University of Houston-Clear Lake
Office of Institutional Effectiveness

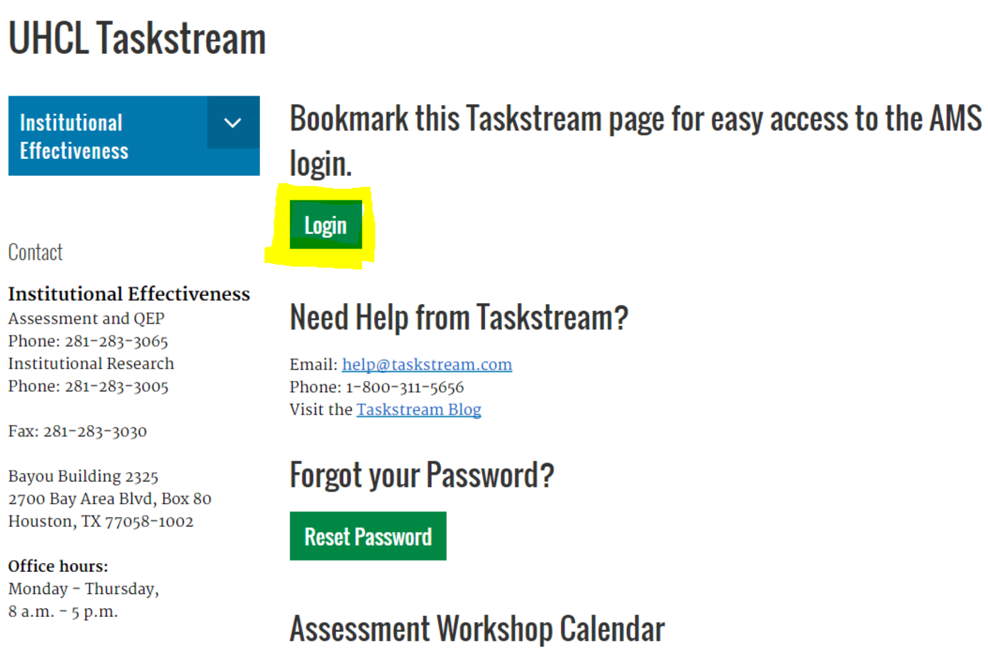
AMS Guide for 2017-18

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. To become familiar with AMS terminology, please refer to the glossary of terms at the end of this guide.

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)



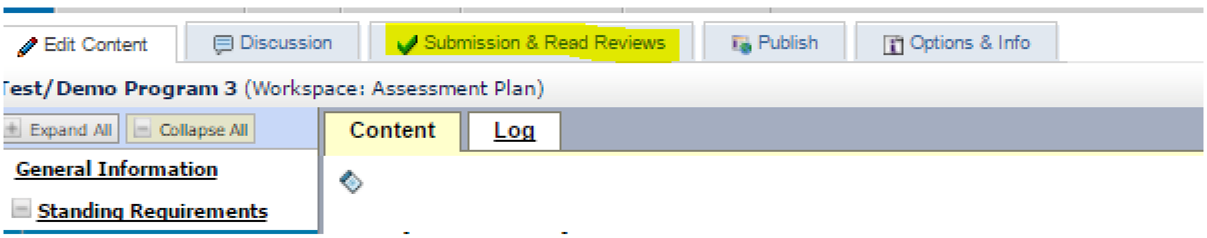
If you have login issues or need an account set-up, please contact your OIE contact

