

WELCOME TO UHCL AMS – ACCOUNTABILITY MANAGEMENT SYSTEM

HOW DO I ACCESS AMS?

Login is now: <https://www.uhcl.edu/about/administrative-offices/taskstream/> although www.uhcl.edu/taskstream will redirect you to the current login page. Use your UHCL credentials to login (same userID and password as email).

UHCL Accountability Management System (AMS) - Taskstream



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



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 the OIE department.

Technical Problems: Taskstream Mentoring Services help@taskstream.com 1-800-311-5656 press 2.

Step 1: Enter Results for 2019-2020

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 2019-2020 for reference. **Please note, you must click “Check Out” before you can make changes to Results.

The screenshot shows the 'Test/Demo Program 3 | PREVIEW' workspace. The top navigation bar includes 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The left sidebar has a 'Results' tab circled in red. The main content area shows 'Work Not Started' and 'Directions' for the 'Results' tab. The 'CHECK OUT' button is circled in red in the top right corner.

Then click on “Add Results”.

The screenshot shows the 'Add Results' interface. The left sidebar has the 'Results' tab selected. The main content area shows the 'Method: Advertise' section with details for 'Program level Direct - Other'. The 'Add Results' button is circled in red in the bottom right corner.

Clicking “Add Results,” will open the area into which you will enter your assessment findings. Notice the Standing Requirement (SLO or PO) is visible in the top of the yellow box 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.”

Results for Advertise
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:

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.

2019-20 Assessment Cycle

Methods

Results

Use of Results

2018-19 Assessment Cycle

Methods

Results

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 2019-2020

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.”**

The screenshot shows the 'Use of Results' interface. On the left, there is a sidebar with a tree view of navigation options. The '2019-2020 Assessment Cycle' section is expanded, and 'Use of Results' is selected. At the top right, there is a 'CHECK OUT' button highlighted with a red box. Below the sidebar, there are two buttons: 'CREATE NEW USE OF RESULTS' and 'COPY EXISTING PLAN AS STARTING POINT'. The 'CREATE NEW USE OF RESULTS' button is circled in red. The main content area displays 'Work Not Started' and 'Checked out : 04/14/2020 09:47:21 AM (CDT)' and 'Checked out to : Karen Elliott'. The 'Directions' section provides instructions on how to create a new use of results plan.

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

The screenshot shows a pop-up dialog box with the following text: "An embedded page at folio.taskstream.com says: You are selecting to create this plan from scratch. Once you click OK on this alert, you will not be able to reverse this decision and use an existing plan as a starting point. Are you sure you want to continue with creating a new plan from scratch?" At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

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

Use of Results

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started 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

Mission Statement Edit

Actions

Select Set

Then choose “Select Existing Set.”

EXPAND ALL COLLAPSE ALL

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.”

Standing Requirements

Student Learning Outcomes

Program Outcomes

Curriculum Map

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

SELECT EXISTING SET **ACCEPT AND RETURN TO PLAN**

Mapping	Outcome	Mapping	
<input checked="" type="checkbox"/>	Theory description Q Students in 1000 level courses will be able to describe theories relevant to our field.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking	Hide
<input checked="" type="checkbox"/>	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 ...	Hide
<input checked="" type="checkbox"/>	Hypothesis formation Q 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

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.”

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.

Add New Action

No actions specified

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.”

The screenshot displays the 'Use of Results' interface. On the left is a sidebar with the following sections:

- Standing Requirements**
 - Student Learning Outcomes
 - Program Outcomes
 - Curriculum Map
- 2019-20 Assessment Cycle**
 - Methods
 - Results
 - Use of Results (highlighted with a red arrow)
- 2018-19 Assessment Cycle**
 - Methods
 - Results
 - Use of Results
 - Status Report

The main content area has a green header with the title 'Use of Results' and navigation icons: VIEW LOG, WORD, PDF, PRINT, SHARE, and CHECK IN. Below the header, there are instructions: 'Directions : Select results that support this action (or skip this step and add results later)'. A green box contains a checkbox with a checkmark and the text 'Do not show this page again during this session when creating action s within this workspace'. There are 'Cancel' and 'CONTINUE »' buttons. A 'Show Full Results Details' link is also present.

The main content area lists results for three assessment cycles:

- All Results for Outcome : Student Orientation**
 - Show Full Results Details
- 2019-20 Assessment Cycle: Methods & Results**
 - Results for Method : Advertise
 - 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.
- 2018-19 Assessment Cycle: Methods & Results**
 - Results for Method : Database
 - Summary of Results : 270 freshman and 350 transfers (100%) were entered into the database.
- 2017-18 Assessment Cycle: Methods & Results**
 - Results for Method : Advertise

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. Then click the “Apply Changes” button at the top or bottom of the page.

