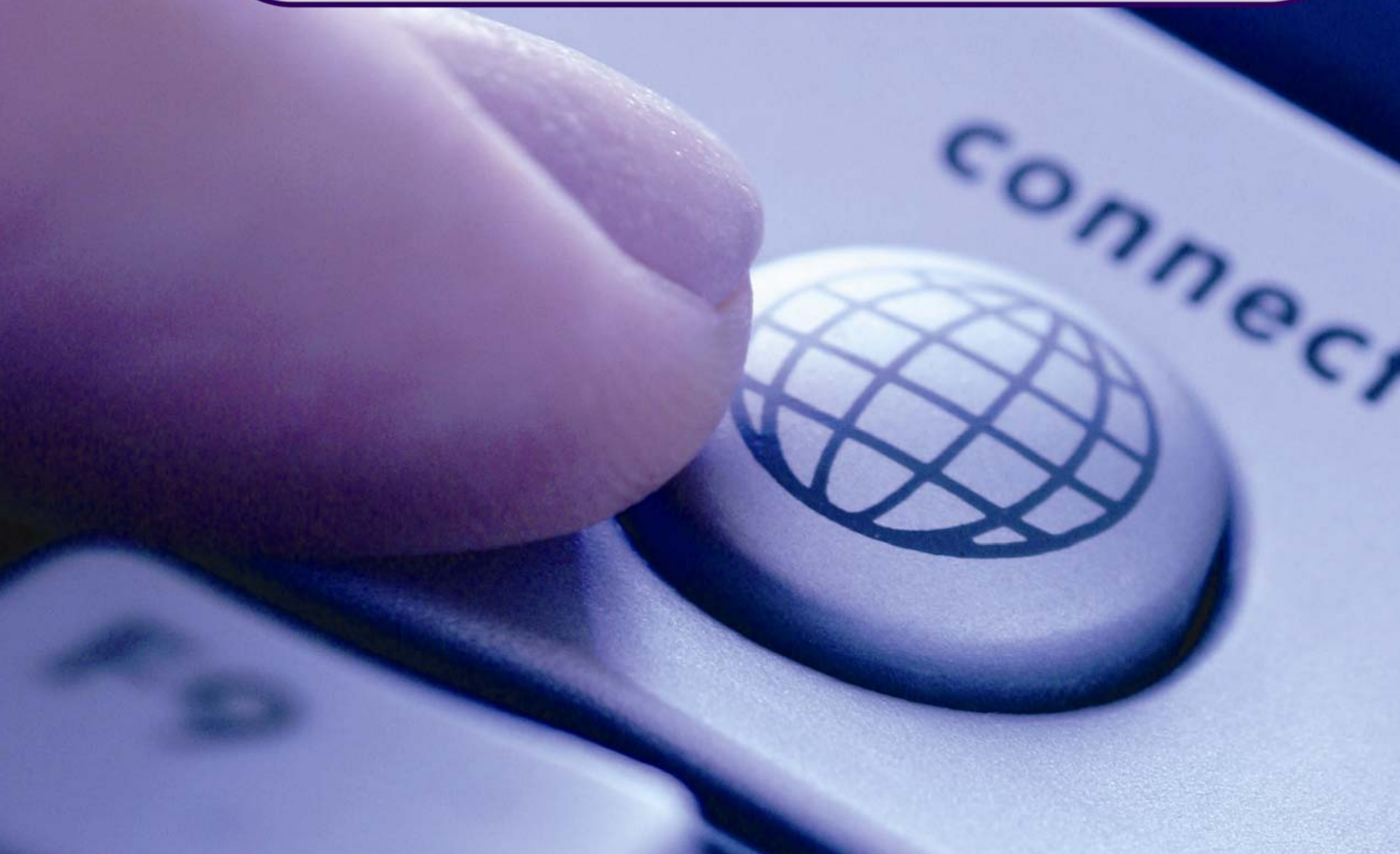
AMS ACCOUNTABILITY MANAGEMENT SYSTEM
by TaskStream

QuickStart Guide: Accessing TaskStream & Adding Data – Student Services Assessment and Action Plan



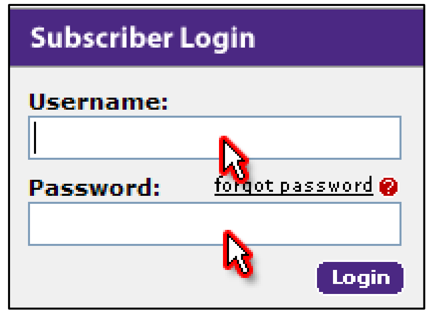
TaskStream
Advancing Educational Excellence

This tutorial will walk you through accessing AMS and adding assessment data (outcomes, measures, and action plans) to the system.

1. To get started, please be sure you have your username and password.

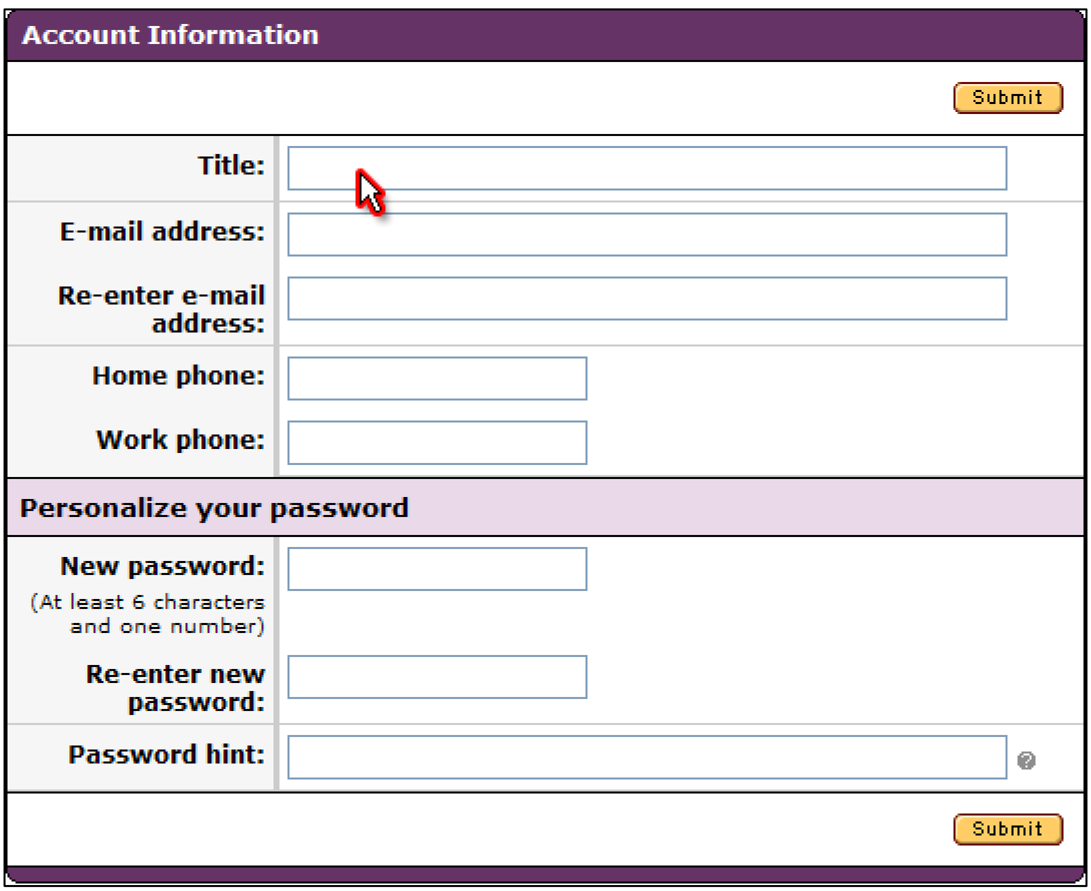
2. Please open your internet browser and go to www.taskstream.com

3. Enter your username and password at this screen:

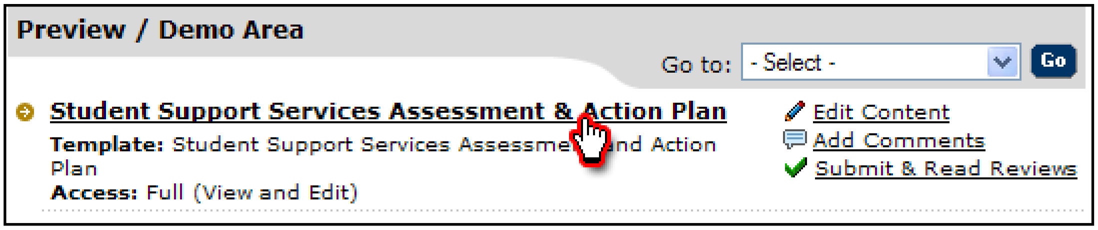


4. Once you login, you will be asked to sign the TaskStream End User License Agreement.

5. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at San Diego Mesa College.



