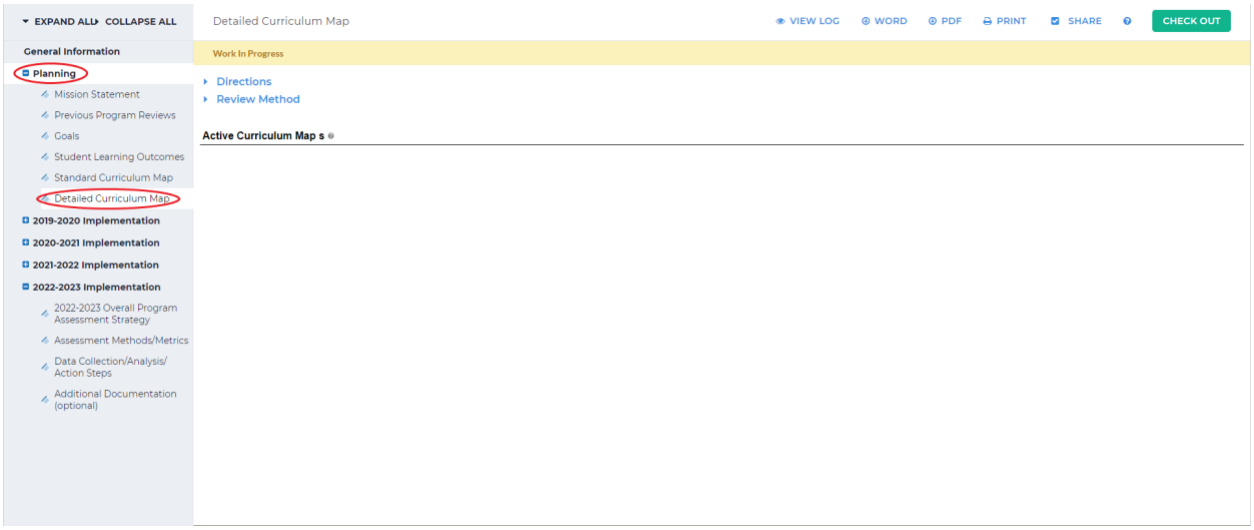
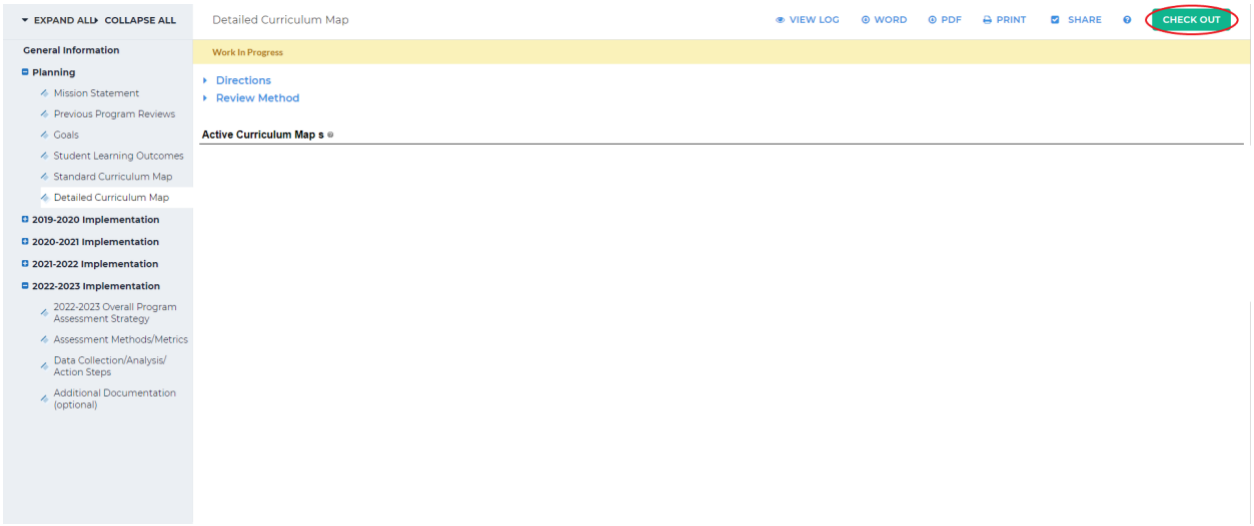
Detailed Curriculum Map

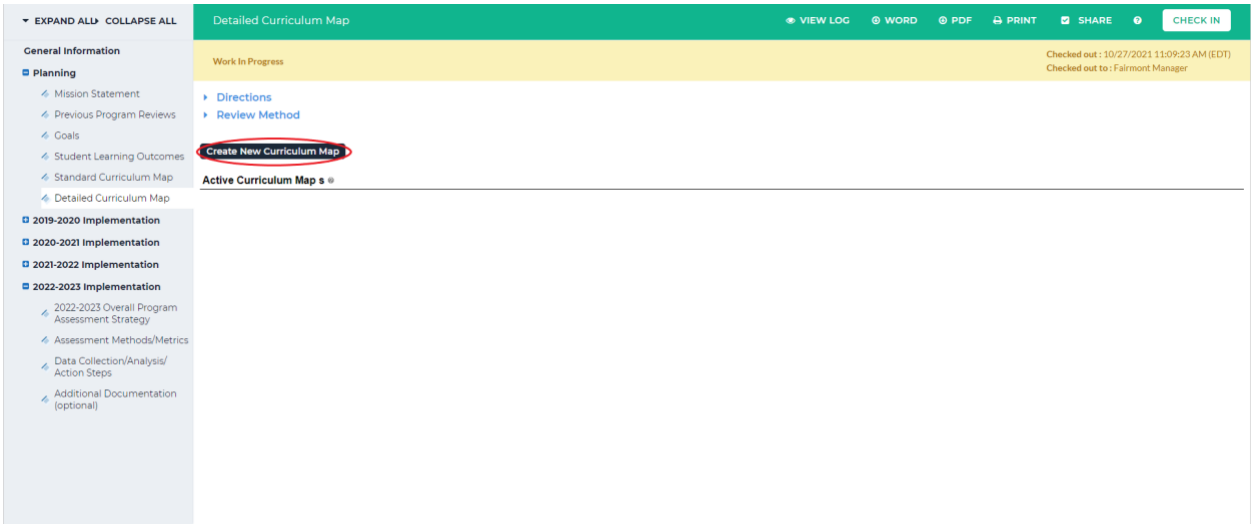
1. Log into Taskstream and go to the degree program you would like to edit
2. Click *Planning* in the column on the right-hand side, then click *Detailed Curriculum Map*



