AMS by TaskStream ACCOUNTABILITY MANAGEMENT SYSTEM

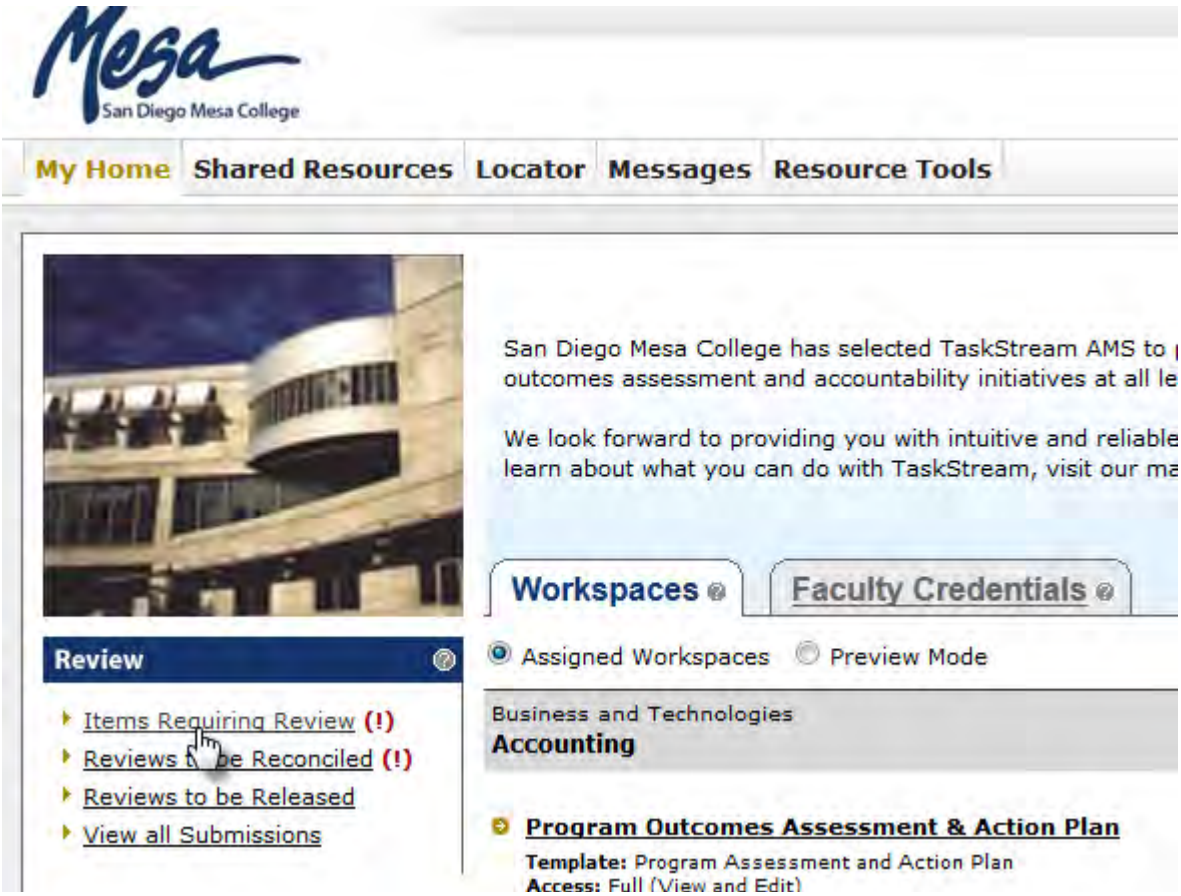
QuickStart Guide: San Diego Mesa College Deans' and Chairs' Reviewer Guide for Program Review Response Workspace