6. Upon successful completion of this one time form, you will be taken to your homepage. The homepage will contain one or more workspaces, which will be affiliated with different participating areas (programs, departments, etc.). Each workspace is the vessel into which you may input your assessment data.

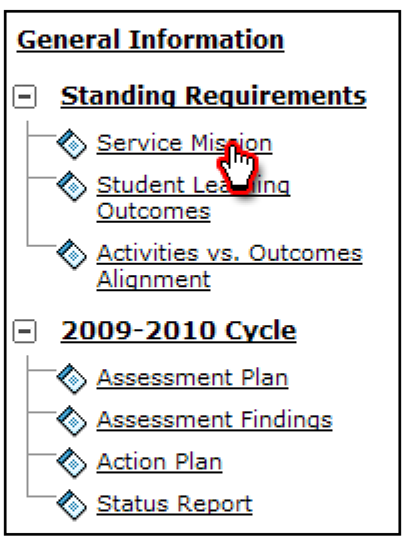


To begin, you may access the “Student Services Assessment & Action Plan” workspace by clicking on it.

7. Once you click on the workspace title, you will see the structure. This structure has been designed by San Diego Mesa College and contains several different requirements related to your assessment process.

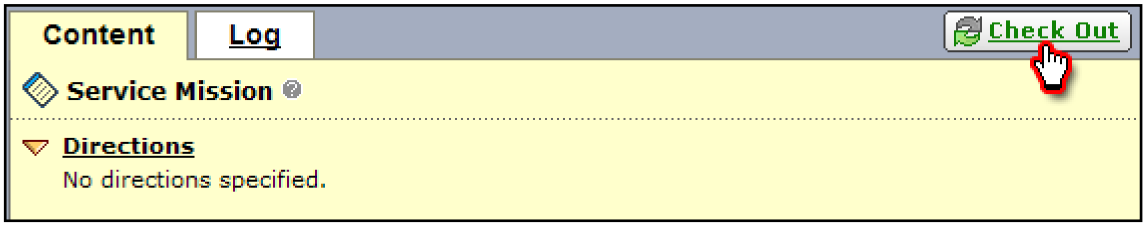
The “Standing Requirement” category contains will contain assessment data that will remain relatively steady over time. The “Assessment Cycles” will be completed anew each year.

The “Service Mission” requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace structure.

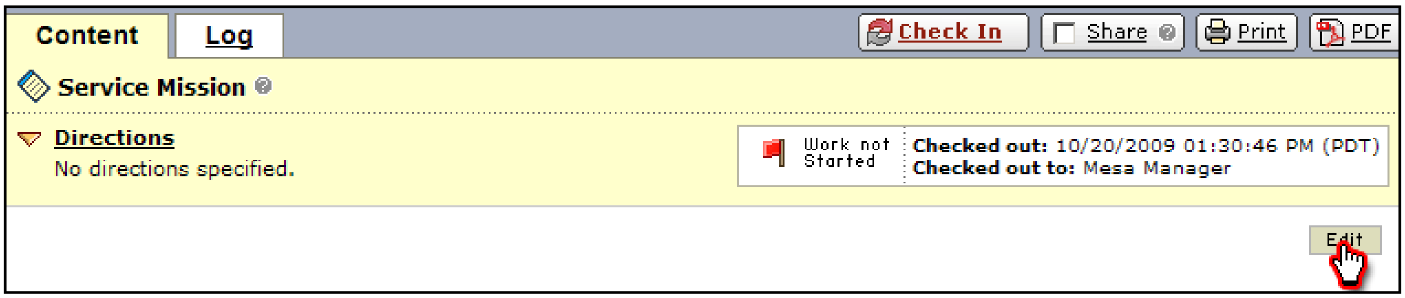


To view the directions and add the required data, click on the “Service Mission” requirement from the structure. When you do this, the requirement will open in the main screen. Please note that each requirement has its own custom set of directions. To view these directions click the “Directions” link present and the directions will expand/collapse as appropriate.

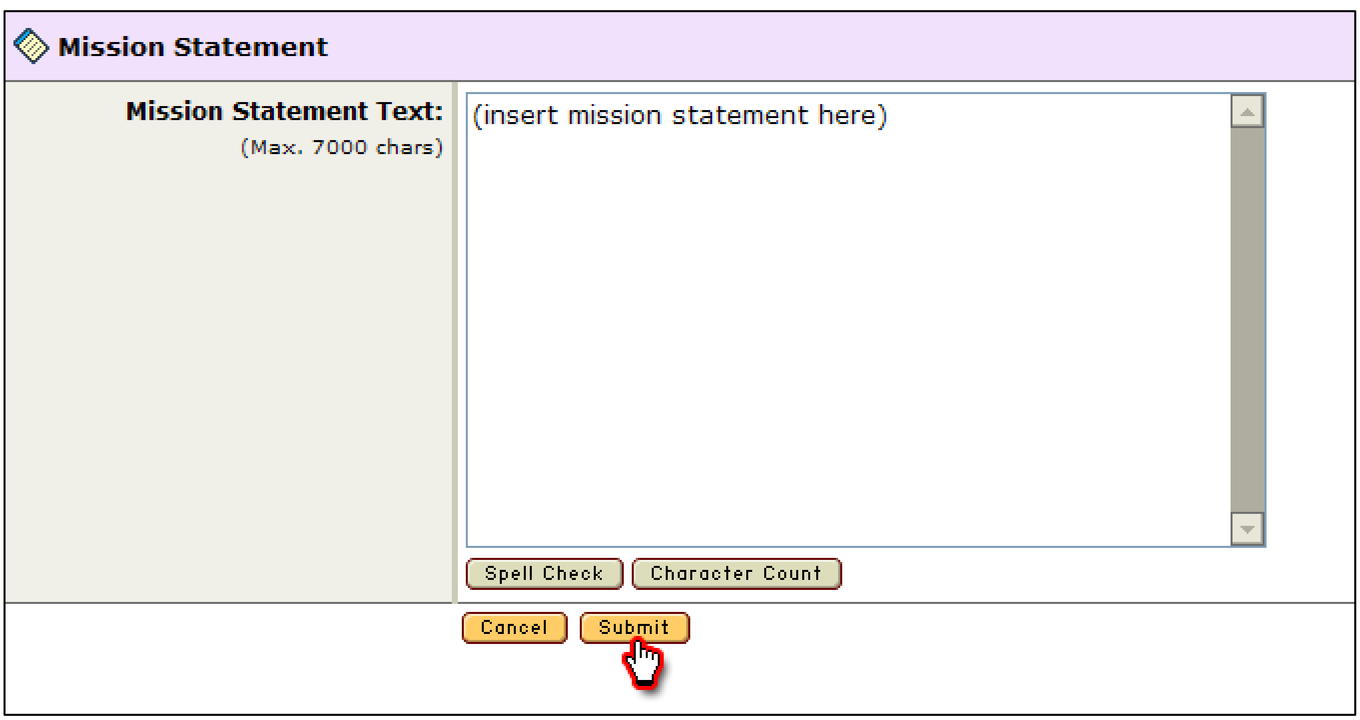
You will see a green “Check Out” button. Please note that all requirements in TaskStream’s AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to “Check Out” the requirement. Additionally, to allow your peers access to the same requirement, you must “Check In” the requirement when you are finished.

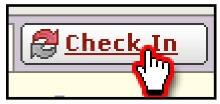


8. When you click the “Check Out” button, the “edit” button will appear. Click this to add your mission statement data.

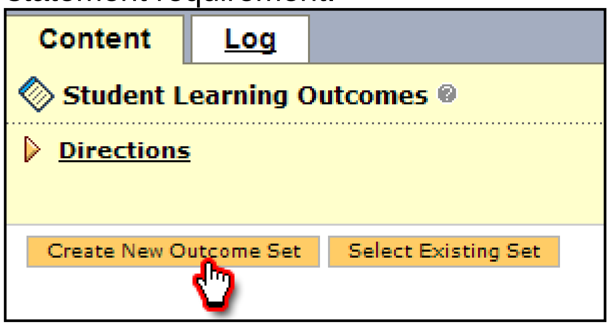


Once you have entered the appropriate mission statement, you may click the Submit button.



