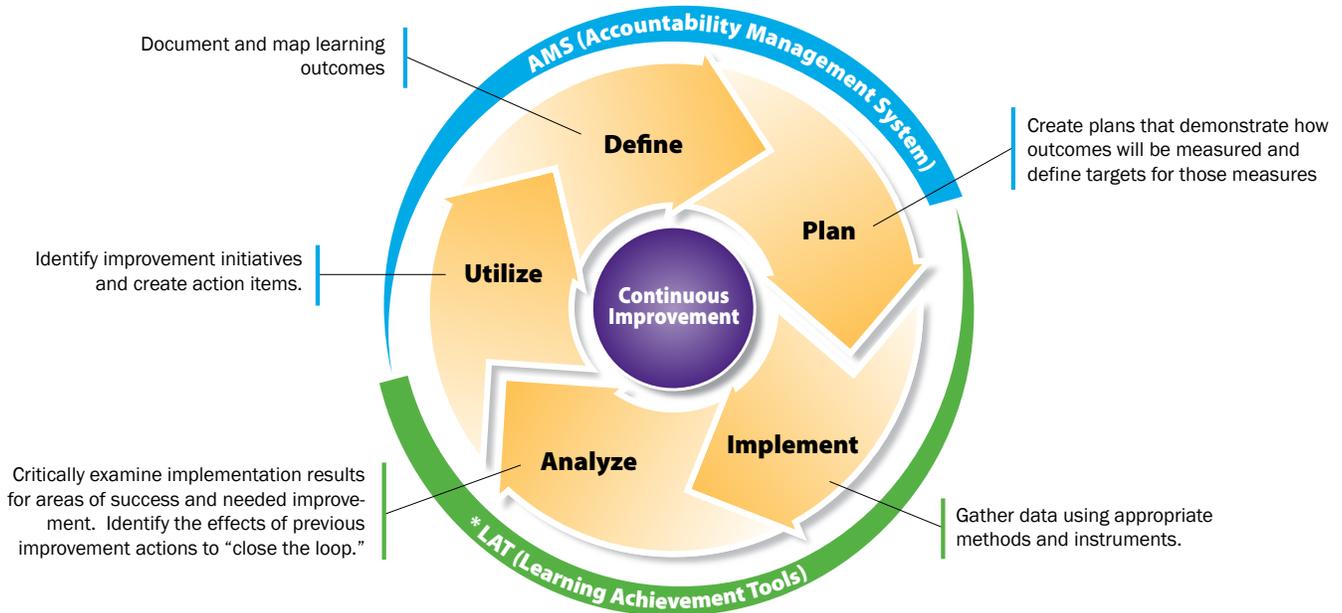# AMS ACCOUNTABILITY MANAGEMENT SYSTEM
by TaskStream

Welcome to AMS for Faculty, Administrators, and Staff

Your institution has selected **Accountability Management System (AMS) by TaskStream** to coordinate your outcomes assessment and continuous improvement processes. This guide provides you with an overview of your role(s) in AMS. For detailed information and step-by-step instructions, please refer to the appropriate sections of the help area.

Document and map learning outcomes

Create plans that demonstrate how outcomes will be measured and define targets for those measures

Identify improvement initiatives and create action items.

Critically examine implementation results for areas of success and needed improvement. Identify the effects of previous improvement actions to "close the loop."

Gather data using appropriate methods and instruments.

AMS (Accountability Management System)

Define — Plan — Implement — Analyze — Utilize

Continuous Improvement

* LAT (Learning Achievement Tools)

* Learning Achievement Tools (LAT) by TaskStream and/or other assessment implementation tools facilitate the Implement and Analyze steps

What is AMS?

AMS is a portal designed to help you and your institution manage content, resources, and communication related to accountability, continuous improvement, and accreditation processes.

AMS provides the tools to help you and your colleagues define objectives and outcomes through the use of collaborative authoring tools. These tools facilitate consensus building around all aspects of outcomes assessment and accountability, including defining outcomes and planning for assessment.