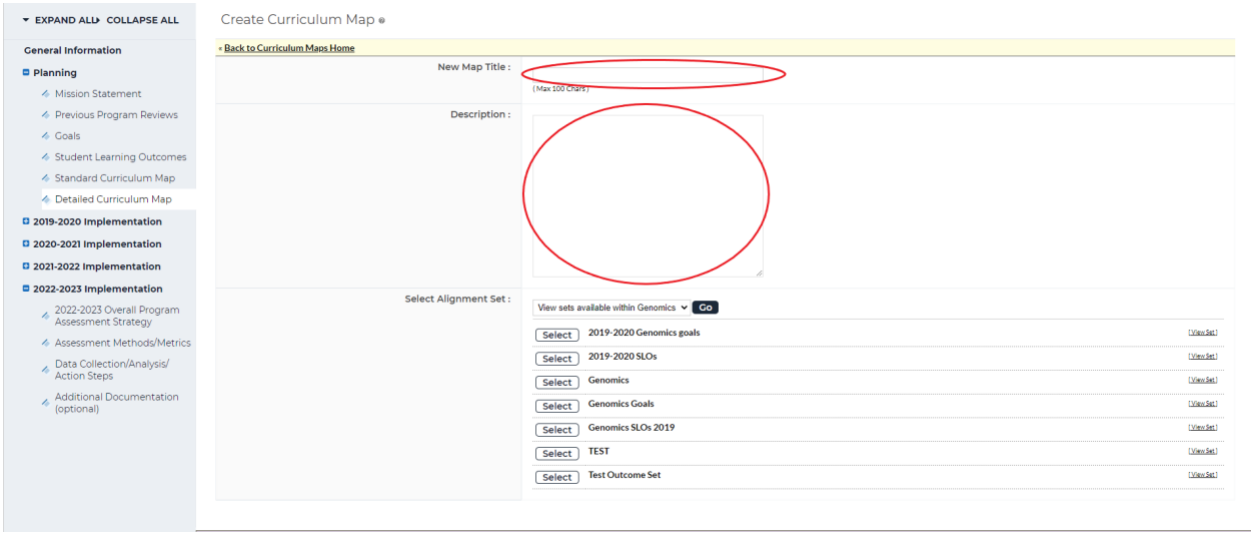
3. Click *Check Out* in the upper right-hand corner



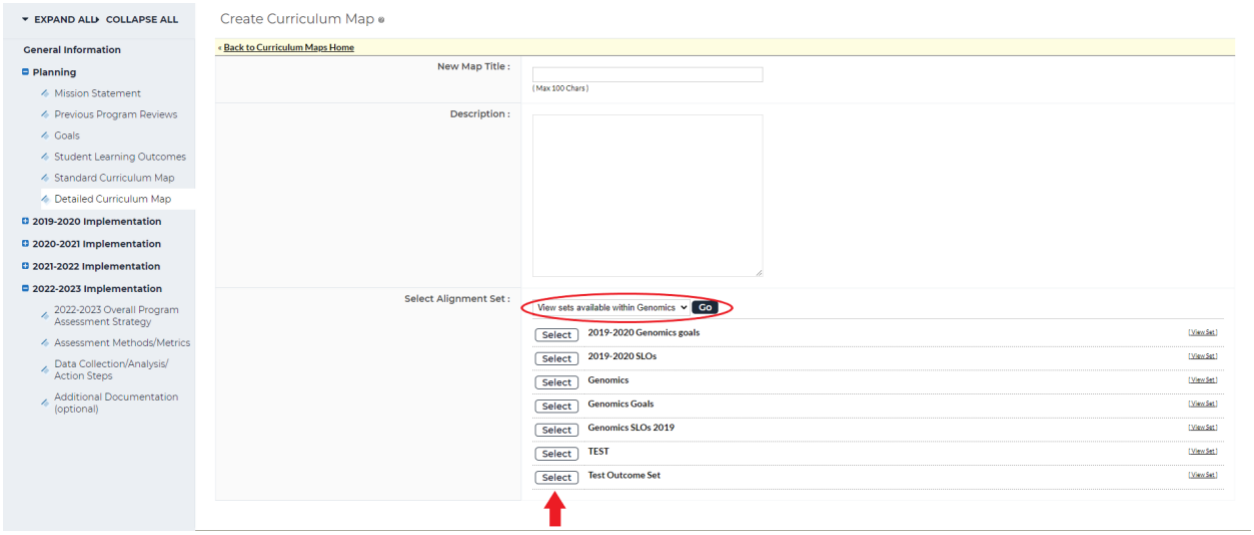
4. Click *Create New Curriculum Map* on the left-hand side of the screen



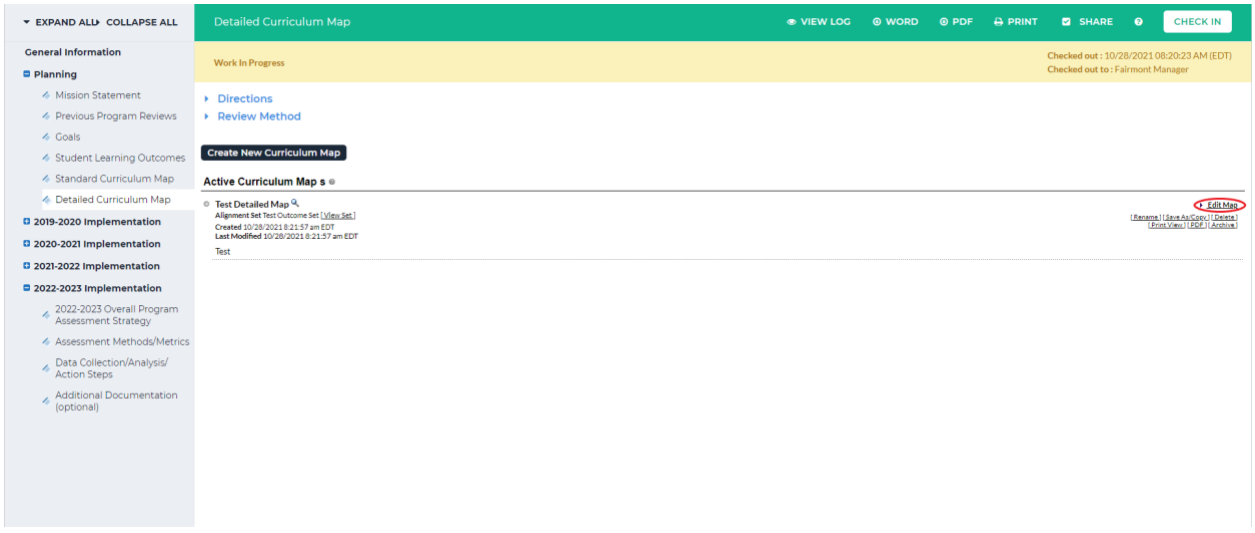
5. Type in the map title in the *New Map Title* textbox and a description for this map in the *Description* textbox



