

EDITING OUTCOMES STATEMENTS

If you are updating your course-level outcomes statements in Taskstream, you have *two* options.

You may **edit** the outcomes set *or* **create a new set** of outcomes statements.

OPTION 1: Edit the outcomes set.

This is appropriate when there are **minor changes** such as spelling, grammar, punctuation but not changes to the content of the outcome statements.

If this option is utilized and there are no other outcomes sets, no need to change the status of the set. It will remain "Active".

OPTION 2: Create a new set of outcomes statements.

This is appropriate when there are **major revisions** such as content, assessment tool(s), or the number of outcomes statements.

Best Practice: If the outcomes statement is updated, note in the set title when the change was made (e.g. Updated Spring 2021).

If this option is utilized, the status of the previous outcomes set will need to be changed to "**Obsolete**".

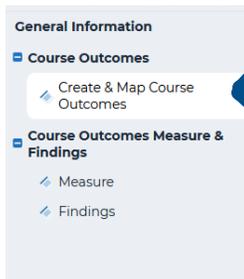
DIRECTIONS:

OPTION 1: Directions to edit outcomes statements.

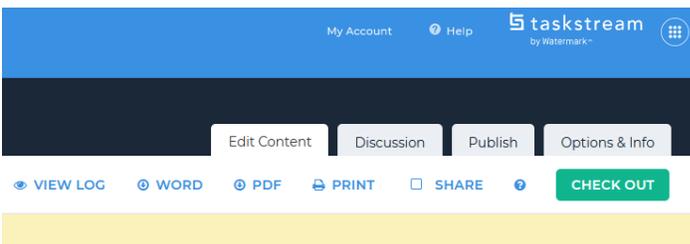
1. From **HOME** page navigate to the course-level workspace (e.g. DANC 199 Dance Appreciation)
2. Click **Outcomes Workspace** below course title



3. Click **CREATE & Map Course Outcomes**



4. Click **CHECK OUT**



5. Go to the outcome statement you want to edit and click **"Edit"**

Outcome	Mapping
1. Articulate one's own connection to dance related to key historical dance figures, dance works, and/or dance trends. Q	Dance (Certificate): Presented with live or recorded... Dance Program Outcomes (AA in Dance): 3. Presented with live or reco... Map Edit Hide Delete

6. Make corrections in **"Description"** box and **"Update"**.

- a. Best practice: Utilize **Outcomes State Template** for crafting outcomes statements.

Description :
Max 1000 characters

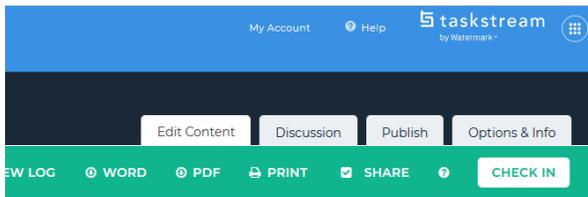
Provided with _____, students will successfully
_____ and _____

Check Spelling Character Count

Status :
 Active Obsolete (no longer in use)

Cancel UPDATE

7. Edit additional outcomes statements as needed.
 - a. Repeat Steps 5-6.



OPTION 2: Directions to create a new set of outcomes statements.

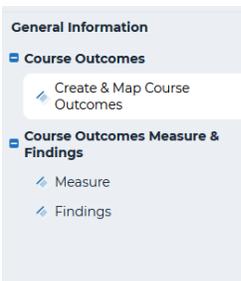
- PART A: Create new set.
- PART B: Update status ("Active" and "Obsolete")

PART A: Create new set

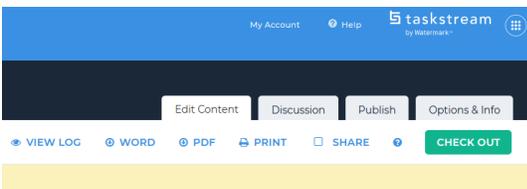
1. From **HOME** page navigate to the course-level workspace (e.g. DANC 199 Dance Appreciation)
2. Click **Outcomes Workspace** below course title



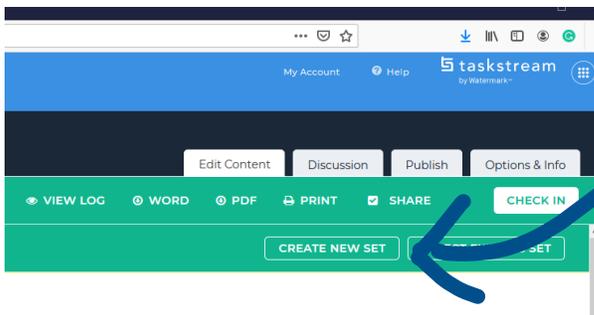
3. Click "Create & Map Course Outcomes"



4. Click CHECK OUT



5. Click CREATE NEW SET



6. Create "Set Name"

- Best Practice: Note in the set title when the change was made (e.g. Updated Spring 2021).

