AMS ACCOUNTABILITY MANAGEMENT SYSTEM
by TaskStream

QuickStart Guide: Bemidji State University Accessing TaskStream & Adding Assessment Data

TaskStream
Advancing Educational Excellence

This tutorial will walk you through accessing AMS and adding your assessment data into the system.

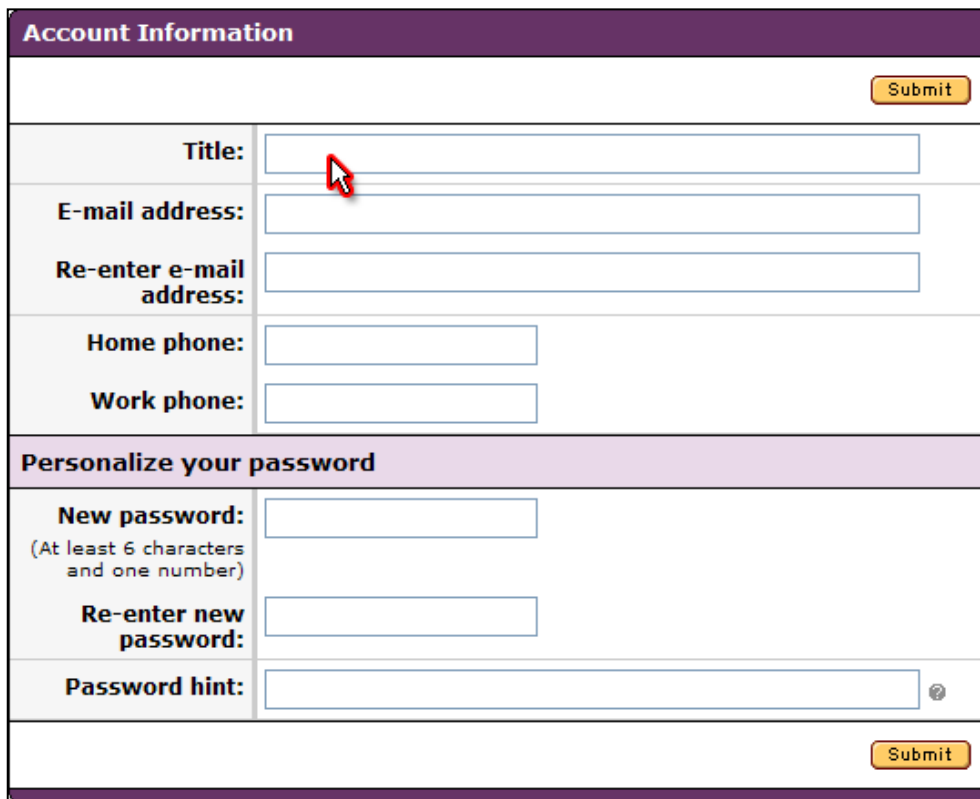| Table of Contents	
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How to Get Started:

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:

4. Once you login, you will be asked to sign the TaskStream End User License Agreement. After you accept the terms, you will be required to input a few pieces of information about yourself and your role at Bemidji State University.

5. 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 a vessel into which you may input your assessment data. You may access the workspace by clicking on it.

Workspaces - Preview Mode ⓘ

○ Assigned Workspaces ◉ Preview Mode ○ All Access Mode

Preview / Demo Area

- Select Report - ▼ Go

⊙ **Program Assessment & Improvement Plan**
Template: Program Assessment & Improvement Plan
Access: Full (View and Edit)

✎ Edit Content
💬 Add Comments
✔ Submit & Read Reviews

6. Once you click on the workspace title, you will see the structure. This structure has been designed by Bemidji State University and contains several different requirements related to your assessment process.

