

Additional Documentation

The Additional Documentation space is an optional space where documentation that doesn't fit in the other spaces can be added.

1. Log into Taskstream and go to the degree program you would like to edit
2. Click the current year *Implementation* in the column on the right-hand side, then click

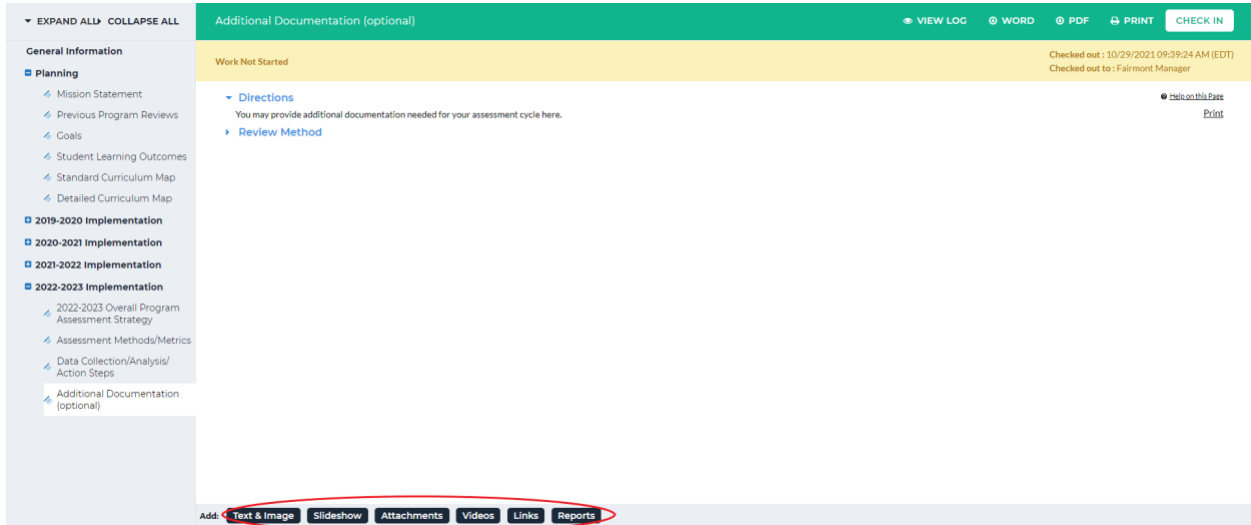
Additional Documentation

The screenshot shows the 'Additional Documentation (optional)' page in Taskstream. On the left is a navigation menu with sections: 'General Information', 'Planning' (with sub-items: Mission Statement, Previous Program Reviews, Goals, Student Learning Outcomes, Standard Curriculum Map, Detailed Curriculum Map), '2019-2020 Implementation', '2020-2021 Implementation', '2021-2022 Implementation', and '2022-2023 Implementation' (which is circled in red). The main content area has a yellow header 'Work Not Started' and a 'Directions' section with the text 'You may provide additional documentation needed for your assessment cycle here.' and a 'Review Method' link. In the top right corner, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', and 'CHECK OUT'.

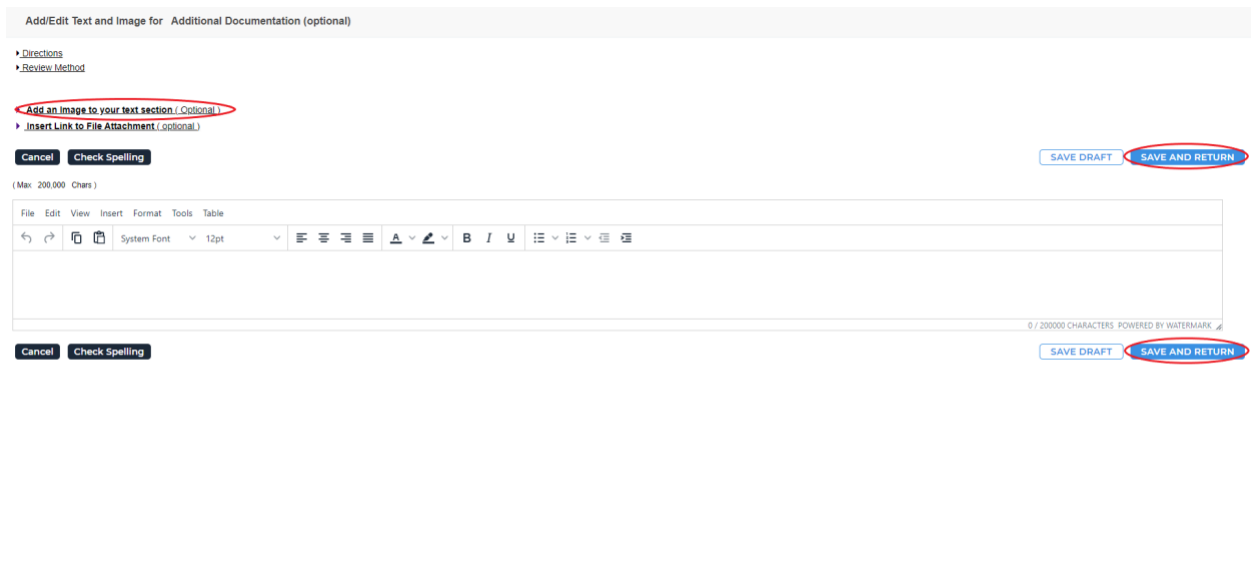
3. Click *Check Out* in the upper right-hand corner

This screenshot is identical to the previous one, showing the 'Additional Documentation (optional)' page. The 'CHECK OUT' button in the top right corner is circled in red, indicating the next step in the process.

