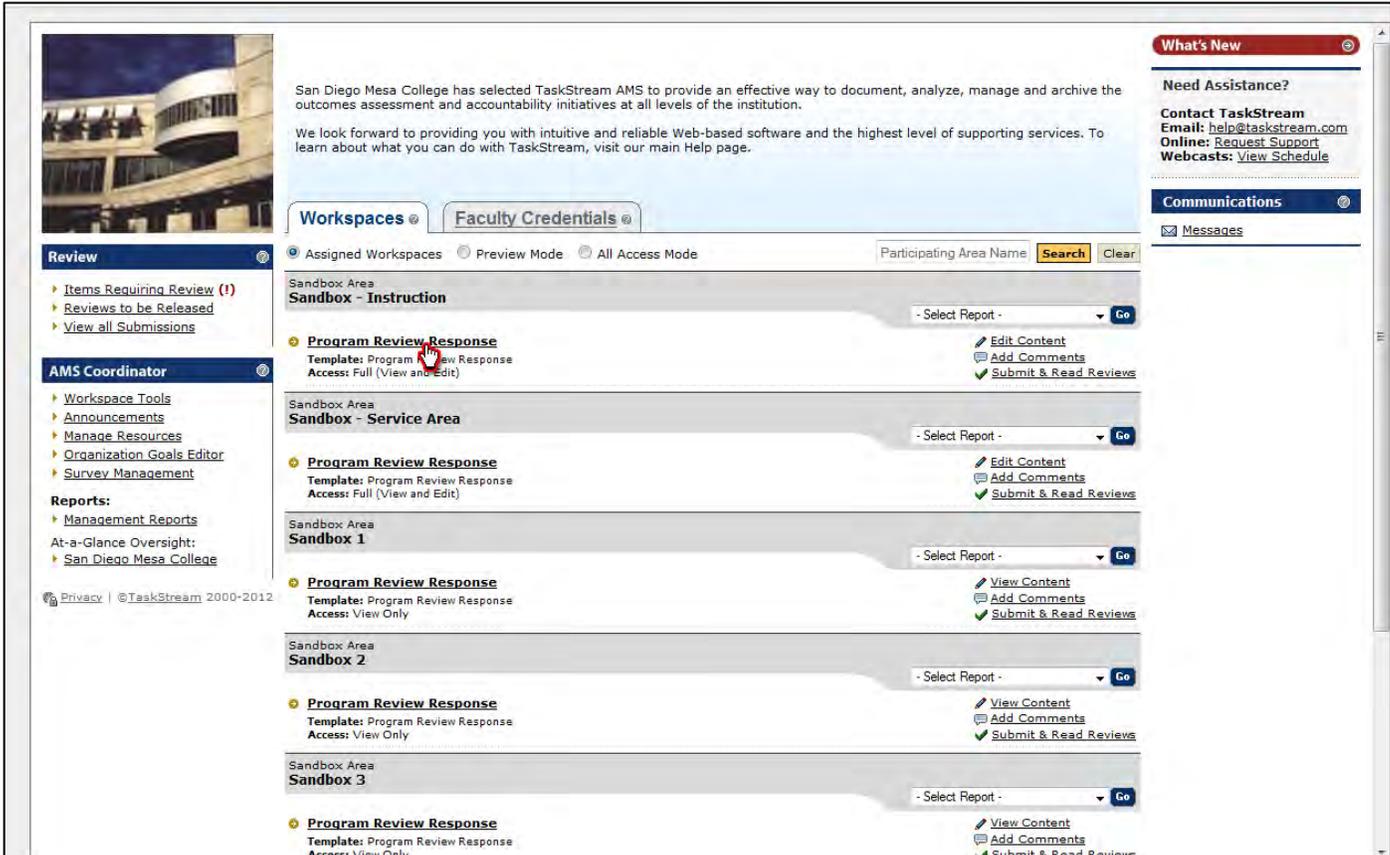




**QuickStart Guide: San Diego Mesa College  
Entering Content in the Program Review Response  
Workspace**

This guide will show you how to enter content in the Program Review Response workspace, submit the content for preliminary feedback, and then submit it for a final review after any needed revisions are completed.

1. Start by logging into your *Accountability Management System* account and clicking on the 'Program Review Response' link under your program/service area.



2. Clicking this link takes you to the edit content tab of the workspace. The left frame contains the structure of the workspace and the larger right frame is where content is entered.

The screenshot shows the AMS Accountability Management System interface. On the left is a sidebar menu with the following categories:
 

- General Information
- Standing Requirements
- Program Review Archives
  - 2011-2012 Program Review (highlighted with a red hand cursor)
  - 2012-2013 Program Review Data (Informational)
    - Current Year Program Review Data
  - 2012-2013 Program Review Update (Required)
    - Program Review Update (Instruction)
  - 2012-2013 New Goals (Optional)
    - New Program/Service Area Goal 1
    - New Program/Service Area Goal 2
    - New Program/Service Area Goal 3
    - New Program/Service Area Goal 4
  - 2012-2013 Hiring Priorities Requests for New Goals (Optional)
    - Classified Staff Position Request 1
    - Classified Staff Position Request 2
    - Classified Staff Position Request 3
    - Faculty Position Request 1
    - Faculty Position Request 2
    - Faculty Position Request 3

 The main content area on the right is titled '2011-2012 Program Review'. It includes a 'Content' tab, a 'Log' tab, and utility buttons for 'Check Out', 'Share', 'Print', and 'PDF'. Below the title, there are sections for 'Directions' and 'Review Method'. A yellow banner at the top right says 'Work in Progress' and 'Help on this Page'. The 'Attachment Section' contains a 'Files:' list with one entry: 'PR\_XYZ' with a sub-label 'XYZ Program Review 2011-2012'.

