

AMS Guide for 2017-18

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 will redirect

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

UHCL Taskstream



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



Contact

Institutional Effectiveness

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

Fax: 281-283-3030

Bayou Building 2325
2700 Bay Area Blvd, Box 80
Houston, TX 77058-1002

Office hours:
Monday - Thursday,
8 a.m. - 5 p.m.

Need Help from Taskstream?

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

Forgot your Password?



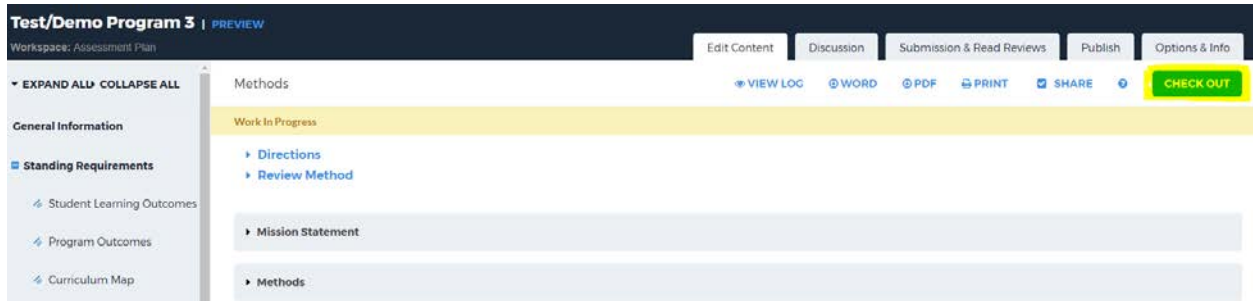
Assessment Workshop Calendar

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

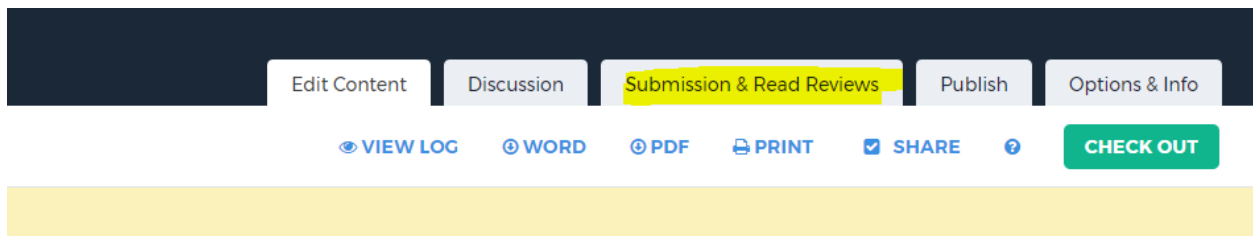
Technical Problems: Taskstream Mentoring Services help@taskstream.com 1-800-311-5656 press 2

General Tips:

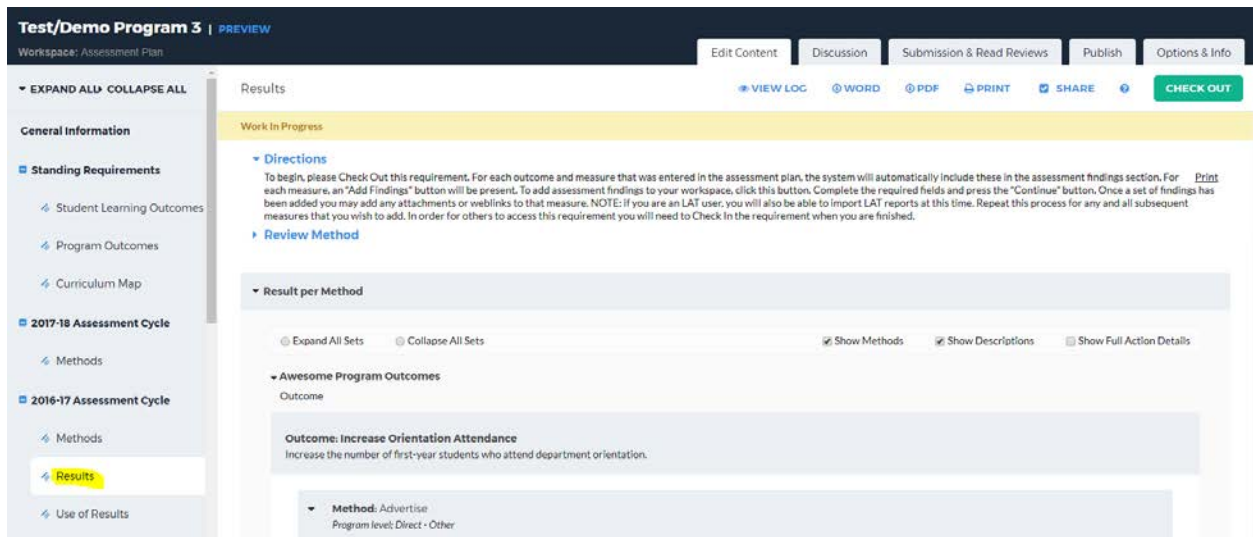
1. You must “Check Out” the area to edit it.



