

# AMS Taskstream Guide for 2018-2019

## WELCOME TO UHCL AMS – ACCOUNTABILITY MANAGEMENT SYSTEM

This QuickStart Guide provides step-by-step information about navigating through the system and entering data into your assessment plan.

### HOW DO I ACCESS AMS?

Login is now: <https://www.uhcl.edu/about/administrative-offices/taskstream/> although [www.uhcl.edu/taskstream](http://www.uhcl.edu/taskstream) will redirect

Use your UHCL credentials to login (same userID and password as email)

## UHCL Taskstream



Contact

### Institutional Effectiveness

Assessment and QEP  
Phone: 281-283-3065  
Institutional Research  
Phone: 281-283-3005

Bookmark this Taskstream page for easy access to the AMS  
login.



### Need Help from Taskstream?

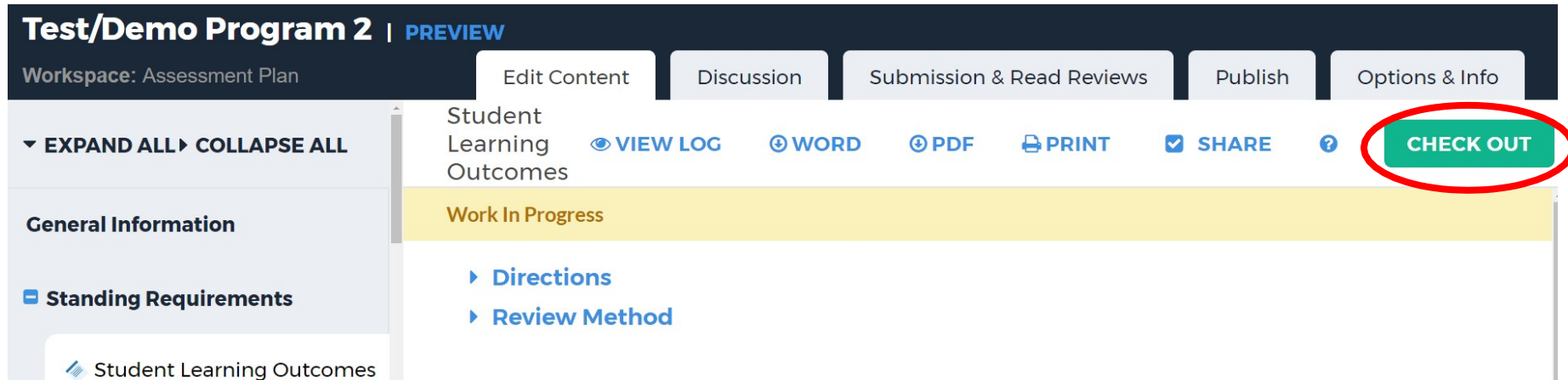
Email: [help@taskstream.com](mailto:help@taskstream.com)  
Phone: 1-800-311-5656  
[Visit the Taskstream Blog](#)

If you have login issues or need an account set-up, please contact the OIE department.

Technical Problems: Taskstream Mentoring Services [help@taskstream.com](mailto:help@taskstream.com) 1-800-311-5656 press 2

