

AMS QuickStart Guide:
UHCL
Assessment Plan
Workspace

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?

UHCL Taskstream Website: <http://www.uhcl.edu/taskstream>
Use your UHCL credentials to enter – userID and password

WHOM DO I CONTACT REGARDING...?

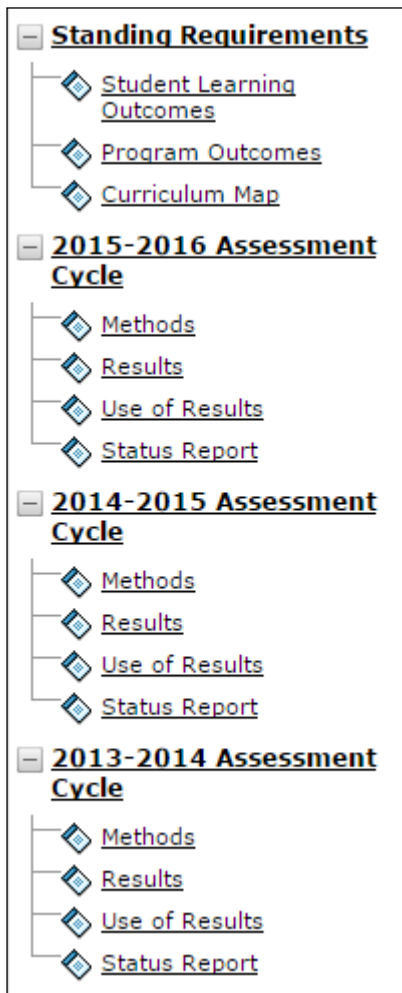
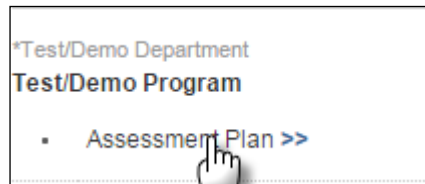
- **Login Issues:** UHCL Support Center supportcenter@uhcl.edu ext. 2828
- **AMS Account Set-up:** Cecelia Croft, Office of Institutional Effectiveness croft@uhcl.edu
- **Technical Problems:** Taskstream Mentoring Services help@taskstream.com
1-800-311-5656 press 2
- **General Questions:** Taskstream Mentoring Services help@taskstream.com
1-800-311-5656 press 2

WHERE CAN I FIND MORE INFORMATION ABOUT AMS?

Visit OIE's Taskstream webpage: <http://www.uhcl.edu/taskstream> for more information and resources - including, Taskstream Video Tutorials, Taskstream YouTube Channel, and detailed Taskstream Mentoring Services contact information.

STANDING REQUIREMENTS

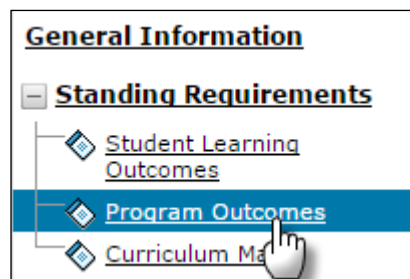
1. When you first open your workspace on your homepage, you will see your academic program(s) and/or support units listed. When you click on the “Assessment Plan” workspace for the program or unit you are working in, you will see the structure of the workspace on the left-hand side.



The **Standing Requirements** category contains/will contain assessment data that will remain relatively steady over time whereas the **Annual Assessment Cycle** will be completed anew each year.

STUDENT LEARNING OUTCOMES/PROGRAM OUTCOMES

1. If you wish to view or modify your program or unit outcomes (either Student Learning or Program), you may select that requirement from the workspace structure.



The screenshot shows the 'Program Outcomes' section of a software interface. At the top right, there are buttons for 'Check Out', 'Share', 'Print', 'PDF', and 'Export to Word'. Below these are 'Content' and 'Log' tabs. The main area is titled 'Program Outcomes' and contains a 'Work in Progress' indicator. A yellow box highlights 'Directions' and 'Review Method' links. Below this is a blue header for 'DEMO AREA Outcome Set (OIE Duplicated)'. The main content is a table with two columns: 'Outcome' and 'Mapping'.

