AMS

QuickStart Guide: Academic Assessment Workspace

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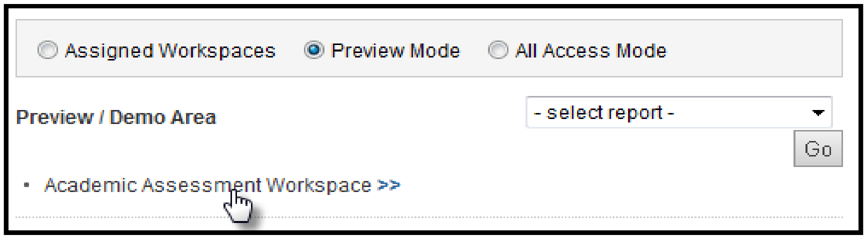
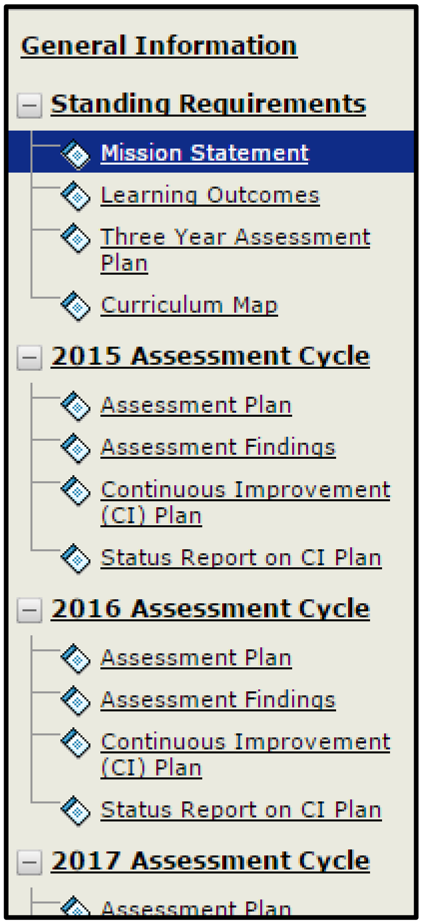
STANDING REQUIREMENTS

1. When you first open your workspace on your homepage, you will see the structure of the workspace on the left-hand side.



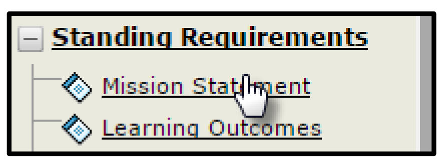


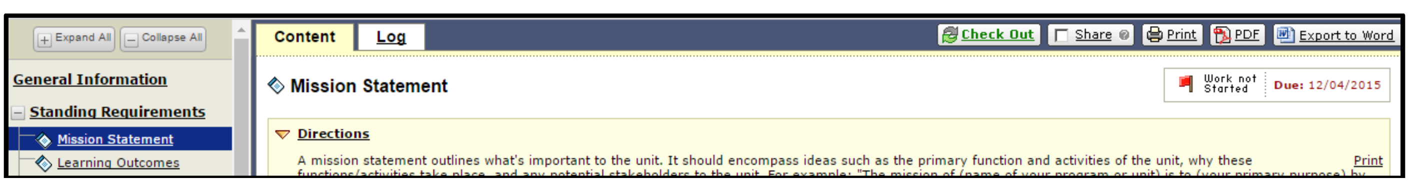
The **Standing Requirements** category contains/will contain assessment data that will remain relatively steady over time, whereas the **Annual Assessment Cycle** will be completed anew each year.

Please note this is an example and your school's template may look different.

MISSION STATEMENT

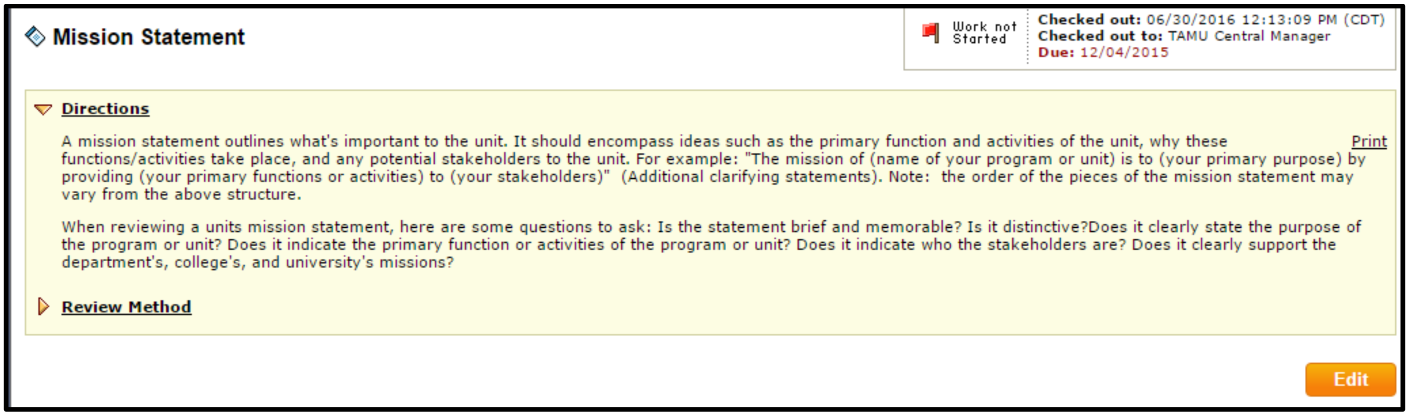
The Mission Statement requirement is the first in the structure where you'll be entering data. To begin working on it or any other requirement, please select it from the workspace structure.



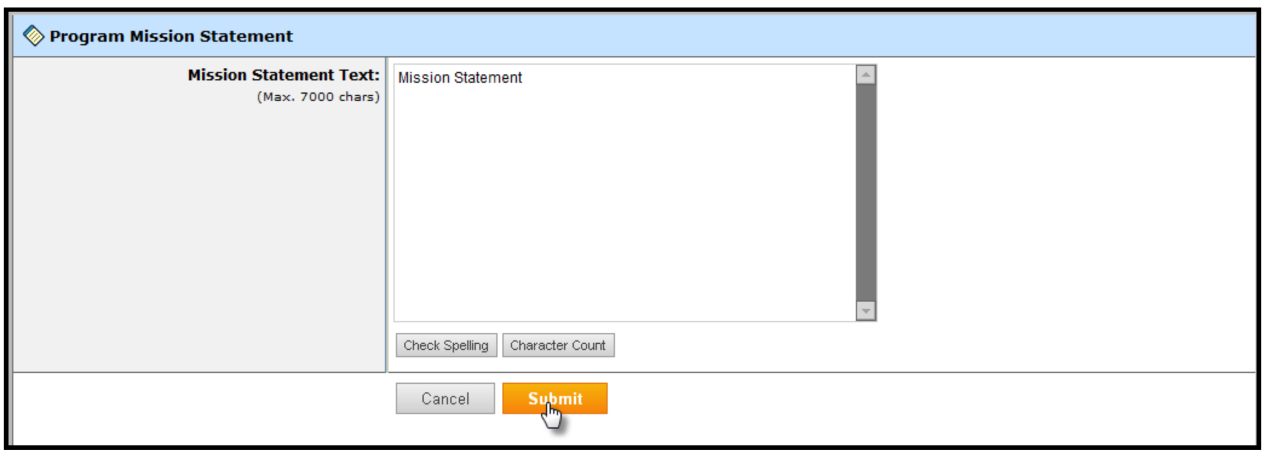


On the upper right-hand corner, you will see a green “Check Out” button. Please note that all requirements in Taskstream’s AMS system use a Check In / Check Out system. **NOTE:** To edit or add data to any requirement you will first need to “Check Out” the requirement.

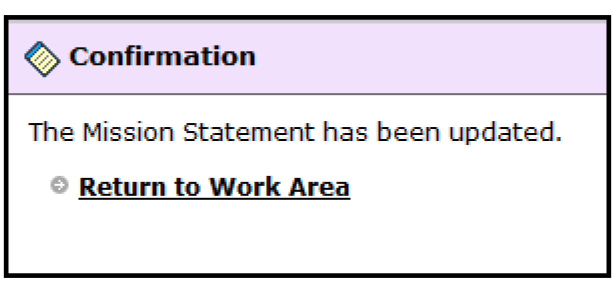
2. When you click the “Check Out” button, the “Edit” button will appear on the far right. Click “Edit” to add your mission statement data.



Note: If content has already been added to the area, you will be able to add to and/or modify it.



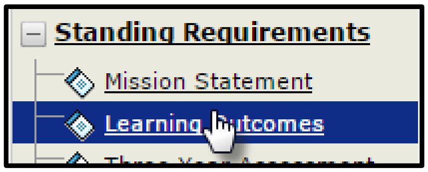
Once you have entered the appropriate mission statement, you may click the “Submit” button.



Return to Workspace by clicking **Return to Work Area**.

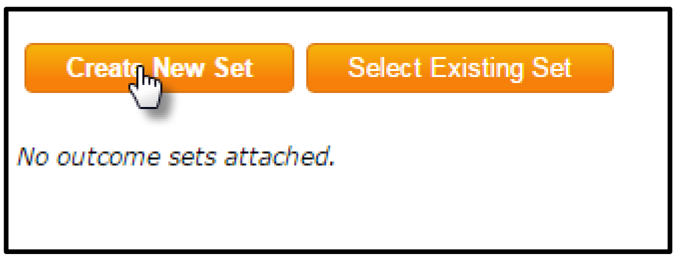
LEARNING OBJECTIVE/OUTCOME

1. When you are ready to move on to the Learning Outcomes (Program Learning Outcomes) requirement, you may select that requirement from the workspace structure.