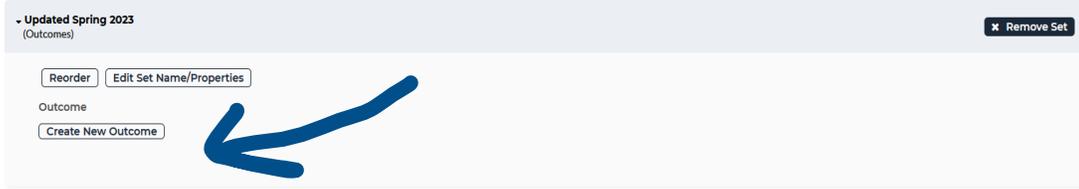
Create New Outcome Set

Set Name:	<input type="text" value="Updated Spring 2021"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)

Cancel CONTINUE

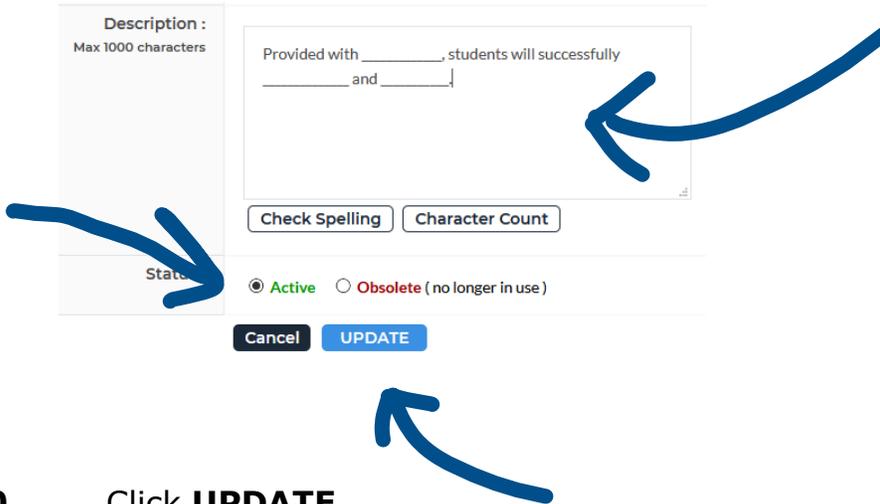
7. Click CONTINUE

8. Go to new outcome set and click **“Create New Outcome”**



9. Make corrections in **“Description”** box

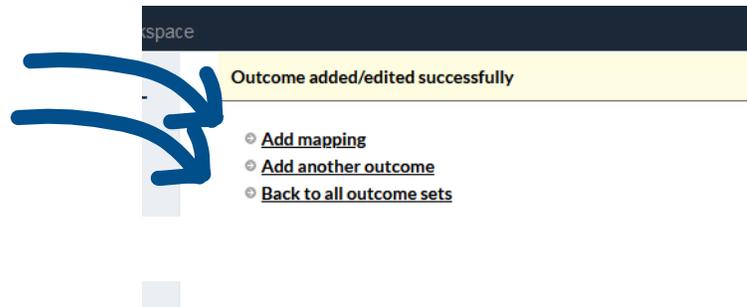
- a. Ensure status is **“Active”**.
- b. Best practice: Utilize **Outcomes State Template** for crafting outcomes statements.



10. Click **UPDATE**

11. Complete process by:

- a. Add **mapping** (ILOs and PLOs)
- b. Continuing to add updated outcome statements (Step 9), as needed



Reminder: When mapping, both ILOs and PLOs need to be mapped.

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- ILO: "Goals sets distributed to"
- PLO: "Outcomes set in other organizational areas"

Select category of set to map to :

Select Set : ⚠ Please select a specific organization area and click the 'Go' button above.

ILO: "Goals sets distributed to" and GO

Select category of set to map to :

Select Set : Institutional Goals and Objectives (Effective 2019-2020)
Owned by Rio Hondo College

Institutional level Outcomes (ILO)
Owned by Rio Hondo College



PLO: "Outcomes set in other organizational areas" and GO

Select category of set to map to :

Select Set : Dance (Certificate)
Owned by Dance

Dance Outcome: Certificate
Owned by Dance

Dance Program Outcomes (AA in Dance)
Owned by Dance

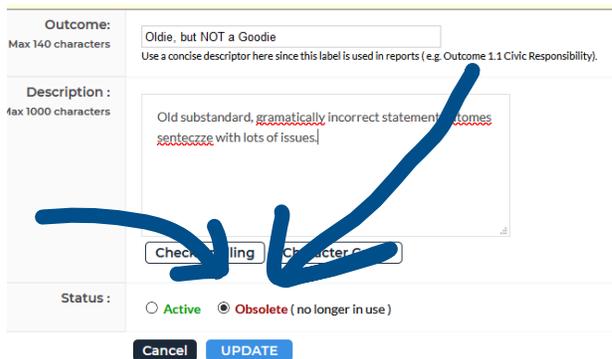


PART B: Update status ("Active" and "Obsolete")

1. Once a new outcome set has been established, the old set needs to be made **"Obsolete"**.
2. Click **"Edit"** on former outcome statement.



3. Click **"Obsolete"** to change status.



4. Click **UPDATE**

5. **Repeat** steps (Steps 2-3) for all outcomes statement in former set.

6. Click on **CHECK IN**