Outcome	Mapping
Annual Assessment Process Academic program and support unit plans include clear description of use of results.	TX- University of Houston-Clear Lake- Strategic Goals: 1.
Institutional Reporting All projects including CB, IPEDS, and LBB submissions will be completed in a timely fashion and with high quality as outlined in the OIR planning calendar.	TX- University of Houston-Clear Lake- Strategic Goals: 2.
Institutional Research - Additional Reports Provide additional reports related to the assessment of the new UHCL-Pearland campus, Distance Education, and International students. Reports include the new Pearland budget report, Pearland average class size report, DE and Online survey assessments, Off-campus GPA report, and the International Facts at a Glance report.	TX- University of Houston-Clear Lake- Strategic Goals: 2.
Program Review Quality program reviews for academic planning.	TX- University of Houston-Clear Lake- Strategic Goals: 2.b
QEP Successful implementation of the QEP.	TX- University of Houston-Clear Lake- Strategic Goals: 1.a
Survey Research Increase survey efficiency of surveys so that OIE may glean more useful information from survey results. Surveys include Graduating Student Survey, Alumni Survey, and Academic and Support Services Assessment Survey.	TX- University of Houston-Clear Lake- Strategic Goals: 2.

On the upper right-hand corner, you will see a green “Check Out” button. Please note that all requirements in Taskstream’s AMS system use a Check In/Check Out system.

NOTE: To edit or add data to any requirement you will first need to “Check Out” the requirement. After you are finished, you must “Check In” the requirement.

- You can then add a new outcome by clicking “Create New Outcome,” “Edit” an outcome, or click the “Map” link to add or modify mapping.

This screenshot shows the same 'Outcome' table as above, but with a 'Create New Outcome' button at the top left and interactive buttons for each row. The buttons are [Map], [Edit], [Hide], and [Delete].

Outcome	Mapping	
Annual Assessment Process Academic program and support unit plans include clear description of use of results.	TX- University of Houston-Clear Lake- Strategic Goals: 1.	[Map] [Edit] [Hide] [Delete]
Institutional Reporting All projects including CB, IPEDS, and LBB submissions will be completed in a timely fashion and with high quality as outlined in the OIR planning calendar.	TX- University of Houston-Clear Lake- Strategic Goals: 2.	[Map] [Edit] [Hide] [Delete]
Institutional Research - Additional Reports Provide additional reports related to the assessment of the new UHCL-Pearland	TX- University of Houston-Clear Lake- Strategic Goals: 2.	[Map] [Edit] [Hide] [Delete]

If you click map, click “Create New Mapping”:

Create New Mapping

To map or align your outcomes with a goal set, you'll want to select *Goal sets distributed to...* or Outcome Sets in other organizational areas if you are mapping to department-level outcomes.

The screenshot shows a form with the following elements:

- Directions:** Select the set to which you would like to map the Outcome:
- Outcome 1.1** (part of Outcome) with a search icon and a placeholder "Description of outcome..."
- Select category of set to map to:** A dropdown menu currently showing "Select Type of Set".
- Select Set:** A dropdown menu with the following options:
 - Select Type of Set
 - Goal sets distributed to DEMO AREA (highlighted)
 - Outcome Sets in DEMO AREA
 - Outcome Sets in other organizational areas
- A "Go" button next to the "Select Set" dropdown.
- A "Continue" button at the bottom.

Select the appropriate set and click "Continue." (Note: This is just an example)

The screenshot shows the "Select Set:" section of the interface:

- Select Set:** A radio button is selected next to "TX- University of Houston-Clear Lake- Strategic Goals".
- Owned by University of Houston-Clear Lake (Effective August 2015)
- [View Set] link
- Warning message: "This outcome is already mapped to this set. Select set to add additional mappings."
- Buttons: "Cancel" and "Continue" (with a mouse cursor over it).

