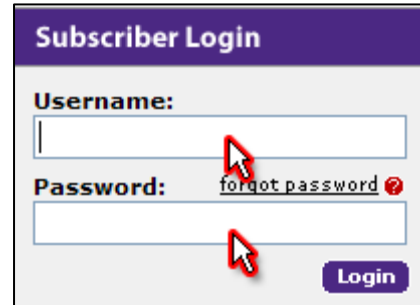




**QuickStart Guide: Accessing TaskStream
& Adding Data – Administrative Services
Assessment and Action Plan**

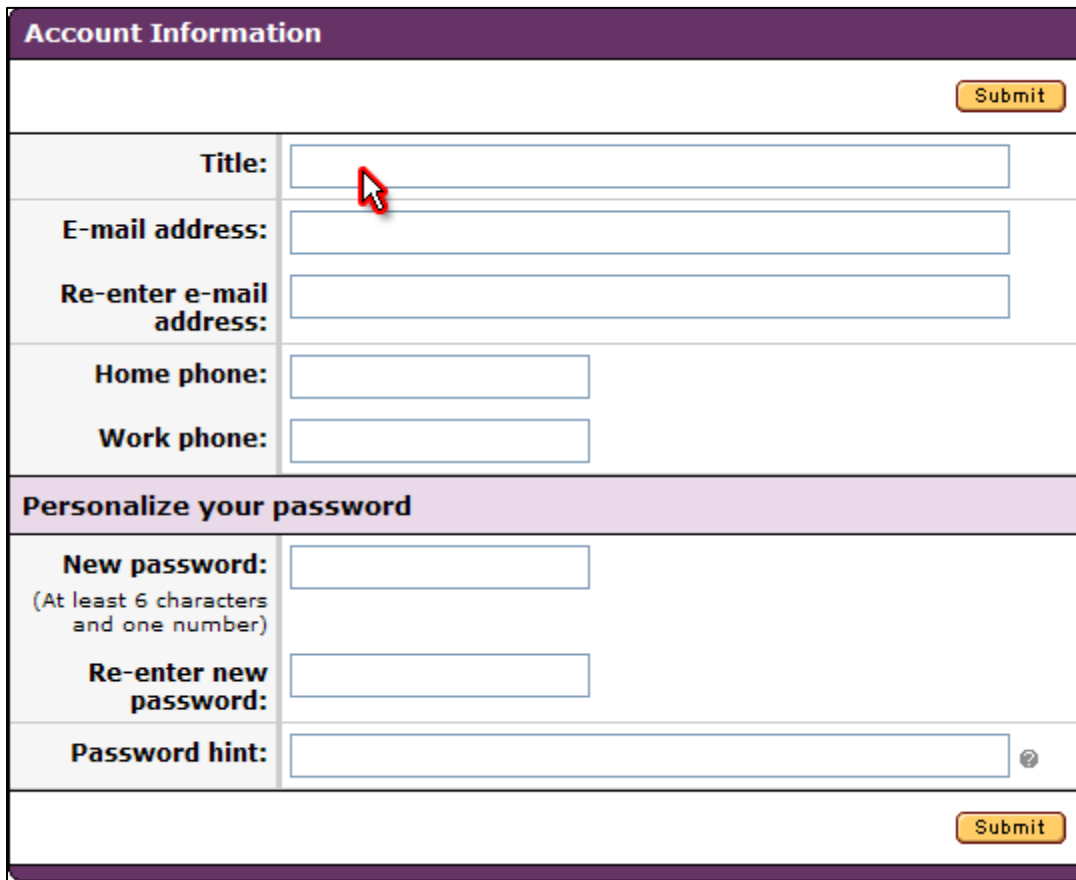
This tutorial will walk you through accessing AMS and adding assessment data (outcomes, measures, and action plans) to the system.

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:



The image shows a 'Subscriber Login' form with a purple header. It contains two input fields: 'Username:' and 'Password:'. The 'Password:' field has a 'forgot password' link with a question mark icon. A 'Login' button is located at the bottom right. Two red mouse cursor icons are overlaid on the form, one pointing to the Username field and another pointing to the Password field.

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.