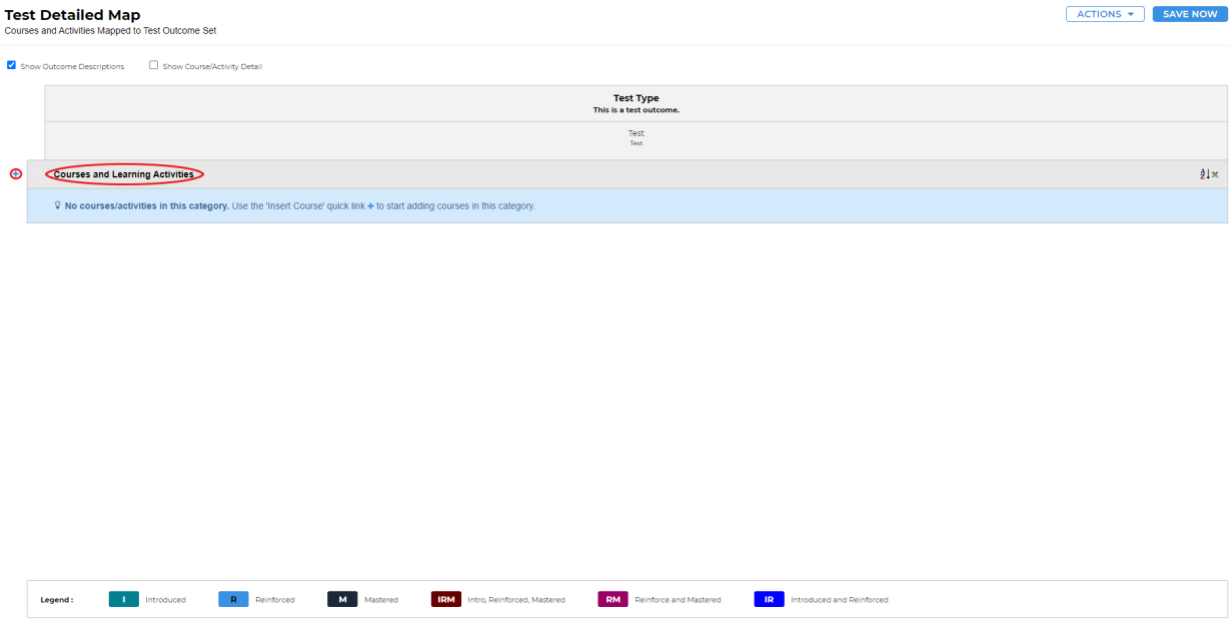
6. Click *Select* beside the set you want to align with this map. If you would like to align this map to a different set, click the dropdown beside *Select Alignment Set*, click *Go* and select one of those sets



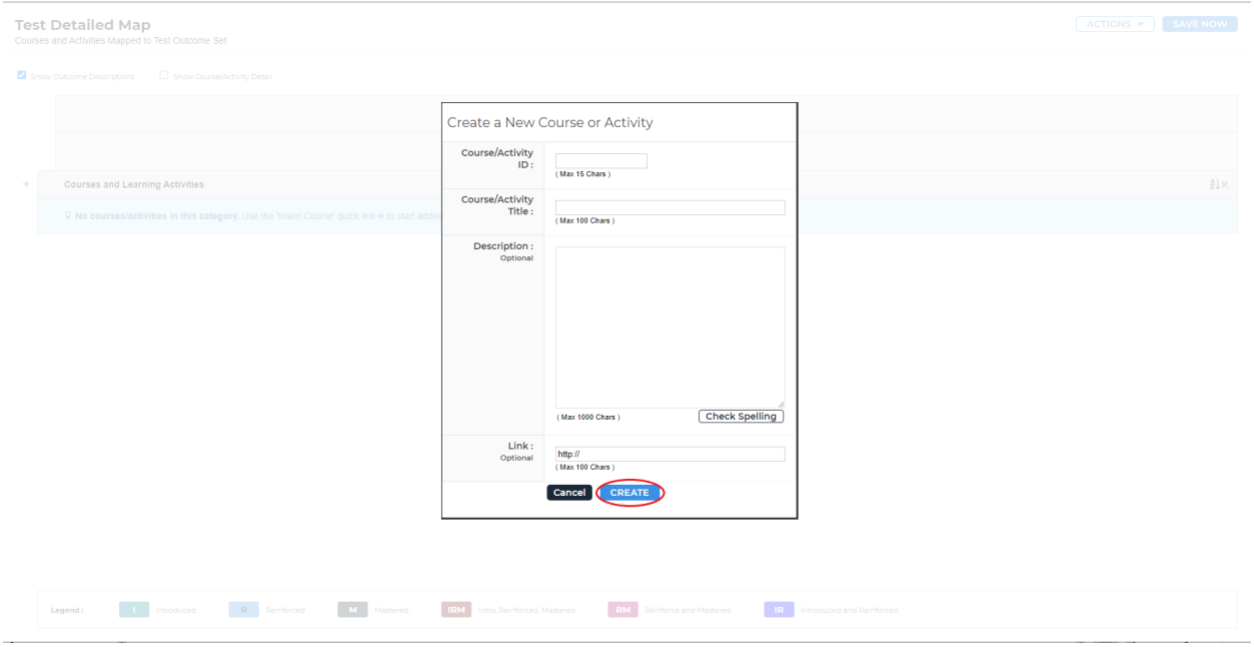