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

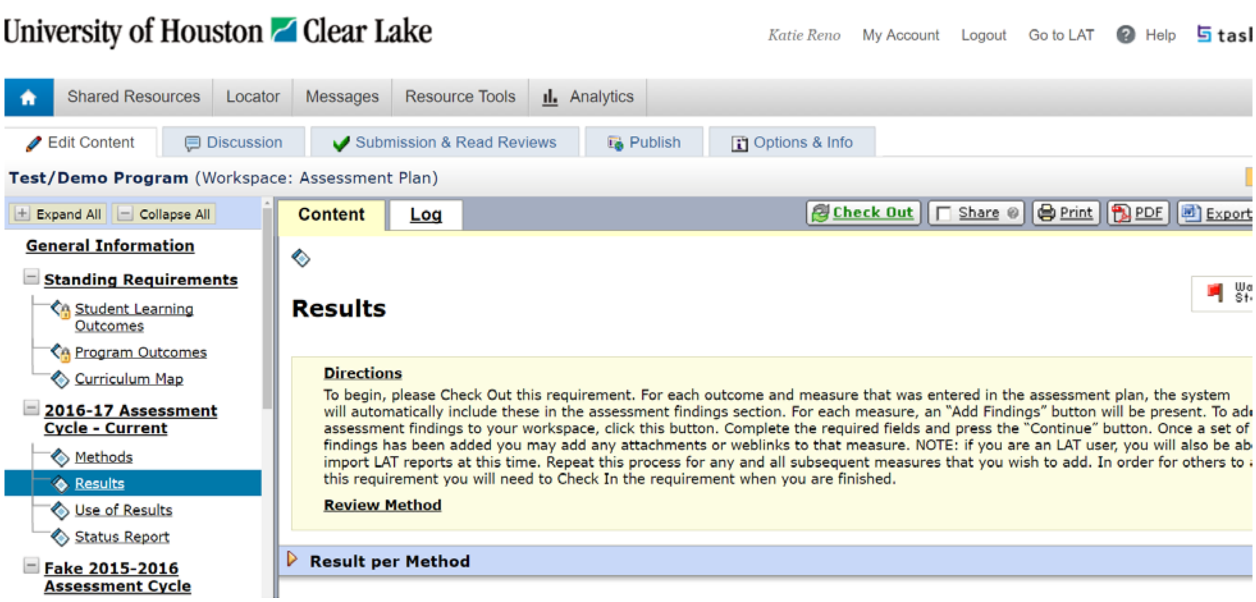
General Tips:

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

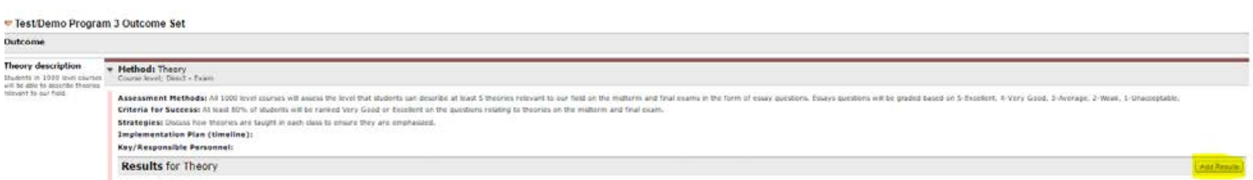
2. Once your complete your edits, please submit the area for review by the OIE staff.



