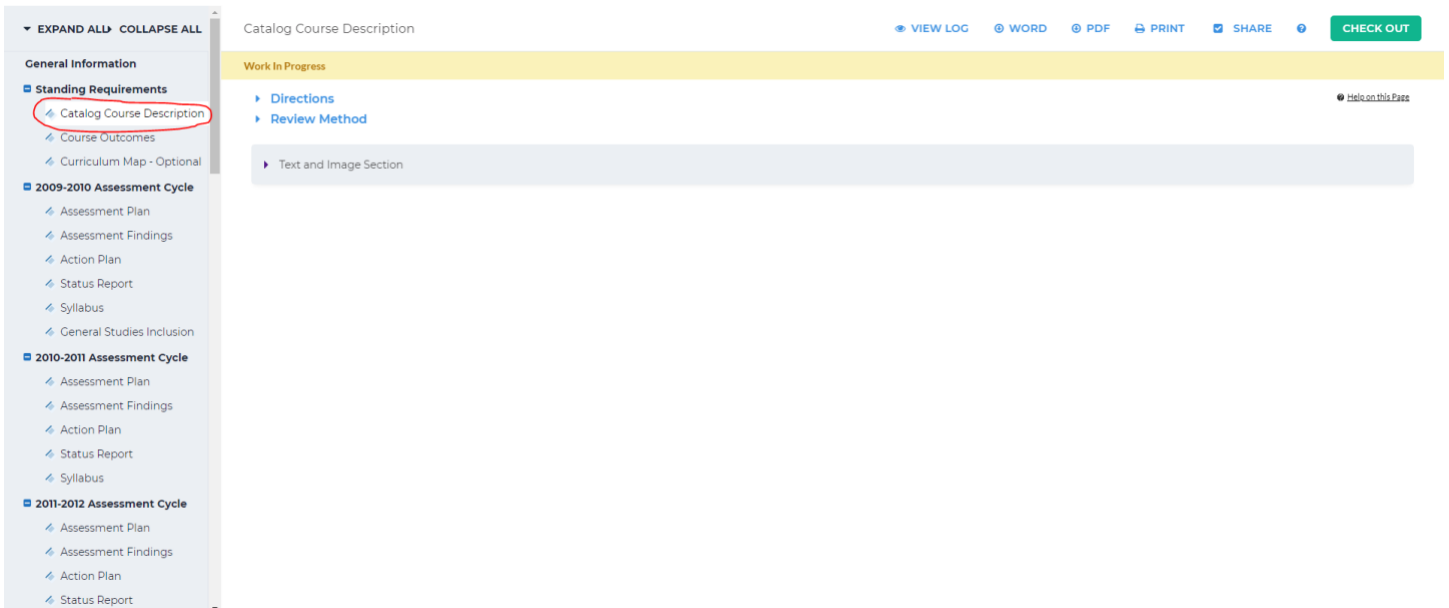


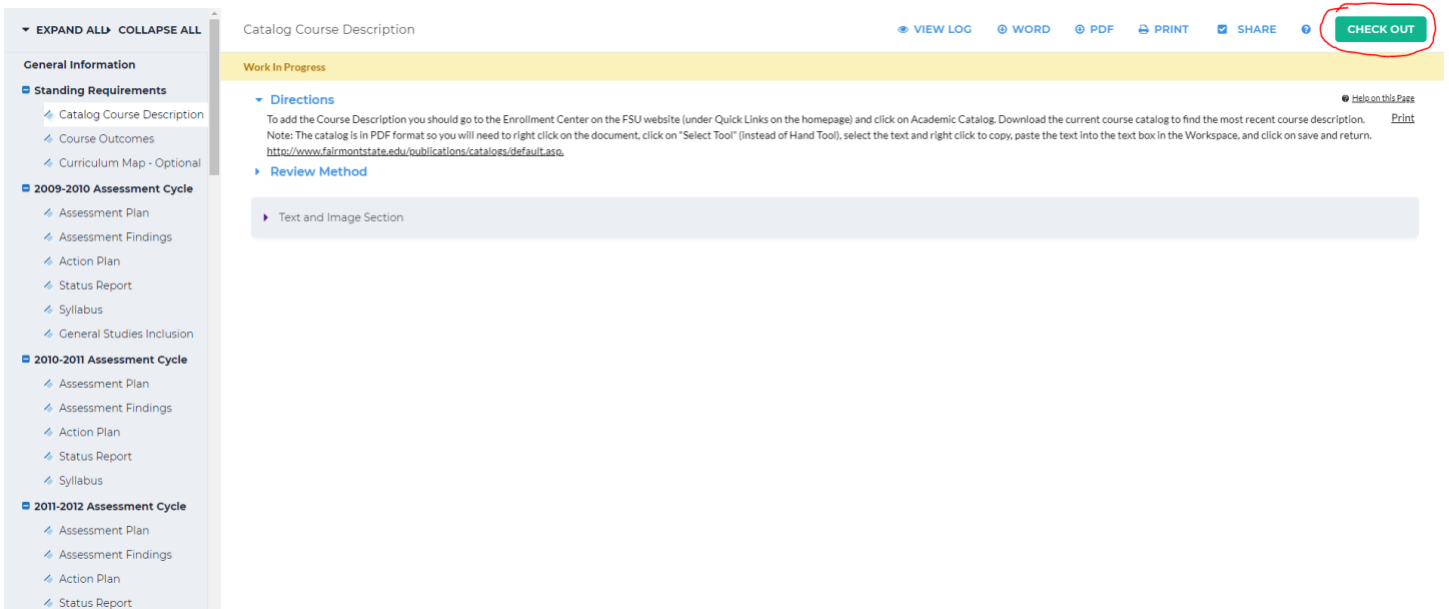
Course Catalog Description

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



The screenshot shows the 'Catalog Course Description' page in Taskstream. On the left sidebar, under 'Standing Requirements', the 'Catalog Course Description' item is circled in red. The main content area shows a 'Work In Progress' status bar, followed by expandable sections for 'Directions', 'Review Method', and 'Text and Image Section'. In the top right corner, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a green 'CHECK OUT' button.