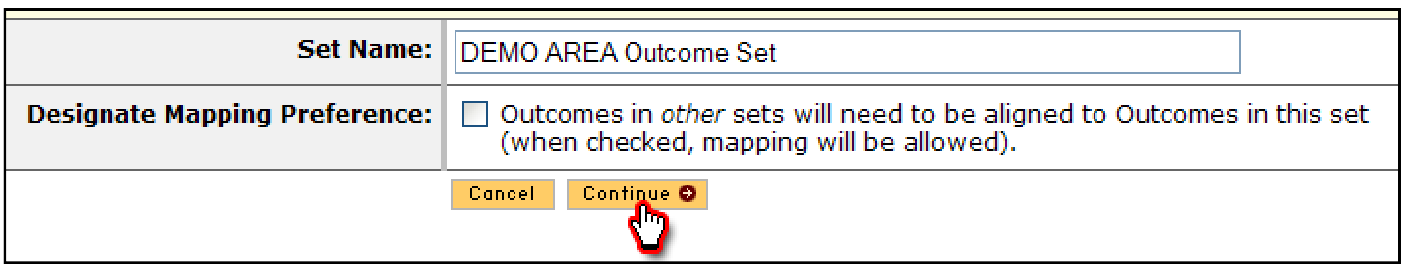


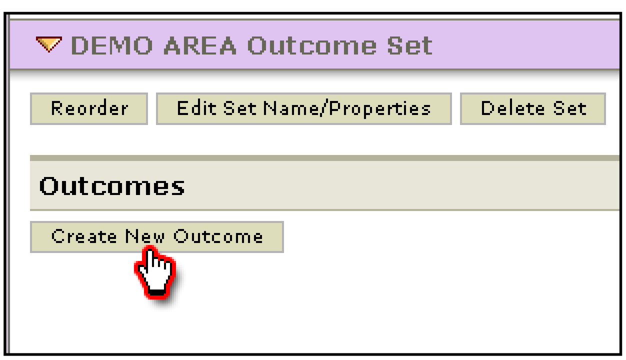
Be sure to click the “Check In” button, to allow your peers the ability to modify the mission statement requirement.



9. When you ready to move on to the Student Learning Outcomes requirement, you may select that requirement from the workspace structure. To begin, you must first check out the requirement. Once you do so, you will be presented with two buttons and you will want to choose the “Create New Outcome Set” button.

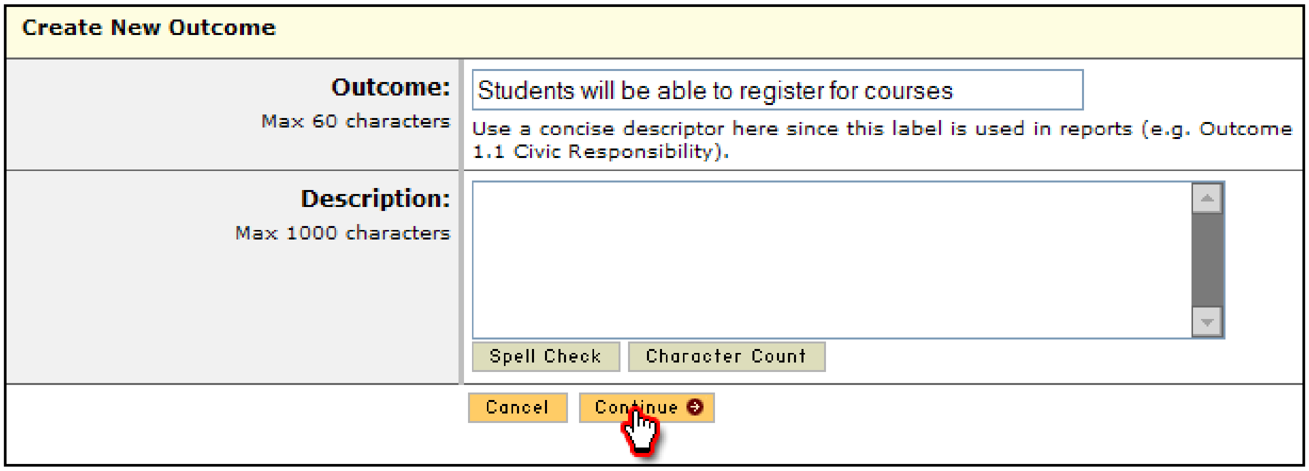
10. You may then title the outcome and choose whether you want to allow other academic programs to map to these (your) outcomes. Then you may click continue.





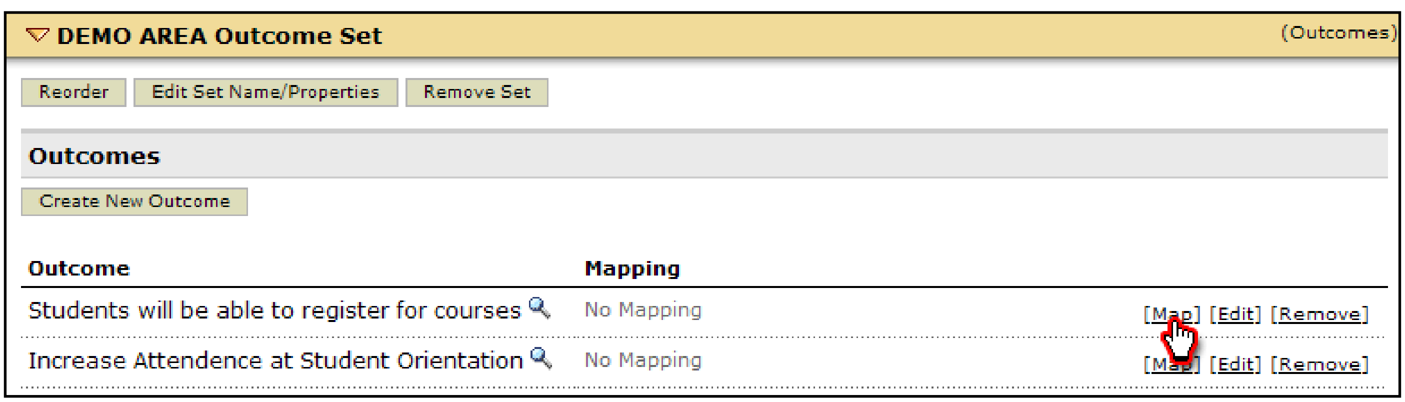
11. You may now create Outcomes. To do this click the “Create New Outcome” Button.

12. Enter a title for your outcome and a description.

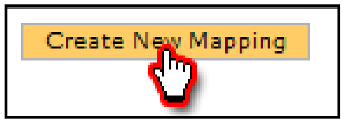


You may repeat Steps 11 and 12 for as many outcomes as you need to enter into the system.

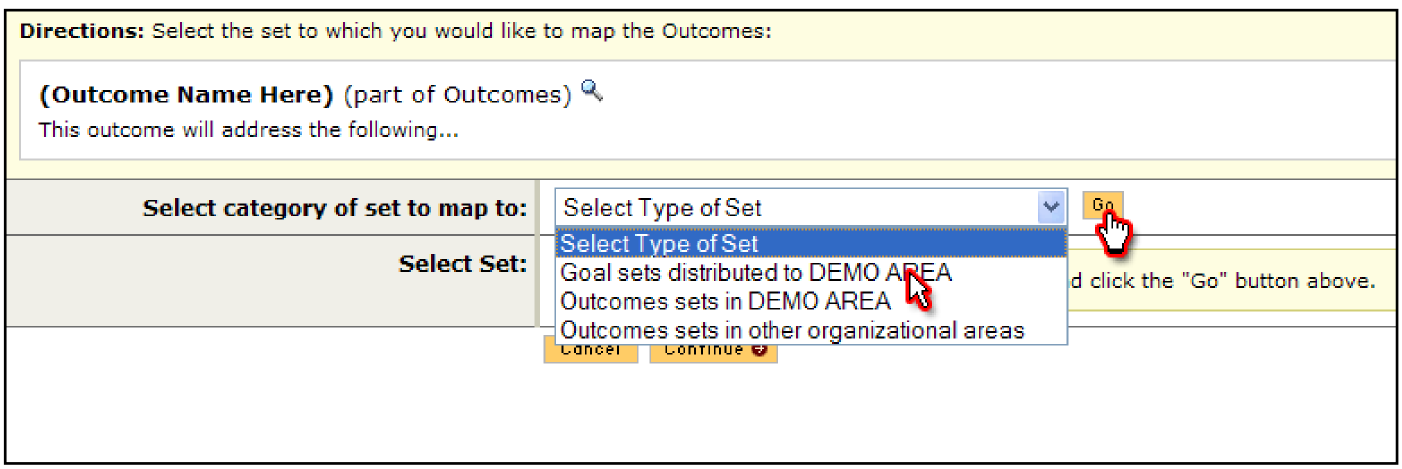
13. You may map or align your outcomes in the Student Learning Outcomes requirement as well. To do this, click the "Map" link next to the outcome you wish to map.



