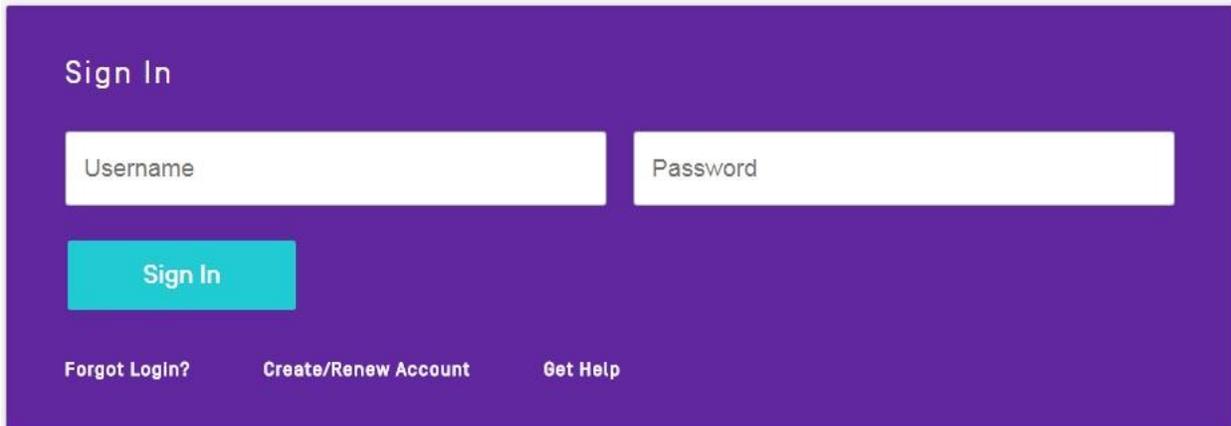


## Mapping New Outcomes or Editing Outcomes in a Course

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

Welcome to Taskstream by Watermark



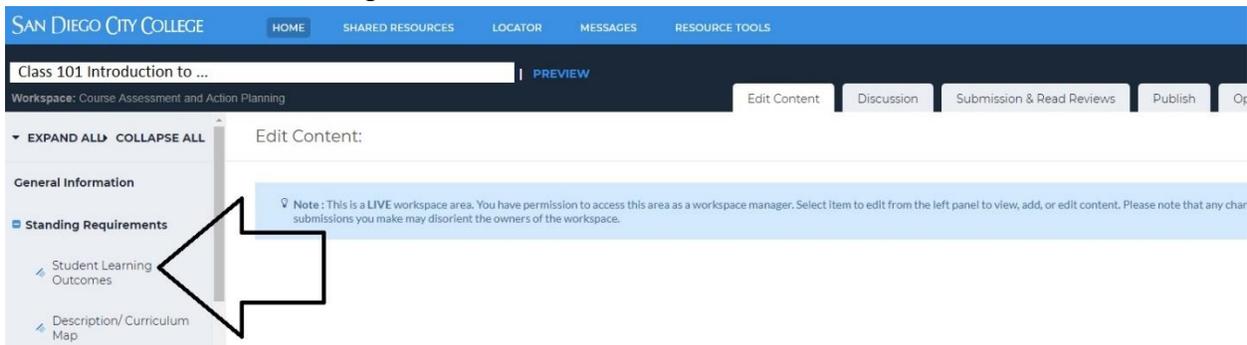
The image shows the Taskstream login page. It has a purple background. At the top left, it says "Sign In". Below that are two white input fields: "Username" and "Password". Under the "Username" field is a teal "Sign In" button. At the bottom, there are three links: "Forgot Login?", "Create/Renew Account", 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 interface. At the top, it says "Total Course Listing" and "EXSC 241B Introduction to Kinesiology City Mesa Mira". To the right is a dropdown menu with "- select report -" and a "Go" button. Below this is a list of items, with "Course Assessment and Action Planning" highlighted and a white arrow pointing to it from the right.

