

Previous Program Reviews

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 *Previous Program Reviews*

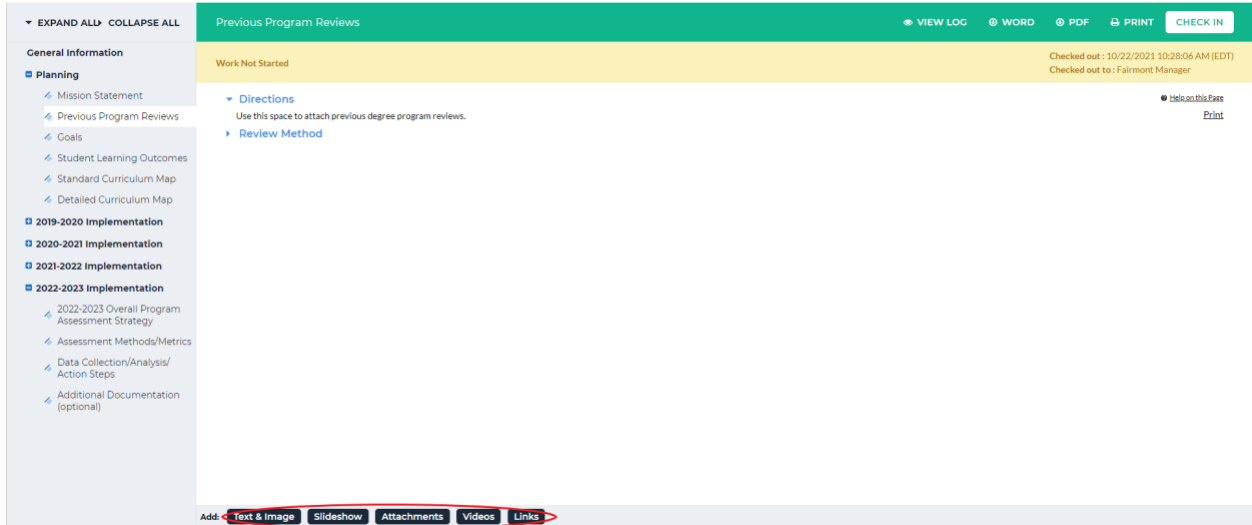
Reviews

The screenshot shows the 'Previous Program Reviews' page in Taskstream. On the left sidebar, under 'General Information', the 'Planning' menu item is circled in red. Below it, the 'Previous Program Reviews' sub-item is also circled in red. The main content area has a yellow header with 'Work Not Started'. Below this, there are two sections: 'Directions' (with a sub-item 'Review Method') and 'Review Method'. In the top right corner, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', and 'CHECK OUT'. The 'CHECK OUT' button is highlighted with a red circle.

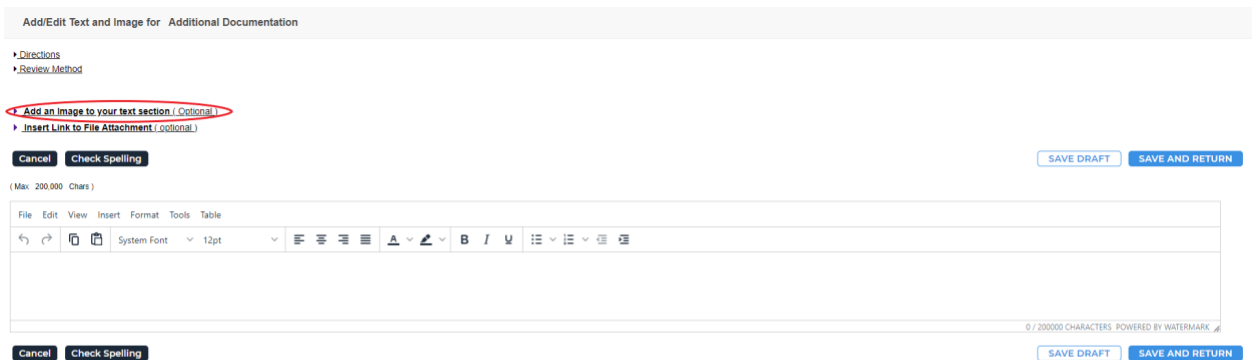
3. Click *Check Out* in the upper right-hand corner

This screenshot is identical to the one above, showing the 'Previous Program Reviews' page. The only difference is that the 'CHECK OUT' button in the top right corner is now circled in red, indicating the final step in the process.

