University of Houston ◢ Clear Lake

Office of Institutional Effectiveness

Student Learning Outcomes

WELCOME TO UHCL AMS – ACCOUNTABILITY MANAGEMENT SYSTEM

This Guide provides step-by-step information about navigating through the system and entering Student Learning Outcomes 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 will redirect you.

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

UHCL Accountability Management System (AMS) - Taskstream

Institutional Effectiveness ⌄

Only UHCL faculty and staff use AMS to track program and unit assessment plans.

AMS Login

Contact

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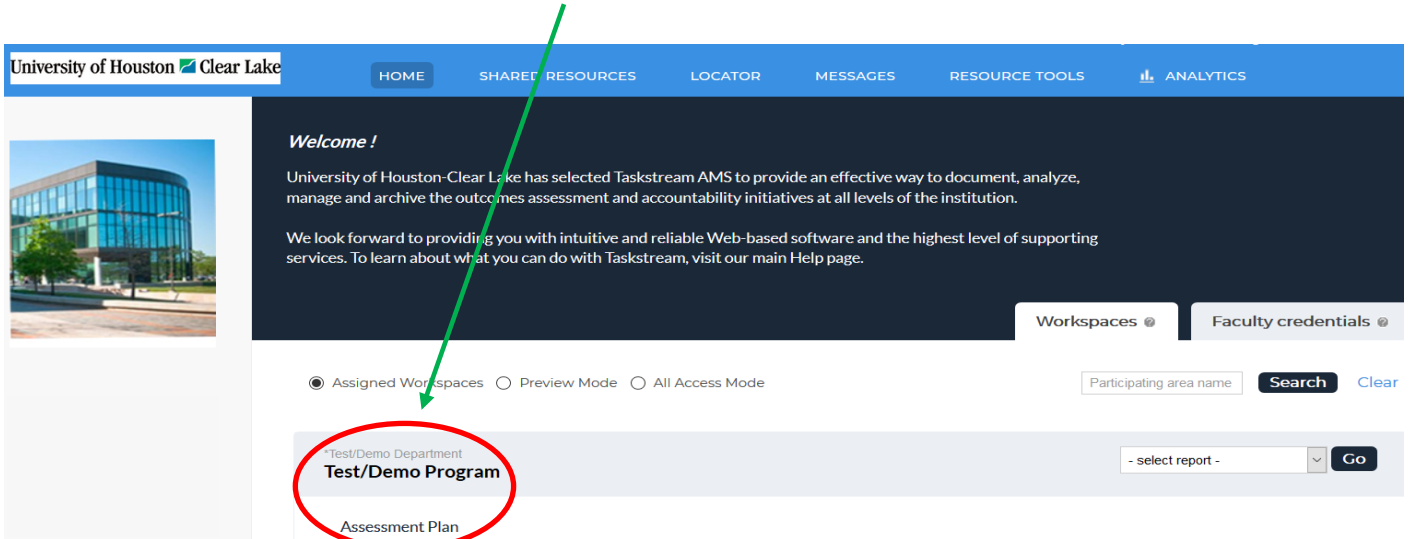Institutional Research
Phone: 281-283-3005