General Information

☐ **Standing Requirements**

◇ Mission Statement -9/ 17

◇ Student Learning Outcomes- 9/ 24

◇ Curriculum Map- 10/ 22

◇ Department/ Program Five-Year Plan

◇ Department/ Program Self-Study

☐ **2010-2011 Assessment Cycle**

◇ Assessment Plan- 11/ 15

◇ Assessment Findings- 4/ 1

◇ Action Plan- 4/ 1

◇ Status Report- 4/ 15

NOTE: *The **Standing Requirements** category typically contains assessment data that will remain relatively steady over time, whereas the **Assessment Cycles** will be completed anew each year.*

Creating a Mission Statement:

1. 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.
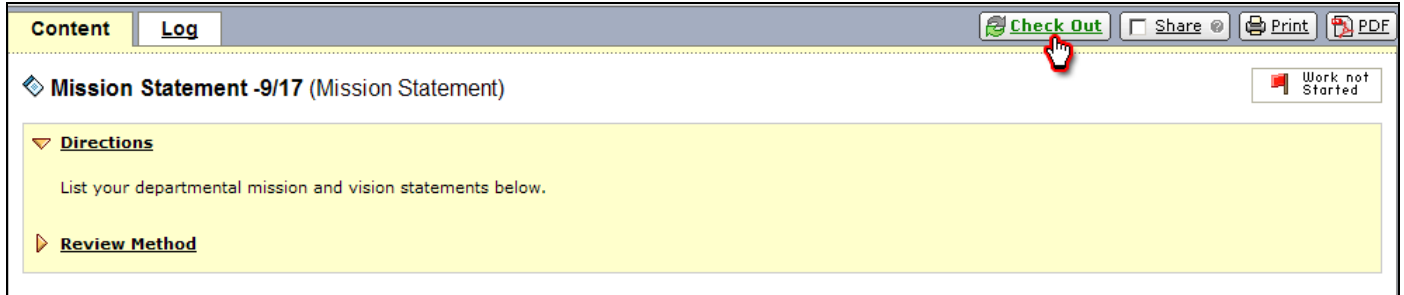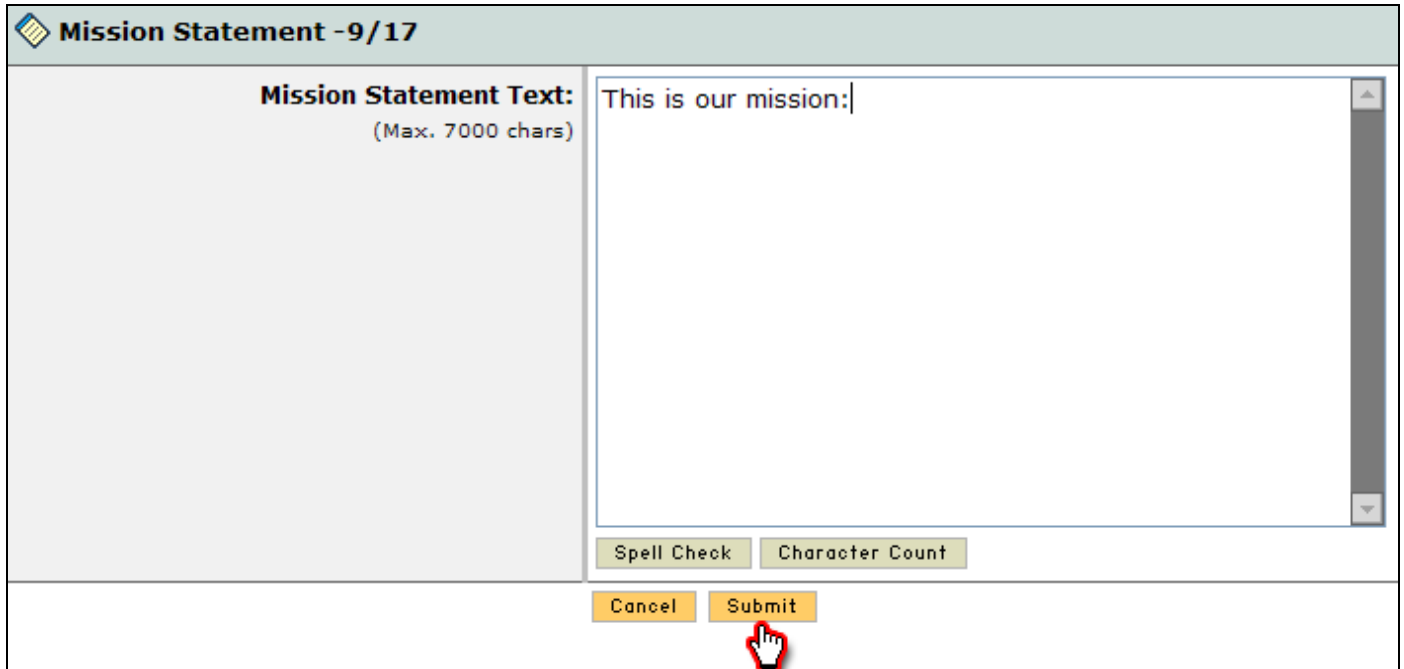