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



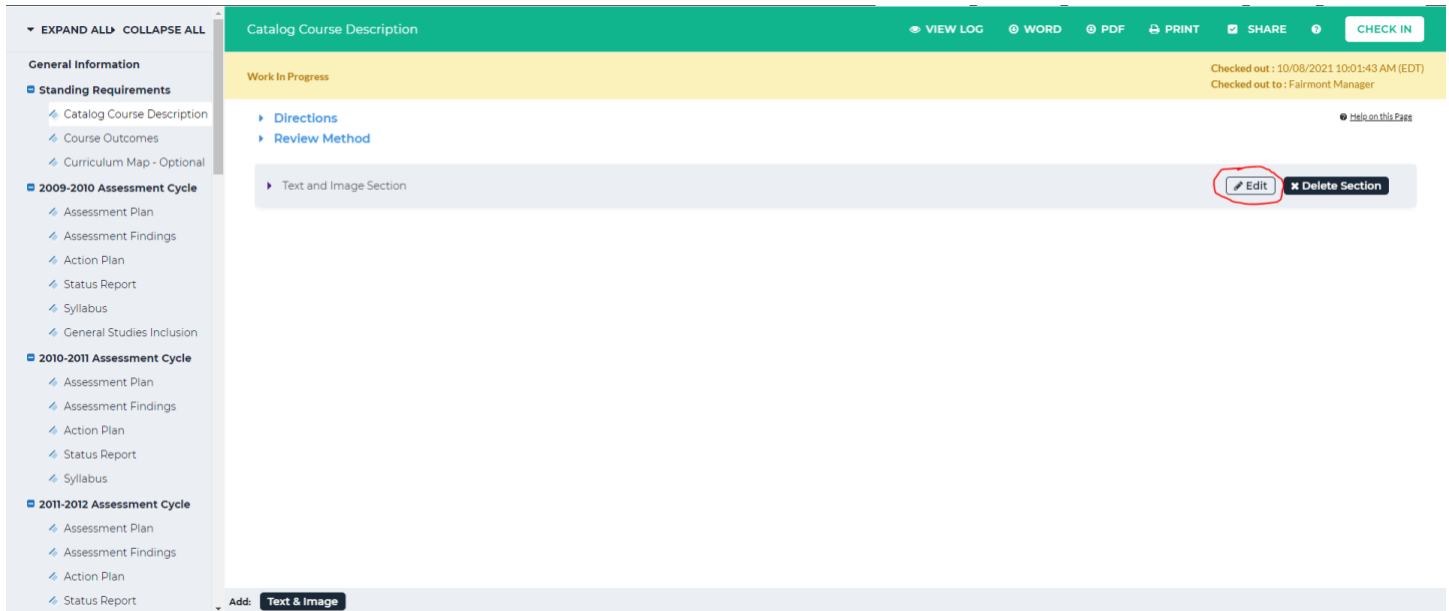
The screenshot shows the 'Catalog Course Description' page with the 'Directions' section expanded. The text under 'Directions' is visible, including instructions on how to add the course description and a link to the catalog. The 'CHECK OUT' button in the top right corner is circled in red. The left sidebar remains the same as in the previous screenshot.