College of Education Faculty/Students

For assistance with LAT – Taskstream
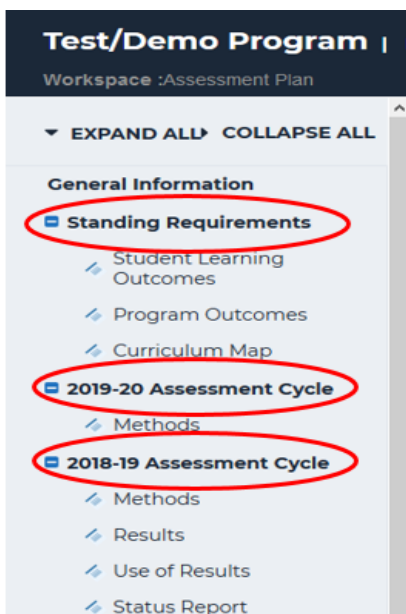Contact Email: education@uhcl.edu
Phone: 281-283-3600
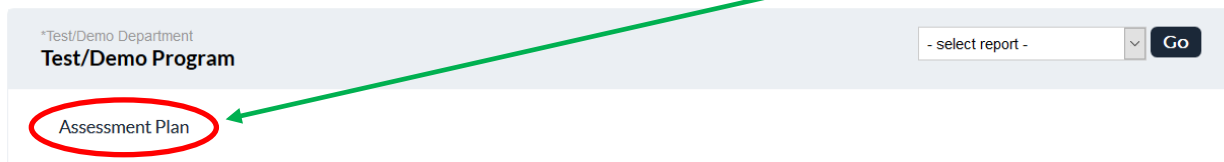
If you have login issues or need an account set-up, please contact OIE

Technical Problems: Taskstream Mentoring Services help@taskstream.com 1-800-311-5656 press 2
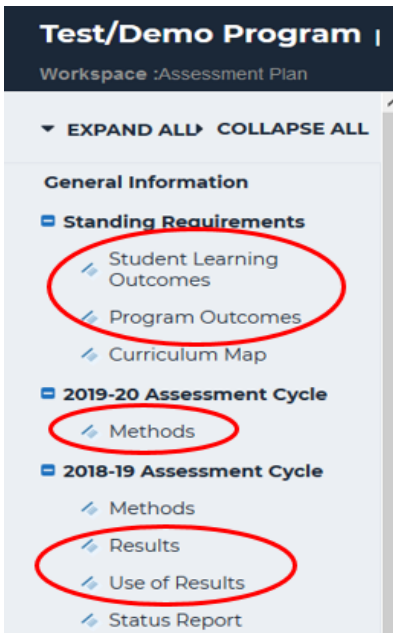
Your Welcome page will show your assigned workspaces, which are departments and programs that you can access.

To begin entering information or data in Taskstream, you need to click open the Assessment Plan.

Once the assessment cycle is open, you will see a menu on the left showing the sections included in the assessment plan: **Standing Requirements** and **Assessment Cycle**

Test/Demo Program |

Workspace :Assessment Plan

▼ EXPAND ALL COLLAPSE ALL

General Information

▬ **Standing Requirements**

Student Learning Outcomes

Program Outcomes

Curriculum Map

▬ **2019-20 Assessment Cycle**

Methods

▬ **2018-19 Assessment Cycle**

Methods

Results

Use of Results

Status Report

Each section contains items where you will enter information and data regarding your assessment activities.

STANDING REQUIREMENTS

This area contains a set of outcomes that you will assess in order to determine if your program/department is functioning well. Standing Requirements are components of your program/department that typically remain steady over time and are not usually associated with cyclical review. However, these items should be assessed by the program/department annually to ensure accuracy. Standing Requirements will vary depending on type of program: Academic, Co-Curricular, and Administrative.

CREATING STUDENT LEARNING OUTCOMES

You choose which outcomes you want to assess for the current cycle based on the **Student Learning Outcomes** (SLOs) you set up in the **Standing Requirements** section of your assessment workspace. Only include outcomes in the plan you want to assess for that cycle.

❖ **Student Learning Outcomes** (SLOs) **focus on student learning** that is consistent with the program's mission and goals. SLOs are clear statements that describe/specify the expected knowledge, skills, attitudes, abilities, values, and/or competencies that **students** are expected to acquire/demonstrate upon completion or participation in a program, activity, course, or project.

