



Course-Level Outcomes Quick Reference Guide

Who needs to enter course-level outcome data?

Every faculty member (both full-time and part-time) is responsible for reporting course-level outcomes.

When do I need to enter course-level outcome data?

Course-level outcome data must be entered by June 30 for a given academic year. However, data can be entered as soon as it is collected, at **any time during the academic year**.

Which course do I report on?

Instructors should submit data for **at least one section of each course they taught** in an academic year. If **multiple sections** of a given course are taught over two semesters, data from only one section in one semester is required.

Which course-level outcome do I report on?

Data for **at least one course-level outcome** should be reported for each course. Each department/division has determined which and when course-level outcomes will be reported. This has been tracked in the course-level outcome "timeline" which is submitted and stored in Taskstream.

Where do I report on course-level outcomes?

The campus uses the software **Taskstream** to record course-level outcomes, collect course-level outcomes assessment data, and map course-level outcomes to program-level and institutional-level outcomes.



How do I access Taskstream?

Rio Hondo faculty access Taskstream using a **Single Sign On that uses existing credentials** (user name and password). You should be assigned and notified of your account creation when you are hired.

Access Taskstream through:

- [Rio Hondo's Planning](#) website – Click on the Taskstream logo to access to the login page.
- [Rio Hondo's Outcomes website](#) – Locate link in the middle of the page to go to the Institutional Research and Planning page, then click on Taskstream logo to access the login page.
- [Access Rio](#) – Log in, navigate to Institutional Research & Planning channel on the Employee or Faculty tab, and click the Taskstream logo.

Login using your existing Rio Hondo College username (e.g. rhondo) and password.

What information do I need to report my outcomes data?

There are two parts to reporting course-level outcome data in Taskstream: **Part A. Measure** (assessment methods) and **Part B. Findings** (assessment data).

Together, Parts A and B include the following fields:

Information Needed	Format	Example	Notes
Instructor name	Last, First	Hondo, Rio	The instructor who taught the CRN being reported.
Semester	Semester, Year	Fall, 2020	The semester the CRN being reported was taught.
Course CRN	5 digits	12345	No numbers signs, letters, or text should be entered into this box. Each CRN should be entered separately.
Course-level outcome being reported	Select from course-level outcomes.		Courses should have at least three outcomes. The department should have an assessment timeline for the course-level outcomes. Confirm you are reporting the course-level outcome that aligns with the established assessment timeline.
Class-level proficiency standard	[Open-ended]	80% of all students in the class will answer 7	What is the expected proficiency for the class? This is determined at the department level through a process of faculty consensus.
Student-level proficiency standard		of the 10 quiz questions correctly.	What is the standard for students to reach proficiency? This is determined at the department level through a process of faculty consensus.
Title of measure used for assessment	[Open-ended]	Quiz #2: Form, Mechanics, and Style	How was the assessment done? This is determined at the department level through a process of faculty consensus. The title can be anything identifiable to the instructor. Depending on your assessment timeline, the measure may have been entered into Taskstream for another CRN.
Number of students proficient	1-2 digits	12	No numbers signs, letters, or text should be entered into this box.
Number of students not proficient	1-2 digits	12	No numbers signs, letters, or text should be entered into this box.
Summary of Findings	[Open-ended]		This box should be used to summarize the results from this CRN, reflect on the results, and make recommendations, if needed.

Who can I contact for help?

Alyson Cartagena, Outcomes Coordinator

Outcomes Committee Division Representative

Technical Assistance: Sarah Cote, Research Analyst

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[Outcomes Committee](#)

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Assistance (including instructional videos) can also be found in the Faculty Resource Center in AccessRio.

How do I record and map course outcomes in Taskstream?

For instructions on entering **Outcomes data (Measure & Findings)** go to page 6.

A course outcome needs to be **entered and mapped in Taskstream only once**. For most courses this was done in fall 2018. **New courses** need to be added to Taskstream (contact the Outcomes Coordinator or Institutional Research & Planning) and the outcomes need to be entered and mapped in Taskstream.

Each course-level outcome needs to be mapped to at least one program-level outcome and at least one institutional-level outcome.

Overview

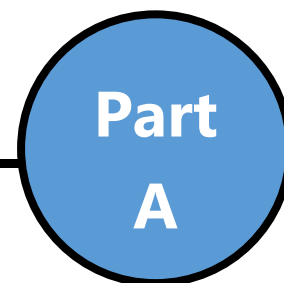
1. Locate the course and click on **Course Outcomes Workspace**
2. Create an outcome set
3. Enter course outcomes
4. Map each outcome to a program-level and institution-level outcome

Step by Step Instructions

1. **Access the workspace**
 - On your Taskstream **HOME** page, look for the desired **Course Outcomes Workspace**
 - If you have access to a lot of courses, you may need to scroll down. If you have access to a whole division, use the **Search** box.
 - Below course name, click **Course Outcomes Workspace**
 - In the workspace, click **Create & Map Course Outcomes** from menu on the left
 - Click **CHECK OUT**
2. **Create an outcome set**
 - Click **CREATE NEW SET** to create an outcome set for the course
 - Name the set "**[Course Name] Outcomes**"
 - Do not check the box for designating alignment
 - Click **CONTINUE**
3. **Create three to six outcomes**
 - Under the outcome set, click **Create New Outcome**
 - o If the outcome is 140 characters or less, enter it in the box labeled **Outcome**, leave **Description** box blank
 - o If the outcome is more than 140 characters, summarize it in the field (e.g. Periodic Table) labeled **Outcome** and add the complete outcome in **Description** field
 - Click **CONTINUE**
 - Click **Add another outcome** until all outcomes have been added then click **Back to all outcome sets**
4. **Map each course outcome to a Program Outcome**
 - Program outcomes** should already be in Taskstream. If they are not, they will need to be added before mapping can occur.
 - Locate the first course outcome, click **Map** on the right of the outcome
 - Click **CREATE NEW MAPPING**
 - Use dropdown to select **Outcome Sets in Other Organizational Areas**
 - Use the dropdown to select the appropriate program (e.g. department), then click **Go**

