Course Catalog Description

- 1. Log into Taskstream and select the course you want to edit
- 2. Once in the course, select Catalog Course Description in the panel on the left side of the screen

▼ EXPAND ALL COLLAPSE ALL	Catalog Course Description	٩	VIEW LOG	WORD	PDF	SHARE	0	CHECK OUT
General Information	Work In Progress							
Standing Requirements A Catalog Course Description Course Outcomes	Directions Review Method							Help on this Page
 Curriculum Map - Optional 2009-2010 Assessment Cycle 	Text and Image Section							
 Assessment Plan 								
 Assessment Findings 								
 Action Plan 								
🛷 Status Report								
🛷 Syllabus								
\land General Studies Inclusion								
2010-2011 Assessment Cycle								
🔦 Assessment Plan								
🛷 Assessment Findings								
🛷 Action Plan								
🛷 Status Report								
i Syllabus								
2011-2012 Assessment Cycle								
\land Assessment Plan								
Assessment Findings								
\land Action Plan								
Status Report								

3. Click the arrow next to Directions to display the directions for this section. Once you have navigated to

the catalog course description and copied the text, select Check Out in the upper right-hand corner of the

screen

▼ EXPAND ALL COLLAPSE ALL	Catalog Course Description • VIEW LOG • WORD • PDF - PRINT • SHARE • CHECK	оит					
General Information	Work In Progress	_					
Standing Requirements	- Directions	his Page					
Catalog Course Description		Print					
🎸 Course Outcomes	Note: The catalog is in PDF format so you will need to right click on the document, click on "Select Tool" (Instead of Hand Tool), select the text and right click to copy, paste the text into the text box in the Workspace, and click on save and return. http://www.fairmonistate.edu/oublications/catalogs/default.asp,						
🛷 Curriculum Map - Optional	Review Method Review Method						
2009-2010 Assessment Cycle							
🛷 Assessment Plan	Text and Image Section						
Assessment Findings							
\land Action Plan							
🛷 Status Report							
i Syllabus							
General Studies Inclusion							
2010-2011 Assessment Cycle							
\land Assessment Plan							
\land Assessment Findings							
\land Action Plan							
🛷 Status Report							
🛷 Syllabus							
2011-2012 Assessment Cycle							
\land Assessment Plan							
\land Assessment Findings							
\land Action Plan							
Status Report							

4. At the bottom of the page, beside *Add*:, click *Text & Image*.

▼ EXPAND ALL COLLAPSE ALL	Catalog Course Description • VIEW LOG • WORD • PDF + PRINT CHECK IN	
General Information	Work Not Started Checked out : 10/06/2021 01:13:13 PM (EDT)	
Standing Requirements	The ked out to : Fairmont Manager	
\land Catalog Course Description	▼ Directions	
\land Course Outcomes	To add the Course Description you should go to the Enrollment Center on the FSU website (under Quick Links on the homepage) and click on Academic Catalog. Download the current course catalog to find the most recent course description. Note: The catalog is in PDF format so you will need to right click on the document, click on "Select Tool" (instead of Hand Tool), select the text and right click to copy, paste the text into the text box in the Workspace, and click on save and return.	
\land Curriculum Map - Optional	Note: The catalog is in run format so you will need to right click on the document, click on Select Tool (instead of Hand Tool), select the text and right click to copy, paste the text into the text dox in the workspace, and click on save and return. http://www.fairmostitaed/ubilicitaed/ubili	
2009-2010 Assessment Cycle	► Review Method	
🛷 Assessment Plan		
\land Assessment Findings		
\land Action Plan		
🛷 Status Report		
i Syllabus		
General Studies Inclusion		
2010-2011 Assessment Cycle		
\land Assessment Plan		
🛷 Assessment Findings		
\land Action Plan		
🛷 Status Report		
i Syllabus		
2011-2012 Assessment Cycle		
i Assessment Plan		
Assessment Findings		
\land Action Plan		
✓ Status Report	Add: Text & Image	

A new page will open with a textbox; paste in the course catalog description that was copied in the previous step. To add an image to this section, click *Add an image to your text section*. Adding an image is optional.