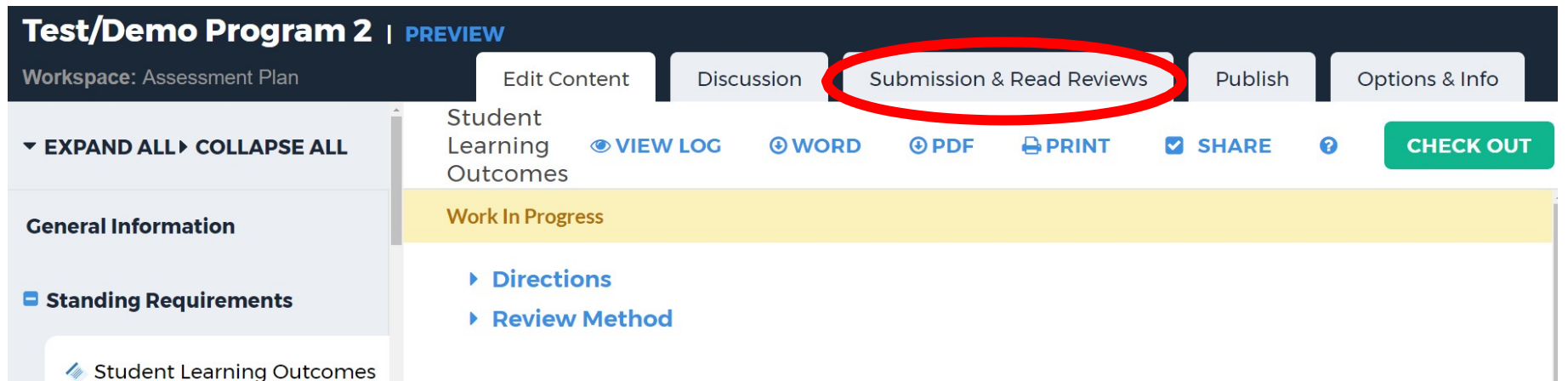
## General Tips:

1. You must “Check Out” the area to edit it.



The screenshot shows the 'Test/Demo Program 2' interface. At the top, there is a dark blue header with the title 'Test/Demo Program 2 | PREVIEW' and a 'Workspace: Assessment Plan' label. Below the header is a navigation bar with tabs: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The 'Edit Content' tab is active. On the left side, there is a sidebar with a toggle for 'EXPAND ALL' and 'COLLAPSE ALL', a 'General Information' section, and a 'Standing Requirements' section. The main content area shows 'Student Learning Outcomes' with a 'VIEW LOG' button, and a 'Work In Progress' status bar. A red circle highlights the 'CHECK OUT' button in the top right corner of the main content area.

2. Once edits are complete, please submit the area for review by the OIE staff.



The screenshot shows the 'Test/Demo Program 2' interface. At the top, there is a dark blue header with the title 'Test/Demo Program 2 | PREVIEW' and a 'Workspace: Assessment Plan' label. Below the header is a navigation bar with tabs: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The 'Submission & Read Reviews' tab is circled in red. On the left side, there is a sidebar with a toggle for 'EXPAND ALL' and 'COLLAPSE ALL', a 'General Information' section, and a 'Standing Requirements' section. The main content area shows 'Student Learning Outcomes' with a 'VIEW LOG' button, and a 'Work In Progress' status bar. A red circle highlights the 'CHECK OUT' button in the top right corner of the main content area.

## Step 1: Enter Results for 2017-2018

The screenshot displays the 'Test/Demo Program 3' interface. At the top, there's a dark blue header with 'Test/Demo Program 3 | PREVIEW' and a 'Workspace :Assessment Plan' label. Below this is a navigation bar with buttons: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. A green bar below the navigation bar contains 'Results', 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK IN' button. On the left, a sidebar lists 'General Information' (Standing Requirements, Student Learning Outcomes, Program Outcomes, Curriculum Map), '2018-19 Assessment Cycle' (Methods), and '2017-18 Assessment Cycle' (Methods, Results, Use of Results, Status Report). The 'Results' tab under '2017-18 Assessment Cycle' is circled in red. The main content area shows 'Outcome : Student Orientation' with a description. Below this, a 'Method : Advertise' section is expanded, showing 'Assessment Methods', 'Criteria for Success', 'Strategies', and 'Key/Responsible Personnel'. At the bottom of this section, a table titled 'Results for Advertise' is visible, and an 'Add Results' button is circled in red.

**Test/Demo Program 3 | PREVIEW**

Workspace :Assessment Plan

EXPAND ALL COLLAPSE ALL

**General Information**

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results**
  - Use of Results
  - Status Report

**Results** VIEW LOG WORD PDF PRINT SHARE CHECK IN

**Outcome : Student Orientation**  
Provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices

**Method : Advertise**  
*Program level ; Direct - Other*

Assessment Methods : Students will receive fliers 6 weeks before registration  
Criteria for Success : Fliers are mailed out 6 weeks before registration  
Strategies :  
Implementation Plan (timeline) :  
Key/Responsible Personnel :

Results for Advertise

**Add Results**

To enter results, click on the “Results” tab located in the left column. Then click “Check Out.” Your methods will be visible in Results for 2017-2018 for reference. Then click on “Add Results.” \*\*Please note, you must click “Check Out” before you can make changes to Results.