Since Program Outcomes must map to University Strategic Goals (USGs), choose TX-University of Houston-Clear Lake-Strategic Goals (as shown above). Since Student Learning Outcomes must map to University Learning Outcomes (ULOs), choose TX-University of Houston-Clear Lake-University Learning Outcomes.

Choose which USGs or ULOs align with your outcome and then click the "Continue" button. You will now see the goal set items mapped or aligned with your outcome.

CURRICULUM MAP (for academic and co-curricular programs only)

- In the **Curriculum Map** requirement you're able to map courses to outcome sets. After checking out the area, click "Create New Curriculum Map."

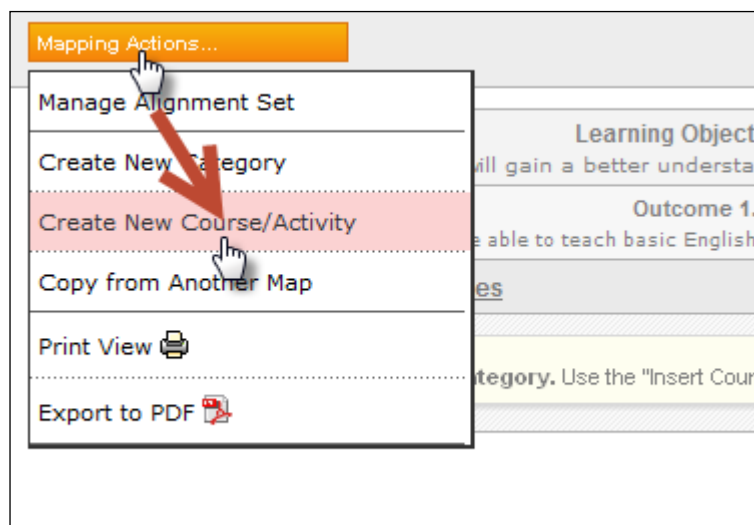
The screenshot shows the "Curriculum Map" requirement page with the following details:

- Curriculum Map** (with a diamond icon)
- Status: Work not Started
- Checked out: 03/29/2016 04:31:06 PM (CDT)
- Checked out to: Patricia Cuchens
- Directions** (expanded):
 - To begin please check out this area (via the button in the top right corner). Select the "Create New Curriculum/Activity Map" button. Title your map and enter a description. Decide what goal set you wish to map your courses or activities with and click the "Continue" button. [Print](#)
 - To add a new course or activity to the map, select the "Mapping Actions" button and click insert new: course/activity. For each course or activity added to the map, you can choose the alignment designation by clicking the intersecting box. Repeat this process for all subsequent courses/activities. In order for others to access this requirement you will need to check in the requirement when you are finished (via the button in the top right corner).
- Review Method** (collapsed)
- [Create New Curriculum Map](#) button (with a mouse cursor over it)
- Text at the bottom: "There are no curriculum maps"

Enter a title for the map and select an outcome set to use.

New Map Title:	<input type="text" value="Program Curriculum Map"/> (Max 100 Chars)
Description:	<div style="border: 1px solid gray; height: 100px;"></div>
Select Alignment Set:	View sets available within Test/Demo Program ▼ <input type="button" value="Go"/>
	<input type="button" value="Select"/> Test/Demo Program Outcome Set

The map will open in a separate pop-up window. The outcomes will be along the top. To add a course/activity, click the “Mapping Actions” button and choose that option.



Add the course section, course number and an optional description and click Create. Repeat this step for additional courses/activities.

Create a New Course or Activity

Course/Activity ID: <small>(Max 15 Chars)</small>	<input type="text" value="HIS"/>
Course/Activity Title: <small>(Max 100 Chars)</small>	<input type="text" value="101"/>
Description: <small>Optional</small>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <small>(Max 1000 Chars)</small> <input type="button" value="Check Spelling"/>
Link: <small>Optional</small>	<input type="text" value="http://"/> <small>(Max 100 Chars)</small>
<input type="button" value="Cancel"/> <input style="background-color: orange; color: white;" type="button" value="Create"/>	

Using the legend along the bottom, you can then choose if a course Introduced, Practiced, or Reinforced work pertaining to that outcome.

