

# 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](http://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](mailto: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

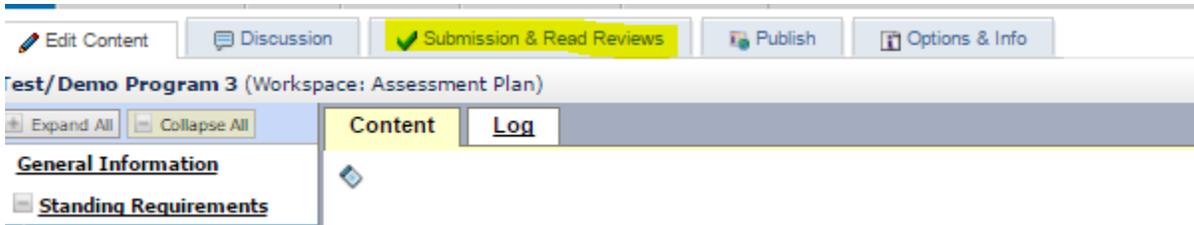
Technical Problems: Taskstream Mentoring Services [help@taskstream.com](mailto:help@taskstream.com) 1-800-311-5656 press 2

## General Tips:

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



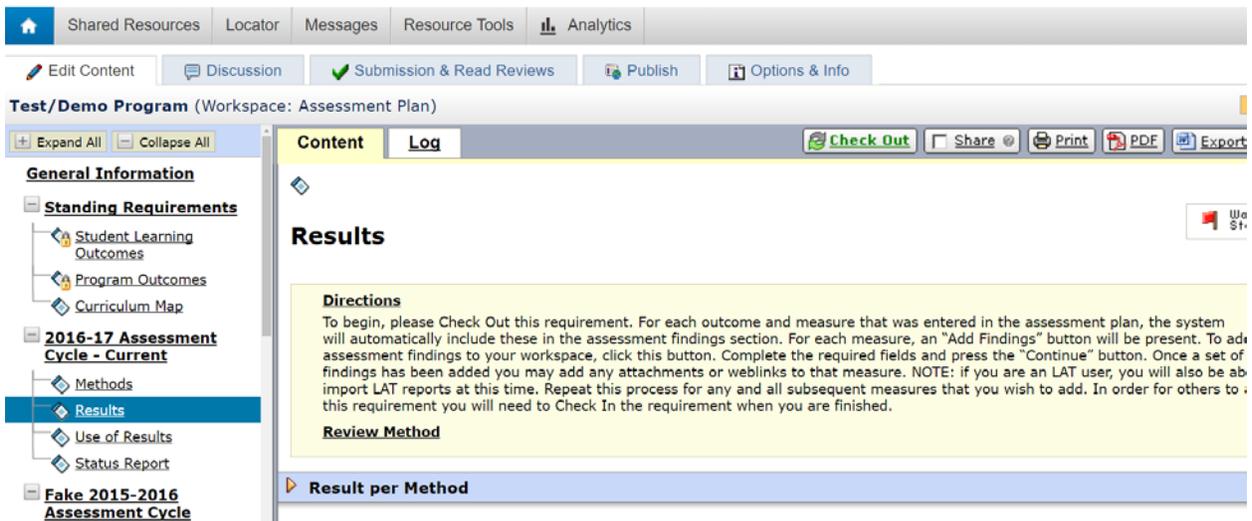
2. Once you complete your edits, please submit the area for review by the OIE staff.



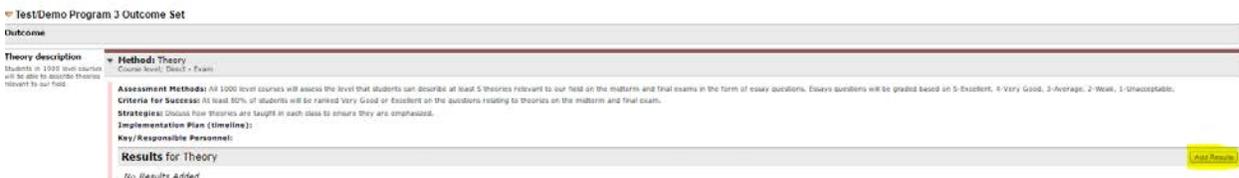
## Step 1: Enter Results for 2016-2017

University of Houston  Clear Lake

Katie Reno My Account Logout Go to LAT Help 



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.

**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:**

**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.  
 Not Met  Met  Exceeded

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.

**Outcome**

**Theory Description**  
Students in 1000 level courses will be able to describe theories relevant to our field.

**Method: Theory**  
Examine Exam, Quiz, Exam

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

**Summary of Results:** 62% of students in 1331 and 70% of students in 1430 were rated as very good or excellent on the questions related to theories on the midterm. For the final, the numbers were 65% in 1331 and 65% in 1430.

**Results: Criteria for Success Achievements:** Not Met

**Substantiating Evidence:** [Add substantiating evidence](#)

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.”