Clicking “Add Result,” will open the area into which you will enter your assessment findings. Notice your Standing Requirement (SLO or PO) is visible in the top left and the Criteria for Success is below the Summary of Results box. Required fields here are Summary of Results and Criteria for Success Achievement. Results should be quantitative. Please include what or who was assessed (e.g. majors, students in particular courses, users of your department) and number of students or users assessed. Then click “Submit.”

EXPAND ALL COLLAPSE ALL

**General Information**

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results
  - Status Report
- 2016-17 Assessment Cycle
  - Methods
  - Results

**Results for Advise**  
Outcome: Student Orientation (Provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices)

Please enter the findings for this method and whether criteria for success was exceeded, met or not met. REQUIRED FIELDS INCLUDE: Summary of Results, Criteria for Success Achievement.

\* Required Fields

\* Summary of Results:

1,500 fliers were mailed to potential students informing them of student orientation sessions. These fliers were mailed 6 weeks before registration.

Criteria for Success Achievement:

Fliers are mailed out 6 weeks before registration

☐ Not Met ☒ Met ☐ Exceeded

Cancel Check Spelling **SUBMIT**

You can also enter substantiating materials to results. Once you click “Submit,” and are returned to the Results page, use “Add/Edit Attachments and Link” button below your Results. Substantiating Evidence could be an Excel spreadsheet of your assessment results, redesigned recruitment materials, or an annual report you prepare for your department. Adding these types of documents will support your “Summary or Results,” but you should still enter a complete summary in the box.

EXPAND ALL COLLAPSE ALL

**General Information**

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  - Program Outcomes
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  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results
  - Status Report
- 2016-17 Assessment Cycle
  - Methods
  - Results

Results

VIEW LOG WORD PDF PRINT SHARE ? CHECK IN

Key/Responsible Personnel :

Results for Advise [Edit] [Remove]

Summary of Results : 1,500 fliers were mailed to potential students informing them of student orientation sessions. These fliers were mailed 6 weeks before registration.

Results : Criteria for Success Achievement: Met

Substantiating Evidence :

**Add/Edit Attachments and Links**

## Step 2: Enter Use of Results for 2017-2018

To enter “Use of Results,” click the tab on the left column. Then click “Check Out.”

Once you have checked out “Use of Results,” you will be asked if you want to create new use of results or copy existing plan. Because the results and use of results change each year, you need to select “Create New Use of Results.”

EXPAND ALL COLLAPSE ALL Use of Results VIEW LOG WORD PDF PRINT SHARE CHECK OUT

General Information

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results

Work Not Started

Checked out : 05/22/2018 08:22:49 AM (CDT)  
Checked out to : Karen Elliott

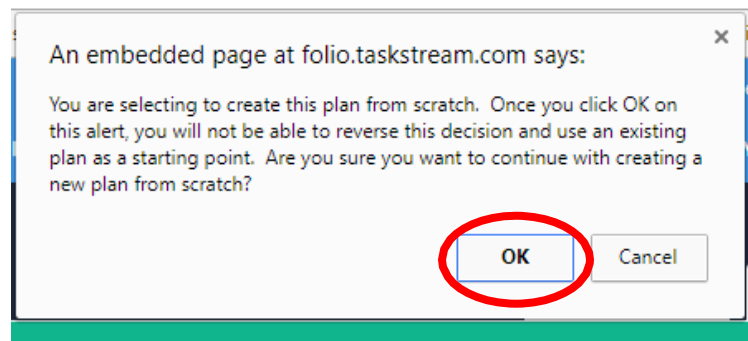
Directions

To begin, please Check Out this requirement. Select the “Create New Operational Plan” button. Click “Select Outcomes” and select the “Select Existing Set” button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click “Accept and Return to Plan” and for each outcome that was selected, you will see an “Add New Action” button. To add an action to an outcome, click this button, complete the required fields and press the “Continue” button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to Check In the requirement when you are finished.