This is a close-up of the sidebar menu from the screenshot. The '2011-2012 Program Review' item is highlighted in blue and has a red hand cursor pointing to it. The other items in the menu are:
 

- General Information
- Standing Requirements
- Program Review Archives
  - 2011-2012 Program Review
  - 2012-2013 Program Review Data (Informational)
    - Current Year Program Review Data
  - 2012-2013 Program Review Update (Required)
    - Program Review Update (Instruction)
  - 2012-2013 New Goals (Optional)
    - New Program/Service Area Goal 1
    - New Program/Service Area Goal 2
    - New Program/Service Area Goal 3
    - New Program/Service Area Goal 4
  - 2012-2013 Hiring Priorities Requests for New Goals (Optional)
    - Classified Staff Position Request 1
    - Classified Staff Position Request 2
    - Classified Staff Position Request 3
    - Faculty Position Request 1
    - Faculty Position Request 2

3. Under the 'Program Review Archives' category on the left side, the '2011-2012 Program Review' contains last year's program review content for informational purposes.

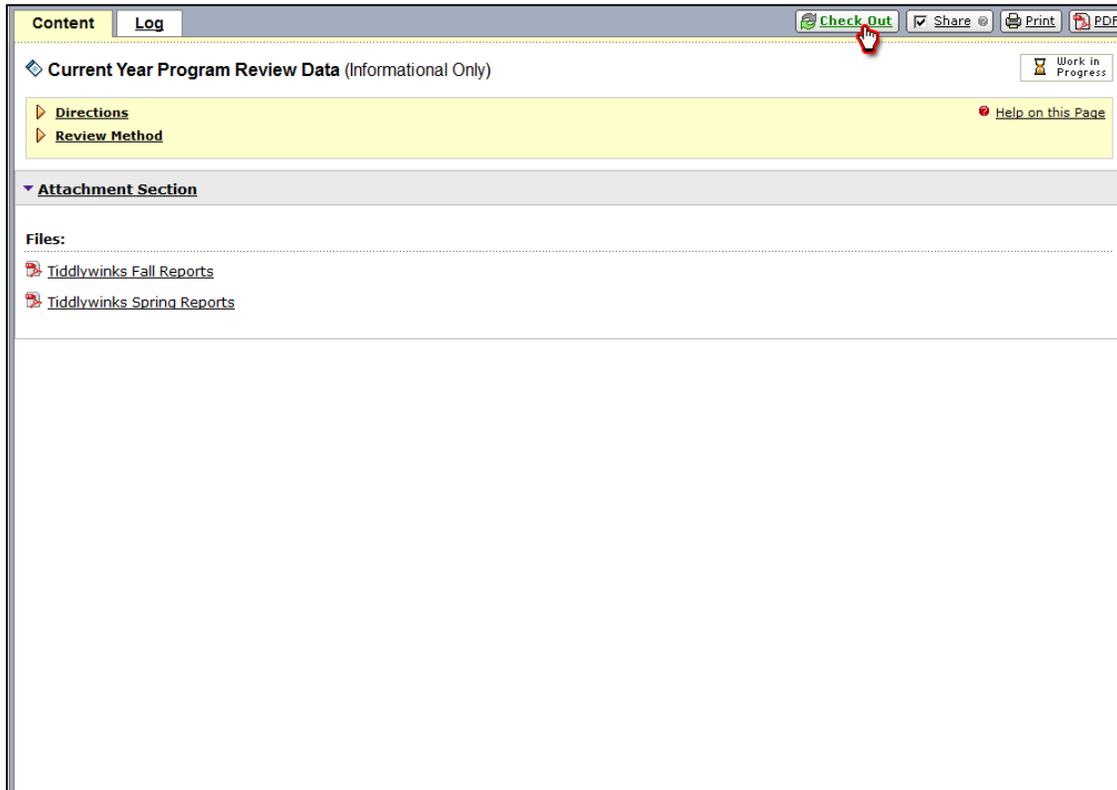
You can click on the 2011-2012 Program Review' and then click the file link to download the information should you decide to review it.

The screenshot displays the AMS Accountability Management System interface. On the left is a navigation sidebar with a tree structure. The main content area is titled '2011-2012 Program Review' and includes sections for 'Directions', 'Review Method', and an 'Attachment Section'. A file named 'PR\_XYZ XYZ Program Review 2011-2012' is listed in the attachment section.

This is a close-up view of the navigation sidebar. The '2012-2013 Program Review Data (Informational)' category is expanded, showing sub-items like 'Current Year Program Review Data', '2012-2013 Program Review Update (Required)', and '2012-2013 New Goals (Optional)'.

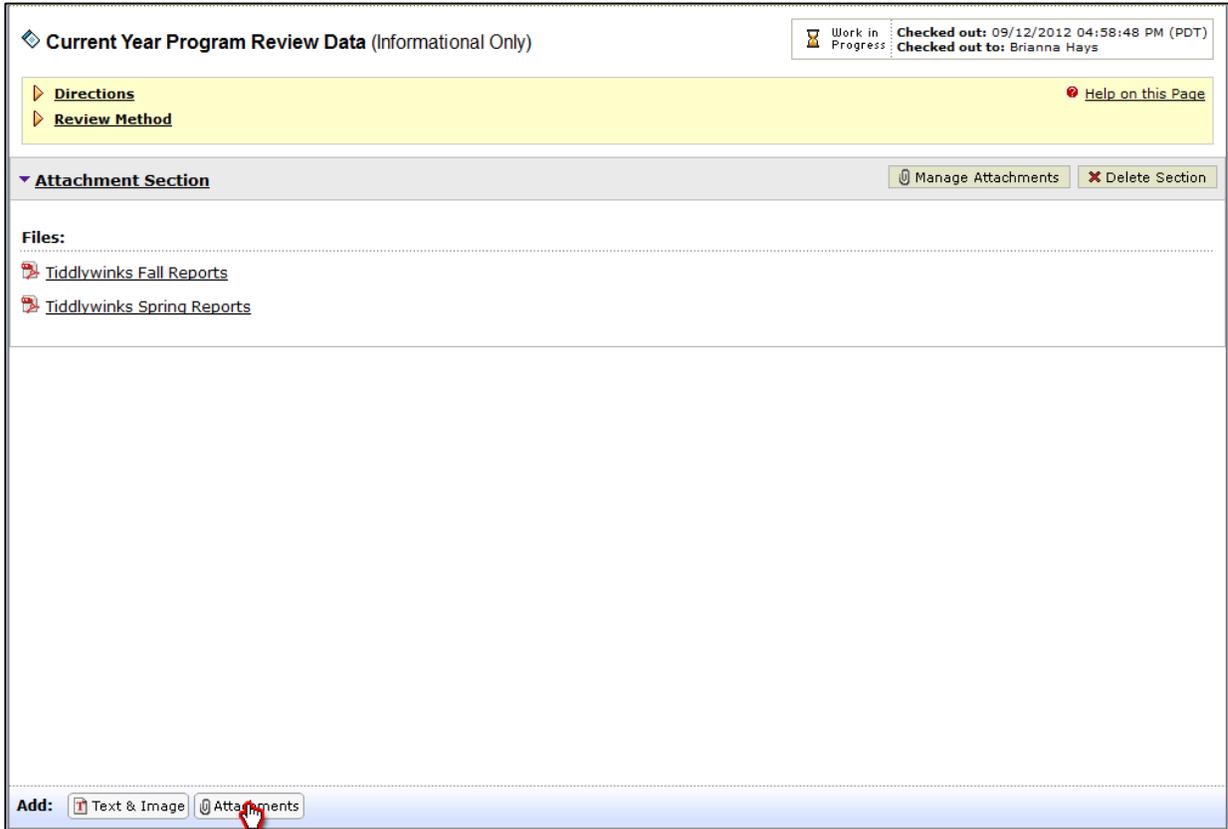
4. The '2012-2013 Program Review Data' category contains the 'Current Year Program Review Data' area. The program review data will be uploaded as attachments here, but you can feel free to upload your own data as an attachment.