7. The new map should open in a new window; if it does not, click *Edit map* on the right-hand side of the screen on your map



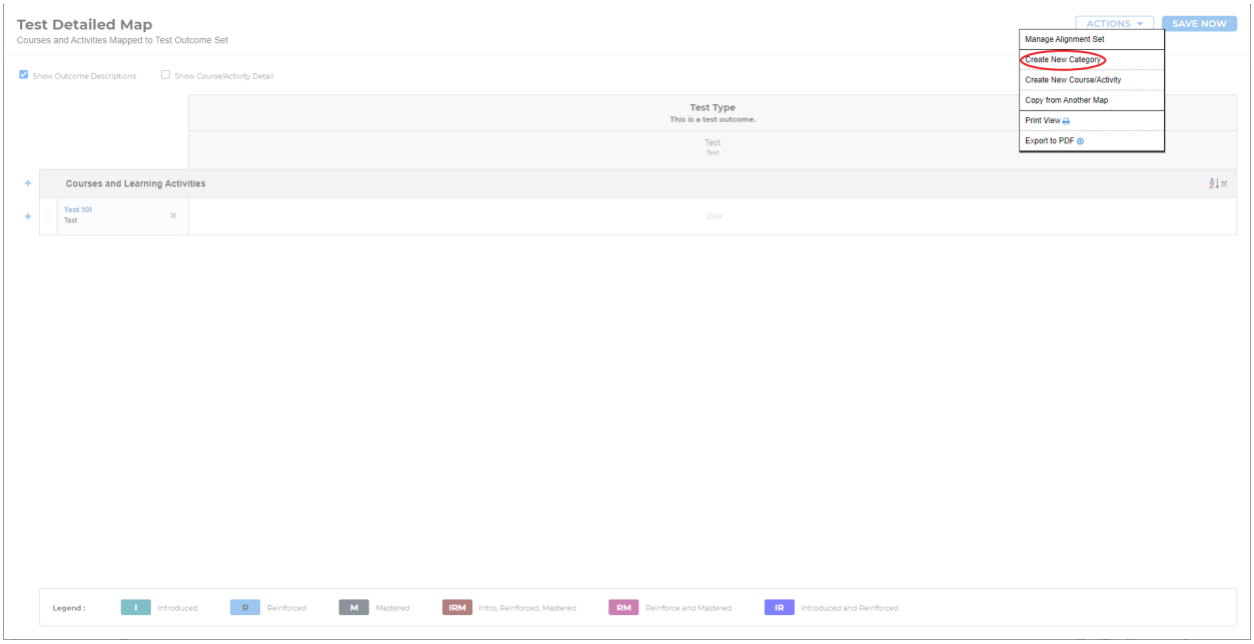
8. There is a default category called *Courses and Learning Activities*; you can add courses and activities to this category or create a new category. To add a course to this