- What do you want the students to know? (content knowledge or understanding)
- What do you want the students to be able to do? (abilities, skills, or competencies)
- What do you want the students to care about? (values, attitudes)

When writing SLOs, use student-focused language, include action verbs, and ensure that the learning outcomes demonstrate *actionable* attributes. In addition, each outcome needs a short, logical title that allows you to easily recognize which outcome you are assessing.
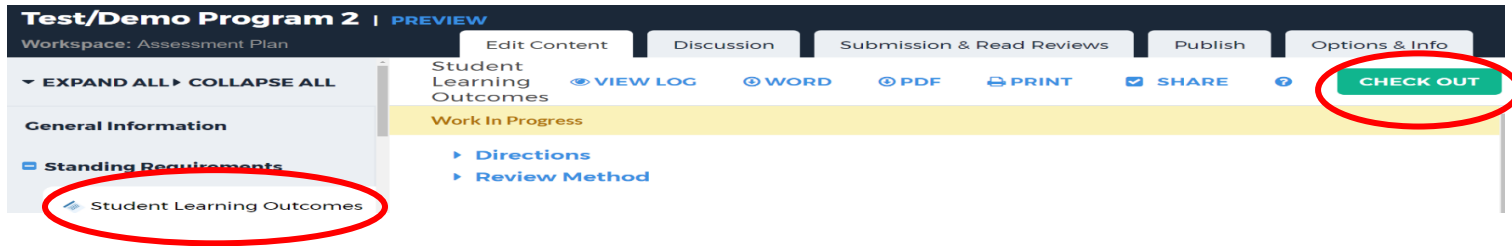
Below are examples of Outcome titles (line 1 of each bullet point) and Student Learning Outcome descriptions (lines 2-3 of each bullet point).

- Create Works of Art
  Students will be able to use basic vector, 3D design, video, and web technologies in the creation of works of art.

- Magnetic Fields
  Students will be able to calculate the magnitude and direction of magnetic fields created by moving electric charges.

- Communication
  Students will develop the ability to communicate effectively through writing and speaking by observing, reading, listening, and using appropriate information technologies.

