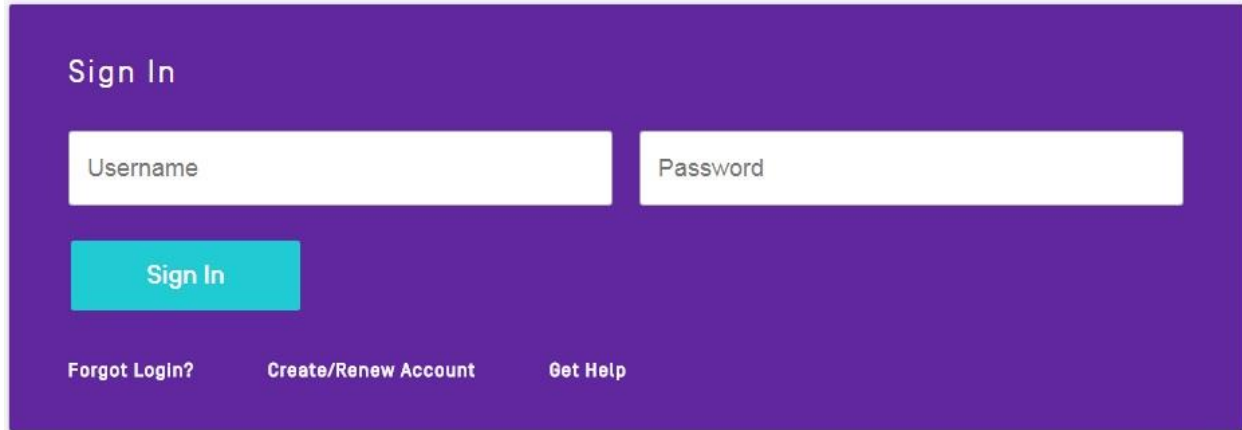


Adding Additional Outcomes to an Existing Course

1. Go to <https://login.taskstream.com/signon/>
2. Log in.

Welcome to Taskstream by Watermark

The image shows the Taskstream login interface. It has a purple header with the text "Sign In". Below this are two white input fields: "Username" and "Password". A teal "Sign In" button is positioned below the "Username" field. At the bottom of the purple area, there are three links: "Forgot Login?", "Create/Renew Account", and "Get Help".

Sign In

Username Password

Sign In

Forgot Login? Create/Renew Account Get Help

3. Find the course you are planning to edit.
4. Click on "Course Assessment and Action Planning".

The image shows a course listing table. The first row is highlighted and contains the text "EXSC 241B Introduction to Kinesiology City Mesa Mira". To the right of this row is a dropdown menu labeled "- select report -" and a "Go" button. Below the table, there is a link "Course Assessment and Action Planning" with a large black arrow pointing to it from the right.

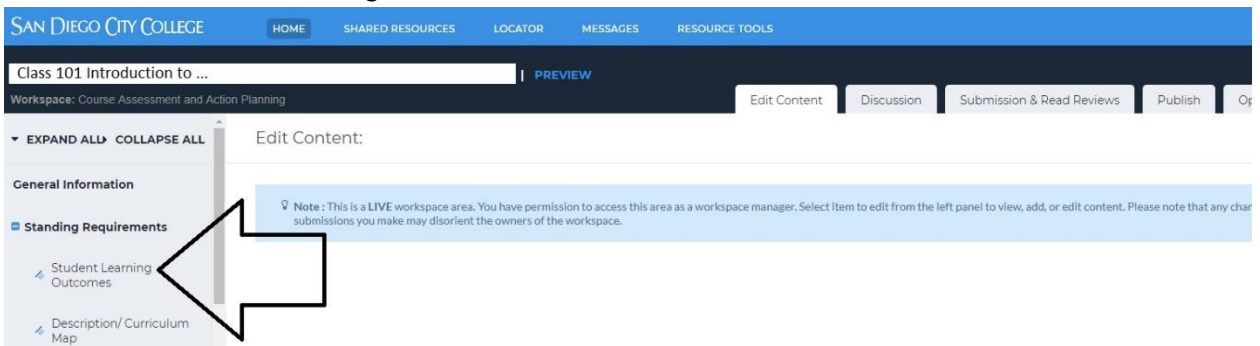
Total Course Listing

EXSC 241B Introduction to Kinesiology City Mesa Mira

- select report - Go

Course Assessment and Action Planning

5. Click on "Student Learning Outcomes".

The image shows the "Edit Content" page in Taskstream. The top navigation bar includes "SAN DIEGO CITY COLLEGE" and links for "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", and "RESOURCE TOOLS". Below this is a search bar with "Class 101 Introduction to ..." and a "PREVIEW" button. The main content area has a sidebar on the left with "EXPAND ALL" and "COLLAPSE ALL" buttons. The sidebar lists "General Information" and "Standing Requirements". Under "Standing Requirements", there are two items: "Student Learning Outcomes" and "Description/ Curriculum Map". A large black arrow points to "Student Learning Outcomes". The main content area has a "Note" box that says: "Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select item to edit from the left panel to view, add, or edit content. Please note that any char submissions you make may disorient the owners of the workspace." At the top right of the main content area, there are buttons for "Edit Content", "Discussion", "Submission & Read Reviews", "Publish", and "Op".

SAN DIEGO CITY COLLEGE

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS

Class 101 Introduction to ... PREVIEW

Workspace: Course Assessment and Action Planning

Edit Content Discussion Submission & Read Reviews Publish Op

EXPAND ALL COLLAPSE ALL

Edit Content:

General Information

Standing Requirements

Student Learning Outcomes

Description/ Curriculum Map

Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select item to edit from the left panel to view, add, or edit content. Please note that any char submissions you make may disorient the owners of the workspace.