TaskStream
Advancing Educational Excellence

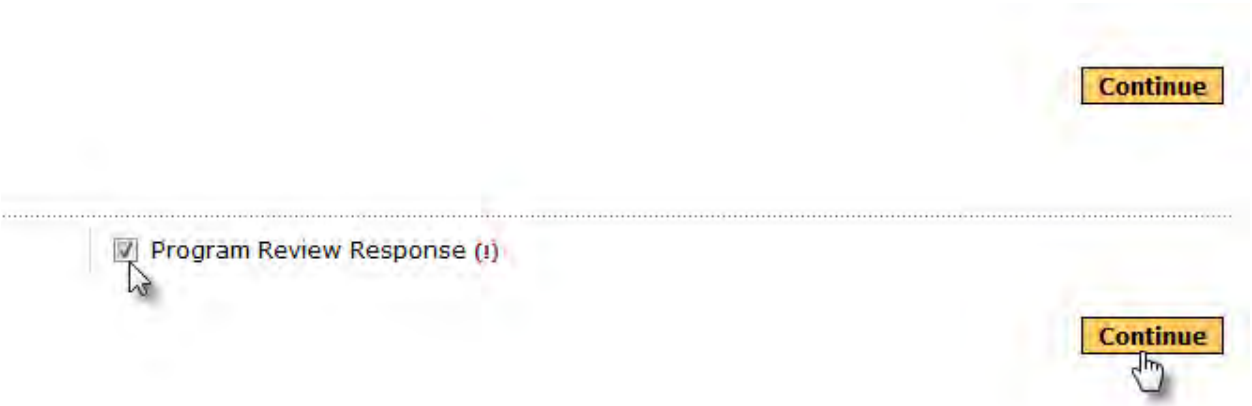
This tutorial will walk you through reviewing program review work submitted for review.

1. Please open your internet browser and go to www.taskstream.com.
2. Enter your username and password at this screen

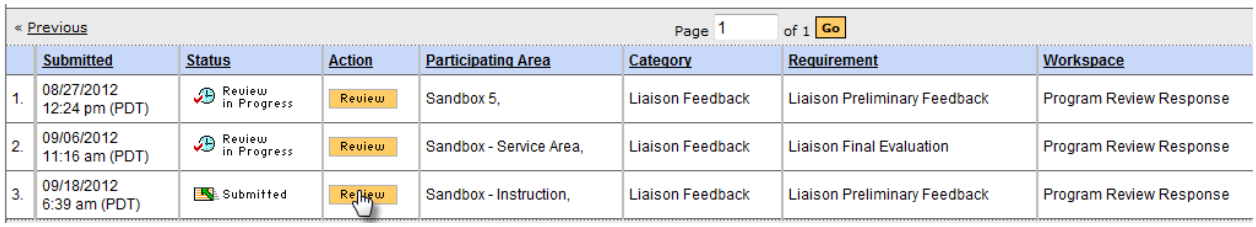
3. Once you have arrived at the homepage, locate the Review section on the left of the screen. Then click "Items Requiring Review."