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

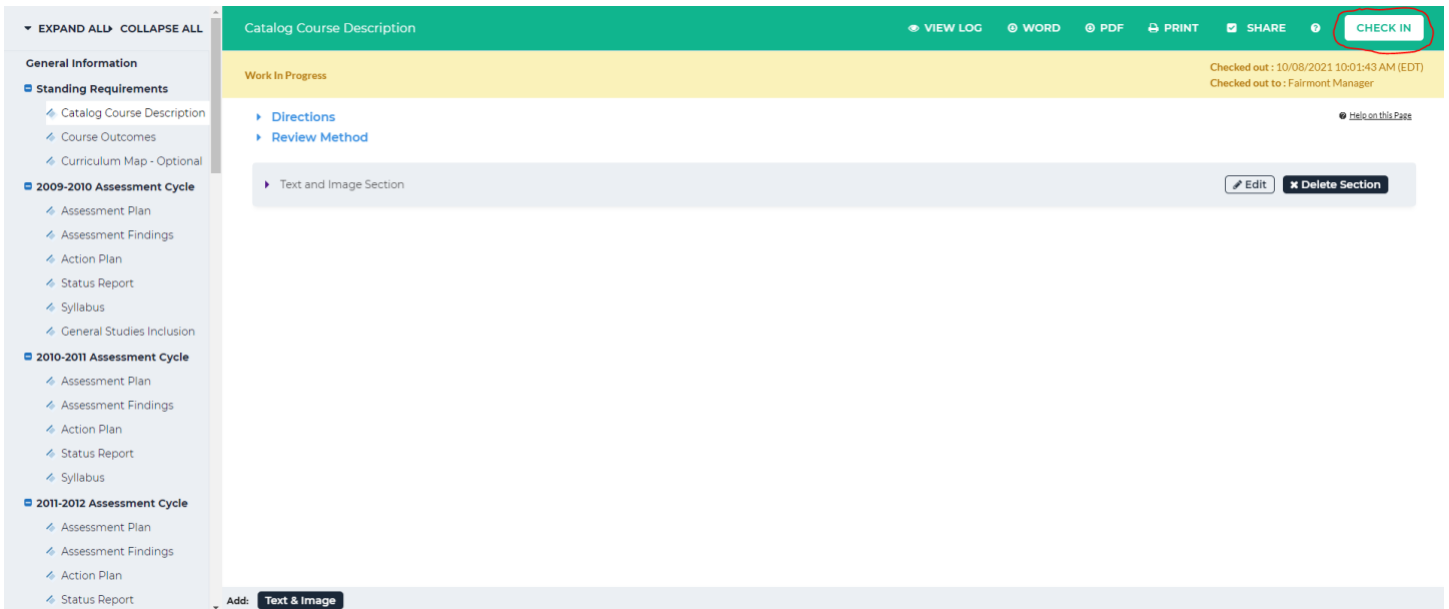
A new page will open with a textbox; paste in the course catalog description that was copied in the previous step. To add an image to this section, click *Add an image to your text section*. Adding an image is optional.

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

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*



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



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

You have checked in the following area: Standing Requirements : Catalog Course Description

[← 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

General Information

- Standing Requirements
 - Catalog Course Description
 - Course Outcomes
 - Curriculum Map - Optional
- 2009-2010 Assessment Cycle
 - Assessment Plan
 - 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