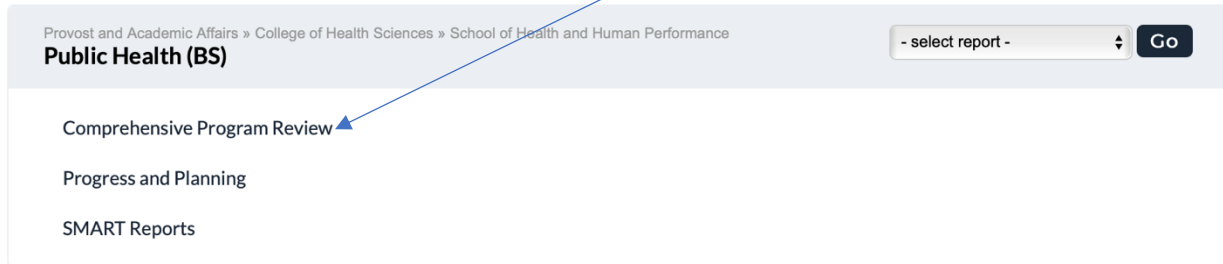


Directions for completing GC's Comprehensive Program Review (CPR) in Taskstream

1. Log in to Taskstream (www.taskstream.com).
2. On your dashboard, locate the Comprehensive Program Review link under the appropriate program in your department.



3. Each page in the left-hand menu has a section titled 'Directions' that includes additional instructions or the question/prompt to be answered. However, the default is that that section is collapsed (hidden) so you have to use the dropdown arrow to display this section.

Public Health (BS) | PREVIEW

Workspace :Comprehensive Program Review

Edit Content Discussion Publish Options & Info

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

EXPAND ALL COLLAPSE ALL

Data

Work In Progress

Directions

Please see the attached spreadsheets for data and data guidance for completing the CPR. Attached are the following:

1. Program-specific spreadsheet with data pulled from OIRE website (titled for your program)
2. Spreadsheet containing college and departmental course and faculty related data (titled *Progress and Planning*)
3. A document is attached, *Suggested PP_CPR Measures with Sources*. This document lists suggested measures for each of the three areas of the CPR (Viability, Productivity, Quality) and provides information as to where each source can be located.

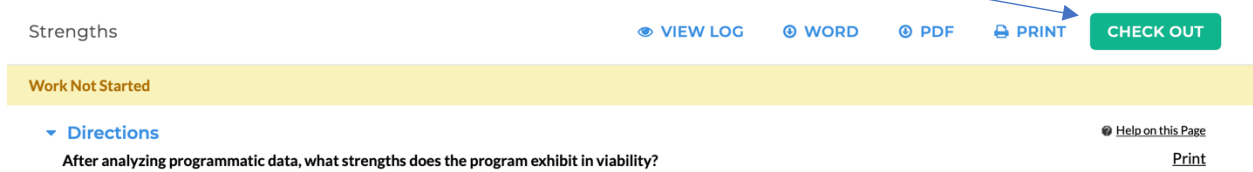
Also, please use the [Institutional Research website](#) for additional data sources and information.

Attachment Section

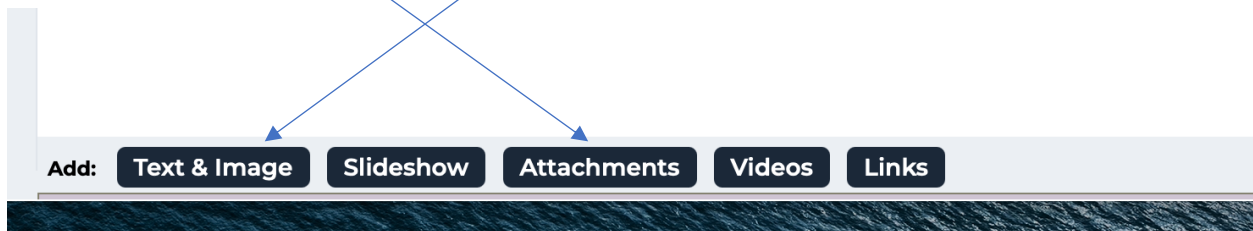
Files:

- Bachelor of Science with a major in Public Health.xlsx
- Progress and Planning.xlsx
- Suggested PP_CPR measures with sources.docx

4. You must 'check out' each item. This is the step that allows you to enter content and edit.



5. Once checked out, at the bottom of the screen you will see where you can perform several functions. You'll use Text & Image to enter your narrative for each item and you can also add attachments if so desired.



6. When you are done working on that section, you will check it back in. If you forget, that is ok. It auto checks in all pages there were left checked out when you log out.