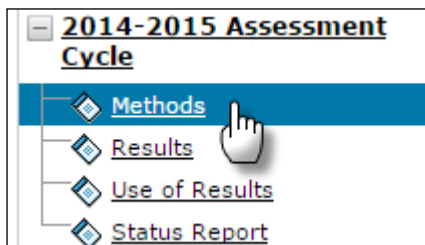
	Outcome							
	Annual Assessment Process <small>Academic program and support unit plans include clear description of use of results.</small>	Institutional Reporting <small>All projects including CB, IPEDS, and LBB submissions will be completed in a timely fashion and with high quality as outlined in the OIR planning calendar.</small>	Institutional Research - Additional Reports <small>Provide additional reports related to the assessment of the new UHCL-Pearland campus, Distance Education, and International students. Reports include the new Pearland budget report, Pearland average class size report, DE and Online survey assessments, Off-campus GPA report, and the International Facts at a Glance report.</small>	Program Review <small>Quality program reviews for academic planning.</small>	QEP <small>Successful implementation of the QEP.</small>	Survey Research <small>Increase survey efficiency of surveys so that OIE may glean more useful information from survey results. Surveys include Graduating Student Survey, Alumni Survey, and Academic and Support Services Assessment Survey.</small>	New Outcome 101	New Outcome 2
Courses and Learning Activities	A Z X							
ENG 101 <small>Intro to English</small>	P	R	I	I	<input type="button" value="Click"/>	<input type="button" value="Click"/>	<input type="button" value="Click"/>	<input type="button" value="Click"/>
Legend:	I Introduced	P Practiced	R Reinforced	<input checked="" type="checkbox"/> Show Outcome Descriptions <input type="checkbox"/> Show Course/Activity Detail				

NOTE: The curriculum map screen (as shown above) will open in a new window. To return to your workspace area, click the “X” button in the top right corner of the window.

ASSESSMENT CYCLE REQUIREMENTS

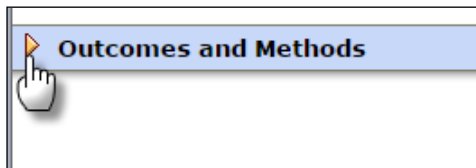
- Now you may proceed to the cyclical assessment section to enter or add to your assessment data.

METHODS

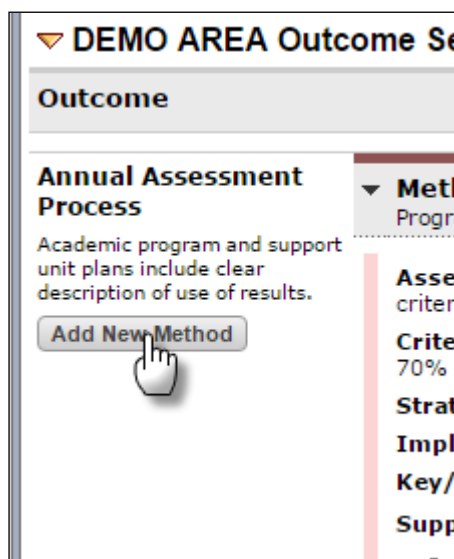


In the **Methods** area, you will see your methods previously outlined. If you do not see any methods, check out the area and “Copy an Existing Plan as a Starting Point” to copy in a previous year.

You may have to expand the **Outcomes and Methods** bar after completing this step.



- You are able to add as many methods as you want to an outcome. To add an additional method, click the “Add New Method” button.



You may then add the details of your method into the data entry screen. You can also copy the text of another similar method using the “Import Method” button.

* Method Title:	<input type="text"/>
Method Type/Method:	- Select -
Method Level:	- Select -
Assessment Methods:	<input type="text"/>
Criteria for Success:	<input type="text"/>
Strategies:	<input type="text"/>
Implementation Plan (timeline):	<input type="text"/>
Key/Responsible Personnel:	<input type="text"/>

Buttons: Cancel, Import Method, Check Spelling, Cancel, Apply Changes

Required fields include: Method Title, Method Type/Method, Assessment Methods, Criteria for Success, and Strategies.