The image shows a form with two main sections. The first section is titled 'Account Information' and has a 'Submit' button in the top right. It contains five input fields: 'Title:', 'E-mail address:', 'Re-enter e-mail address:', 'Home phone:', and 'Work phone:'. A red mouse cursor icon is overlaid on the 'Title:' field. The second section is titled 'Personalize your password' and has a 'Submit' button in the bottom right. It contains three input fields: 'New password:' (with a note '(At least 6 characters and one number)'), 'Re-enter new password:', and 'Password hint:'. A small circular icon is visible to the right of the 'Password hint:' field.

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.

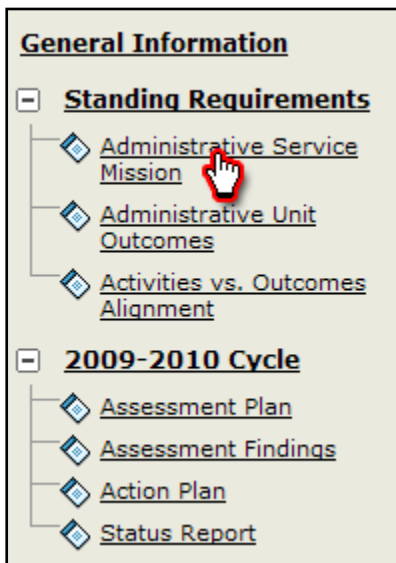


To begin, you may access the “Administrative Services Assessment & Action Plan” workspace by clicking on it.

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.

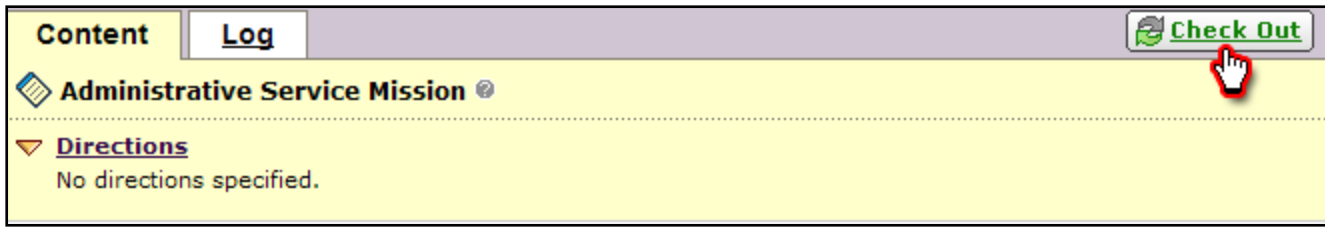
The “Standing Requirement” category contains will contain assessment data that will remain relatively steady over time. The “Assessment Cycles” will be completed anew each year.

The “Administrative 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 mission statement 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.

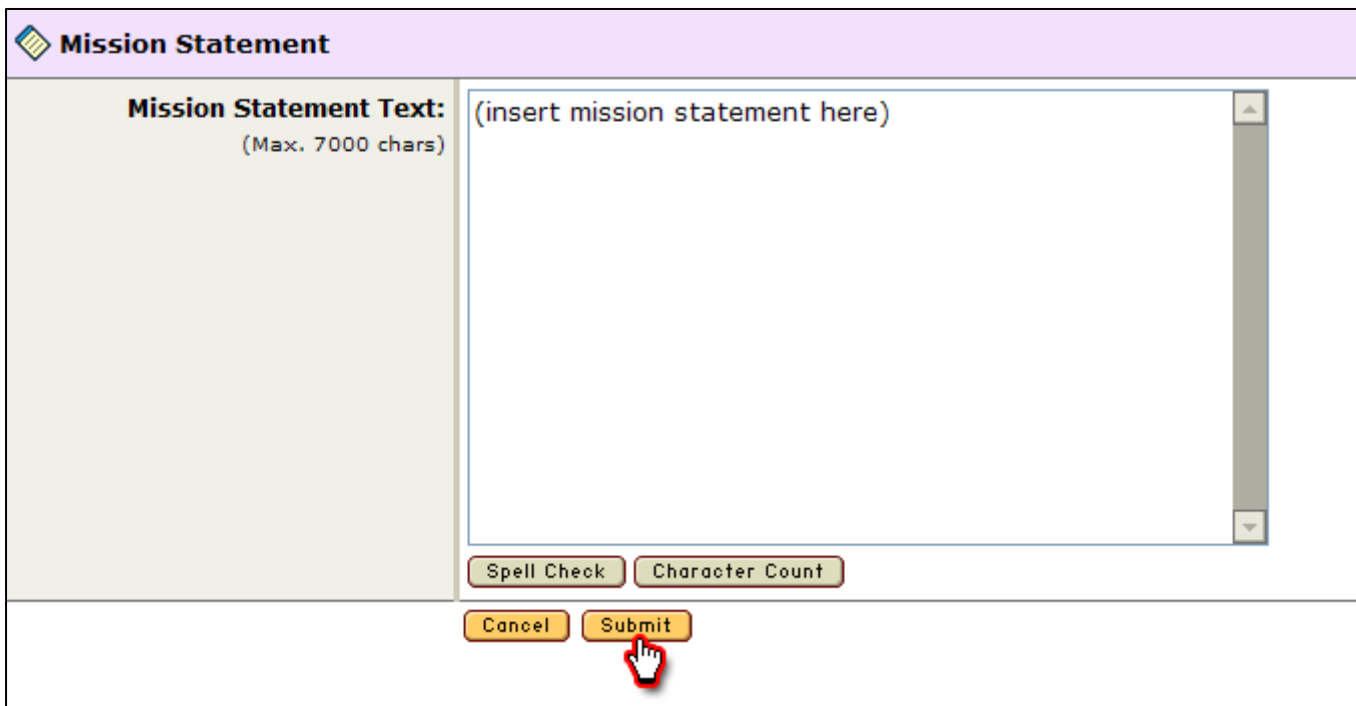
You will see a green “Check Out” button. Please note that all requirements in TaskStream’s AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to “Check Out” the requirement. Additionally, to allow your peers access to the same requirement,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



