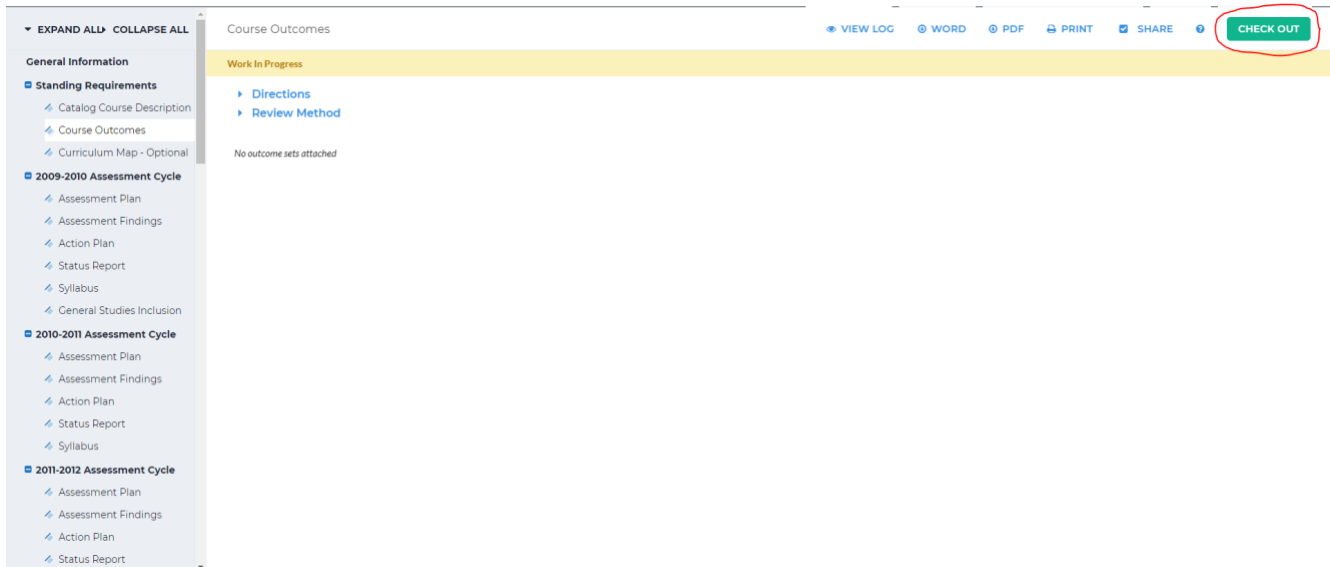
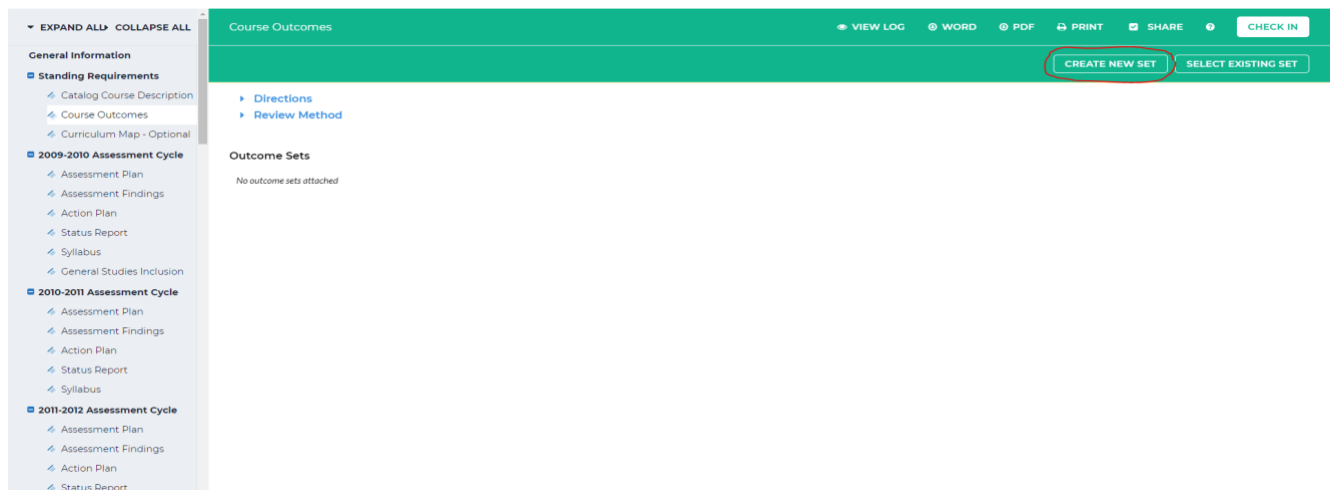