Review Method

CREATE NEW USE OF RESULTS COPY EXISTING PLAN AS STARTING POINT

That selection will bring up a pop-up informing you that you cannot reverse this decision. Click “OK.”



Then you will have to link your Standing Requirements. Click on “Select Set.”

EXPAND ALL COLLAPSE ALL

General Information

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results
  - Status Report
- 2016-17 Assessment Cycle
  - Methods
  - Results

Use of Results

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Directions

To begin, please Check Out this requirement. Select the “Create New Operational Plan” button. Click “Select Outcomes” and select the “Select Existing Set” button to access the [Print](#) previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click “Accept and Return to Plan” and for each outcome that was selected, you will see an “Add New Action” button. To add an action to an outcome, click this button, complete the required fields and press the “Continue” button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to Check In the requirement when you are finished.

Review Method

Mission Statement

Edit

Actions

Select Set

Then choose “Select Existing Set.”

EXPAND ALL COLLAPSE ALL

General Information

- Standing Requirements

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

Outcome Sets

For each of your Standing Requirement sets (Program Outcomes and Student Learning Outcomes if applicable), you will need to select the set and click “Continue.”

Test/Demo Program 3 | PREVIEW

Workspace :Assessment Plan

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Curriculum Map

- 2018-19 Assessment Cycle
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results

Import Outcome Set

Select an Existing Set in Test/Demo Program 3:

- ☐ Awesome Program Outcomes (Operational Objectives & Outcomes) [\[View Set\]](#)
- ☒ Test/Demo Program 3 Outcome Set (Learning Objectives & Outcomes) [\[View Set\]](#)









Cancel CONTINUE

Then select all of the outcomes you wish to include and click on “Accept and Return to Plan” at the top of the page. Repeat if needed for other sets of Standing Requirements.

EXPAND ALL COLLAPSE ALL

Select outcome sets for Measure

(Outcomes)

Mapping	Outcome	Mapping	
 <input checked="" type="checkbox"/>	<b>Theory description Q</b> Students in 1000 level courses will be able to describe theories relevant to our field.	TX- University of Houston-Clear Lake- Core Curriculum: Communication Skills, Critical Thinking Skills, UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication	 Hide
 <input checked="" type="checkbox"/>	<b>Interpret Research Q</b> Students in 2000 level courses will be able to interpret research articles from the field of study.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication, C. Empirical and Quantitative ...	 Hide
 <input checked="" type="checkbox"/>	<b>Hypothesis formation Q</b> Students in 3000-4000 level courses will be able to form a hypothesis and support it with relevant research.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication, C. Empirical and Quantitative ...	 Hide
 <input checked="" type="checkbox"/>	<b>Design study Q</b> Master's level students will be able to evaluate and synthesize relevant research in order to design a study of their own.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication, C. Empirical and Quantitative ...	 Hide

Once you have added all your Standing Requirements, you are ready to enter your “Use of Results.” To enter them, click on the button called “Add New Action.”

Standing Requirements

Use of Results

VIEW LOG WORD PDF PRINT SHARE ? CHECK IN

Test/Demo Program 3 Outcome Set

Outcome

**Outcome : Theory description**  
Students in 1000 level courses will be able to describe theories relevant to our field.

No actions specified

**Add New Action**

You will then see a screen to select which results should be linked to this “Use of Results.” Select the results for the assessment cycle you are working in and click “Continue.”

Workspace :Assessment Plan

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

Use of Results

VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK IN

Directions : Select results that support this action ( or skip this step and add results later )

☒ Do not show this page again during this session when creating action s within this workspace

Cancel

CONTINUE »

All Results for Outcome : Theory description ⓘ

☐ Show Full Results Details

2017-18 Assessment Cycle: Methods & Results

☒ Results for Method : Theory

Summary of Results : 247 out of 300 students (82%) scored Very Good or Excellent on the questions related to theory on the midterm exam.  
235 out of 300 students (78%) scored Very Good or Excellent on questions related to theory on the final exam.  
Overall, 482 out of 600 students (80%) scored Very Good or Excellent on questions related to theory on the midterm and final exams.