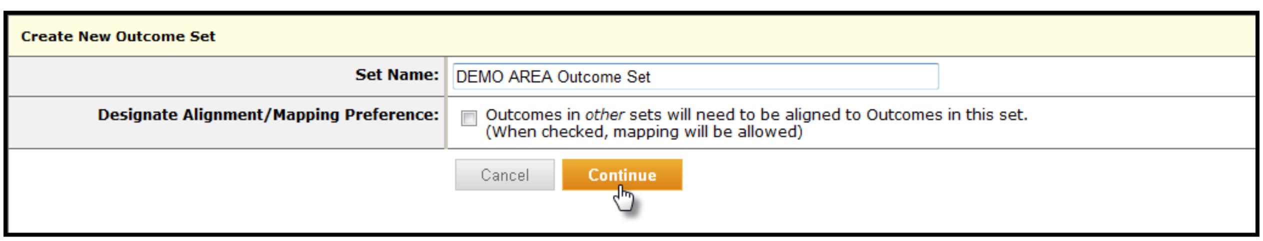


To begin, you must first check out the requirement. Once you do so, you will have the option of creating a new outcome set or selecting an existing outcome set.

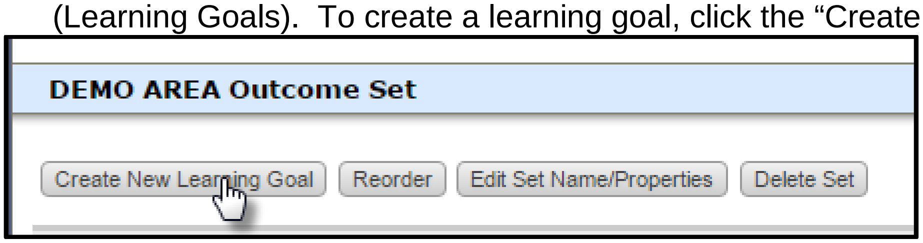
To create a new outcome set to map to, start by clicking the Create New Set button.



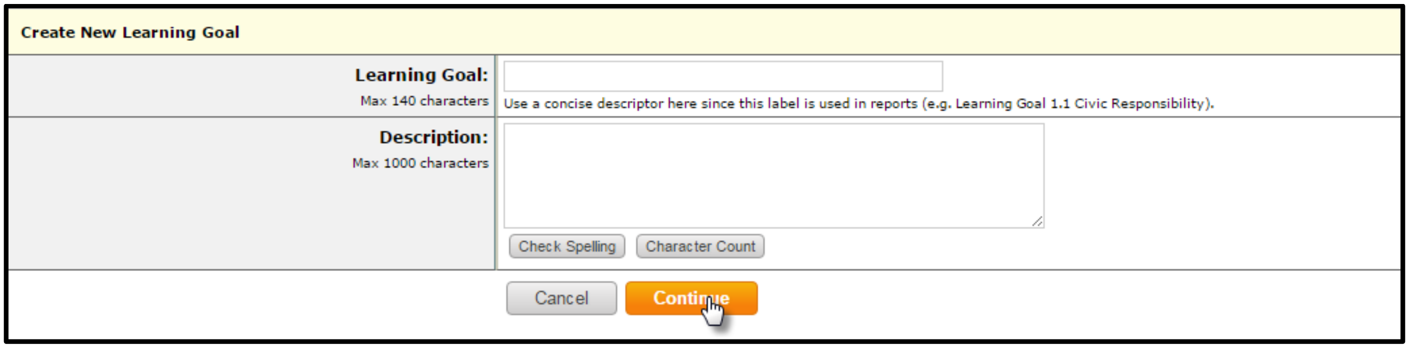
You may then title the outcome set and choose whether you want to allow other sets to be aligned to this (your) outcome set (it is recommended to leave this checkbox blank). Then you may click "Continue."



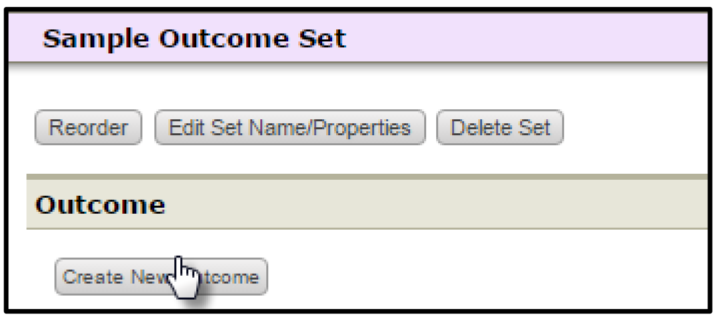
2. Once you return to the main Goals and Outcomes area, you can start to create Outcomes (Learning Goals). To create a learning goal, click the "Create New Learning Goal" button.



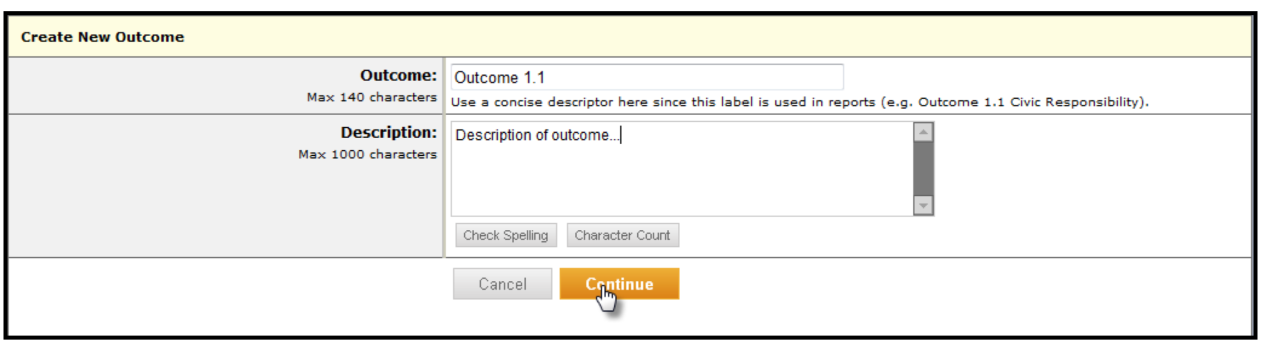
Enter in a title and concise description (max 60 characters) for your learning goal, then click Continue.



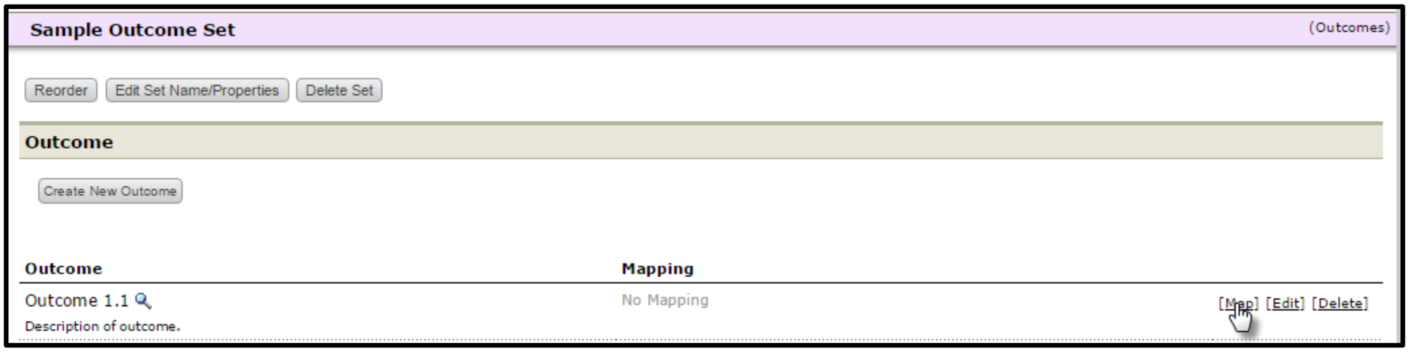
You may then create an outcome for the learning goal. To create an Outcome, click the "Create New Outcome" button.



Enter a concise title for your Outcome (max 60 characters) and enter the outcome statement in the Description field. Click "Continue."

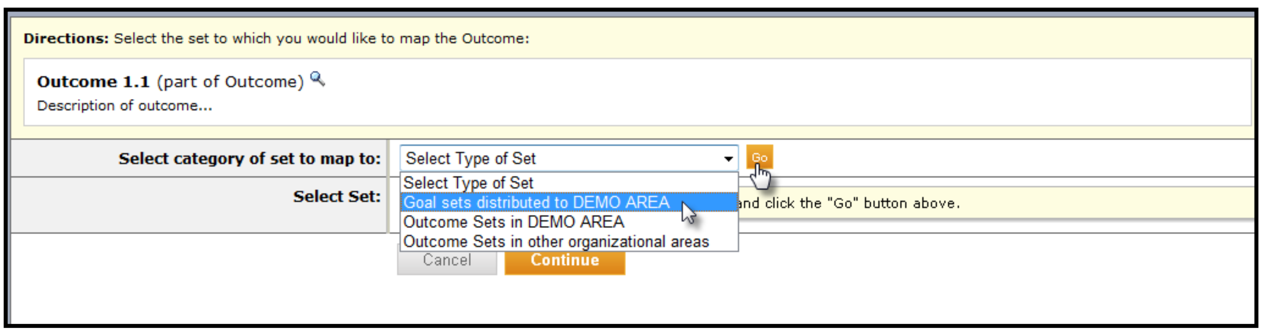


3. If applicable, after clicking the Back to all outcome sets link, you may map or align your outcomes to college level or university level goals, accrediting body standards and criteria, and general education outcomes. To do this, click the Map link next to the outcome you wish to map.



