AMS ACCOUNTABILITY MANAGEMENT SYSTEM
by TaskStream

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

TaskStream
Advancing Educational Excellence

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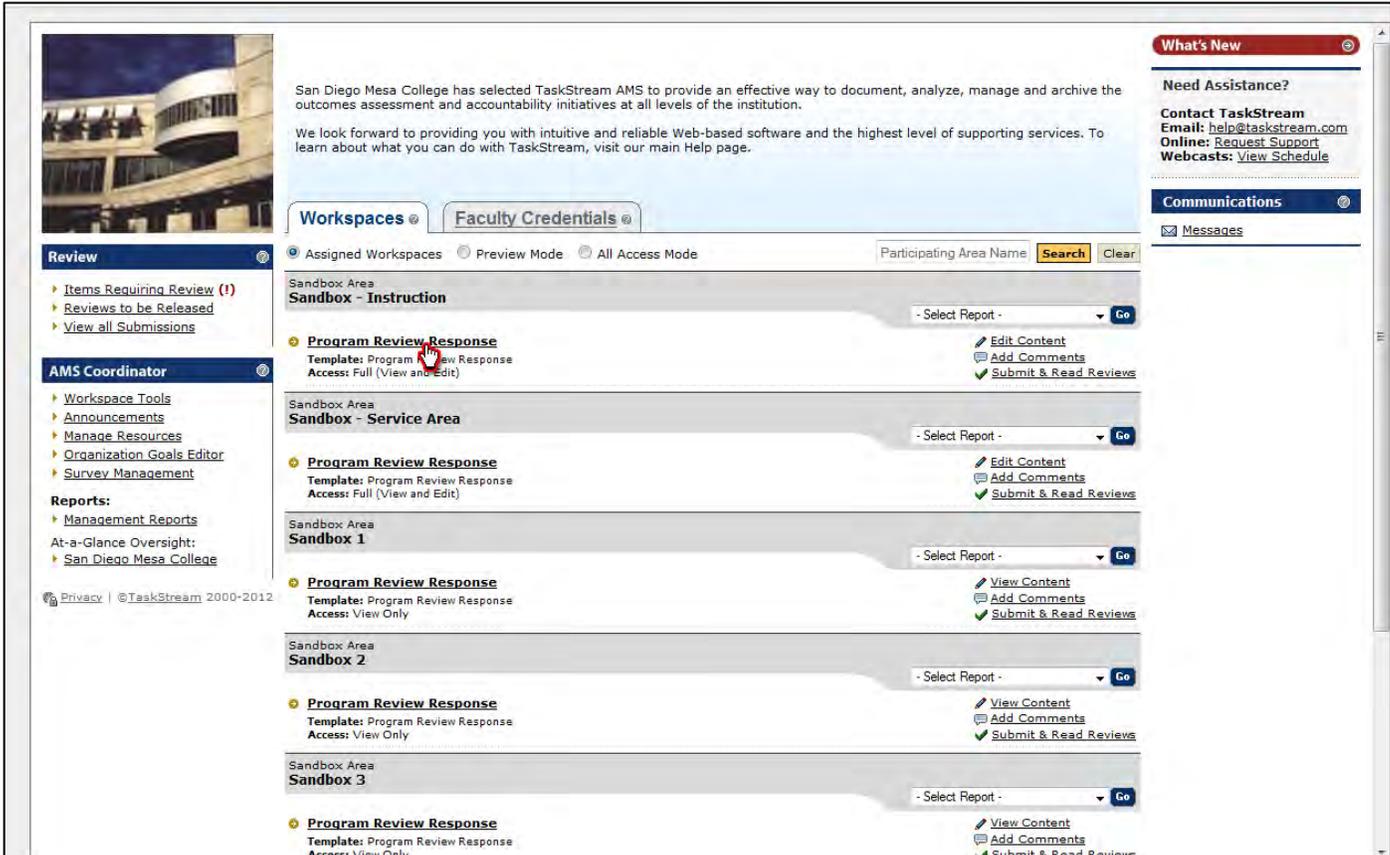
2. Clicking this link takes you to the edit content tab of the workspace. The left frame contains the structure of the workspace and the larger right frame is where content is entered.

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.

