

## AMS Taskstream Guide

General Tips:.....	3
Step 1: Enter Results for 2018-2019.....	4
Step 2: Enter Use of Results for 2018-2019.....	6
Step 3: Review Standing Requirements (Student Learning Outcomes and Program Outcomes) .....	11
Step 4: Roll-over and Revise Methods for 2019-2020.....	12
Step 5: Submit assessment components to OIE for review. ....	14

## 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 you to the current login page. Use your UHCL credentials to login (same userID and password as email).

## UHCL Taskstream

Institutional  
Effectiveness



Login below and bookmark the Taskstream page

**Taskstream Login**

### Contact

#### **Institutional Effectiveness**

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

### 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.

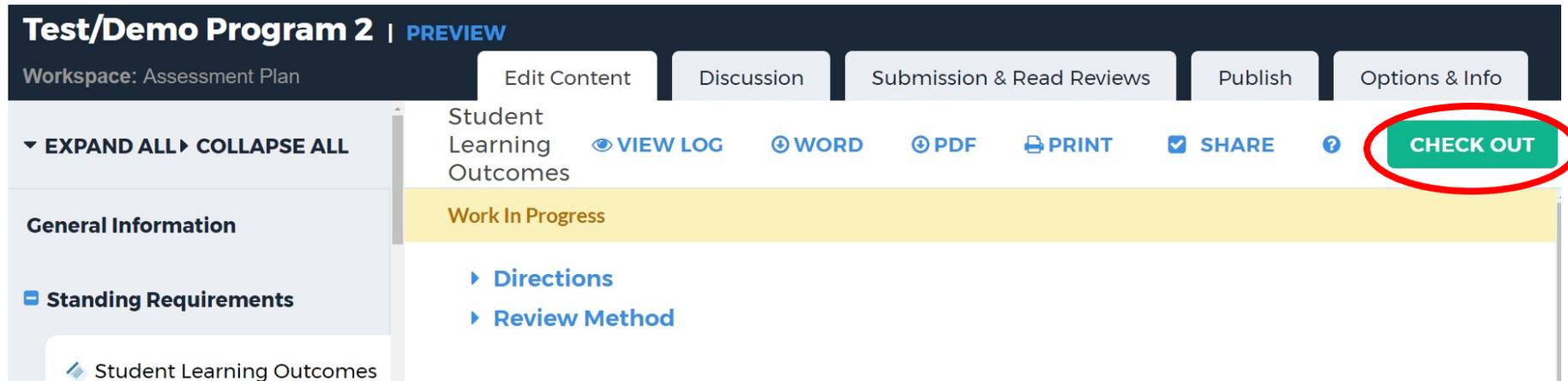
Technical Problems: Taskstream Mentoring Services [help@taskstream.com](mailto:help@taskstream.com) 1-800-311-5656 press 2.

## General Tips:

1. To open your plan, click on Assessment Plan from the Home page.



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



3. When the plan is completed and ready for review, you must submit **each** section individually. The sections are not automatically submitted to the reviewers. Details for submitting a plan are provided at the end of this Guide.

## Step 1: Enter Results for 2018-2019

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 2018-2019 for reference. \*\*Please note, you must click “Check Out” before you can make changes to Results.

The screenshot shows the 'Test/Demo Program | PREVIEW' interface. The left sidebar has a '2018-19 Assessment Cycle' section with 'Results' circled in red. The main content area shows 'Results' with a 'Work Not Started' banner. A 'CHECK OUT' button is circled in red in the top right corner. The interface includes a top navigation bar with 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. Below the banner, there are sections for 'Directions' and 'Review Method'. At the bottom, there are controls for 'Expand All Sets', 'Collapse All Sets', 'Show Methods', 'Show Descriptions', and 'Show Full Action Details'.

Then click on “Add Results.”

The screenshot shows the 'Add Results' interface. The left sidebar has 'Results' selected. The main content area shows a table with columns for 'Strategies', 'Implementation Plan (timeline)', and 'Key/Responsible Personnel'. The table has one row for 'Math Camp' with the following details: Strategies: Teach with an open question and answer forum; Implementation Plan: 3 hours a week for 2 weeks; Key/Responsible Personnel: Dr. Ma. Below the table, there is a section for 'Results for Math Camp' with an 'Add Results' button circled in red. The text 'No Results Added' is displayed below the button.

