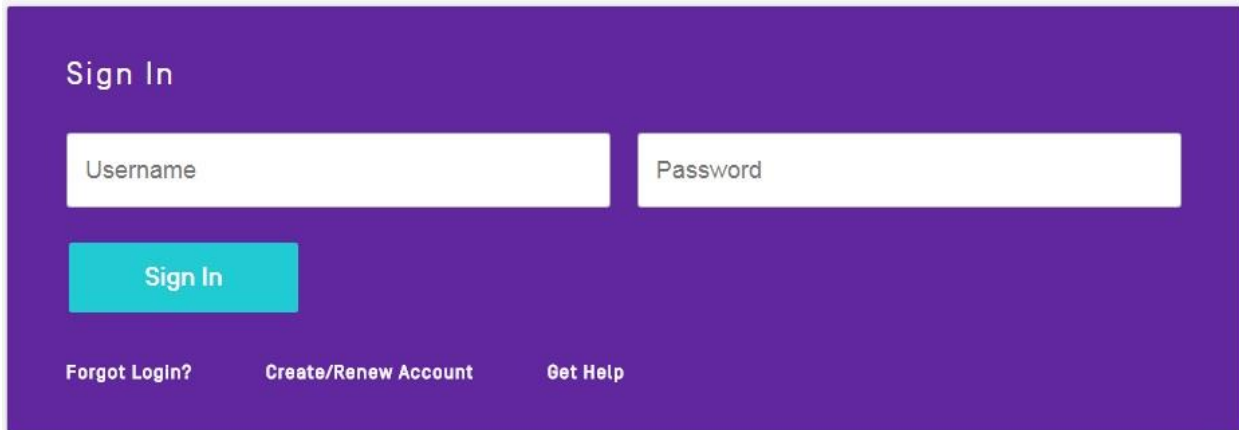


Editing Outcome Mapping for an Existing Course

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

Welcome to Taskstream by Watermark



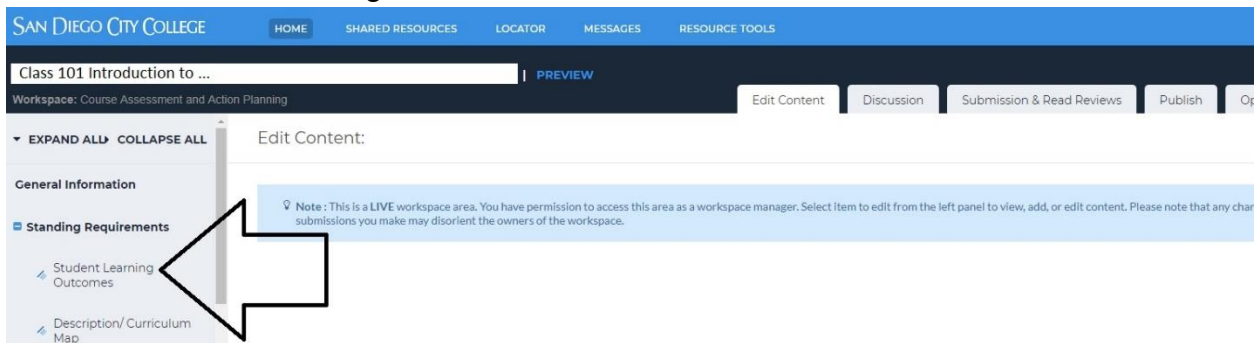
The image shows the Taskstream login page. It has a purple header with the text "Sign In". Below this are two white input fields: "Username" and "Password". A blue "Sign In" button is positioned below the "Username" field. At the bottom of the purple area, there are three links: "Forgot Login?", "Create/Renew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

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 for "EXSC 241B Introduction to Kinesiology City Mesa Mira". To the right of the course name is a dropdown menu labeled "- select report -" and a "Go" button. Below the course name, there is a link "Course Assessment and Action Planning" with a large black arrow pointing to it.