- Select Set of **Program Outcomes** and click **CONTINUE**
 - Click box next to one or more outcomes to map, then click **CONTINUE**
 - Repeat for each course outcome
5. **Map each course outcome to an Institutional Outcome**
- Go back to the first course outcome, again click **Map** to the right of the outcome
 - Click **CREATE NEW MAPPING**
 - Use dropdown to select **Goal sets distributed to [Course]**, then click **Go**
 - Select radio button next to **Outcomes - Institutional level (ILO)**, then click **CONTINUE**
 - Click box next to one or more Institutional Level Outcomes, then click **CONTINUE**
 - Repeat for each course outcome
6. Click **CHECK IN**

How do I add a measure for my course-level outcome?



Before entering course-level outcome data, a measurement tool (“measure”) needs to be specified.

Overview

1. Go to the **Course Outcomes Workspace**
2. Go to the **Measure** sub-section and **CHECK OUT**
3. Locate desired **course-level outcome**

Choose 4a or 4b:

- 4a. Click **Add New Measure** and complete requested fields
- 4b. Click **Add New Measure** then **IMPORT MEASURE** and edit faculty name, semester, and CRN
5. If needed, repeat steps 3 and 4 for each CRN
6. Click **Apply Changes and CHECK IN**

Step by Step Instructions

1. Go to the **Course Outcomes Workspace**
 - On Taskstream **HOME** page navigate to the course-level workspace (e.g. COUN 102)
 - If you have access to several courses, you may need to scroll down
 - If you have access to a whole division, use the **Search** box
 - Click **Course Outcomes Workspace** below course title
2. Go to the **Measure** sub-section and **CHECK OUT**
 - Under **Course Outcomes Measure & Findings** click **Measure** sub-heading
 - Click **CHECK OUT**

First Time Only

Only the first user to open the Measure sub-section will need to do the following:

- Click **CREATE NEW ASSESSMENT PLAN**
- Click **Select Set** then **SELECT EXISTING SET**
- Select radio button next to applicable [Course] Outcomes Set the CONTINUE
- Click the Mapping box next to all outcomes (or Include All box at top)
- Click **ACCEPT AND RETURN TO PLAN**

3. Locate desired **course-level outcome**
 - Navigate to the desired course-level outcome
 - If measures were previously entered, you may need to scroll down
 - Click Add New Measure on right of the course-level outcome

Choose 4a or 4b:

Use **IMPORT MEASURE** if the Measure has already been added to the system.

- 4a. Click **Add New Measure** and complete requested fields
 - A new measure must be created for each CRN. Parts of the measure can be reused, see 4b below.**
 - **Measure Title:** Name of the assignment, exam, or activity that is used to assess outcome
 - **CRN:** Enter five digit CRN for course (report only one CRN at a time)
 - **Proficiency Standard:** Enter proficiency standard at the student and class levelExamples:

80% of students will correctly name 7 out of the 10 types of architecture in Whittier.
By the end of semester, 75% of students will demonstrate all 17 steps of an oil change.

- **Faculty Name:** Enter instructor name
 - **Semester & Year:** Enter semester and year
 - Click **APPLY CHANGES**
 - Click CHECK IN
- 4b. Click **Add New Measure**
- Click **IMPORT MEASURE** to reuse a measure entered previously
 - Use the radio button to select a measure from the list then click **COPY SELECTED**
 - Edit faculty name, semester, and CRN as needed (this will not change the original entry)
 - Click **APPLY CHANGES**
 - Click CHECK IN
5. If needed, repeat steps 3 and 4a or 4b for each CRN
- Optional:** Click **Add/Edit Attachments and Links** to provide an example of the rubric, test, or assignment used to measure outcomes.

How to I add course-level outcome findings (data)?



Part B

For each set of findings (data) a new measure must first be added. Then report on the findings related to that measure including, the number of students proficient a summary of your findings, and other fields as indicated.

Overview

1. Navigate to **Course Outcomes Workspace**, see Part A instructions.
2. Click **Findings** sub-heading
3. Click **Add Findings**
4. Complete template fields
5. Click **Submit** then **CHECK IN**

Step by Step Instructions

1. Navigate to **Course Outcomes Workspace**, see Part A instructions.
2. Click **Findings** sub-heading
 - From menu on the left, click **Findings** then **CHECK OUT**
3. Click **Add Findings**
 - Locate Measure with the correct CRN, faculty name, and semester
 - Locate the desired course-level outcome and click **Add Findings** on right
 - Use CTRL + F to search for a specific CRN or name
4. Complete template fields
 - **Summary of Findings:** Include findings as well as reflections and recommendations
 - **Number of students proficient:** Enter a number
 - **Number of students not proficient:** Enter a number
 - Click radio button to indicate if class proficiency status is met, exceeded, or not met
 - Click **Submit**
5. If needed, repeat steps 2 and 3 for additional CRNs, then click **Submit** and **CHECK IN**