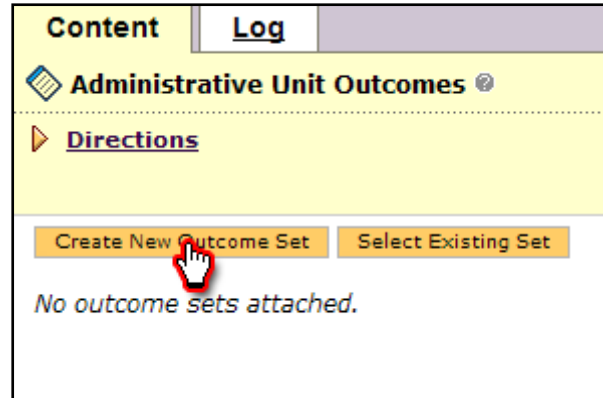
Once you have entered the appropriate mission statement, you may click the Submit button.





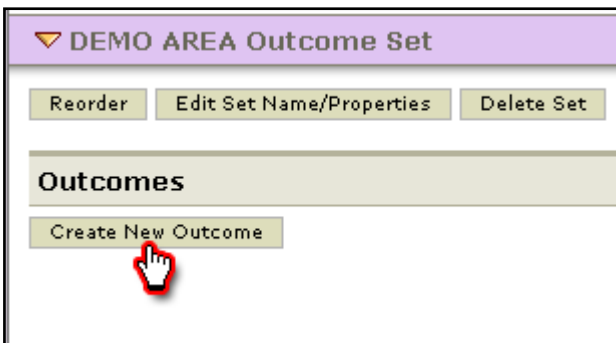
Be sure to click the “Check In” button, to allow your peers the ability to modify the mission statement requirement.

9. When you ready to move on to the Administrative Unit 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.

Create New Outcome Set	
Set Name:	<input type="text" value="Administrative Outcome 1"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in <i>other</i> sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	



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

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

Create New Outcome

Outcome: Max 60 characters	<input style="width: 90%;" type="text" value="(Outcome Name Here)"/> <small>Use a concise descriptor here since this label is used in reports (e.g. Outcome 1.1 Civic Responsibility).</small>
Description: Max 1000 characters	<div style="border: 1px solid gray; padding: 5px; min-height: 50px;"> This outcome will address the following... </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Spell Check Character Count </div>

Cancel Continue

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 Administrative Unit Outcomes requirement as well. To do this, click the “Map” link next to the outcome you wish to map.