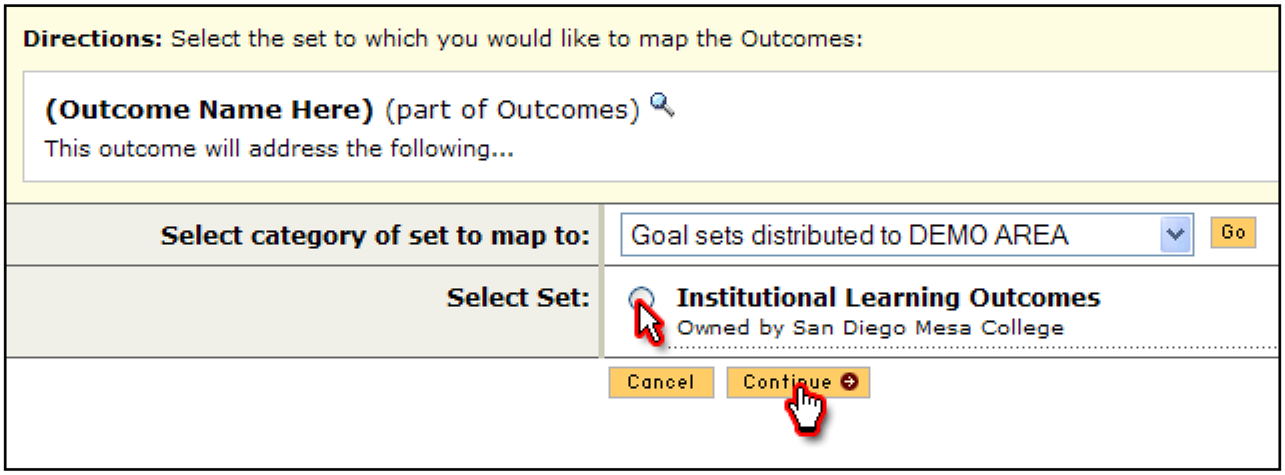
14. You can then click the “Create New Mapping” button.



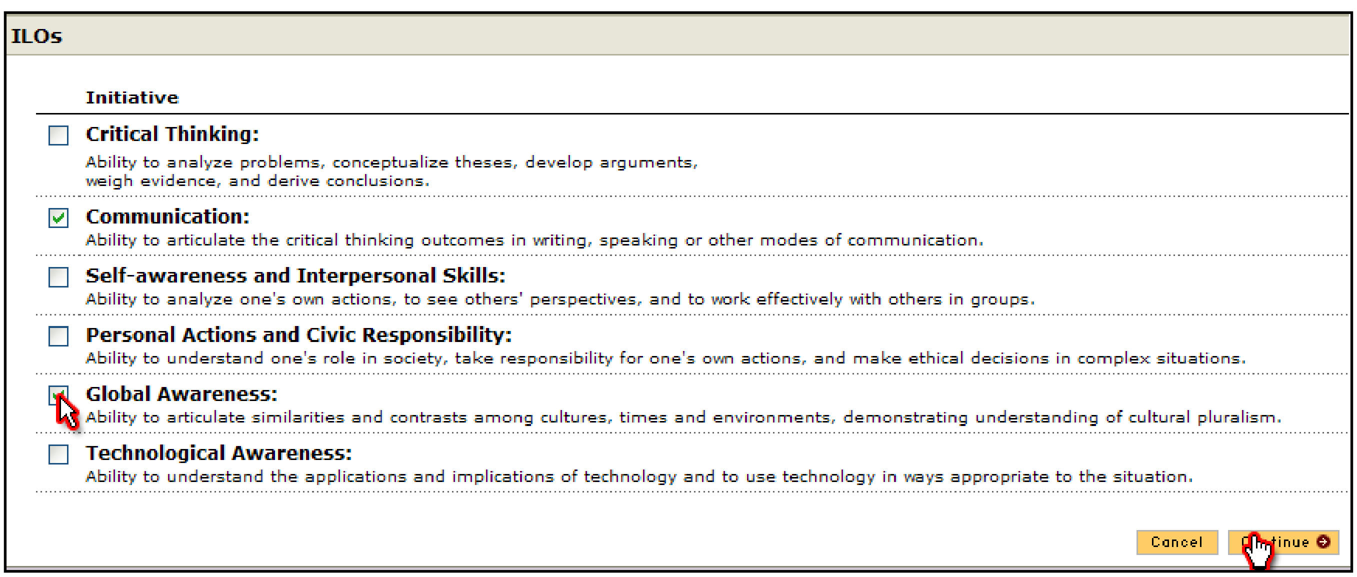
15. To map or align your outcomes with global sets, you’ll want to select “Goal sets distributed to…” and click the “Go” button.



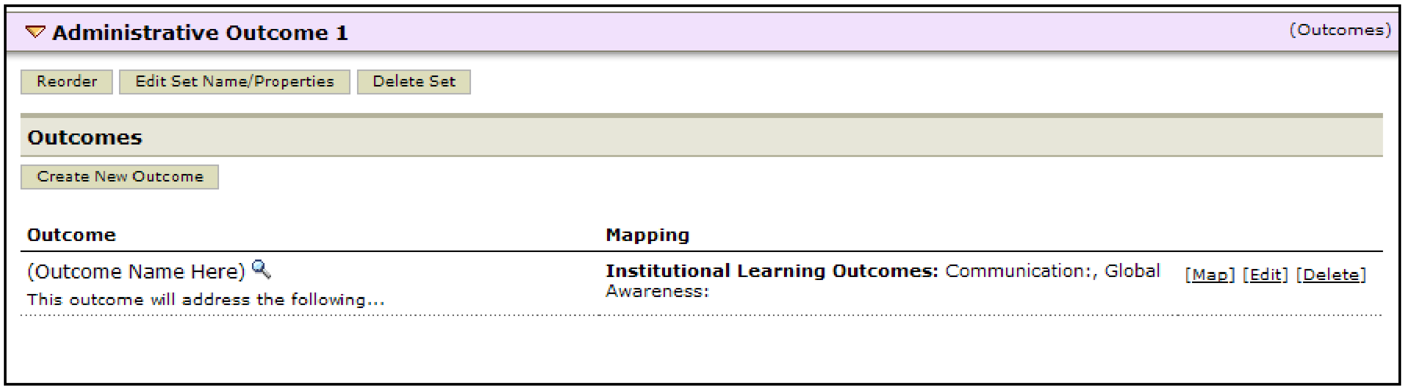
16. Select the appropriate set and click “Continue”.



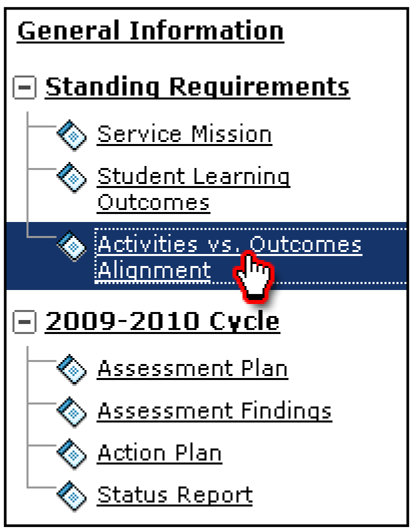
17. Choose which goal set items align with your outcome and then click the “Continue” button. You will now see the goal set items mapped or aligned with your outcome. Repeat these steps for all future mappings.



You will now see your mapping aligned with the applicable outcome. You may repeat this process for additional mappings.

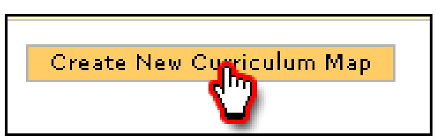


Once you are satisfied with entering your outcomes and completing your mapping, you may then proceed to the Activities map requirement.

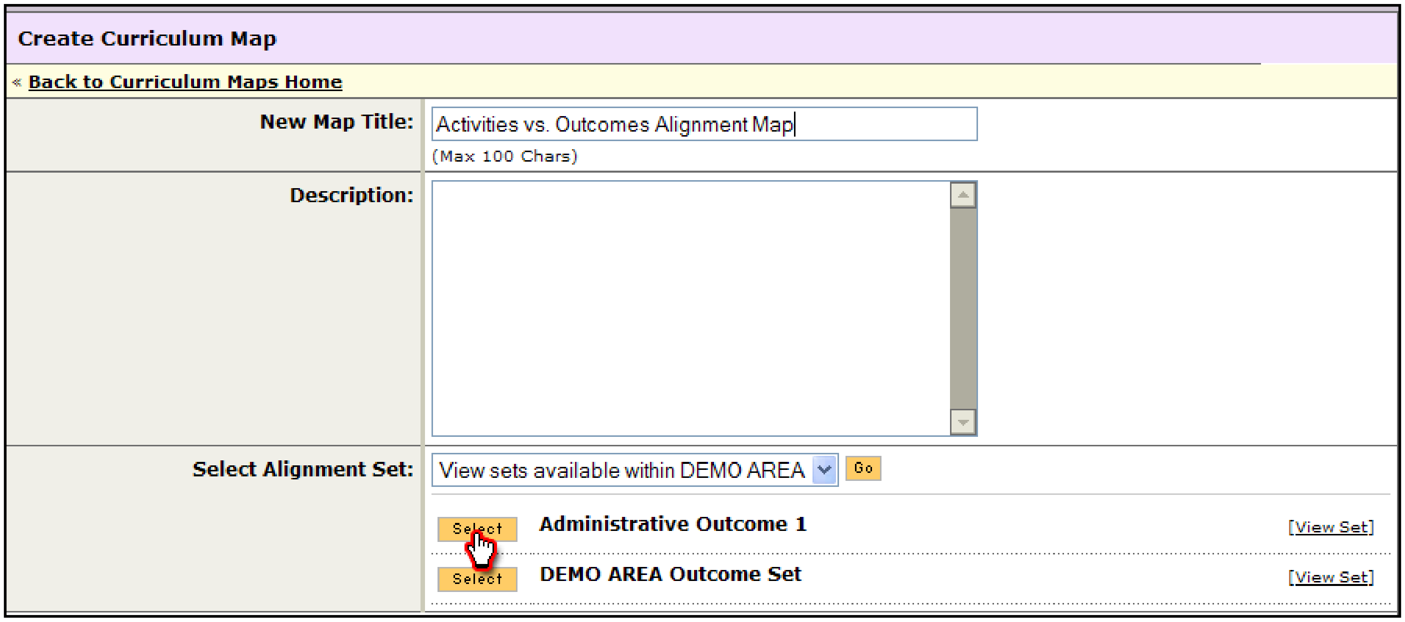


18. Once the outcomes have been selected, proceed to the “Activities vs. Outcomes Alignment” requirement and click the “Check Out” button.