- Information and Ideas
  Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.
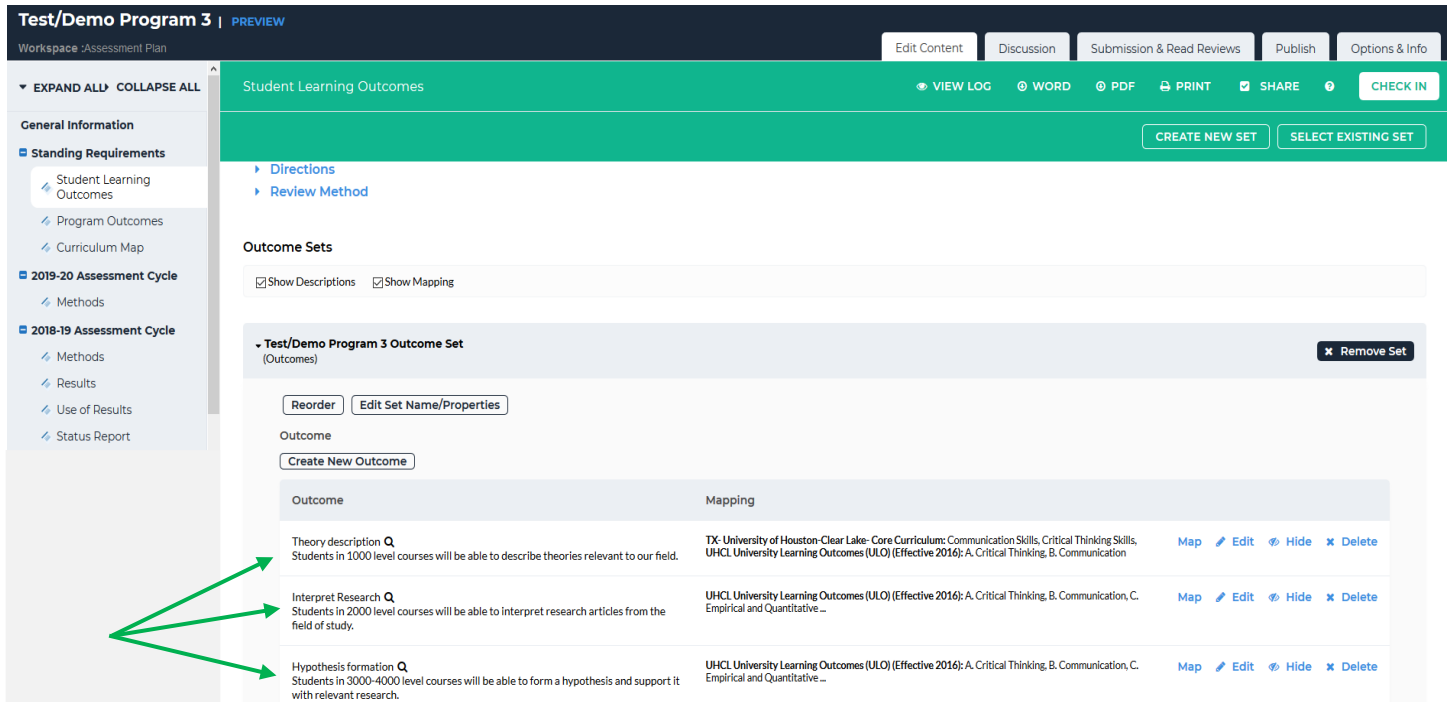
ENTERING STUDENT LEARNING OUTCOMES INTO THE ASSESSMENT PLAN
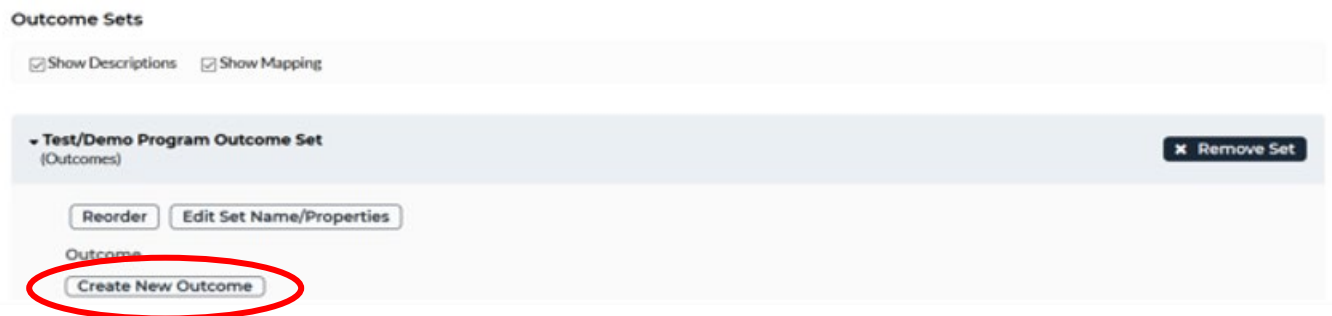
Student Learning Outcomes

1. First, click on Student Learning Outcomes on the left side of the screen. Then click "Check Out" in order to enter/edit an area.

2. Review your Student Learning Outcomes for accuracy.

3. If you will assess these Outcomes and do not need to add a new one in the upcoming cycle, skip to the section on Program Outcomes. To add a new outcome, click Create New Outcome.

4. Give the new Outcome a short, logical title that will enable you to easily recognize which outcome you are assessing.

Create New Outcome

Outcome:
Max 140 characters

Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).

Description:
Max 1000 characters

[Check Spelling] [Character Count]

Cancel **CONTINUE**

5. Describe/specify the expected knowledge, skills, attitudes, abilities, values, and/or competencies that **students** are expected to acquire/demonstrate upon completion or participation in a program, activity, course, or project. When finished, click Continue.

6. The next screen will ask if you want to update other areas with this new Outcome. If so, click in the appropriate box(es) and then Update Selected Areas. ****Only check boxes pertaining to the new Outcome. Do not check boxes for previous years.** If you do not need to update other area(s), click Do Not Update Other Areas – Return to Workspace.

Update Other Areas

⚠ **Important !** Would you like to update other areas with these changes? The changes you just made to your outcome will not be reflected in other areas unless you update them now .