2. When you click the **Check Out** button, the **Edit** button will appear. Click this to add your mission statement data.
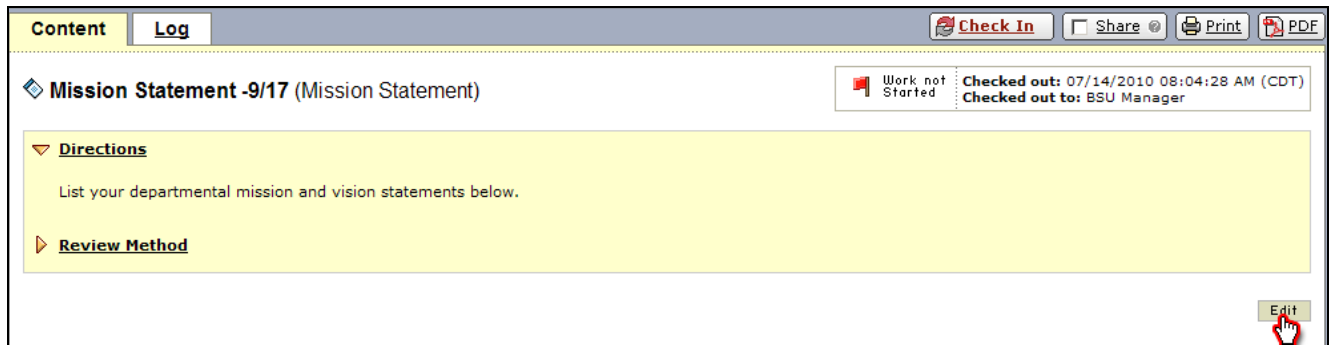
NOTE: *To edit or add data to any requirement you will first need to **Check Out** the requirement. Additionally, to allow your peers access to the same requirement, you must **Check In** the requirement when you are finished.*

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

4. Be sure to click the **Check In** button to allow your peers the ability to modify the Mission Statement requirement.

Student Learning Outcomes:

1. When you are ready to move on to the **Student 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 be presented with two buttons and you will want to choose the **Create New Outcome Set** button.

Create New Outcome Set	Select Existing Set
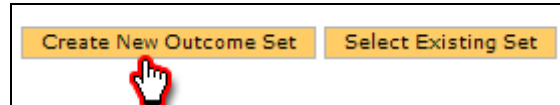
2. You may then title the Outcome Set and choose whether you want to allow other programs to map to these outcomes. Then you may click **Continue**.

Create New Outcome Set	
Set Name:	Sample Outcome Set
Designate Alignment/Mapping Preference:	☐ Outcomes in *other* sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
	Cancel Continue ➲

3. You may now create a new Outcome by clicking the **Create New Outcome** button.

Create New Outcome

4. Enter a title for your Outcome and a description (optional). Click **Continue**.

Outcome: Max 60 characters	Writing
	Use a concise descriptor here since this label is used in reports (e.g. Outc
Description: Max 1000 characters	Students will write at a professional level.
	Spell Check Character Count
	Cancel Continue ➲

5. By clicking on **Continue**, you will be given the option to "Add mapping", "Add another outcome", or to go "Back to all outcome sets". Click "Add mapping" to map your outcome to your goal sets. Click the "Add another outcome" link if you wish to add another outcome into the system. Click on "Back to all outcome sets" to return to the main screen.

> ⊙ **Add mapping**
> ⊙ **Add another outcome**
> ⊙ **Back to all outcome sets**
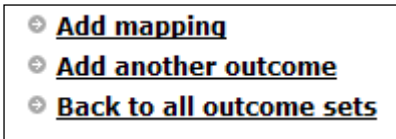
NOTE: *You may repeat the steps above for as many outcomes as you need to enter into the system.*

6. You may map or align your outcomes in the program outcomes requirement. If you wish to add mapping from the main screen, you will need to select the "Map" link next to the outcome you wish to map.