Administrative Outcome 1 (Outcomes)

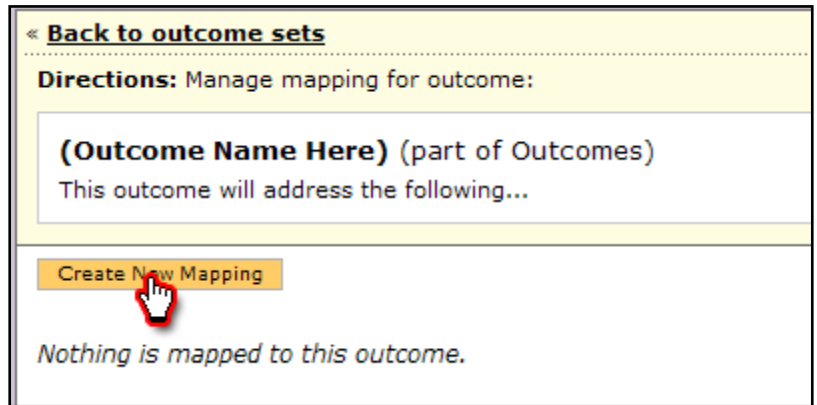
Reorder Edit Set Name/Properties Delete Set

Outcomes

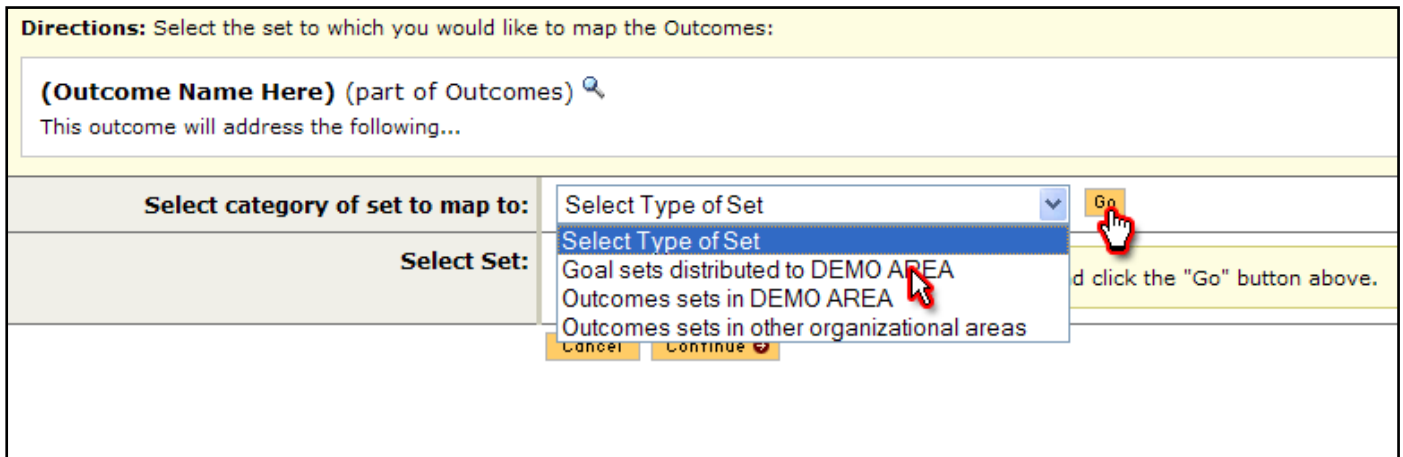
Create New Outcome

Outcome	Mapping	
(Outcome Name Here) This outcome will address the following...	No Mapping	[Map] [Edit] [Delete]

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”.

Directions: Select the set to which you would like to map the Outcomes:

(Outcome Name Here) (part of Outcomes) 
 This outcome will address the following...


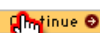
Select category of set to map to:	Goal sets distributed to DEMO AREA  
Select Set:	 Institutional Learning Outcomes Owned by San Diego Mesa College
 	

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.

ILOs

Initiative

- Critical Thinking:**
Ability to analyze problems, conceptualize theses, develop arguments, weigh evidence, and derive conclusions.
- Communication:**
Ability to articulate the critical thinking outcomes in writing, speaking or other modes of communication.
- Self-awareness and Interpersonal Skills:**
Ability to analyze one's own actions, to see others' perspectives, and to work effectively with others in groups.
- Personal Actions and Civic Responsibility:**
Ability to understand one's role in society, take responsibility for one's own actions, and make ethical decisions in complex situations.
- Global Awareness:**
Ability to articulate similarities and contrasts among cultures, times and environments, demonstrating understanding of cultural pluralism.
- Technological Awareness:**
Ability to understand the applications and implications of technology and to use technology in ways appropriate to the situation.