To upload an attachment to this area, click the 'Check Out' button.

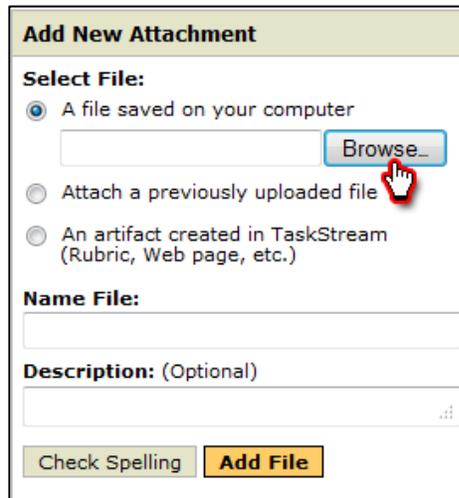


Please note that when an area is checked out to you, no one else can enter data in that area, so it's important that you check it back in after uploading content.

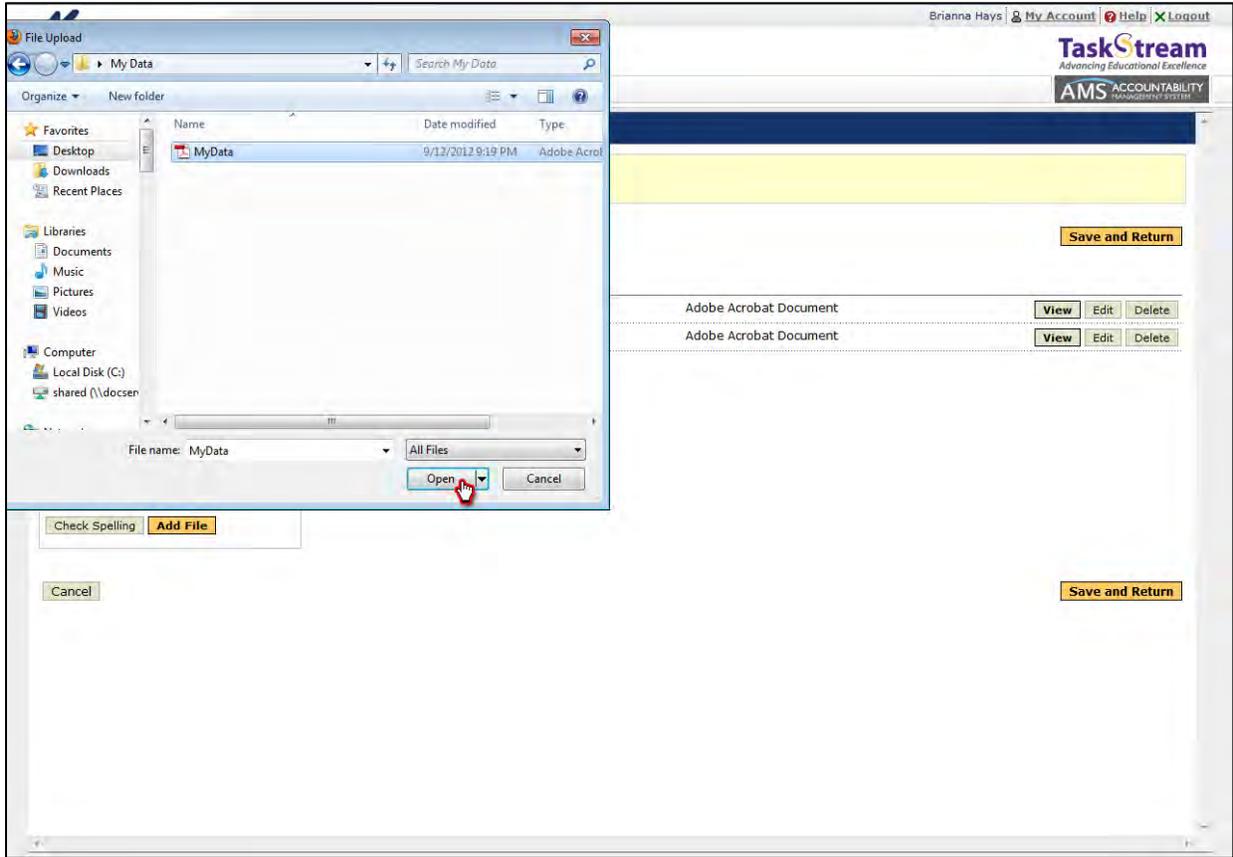
- Next, click the 'Attachments' button that appears at the bottom left corner of the right-hand frame.