category, click the blue + next to *Course and Learning Activities*



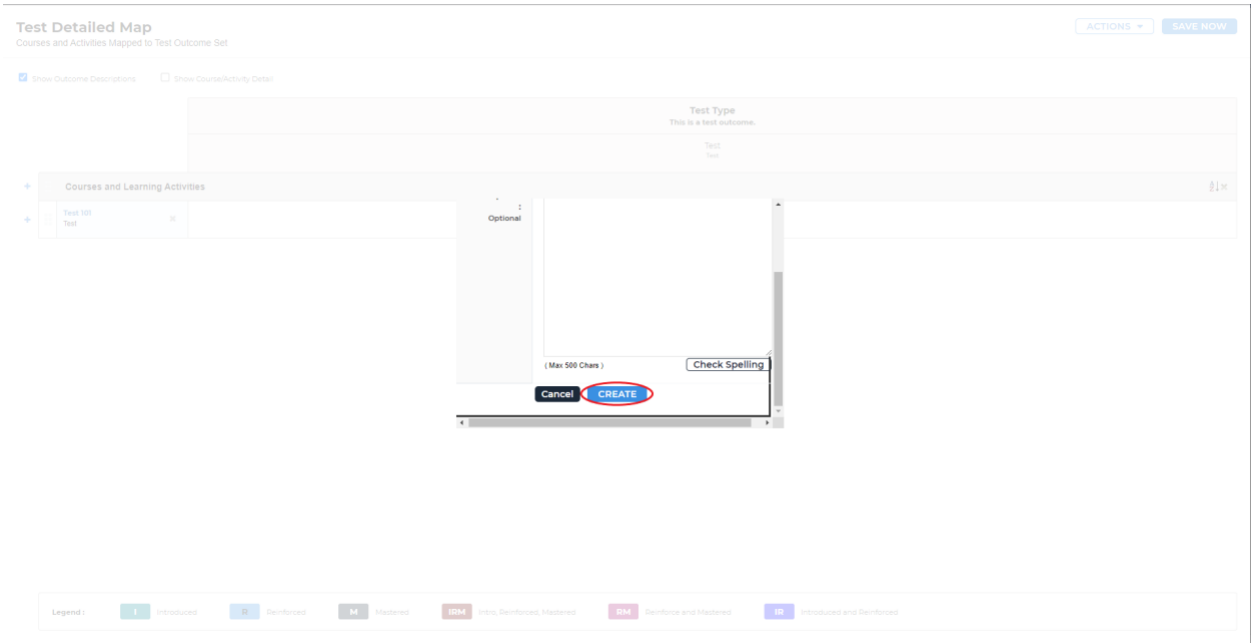
9. You will be asked to enter in a Course/Activity ID, Course/Activity Title, and optionally a Description. Once you have finished entering in that information, click *Create* at the bottom the box



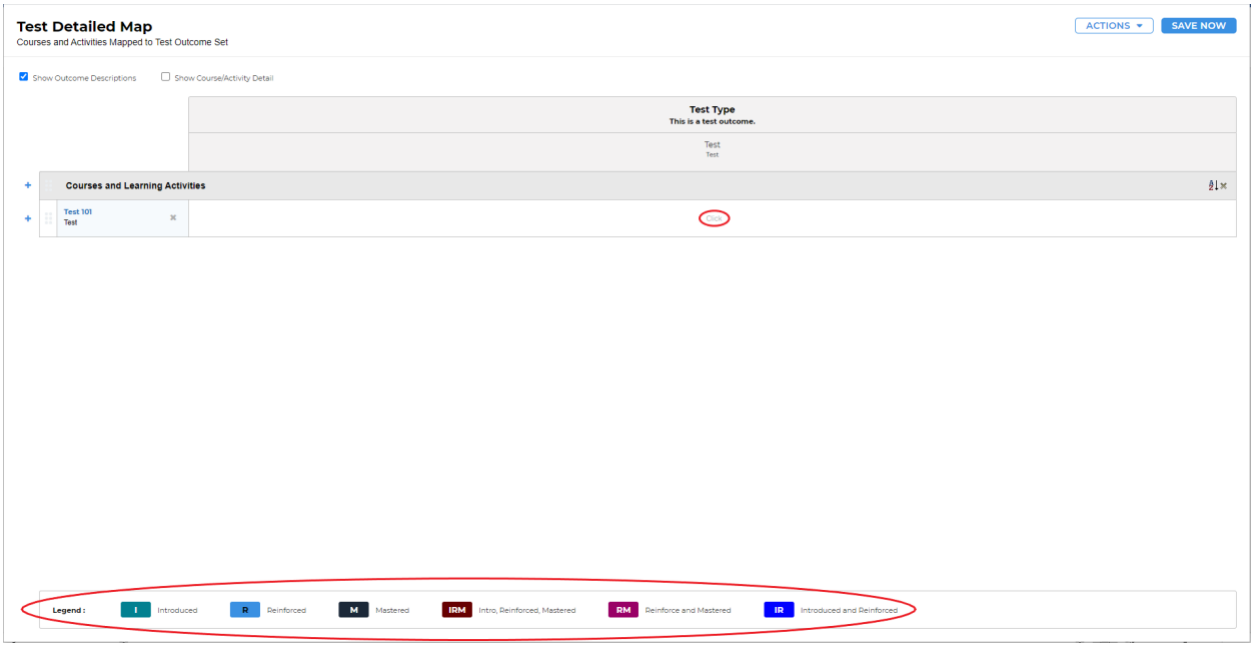