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



Step 1: Enter Results for 2016-2017



Your methods will be visible in Results for 2016-2017 for reference. Click on “Add Results”.

▼ **Method:** Theory
Course level: Direct - Exam

Assessment Methods: All 1000 level courses will assess the level that students can describe at least 5 theories relevant to our field on the midterm and final exams in the form of essay questions. Essays questions will be graded based on 5-Excellent, 4-Very Good, 3-Average, 2-Weak, 1-Unacceptable.

Criteria for Success: At least 80% of students will be ranked Very Good or Excellent on the questions relating to theories on the midterm and final exam.

Strategies: Discuss how theories are taught in each class to ensure they are emphasized.

Implementation Plan (timeline):

Key/Responsible Personnel:

Results for Theory **Add Results**

No Results Added

Clicking “Add Results”, 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.

Results for Theory
Outcome: Theory description (Students in 1000 level courses will be able to describe theories relevant to our field.)

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:	<div style="border: 1px solid #ccc; height: 100px;"></div>
Criteria for Success Achievement:	At least 80% of students will be ranked Very Good or Excellent on the questions relating to theories on the midterm and final exam. <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> 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.

▼ **Method:** Theory
Course level; Direct - Exam

Assessment Methods: All 1000 level courses will assess the level that students can describe at least 5 theories relevant to our field on the midterm and final exams in the form of essay questions. Essays questions will be graded based on 5-Excellent, 4-Very Good, 3-Average, 2-Weak, 1-Unacceptable.

Criteria for Success: At least 80% of students will be ranked Very Good or Excellent on the questions relating to theories on the midterm and final exam.

Strategies: Discuss how theories are taught in each class to ensure they are emphasized.

Implementation Plan (timeline):

Key/Responsible Personnel:

Results for Theory Edit Remove

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.

Results: Criteria for Success Achievement: Not Met

Substantiating Evidence:
[Add/Edit Attachments and Links](#)

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.

Step 2: Enter Use of Results for 2016-2017

Once you have entered Results, you are ready for “Use of Results.”

Test/Demo Program 3 | PREVIEW
Workspace: Assessment Plan

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

Use of Results VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work Not Started Checked out: 07/07/2017 02:46:44 PM (CDT)
Checked out to: Angela Kelling

General Information

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

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](#)

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.”

Use of Results VIEW LOG WORD PDF PRINT SHARE CHECK IN

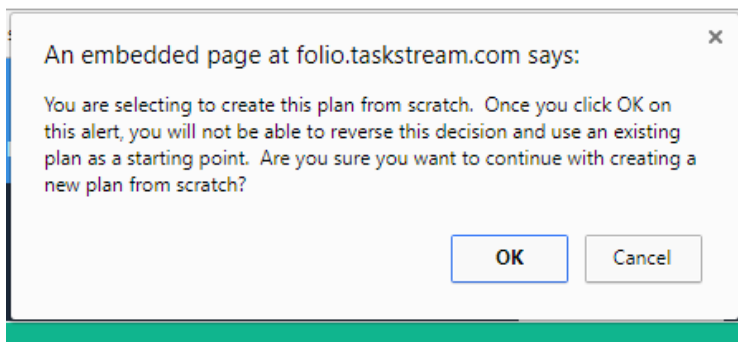
Work Not Started Checked out: 07/07/2017 02:46:44 PM (CDT)
Checked out to: Angela Kelling

▼ **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."