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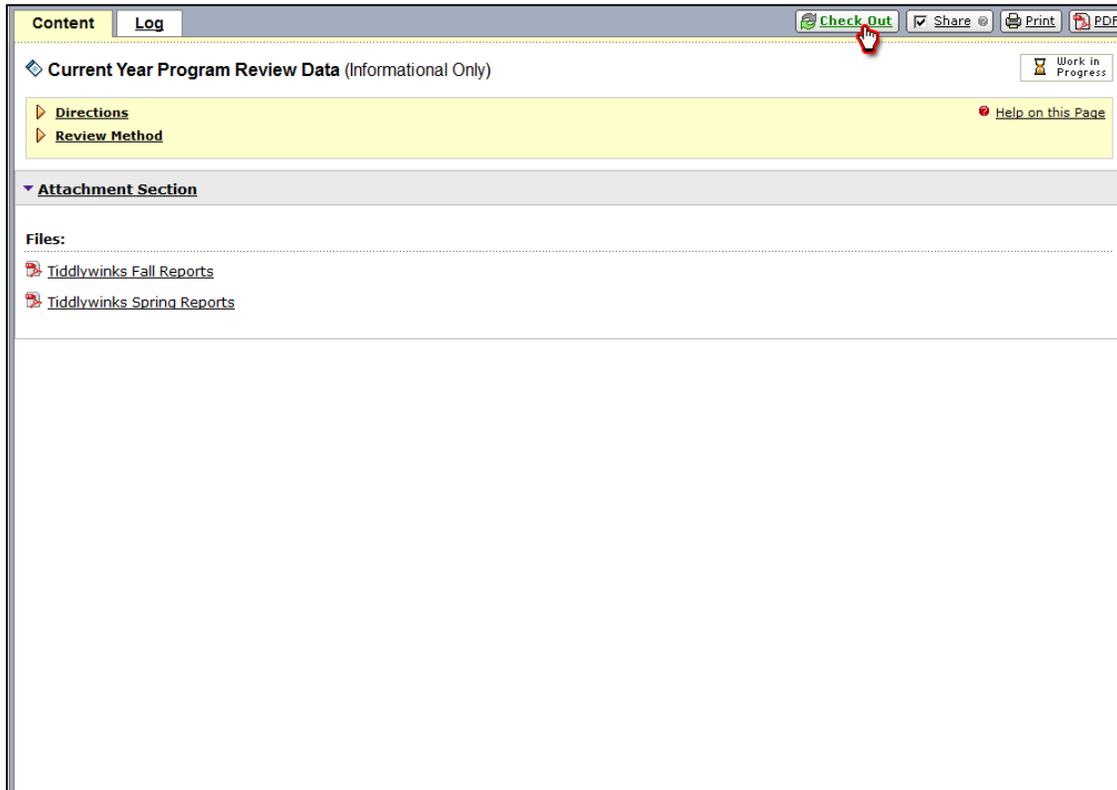
Please note that when an area is checked out to you, no one else can enter data in that area, so it's important that you check it back in after uploading content.