Clicking “Add Result,” 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.”

**Standing Requirements**

- Student Learning Outcomes
- Program Outcomes
- Curriculum Map

**2018-19 Assessment Cycle**

- Methods
- Results**
- Use of Results
- Status Report

**2017-18 Assessment Cycle**

- Methods
- Results
- Use of Results
- Status Report

**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:**

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.

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

Key/Responsible Personnel :

Results for Advertise	<a href="#">Edit</a> <a href="#">Remove</a>
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:	<a href="#">Add/Edit Attachments and Links</a>

## Step 2: Enter Use of Results for 2018-2019

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

Standing Requirements

- Student Learning Outcomes
- Program Outcomes
- Curriculum Map

2018-19 Assessment Cycle

- Methods
- Results
- Use of Results**
- Status Report

2017-18 Assessment Cycle

- Methods
- 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.”

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?

OK Cancel

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

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 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

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

General Information

Standing Requirements

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

2018-19 Assessment Cycle

Methods

Results

Use of Results

Status Report

2017-18 Assessment Cycle

Methods

Results

PREVIEW

Edit Content Discussion Submission & Read Reviews Publish Options & Info

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.

Select outcome sets for Measure

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

(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.”

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. At the top, there is a green header bar with the title 'Use of Results' and several utility icons: VIEW LOG, WORD, PDF, PRINT, SHARE, and CHECK IN. Below the header, a green box contains the instruction: 'Directions : Select results that support this action ( or skip this step and add results later)'. A checkbox option is present:  Do not show this page again during this session when creating action s within this workspace. A 'Cancel' button is on the left, and a 'CONTINUE »' button is on the right, circled in red. The main content area is titled 'All Results for Outcome : Student Orientation ®' and includes a 'Show Full Results Details' link. It lists three assessment cycles with their respective results methods:

- 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
    - 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.
- 2015-16 Assessment Cycle: Methods & Results**
  - Results for Method : Increase orientation

A red arrow points to the 'Use of Results' option in the left-hand navigation menu.

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.

Cancel Check Spelling IMPORT ACTION **APPLY CHANGES**

Linked to Results:  Show Full Results Details

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:

Use of Results:

Implementation Plan (timeline):

Key/Responsible Personnel:

Is funding needed?:

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

Budget request amount: \$

Priority level:

Cancel Check Spelling IMPORT ACTION **APPLY CHANGES**

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

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?

OK Cancel

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 2018-2019 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 shows the 'Test/Demo Program 3 | PREVIEW' interface. The left sidebar contains a navigation menu with 'Standing Requirements' selected. The main content area is titled 'Student Learning Outcomes' and includes a 'Test/Demo Program 3 Outcome Set (Outcomes)' section. This section contains a table with two rows of outcome sets and their mappings. The 'Create New Outcome' button is highlighted with a red arrow, and the action buttons for each row are circled in red.

Outcome	Mapping	Actions
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	Map Edit Hide Delete
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 ...	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.

**\*\*\*If you make changes to your standing requirements, please resubmit for review.**

## Step 4: Roll-over and Revise Methods for 2019-2020

Once you have reviewed and made necessary changes to your “Standing Requirements,” you can roll over and edit your “Methods” for 2019-2020.

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

EXPAND ALL COLLAPSE ALL

Methods

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started

Checked out : 04/15/2019 02:57:14 PM (CDT)  
Checked out to : UHCL Manager

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

EXPAND ALL COLLAPSE ALL

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**  
2018-19 Assessment Cycle: Methods [Plan]  
( last modified : 05/22/2018)
- 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.

Methods

VIEW LOG WORD PDF PRINT SHARE CHECK IN

**Add New Method**

**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*

**Edit** **Remove**

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](#)

## Step 5: Submit Assessment Components to OIE for Review.

Once edits are complete and you are ready to submit your assessment plan to OIE for view, please click on the Submission and Read Reviews tab.