10. You will now see your course/activity under *Courses and Learning Activities*. If you'd like to add a course/activity to a different category, click *Actions* in the upper right-hand corner and select *Create New Category* from the dropdown



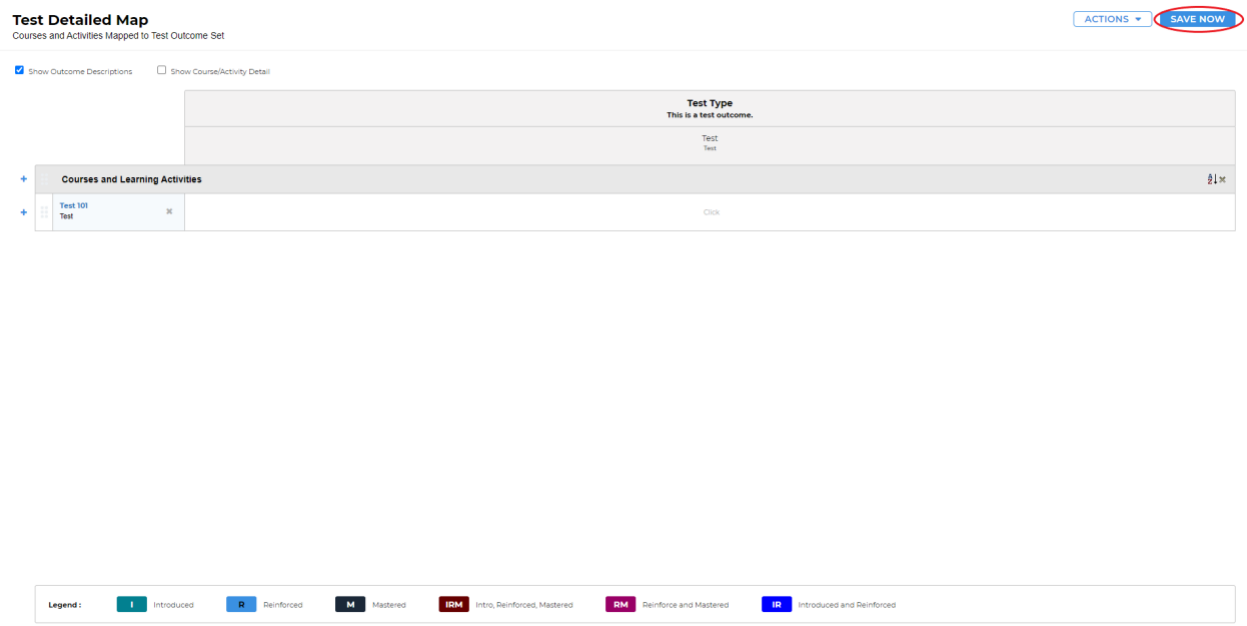