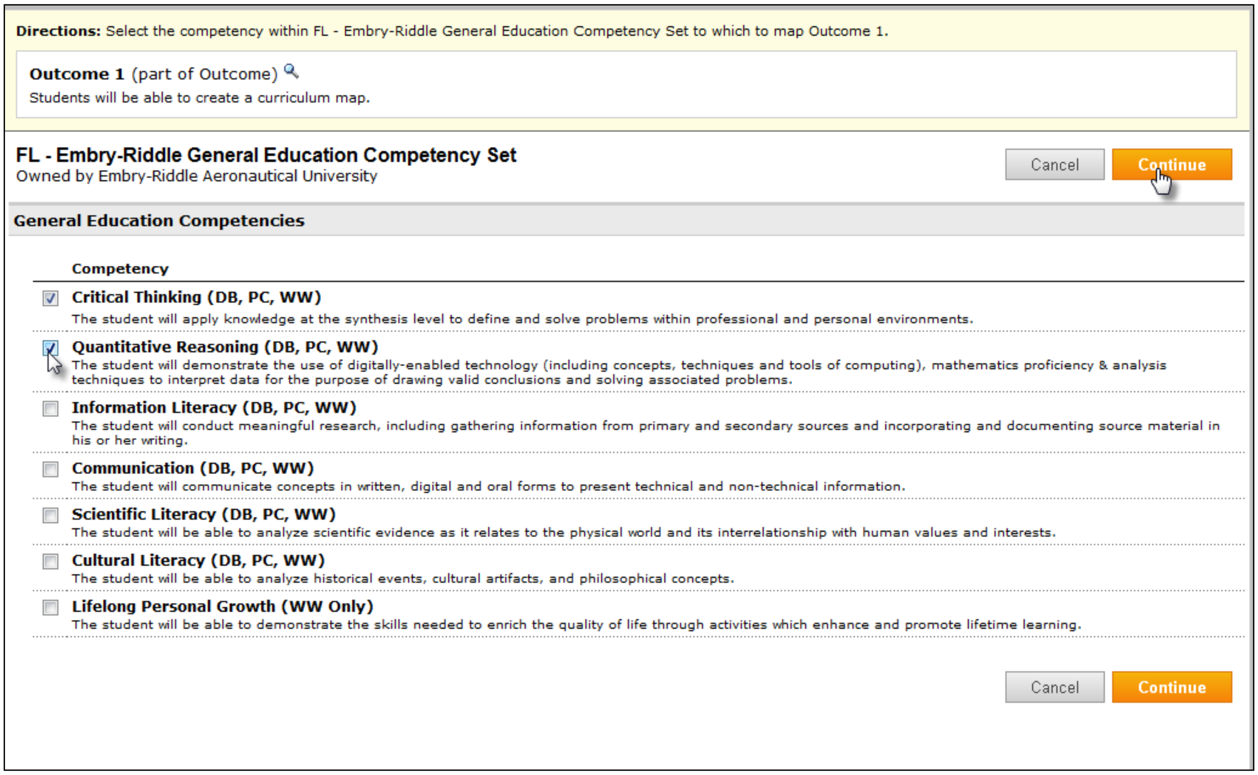
You can then click the "Create New Mapping" button.

To map or align your outcomes with a goal set, you'll want to select *Goal sets distributed to…* **or** Outcome Sets in other organizational areas if you are mapping to department-level outcomes.

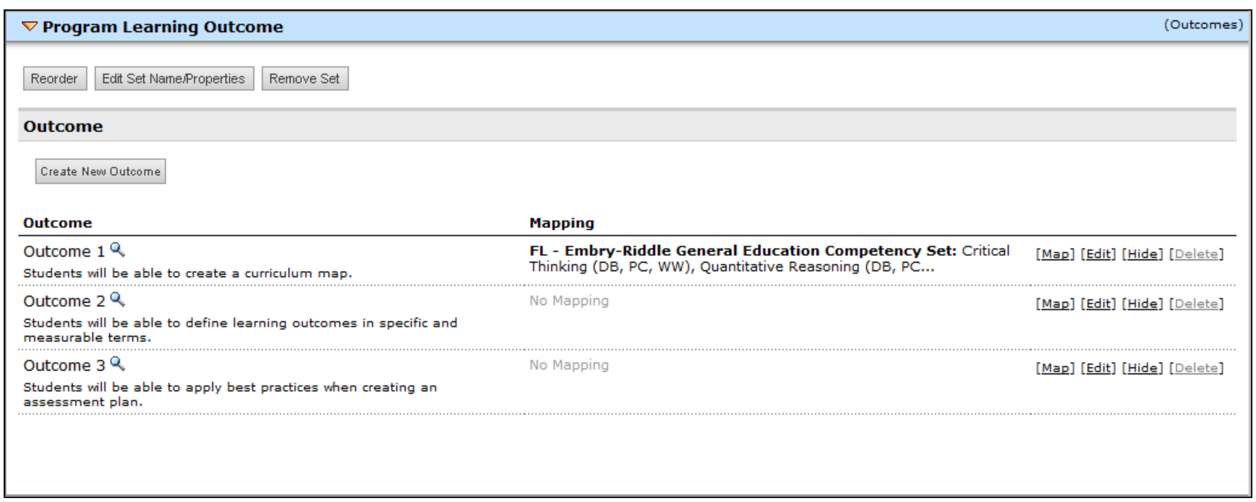


Select the appropriate set and click "Continue." (Note: This is just an example)

Choose which Outcome set items align with your objective and then click the "Continue" button. You will now see the Outcome set items mapped or aligned with your objective. **NOTE:** This is just an example of what the area would look like.

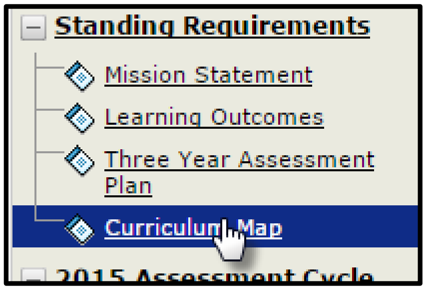


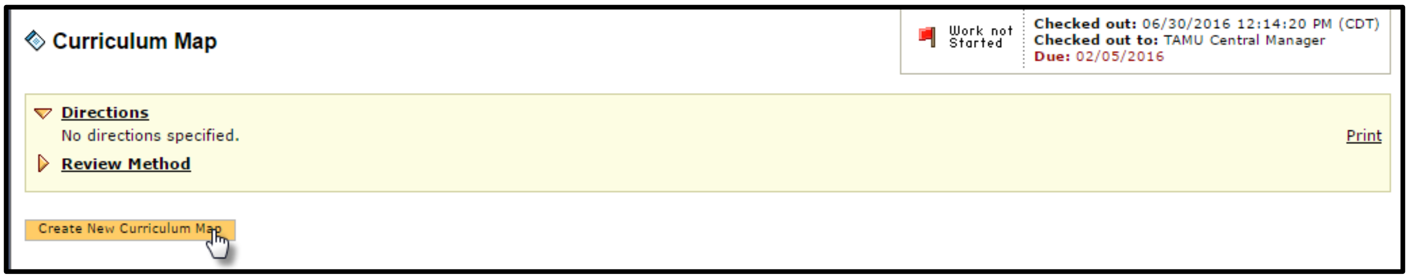
You may repeat this process for additional mappings. Once mapped, your outcome(s) will look similar to the first one in the screenshot below.



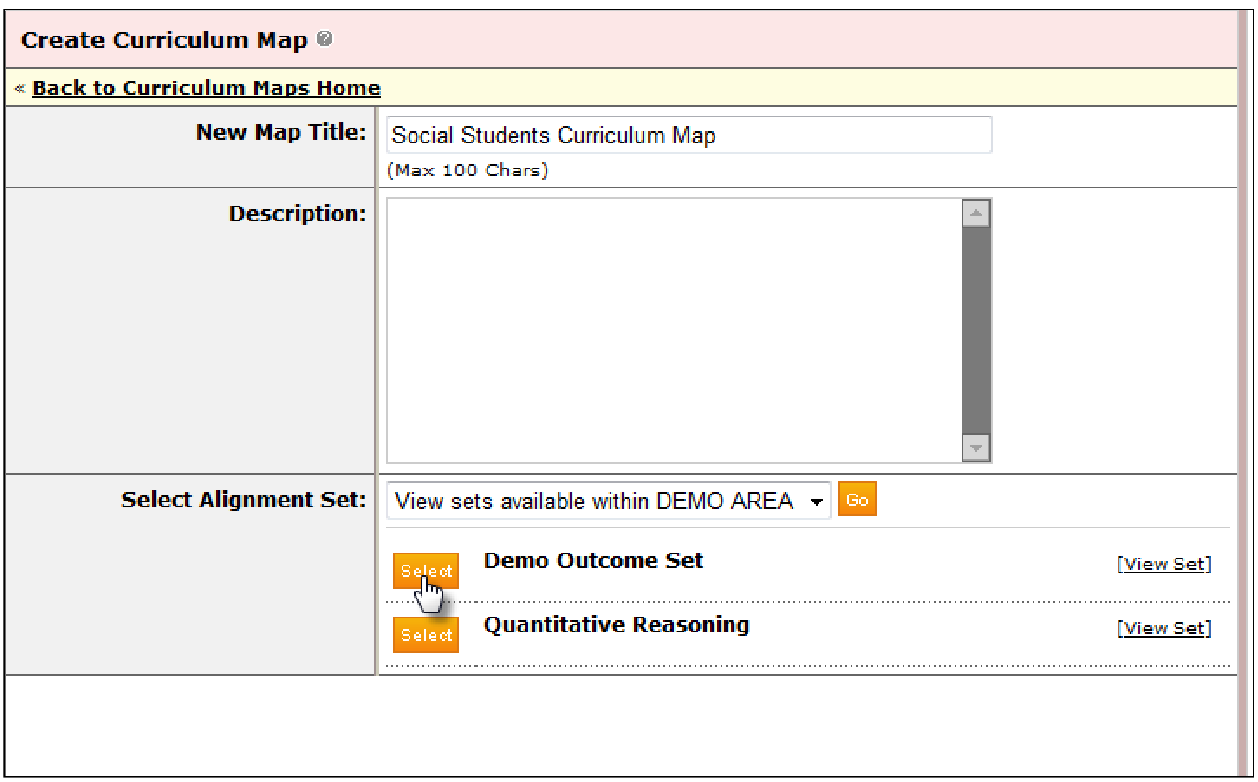
Curriculum Map

4. In the Curriculum Map requirement you're able to map courses to outcome sets. After Checking Out the area, click Create New Curriculum Map

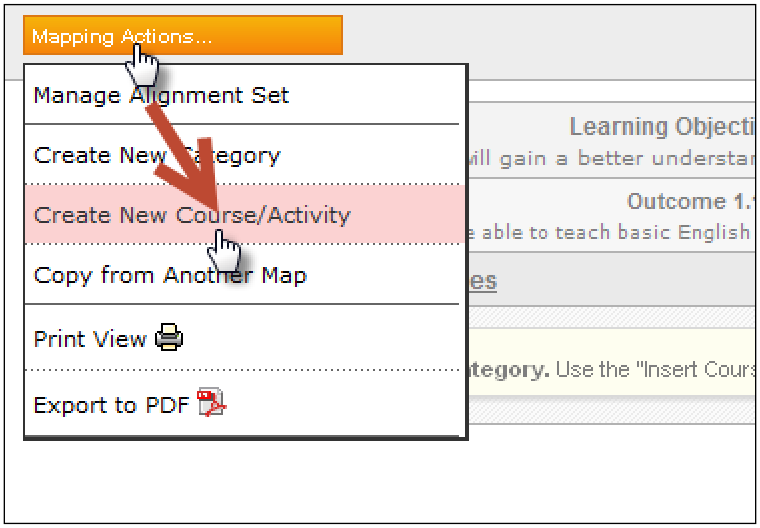




Enter a title for the map and select an outcome set to use.