Shared Resources | Locator | Messages | Resource Tools | Analytics

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

Test/Demo Program 2 (Workspace: Assessment Plan)

Expand All | Collapse All

**General Information**

- Standing Requirements
  - Student Learning Outcomes
  - Program Outcomes
  - Curriculum Map
- 2016-17 Assessment Cycle - Current
  - Methods
  - Results
  - Use of Results**
  - Status Report
- Fake 2015-2016 Assessment Cycle
  - Methods

**Content** | **Log**

**Use of Results**

**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**

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

### Directions

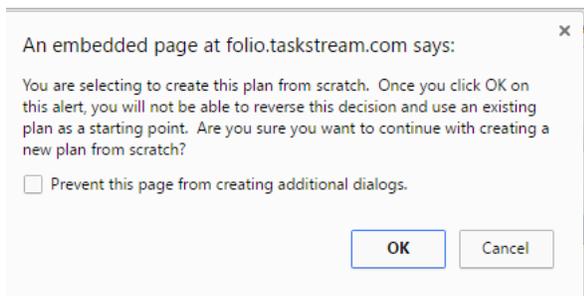
To begin, please Check Out this requirement. Select the “Create New Operational Plan” button. Click “Select Outcomes” and select the “Select Existing Set” button to access the previously-entered outcome action to by enabling the checkbox next to each outcome. Click “Accept and Return to Plan” and for each outcome that was selected, you will see an “Add New Action” button. To add an action to an outcome 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

### Review Method

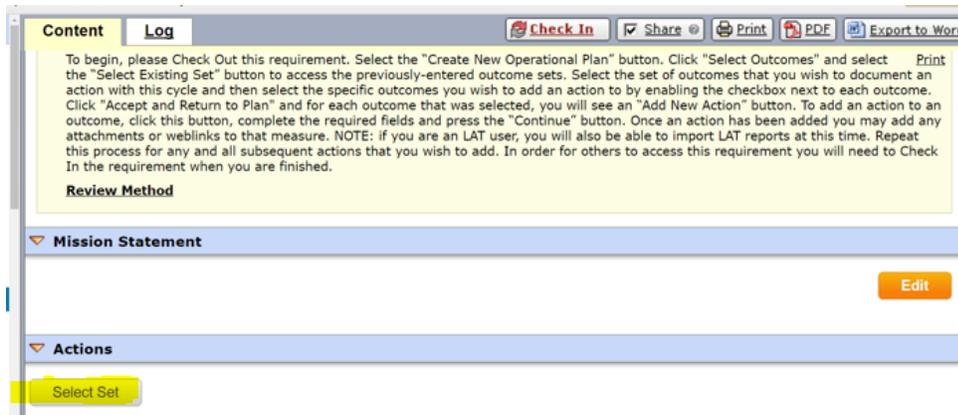
Create New Use of Results

Copy Existing Plan as Starting Point

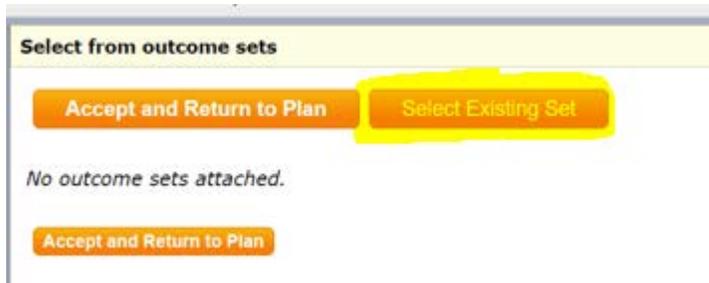
That selection will bring up a pop-up informing you that you cannot reverse this decision. Click “OK.”



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



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.

include All? <input type="checkbox"/> Awesome Program Outcomes		
Remove Set		
Outcome		
	Outcome	Mapping
<input type="checkbox"/>	Increase Orientation Attendance $Q_1$ Increase the number of first-year students who attend department orientation.	TX- University of Houston-Clear Lake- Strategic Goals: 2.
<input type="checkbox"/>	Visitor Satisfaction $Q_1$ Ensure that visitors to the department are satisfied and staff is ranked as friendly and helpful.	TX- University of Houston-Clear Lake- Strategic Goals: 2.e
<input type="checkbox"/>	Recruitment $Q_1$ Increase transfer student recruitment	TX- University of Houston-Clear Lake- Strategic Goals: 2.e
<input type="checkbox"/>	test $Q_1$ test	No Mapping

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.