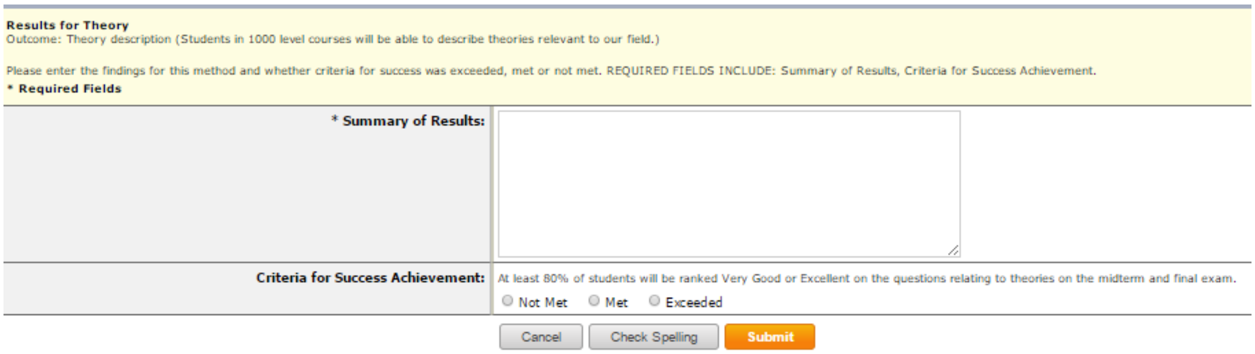
Step 1: Enter Results for 2016-2017



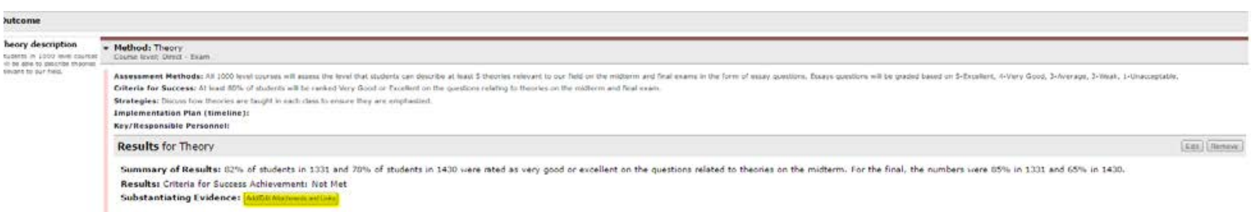
Your methods will be visible in Results for 2016-2017 for reference. Click on “Add Results”.



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.



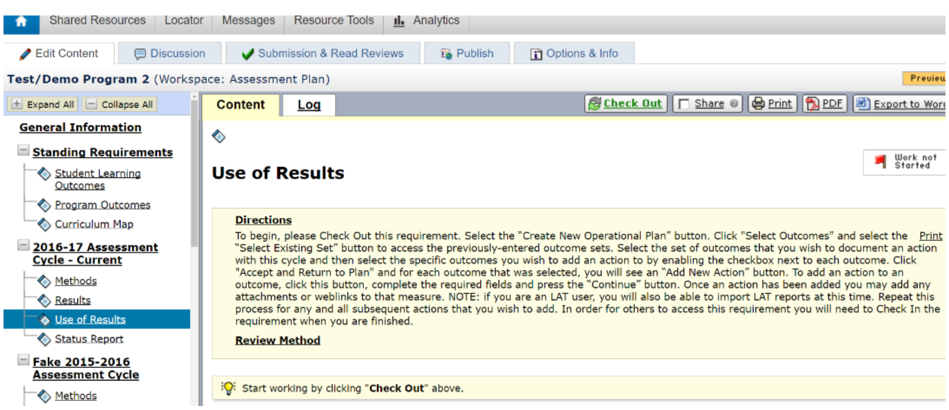
You can also enter substantiating materials to results. Once you click “Submit,” and are returned to the Results page, use the button below your Results.



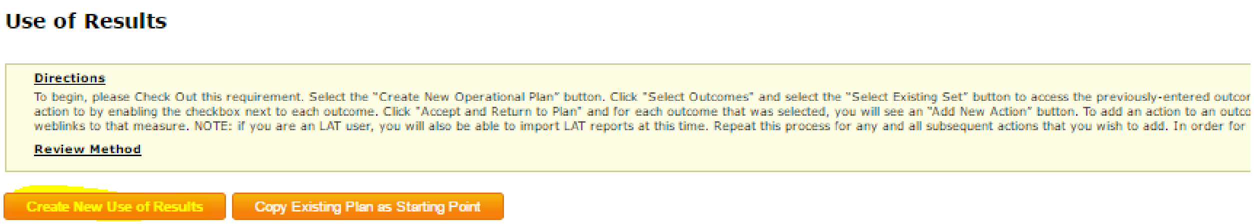
Substantiating Evidence could be an excel spreadsheet of your assessment results, redesigned recruitment materials, or an annual report you prepare for your department. Adding these types of documents will support your “Summary or Results,” but you should still enter a complete summary in the box.

Step 2: Enter Use of Results for 2016-2017

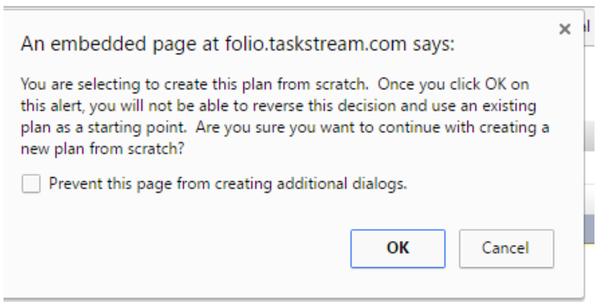
Once you have entered Results, you are ready for “Use of Results.”



