Module 5: How do I Change the Program SLO Associated with my Task for General Education Assessment in the Taskstream Assessment System?

Special Note: If the GEAC provides feedback that you may need to realign your task with a different program level SLO, use this procedure to copy and paste that information over the new SLO using the Import Measure feature. You then will need to delete the old task information and resubmit to the GEAC.

Step 1: Log into Taskstream and find your course. Note that you will use the General Education Program Assessment Workspace.
Step 2: Click on the **Assessment Plan (Task & Rubric)** area and click **“Check Out”** to open for editing.
**Step 3**: We will need to select the new outcome to connect to your assessment task by going to the Outcomes and Measures area and Clicking "Select Set".
Once that screen opens, we will need to click the check box in front of the program level student learning outcome we need to associate our task to. In this demonstration, our current task is linked to Program SLO #5 Interaction in Intercultural Context. Imagine GEAC has let us know it may better fit outcome #1 Human Cultures and the Natural World. So we need to check the box in front of #1 Human Cultures and the Natural World and then click "Accept and Return to Plan".
Step 4: The new program level outcome (whatever one you chose in the last step) will now appear in the area. We will need to click “Add New Measure” to open the screen to allow us to use the “Import Measure”
Step 5: Clicking the Import Measure button will bring up the option to find information from your previous entry where you had linked it to the original outcome. First you will need to check the box for show all measures for all outcomes. Then select the name of measure you desire to associate with a new program learning outcome. Click the radio button information of that measure information and then the “Copy Selected” button to bring all those details into the areas for your new measure.
Step 6: The boxes for the information about the measure as aligned with the new outcome are now population with the prior details. Review all the entries to make sure they fit your task. You may need to address other feedback from GEAC and this is a time to make other corrections.

Scroll down to the bottom on this screen to click “Apply Changes” to save this information about the task as linked to the new outcome.
Special Note: You may need to adjust the text boxes for that explain the five performance levels of your rubric. You can do this by using the edit buttons found on the right side of the screen for each level (Exemplary, Proficient, etc).

Step 7. Clearing the old SLO information out of the workspace. Click the “Remove” button to delete the measure information associated with the defunct SLO.
A warning pop up message will let you know this step cannot be undone. Click **OK** on that pop up window to continue.

Step 8: Removing the defunct SLO from workspace.

The defunct SLO will still show in the workspace. To remove, we will need to re-enter the Outcomes and Measures area by clicking **“Select Set”** and unchecking the defunct SLO from the list.
Unselect the defunct SLO by unchecking the box in front of it.
**Step 9:** Resubmit new SLO alignment to GEAC, go back into **Submission & Read Reviews** Tab, click submit next to the Task Assessment Plan (task & Rubric) area.

Other training guides and screencasts are available on the www.uwlax.edu/taskstream webpage.