4. You can add any of the following formats as additional documentation: text and image, slideshow, attachments, videos, and links. Reports will not be utilized. Click the format you want to add at the bottom of the screen



5. (Text & Image) Clicking *Text & Image* will bring you to a screen with a textbox. You can also add an image by click *Add an image to your text section*. When you are finished adding the text/image, click *Save and Return* in the upper or lower right-hand corner



6. (Slideshow) Clicking *Slideshow* will bring you to a screen asking for a slideshow title. Once you have entered that in, click *Create Slideshow* below the textbox

Add/Edit Slideshow for Additional Documentation (optional)

• Directions
• Review Method

Slideshow Title :

Cancel CREATE SLIDESHOW

To add an image to the slideshow, click *Choose File* on the left-hand side of the screen. Optionally, you can add a description in the textbox below *Choose File*. Once you have chosen the image, click *Add image* at the bottom of the box

Add/Edit Slideshow for Additional Documentation (optional)

• Directions
• Review Method

Cancel DELETE ENTIRE SLIDESHOW SAVE SAVE AND RETURN

Add New Slideshow Image

Name Image :

Select File : No file chosen

Description : (Optional)

Check Spelling Add Image

Slideshow Title :

Current Slideshow Images :
No images added yet

Cancel DELETE ENTIRE SLIDESHOW SAVE SAVE AND RETURN

You can view the image(s) you attached by clicking on the image name. Once you are done adding images, click *Save and Return* in the upper or lower right-hand corner

Add/Edit Slideshow for Additional Documentation (optional)

• Directions
• Review Method

Cancel

DELETED ENTIRE SLIDESHOW SAVE **SAVE AND RETURN**

Add New Slideshow Image

Name Image :
Select File :
Choose File | No file chosen
Description : (Optional)

Check Spelling Add Image

Slideshow Title :
Test Slideshow

Current Slideshow Images :
1. PSU Wallpaper Falcon.jpg

Edit Remove All Move Up Move Down Remove Selected

Cancel

DELETED ENTIRE SLIDESHOW SAVE **SAVE AND RETURN**

7. (Attachments) Clicking *Attachments* will bring you to a screen where you can upload an attachment from your computer. To do this, click *Upload from Computer*, select the file you want to upload, then click *Save and Return* in the bottom right-hand corner

Add/Edit Attachments for Additional Documentation (optional)

• Directions
• Review Method

Add New Attachment

Select File :
 Upload from Computer
 Attach a previously uploaded file
 An artifact created in Taskstream (Rubric, Web page, etc.)

No files have been attached yet.

Cancel

SAVE AND RETURN

8. (Videos) Clicking *Videos* will bring you to a screen where you can upload a video from your computer. To do this, select *Choose File* and add in the requested information. Click *Add File* to upload the video. Once you are done uploading the video, click *Save and Return* in the bottom right-hand corner

Add/Edit Video for Additional Documentation (optional)

► Directions
► Review Method

Add New Video No files have been attached yet.

Select File :
 A video saved on your computer
 Choose File No file chosen
 Attach a previously uploaded video

Name File :

Play Length : (Optional)
 minutes

Description : (Optional)

9. (Links) Clicking *Links* will bring you to a page where you can enter in a link. Just copy the website link and paste it in the *Website URL* textbox. You can test the link by clicking *Test Link* beside the textbox. Click *Add Link* to upload the link. Once you are done adding the link, click *Save and Return* in the upper or lower right-hand corner

Add/Edit Web Links for Additional Documentation (optional)

► Directions
► Review Method

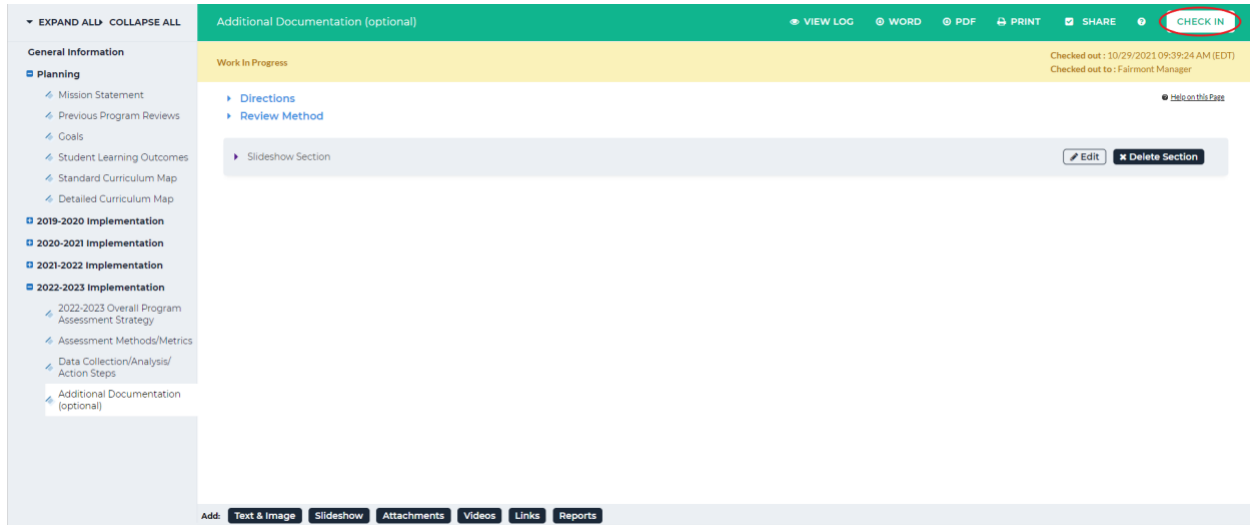
Add New Web Link No links have been attached yet.

Name link :

Website URL :

Description : (Optional)

10. When you are done adding attachments, click *Check In* in the upper right-hand corner



11. 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