2016-17 Assessment Cycle: Methods & Results

☐ Results for Method : Theory

Summary of Results : Of the 42 students in 1331, 30 were rated as Very Good or Excellent. Of the 90 students from 1442, 68 were rated as Very Good or Excellent.

2015-16 Assessment Cycle: Methods & Results

☐ Select All

Standing Requirements

- Student Learning Outcomes
- Program Outcomes
- Curriculum Map

2018-19 Assessment Cycle

- Methods

2017-18 Assessment Cycle

- Methods
- Results
- Use of Results
- Status Report

2016-17 Assessment Cycle

- Methods
- Results
- Use of Results



You will now see the screen where you enter “Use of Results.” At the top, you will see your linked “Summary of Results.” You will need to give your entry a title based on the Standing Requirement name or your Results. Then enter your “Use of Results.” This section is an essential one for closing the loop and moving toward **continuous improvement**. Ideally, “Use of Results” would be a narrative paragraph reflecting a discussion of the results with the faculty and/or staff in your department. Please also enter Implementation Plan (timeline), Key/Responsible Personnel, Is funding needed? Budget Year, Budget request amount, and Priority level to the best of your ability. Then click the “Apply Changes” button at the top of the page.

Cancel

Check Spelling

IMPORT ACTION

APPLY CHANGES

Linked to Results:

Show Full Results Details

Results for Theory

(Methods and Results; 2017-18 Assessment Cycle)

Summary of Results: 247 out of 300 students (82%) scored Very Good or Excellent on the questions related to theory on the midterm exam.  
235 out of 300 students (78%) scored Very Good or Excellent on questions related to theory on the final exam.  
Overall, 482 out of 600 students (80%) scored Very Good or Excellent on questions related to theory on the midterm and final exams.

\* Action Item Title:

Use of Results:

Implementation Plan (timeline):

Key/Responsible Personnel:

Is funding needed?:

Budget Year (e.g., 2017-2018):

Budget request amount :

\$

Priority level :

- Select -

After Clicking “Apply Changes,” you will be able to add “Supporting Attachments” in this section if desired.

2017-18 Assessment Cycle

Methods

Results

Use of Results

Status Report

2016-17 Assessment Cycle

Methods

Key/Responsible Personnel :

Is funding needed? :

Budget Year (e.g., 2017-2018)  
:

Budget request amount :      \$0.00

Priority :

Supporting Attachments :

Add/Edit Attachments and Links

### Step 3: Review Standing Requirements (Student Learning Outcomes and Program Outcomes)

Once you have completed the 2017-2018 cycle, you are ready to plan for 2018-2019. The first step is to review your “Standing Requirements” and make any necessary changes.

The screenshot displays the 'Test/Demo Program 3' interface. The top navigation bar includes 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The left sidebar shows a menu with 'EXPAND ALL' and 'COLLAPSE ALL' options. Under 'General Information', the 'Standing Requirements' section is expanded, showing 'Student Learning Outcomes' and 'Program Outcomes' (both highlighted with red arrows), 'Curriculum Map', and assessment cycles for 2018-19, 2017-18, and 2016-17. The main content area is titled 'Student Learning Outcomes' and features a 'VIEW LOG' button, 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' options. Below this, there are buttons for 'CREATE NEW SET' and 'SELECT EXISTING SET'. The 'Test/Demo Program 3 Outcome Set (Outcomes)' section includes a 'Remove Set' button and a 'Reorder' button. A table lists outcomes and their mappings:

Outcome	Mapping
Theory description Q Students in 1000 level courses will be able to describe theories relevant to our field.	TX- University of Houston-Clear Lake- Core Curriculum: Communication Skills, Critical Thinking Skills, UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication
Interpret Research Q Students in 2000 level courses will be able to interpret research articles from the field of study.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication, C. Empirical and Quantitative ...
Hypothesis formation Q	UHCL University Learning Outcomes (ULO) (Effective 2016): A.

