Log in to Taskstream at http://login.taskstream.com – username is full SUNY Canton email address. Use the Forgot Login link to reset the password if necessary. Scroll down to a course in your course list and click Course Assessment Workspace.

Standing Requirements

The Standing Requirements include the course description and course objectives/outcomes. These only have to be entered once for each course regardless of how many sections are being taught, and they only have to be updated if changes have been made to the course outline or if new mapping is necessary. If they’ve already been entered for the course and all mapping is complete, skip to the Course Assessment Plan document.

Add A Course Description

- Click the Course Description link on the left hand menu under Standing Requirements.
- Use the Check Out button at the top of the page to check out the course description section.
- Then click the Edit button that appears in the lower right hand corner.

- Copy and paste your Course Description (Mission Statement) text into the box provided and click Submit.
- If the following screen appears, click the check box next any areas listed and click Apply Changes.
• Click **Return to Work Area**
• If you notice errors in the course description, just click the edit button again, fix the errors, and repeat the submission process.
• Click **Check In** at the top right (same button used to check it out) to check this section back in.
• Add a comment in the box provided for the revision log if desired and click **Submit Comment**, or click **Return to Work Area**.

### Adding Course Learning Objectives/Outcomes

- Click the **Course Learning Objective/Outcome** link on the left hand menu under Standing Requirements.
- Use the **Check Out** button at the top of the page to check out this section.
- Click the **Create New Outcome Set** button. This only has to be done once, so if you already see a purple bar with "Course Name Outcome Set", skip to Create a New Outcome.

- The Set Name should be prepopulated with the name of the class followed by "Outcome Set."
- Make sure to check the Designate Alignment/Mapping Preference box so that mapping will be allowed.
- Click **Continue**.

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You will not use the Create New Outcome Set again for this course.

### Create a New Outcome

- Under the course outcome set you just created, click the **Create New Outcome** button.

- Copy and paste a course objective/outcome into the Outcome box. If your outcome is over 140 characters, put in a more concise descriptor and paste the full text of the outcome in the Description box.
- Click **Continue**.
You can now choose whether to add mapping immediately, add another outcome, or go back to your outcome sets based on your preference.

- **Add another outcome** just takes you back to the window above where you can paste in another outcome.
- **Back to all outcome sets** takes you back to the list of outcomes you have entered.
- **Add Mapping** takes you to the screen where the course objectives can be linked to Institutional Student Learning Outcomes.

**Add Mapping to Institutional Student Learning Outcomes**

- From the drop down menu choose **Goal sets distributed to "name of course"** and click the **Go** button.
- Check the button for Institutional Student Learning Outcomes (since course outcomes are linked to SLOs).
- Click **Continue**.


- Click the checkbox next to the SLOs to which the specific outcome is mapped and click **Continue**.

If you did not choose to add mapping initially, it can be added by clicking the **Map** link to the right of the outcome on the list of outcomes.

Click the **Create New Mapping** button then choose the goal set and map as described above.
Add Mapping to Program Learning Outcomes

• Click the Map link to the right of the outcome on the list of outcomes.

![Map link](image1)

• Click the Create New Mapping button

![Create New Mapping button](image2)

• From the top drop down menu choose Outcome Sets in other organizational areas
• From the bottom drop down menu, select the name of your program from the list and click the Go button.

![Selecting program](image3)

• Check the button for your program learning objectives and click continue.
• Click Continue.

The Learning Objectives/Outcomes for the program appear.

• Click the checkbox next to the program learning objectives to which the specific outcome is mapped and click Continue.

When you have finished adding outcomes and mapping, use the Check In button to check this section back in.