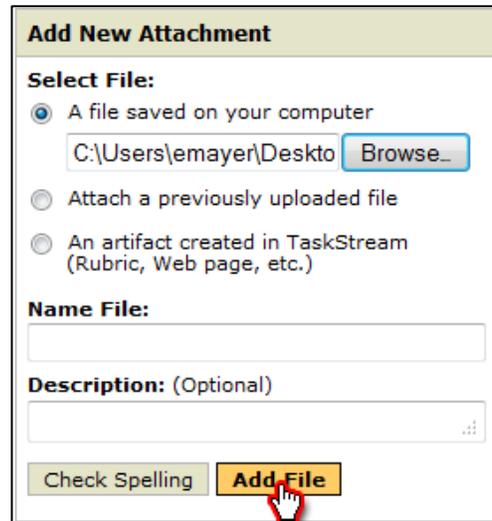
- On the next screen click the 'Browse' button.



7. In the pop-up window, find the file on your computer, select it, and click 'Open.'



8. When the pop-up window disappears, click the yellow 'Add File' button.



9. After the file uploads, click one of the 'Save and Return' buttons on the right side.

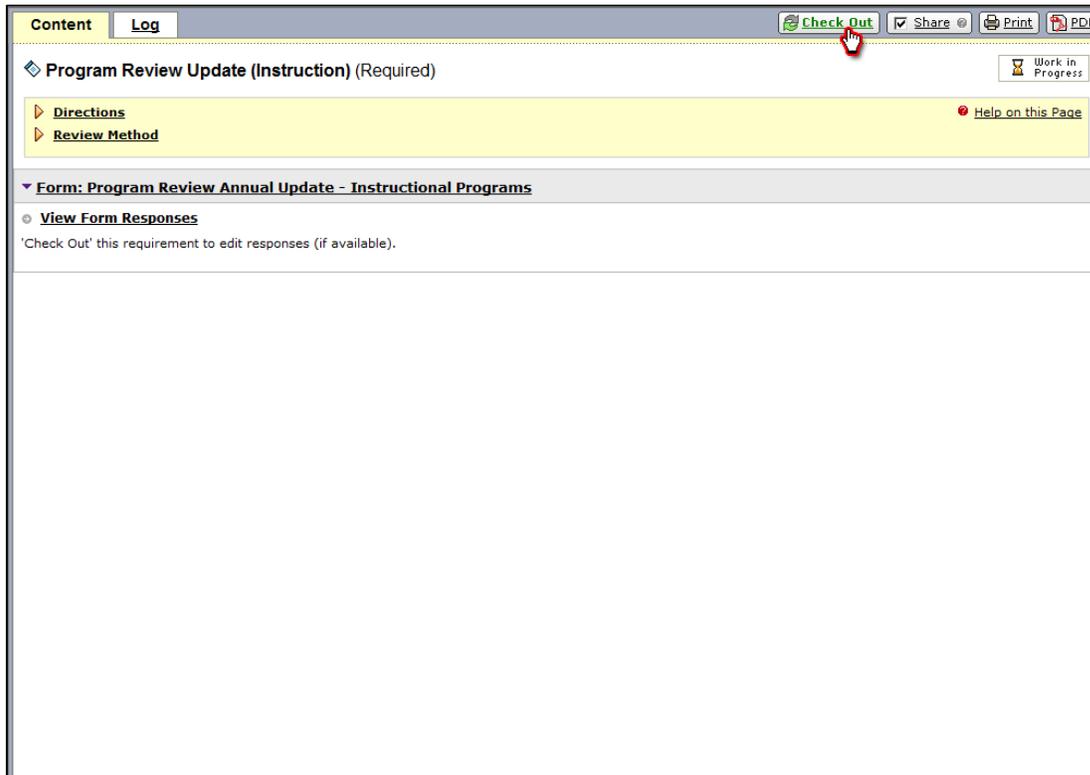


10. Click the 'Check-In' button on the upper right-hand side of the frame to check in the area.



The next area on the left-hand frame of the 'Program Review Response' workspace is the 'Program Review Update.' If you are the lead writer for an instructional program, the label will read "Program Review Update (Instruction)," whereas services area lead writers will see "Program Review Update (Services)."

11. This area contains the appropriate required form for instructional programs and services areas, respectively. Start by clicking the green 'Check Out' button.



12. Next, click the 'Complete Form' button to open the form.



13. Type your responses into the form. As you scroll down and enter content, you can use the 'Save Draft' buttons to save your progress.

**Program Review Summary**

When you have completed your program review update, please return to this section and provide a summary of the information included in this report.

The Sample Program department has gone through significant changes over the past year. Although the program lost one contract faculty member, it is pressing forward and seeking a new degree program.

(Max chars: 5,000) 205 Count

**Program Changes**

Please describe any changes that have occurred in your program since your last program review was submitted.

Program changes may include adjustments to curriculum, staffing patterns, or other structural or operational changes.

Over the past year, the Sample Program developed two new courses to better meet industry needs. The new courses are SMPL 205 (Intermediate Sample Program) and SMPL 299 (Samples Technology). These courses are now included in the catalog and will be offered starting in fall 2012. The program also lost one contract faculty member in spring 2012. In May 2012, the Sample Program faculty met to discuss the possibility of a sample associate degree for transfer.

(Max chars: 4,000) 471 Count

**Program Data Analysis**

14. When you fill out the 'Program Goals Update' area at the base of the form, you do not have to fill out all of the spaces if you have fewer goals than the spaces provided.

15. When you've finished filling out the form, scroll to the top. You can use the grey buttons provided to check spelling, print the form (or just open a print view), or cancel any changes you've made to the form that haven't been saved. Click the 'Save and Return' button to save your progress and return to the workspace area.

Cancel Check Spelling Print Save Draft Save and Return

Response is required HTML Formatting Toolbar: [Help and Preferences]

**Program Information**

**Program Name**

Please provide the name or title of your program/department.

<p>Sample Program</p>

(Max chars: 500) 21 Count

**Lead Writer**

Please provide the name of the program review lead writer.

<p>Jane Doe</p>

(Max chars: 100) 15 Count

Check-In the area after you have finished working.