5. Click on "Student Learning Outcomes".



The image shows the Taskstream workspace interface. At the top is a blue navigation bar with "SAN DIEGO CITY COLLEGE" and links for "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", and "RESOURCE TOOLS". Below that is a search bar with "Class 101 Introduction to ..." and a "PREVIEW" button. The main area is titled "Workspace: Course Assessment and Action Planning" and has buttons for "Edit Content", "Discussion", "Submission & Read Reviews", "Publish", and "Op". On the left is a sidebar with "EXPAND ALL" and "COLLAPSE ALL" buttons, and a list of items: "General Information", "Standing Requirements", "Student Learning Outcomes", and "Description/ Curriculum Map". A white arrow points to "Student Learning Outcomes". A blue note box 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."

6. Click on "Check Out".



7. Variable point of procession
  - a. If you followed the process of first creating a new outcome, you will see the following picture. Click on "Add Mapping"
  - b. If you are editing a mapped course, start at #11.

SAN DIEGO CITY COLLEGE HOME SHARED RESOURCES LOCATOR MESSAGES

Workspace: Course Assessment and Action Planning

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

Student Learning Outcomes

Outcome added/edited successfully

- Add mapping
- Add another outcome
- Back to all outcome sets

8. Click on the drop down box and select "Goal sets distributed to..." and click "Go".

SAN DIEGO CITY COLLEGE HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS

EXSC 241B Introduction to Kinesiology City Mesa Mira PREVIEW

Workspace: Course Assessment and Action Planning

Edit Content Discussion Submission & Read Reviews

EXPAND ALL COLLAPSE ALL

General Information

Standing Requirements

Student Learning Outcomes

Description/ Curriculum Map

Directions: Select the set to which you would like to map the Outcome:

7 (part of Outcome) delete

Select category of set to map to:

Select Set:

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

9. 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).

Directions: Select the set to which you would like to map the Outcome:

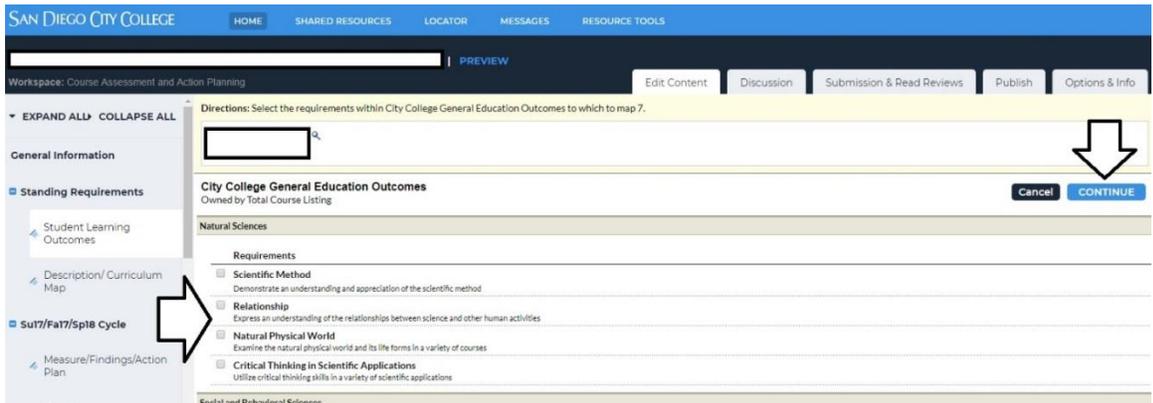
Goal sets distributed to EXSC 241B Introduction to Kinesiology City Mesa Mira Go

Select Set:

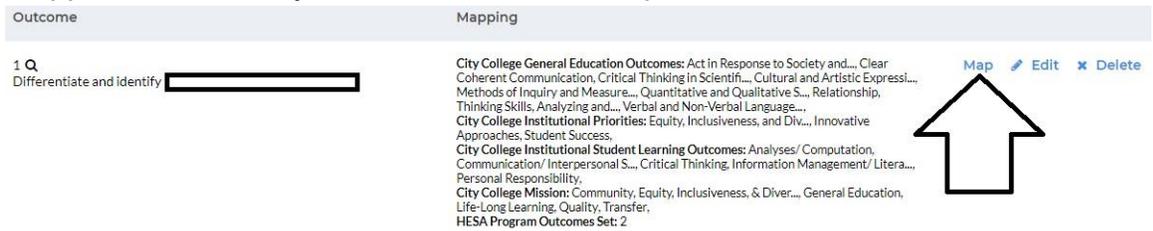
- City College General Education Outcomes  
Owned by Total Course Listing [View Set](#)
- City College Institutional Priorities  
Owned by San Diego City College [View Set](#)
- City College Institutional Student Learning Outcomes  
Owned by San Diego City College ISLOs [View Set](#)
- City College Mission  
Owned by San Diego City College [View Set](#)

Cancel CONTINUE

10. Check the boxes to map to the Outcome and click "Continue".



11. 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”.



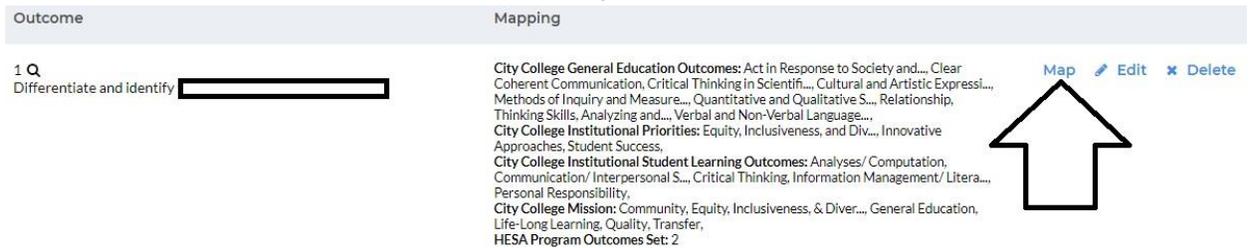
12. Click on “Create New Mapping”.



13. 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\*\*\***

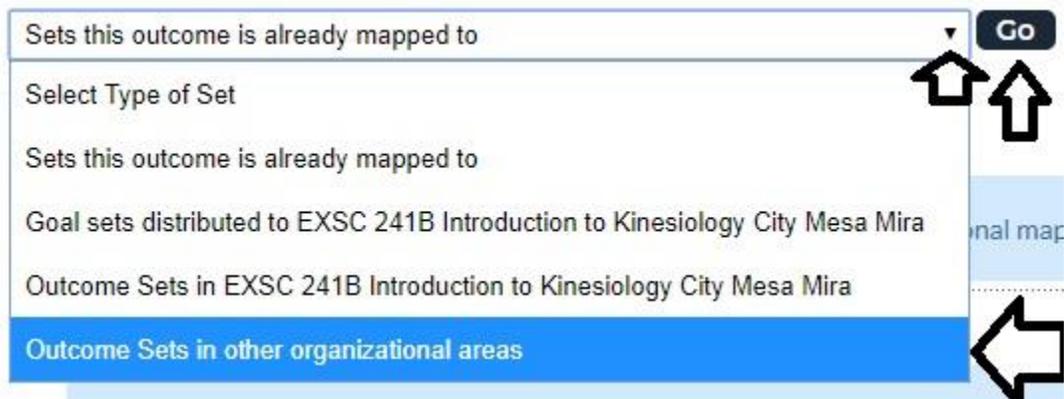
14. Locate the new Outcome and click on “Map”



15. Click on “Create New Mapping”.



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



17. 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: 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

18. 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

Select Set:  Exercise Science Outcome Set  
Owned by Health and Exercise Science

Cancel CONTINUE

19. Check the appropriate boxes to map the course to the program and click “Continue”.

Outcome Set  
Owned by

Cancel CONTINUE

Outcome

Outcome

Outcome #1: [redacted]

Outcome #2: [redacted]

Outcome #3: [redacted]

Cancel CONTINUE

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