> [Map] [Edit] [Remove]
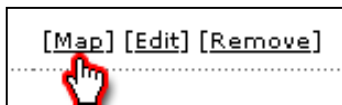
7. Then select the **Create New Mapping** button.

> Create New Mapping

8. To map or align your outcomes with institutional goal sets, outcome sets in your area, or outcome sets in other organizational areas, you will want to select from the menu and then click the **Go** button.

> **Directions:** Select the set to which you would like to map the Outcome:
>
> **Writing** (part of Outcome) 🔍
> Students will write at a professional level.
>
> | **Select category of set to map to:** | Select Type of Set ▾ | Go |
> | **Select Set:** | Select Type of Set | |
> | | Goal sets distributed to DEMO AREA | ould lik |
> | | Outcome Sets in DEMO AREA | |
> | | Outcome Sets in other organizational areas | |
> | | Cancel   Continue ⊙ | |
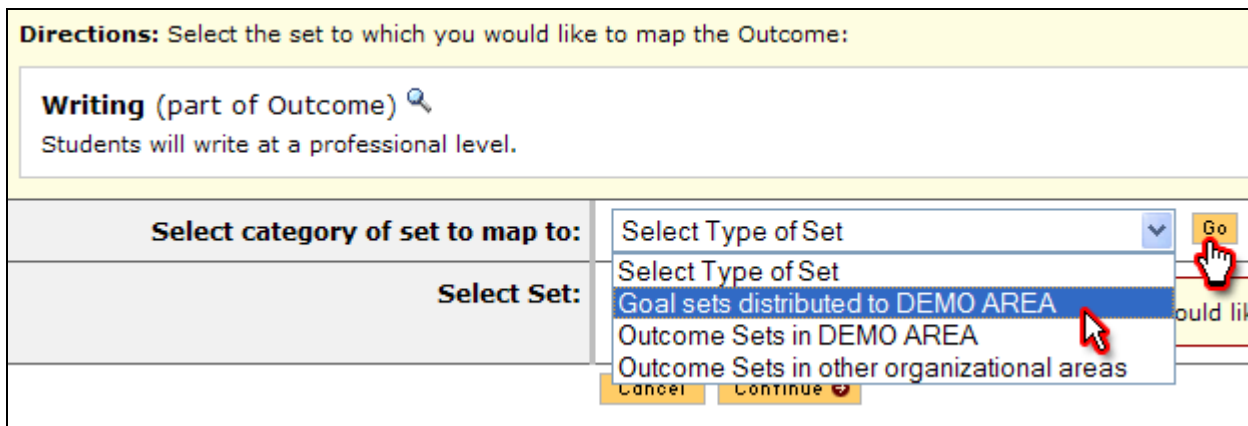
9. Select the appropriate set and click **Continue**.

10. Choose which items align with your outcome and then click the **Continue** button. Repeat these steps for all future mappings.
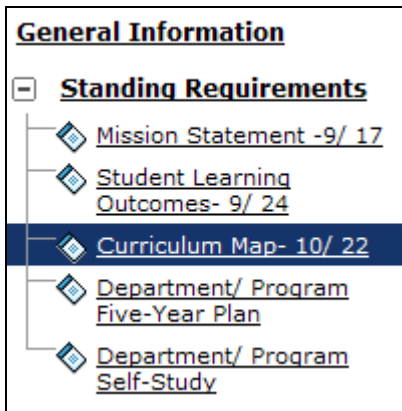

11. You will now see your mapping aligned with the applicable outcome. You may repeat this process for additional mappings. The main screen will look something like this:
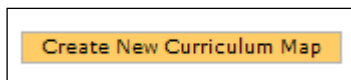
Creating a Curriculum Map:

1. Once you are satisfied with entering your outcomes and completing your mapping, you may then proceed to the **Curriculum Map** requirement and click the **Check Out** button.

2. Click the **Create New Curriculum Map** button.

3. Give the map a title and description and click the **Select** button next to the Outcome Set to which you wish to map.