The screenshot shows a web form for entering 'Use of Results'. At the top right, there are two buttons: 'IMPORT ACTION' and 'APPLY CHANGES', with the latter highlighted by a red box. The form contains several sections:

- Linked to Results:** Includes a checkbox for 'Show Full Results Details' and a status message: 'Results for Database (Methods and Results: 2018-19 Assessment Cycle) Summary of Results: 270 freshman and 350 transfers (100%) were entered into the database.'
- * Action Item Title:** A text input field with a red arrow pointing to it.
- Use of Results:** A large text area with a red arrow pointing to it.
- Implementation Plan (timeline):** A text area.
- Key/Responsible Personnel:** A text area.
- Is funding needed?:** A text area.
- Budget Year (e.g., 2017-2018):** A text area.
- Budget request amount:** A field with a dollar sign and a text input.
- Priority level:** A dropdown menu currently showing '- Select -'.

At the bottom left, there are 'Cancel' and 'Check Spelling' buttons. At the bottom right, there are 'IMPORT ACTION' and 'APPLY CHANGES' buttons, with the latter highlighted by a red box.

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

This screenshot shows a portion of the form after clicking 'Apply Changes'. On the left, a dialog box is open with the following text: 'An embedded page at folio.taskstream.com says: You are selecting to create this plan from scratch. Once you click OK on this alert, you will not be able to reverse this decision and use an existing plan as a starting point. Are you sure you want to continue with creating a new plan from scratch?' with 'OK' and 'Cancel' buttons.

The main form area shows the following fields:

- Key/Responsible Personnel:**
- Is funding needed?:**
- Budget Year (e.g., 2017-2018):**
- Budget request amount:** \$0.00
- Priority:**
- Supporting Attachments:** A section with a button labeled 'Add/Edit Attachments and Links' circled in red.

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

Once you have completed the 2019-2020 cycle, you are ready to plan for 2019-2020. The first step is to review your “Standing Requirements” and make any necessary changes.

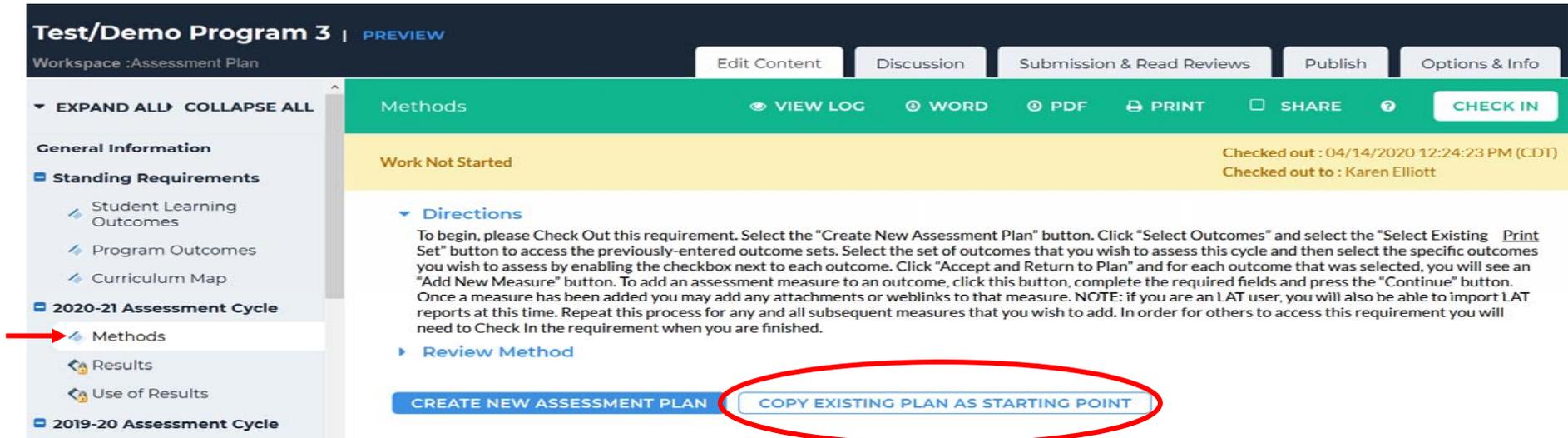
The screenshot displays the 'Test/Demo Program 3' interface. The top navigation bar includes 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The left sidebar shows 'Standing Requirements' with sub-items 'Student Learning Outcomes', 'Program Outcomes', and 'Curriculum Map'. Below this are sections for '2019-20 Assessment Cycle', '2018-19 Assessment Cycle', and '2017-18 Assessment Cycle'. The main content area is titled 'Student Learning Outcomes' and features a green header with 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN' buttons. Below the header are 'CREATE NEW SET' and 'SELECT EXISTING SET' buttons. The 'Test/Demo Program 3 Outcome Set' section includes 'Reorder' and 'Edit Set Name/Properties' buttons. A 'Create New Outcome' button is highlighted with a red arrow. A table lists outcomes with their descriptions and mappings, and a red box highlights the 'Map', 'Edit', 'Hide', and 'Delete' actions for each outcome.