6. Click on "Check Out".

A green rectangular button with the text "CHECK OUT" in white capital letters.

CHECK OUT

7. Click on "Create New Outcome" .

The screenshot shows the San Diego City College Course Assessment and Action Planning interface. The 'Student Learning Outcomes' section is active. A callout box labeled 'Create New Outcome' points to the 'Create New Outcome' button in the 'Outcome Sets' section. Another callout box labeled '7' points to the 'Create New Outcome' button in the 'Outcome' section.

8. Identify/ enter the Outcome's number in box 1 and enter the outcome in box #2. Once entered, click "Continue".

The screenshot shows the 'Create New Outcome' form. Callout box 1 points to the 'Outcome' input field. Callout box 2 points to the 'Description' input field. Callout box 3 points to the 'CONTINUE' button.

9. Click on "Add Mapping"

The screenshot shows the San Diego City College Course Assessment and Action Planning interface. The 'Outcome added/edited successfully' message is displayed. A callout box points to the 'Add mapping' link in the list of actions.

10. Click on the drop down box and select “Goal sets distributed to...” and click “Go”.

San Diego City College workspace interface. The 'Directions: Select the set to which you would like to map the Outcome:' section shows a search for '7 (part of Outcome)'. A dropdown menu is open for 'Select category of set to map to:', showing options like 'Goal sets distributed to EXSC 241B Introduction to Kinesiology City Mesa Mira'. A red arrow points to the 'Go' button.

11. Click the circle to select an area to map and click “Continue” (You will need to map to all areas connected to courses and/or programs and Institution).

San Diego City College workspace interface. The 'Directions: Select the set to which you would like to map the Outcome:' section shows a search for '7'. A dropdown menu is open for 'Select category of set to map to:', showing options like 'Goal sets distributed to EXSC 241B Introduction to Kinesiology City Mesa Mira'. A red arrow points to the 'Continue' button.

12. Check the boxes to map to the Outcome and click “Continue”.

San Diego City College workspace interface. The 'Directions: Select the requirements within City College General Education Outcomes to which to map 7.' section shows a search for '7'. The 'City College General Education Outcomes' section is expanded, showing requirements like 'Scientific Method', 'Relationship', 'Natural Physical World', and 'Critical Thinking in Scientific Applications'. A red arrow points to the 'Continue' button.

13. Repeat this process for all areas listed in “Goal sets distributed to...” by locating your un-mapped outcome in your list and click on “Map”.

San Diego City College workspace interface. The 'Outcome' section lists 'Differentiate and identify' and the 'Mapping' section lists 'City College General Education Outcomes: Act in Response to Society and...'. A red arrow points to the 'Map' button.

14. Click on “Create New Mapping”.

CREATE NEW MAPPING

15. Follow the process from #10 to #12 in the directions.

*****The following page is for courses only*****
*****If your program mapping does not involve courses, you are DONE*****

16. Locate the new Outcome and click on “Map”

Outcome Mapping

1 Q Differentiate and Identify

City College General Education Outcomes: Act in Response to Society and..., Clear Coherent Communication, Critical Thinking in Scientific..., Cultural and Artistic Expressi..., Methods of Inquiry and Measure..., Quantitative and Qualitative S..., Relationship, Thinking Skills, Analyzing and..., Verbal and Non-Verbal Language..., City College Institutional Priorities: Equity, Inclusiveness, and Div..., Innovative Approaches, Student Success, City College Institutional Student Learning Outcomes: Analyses/ Computation, Communication/ Interpersonal S..., Critical Thinking, Information Management/ Litera..., Personal Responsibility, City College Mission: Community, Equity, Inclusiveness, & Diver..., General Education, Life-Long Learning, Quality, Transfer, HESA Program Outcomes Set: 2

Map Edit Delete

17. Click on “Create New Mapping”.

CREATE NEW MAPPING

18. Click on the drop down box and select “Outcome Sets in other organizational areas”

Sets this outcome is already mapped to

Select Type of Set

Sets this outcome is already mapped to

Goal sets distributed to EXSC 241B Introduction to Kinesiology City Mesa Mira

Outcome Sets in EXSC 241B Introduction to Kinesiology City Mesa Mira

Outcome Sets in other organizational areas

Go

19. Click on the lower drop down box and select the program related to the course and click “Go”.

Select category of set to map to: Outcome Sets in other organizational areas

Select Set from a Specific Organizational Area

Select Set from a Specific Organizational Area

San Diego City College

» Archived Programs Currently

» Faculty Inquiry Groups (FIGs)

» Your program

» INFORMATION LITERACY-

» LANGUAGES DEPARTMENT (Archive)

» Student Services (SSDean: Develop.)

» Campus-Wide Instructional Support/Programs

» SDCC International Book Fair

» GENERAL EDUCATION

» Instructional Services

Go

20. Select the PSLO set by checking the circle and click “Continue”.

Select category of set to map to: Outcome Sets in other organizational areas

» Health and Exercise Science

Go

Select Set:

☒ Exercise Science Outcome Set

Owned by Health and Exercise Science

Cancel CONTINUE

21. Check the appropriate boxes to map the course to the program and click "Continue".

Outcome Set Cancel CONTINUE

Owned by

Outcome

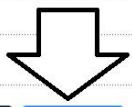
Outcome

☐ Outcome #1:

☐ Outcome #2:

☐ Outcome #3:

Cancel CONTINUE



*****You are now DONE with Mapping*****