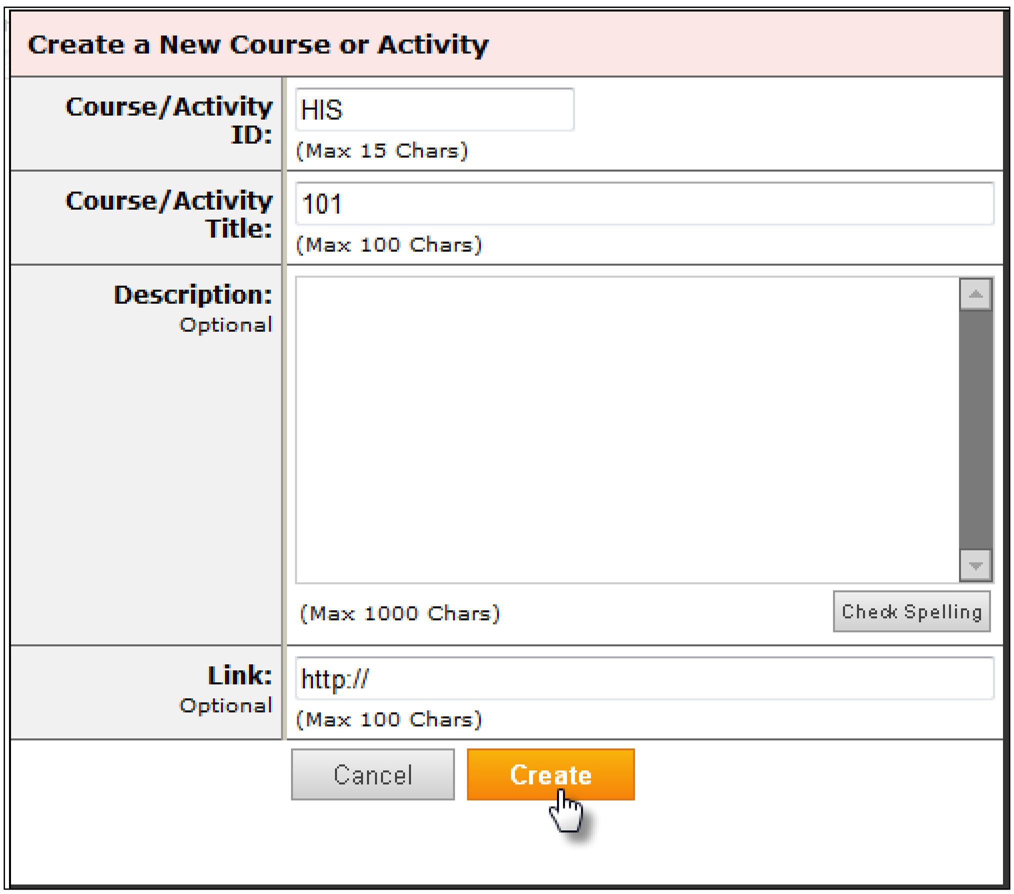


The map will open in a separate pop-up window. The outcomes will be along the top. To add a course/activity, click the Mapping Actions button and choose that option.

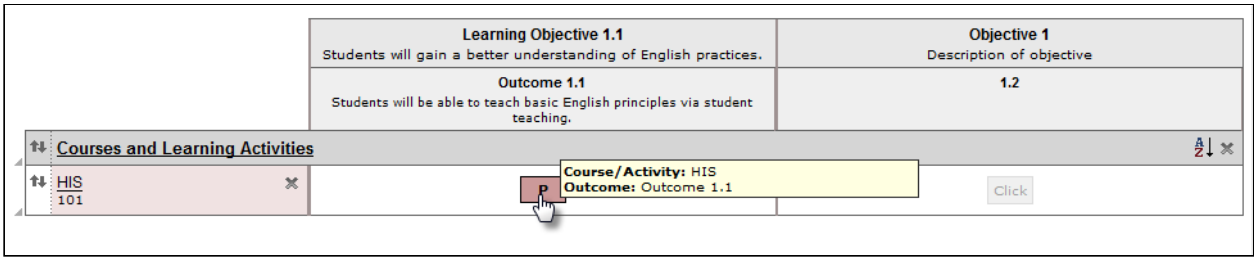


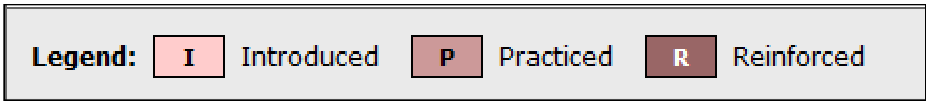
Add the number and click Create. for additional

course section, course an optional description and You may repeat this step courses/activities.



Using the legend along the bottom, you can then choose if a course Introduced, Practiced, or Reinforced work pertaining to that outcome.

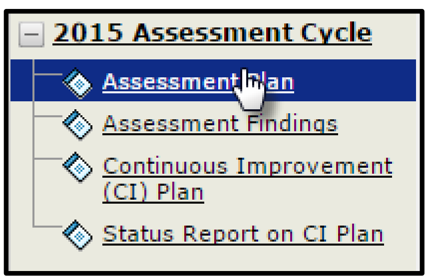




COMPLETE/CYCLICAL CYCLE REQUIREMENTS

5. Now you may proceed to the cyclical assessment section represented by the category **2015 Assessment Cycle** (or the Assessment Cycle for the correct year that you wish to work in) to enter your assessment data.

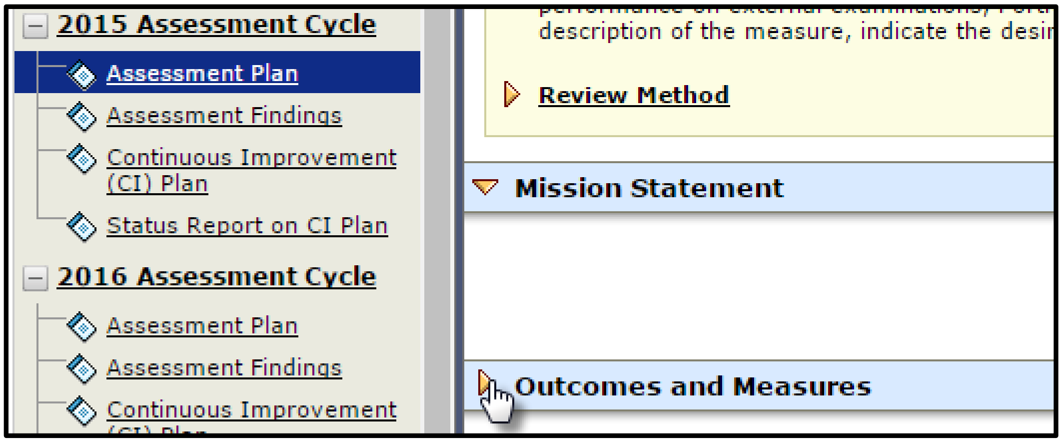
ASSESSMENT PLAN



To create an assessment plan that defines the measures used to assess your student learning outcomes, check out the Assessment Plan area and click the “Create New Assessment Plan” button.

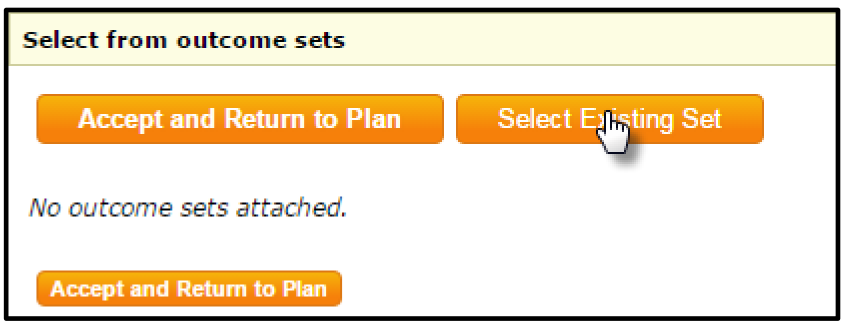
NOTE: If you have an existing Assessment Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

NOTE: You may have to expand the **Outcomes and Measures** bar after completing this step.

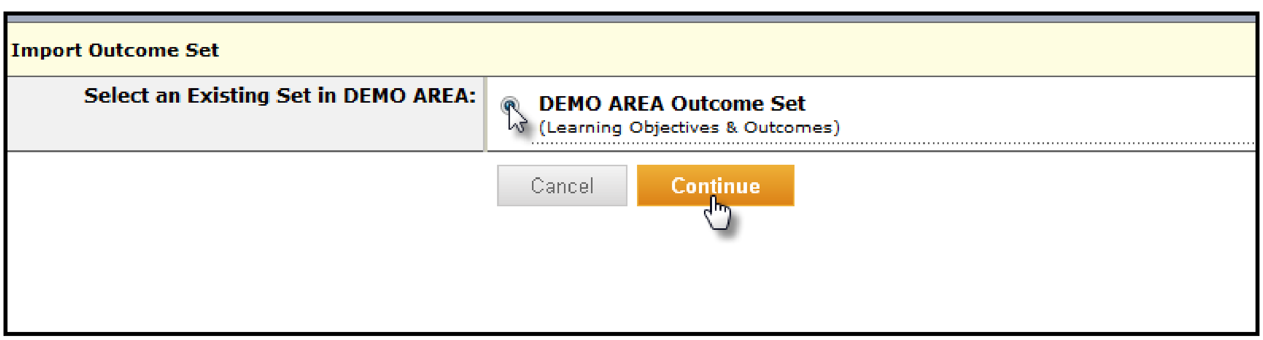


Then click the “Select Set” button.