When you click the “Apply Changes” button, you will also have the option to “Add/Edit Attachments and Links” to the method. (NOTE: this is an example of what an added method looks like.)

Method: Assessment Plan Review
Program level; Direct - Other Edit Remove

Assessment Methods: Systematic review completed by OIE staff of submitted plans to determine the extent to which they meet the review criteria as detailed in the Assessment Plan Review Rubric. Ratings include: Needs Improvement (1), Acceptable (2), and Very Good (3).

Criteria for Success: All (100%) plans should be completed - defined as entered into AMS and submitted for review. Of the plans reviewed, 70% will receive a rating of acceptable (2) or better on the Assessment Plan Review Rubric.

Strategies:

Implementation Plan (timeline):

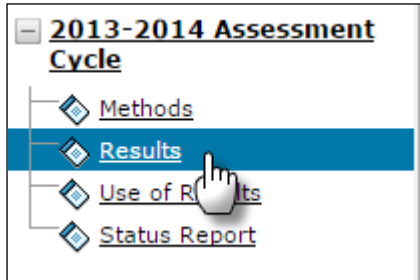
Key/Responsible Personnel:

Supporting Attachments: Add/Edit Attachments and Links

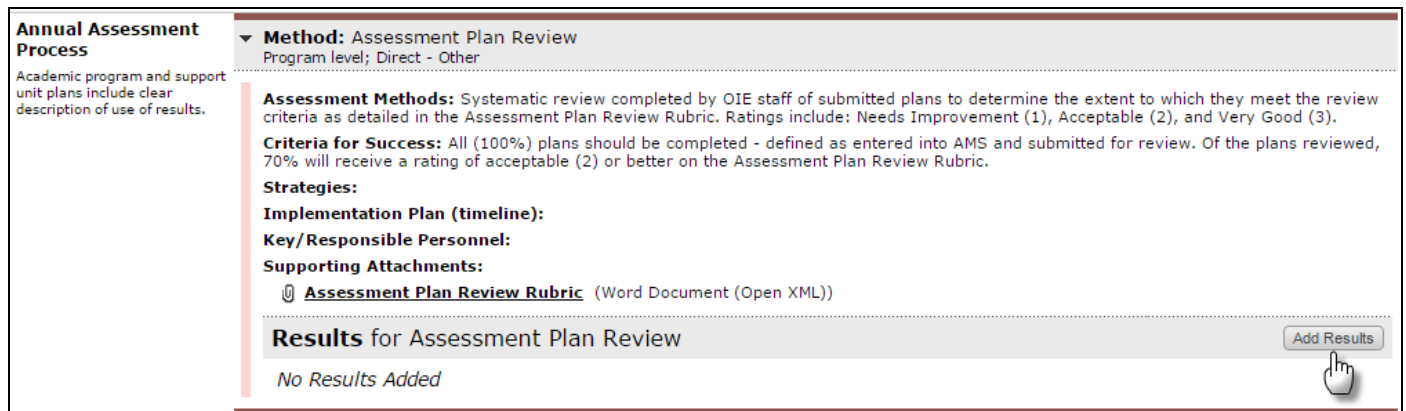
[Assessment Plan Review Rubric](#) (Word document (Open XML))

You may repeat these steps to add additional measures for this or other outcomes. Be sure to “Check In” the area after you have finished working in it for that session.

RESULTS



- Any new methods you've added will automatically populate in the **Results** area. Enter your assessment results them by checking out the area and clicking the respective “Add Results” button.

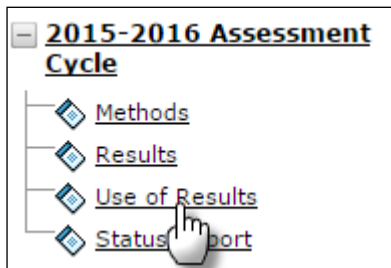


Enter the details of your assessment findings into the data entry screen.