▼ **Mission Statement** Edit

▼ **Actions** Select Set

Then chose "Select Existing Set."

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Select outcome sets for Measure **SELECT EXISTING SET** ACCEPT AND RETURN TO PLAN

Outcome Sets
No outcome sets attached.

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."

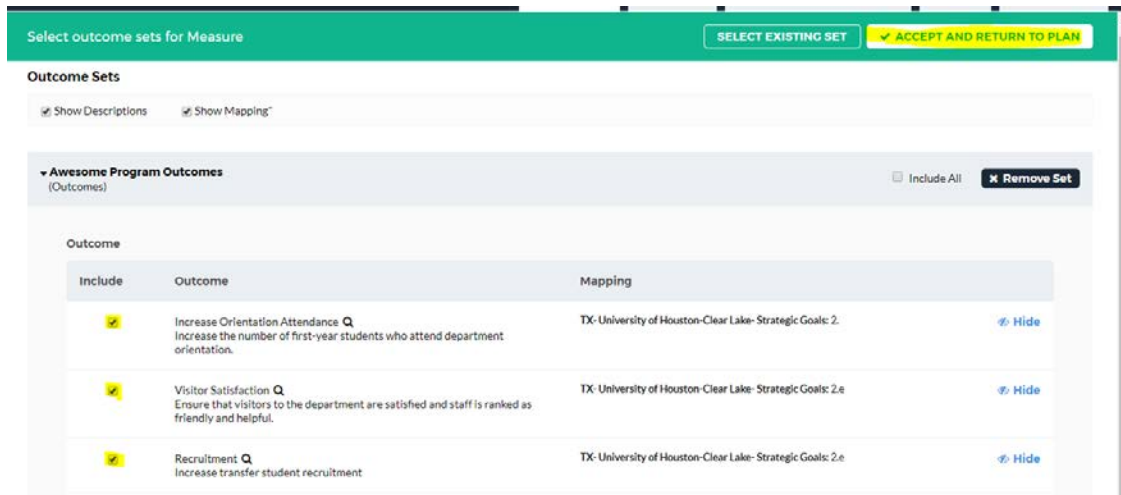
Import Outcome Set

Select an Existing Set in Test/Demo Program 3:

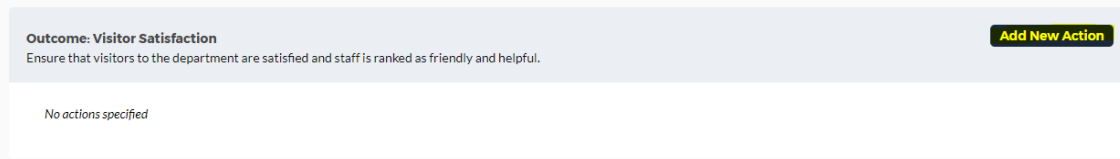
- Awesome Program Outcomes**
(Operational Objectives & Outcomes) View Set
- Test/Demo Program 3 Outcome Set**
(Learning Objectives & Outcomes) View Set