16. The next two sections in the 'Program Review Response' workspace are optional.



17. To add content to the '2012-2013 New Goals' area, start by clicking on 'New Program/Service Area Goal 1.'



18. Click the 'Check Out' button on the upper-right hand side of the right frame.



19. Next, click the 'Complete Form' button to open the form.



20. If you decide to fill out this form, make sure fill in all the areas denoted with a red asterisk. If those areas are not filled out, you will not be able to submit the form later.

**Response is required**

### New Program/Service Area Goals 1

Please identify and describe each of your program's new short-term (less than three years) and/or long-term (three or more years) goals and resources required to achieve each goal. Please provide your program's short-term goals, followed by its long-term goals. Goals should be Specific, Measureable, Attainable, Results-based, and Time-bound (SMART).

**[R] \* Program Name** Save Draft

Please provide the name or title of your program/department.

Sample Program 14 Count

(Max chars: 500)

**[R] \* New Goal 1** Save Draft

To create your SMART goal, consult the handouts from your training session and review information available here. (insert link to information here) Please enter Goal 1 below.

Maintain modern, industry-standard technology in Sample Program labs 68 Count

(Max chars: 1,000)

**\* New Goal 1 Duration** Save Draft

Short-term goals require less than three years to accomplish, and long-term goals require three or more years to accomplish.

Short term  Long term

**\* Relevant College Goals: New Goal 1** Save Draft

Please select the college-wide goals that relate to New Goal 1. To access Mesa College's objectives and annual priorities, click [here](#).

- 1. To deliver and support exemplary teaching and learning in the areas of transfer education, associate degrees, career and technical education, certificates, and basic skills.
- 2. To provide a learning environment that maximizes student access and success and employee well-being.
- 3. To respond to and meet community needs for economic and workforce development.
- 4. To cultivate an environment that embraces and is enhanced by diversity.

**[R] \* New Goal 1 Rationale** Save Draft

Please state the rationale for Goal 1. The rationale is the reason for the goal and should include supporting data and analysis in the statement.

Student achievement data for the past five years show that student performance has declined slightly for Sample Program. In addition, 2010-2011 assessment data showed that three courses di 552 Count

(Max chars: 4,000)

21. Like the previous form, you can click any of the 'Save Draft' buttons throughout the form to save your progress. Click the 'Save and Return' button to return to the 'Edit Content' tab of the workspace.

**Save and Return**

Make sure to Check-In the area after you have finished entering content for that session.

**Check In**

Repeat this process if you want to enter more goals under the '2012-2013 New Goals' area.

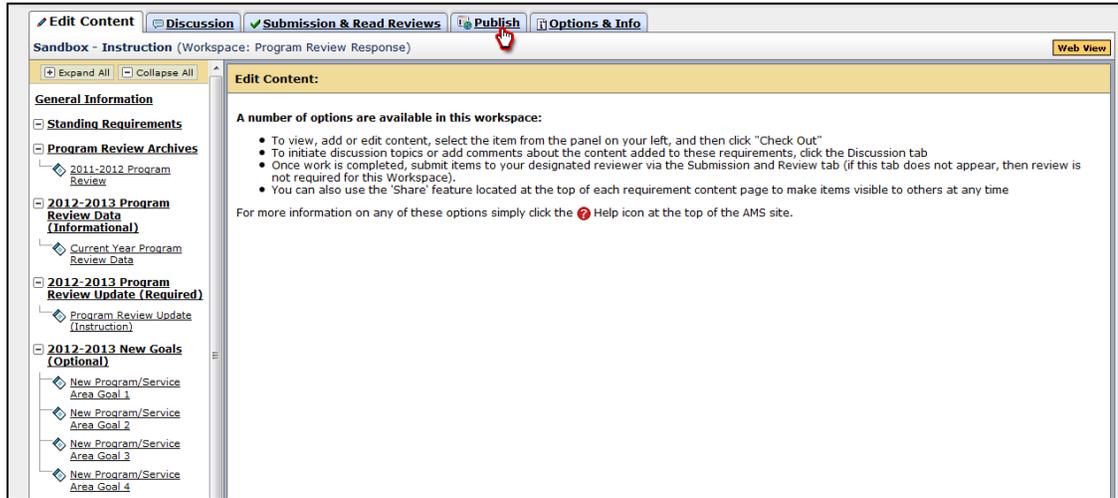
22. The "2012-2013 Hiring Priorities Requests for New Goals" area is where you can enter classified staff positions requests or faculty position requests. These areas are also optional and are filled out in the same way as previous forms. Click the 'Classified Staff Position Request 1' to enter content in this area.

**2012-2013 Hiring Priorities Requests for New Goals (Optional)**

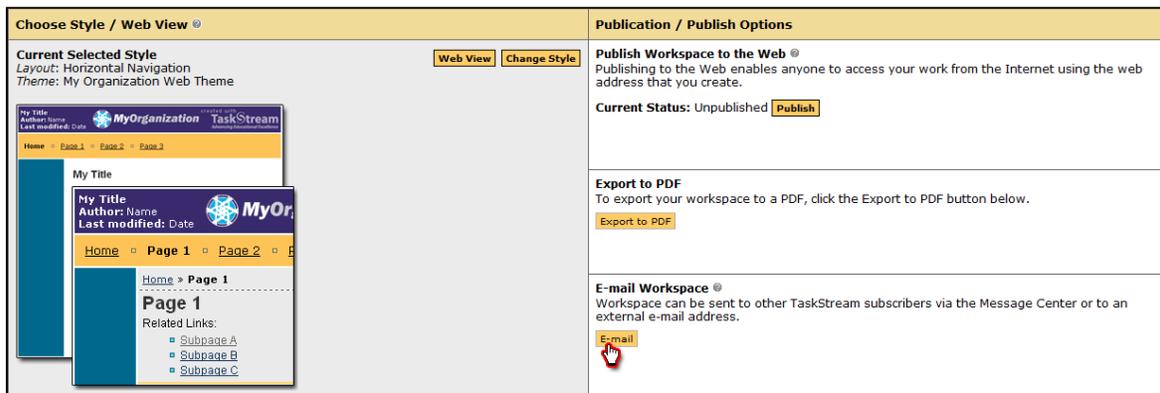
- [Classified Staff Position Request 1](#)
- [Classified Staff Position Request 2](#)
- [Classified Staff Position Request 3](#)
- [Faculty Position Request 1](#)
- [Faculty Position Request 2](#)
- [Faculty Position Request 3](#)

23. To enter a faculty position request, click the 'Faculty Position Request 1' link and follow the above steps to check out the area and fill out the attached form.