Course Outcomes

1. Log into Taskstream, and select the course you want to edit
2. Once in the course, select *Course Outcomes* in the panel on the left-hand side of the screen
3. Click *Check Out* in the upper right-hand corner of the screen



4. Unless an outcome was created previously for this course, you will need to create a new outcome set. Click *Create New Set* in the upper left-hand corner. If an outcome set was created previous, click *Select Existing Set* and select the outcome set you would like to apply to this course

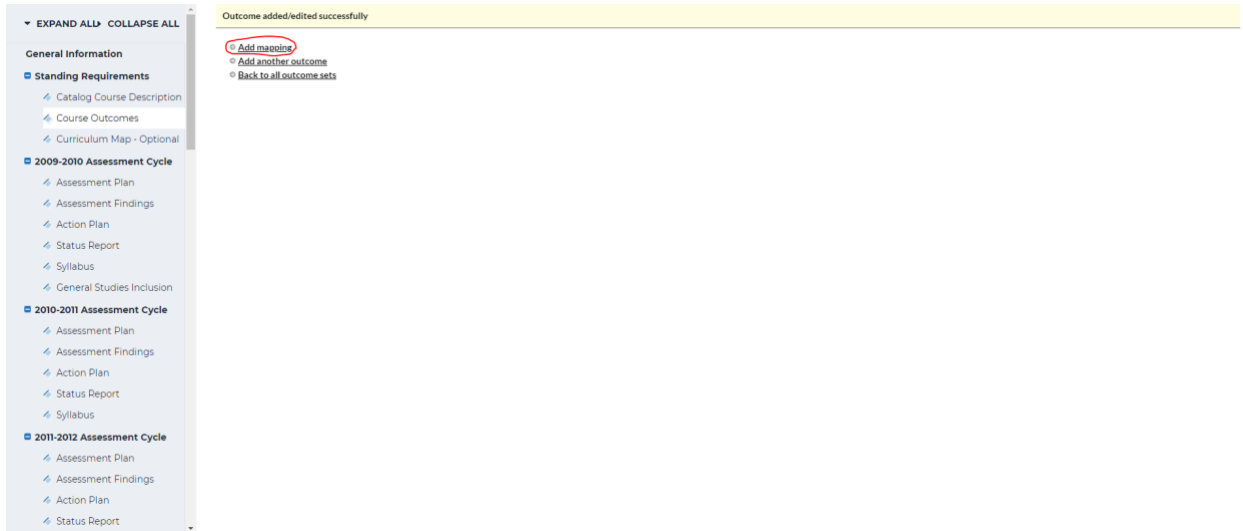


5. Enter in the *Set Name*. If you will have multiple outcome sets in this course and those sets will need to be aligned to this set, check the box next to *Designate Alignment/Mapping Preference*. Click *Continue*.
6. Once your outcome set is created, click *Create New Outcome* to start adding outcomes to the set