Cancel **CONTINUE**

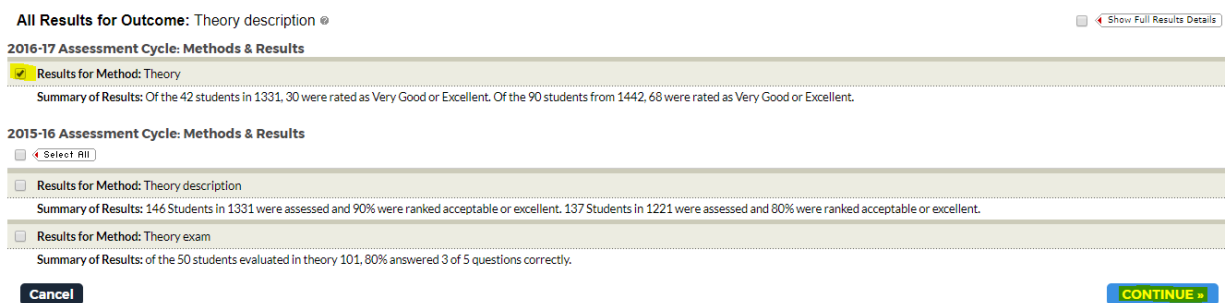
Then select all of the outcomes you wish to include and click on “Accept and Return to Plan” at the top of the page. Repeat if needed for other sets of Standing Requirements.



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.”



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.”



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 ACTIONS APPLY CHANGES

Linked to Results: [View Full Results Table](#) Results for Theory (Previous Review: 2016-17 Assessment Cycle)
 Summary of Results: Of the 42 students in 1211, 20 were rated as Very Good or Excellent. Of the 10 students from 1442, 66 were rated as Very Good or Excellent.

* Action Item Title:

Use of Results:

Implementation Plan (Timeline):

Key/Responsible Personnel:

Is funding needed?:

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

Budget request amount: \$

You are also able to add “Supporting Attachments” in this section if desired.

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

Once you have completed the 2016-2017 cycle, you are ready to plan for 2017-2018. The first step is to review your “Standing Requirements” and make any warranted changes.

General Information CREATE NEW SET SELECT EXISTING SET

Standing Requirements

- Directions
- Review Method

Outcome Sets

Show Descriptions Show Mapping

Test/Demo Program 3 Outcome Set (Outcomes) Remove Set

Resend Edit Set Name/Properties

Outcome

Create New Outcome

Outcome	Mapping	
Theory description Q: Students in 200-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 (SLO) Effective 2016: A: Critical Thinking, B: Communication	Map ✓ Edit # Hide ✕ Delete
Interpret Research Q: Students in 200-level courses will be able to interpret research articles from the field of study.	UHCL University Learning Outcomes (SLO) Effective 2016: A: Critical Thinking, B: Communication, C: Empirical and Quantitative...	Map ✓ Edit # Hide ✕ Delete
Hypothesis formation Q: Students in 300-400-level courses will be able to form a hypothesis and support it with relevant research.	UHCL University Learning Outcomes (SLO) Effective 2016: A: Critical Thinking, B: Communication, C: Empirical and Quantitative...	Map ✓ Edit # Hide ✕ Delete
Design study Q: 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 (SLO) 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.

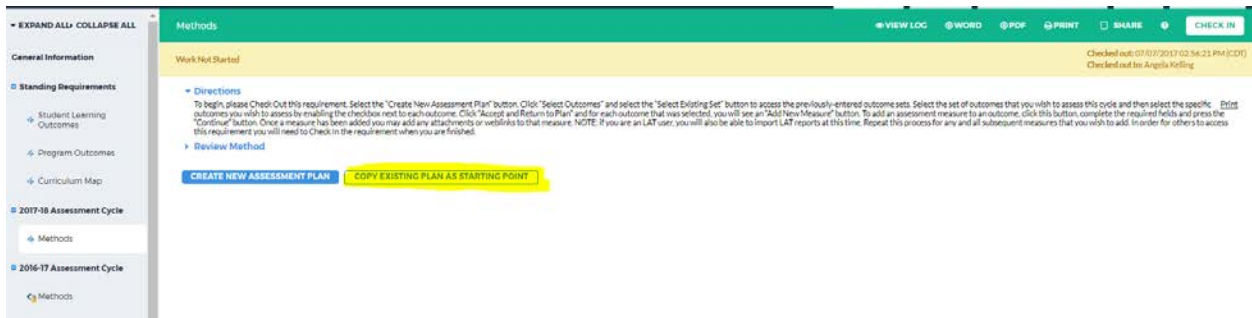
If you make changes to your standing requirements, please resubmit for review by the OIE staff.