24. Once you have finished adding content to the 'Program Review Response' workspace, you can submit it for review by your liaison. Start by clicking on the 'Publish' tab.



25. Click the 'E-mail' button under 'Email Workspace' on the right side.



26. Enter the e-mail address for the liaison that will be reviewing the workspace next to 'Enter External Recipients.'

<b>Select Recipients</b>	
<b>Select TaskStream subscribers:</b> <small>Sent via Internal Message Center</small>	Any future changes will be automatically reflected in your e-mailed work. Click Select Recipients <b>Select Recipients</b> <small>'Web view' only. Recipient(s) will not have an editable copy.</small>
<b>Enter external recipients:</b> <small>Sent via regular email</small>	Liaison@email.com <small>Separate multiple addresses with a comma. Example: john@twa.com, sara@twa.com, lisa@twa.com</small>
<b>Personalize Message</b>	
<b>Subject:</b>	Shared TaskStream work
<b>Add a personal message:</b> <small>(Optional)</small>	<input type="text"/>
<b>Message Properties</b> (Only complete if sending to external email addresses)	
<b>Your email address:</b>	bhays@sdccd.edu <small>Must be a valid e-mail address if sending to external recipients</small> <input checked="" type="checkbox"/> Send a copy to this e-mail address
<b>Customize web address (URL):</b>	https://www.taskstream.com/ts/sandbox-instruction/ ProgramReviewResponse .html <small>(Use only numbers and letters, no spaces.)</small>
<b>Create password:</b> <small>(Optional)</small>	<input type="radio"/> No password needed <input checked="" type="radio"/> Require password: mesa <small>(Use a minimum of 4 numbers and letters, no spaces.)</small>
<input type="button" value="Cancel"/> <input type="button" value="Send Message"/>	

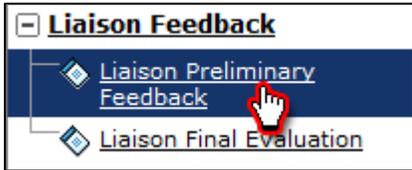
27. Click the Radio button next to 'Require password,' enter a password, and click the 'Send Message' button.

<b>Customize web address (URL):</b>	https://www.taskstream.com/ts/sandbox-instruction/ ProgramReviewResponse .html <small>(Use only numbers and letters, no spaces.)</small>
<b>Create password:</b> <small>(Optional)</small>	<input type="radio"/> No password needed <input checked="" type="radio"/> Require password: mesa <small>(Use a minimum of 4 numbers and letters, no spaces.)</small>
<input type="button" value="Cancel"/> <input type="button" value="Send Message"/>	

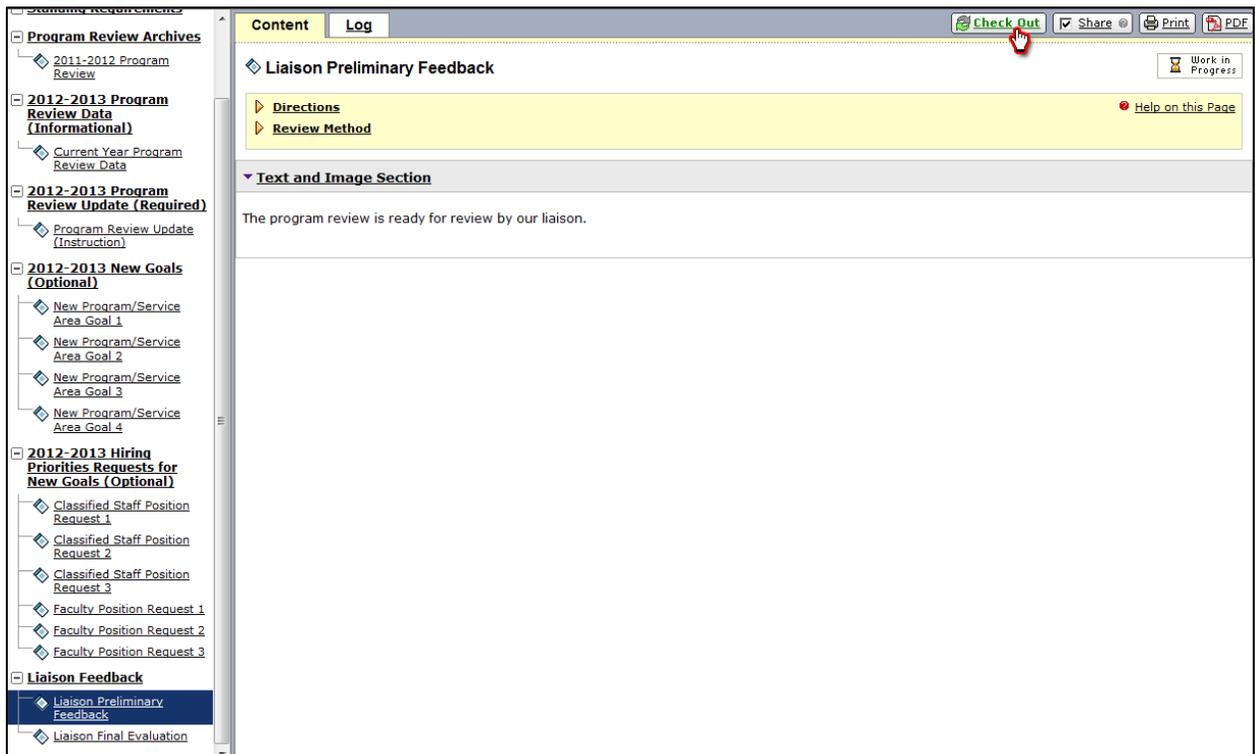
28. Next, return to the 'Edit Content Tab' of the Workspace.