* Summary of Results:	<div style="border: 1px solid gray; height: 80px;"></div>
Criteria for Success Achievement:	<p>All (100%) plans should be completed - defined as entered into AMS and submitted for review. Of the plans reviewed, 70% will receive a rating of acceptable (2) or better on the Assessment Plan Review Rubric.</p> <p> <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded </p>
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Submit"/>	

Required fields include: Summary of Results and Criteria for Success Achievement.

USE OF RESULTS



7. For the **Use of Results** area, select the requirement from the workspace structure and check out the requirement.

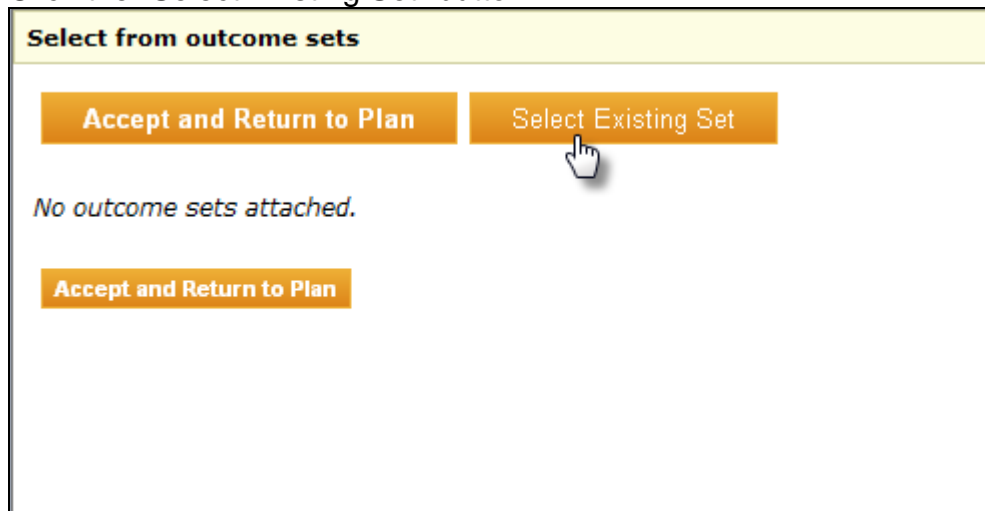


Then click the “Create New Use of Results” button or click “Copy Existing Plan as Starting Point.”

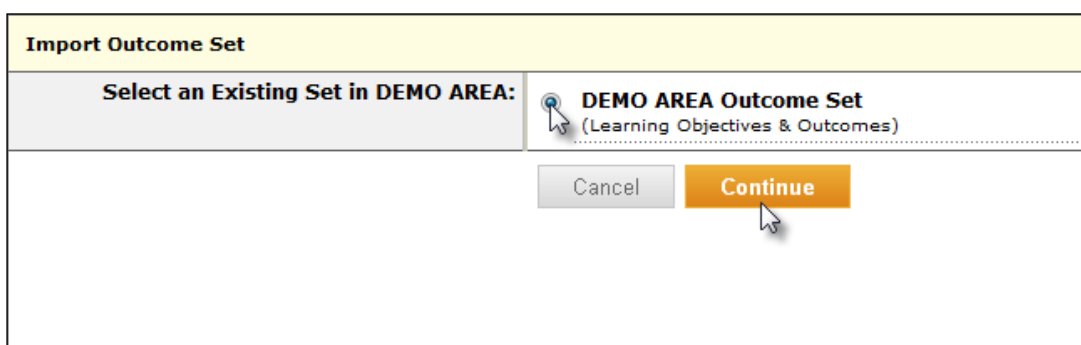
Next, click the “Select Outcomes” button under the Actions bar.



Click the “Select Existing Set” button.



Select the Outcome set you wish to assess for the cycle you are working in and click the “Continue” button.



Select the Outcomes you wish to assess and then click the “Accept and Return to Plan” button.