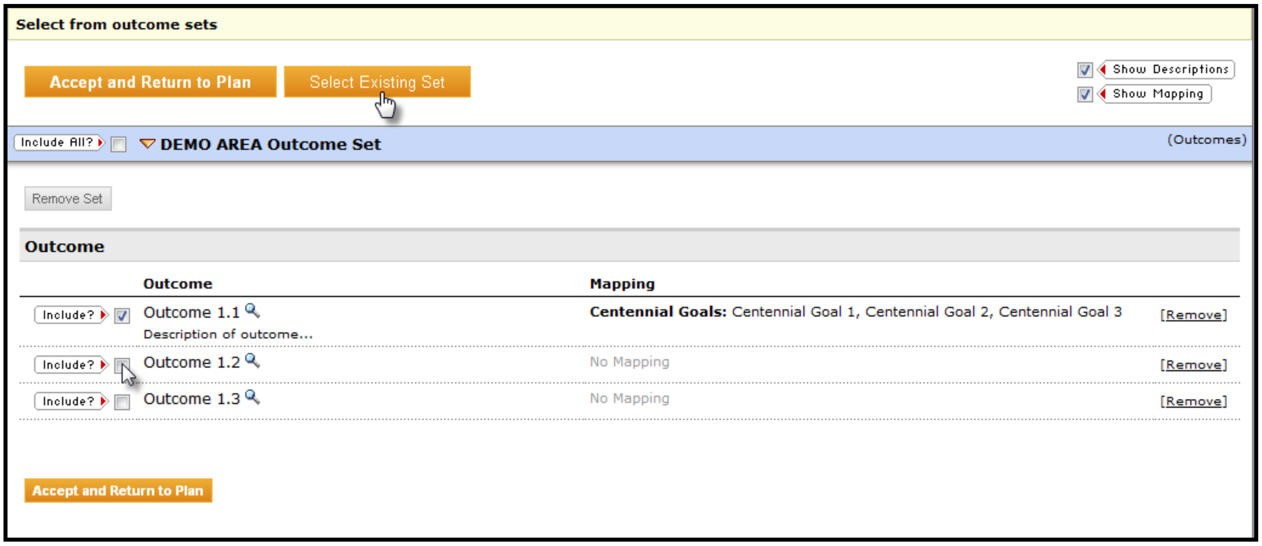
Click the “Select Existing Set” button to select your outcome set from the Outcomes/Learning Objectives library.



Select the outcome set you wish to assess and click the “Continue” button.

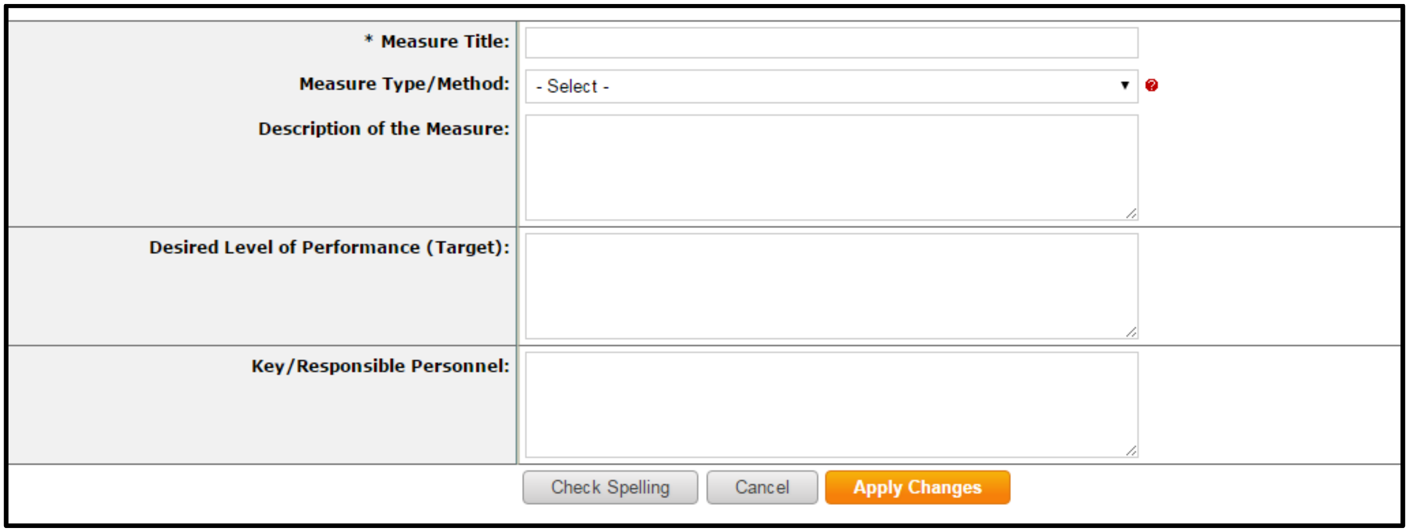


Select the outcomes you wish to assess and then click the "Accept and Return to Plan" button.

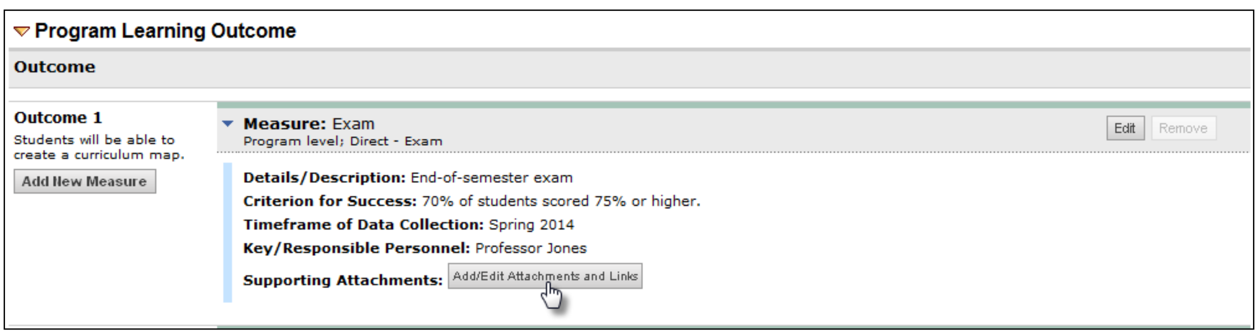


6. To add a Measure to an outcome, click the appropriate "Add New Measure" button.

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

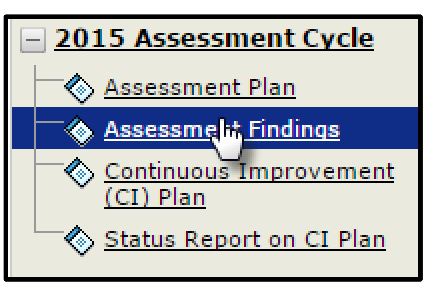


When you click the “Apply Changes” button, you will also have the option to “Add/Edit Attachments and Links” to the Measure. (Note: this is an example of what an added measure looks like).



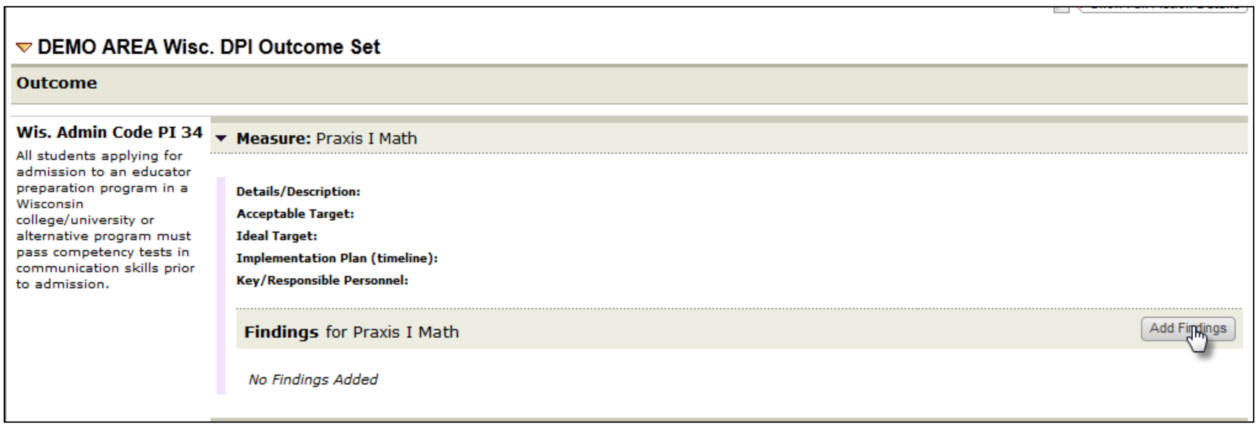
You may repeat these steps to add additional measures for this or other outcomes. Be sure to “Check In” the area after you have finished working in it for that session.

