

Detailed Curriculum Map

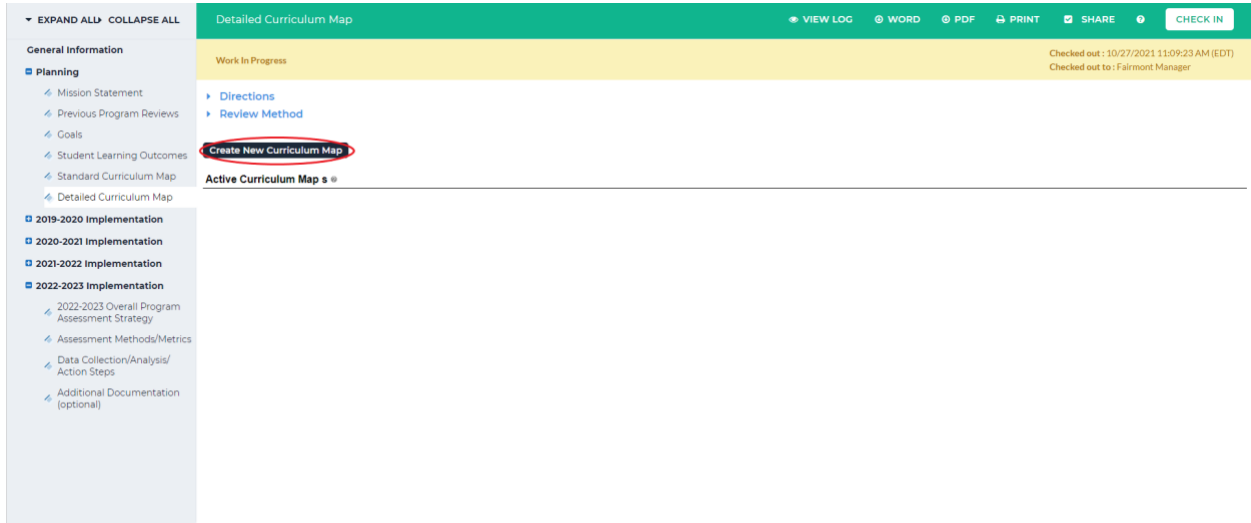
1. Log into Taskstream and go to the degree program you would like to edit
2. Click *Planning* in the column on the right-hand side, then click *Detailed Curriculum Map*

The screenshot shows the 'Detailed Curriculum Map' page in Taskstream. The left sidebar has a navigation menu with 'Planning' and 'Detailed Curriculum Map' circled in red. The main content area shows 'Work In Progress' and 'Active Curriculum Maps'. The top right corner has a 'CHECK OUT' button.

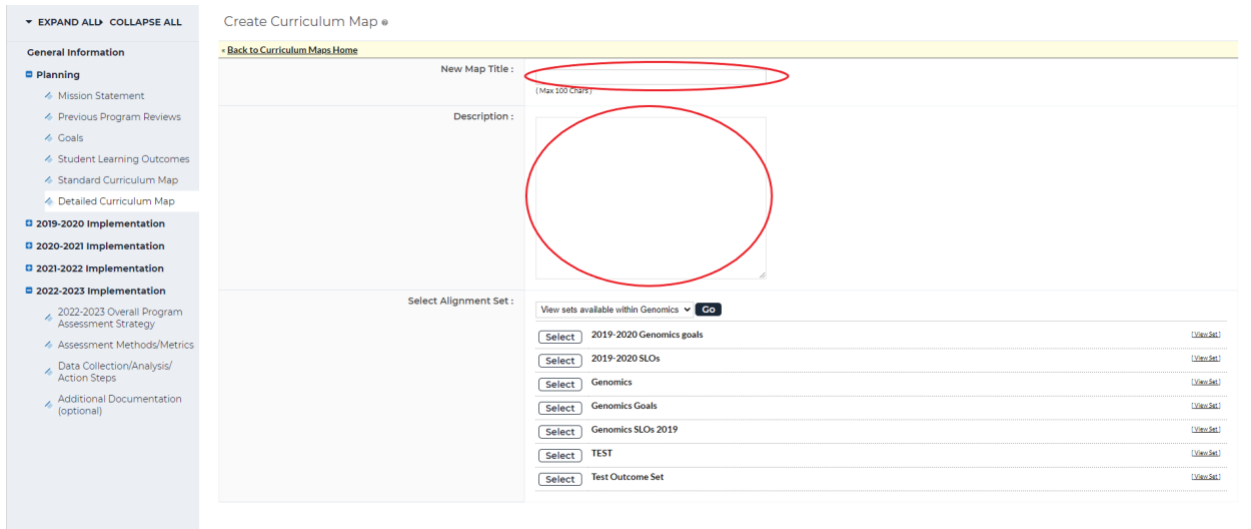
3. Click *Check Out* in the upper right-hand corner