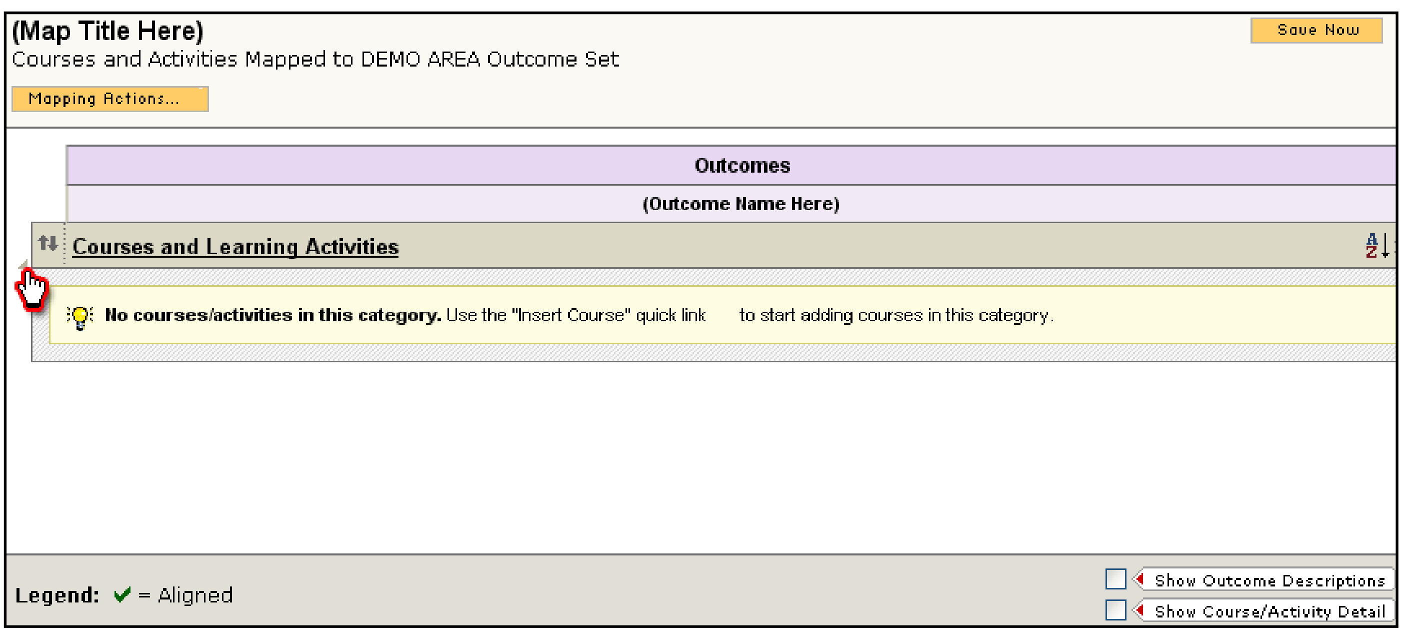
19. Next, click the “Create New Curriculum Map” button.



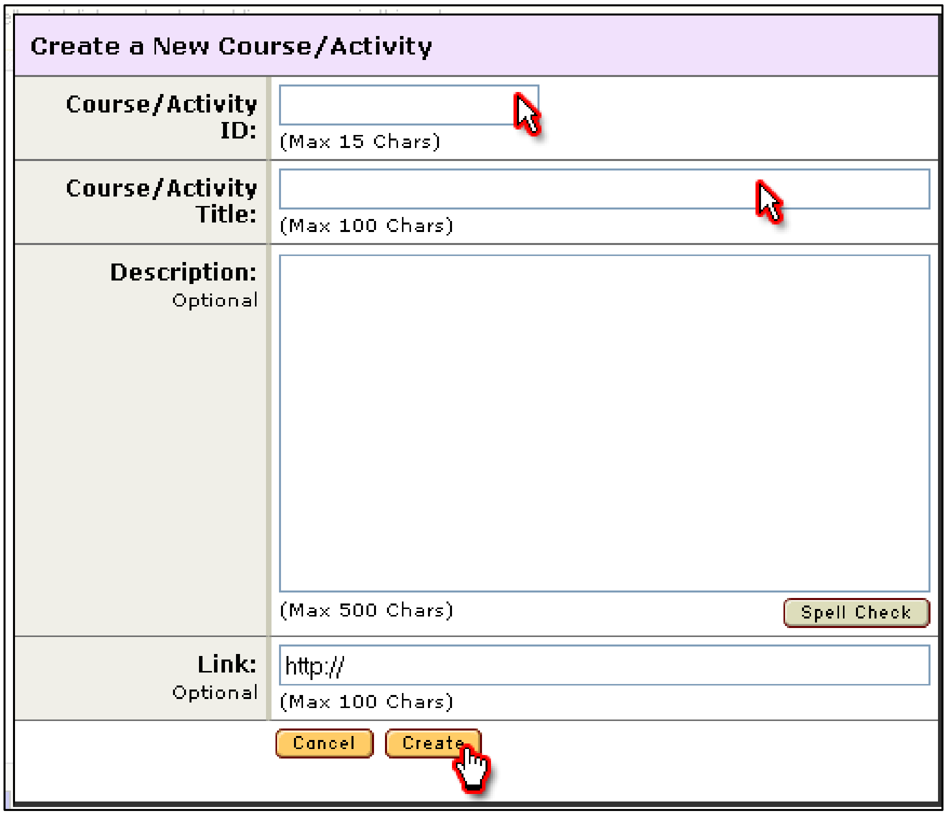
20. Give the map a title and description and click the "Select" button next to the Outcome Set you wish to map to.



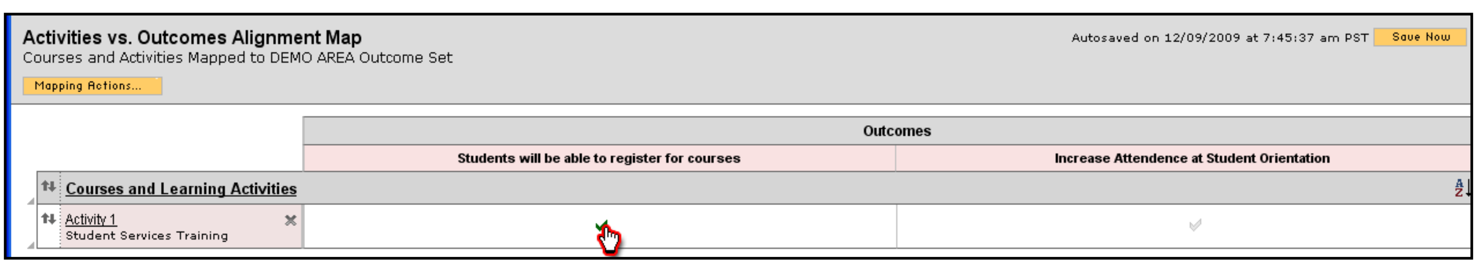
21. In the resulting mapping screen, courses and activities can be added by clicking on the small gray triangle next to the gray Courses and Learning Activities bar.



22. Enter a Course/Activity ID and Course/Activity Title and click the “Create” button.

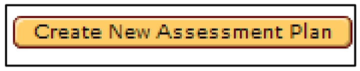


23. You can now apply the ‘Aligned’ icon indicated by a check mark by clicking in the box underneath the Outcome in the mapping grid.

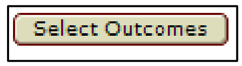


When you are finished with your Curriculum Map you may then proceed to the cyclical assessment sections and enter your assessment plan / findings and your continuous improvement plan / status report. Begin by checking out the requirement.

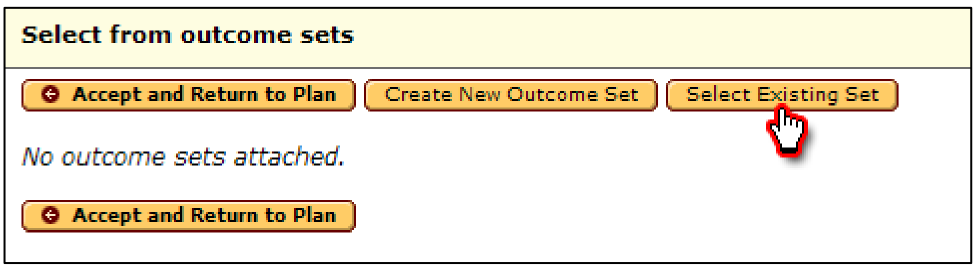
24. To create an assessment plan, select the requirement from the workspace structure, check out the requirement and click the “create new assessment plan” button.