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

Administrative Outcome 1 (Outcomes)	
Reorder Edit Set Name/Properties Delete Set	
Outcomes	
Create New Outcome	
Outcome	Mapping
(Outcome Name Here) This outcome will address the following...	Institutional Learning Outcomes: Communication:, Global Awareness: [Map] [Edit] [Delete]

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

<u>General Information</u>	
<input type="checkbox"/>	Standing Requirements
<input type="checkbox"/>	Administrative Service Mission
<input type="checkbox"/>	Administrative Unit Outcomes
<input checked="" type="checkbox"/>	Activities vs. Outcomes Alignment
<input type="checkbox"/>	2009-2010 Cycle
<input type="checkbox"/>	Assessment Plan
<input type="checkbox"/>	Assessment Findings
<input type="checkbox"/>	Action Plan
<input type="checkbox"/>	Status Report

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.

Create New Curriculum Map

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

Create Curriculum Map

[« Back to Curriculum Maps Home](#)

New Map Title:
(Max 100 Chars)

Description:

Select Alignment Set:

<input type="button" value="Select"/>	Administrative Outcome 1	[View Set]
<input type="button" value="Select"/>	DEMO AREA Outcome Set	[View Set]

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.

(Map Title Here)

Courses and Activities Mapped to DEMO AREA Outcome Set

Outcomes

(Outcome Name Here)

Courses and Learning Activities A Z

No courses/activities in this category. Use the "Insert Course" quick link to start adding courses in this category.

Legend: ✓ = Aligned

Show Outcome Descriptions
 Show Course/Activity Detail

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

Create a New Course/Activity

Course/Activity ID:	<input type="text" value=""/> (Max 15 Chars)
Course/Activity Title:	<input type="text" value=""/> (Max 100 Chars)
Description: Optional	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div> (Max 500 Chars) Spell Check
Link: Optional	<input type="text" value="http://"/> (Max 100 Chars)

Cancel
Create

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.

Activities vs. Outcomes Alignment Map Autosaved on 09/18/2009 at 5:17:04 am PDT Save Now

Courses and Activities Mapped to Administrative Outcome 1

Mapping Actions...

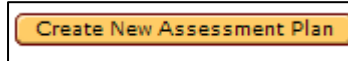
	Outcomes
	(Outcome Name Here)
Courses and Learning Activities	
<ul style="list-style-type: none"> Admin Activity Administrative Training 	<div style="border: 1px solid gray; width: 40px; height: 40px; margin: 0 auto;"></div>

Legend: ✓ = Aligned

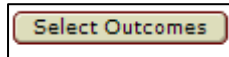
Show Outcome Descriptions
 Show Course/Activity Detail

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.

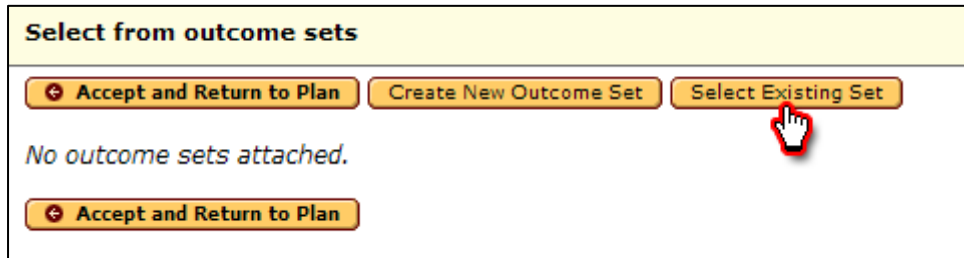
24. To create an assessment plan, select the requirement from the workspace structure, check out the requirement and click the “create new assessment plan” button.