5. Next, click the 'Attachments' button that appears at the bottom left corner of the right-hand frame.
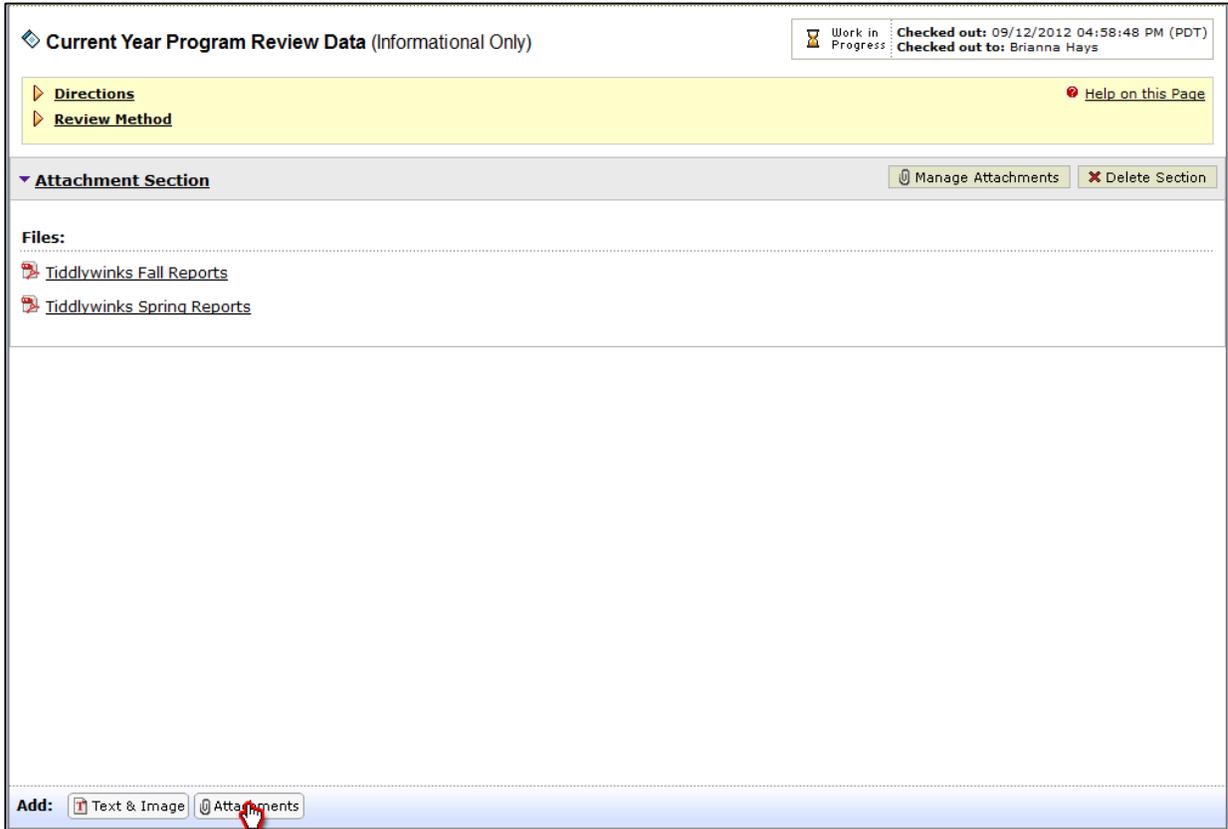
6. On the next screen click the 'Browse' button.
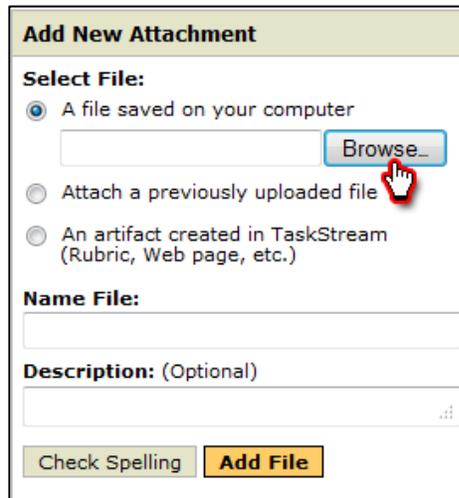
7. In the pop-up window, find the file on your computer, select it, and click 'Open.'