Step 4: Roll-over and Revise Methods

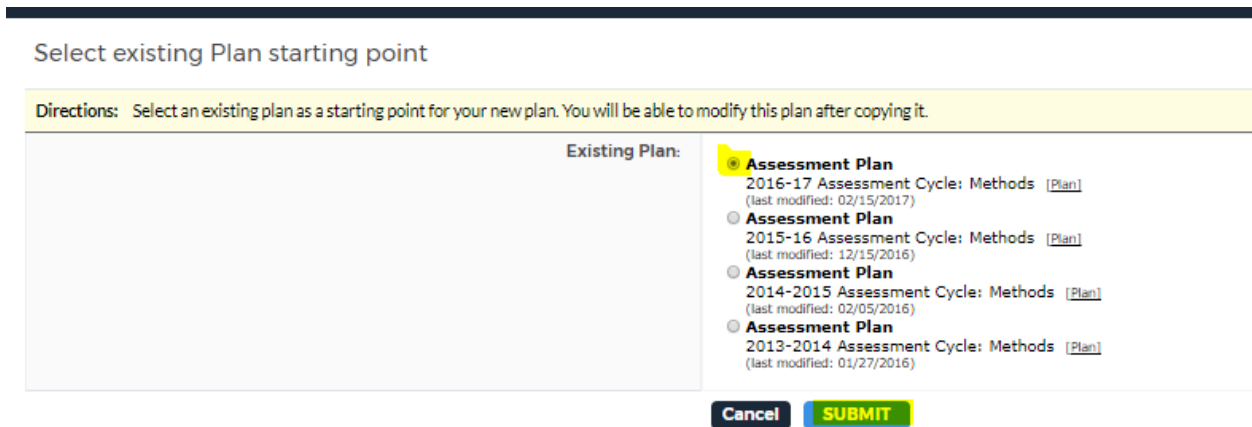
Once you have reviewed and made necessary changes to your “Standing Requirements,” you can roll over and edit your “Methods” for 2017-2018.



To roll-over “Methods,” click on “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.”



Select 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**
2016-17 Assessment Cycle: Methods [Plan](#)
(last modified: 02/15/2017)
- Assessment Plan**
2015-16 Assessment Cycle: Methods [Plan](#)
(last modified: 12/15/2016)
- Assessment Plan**
2014-2015 Assessment Cycle: Methods [Plan](#)
(last modified: 02/05/2016)
- Assessment Plan**
2013-2014 Assessment Cycle: Methods [Plan](#)
(last modified: 01/27/2016)

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.

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

▼ **Method: Theory**
Course level: Direct - Exam [Edit](#) [Remove](#)

Assessment Methods: All 1000 level courses will assess the level that students can describe at least 5 theories relevant to our field on the midterm and final exams in the form of essay questions. Essays questions will be graded based on 5-Excellent, 4-Very Good, 3-Average, 2-Weak, 1-Unacceptable.

Criteria for Success: At least 80% of students will be ranked Very Good or Excellent on the questions relating to theories on the midterm and final exam.

Strategies: Discuss how theories are taught in each class to ensure they are emphasized.

Implementation Plan (timeline):

Key/Responsible Personnel:

Supporting Attachments:
[Add/Edit Attachments and Links](#)

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 Coordinators

Angela Kelling, kellinga@uhcl.edu, ext. 3064

College of Business

College of Human Sciences and Humanities

Katie Reno, renok@uhcl.edu, ext. 3048

College of Education

College of Science and Engineering

Centers and Institutes

Karen Elliott, elliott@uhcl.edu, ext. 3053

Administrative Units (non-Academic plans)

Co-curricular Plans (Library, Student Services)

Executive Director of Planning & Assessment

Pat Cuchens, cuchens@uhcl.edu, ext. 3065