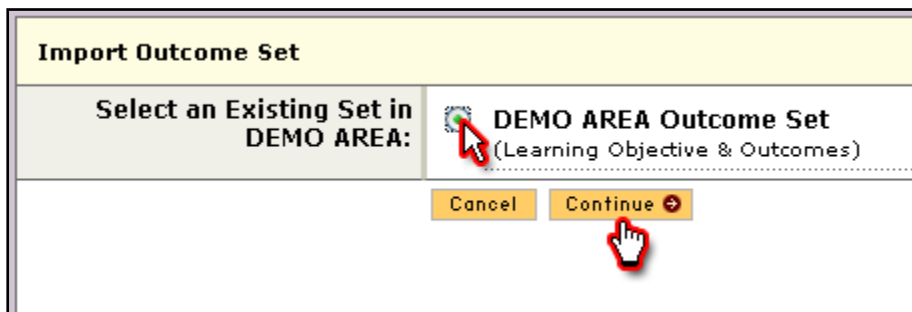
25. Then you may click the “select outcomes” button.




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.

Outcomes	
Outcome	Mapping
<input type="checkbox"/> (Outcome Name Here)  Students will be able to...	English Department Goals: Creative Thinking, Critical Thinking, Rhetorical Awareness
<input type="button" value="Accept and Return to Plan"/>	

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

Outcomes
(Outcome Name Here) <i>No measures specified</i> Students will be able to... <input type="button" value="Add New Measure"/>

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

* Measure Title:	<input type="text"/>
Measure Type/Method:	- Select- 
Measure Level:	- Select- 
Details/Description:	<div style="border: 1px solid #ccc; height: 60px; vertical-align: top;"></div>
Short Term Target:	<div style="border: 1px solid #ccc; height: 60px; vertical-align: top;"></div>
Long Term Target:	<div style="border: 1px solid #ccc; height: 60px; vertical-align: top;"></div>
Implementation Plan (timeline):	<div style="border: 1px solid #ccc; height: 60px; vertical-align: top;"></div>

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

Outcomes	
(Outcome Name Here) Students will be able to...	Measure: Sample Measure Program level; Direct - Exam Edit Remove
Add New Measure	Details/Description of assessment measure: The exam will test... Target specified in rubrics: Students will achieve... Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?): This exam will be administered every semester. Faculty responsible for assessment: Dr. Beverly Supporting Attachments: Add/Edit Attachments & Links

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.

Outcomes	
<p>(Outcome Name Here) Students will be able to...</p>	<p>▼ Measure: Sample Measure Program level: Direct - Exam</p> <hr/> <p>Details/Description of assessment measure: The exam will test...</p> <p>Target specified in rubrics: Students will achieve...</p> <p>Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?): This exam will be administered every semester.</p> <p>Faculty responsible for assessment: Dr. Beverly</p> <hr/> <p>Findings for Sample Measure Add Findings</p> <p><i>No Findings Added</i></p>

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

* Summary of Findings:	<input type="text"/>
Recommended Actions for Continued Improvement:	<input type="text"/>
Reflections/Notes :	<input type="text"/>
Short Term Target Achievement:	80% pass rate with a grade of B or better <input type="radio"/> Not Met <input type="radio"/> Met <input type="radio"/> Exceeded
Long Term Target Achievement :	90% pass rate with a grade of B or better <input type="radio"/> Moving Away <input type="radio"/> Approaching <input type="radio"/> Exceeded
<input type="button" value="Spell Check"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

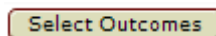
33. Once you have entered your data, click the submit button. The resulting screen will look something like this:

Outcomes	
<p>(Outcome Name Here) Students will be able to...</p>	<p>▼ Measure: Sample Measure Program level: Direct - Exam</p> <hr/> <p>Details/Description of assessment measure: The exam will test...</p> <p>Target specified in rubrics: Students will achieve...</p> <p>Implementation Plan (timeline)--define how long assessment will take (semester, or two or three?): This exam will be administered every semester.</p> <p>Faculty responsible for assessment: Dr. Beverly</p> <hr/> <p>Findings for Sample Measure Edit Remove</p> <hr/> <p>Summary of Findings: The summary of findings is as follows...</p> <p>Results: Acceptable Target Achievement: Met</p> <p>Recommendations : We recommend...</p> <p>Reflections/Notes : We recommend the following...</p> <p>Substantiating Evidence: Add/Edit Attachments & Links</p>

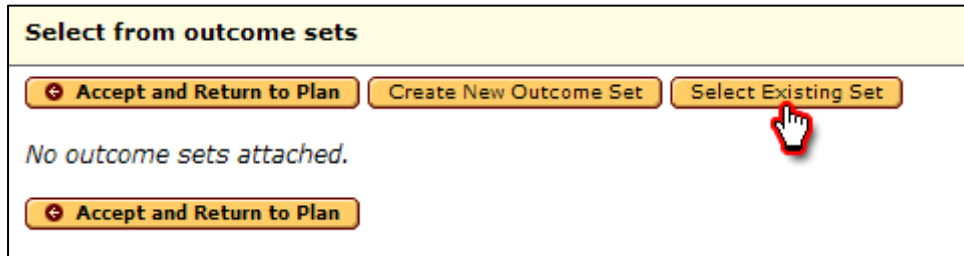
34. To create your Action Plan you will select the requirement from the workspace structure (Action Plan) and check out the requirement. Then you may click the “Create New Operational Plan” button.