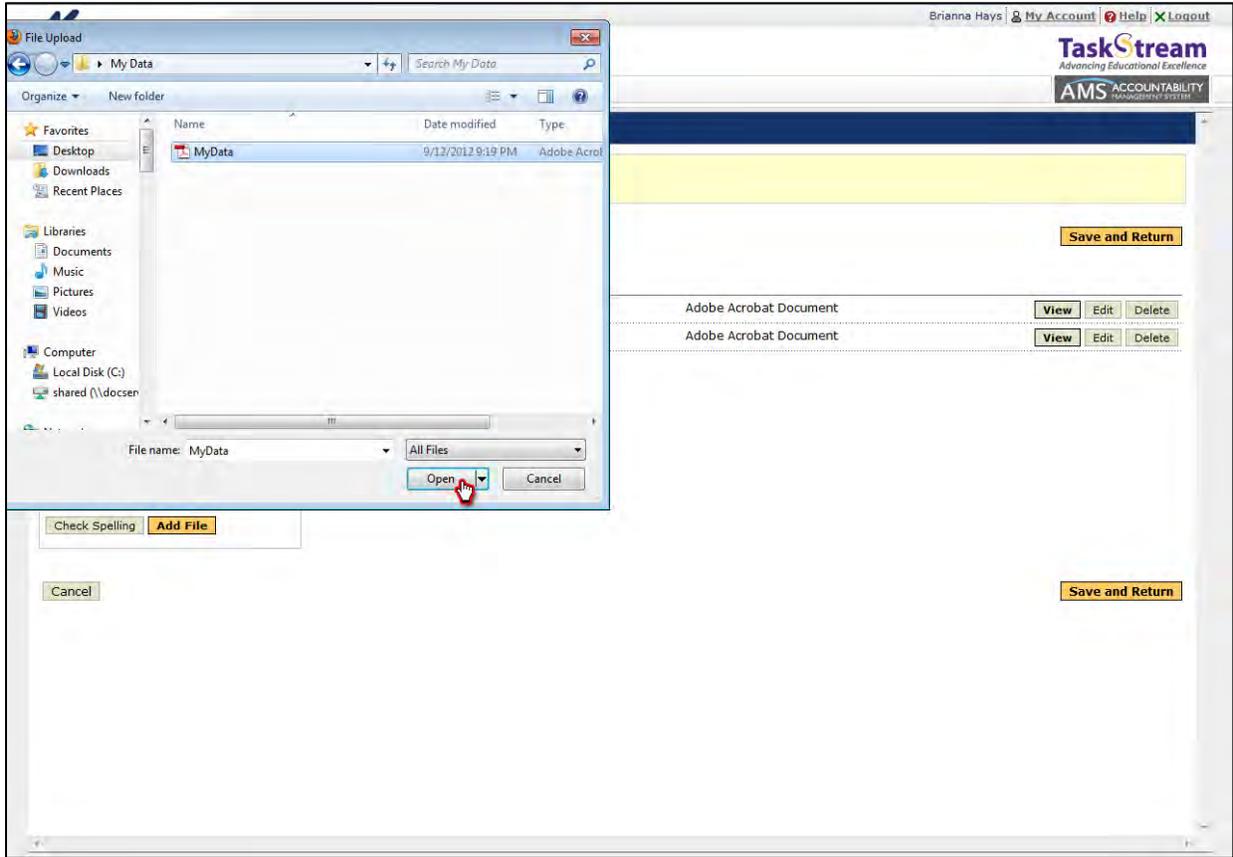
8. When the pop-up window disappears, click the yellow 'Add File' button.
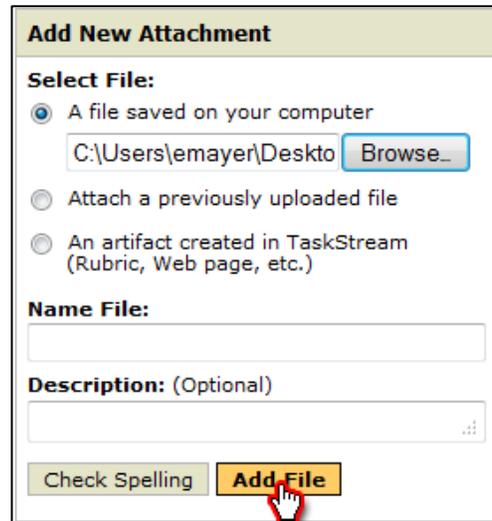
9. After the file uploads, click one of the 'Save and Return' buttons on the right side.