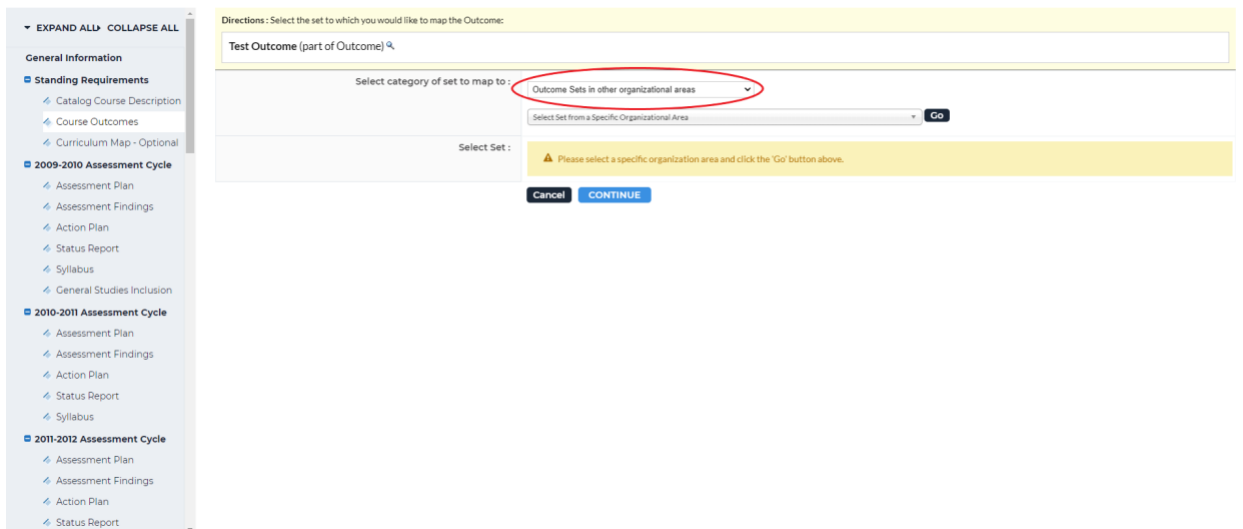
The screenshot displays the 'Course Outcomes' management interface. On the left is a sidebar with a tree view of course components. The top navigation bar includes 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' buttons. The main content area has a green header with 'CREATE NEW SET' and 'SELECT EXISTING SET' buttons. Below the header, there are links for 'Directions' and 'Review Method'. The 'Outcome Sets' section is expanded, showing a 'Test Outcome Set (Outcomes)' with a 'Remove Set' button. Underneath, there are 'Reorder' and 'Edit Set Name/Properties' buttons. A 'Create New Outcome' button is highlighted with a red circle.

7. Type the name of the outcome in the *Outcome* text box. You may enter in a description of the outcome in the *Description* text box. When you are finished, click *Continue* at the bottom of the page. If you are not ready to create an outcome, you can click *Cancel* to go back to the previous screen

8. To map the outcome, click *Add mapping* on the next screen



9. You can map the outcome to one of the following areas: goal sets distributed to this course, outcome sets in this course, or outcome sets in other organizational areas. The most common mapping is to the Common Core Curriculum. To map to an outcome in this set, select *Outcome Sets in other organizational areas* from the dropdown beside *Select category of set to map to*



10. From the second dropdown, type in “common” and *Common Core Curriculum* will appear; select that then click *Go*

Directions: Select the set to which you would like to map the Outcome:

Test Outcome (part of Outcome) 🔍

Select category of set to map to: Outcome Sets in other organizational areas

+ Common Core Curriculum **Go**

Select Set:

⚠️ Please select a specific organization area and click the 'Go' button above.

Cancel CONTINUE

11. Select the button next to *Core Curriculum Learning Outcomes 2021 to Present* and click *Continue*

Directions: Select the set to which you would like to map the Outcome:

Test Outcome (part of Outcome) 🔍

Select category of set to map to: Outcome Sets in other organizational areas

+ Common Core Curriculum **Go**

Select Set: **Core Curriculum Learning Outcomes 2021 to Present**
Owned by Common Core Curriculum

Cancel **CONTINUE**

12. Find the outcome you would like to map to (you can select multiple) and click the box next to the outcome

Directions: Select the outcome within Core Curriculum Learning Outcomes 2021 to Present to which to map Test Outcome.

Test Outcome (part of Outcome) 🔍

Core Curriculum Learning Outcomes 2021 to Present
Owned by Common Core Curriculum

Basic Skills

Outcome

- Outcome 1: First Year Seminar
Students will apply academic tools, utilize campus resources, and actively participate in order to successfully transition into and through the first year of college.
- Outcome 2: Written Communication
Students will be able to read critically and reflectively and be able to use writing to communicate effectively with an audience.
- Outcome 3: Oral Communication
Students will be able to demonstrate communication skills in argument and reasoning, the analysis and use of evidence, persuasion, and oral presentations.
- Outcome 4: Mathematics
Students will be able to use appropriate symbolic manipulation skills and problem-solving methods to model problems and reach logical conclusions, and correctly use the language of mathematics to communicate conclusions and solutions.