The screenshot shows the top navigation bar for 'Test/Demo Program 2 | PREVIEW'. The 'Submission & Read Reviews' tab is highlighted with a red circle. Below the navigation bar, there are tabs for 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. The 'Submission & Read Reviews' tab is active, showing options like 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and a 'CHECK OUT' button. The main content area shows 'Student Learning Outcomes' with a 'Work In Progress' status and links for 'Directions' and 'Review Method'.

Click on the Submit Work buttons for 2018-2019 Results and Use of Results, and 2019-2020 Methods. If you submit a section and then realize you need to make an edit in that section, you can click on Cancel Submission. That will unlock the section and allow editing. **\*\*\*Submission cannot be canceled if the section has already been reviewed.**

The screenshot shows the 'Test/Demo Program 3' interface with a table of assessment components. The 'Submission & Read Reviews' tab is active. The table lists various components with their status and actions. The 'Submit Work' buttons for 'Methods' and 'Results' are highlighted with red boxes. A red arrow points to the 'Cancel Submission' button for the 'Methods' component under the 2018-19 Assessment Cycle.

Component	Status	Actions	Notes	History/Comments
Student Learning Outcomes	Needs Revision	Edit Work, Resubmit Work	Needs Revision Score/Results Report Where are my results?	History/Comments
Program Outcomes	Review Released	Edit Work Submitted : 02/06/2017 10:39:43 AM	1.00/3 Needs Improvement Score/Results Report	History/Comments
Curriculum Map	In Progress	Edit Work, Submit Work		History/Comments
2019-20 Assessment Cycle				
Methods	In Progress	Edit Work, Submit Work		History/Comments
2018-19 Assessment Cycle				
Methods	Submitted	Cancel Submission	Submitted : 04/15/2019 03:08:06 PM Where are my results?	History/Comments
Results	In Progress	Edit Work, Submit Work		History/Comments
Use of Results	In Progress	Edit Work, Submit Work		History/Comments
Status Report		Edit Work		

This screen also allows you to see comments made by a reviewer after the review has been completed. Click on Score/Results Report in a row that has been submitted and reviewed. You will see the rubric used, section score, and comments made by the reviewer. This report will provide feedback for this section ONLY. Each section will receive a score and results report.

Test/Demo Program 3				
Workspace :Assessment Plan		<a href="#">Edit Content</a> <a href="#">Discussion</a> <a href="#">Submission &amp; Read Reviews</a> <a href="#">Publish</a> <a href="#">Options &amp; Info</a>		
<b>Standing Requirements</b>				
<a href="#">Student Learning Outcomes</a>	Needs Revision	<a href="#">Edit Work</a> <a href="#">Resubmit Work</a>	<div style="border: 2px solid red; padding: 5px;">           Needs Revision  <a href="#">Score/Results Report</a>            • <a href="#">Where are my results?</a>             1.00/3            Needs Improvement  <a href="#">Score/Results Report</a> </div>	<a href="#">History/Comments</a>
<a href="#">Program Outcomes</a>	Review Released	<a href="#">Edit Work</a> Submitted : 02/06/2017 10:39:43 AM		<a href="#">History/Comments</a>
<a href="#">Curriculum Map</a>	In Progress	<a href="#">Edit Work</a> <a href="#">Submit Work</a>		<a href="#">History/Comments</a>
2019-20 Assessment Cycle				
<a href="#">Methods</a>	In Progress	<a href="#">Edit Work</a> <a href="#">Submit Work</a>		<a href="#">History/Comments</a>
2018-19 Assessment Cycle				
<a href="#">Methods</a>	Submitted	Submitted : 04/15/2019 03:08:06 PM <a href="#">Cancel Submission</a>	• <a href="#">Where are my results?</a>	<a href="#">History/Comments</a>
<a href="#">Results</a>	In Progress	<a href="#">Edit Work</a> <a href="#">Submit Work</a>		<a href="#">History/Comments</a>
<a href="#">Use of Results</a>	In Progress	<a href="#">Edit Work</a> <a href="#">Submit Work</a>		<a href="#">History/Comments</a>
<a href="#">Status Report</a>		<a href="#">Edit Work</a>		

The last column, History/Comments, shows the history of each section.