ASSESSMENT FINDINGS

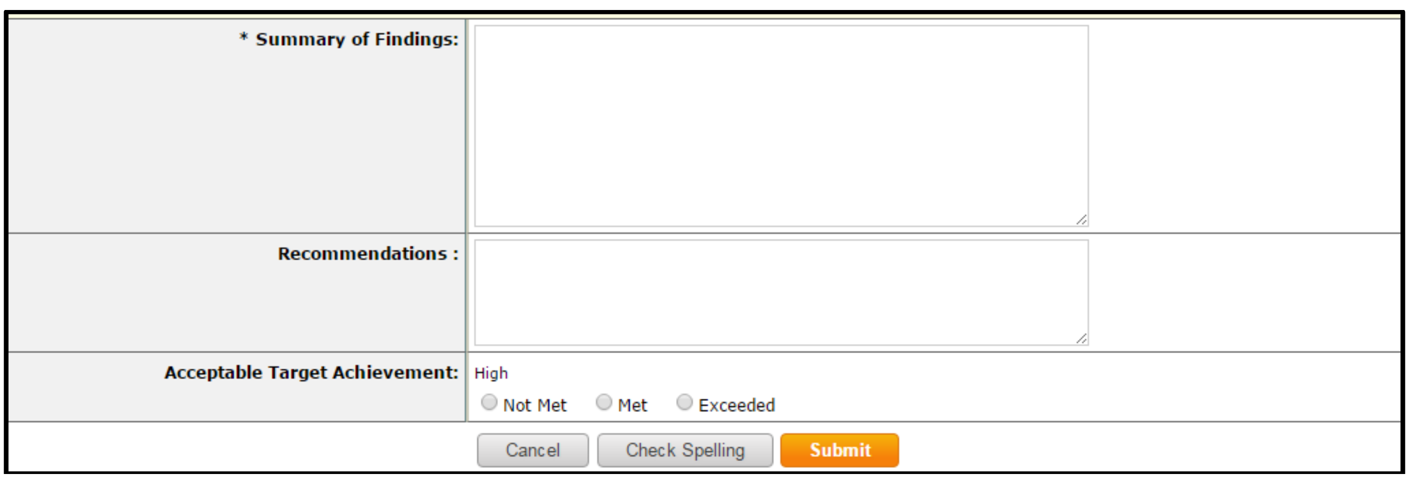


7. Once you have gathered your data, you may select the Assessment Findings area and add your Findings to your measures.

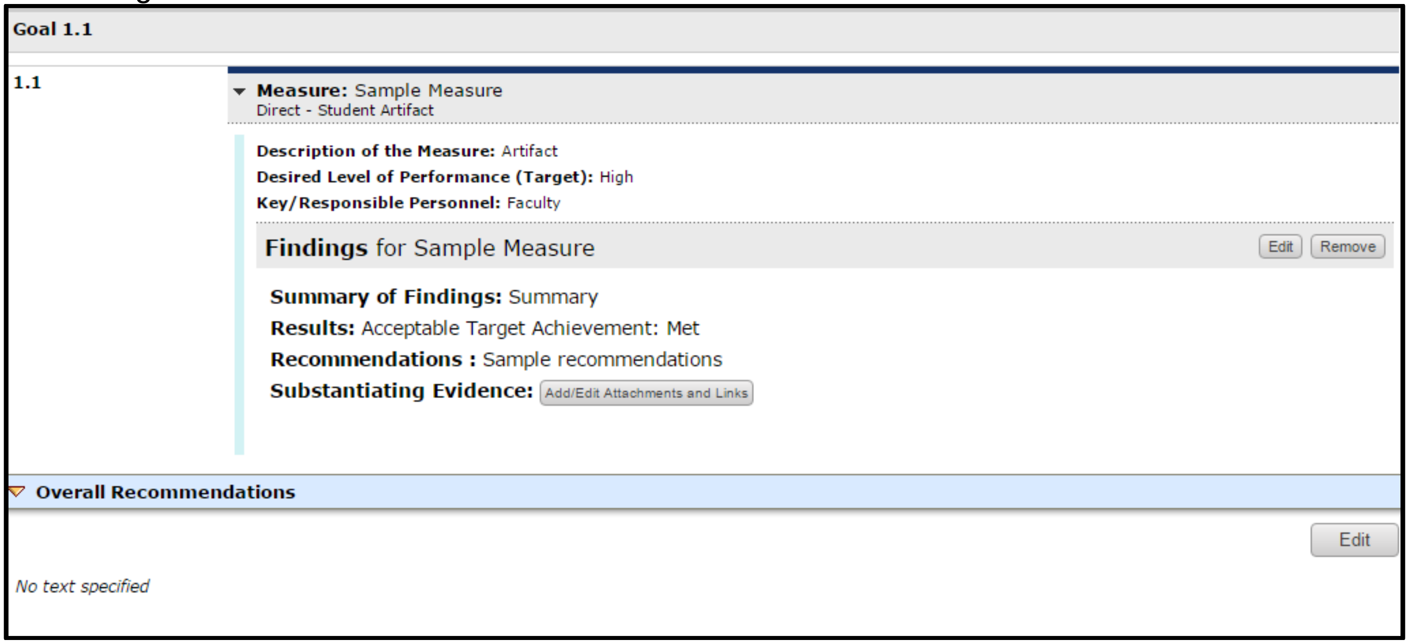
To do so, check out the requirement, locate the appropriate Measure, and then click the "Add Findings" button.



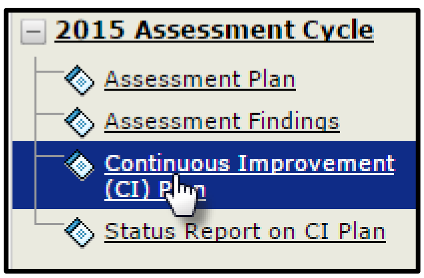
You may then enter the details of your assessment findings into the data entry screen.



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



OPERATIONAL PLAN



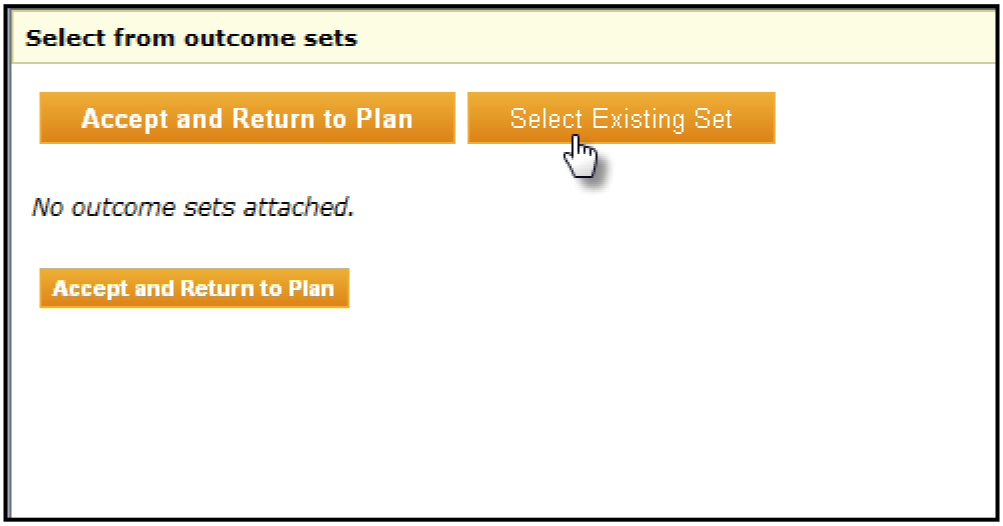
8. For the Continuous Improvement (CI) Plan area, select the requirement from the workspace structure and check out the requirement.

Then you may click the “Create New Operational Plan” button.

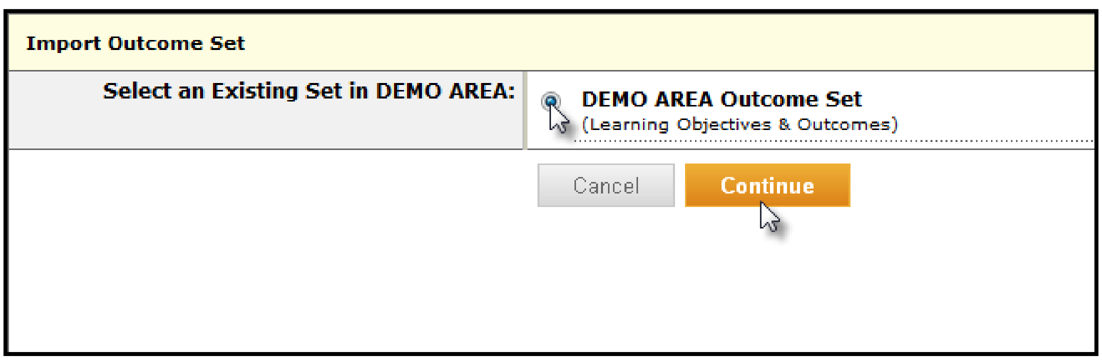
NOTE: If you have an existing Assessment Plan in your workspace, you may wish to choose Copy Existing Plan as Starting Point instead.

Next, click the “Select Set” button under the Actions bar.

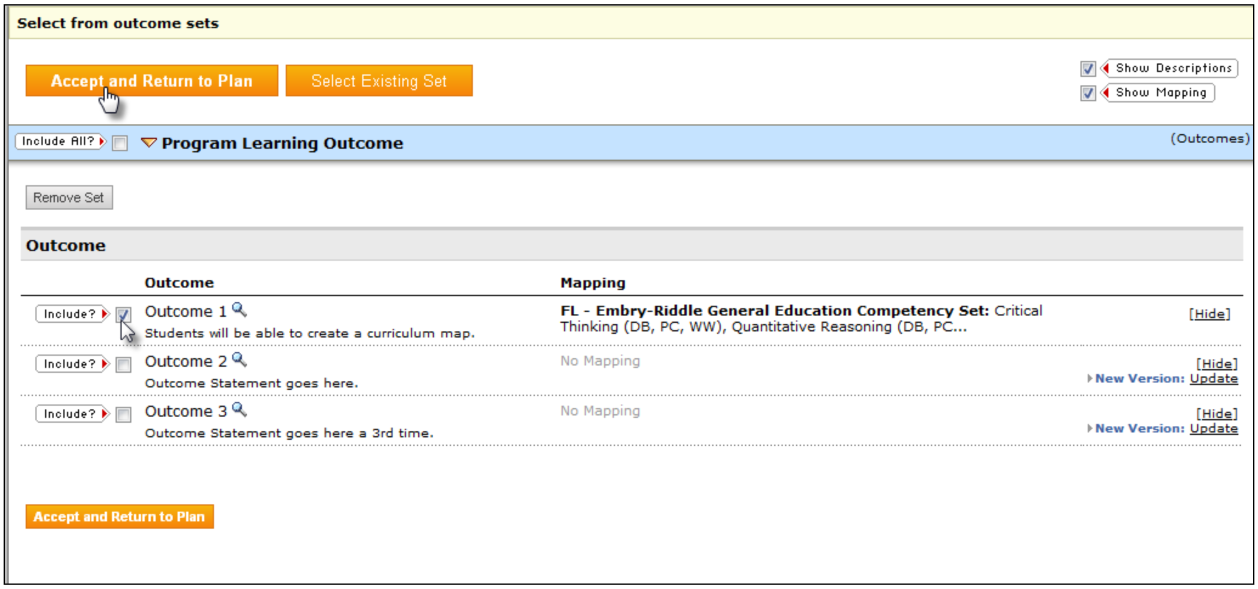
Click the “Select Existing Set” button.