Select from outcome sets

Accept and Return to Plan Select Existing Set

Include All? DEMO AREA Outcome Set (OIE Duplicated)

Remove Set

	Outcome	Mapping
<input checked="" type="checkbox"/>	Annual Assessment Process Academic program and support unit plans include clear description of use of results.	TX- University of Houston-Clear Lake- Strategic Goals: 1.
<input type="checkbox"/>	Institutional Reporting All projects including CB, IPEDS, and LBB submissions will be completed in a timely fashion and with high quality as outlined in the OIR planning calendar.	TX- University of Houston-Clear Lake- Strategic Goals: 2.
<input type="checkbox"/>	Institutional Research - Additional Reports Provide additional reports related to the assessment of the new UHCL-Pearland campus, Distance Education, and International students. Reports include the new Pearland budget report, Pearland average class size report, DE and Online survey assessments, Off-campus GPA report, and the International Facts at a Glance report.	TX- University of Houston-Clear Lake- Strategic Goals: 2.

To add Use of Results data for an outcome, click the “Add New Action” button.

Actions

Select Outcomes

DEMO AREA Outcome Set (OIE Duplicated)

Outcome	Action
Annual Assessment Process Academic program and support unit plans include clear description of use of results.	<p>Action: Renewed effort</p> <p>This Action is associated with the following Results</p> <p>Use of Results: With the new Executive Director of Planning and Assessment, there will be a renewed focus on strengthening all assessment plans. Plans are underway to replace the current AIM system with Taskstream's Accountability Management System. During the implementation, the OIE staff will develop a rubric from which to evaluate assessment plans and promote accountability.</p> <p>Implementation Plan (timeline):</p> <p>Key/Responsible Personnel:</p> <p>Budget approval required? (describe):</p> <p>Budget request amount: \$0.00</p> <p>Priority: High</p> <p>Supporting Attachments: Add/Edit Attachments and Links</p>

If your outcome has multiple methods, you can chose the appropriate **Results for Method** of the outcome you selected by checking the checkbox and clicking “Continue.”

All Results for Outcome: Annual Assessment Process Show Full Results Details

2015-2016 Assessment Cycle: Methods & Results

Results for Method: New Method
 Summary of Results: 85% passed

2014-2015 Assessment Cycle: Methods & Results

Results for Method: Assessment Plan Review
 Summary of Results: No review was conducted because of transition in personnel. Plans were examined for completeness and an audit was conducted to delete unused plans.

Cancel Continue »

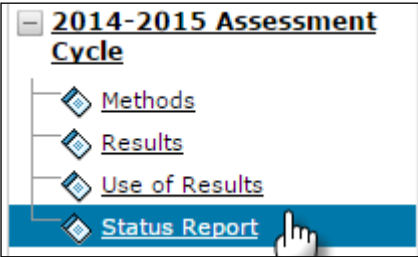
You may now populate the action detail fields with your data.

Linked to Results: Show Full Results Details	Results for New Method (Methods and Results; 2015-2016 Assessment Cycle) Summary of Results: 85% passed
* Action Item Title:	<input type="text"/>
Use of Results:	<input type="text"/>
Implementation Plan (timeline):	<input type="text"/>
Key/Responsible Personnel:	<input type="text"/>
Budget approval required? (describe):	<input type="text"/>
Budget request amount:	\$ <input type="text"/>
Priority level:	- Select -

Required fields include: Action Item Title, Use of Results, Budget approval required, Budget request amount, and Priority level.