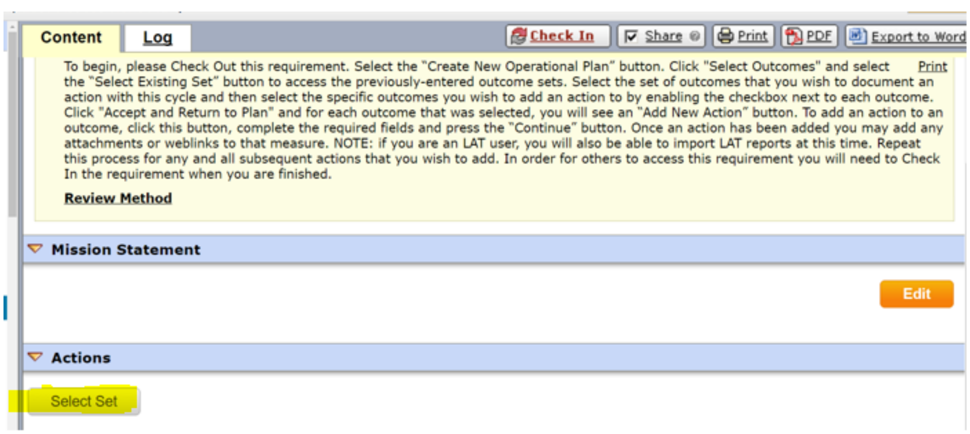
Once you have checked out "Use of Results," you will be asked if you want to create new use of results or copy existing plan. Because the results and use of results change each year, you need to select "Create New Use of Results."



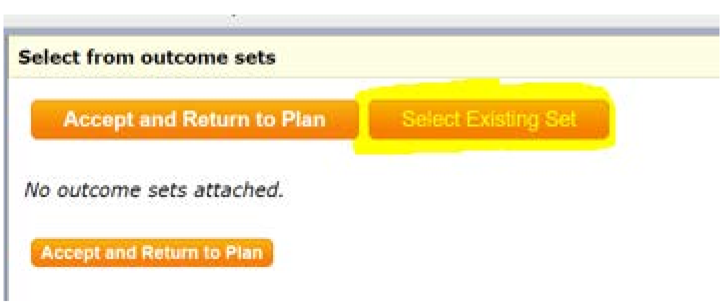
That selection will bring up a pop-up informing you that you cannot reverse this decision. Click "OK."



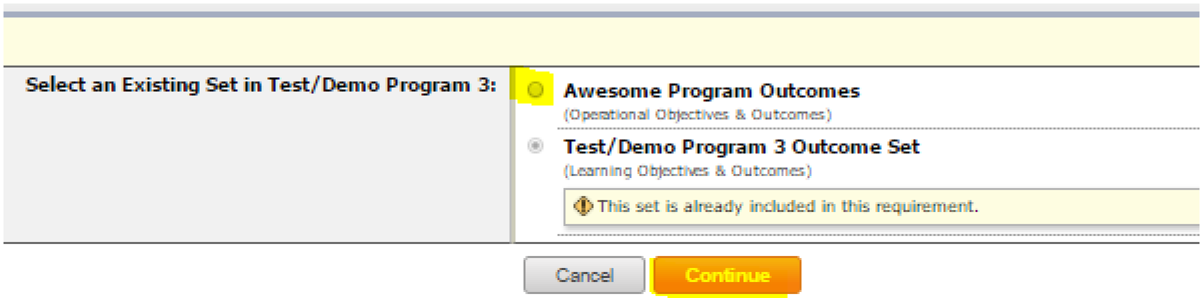
Then you will have to link your Standing Requirements. Click on "Select Set."



Then chose "Select Existing Set."

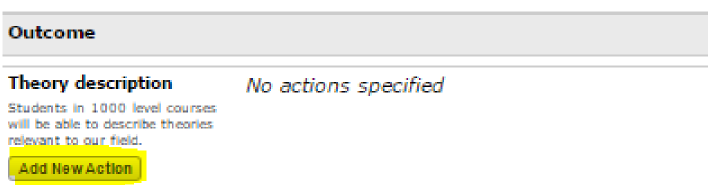


For each of your Standing Requirement sets (Program Outcomes and Student Learning Outcomes if applicable), you will need to select the set and click "Continue."