4. You can add in your previous program review(s) in multiple formats: text and image, slideshow, attachments, videos, and links. At the bottom of the screen, click on the format you would like to add



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

Add/Edit Text and Image for Additional Documentation

- Directions
- Review Method

▶ Add an Image to your text section (Optional)

▶ Insert Link to File Attachment (optional)

Cancel Check Spelling SAVE DRAFT **SAVE AND RETURN**

(Max 200,000 Chars)

File Edit View Insert Format Tools Table

System Font 12pt

0 / 200000 CHARACTERS POWERED BY WATERMARK

Cancel Check Spelling SAVE DRAFT **SAVE AND RETURN**

- (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

- Directions
- Review Method

Slideshow Title : Test Slideshow

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

The screenshot shows the 'Add/Edit Slideshow for Additional Documentation' interface. On the left, there is a sidebar with a 'Cancel' button at the top. Below it is the 'Add New Slideshow Image' panel, which includes a 'Name Image' field, a 'Text' field, a 'Select File' button, a 'Choose File' button (circled in red), and a 'Description (Optional)' text area. At the bottom of this panel are 'Check Spelling' and 'Add Image' buttons (the latter is circled in red). The main area on the right is titled 'Slideshow Title' and contains a 'Text Slideshow' field. Below that is the 'Current Slideshow Images' section, which is currently empty and says 'No images added yet'. At the bottom of the main area are 'DELETE ENTIRE SLIDESHOW', 'SAVE', and 'SAVE AND RETURN' buttons.

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

This screenshot shows the same interface as the previous one, but now an image has been added. In the 'Current Slideshow Images' section, there is a list containing one item: '(f) Test', which is circled in red. Below this list are buttons for 'Edit', 'Remove All', 'Move Up', 'Move Down', and 'Remove Selected'. The 'Add Image' button in the left sidebar is now dark grey, indicating it has been used. The 'SAVE AND RETURN' button in the top right corner is also circled in red.

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

• Directions
• Review Method

Add New Attachment

Select File :

Upload from Computer

Attach a previously uploaded file

As 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

Add/Edit Video for Additional Documentation

• Directions
• Review Method

Add New Video

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)

Check Spelling

No files have been attached yet.

Cancel

SAVE AND RETURN

Once you are done uploading the video, click *Save and Return* in the bottom right-hand corner

Add/Edit Video for Additional Documentation

► Directions
► Review Method

Add New Video No files have been attached yet

Select File :
 A video saved on your computer
 Attach a previously uploaded video

Choose File | No file chosen

Name File :

Play Length : (Optional)
minutes

Description : (Optional)

Check Spelling Add File

Cancel

SAVE AND RETURN

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

Add/Edit Web Links for Additional Documentation

► Directions
► Review Method

Cancel

Add New Web Link No links have been attached yet

Name link :

Website URL : Test

Description : (Optional)

Check Spelling Add Link

Cancel

SAVE AND RETURN

SAVE AND RETURN

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

• Directions
• Review Method

Cancel

SAVE AND RETURN

Add New Web Link No links have been attached yet.

Name link:

Website URL: Test

Description: (Optional)

Check Spelling Add Link

Cancel

SAVE AND RETURN

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

EXPAND ALL COLLAPSE ALL Previous Program Reviews VIEW LOG WORD PDF PRINT CHECK IN

General Information

Work Not Started Checked out: 10/22/2021 11:32:27 AM (EDT)
Checked out to: Fairmont Manager

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)

Directions Use this space to attach previous degree program reviews.

Review Method

Print

Add: Text & Image Slideshow Attachments Videos Links

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

EXPAND ALL COLLAPSE ALL

Check In Successful

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)

You have checked in the following area: Planning : Previous Program Reviews

[Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable)

Add comment to the revision history log :

Submit Comment