The screenshot shows the 'Detailed Curriculum Map' page in Taskstream. The 'CHECK OUT' button in the top right corner is circled in red. The left sidebar and main content area are the same as in the previous screenshot.

4. Click *Create New Curriculum Map* on the left-hand side of the screen



5. Type in the map title in the *New Map Title* textbox and a description for this map in the *Description* textbox



6. Click *Select* beside the set you want to align with this map. If you would like to align this map to a different set, click the dropdown beside *Select Alignment Set*, click *Go* and select one of those sets

The screenshot shows the 'Create Curriculum Map' interface. On the left is a sidebar with navigation options under 'General Information' and 'Planning'. The main area has a 'New Map Title' field (max 100 chars) and a 'Description' text area. Below is the 'Select Alignment Set' dropdown, which is open to show a list of sets: '2019-2020 Genomics goals', '2019-2020 SLOs', 'Genomics', 'Genomics Goals', 'Genomics SLOs 2019', 'TEST', and 'Test Outcome Set'. Each set has a 'Select' button and a 'View Set' link. A red circle highlights the 'Go' button next to the 'Genomics' dropdown menu, and a red arrow points to the 'Go' button next to the 'Test Outcome Set' row.

7. The new map should open in a new window; if it does not, click *Edit map* on the right-hand side of the screen on your map

The screenshot shows the 'Detailed Curriculum Map' interface. At the top, there are navigation options: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. Below is a 'Work In Progress' section with 'Directions' and 'Review Method' links. A 'Create New Curriculum Map' button is visible. The 'Active Curriculum Maps' section shows a list of maps, with the first one being 'Test Detailed Map'. The 'Edit Map' button for this map is circled in red.

8. There is a default category called *Courses and Learning Activities*; you can add courses and activities to this category or create a new category. To add a course to this category, click the blue + next to *Course and Learning Activities*

Test Detailed Map
Courses and Activities Mapped to Test Outcome Set

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

Test Type
This is a test outcome.
Test
Test

Courses and Learning Activities

No courses/activities in this category. Use the 'Insert Course' quick link + to start adding courses in this category.

Legend: **I** Introduced **R** Reinforced **M** Mastered **IRM** Intro, Reinforced, Mastered **RM** Reinforce and Mastered **ID** Introduced and Reinforced

9. You will be asked to enter in a Course/Activity ID, Course/Activity Title, and optionally a Description. Once you have finished entering in that information, click *Create* at the bottom the box

Test Detailed Map
Courses and Activities Mapped to Test Outcome Set

ACTIONS SAVE NOW

Show Outcome Descriptions Show Course/Activity Detail

+ Courses and Learning Activities

No courses/activities in this category. Use the 'Insert Course' quick link + to start adding

Create a New Course or Activity

Course/Activity ID: (Max 15 Chars)

Course/Activity Title: (Max 100 Chars)

Description: Optional (Max 1000 Chars)

Link: Optional (Max 100 Chars)

Legend: **I** Introduced **R** Reinforced **M** Mastered **IRM** Intro, Reinforced, Mastered **RM** Reinforce and Mastered **ID** Introduced and Reinforced