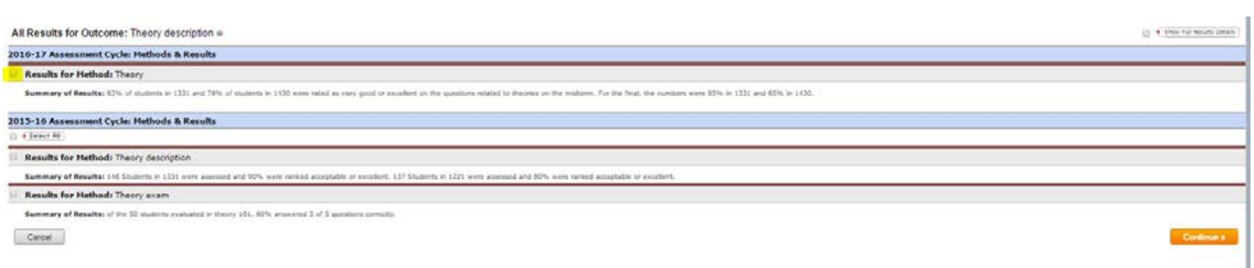


Then select all of the outcomes you wish to include and click on "Accept and Return to Plan" at the bottom of the page. Repeat if needed for other sets of Standing Requirements.

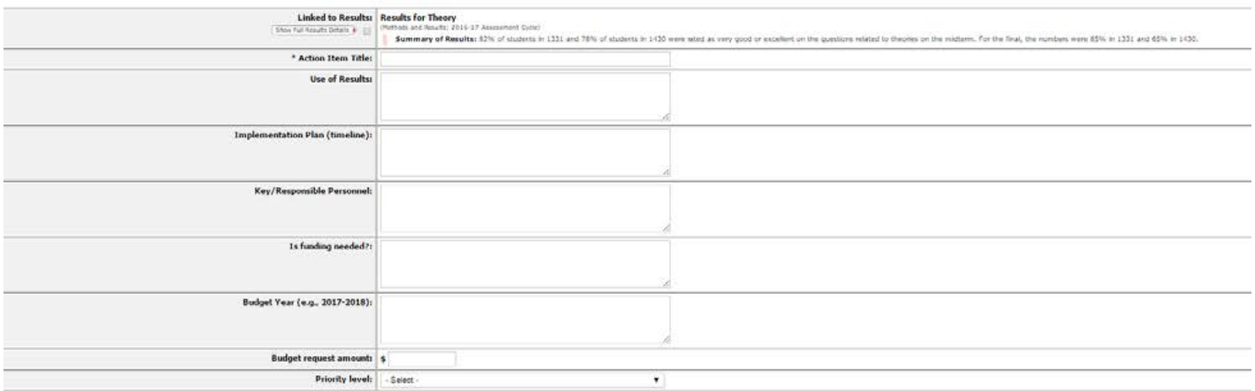
Once you have added all your Standing Requirements, you are ready to enter your "Use of Results." To enter them, click on the button called "Add New Action."



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."