The archiving capabilities of AMS provide a huge time-saver preventing the repetition of work from year to year. For example, assessment plans can be accessed and adapted, enabling you to demonstrate long-term progress more easily.

On your home page, you can view any announcements posted by your organization. There is an internal Message Center that provides a closed email system to communicate with other contributors in your community. Your organization may share resources with you to provide important information related to your work in AMS. The Locator provides a place to view profile information about other AMS contributors in your organization.

Current LAT User?

If you are a current **Learning Achievement Tools (LAT)** subscriber, you will be able to easily switch between the two modules under a single username and password.

What is Outcomes Assessment and Accountability?

AMS can be used for outcomes assessment management that is independent from or part of a larger accountability or accreditation process.

No matter how your institution decides to use AMS, AMS will help showcase the effectiveness of what your institution is accomplishing. In this way, outcomes assessment is a great opportunity for participants to think about what they are doing. Frequently, this process and the discussion it encourages lead to continuous improvement to create an even more successful entity.

The ideal result and ultimate purpose of accountability and outcomes assessment is to improve the learning environment, not evaluate individual faculty or the students. Organizational effectiveness is often measured by looking at the effectiveness of the units of the institution.

How do you get access to work in AMS?

As a member of a department or division that is using AMS in your organization's accountability process, you will require an AMS account. Your organization will provide you with the information necessary to access the AMS system.

Your AMS account will be associated with the participating area(s) (e.g. academic program, non-academic division, etc.) in which you participate. For example, if you are part of the Electrical Engineering department, you will register your AMS account within the Electrical Engineering organizational area. You will be given separate instructions for this process.

An AMS Coordinator may assign you one or more workspaces depending on your areas of responsibility. Workspaces are lists of requirements to which your participating area needs to add content. Workspaces can be accessed by multiple members of your participating area. For example, if you are a member of the Electrical Engineering participating area, the workspaces that you work in will be assigned to the Electrical Engineering participating area and you will share it with other members within Electrical Engineering that have permissions to access the workspace.

What is your role in AMS?

Add and View Content

You will be working, in conjunction with other members of your participating area, within at least one workspace. This workspace will define the requirements to which your participating area needs to respond. Your participating area may be assigned more than one workspace.

The structure and guidelines that accompany the requirements are specified by the AMS Coordinator who has set up the workspace that you will be using. Since you will be sharing the workspace with other members of your participating area, there are some important things to keep in mind.

There are two levels of permissions that you may be given for each workspace. You may be given only the ability to view the contents of the workspace or you may be granted editing access, as well. You can determine which level of access you were given by looking at the links associated with the workspace on your home page. No matter which level of access you are given, you will also be able to participate in discussions with other members of your participating area around each requirement.

The discussion area is a very important part of your workspace. It provides an environment for you and your colleagues to discuss the content that you are including. If you have view only access, then the discussion areas provide a place for you to offer your suggestions and insights for the included content.

Submit and Review

Your participating area may be required to submit certain requirements for review. If you have the Submission & Read Reviews tab, you are required to submit at least one of the requirements for review. The purposes of review may be a simple sign off that something is complete, or it may be to provide you with feedback that supports your efforts. The workspace manager will communicate to you the purpose of the review, the review method, and who will do the review.

Reviewers will have the option of sending the submitted requirement back to request revision. When a requirement is sent back for revision, Reviewers may include comments and/or a provisional review that will accompany the request for revisions.

Help and support

While using AMS, you may have technical questions about the system. For support, you can access the help area at any time by clicking the Help link from the top right corner of the page. If you would prefer personal assistance, you can contact TaskStream's support team, Mentoring Services, by calling 800-311-5656 or by emailing them at help@taskstream.com.

If the nature of your questions relate to the requirements of your workspace or other methodological issues, we suggest you contact one of the leaders of your institution's AMS initiative.

Task Stream
Advancing Educational Excellence

AMS ACCOUNTABILITY
by TaskStream MANAGEMENT SYSTEM

LAT LEARNING
by TaskStream ACHIEVEMENT TOOLS

1.800.311.5656
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