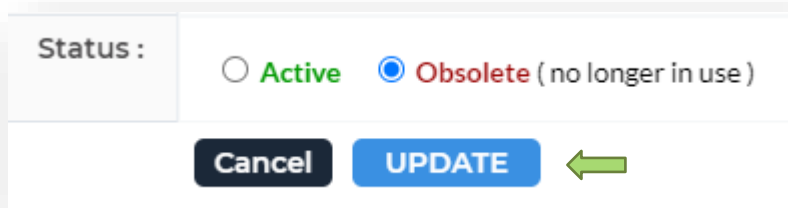
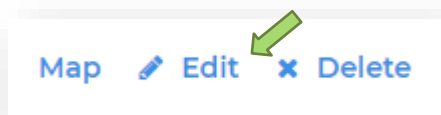
If the program has decided **NOT** to assess a particular program learning outcome, click the [Edit](#) button and then click the radio button next to *Obsolete*. Click the [UPDATE](#) button.



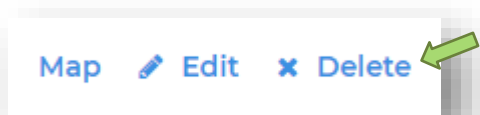
Please note that once an assessment plan and findings have been entered into Taskstream, a program learning outcome cannot be deleted.

There are various reasons why a program learning outcome becomes obsolete. Here are the three most common reasons:

- Upon further departmental review, faculty members do not feel the PLO results will yield valid information to help program improvement.
- Upon further departmental review, faculty members decide that the learning outcome, in fact, is a course learning outcome instead of a program learning outcome.
- The current learning outcome is outdated, and a new learning outcome needs to align with the new direction of the program.




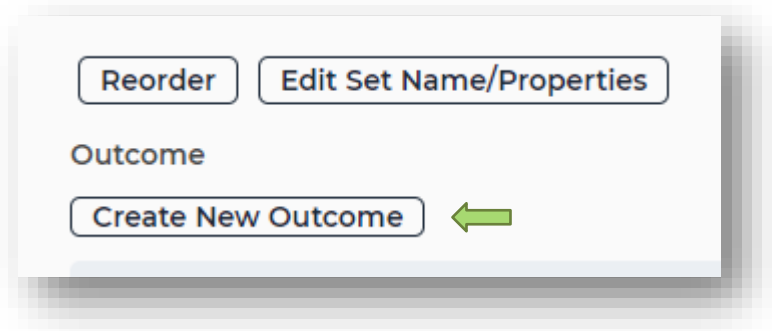
Departments can **delete** program learning outcomes from the *Standing Requirement Area* if they **HAVE NOT** been assessed. This means that no assessment plan has been entered, and no assessment findings have been recorded in Taskstream. Click on the blue [Delete](#) button on the right-hand side of your page.



## Add New Program Learning Outcomes

If a program needs to **add a new** program learning outcome to a current set of learning outcomes, click on *Create New Outcome*.

 If a program has a new certificate or degree, they will need to create a program learning outcomes set, and this is a completely different process.



Then, add the details of your new program learning outcome in the appropriate response elements on the following page. Click *Continue* when you are finished.

A screenshot of a form for adding a new program learning outcome. The form is divided into two main sections: "Outcome:" and "Description:".

- Outcome:** Max 140 characters. The input field contains "PLO 2: New Program Learning Outcome Title". Below the field is a note: "Use a concise descriptor here since this label is used in reports ( e.g. Outcome 1.1 Civic Responsibility)."
- Description:** Max 1000 characters. The input area contains the text "Type the new PLO into the text box." Below this area are two buttons: "Check Spelling" and "Character Count".

At the bottom of the form, there are two buttons: "Cancel" and "CONTINUE". A green arrow points to the right of the "CONTINUE" button.

Once you are finished making changes to your *PLO Degree/Certificate Sets* 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**

[VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#)

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