5. When you are done pasting in the course description text (and optionally adding in an image), click

either of the Save and Return buttons below or above the text box

Add/Edit Text and Image for Catalog Course Description	
Directions Review Method	
Add an Image to your text section (Optional) Insert Link to File Attachment (optional)	
Cancel Check Spelling (Max 200,000 Chars)	SAVE DRAFT SAVE AND RETURN
File Edit View Insert Format Tools Table	
$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$	
	0 / 200000 CHARACTERS POWERED BY WATERMARK
Cancel Check Spelling	SAVE DRAFT SAVE AND RETURN

6. You will be brought back to the main *Course Catalog Description* screen where you will see the copied

text/image you added. If you would like to make a change, click *Edit* in the *Text and Image Section*

▼ EXPAND ALL COLLAPSE ALL	Catalog Course Description	VIEW LOG	PDF	SHARE	• CHECK IN
General Information	Work In Progress			Checked out : 10/0 Checked out to : Fa	8/2021 10:01:43 AM (EDT) Irmont Manager
 Catalog Course Description Course Outcomes Curriculum Map - Optional 	Directions Review Method				Melp on this Page
 2009-2010 Assessment Cycle Assessment Plan 	Text and Image Section			Edit X	Delete Section
 Assessment Findings Action Plan 					
 Status Report Syllabus General Studies Inclusion 					
 2010-2011 Assessment Cycle Assessment Plan Assessment Findings 					
 Action Plan Status Report Syllabus 					
 2011-2012 Assessment Cycle Assessment Plan Assessment Findings Action Plan 					
🛷 Status Report	Add: Text & Image				

If no edits are needed, click *Check In* in the upper right-hand corner of the screen

▼ EXPAND ALL COLLAPSE ALL	Catalog Course Description	VIEW LOG	O PDF	SHARE	CHECK IN
General Information	Work In Progress				08/2021 10:01:43 AM (EDT)
Standing Requirements	Work III Frogress			Checked out to : Fa	airmont Manager
🔦 Catalog Course Description	Directions				Help on this Page
Course Outcomes	Review Method				
🛷 Curriculum Map - Optional					
2009-2010 Assessment Cycle	Text and Image Section			🖋 Edit 🛛 🗴	Delete Section
\land Assessment Plan					
\land Assessment Findings					
\land Action Plan					
🛷 Status Report					
\land Syllabus					
🛷 General Studies Inclusion					
2010-2011 Assessment Cycle					
\land Assessment Plan					
🛷 Assessment Findings					
\land Action Plan					
🛷 Status Report					
\land Syllabus					
2011-2012 Assessment Cycle					
\land Assessment Plan					
\land Assessment Findings					
\land Action Plan					
\land Status Report	Add: Text & Image				

7. You will see a screen that says *Check In Successful* at the top. If you'd like, you can add comments on the updates you made that will be recorded in the log for future reference. Click *Submit Comment* after entering in your comment. If you do not want to add in a comment, click *Return to Work Area* at the top

of the screen

▼ EXPAND ALL COLLAPSE ALL	Check In Successful
General Information	You have checked in the following area : Standing Requirements : Catalog Course Description
Standing Requirements	(← Return to Work Area)
Catalog Course Description	
Course Outcomes	Optional
Curriculum Map - Optional	Check in all other areas checked out by you (not applicable).
2009-2010 Assessment Cycle	Add comment to the revision history log :
Assessment Plan	
Assessment Findings	
🛷 Action Plan	
🛷 Status Report	
Syllabus	What would you like to do next?
General Studies Inclusion	Return to Work Area
2010-2011 Assessment Cycle	O Go to Submission Area
🛷 Assessment Plan	Submit Comment
Assessment Findings	
\land Action Plan	
🛷 Status Report	
i Syllabus	
2011-2012 Assessment Cycle	
🛷 Assessment Plan	
🛷 Assessment Findings	
\land Action Plan	
🛷 Status Report	