10. You will now see your course/activity under *Courses and Learning Activities*. If you'd like to add a course/activity to a different category, click *Actions* in the upper right-hand corner and select *Create New Category* from the dropdown

The screenshot shows the 'Test Detailed Map' interface. At the top right, there is an 'ACTIONS' dropdown menu and a 'SAVE NOW' button. The dropdown menu is open, showing several options: 'Manage Alignment Set', 'Create New Category' (highlighted with a red circle), 'Create New Course/Activity', 'Copy from Another Map', 'Print View', and 'Export to PDF'. Below the menu, the main area displays 'Test Type' and 'Courses and Learning Activities'. A legend at the bottom identifies various alignment codes: I (Introduced), R (Reinforced), M (Mastered), IRM (Intro, Reinforced, Mastered), RM (Reinforce and Mastered), and IR (Introduced and Reinforced).

11. Fill in the category name and optionally a description. Once you have entered that in, click *Create* at the bottom of the box

The screenshot shows the 'Test Detailed Map' interface with a modal dialog box open for creating a new category. The dialog box has a title bar with 'Optional' and a close button. It contains a text input field for the category name, a description field, and a 'Check Spelling' button. At the bottom of the dialog, there are 'Cancel' and 'CREATE' buttons, with 'CREATE' highlighted by a red circle. The background interface is dimmed, showing the 'Test Type' and 'Courses and Learning Activities' sections.

12. To add a course/activity in this category, follow steps 8-9 above for the new category

13. In the table, you can click the word *Click* to change the status. Each click will change the status. The order of the status goes **Introduced, Reinforced, Mastered, Intro, Reinforced, Mastered, Reinforce and Mastered, and Introduced and Reinforced.**

You can see this displayed in the Legend at the bottom of the screen

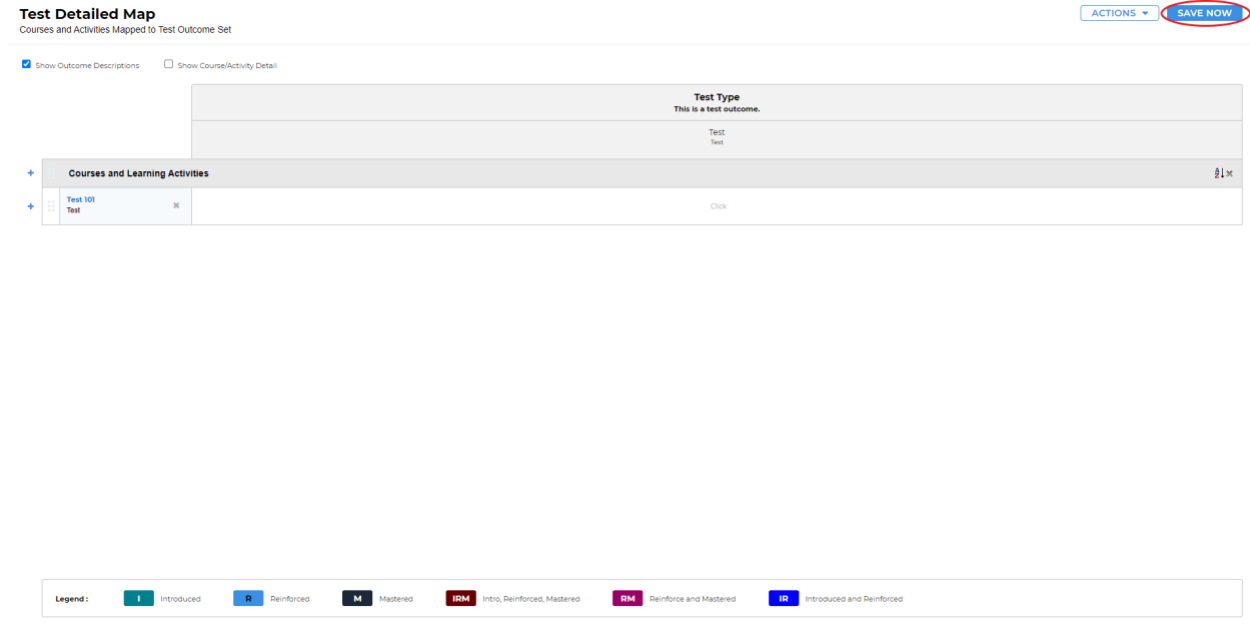
The screenshot displays the 'Test Detailed Map' interface. At the top, there are buttons for 'ACTIONS' and 'SAVE NOW'. Below these are two checkboxes: 'Show Outcome Descriptions' (checked) and 'Show Course/Activity Detail' (unchecked). The main content area features a table with the following structure:

Test Type	
This is a test outcome.	
Test	
Test	
+ Courses and Learning Activities	
+ Test 101	
Test	Click

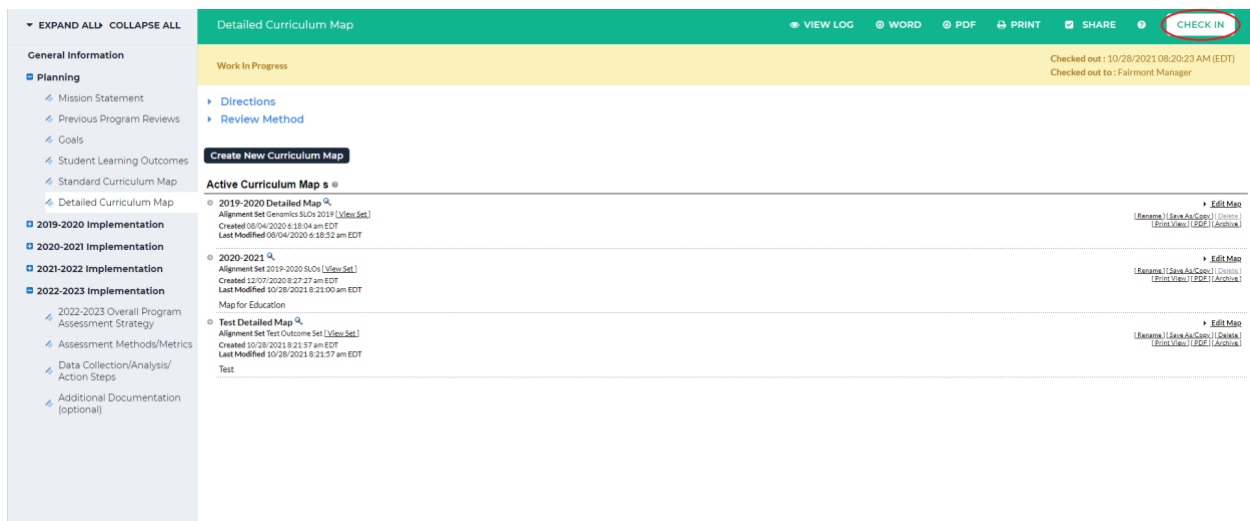
The 'Click' button in the table is circled in red. At the bottom of the screen, a legend is circled in red, showing the following status options:

- I** Introduced
- R** Reinforced
- M** Mastered
- IRM** Intro, Reinforced, Mastered
- RM** Reinforce and Mastered
- IR** Introduced and Reinforced

14. There is an autosave feature, but when you are finished it is recommended that you save manually. Click *Save Now* in the upper right-hand corner to save. When you have saved, you can close out of the window



15. If you need to add anything to the curriculum map, follow steps 7-14. Once you are finished adding everything into the curriculum map, click *Check In* in the upper right-hand corner



16. 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: Planning : Detailed Curriculum Map

[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

- Planning
 - Mission Statement
 - Previous Program Reviews
 - Goals
 - Student Learning Outcomes
 - Standard Curriculum Map
 - Detailed Curriculum Map
- 2019-2020 Implementation
- 2020-2021 Implementation
- 2021-2022 Implementation
- 2022-2023 Implementation
 - 2022-2023 Overall Program Assessment Strategy
 - Assessment Methods/Metrics
 - Data Collection/Analysis/Action Steps
 - Additional Documentation (optional)