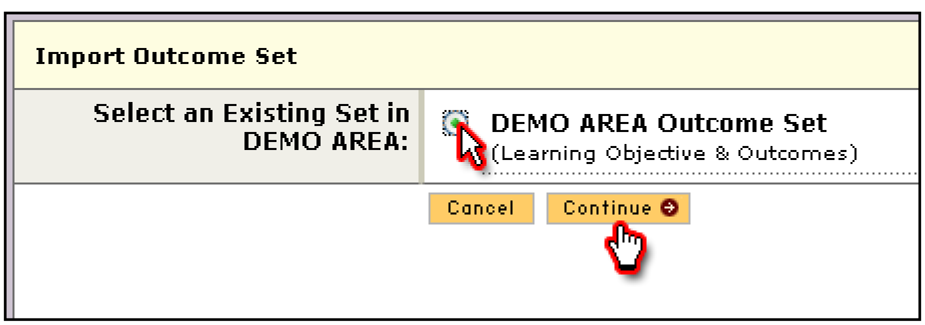
25. Then you may click the “select outcomes” button.



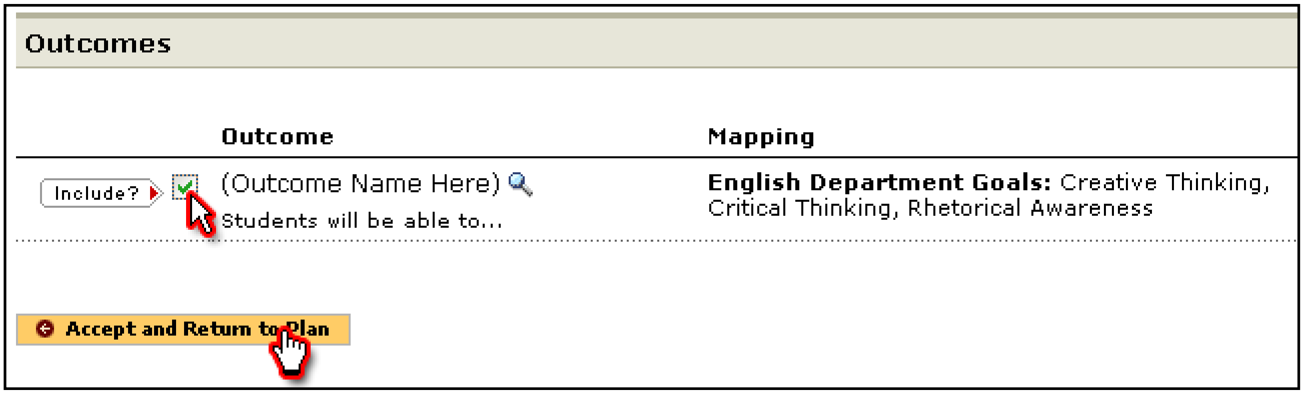
26. Click the “select existing set” button, to select your outcome set from the Outcomes library.