4. 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.
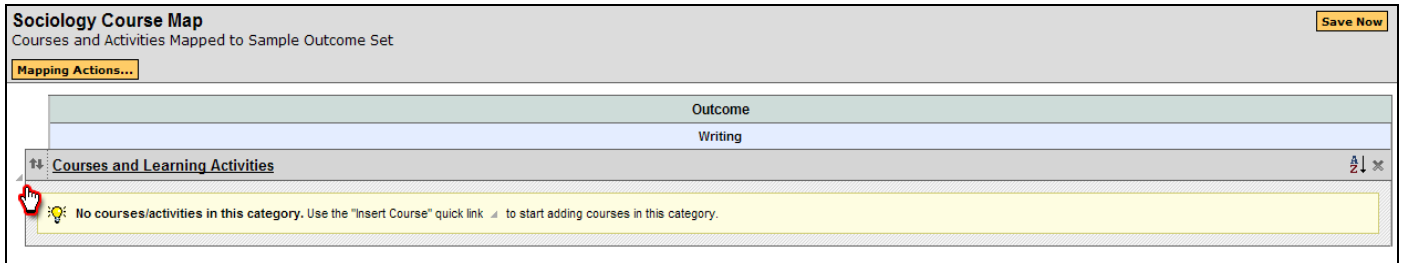

5. Enter a Course/Activity ID and Course/Activity Title and click the **Create** button.

6. You can now apply the appropriate alignment by clicking in the box underneath the outcome in the mapping grid and clicking the **Save Now** button.
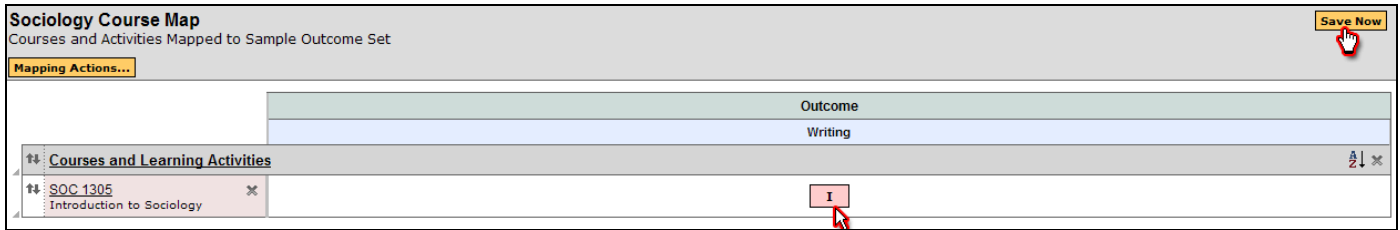
NOTE: *As shown below, you may wish to select the **Mapping Actions** button for managing alignment set, creating new category, creating new course/activity, copying from another map, displaying the print view, and exporting to PDF.*
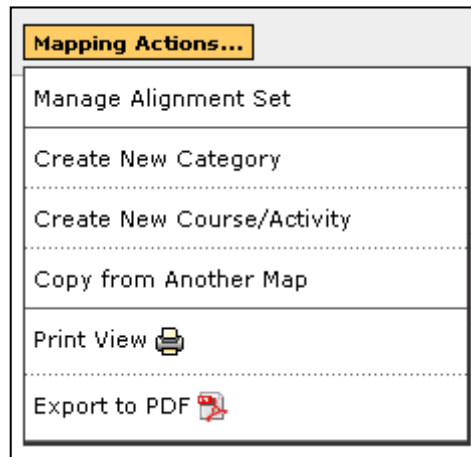
The legend at the bottom of the screen indicates the activity of the outcome.
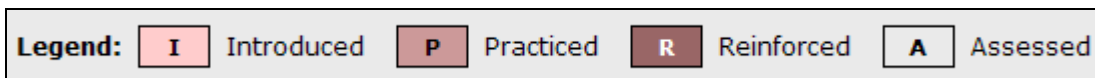
Creating a Department/Program Five-Year Plan:

1. To create a Department/Program Five-Year Assessment Plan, select the requirement from the workspace structure. **Check Out** the requirement and click the **Complete Form** button or **complete this form** link.