Linked to Results	Results for Theory
<a href="#">Show Full Results Details</a>	<small>Methods and Results: 2016-17 Assessment Cycle</small> <b>Summary of Results:</b> 82% of students in 1331 and 78% of students in 1430 were rated as very good or excellent on the questions related to theories on the midterm. For the final, the numbers were 85% in 1331 and 82% in 1430.
<b>Action Item Title:</b> Use of Results:	<input type="text"/>
<b>Implementation Plan (timeline):</b>	<input type="text"/>
<b>Key/Responsible Personnel:</b>	<input type="text"/>
<b>Is funding needed?:</b>	<input type="text"/>
<b>Budget Year (e.g., 2017-2018):</b>	<input type="text"/>
<b>Budget request amount:</b> \$	<input type="text"/>
<b>Priority level:</b>	- Select -

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**

- 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
- Fake 2015-2016 Assessment Cycle
  - Methods
  - Results
  - Use of Results
  - Status Report
- 2015-16 Assessment Cycle
  - Methods
  - Results
  - Use of Results
  - Status Report
- 2014-2015 Assessment Cycle
  - Methods
  - Results

#### Student Learning Outcomes

**Directions**

[Review Method](#)

Create New Set
Select Existing Set

**Test/Demo Program 3 Outcome Set**

[Reorder](#) [Edit Set Name/Properties](#) [Remove Set](#)

Outcome	Mapping
<b>Theory description</b> <a href="#">Q</a> <small>Students in 1000 level courses will be able to describe theories relevant to our field.</small>	TX- University of Houston-Clear Lake-C UHCL University Learning Outcomes (U)
<b>Interpret Research</b> <a href="#">Q</a> <small>Students in 2000 level courses will be able to interpret research articles from the field of study.</small>	UHCL University Learning Outcomes (U)
<b>Hypothesis formation</b> <a href="#">Q</a> <small>Students in 3000-4000 level courses will be able to form a hypothesis and support it with relevant research.</small>	UHCL University Learning Outcomes (U)
<b>Design study</b> <a href="#">Q</a> <small>Master's level students will be able to evaluate and synthesize relevant research in order to design a study of their own.</small>	UHCL University Learning Outcomes (U)

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.

The screenshot shows a web interface for managing outcome sets. At the top, there are two buttons: 'Create New Set' (orange) and 'Select Existing Set' (blue). To the right, there are two checkboxes: 'Show Description' and 'Show Mapping'. Below this is a header for 'Test/Demo Program 3 Outcome Set' with an 'Outcomes' link. Underneath are buttons for 'Review', 'Edit Set Name/Properties', and 'Remove Set'. A section titled 'Outcome' has a 'Create New Outcome' button. The main area is divided into two columns: 'Outcomes' and 'Mapping'. The 'Outcomes' column lists four outcomes with their descriptions: 'Theory description', 'Interpret Research', 'Hypothesis formation', and 'Design study'. The 'Mapping' column lists the corresponding 'UHCL University Learning Outcomes (ILO) (Effective 2016)' for each outcome, with links for 'Add', 'Edit', 'Hide', and 'Delete'.

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.

The screenshot shows a sidebar on the left with a tree view of navigation options: 'General Information', 'Standing Requirements' (with sub-items: Student Learning Outcomes, Program Outcomes, Curriculum Map), '2017-18 Assessment Cycle' (with sub-item: Methods), '2016-17 Assessment Cycle' (with sub-items: Methods, Results, Use of Results, Status Report), and 'Fake 2015-2016 Assessment Cycle' (with sub-item: Methods). The main content area is titled 'Methods' and contains a yellow box with 'Directions' and 'Review Method' sections. The 'Directions' section includes text about checking out requirements and selecting outcomes. Below this is a yellow box with a lightbulb icon and the text 'Start working by clicking "Check Out" above.' At the bottom of the page, there are two orange buttons: 'Create New Assessment Plan' and 'Copy Existing Plan as Starting Point'.

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



## Methods

This screenshot is a close-up of the 'Methods' page content. It shows the 'Directions' section with text: 'To begin, please Check Out this requirement. Select the "Create New Assessment Plan" button. Click "Select Outcomes" and select the "Select Existing Set" 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 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 mea'. Below this is the 'Review Method' section. At the bottom of the page, there are two orange buttons: 'Create New Assessment Plan' and '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:	
<input checked="" type="radio"/>	<b>Assessment Plan</b> 2016-17 Assessment Cycle: Methods <a href="#">[Plan]</a> (last modified: 03/24/2017)
<input type="radio"/>	<b>Assessment Plan</b> 2015-16 Assessment Cycle: Methods <a href="#">[Plan]</a> (last modified: 01/11/2017)
<input type="radio"/>	<b>Assessment Plan</b> 2013-2014 Assessment Cycle: Methods <a href="#">[Plan]</a> (last modified: 10/06/2016)
<input type="radio"/>	<b>Assessment Plan</b> 2014-2015 Assessment Cycle: Methods <a href="#">[Plan]</a> (last modified: 10/06/2016)

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

**Method: Theory**  
Course level: Select 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 five theories are taught in each class to ensure they are emphasized.

**Implementation Plan (Timeline):**

**Key/Responsible Personnel:**

**Supporting Attachments:** [\[Add Attachments and Links\]](#)

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](mailto:kellinga@uhcl.edu), ext. 3064  
College of Business  
College of Human Sciences and Humanities

Katie Reno, [renok@uhcl.edu](mailto:renok@uhcl.edu), ext. 3048  
College of Education  
College of Science and Engineering  
Centers and Institutes

Karen Elliott, [elliott@uhcl.edu](mailto: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](mailto:cuchens@uhcl.edu), ext. 3065