27. Select the outcome set you wish to assess that cycle and click the continue button.

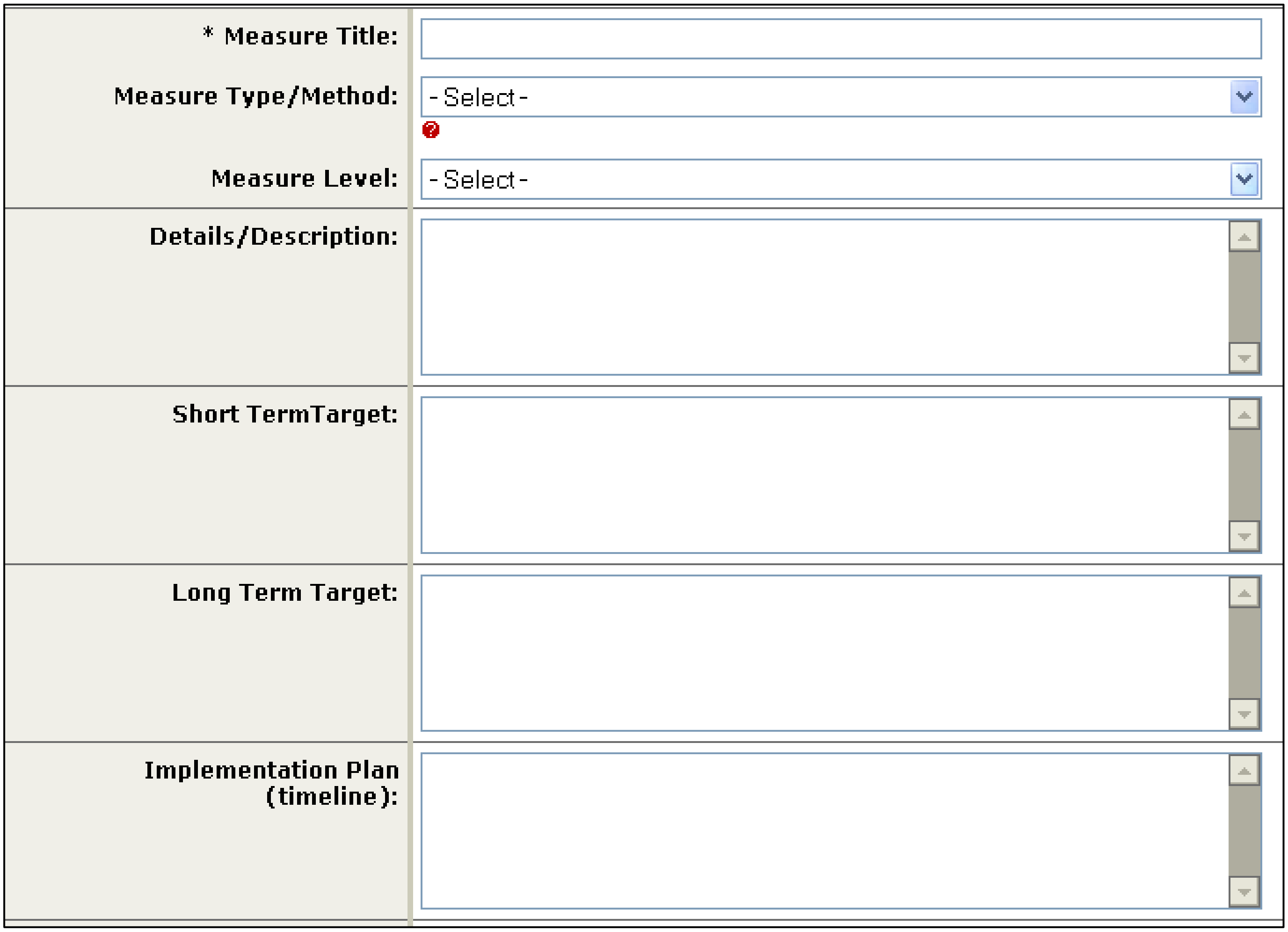


28. Select the outcomes you wish to assess and then click the “accept and return to plan” button.

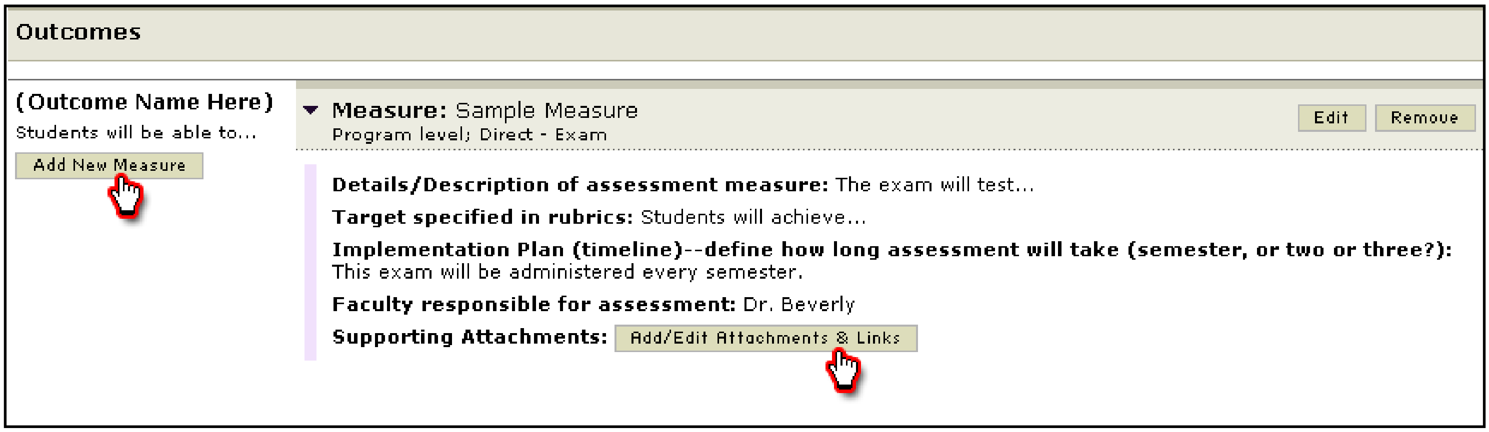


29. To add Measures to each outcome, click the appropriate "Add New Measure" button.

30. You may then add the details of your measure into the measure data entry screen.

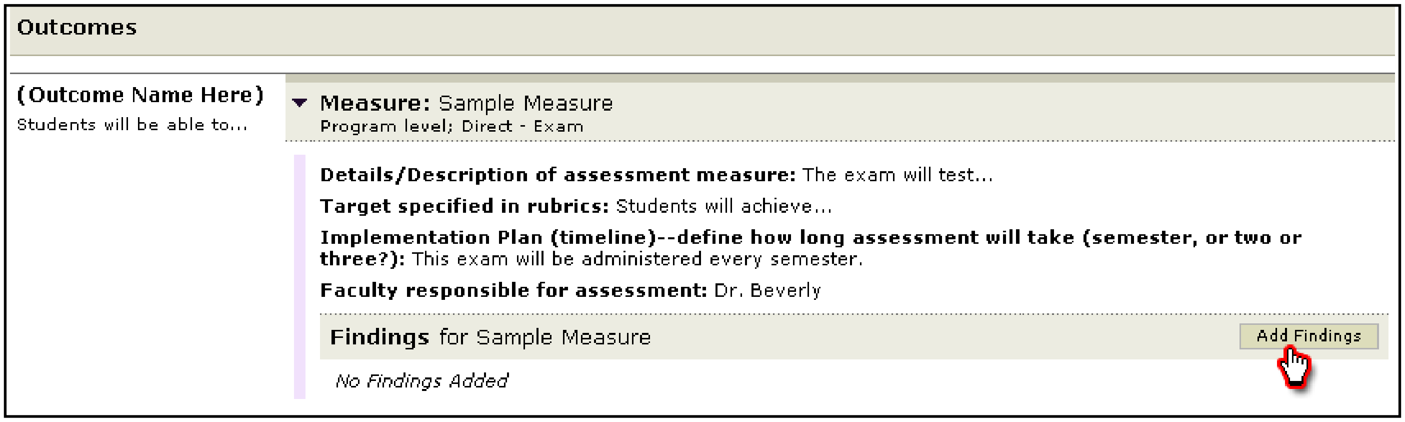


When you click the continue button, the finished result will look something like this:

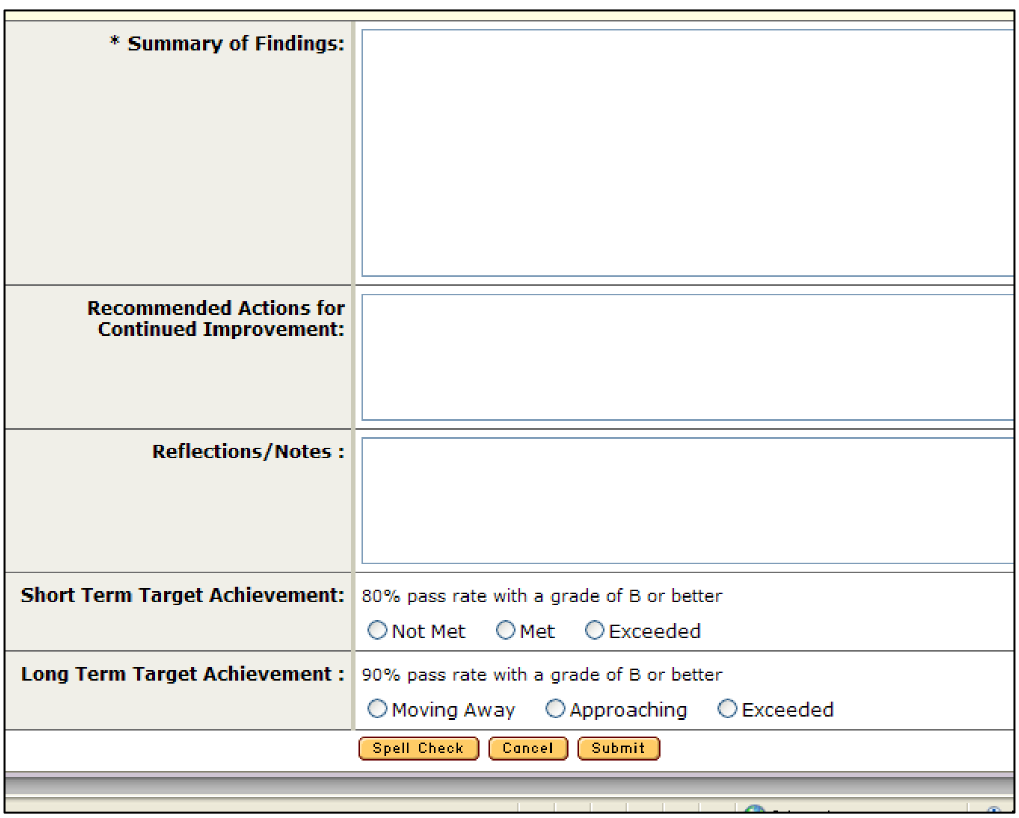


You may repeat these steps to add additional measures for this or other outcomes. Additionally, you may upload documents as supporting evidence or link to other websites by clicking the Add/Edit Attachments & Links button.

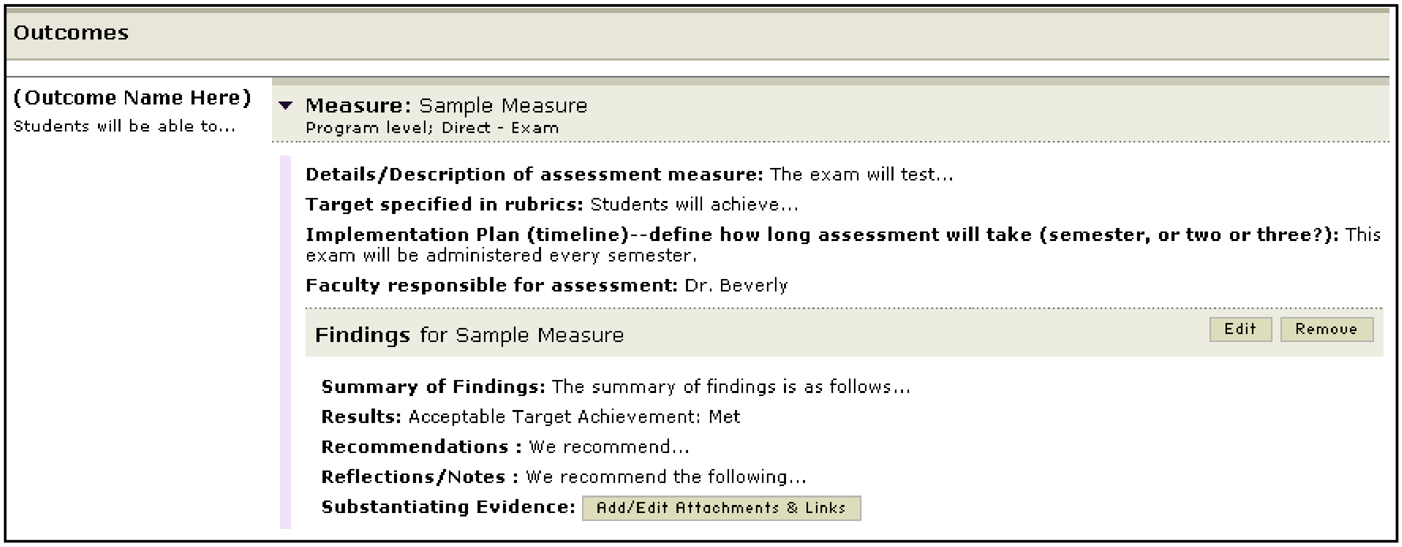
31. Once you have gathered your data, you may select the Assessment Findings requirement and add your assessment data to the system. To do so, check out the requirement and then click the Add Findings button.



32. You may then enter the details of your assessment findings into the data entry screen.

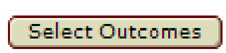


33. Once you have entered your data, click the submit button. The resulting screen will look something like this:

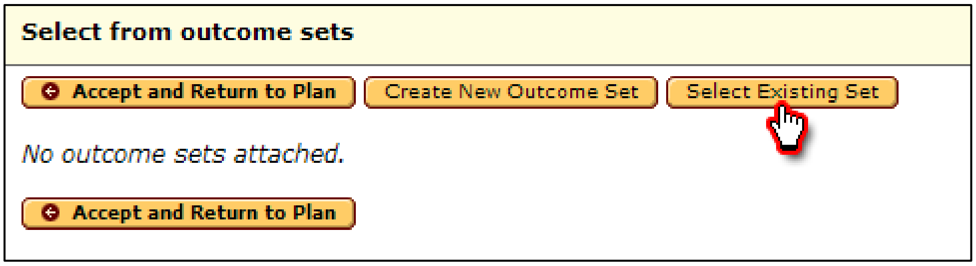


34. To create your Action Plan you will select the requirement from the workspace structure (Action Plan) and check out the requirement. Then you may click the “Create New Operational Plan” button.