Test/Demo Program 3						
Workspace :Assessment Plan		Edit Content	Discussion	Submission & Read Reviews	Publish	Options & Info
Standing Requirements						
Student Learning Outcomes	Needs Revision	Edit Work Resubmit Work	Needs Revision Score/Results Report Where are my results?	History/Comments		
Program Outcomes	Review Released	Edit Work Submitted : 02/06/2017 10:39:43 AM	1.00/3 Needs Improvement Score/Results Report	History/Comments		
Curriculum Map	In Progress	Edit Work Submit Work		History/Comments		
2019-20 Assessment Cycle						
Methods	In Progress	Edit Work Submit Work		History/Comments		
2018-19 Assessment Cycle						
Methods	Submitted	Submitted : 04/15/2019 03:08:06 PM Cancel Submission	Where are my results?	History/Comments		
Results	In Progress	Edit Work Submit Work		History/Comments		
Use of Results	In Progress	Edit Work Submit Work		History/Comments		
Status Report		Edit Work				

After clicking on History/Comments, a new screen will show date and time, action during that session, the person's name logged in, and ALL reports on a particular section of the plan.

07/05/2016 03:05 pm (CDT)	Needs Revision	Cecelia Croft	Score: 3.00 (out of 3) Very Good View full review report
07/05/2016 03:06 pm (CDT)	Checked Out	Cecelia Croft	
07/05/2016 03:15 pm (CDT)	Checked In	Cecelia Croft	
07/05/2016 03:15 pm (CDT)	Resubmitted	Cecelia Croft	
07/06/2016 08:52 am (CDT)	Needs Revision	Cecelia Croft	Score: 3.00 (out of 3) Very Good View full review report

# Assessment Workshop Calendar 2019

All sessions in the UCT/HR Training Room, B2132

## AMS TRAINING CALENDAR

In this 90-minute workshop, we will review Taskstream's AMS system and answer questions that you may have regarding your assessment plan. Please bring your notes or previous plans with you. Before attending the workshop, you must be enrolled in the AMS system. If you are unable to log in, please notify the Assessment Coordinator in the OIE office. No registration is required but RSVP is preferred because of limited seats.

2:00 p.m. – 3:30 p.m. May 20 (Monday)  
8:30 a.m. – 10:00 a.m. June 18 (Tuesday)  
9:00 p.m. – 10:30 p.m. July 17 (Wednesday)  
3:00 p.m. – 4:30 p.m. August 22 (Thursday)  
9:30 a.m. – 11:00 a.m. September 20 (Friday)

## ASSESSMENT DISCUSSIONS – BROWN BAG

Join the assessment staff to discuss topics related to assessment. Bring your lunch. Drinks and dessert provided.

12:00 p.m. – 1:00 p.m. May 6 (Monday) --- Assessment Kickoff: share your angst/joy for the 2019-2020 assessment cycle  
12:00 p.m. – 1:00 p.m. June 4 (Tuesday) --- Using the best methodology for the best results  
12:00 p.m. – 1:00 p.m. August 8 (Thursday) --- Gathering results and figuring out what to do with them  
12:00 p.m. – 1:00 p.m. September 6 (Friday) --- Assessing the assessment. Now what?  
12:00 p.m. – 1:00 p.m. October 9 (Wednesday) --- Houston has the 610 loop; UHCL has the assessment loop. Let's talk about roadblocks.

## October 31, 2019 – Deadline to submit all Assessment Plans.

Assessment Coordinators

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

Carmen Conley, [conley@uhcl.edu](mailto:conley@uhcl.edu), ext. 3007

Executive Director of Planning and Assessment

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

## AMS OPEN WORKSHOPS

Drop by any time for one-on-one help in completing your assessment plans for FY18-19 and FY19-20.

9:00 a.m. – 11:00 a.m. October 21 (Monday)  
1:30 p.m. – 3:30 p.m. October 22 (Tuesday)  
2:00 p.m. – 4:00 p.m. October 23 (Wednesday)  
8:30 a.m. – 10:30 p.m. October 24 (Thursday)  
9:00 a.m. – 11:00 a.m. October 25 (Friday)