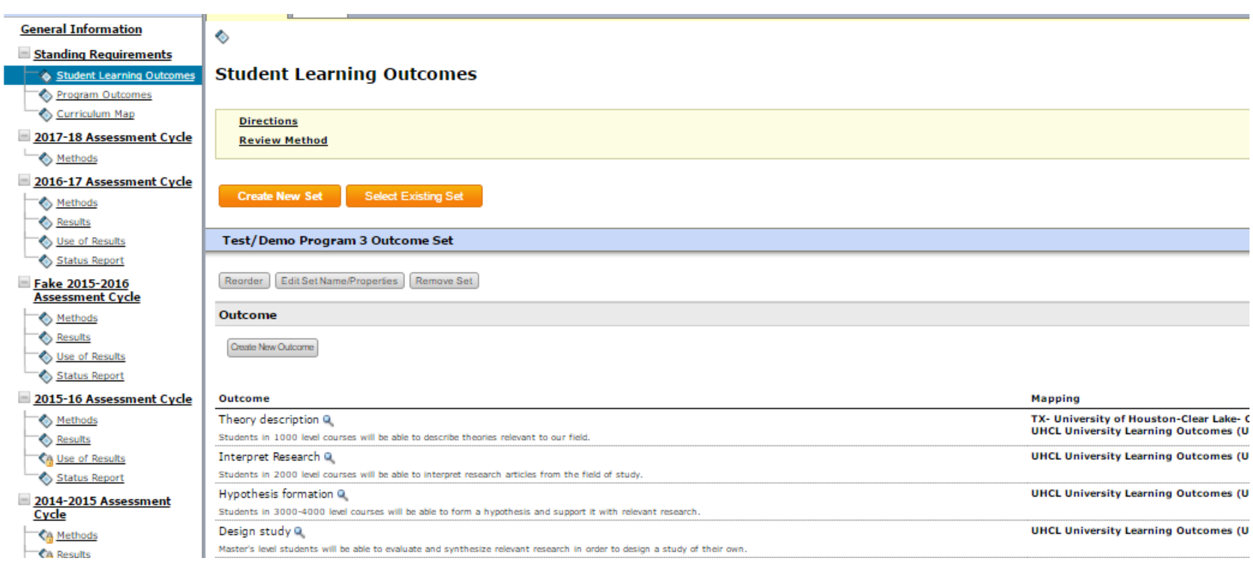
You will now see the screen where you enter "Use of Results." At the top, you will see your linked "Summary of Results." You will need to give your entry a title based on the Standing Requirement name or your Results. Then enter your "Use of Results." This section is an essential one for closing the 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.



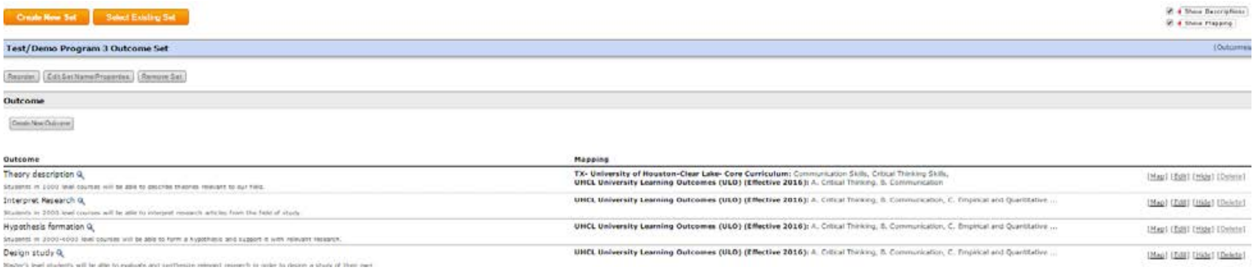
You are also able to add "Supporting Attachments" in this section if desired.

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.



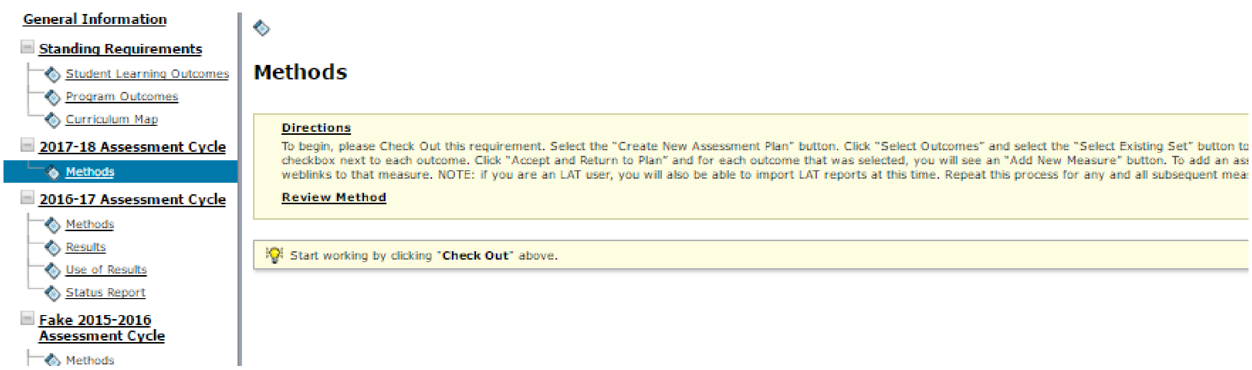
You can create a new set, create a new outcome, edit an existing outcome, edit mapping, hide an outcome, or if the outcome was never used you can delete the outcome.