<a href="#">Edit Content</a> <a href="#">Discussion</a> <a href="#">Submission &amp; Read Reviews</a> <a href="#">Publish</a> <a href="#">Options &amp; Info</a>	
Sandbox - Instruction (Workspace: Program Review Response)	
<b>Choose Style / Web View</b>	<b>Publication / Publish Options</b>
<b>Current Selected Style</b> Layout: Horizontal Navigation Theme: My Organization Web Theme <input type="button" value="Web View"/> <input type="button" value="Change Style"/>	<b>Publish Workspace to the Web</b> Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. Current Status: Unpublished <input type="button" value="Publish"/>
	<b>Export to PDF</b> To export your workspace to a PDF, click the Export to PDF button below. <input type="button" value="Export to PDF"/>
	<b>E-mail Workspace</b> Workspace can be sent to other TaskStream subscribers via the Message Center or to an external e-mail address. <input type="button" value="E-mail"/>

29. Scroll to the bottom of the structure tree on the left-hand frame and click ‘Liaison Preliminary Feedback.’”



30. Click the ‘Checkout’ button on the upper right-hand side of the right frame.



31. Click the “Text & Image” button in the bottom lower left corner of the main screen.



32. Type in a statement indicating that your program review is ready for preliminary feedback from your liaison and then click the “Save and Return” button.

▶ Add an Image to your text section (optional)

Cancel Character Count Check Spelling

Save Draft Save and Return

Intro Text: (Max 30000 Chars)

HTML Formatting Toolbar: [Help and Preferences](#)

Ready for preliminary feedback.

Cancel Character Count Check Spelling

Save Draft Save and Return

33. Check-In the area after you have finished working.



34. Click on the “Submission and Read Reviews” tab of the workspace.

Mesa San Diego Mesa College

My Home Shared Resources Locator Messages Resource Tools

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

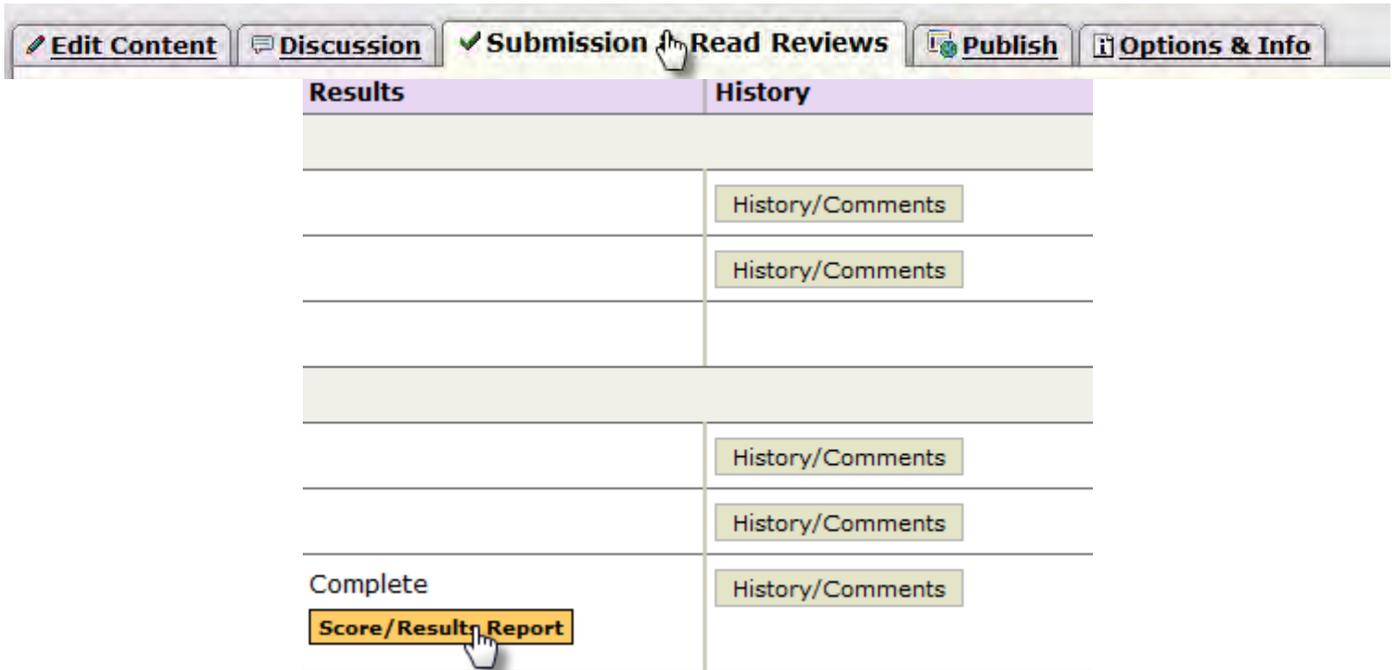
Sandbox - Instruction (Workspace: Program Review Response)

2012-2013 Program Review Data (Informational) Content Log

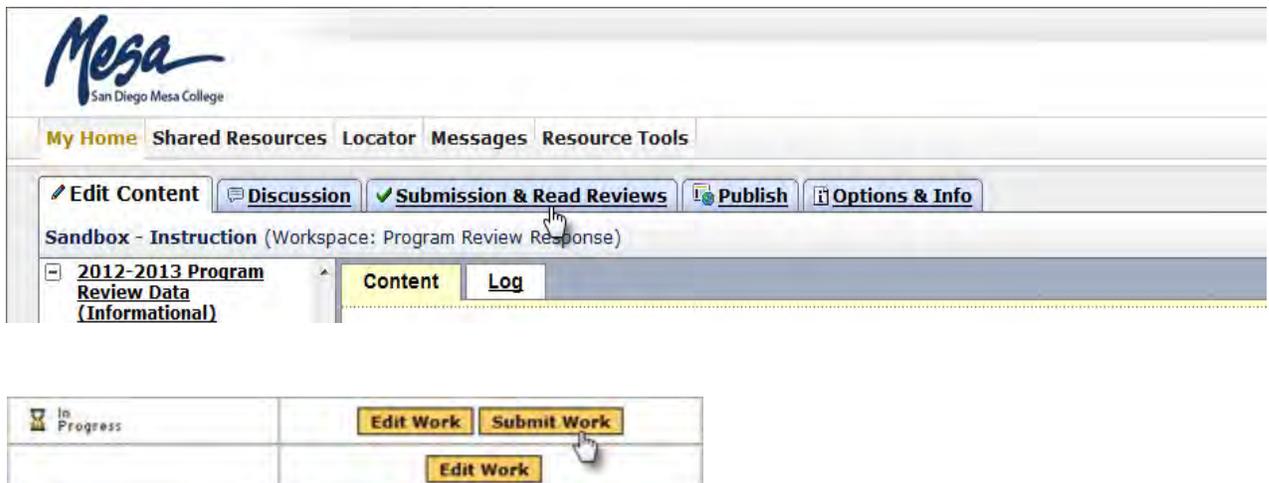
35. Click the “Submit” button for the “Liaison Preliminary Feedback” requirement.