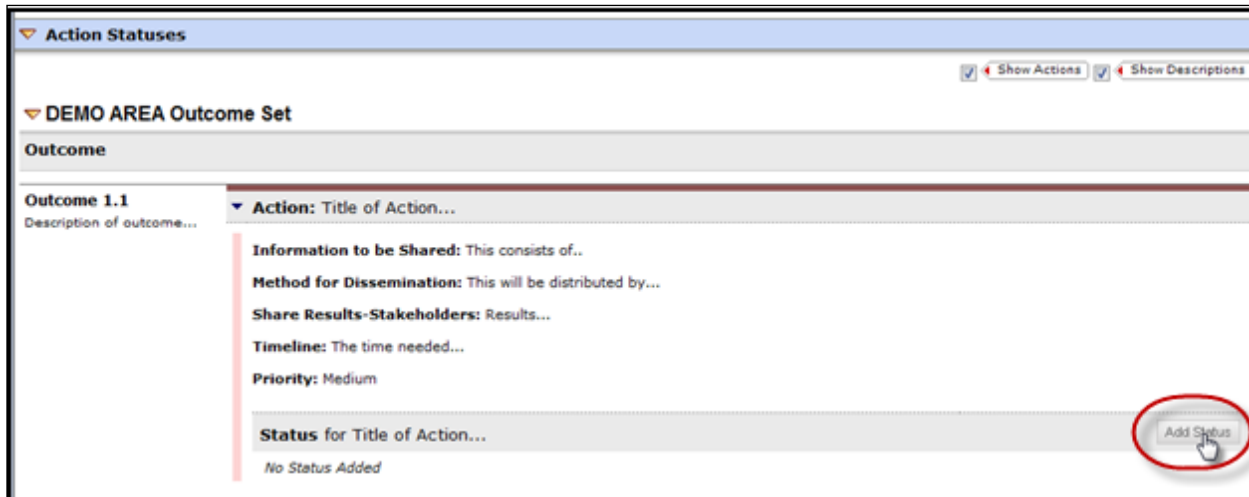
Repeat this process for each additional action as needed.

STATUS REPORT



- To document the status of each of your actions, you may select the **Status Report** requirement from the workspace structure.

Check out the requirement and then click the “Add Status” button. (NOTE: this is an example of what it could look like.)



Then complete the **Status Report** for that particular action and click “Submit.”

* Current Status:	Completed
Budget Status:	Pending Approval
Additional information:	
Next Steps:	Revise exam
<input type="button" value="Cancel"/> <input type="button" value="Check Spelling"/> <input type="button" value="Submit"/>	

Required fields include: Current Status, Budget Status, and Next Steps.

Repeat these steps for each subsequent **Action** and **Status Report**. Be sure to click the “Check In” button to allow your peers the ability to modify the requirement.

GETTING HELP

If you require assistance with entering data in your workspace or other assistance, you can contact Taskstream at 800-311-5656 and press 2 for support or send an email to help@taskstream.com.

TALKING TASKSTREAM

Glossary of AMS Terminology

AMS – Accountability Management System and is a Taskstream product used to house assessment plan data for academic programs and support units.

AMS Coordinator – a member of the training staff from OIE and Title III Office.

Curriculum Map – a tool used to display the alignment between course curriculum and learning outcomes. Courses or specific activities address a particular outcome at one of three levels: introduce, practice, or reinforce.

Methods – the tools and techniques used to determine the extent to which the outcomes are achieved. The methods must identify specific areas that need further improvement. Assessment methods can be direct, indirect, qualitative, or quantitative measures.

Participating Area – an academic program or support unit with a workspace in AMS

Program Outcomes – objectives focused on operational/administrative objectives of a department/office and align with UHCL Strategic Goals (USG). These outcomes are included in academic program plans and support unit plans.

Results – the findings on performance, as measured by the established methods/criteria for success, and identify specific areas for improvement.

Standing Requirements – the area for an established collection of learning and/or program outcomes, as well as curriculum maps developed by academic programs.

Status Report – an update of how much progress has been made in continuous improvement efforts, based on planned or taken action.

Strategies – specific approaches, tactics, and procedures implemented in the effort to meet or exceed the criteria for success for a learning or program outcome.

Student Learning Outcomes – [aka: Learning Outcomes] objectives directly relate the skills and knowledge students are expected to gain from a course, academic program, or co-curricular program and must align with UHCL University Learning Outcomes (ULO). These outcomes are included in academic program assessment plans and may be included in the support unit plans of co-curricular offices, such as those within the Student Services Division.

Use of Results – the specific actions (planned or taken) to improve performance based on determined results.

Workspace – an area in AMS with your academic program or support unit's assessment plan.