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.
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.

2. 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.

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

---

*Image of a table and diagram showing outcomes and mappings.*
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.

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

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)**

3. In the **Curriculum Map** requirement you’re able to map courses to outcome sets. After checking out the area, click “Create New Curriculum Map.”
Enter a title for the map and select an outcome set to use.

<table>
<thead>
<tr>
<th>New Map Title:</th>
<th>Program Curriculum Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Select Alignment Set:</td>
<td>View sets available within Test/Demo Program</td>
</tr>
</tbody>
</table>

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

4. 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.

5. 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.

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.)
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

6. 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.

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

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

If your outcome has multiple methods, you can choose the appropriate Results for Method of the outcome you selected by checking the checkbox and clicking “Continue.”
You may now populate the action detail fields with your data.

**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**

8. 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.)*

![Image of Action Statuses](image)

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

<table>
<thead>
<tr>
<th><strong>Current Status:</strong></th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Status:</strong></td>
<td>Pending Approval</td>
</tr>
<tr>
<td><strong>Additional Information:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Next Steps:</strong></td>
<td>Revise exam</td>
</tr>
</tbody>
</table>

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.