You can create a new set, create a new outcome, edit an existing outcome, edit mapping, hide an outcome, or if the outcome was never used you can delete the outcome. All of these options are on the right once the SLO or PO set is checked out.

If you make changes to your standing requirements, please resubmit for review by the OIE staff.

## Step 4: Roll-over and Revise Methods

Once you have reviewed and made necessary changes to your “Standing Requirements,” you can roll over and edit your “Methods” for 2018-2019.

To roll-over “Methods,” you must first “Check Out” the area. Then click on “Copy Existing Plan as Starting Point.”

**Test/Demo Program 3 | PREVIEW**  
Workspace :Assessment Plan

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

Methods VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started Checked out : 05/22/2018 09:23:25 AM (CDT)  
Checked out to : Karen Elliott

**General Information**

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle**
  - Methods
- 2017-18 Assessment Cycle
  - Methods

**Directions**

To begin, please Check Out this requirement. Select the “Create New Assessment Plan” button. Click “Select Outcomes” and select the “Select Existing Set” button to access the previously-entered outcome sets. Select the set of outcomes that you wish to assess this cycle and then select the specific outcomes you wish to assess by enabling the checkbox next to each outcome. Click “Accept and Return to Plan” and for each outcome that was selected, you will see an “Add New Measure” button. To add an assessment measure to an outcome, click this button, complete the required fields and press the “Continue” button. Once a measure has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to Check In the requirement when you are finished.

**Review Method**

CREATE NEW ASSESSMENT PLAN COPY EXISTING PLAN AS STARTING POINT

Select the plan you wish to roll-over generally the one from the last assessment cycle and click “Submit.”

**Test/Demo Program 3 | PREVIEW**  
Workspace :Assessment Plan

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

**General Information**

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2018-19 Assessment Cycle**
  - Methods
- 2017-18 Assessment Cycle
  - Methods
  - Results
  - Use of Results

Select an existing Plan starting point

**Directions :** Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it .

Existing Plan:

- ☒ **Assessment Plan**  
2017-18 Assessment Cycle: Methods [Plan]  
( last modified : 05/10/2018)
- ☐ **Assessment Plan**  
2016-17 Assessment Cycle: Methods [Plan]  
( last modified : 03/24/2017)
- ☐ **Assessment Plan**  
2015-16 Assessment Cycle: Methods [Plan]  
( last modified : 01/11/2017)
- ☐ **Assessment Plan**  
2013-2014 Assessment Cycle: Methods [Plan]  
( last modified : 10/06/2016)
- ☐ **Assessment Plan**  
2014-2015 Assessment Cycle: Methods [Plan]  
( last modified : 10/06/2016)

Cancel SUBMIT

Then you can add a new method, remove a method you do not wish to measure during this cycle, or edit a method as needed.

▼ EXPAND ALL ▶ COLLAPSE ALL

Methods

VIEW LOG WORD PDF PRINT SHARE ? CHECK IN

**General Information**

- **Standing Requirements**
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- **2018-19 Assessment Cycle**
  - Methods
- **2017-18 Assessment Cycle**
  - Methods
  - Results
  - Use of Results
  - Status Report

**Outcome : Student Orientation**  
Provide information and resources that will allow students to make informed and appropriate academic plans and healthy social choices

**Method : Advertise**  
*Program level : Direct - Other*

Assessment Methods : Students will receive fliers 6 weeks before registration

Criteria for Success : Fliers are mailed out 6 weeks before registration

Strategies :  
Implementation Plan  
(timeline) :  
Key/Responsible Personnel :

Supporting Attachments :

Add/Edit Attachments and Links

Add New Method

Edit Remove

See the OIE calendar of Assessment Workshops and Taskstream Training classes for additional help. If you cannot attend any of the scheduled events, contact your designated assessment coordinator for individualized workshops or one-on-one instruction.

#### Assessment Coordinator

Karen Elliott, [elliott@uhcl.edu](mailto:elliott@uhcl.edu), ext. 3053

#### Executive Director of Planning & Assessment

Pat Cuchens, [cuchens@uhcl.edu](mailto:cuchens@uhcl.edu), ext. 3065