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

Check In

11.

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
  ◇ Faculty Position Request 3

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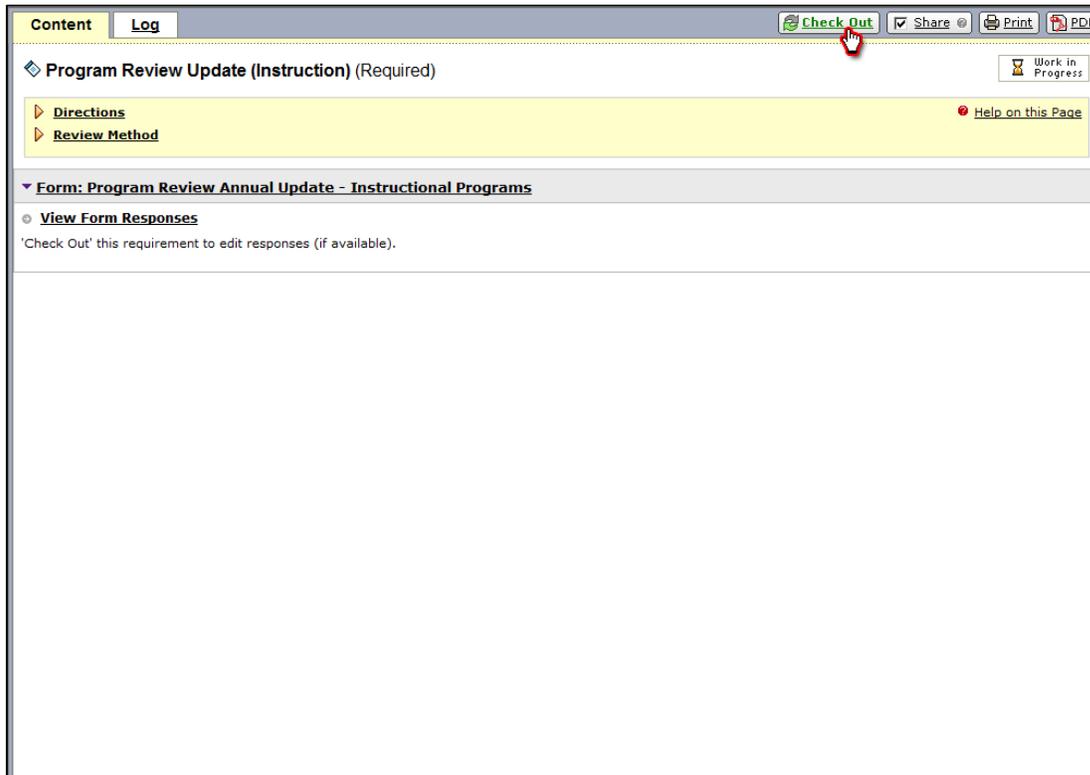
12. Next, click the 'Complete Form' button to open the form.

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.

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.

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.

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.

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.
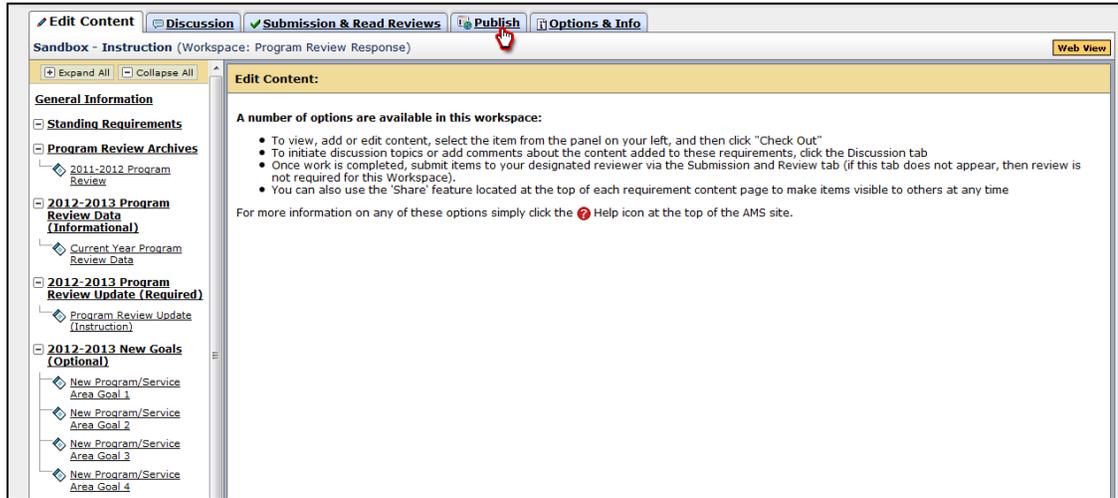
25. Click the 'E-mail' button under 'Email Workspace' on the right side.
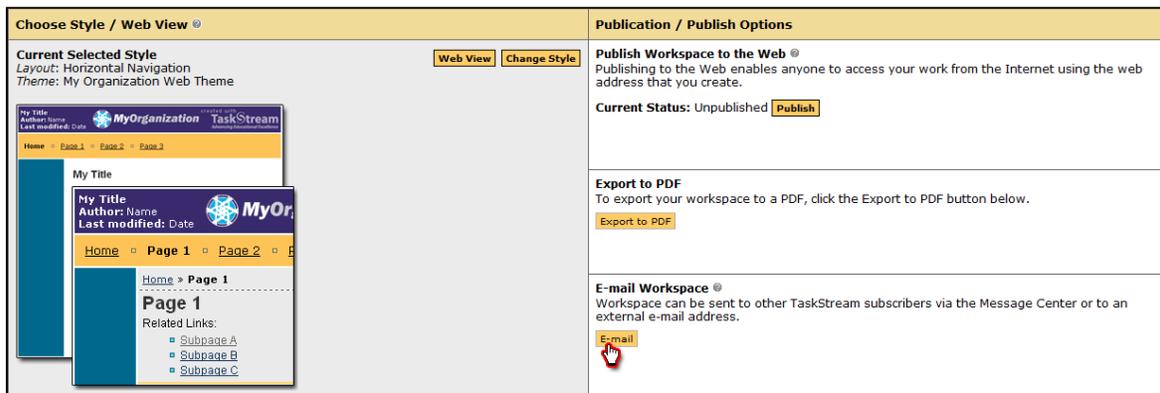
26. Enter the e-mail address for the liaison that will be reviewing the workspace next to 'Enter External Recipients.'