11. Fill in the category name and optionally a description. Once you have entered that in, click *Create* at the bottom of the box



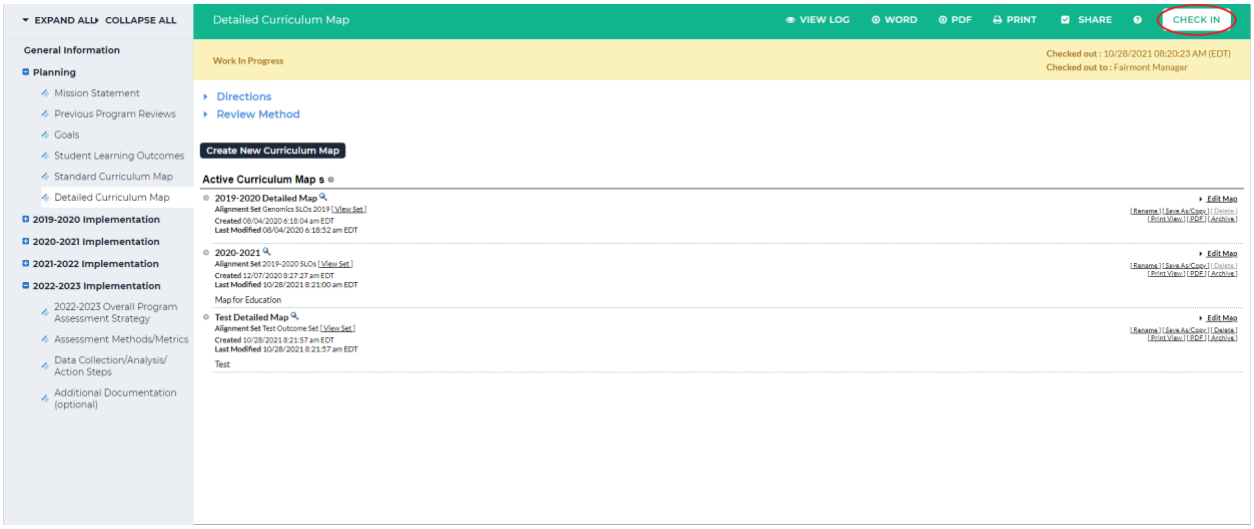
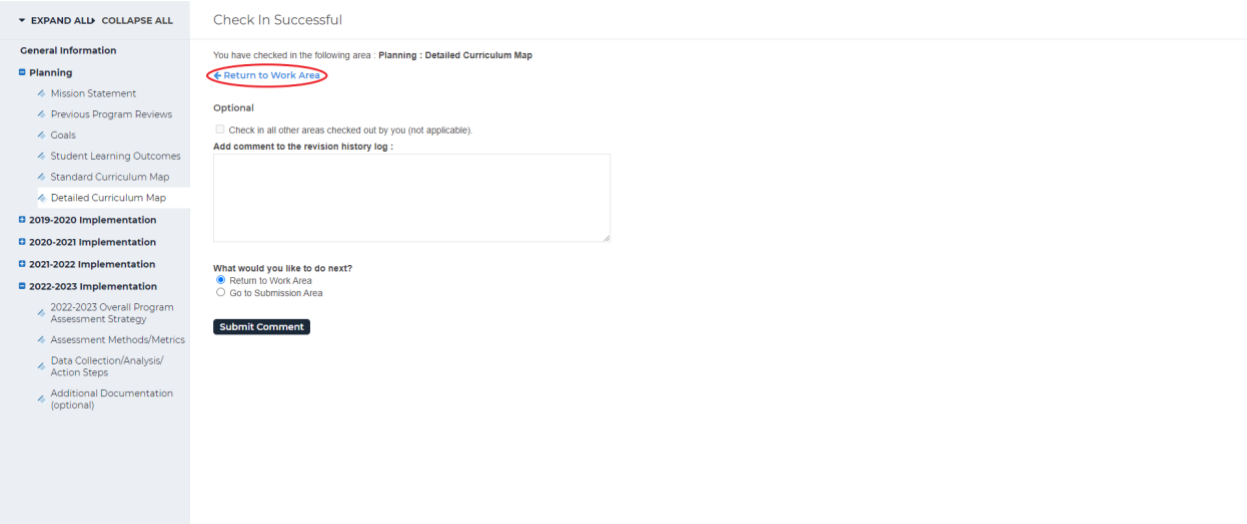
12. To add a course/activity in this category, follow steps 8-9 above for the new category
13. In the table, you can click the word *Click* to change the status. Each click will change the status. The order of the status goes **Introduced**, **Reinforced**, **Mastered**, **Intro, Reinforced, Mastered**, **Reinforce and Mastered**, and **Introduced and Reinforced**. You can see this displayed in the Legend at the bottom of the screen



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