Critical Reasoning in the Disciplines

Outcome

- Outcome 5: Humanities
Students will be able to understand the basic elements of the humanities and the role that language, literature, and/or history plays in their daily lives.
- Outcome 6: Fine Arts
Students will be able to demonstrate the ability to analyze or interpret works of fine art using the language of criticism relevant to the form of study or to create works of fine art using the appropriate processes.
- Outcome 7: Natural Sciences
Students will demonstrate proficiency with scientific content and data analysis to address real world problems, and recognize the limitations of the scientific process.
- Outcome 8: Social Sciences
Students will be able to apply concepts and prevailing theories within the social and behavioral sciences.

Personal Development

Outcome

- Outcome 9: Citizenship
Students will be able to explain the responsibilities of citizens, how to participate in the democratic process and how to contribute to civil society.
- Outcome 10: Global Awareness
Students will develop the awareness and knowledge to understand the complexity of intercultural connections and to live and work in a global society.

13. Once you have selected the outcome(s) you would like to map to, click *Continue* in the upper right-hand corner

Directions: Select the outcome within Core Curriculum Learning Outcomes 2021 to Present to which to map Test Outcome.

Test Outcome (part of Outcome) 🔍

Core Curriculum Learning Outcomes 2021 to Present
Owned by Common Core Curriculum

Basic Skills

Outcome

- Outcome 1: First Year Seminar
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Critical Reasoning in the Disciplines

Outcome

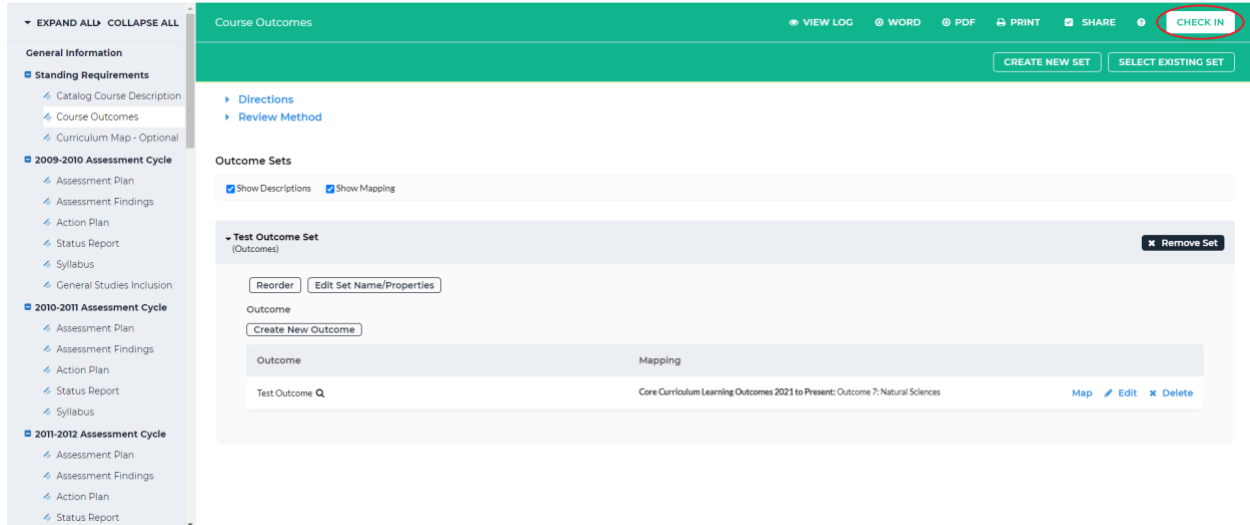
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14. On the next screen, you will see your outcome and its mapping; to add another mapping, click *Map* then *Create New Mapping* and follow steps 9-13. When you are done mapping, click *Check In* in the upper right-hand corner



15. 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