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

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

29. Scroll to the bottom of the structure tree on the left-hand frame and click 'Liaison Preliminary Feedback."
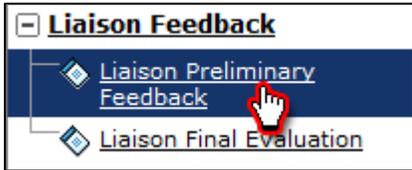
30. Click the 'Checkout' button on the upper right-hand side of the right frame.
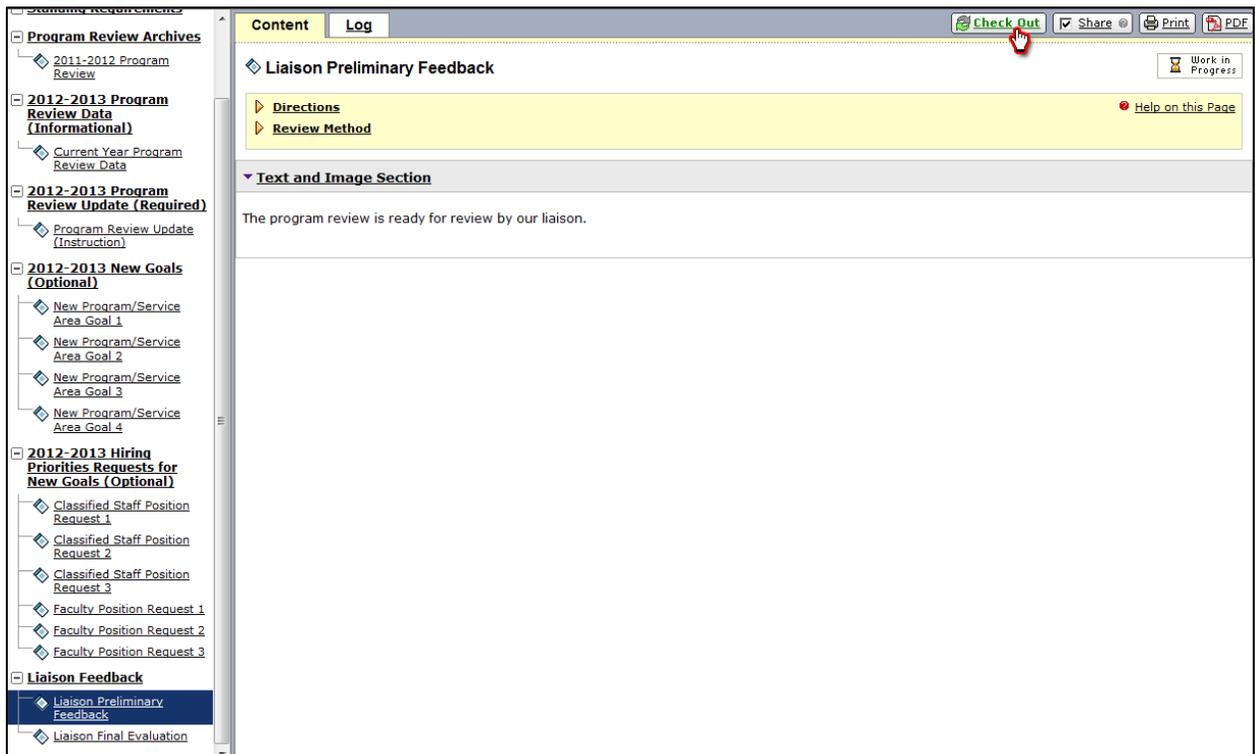
31. Click the "Text & Image" button in the bottom lower left corner of the main screen.