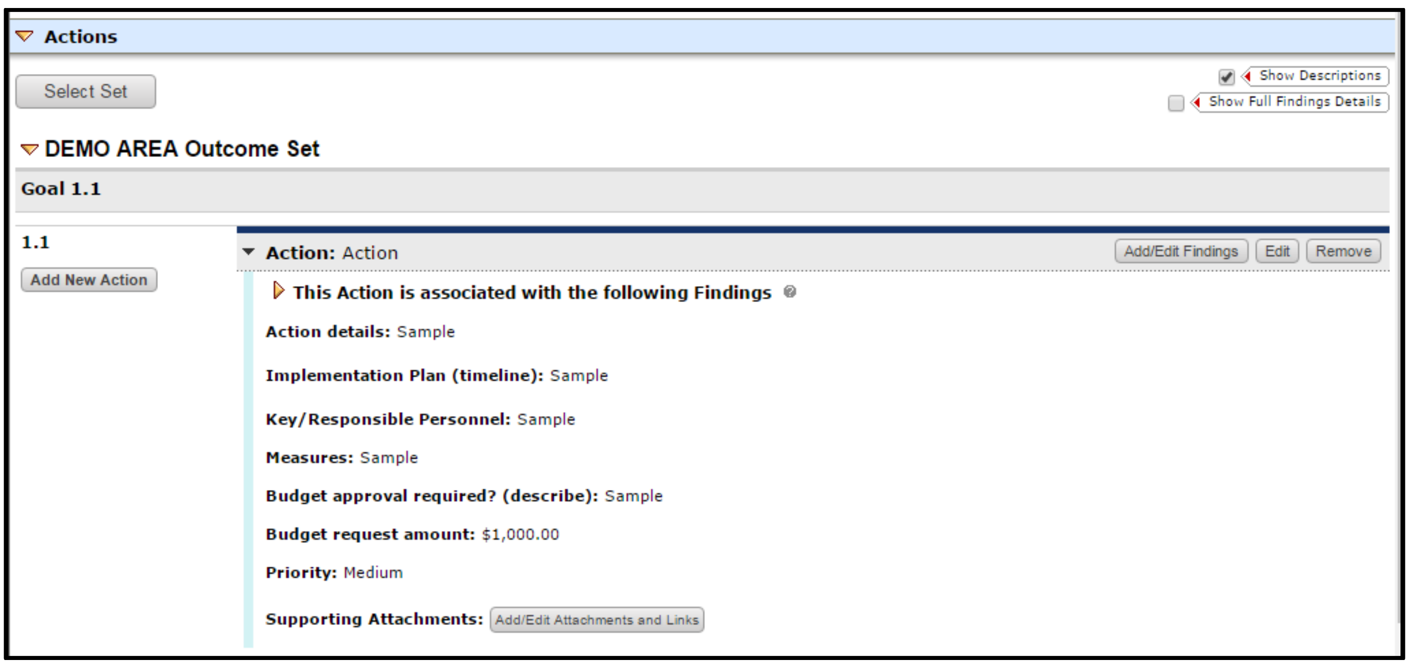
Select the Outcome set you wish to assess that cycle and click the “Continue” button.



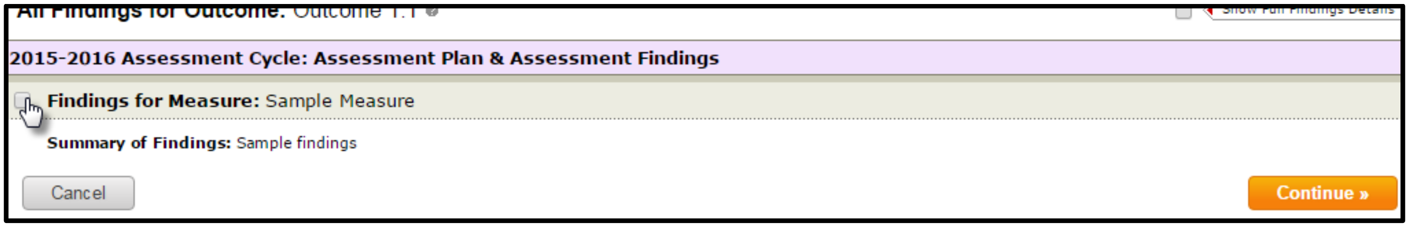
Select the Outcomes you wish to assess and then click the “Accept and Return to Plan” button.



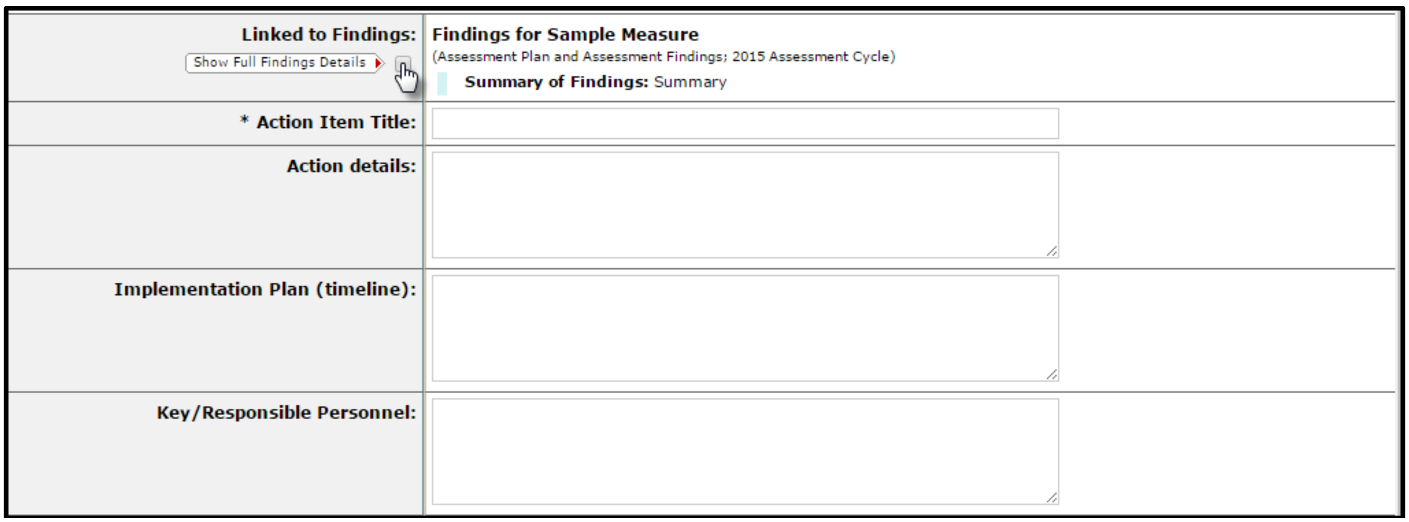
You may now add an Action to each applicable Outcome by clicking the “Add New Action” button.



You may wish to include the **Findings for Measure** of the objective you selected by checking the checkbox and clicking "Continue."



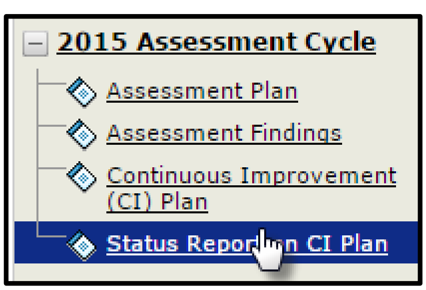
You may now populate the Action detail fields with your data. You will need to check the box for Show Full Results Details.



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

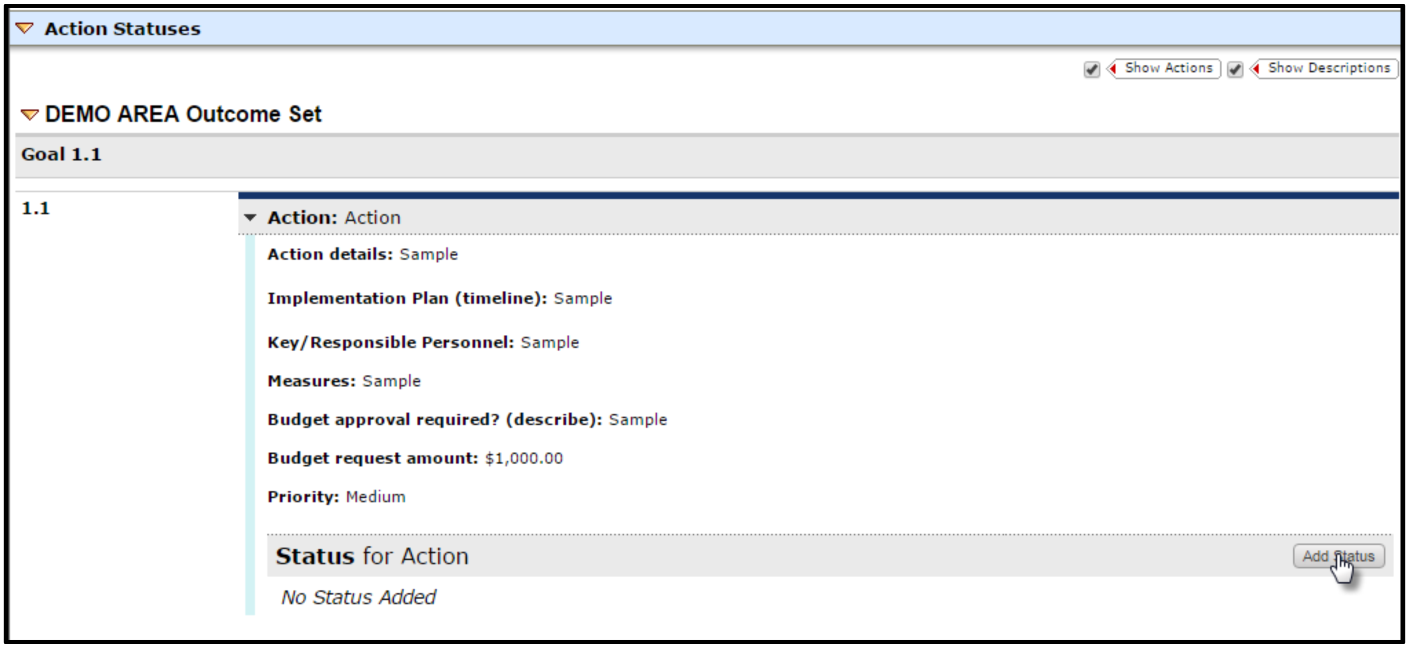
Be sure to click the "Check In" button, to allow your peers the ability to modify the requirement.

