Taskstream Training: Self Study Review

1. Go to www.Taskstream.com and follow these directions to log in.

2. If you have never logged into Taskstream before or have forgotten your password, please email taskstream@howard.edu and a new password will be provided.

3. Once in Taskstream, you will see a home screen similar to the one below.

4. In the left-hand menu, you will see a “Review” section beneath the picture of Founders Library.

5. If you have areas to be reviewed, you will see small red indicators beside the “Items requiring review” menu item.

6. At the bottom of the “Review” portion of the menu, select “View all submissions.” You will then see the screen shot below.
7. Users will either see “Academic Self-Study 2018,” “Administrative Self Study 2018,” or both depending on what kinds of units/programs they are reviewing. You will only have access to the areas to which you have been assigned.

8. To the right of the option, you will see “View and Review Submissions;” click on one of these to reveal the programs you need to review. Please note that in the rare case you are reviewing administrative and academic programs, you will have reviews in both.
9. After selecting the “View and Review Submissions” button, click “Continue” on the next page. This is just asserting that you want to review all sections.
10. The next screen will show the programs you have been assigned to review. Please note that each program has 10 sections:

Contextual Information for Department or Unit
Contextual Information
Program Curriculum or Webpage
Program Contextual Statement
Mission
Productivity
Quality
Demand
Net Revenue
SWOT (Identify strengths, weaknesses, opportunities, and threats)
Describe problems, challenges, and areas of improvement.
Address adequacy of resource available to carry out activities to meet goals and objectives.

Each section must be reviewed separately. If you do not see all of them, scroll to the right.
11. For each program, please note that you must begin review for each section by selecting the yellow/orange “Review” button.

12. If there is no yellow/orange “Review” button, please email prioritization@howard.edu and inform them of the unit name.

13. To begin a review, click the review button for the section/program you are interested in reviewing. You should review each program moving left to right as the first three areas offer context for the later sections.

14. Click “Review” on the “Contextual Information for Department or Unit Contextual Information” section.
15. Once you click the review, you will see the following screen:

16. Click the green “Review work” button. Once you click the button, two windows will appear. You will have the option of opening the form to be reviewed in the window or expanded. You can also print the form as a word document. We recommend selecting “Open full size.”

Note that the windows appear as “pop-ups.” If you have pop-ups blocked, the site will not work as intended. Please allow pop-ups from the site. You can follow these directions or click on this symbol in the address bar.

17. After opening the form, you will see two windows side by side (one may be covering the other). One will be the form (content) and the other will be the review pane. A sample review pane is below for this section.
The first window is a content window that will show the data (narrative or form) you can view it by opening “full-size” or in the window.
Here is an example of what it looks like when opened “full-size.”
The second window you will see is the scoring window. There is a place to score (in this case complete or incomplete), add comments, and save your draft. Do not finalize your review as once you finalize your review, you can no longer print a preview. But please remember to save often.

Do not complete this at this time.
18. As the purpose of this section is simply to offer contextualizing information, you only need to choose “complete” or “incomplete” and add comments and/or questions if necessary.

DO NOT CLICK RECORD AS MY FINAL SCORE AT THIS TIME

19. Once you have completed this preliminary review, click “Save Draft,” then click “Preview” and then print or save your comments and questions for your upcoming site visit.
Below is an example of one of the comment print-outs.

Please note that once you select and submit “Record as my Final Score,” you will no longer be able to preview and print your scores/comments. It is best to wait to do this until the final submission of your scores after the site visit.
20. After printing or saving the preview, you can click “Back to Editing” to get rid of the Review Report. At this point, you can simply close the windows (review and content).

21. Once back to the screen below, click on “Review Grid” in the menu path to return to your earlier screen.

This will take you back to the main grid of programs to be reviewed.
22. Complete “Program Curriculum” and “Program Contextual Information” in the same way as “Contextual Information for Department.”

23. For Mission, Productivity, Quality, Demand, and Net Revenue, follow the directions below.

24. Click on “Review” for the section to be reviewed.

Note that after clicking the “Review Work” button, two windows will appear (as before). Please note that narratives are an available part of this section, therefore there will be information in the first window and the imbedded form.
25. The review windows for these areas will provide a rubric to be used. Instead of marking the section complete or incomplete, you will now add comments and questions and then select a rubric choice (1-5). To select a rubric choice, you can click the box or you can select the numeric score just to right of the dimension description.

26. As before, once you have marked your choice and added questions or comments, you will save your draft, preview and print your assessment, and close the menu. Please remember not to finalize your assessment on any section until after the site visit.

27. Repeat the same steps for each of the main dimensions and the SWOT. The final two areas (“Describe problems, challenges, and areas of improvement” and “Address adequacy of resources available to carry out activities to meet goals and objectives”) offer the same complete/incomplete choices used in the contextual sections at the beginning of the review.

28. Once these sections are complete, you will meet with the program for a site visit.

29. Upon gaining more information on your questions and comments, you can return to each section, look again at your scores and comments, and finalize your review by selecting the “Record as my final score” button and then clicking “Submit Review.” Please note that once a review has been recorded, you will lose the option print a preview of your comments and scores. It is best to do this as a final step.
30. Remember that you must do this for all 10 sections of each Self-Study.
31. After finalizing the review you will see that your score has been captured.

32. You can click the “View/Edit” button and either Edit your review or Cancel and restart your review.