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.

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

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

35. Click the "Submit" button for the "Liaison Preliminary Feedback" requirement.

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.
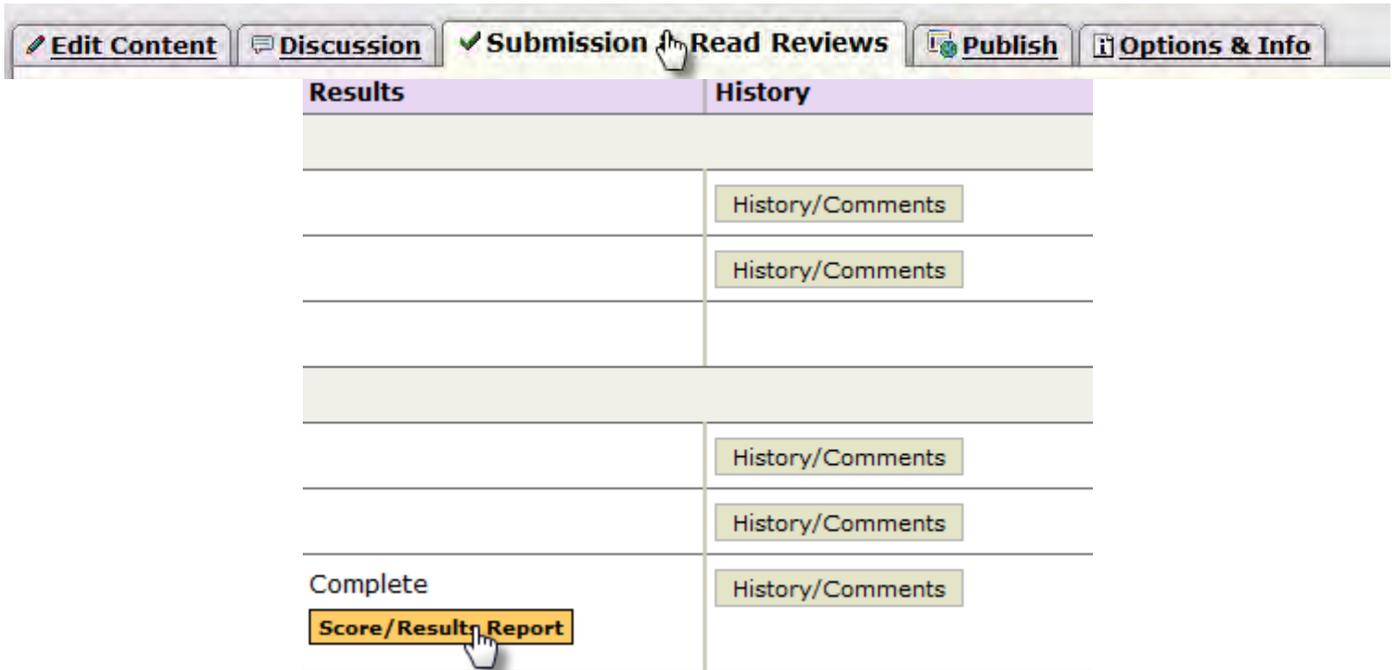
37. If you would like to make any revisions to your program review after having read your liaison's feedback, please do so. Then, when each requirement is ready for submission to your chair and dean, go to the "Submission and Read Reviews" tab and click the "Submit Work" button for the "Program Review 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.
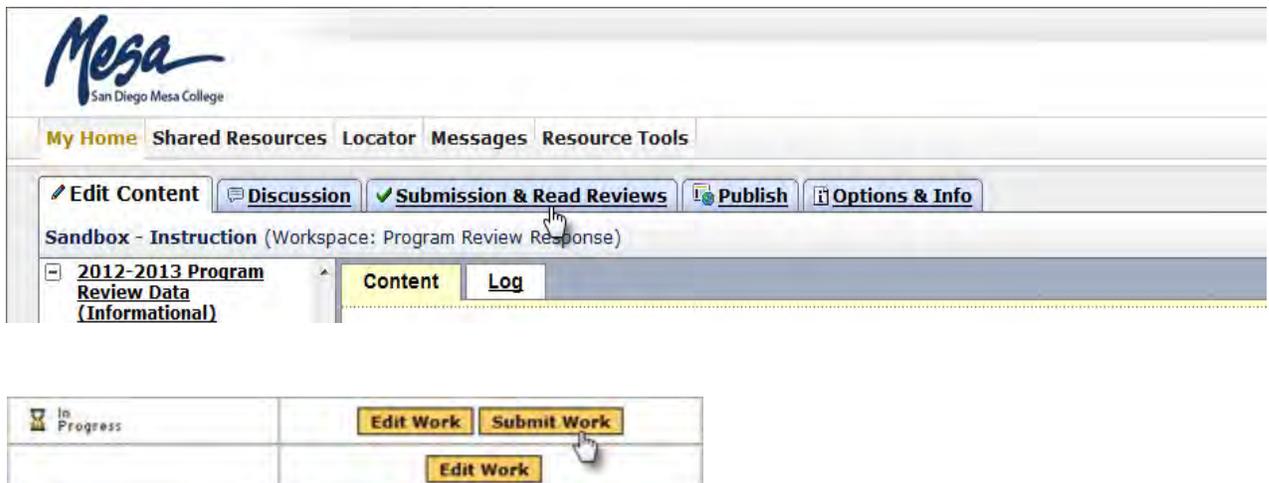
38. Provided that the option to generate an email notification was correctly selected, you should receive a notification in your SDCCD email inbox after your chair and dean have reviewed your program review response. To view their feedback, return to the "Submission and Read Reviews" tab and click on the "Score/Results Report" button for each requirement that was reviewed.