STATUS REPORT

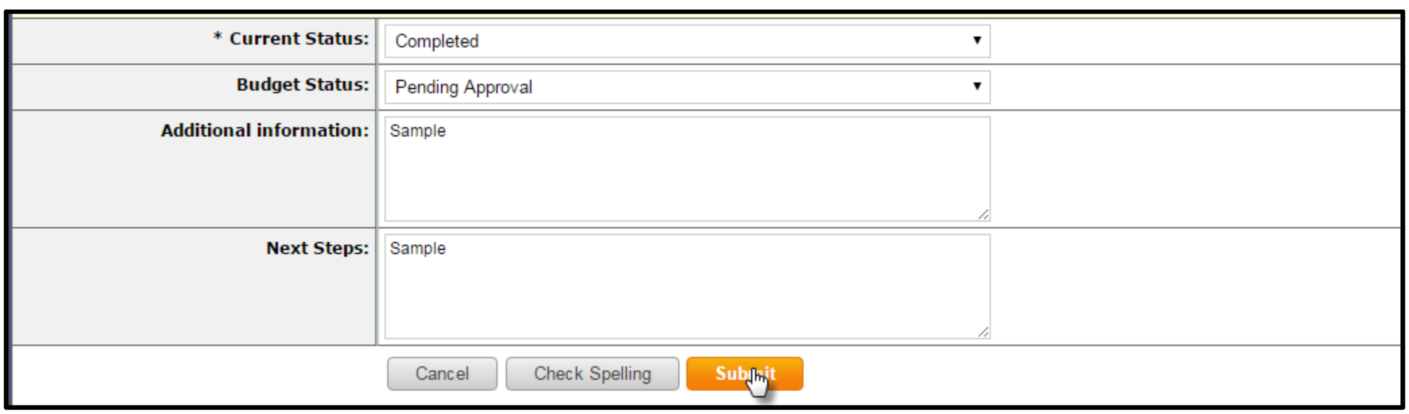


9. To document the Status of each of your actions, you may select the <u>Status Report</u> requirement from the workspace structure.

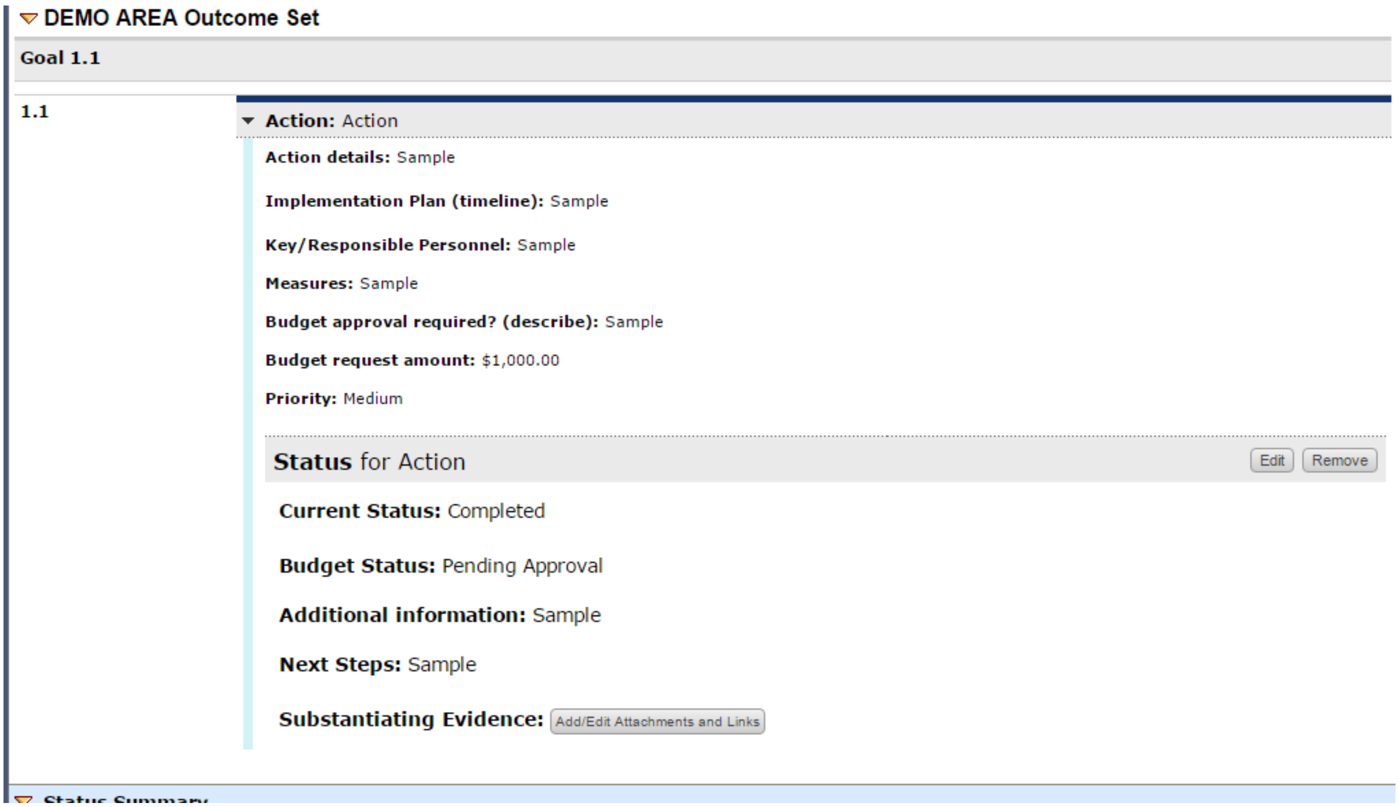
Check out the requirement and then click the “Add Status” button. **NOTE:** this is an example of what it could look like.



You may then complete the Status Report for that particular action and click “Submit.”

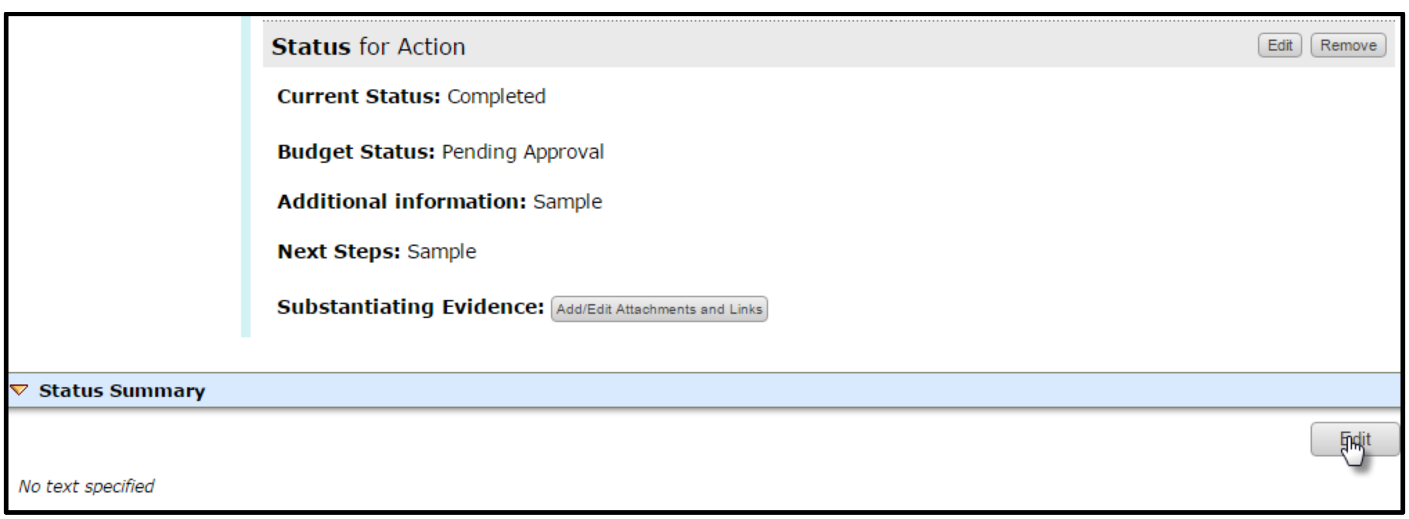


When you click the “Submit” button, the finished result should look something like this:



Repeat these steps for each subsequent **Action** and **Status** report. Be sure to click the “Check In” button to allow your peers the ability to modify the requirement.

At the bottom of the Status Report area are sections where you can add a **Status Summary** by clicking the “Edit” button.



GETTING HELP

If you require assistance with entering data in your workspace or other assistance, you can contact Taskstream at 800-311-5656 and press 1 for support or send an email to help@taskstream.com.