This outcome is associated with the requirements listed below.

Assessment Plan (Workspace : Assessment Plan)
- ☐ Standing Requirements: Curriculum Map
- ☐ 2019-20 Assessment Cycle: Methods
- ☐ 2018-19 Assessment Cycle: Methods
- ☐ 2017-18 Assessment Cycle: Methods
- ☐ 2017-18 Assessment Cycle: Use of Results
- ☐ 2016-17 Assessment Cycle: Methods
- ☐ 2016-17 Assessment Cycle: Use of Results
- ☐ 2015-16 Assessment Cycle: Methods
- ☐ 2015-16 Assessment Cycle: Use of Results
  This item is locked
- ☐ 2014-2015 Assessment Cycle: Methods
  This item is locked
- ☐ 2014-2015 Assessment Cycle: Use of Results
  This item is locked
- ☐ 2013-2014 Assessment Cycle: Methods
  This item is locked
- ☐ 2013-2014 Assessment Cycle: Use of Results
  This item is locked

DO NOT UPDATE OTHER AREAS - RETURN TO WORKSPACE   **UPDATE SELECTED AREAS**

7. The new Outcome will need to be "mapped" because there needs to be a direct link between a program's educational objectives and the learning outcomes included in the assessment plan. Click Add mapping.

Outcome added/edited successfully

⊙ **Add mapping**
⊙ **Add another outcome**
⊙ **Back to all outcome sets**

8. Select Goal sets distributed to your program using the drop-down box. Then click Go.

Directions: Select the set to which you would like to map the Outcome:

Information and Ideas (part of Outcome) 🔍
Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

Select category of set to map to: Goal sets distributed to Test/Demo Program ▾ **Go**

Select Set: ○ **TX- University of Houston-Clear Lake- Core Curriculum**   [View Set]
Owned by University of Houston-Clear Lake
(Effective August 2015)

○ **TX- University of Houston-Clear Lake- Strategic Goals**   [View Set]
Owned by University of Houston-Clear Lake
(Effective August 2015)

○ **UHCL University Learning Outcomes (ULO) (Effective 2016)**   [View Set]
Owned by University of Houston-Clear Lake
(Effective August 2016)

Cancel   **CONTINUE**

9. You will need to map to the first set above. Click in the first radio button and then click Continue.

10. This window contains a list of UHCL Core Objectives. You will check the boxes that apply to your new Outcome. Then click either the top or bottom Continue button.

Directions: Select the core objective within TX- University of Houston-Clear Lake- Core Curriculum to which to map Information and Ideas.

Information and Ideas (part of Outcome) 🔍
Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.

TX- University of Houston-Clear Lake- Core Curriculum   **Cancel** **CONTINUE**
Owned by University of Houston-Clear Lake

THECB Core Objectives
In developing student learning outcomes for THECB core curriculum courses, select from the list below the Core Objective(s) that match most closely to your student learning outcomes.

Core Objective

☐ **Critical Thinking Skills**
To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

☐ **Communication Skills**
To include effective development, interpretation and expression of ideas through written, oral and visual communication

☐ **Empirical and Quantitative Skills**
To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

☐ **Teamwork**
To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

☐ **Social Responsibility**
To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

☐ **Personal Responsibility**
To include the ability to connect choices, actions and consequences to ethical decision-making

Cancel **CONTINUE**

11. You will be taken back to the Outcome Set screen. Repeat these steps if additional new Student Learning Outcomes are needed. Once all of your Outcomes are added, you are ready to move on. Click the Check In button to exit.

Student Learning Outcomes   👁 VIEW LOG   ⊙ WORD   ⊙ PDF   🖶 PRINT   ☑ SHARE   ❓   **CHECK IN**

CREATE NEW SET   **SELECT EXISTING SET**

▸ **Directions**
▸ **Review Method**

Outcome Sets

☑ Show Descriptions   ☑ Show Mapping