Results	History
	History/Comments
	History/Comments
	History/Comments
	History/Comments
Complete	History/Comments
Score/Results Report	

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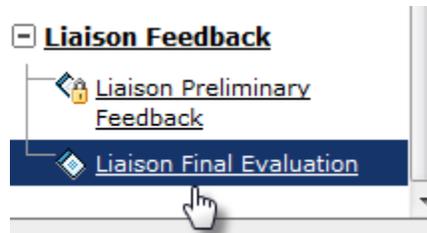
41. Click the 'Checkout' button on the upper right-hand side of the right frame.
42.

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.

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

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

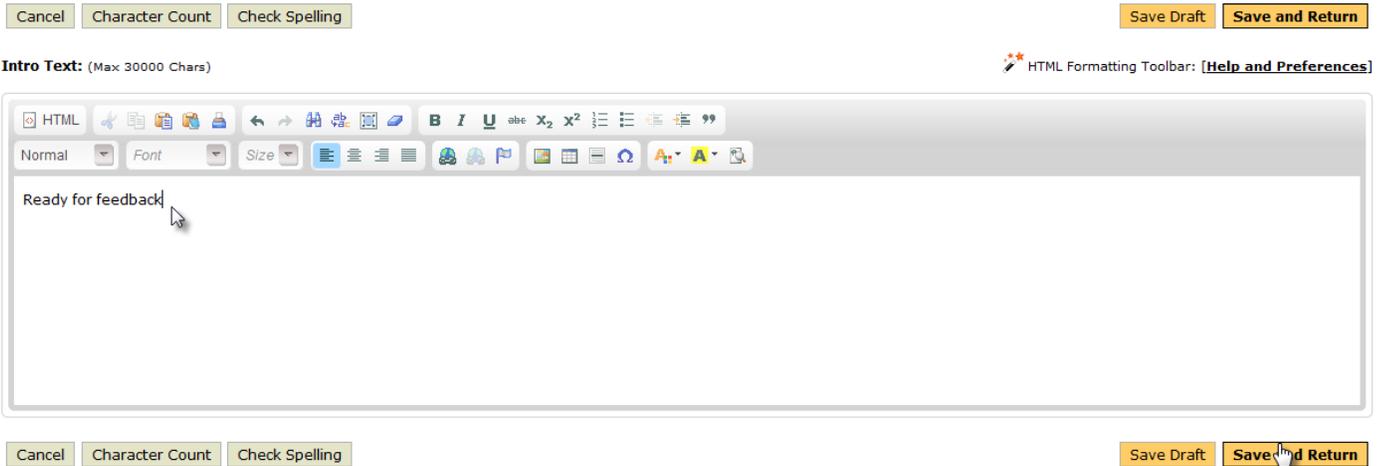47. Provided that your liaison has correctly selected the option to generate an email notification after reviewing your program review, you should receive a notification in your SDCCD email inbox when your liaison has submitted their final evaluation regarding your program review response. To view the 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 Score/Results Report	History/Comments