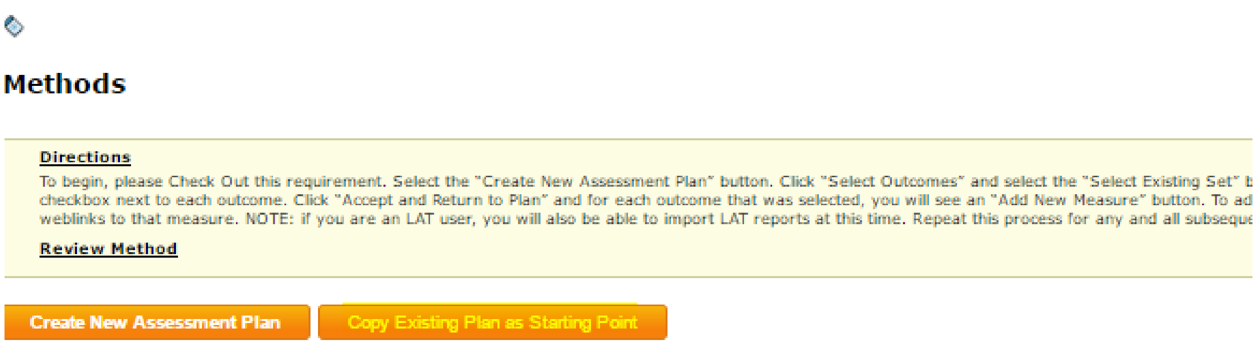
If you make changes to your standing requirements, please resubmit for review by the OIE staff.

Step 4: Roll-over and Revise Methods

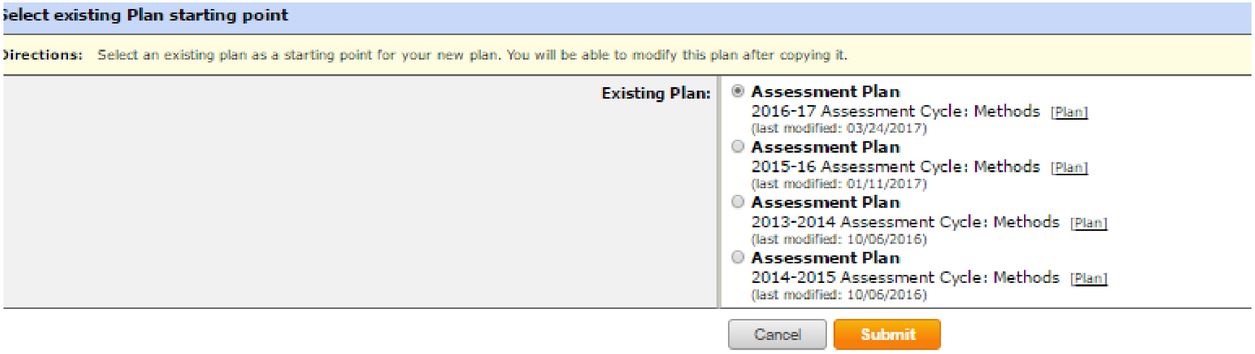
Once you have reviewed and made necessary changes to your “Standing Requirements,” you can roll over and edit your “Methods” for 2017-2018.



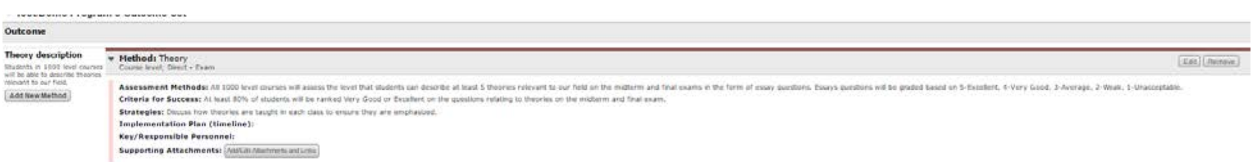
To roll-over “Methods,” click on “Copy Existing Plan as Starting Point.”



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



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.



Look for the upcoming 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