Outcome	Mapping	Actions
Theory description Q Students in 1000 level courses will be able to describe theories relevant to our field.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking	Map Edit Hide Delete
Interpret Research Q Students in 2000 level courses will be able to interpret research articles from the field of studv.	UHCL University Learning Outcomes (ULO) (Effective 2016): A. Critical Thinking, B. Communication, C. Empirical and Quantitative ...	Map Edit Hide Delete

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.

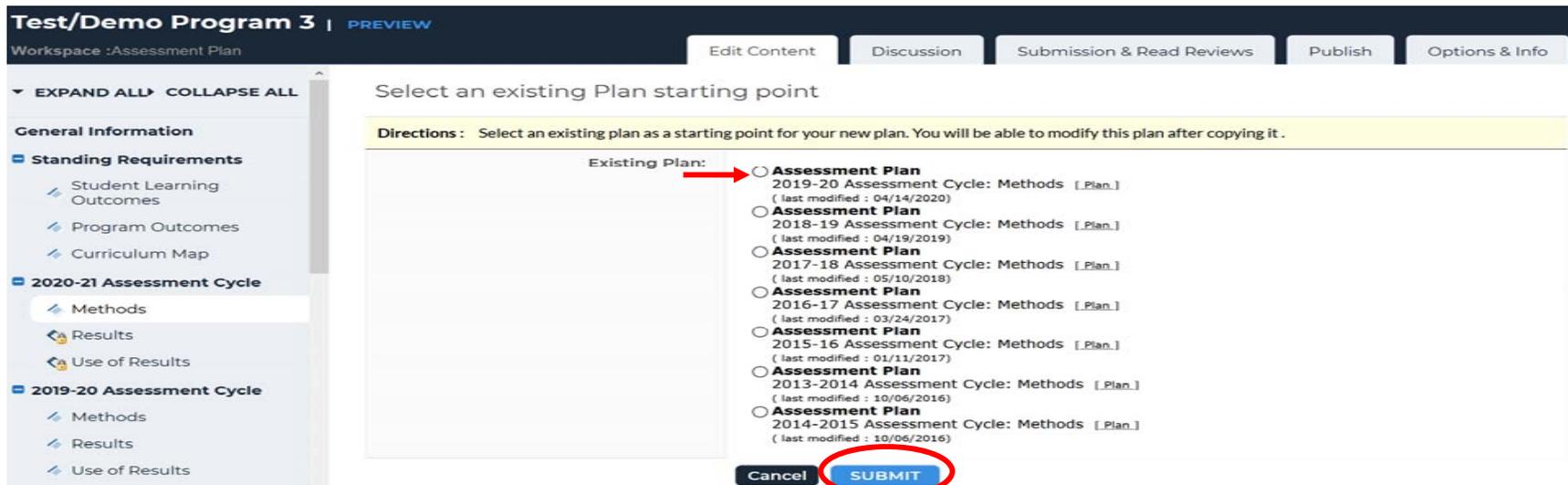
Step 4: Roll-over and Revise Methods for 2020-2021

Once you have reviewed and made necessary changes to your “Standing Requirements,” you can roll over and edit your “Methods” for 2020-2021. To roll-over “Methods,” you must first “Check Out” the area. Then click on “Copy Existing Plan as Starting Point.”



The screenshot shows the 'Test/Demo Program 3 | PREVIEW' workspace for an 'Assessment Plan'. The left sidebar is expanded to show the '2020-21 Assessment Cycle' with 'Methods' selected. The main content area is titled 'Methods' and shows 'Work Not Started' with a 'Checked out' status by Karen Elliott. Below the 'Directions' section, there are two buttons: 'CREATE NEW ASSESSMENT PLAN' and 'COPY EXISTING PLAN AS STARTING POINT', with the latter circled in red.

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



The screenshot shows the 'Test/Demo Program 3 | PREVIEW' workspace for an 'Assessment Plan'. The main content area is titled 'Select an existing Plan starting point' and contains a 'Directions' section. Below the directions is a list of 'Existing Plan:' options, with the first option, 'Assessment Plan 2019-20 Assessment Cycle: Methods [Plan.]', selected. At the bottom of the dialog, there are 'Cancel' and 'SUBMIT' buttons, with the latter circled in red.

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.

The screenshot displays the 'Test/Demo Program 3 | PREVIEW' interface. At the top, there are navigation buttons: 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below this is a green header bar with 'Methods' and utility icons: 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The main content area shows an 'Outcome: Student Orientation' with a description. Below the outcome, a 'Method: Advertise' is listed with details. The 'Add New Method' button is circled in red. The 'Edit' and 'Remove' buttons for the 'Advertise' method are also circled in red. The left sidebar contains a navigation menu with sections for 'General Information', 'Standing Requirements', '2020-21 Assessment Cycle', and '2019-20 Assessment Cycle'. The '2020-21 Assessment Cycle' section is expanded to show 'Methods', 'Results', and 'Use of Results'.