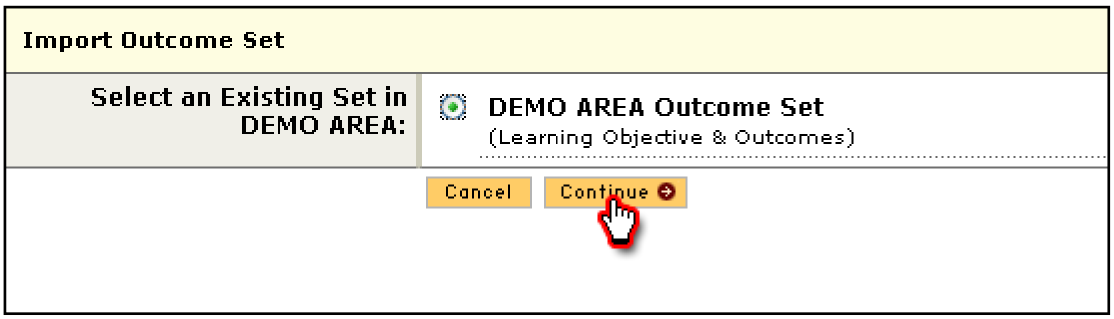
35. Then you may click the “Select Outcomes” button.



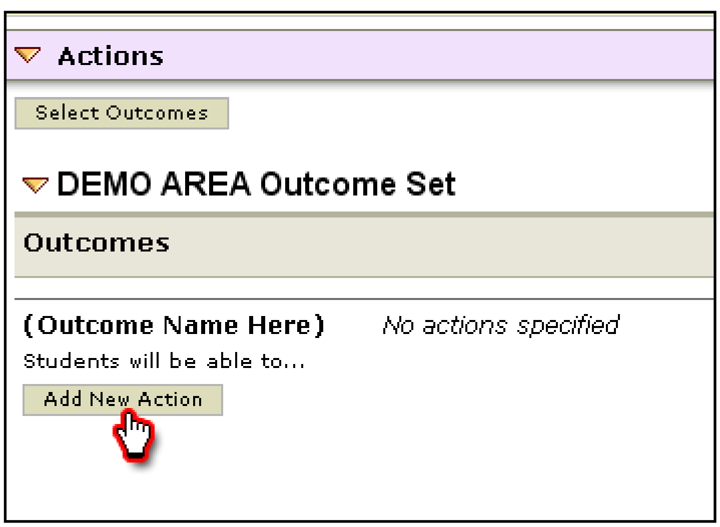
36. Click the “Select Existing Set” button, to select your outcome set from the Outcomes library.



37. Select the outcome set you wish to assess that cycle and click the continue button.



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



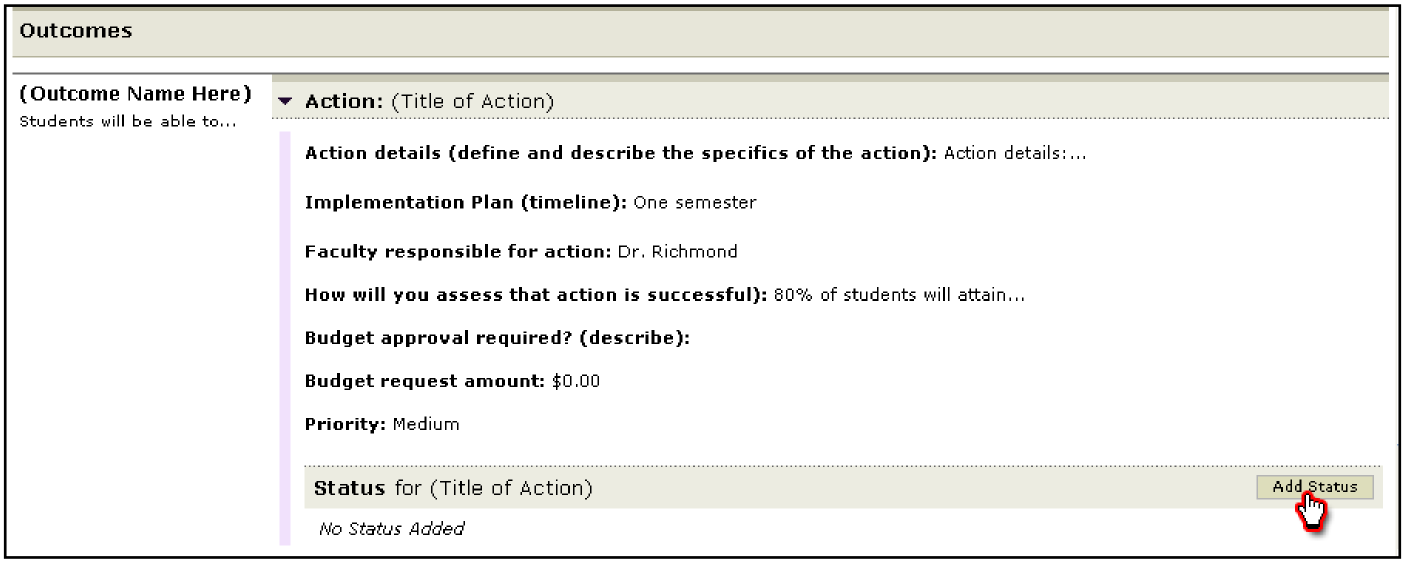
39 You may now add an Action to each applicable Outcome by clicking the “Add New Action” button.

40. You may now populate the Action detail fields with your data.

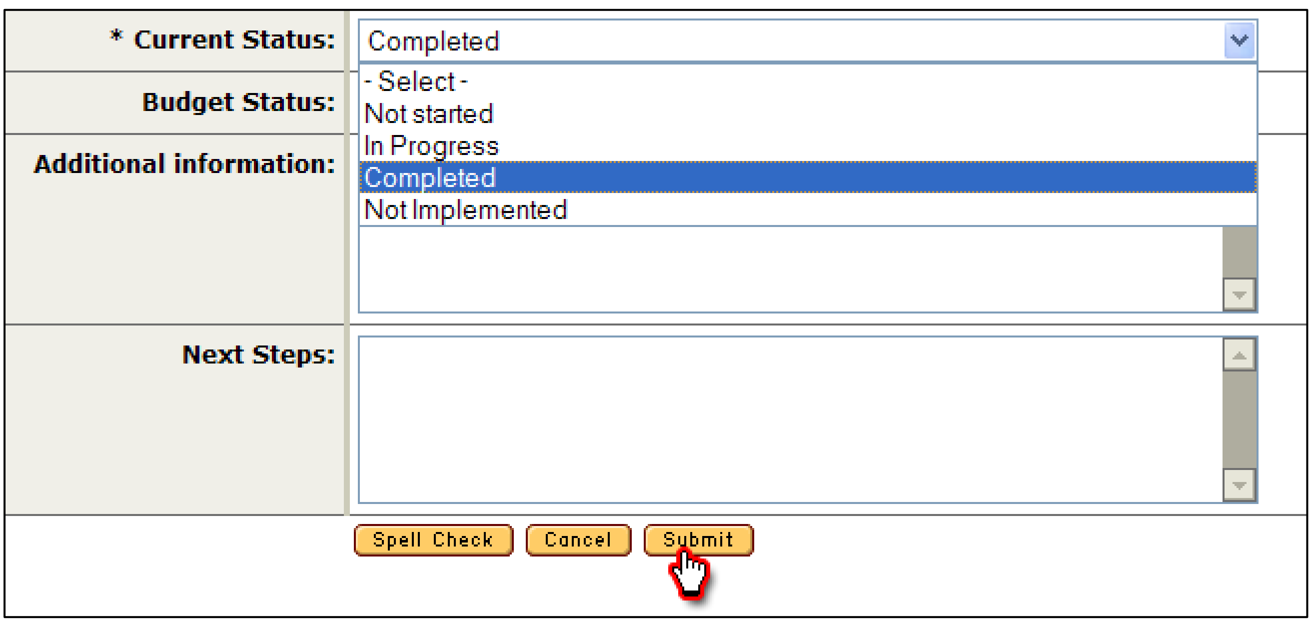
* Action Item Title:	
Action details:	
Implementation Plan (timeline):	
Key/Responsible Personnel:	
Measures:	
Budget approval required? (describe):	

You may repeat this process for each additional action you need to add.

41. To document the Status of each of your actions, you may select the Status Report requirement from the workspace structure and check out the requirement.



42. You may then complete the Status Report for that particular action and click submit.



Repeat these steps for each subsequent Action and Status Report.