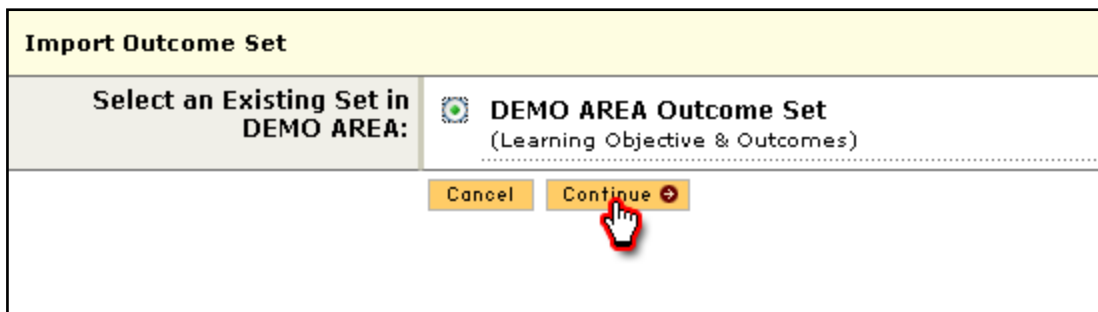
35. Then you may click the “Select Outcomes” button.



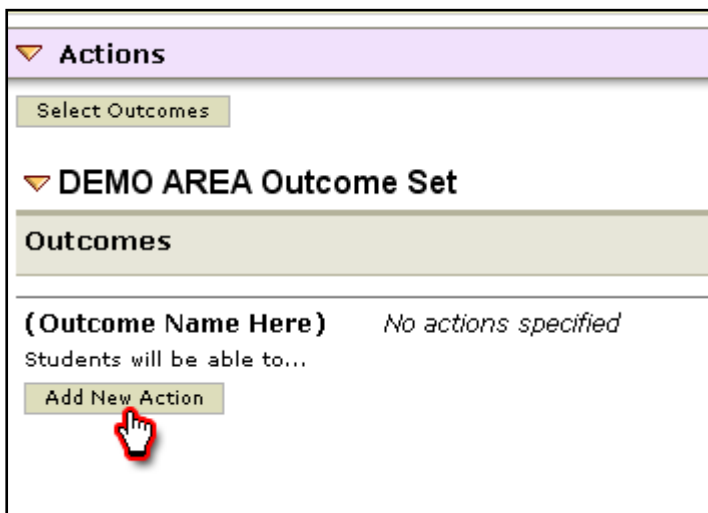
36. Click the “Select Existing Set” button, to select your outcome set from the Outcomes library.



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:	<input type="text"/>
Action details:	<input type="text"/>
Implementation Plan (timeline):	<input type="text"/>
Key/Responsible Personnel:	<input type="text"/>
Measures:	<input type="text"/>
Budget approval required? (describe):	<input type="text"/>

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.

Outcomes	
(Outcome Name Here) Students will be able to...	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Action: (Title of Action)</p> <hr/> <p>Action details (define and describe the specifics of the action): Action details:...</p> <p>Implementation Plan (timeline): One semester</p> <p>Faculty responsible for action: Dr. Richmond</p> <p>How will you assess that action is successful): 80% of students will attain...</p> <p>Budget approval required? (describe):</p> <p>Budget request amount: \$0.00</p> <p>Priority: Medium</p> <hr/> <p>Status for (Title of Action) Add Status</p> <p><i>No Status Added</i></p> </div>

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

* Current Status:	Completed
Budget Status:	- Select -
Additional information:	Not started
	In Progress
	Completed
	Not Implemented
Next Steps:	
Spell Check Cancel Submit	

Repeat these steps for each subsequent Action and Status Report.