5. Click on "Student Learning Outcomes".

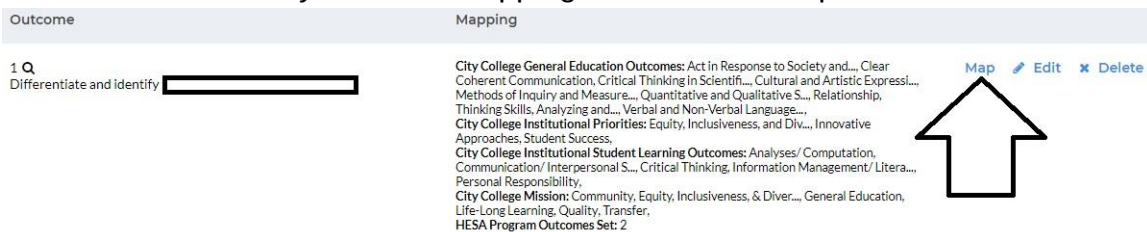


The image shows the "Edit Content" workspace for the course. The top navigation bar includes "SAN DIEGO CITY COLLEGE", "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", and "RESOURCE TOOLS". Below this is a search bar with "Class 101 Introduction to ..." and a "PREVIEW" button. The workspace title is "Workspace: Course Assessment and Action Planning". On the left, there is a sidebar with "EXPAND ALL" and "COLLAPSE ALL" buttons. Under "General Information", there are two items: "Standing Requirements" and "Student Learning Outcomes". A large black arrow points to "Student Learning Outcomes". The main content area has a note: "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".

CHECK OUT

7. Locate the Outcome you are re-mapping and click on "Map".



The image shows the "Outcome Mapping" interface. It has two columns: "Outcome" and "Mapping". In the "Outcome" column, there is a search bar with "1 Q" and "Differentiate and identify". In the "Mapping" column, there is a list of outcomes. The first outcome is "City College General Education Outcomes: Act in Response to Society and... Clear Coherent Communication, Critical Thinking in Scientifi... Cultural and Artistic Expressi... Methods of Inquiry and Measure... Quantitative and Qualitative S... Relationship, Thinking Skills, Analyzing and... Verbal and Non-Verbal Language...". Below this is "City College Institutional Priorities: Equity, Inclusiveness, and Div... Innovative Approaches, Student Success...". Then "City College Institutional Student Learning Outcomes: Analyses/ Computation, Communication/ Interpersonal S... Critical Thinking, Information Management/ Litera... Personal Responsibility...". Finally, "City College Mission: Community, Equity, Inclusiveness, & Diver... General Education, Life-Long Learning, Quality, Transfer, HESA Program Outcomes Set: 2". To the right of the list are three buttons: "Map", "Edit", and "Delete". A large black arrow points to the "Map" button.

8. Click on "Create New Mapping".

CREATE NEW MAPPING

9. Select the area you intend to edit by clicking the blank circle (radio button) and click “Continue”.

1

Differentiate and Identify

Select category of set to map to: Sets this outcome is already mapped to

Select Set:

- ☐ City College General Education Outcomes
Owned by Total Course Listing

This outcome is already mapped to this set. Select set to add additional mappings.
- ☐ City College Institutional Priorities
Owned by San Diego City College

This outcome is already mapped to this set. Select set to add additional mappings.
- ☐ City College Institutional Student Learning Outcomes
Owned by San Diego City College
ISLOs

This outcome is already mapped to this set. Select set to add additional mappings.
- ☐ City College Mission
Owned by San Diego City College

This outcome is already mapped to this set. Select set to add additional mappings.
- ☐ HESA Program Outcomes Set
Owned by School of HEALTH, EXERCISE SCIENCE, AND ATHLETICS

This outcome is already mapped to this set. Select set to add additional mappings.

10. Check the appropriate boxes to map to the outcome and click “Continue”.

1

Differentiate and Identify

City College Mission
Owned by San Diego City College

Mission Statement
San Diego City College Mission and Values Statement Mission
San Diego City College has as its highest priority student learning and achievement. The college provides lower division and general education courses that lead to certificates, associate degrees or transfer to a four-year college or university; career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region; basic skills instruction to assist all students in meeting their educational goals, and essential student support services.

<http://www.sdccity.edu/Accreditation>

- ☒ **General Education**
Lower division and general education courses that lead to Certificates.
- ☒ **Transfer**
Associate Degrees or transfer to a four-year college or university;
- ☐ **Technical Education**
Career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region;
- ☐ **Basic Skills**
Basic skills instruction to assist all students in meeting their educational goals; and

11. Repeat the process for all areas requiring editing.

*****You are DONE*****