Liaison Feedback			
◆ Liaison Preliminary Feedback	In Progress	Edit Work	Submit Work
◆ Liaison Final Evaluation		Edit Work	
<b>SUMMARY:</b>		<b>0 areas reviewed</b>	

36. Provided that your liaison has correctly selects the option to generate an email notification after reviewing your program review, you should receive a notification in your SDCCD email inbox when your liaison submits feedback regarding your program review response. To view the feedback, return to the “Submission and Read Reviews” tab and click on the “Score/Results Report” button for the “Liaison Preliminary Feedback” requirement.



37. If you would like to make any revisions to your program review after having read your liaison’s feedback, please do so. Then, when each requirement is ready for submission to your chair and dean, go to the “Submission and Read Reviews” tab and click the “Submit Work” button for the “Program Review Update”. Click the “Submit Work” button for any “New Program/Service Area Goals,” “Classified Staff Position Requests,” and/or “Faculty Position Requests” that you may have completed.

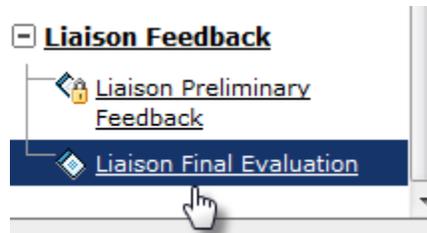


38. Provided that the option to generate an email notification was correctly selected, you should receive a notification in your SDCCD email inbox after your chair and dean have reviewed your program review response. To view their feedback, return to the “Submission and Read Reviews” tab and click on the “Score/Results Report” button for each requirement that was reviewed.

Results	History
	History/Comments
	History/Comments
	History/Comments
	History/Comments
Complete	History/Comments
<div style="border: 1px solid black; background-color: #ffcc00; padding: 2px; display: inline-block;"> <b>Score/Results Report</b> </div>	

39. If you would like to make any revisions to your program review after having read your chair’s and dean’s feedback, please do so. Then, when you feel your program review is complete and ready, **REPEAT STEPS 25 – 28** to email the final version of your program review to your liaison.

40. Scroll to the bottom of the structure tree on the left-hand frame and click ‘Liaison Final Evaluation.’



41. Click the 'Checkout' button on the upper right-hand side of the right frame.
- 42.

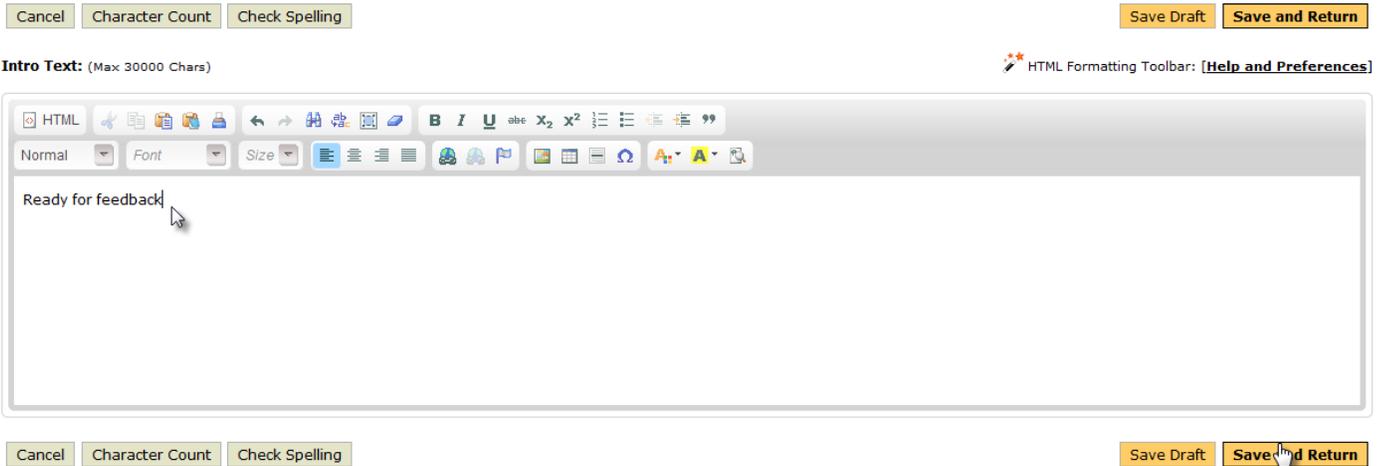


43. Click to add "Text & Image in the bottom lower left corner of the main screen.



44. Type in a statement indicating that your program review is ready for preliminary feedback from your liaison and then click the "Save and Return" button.

► **Add an Image to your text section** (optional)



45. Click on the "Submission and Read Reviews" tab of the workspace.



46. Click the "Submit" button for the "Liaison Final Evaluation" requirement.



47. Provided that your liaison has correctly selected the option to generate an email notification after reviewing your program review, you should receive a notification in your SDCCD email inbox when your liaison has submitted their final evaluation regarding your program review response. To view the feedback, return to the “Submission and Read Reviews” tab and click on the “Score/Results Report” button for the “Liaison Final Evaluation” requirement.

Results	History
	History/Comments
	History/Comments
	History/Comments
	History/Comments
Complete	History/Comments
<a href="#">Score/Results Report</a>	