4. Next, select the workspace(s) you would like to review and click the “Continue” button.



5. From the review grid, click the “Review” button next to the requirement you would like to review.



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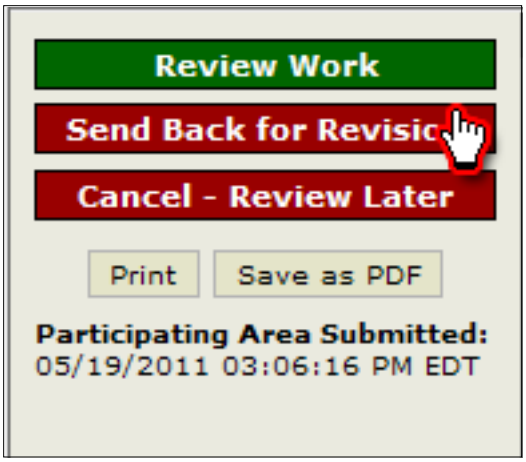
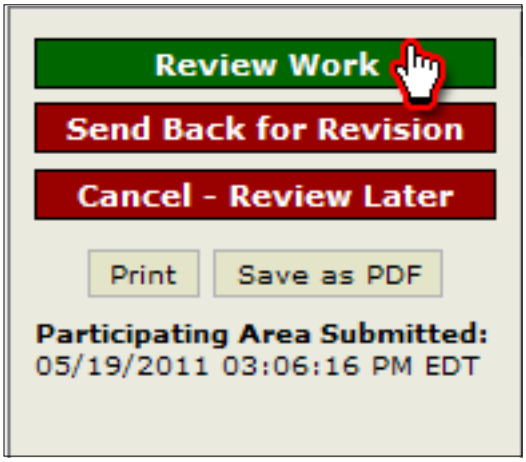
	Submitted	Status	Action	Participating Area	Category	Requirement	Workspace
1.	08/27/2012 12:24 pm (PDT)	Review in Progress	Review	Sandbox 5,	Liaison Feedback	Liaison Preliminary Feedback	Program Review Response
2.	09/06/2012 11:16 am (PDT)	Review in Progress	Review	Sandbox - Service Area,	Liaison Feedback	Liaison Final Evaluation	Program Review Response
3.	09/18/2012 6:39 am (PDT)	Submitted	Review	Sandbox - Instruction,	Liaison Feedback	Liaison Preliminary Feedback	Program Review Response

6. On the right of the screen, you will view the work that has been submitted. On the left of the screen you will be presented with three options 1) Review Work 2) Send Back for Revision 3) Cancel-Review Later.



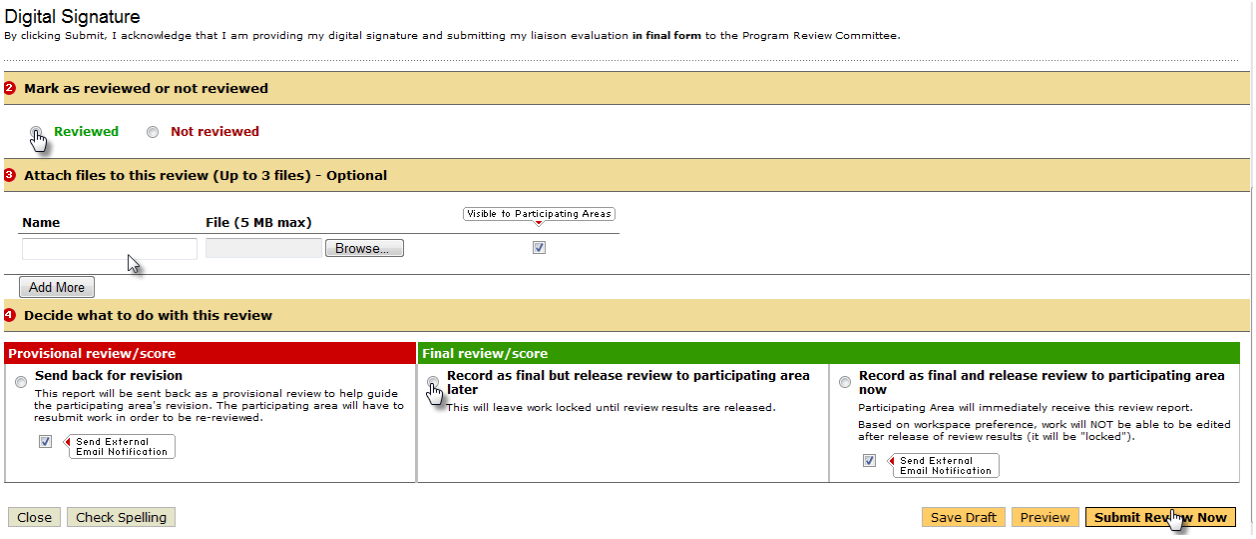
7. If you would like to complete a review for the work, click the “Review Work” button.



8. Two side by side evaluation screens will appear, allowing you to view the work while you complete your review.

9. You will check the appropriate boxes for the review, and then you may provide an optional file and overall comments.

Please make sure to mark as Reviewed, record as final but release review to participating area later, and submit review now.



Please repeat steps 3 through 9 until all PROGRAM REVIEW items requiring review have been reviewed.