2. Fill out the form and click **Save Draft** as you complete the sections or **Save and Return**.

Creating a Department/Program Self-Study:

1. To create a Department/Program Self-Study, select the requirement from the workspace structure. **Check Out** the requirement and click the **Complete Form** button or **complete this form** link.

2. Fill out the form and click **Save Draft** as you complete the sections or **Save and Return**.

Creating an Assessment Plan:

1. To create an Assessment Plan, select the requirement from the workspace structure, **Check Out** the requirement and click the **Select Outcomes** button.
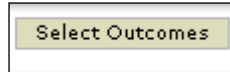
2. Click the **Select Existing Set** button to select your outcome set. (You may also wish to **Create New Outcome Set**.)
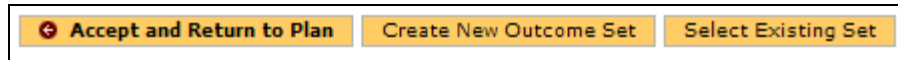
3. Select the outcome set you wish to assess that cycle and click the **Accept and Return to Plan** button.
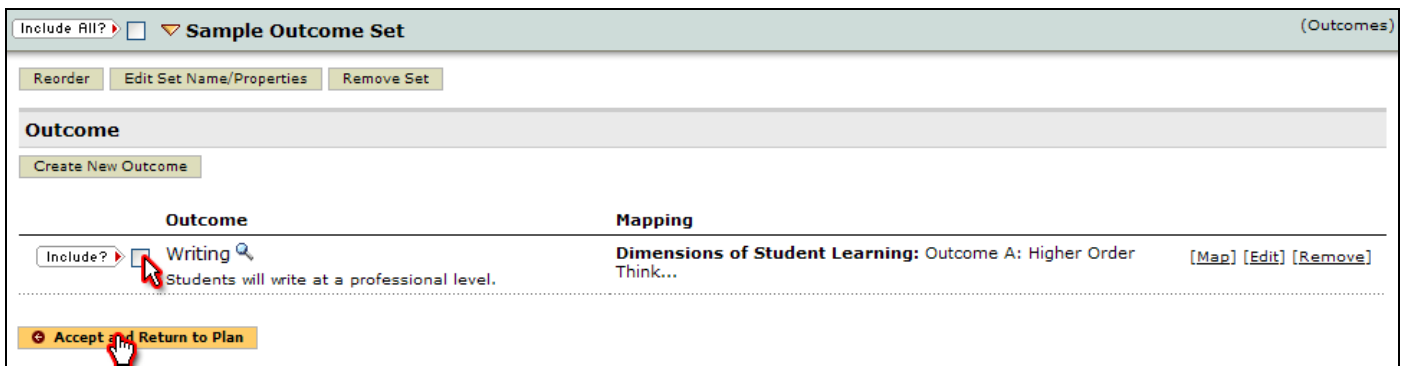
4. To add measures to each outcome, click the **Add New Measure** button.
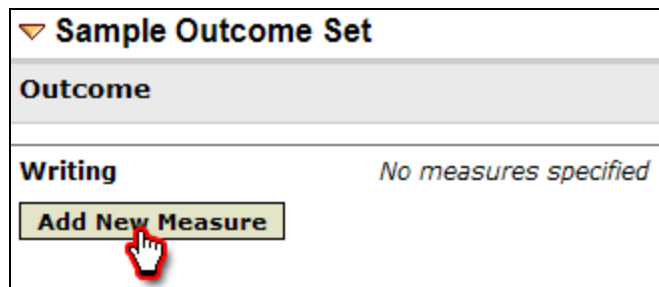
5. In the measure data entry screen, add the details of your measure.

6. When you click the **Apply Changes** button, the finished result will look something like this:

NOTE: *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 and Links** button.*

Creating Assessment Findings:

1. 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.
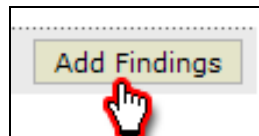
Add Findings

2. You may then enter the details of your Assessment Findings into the data entry screen.

Findings for Mid-Term Exam
Outcome: Writing (Students will write at a professional level.)

Please enter the findings for this measure.
* Required Fields

* Summary of Findings:	Summary of findings...
Reflections/Notes :	We recommend...
Acceptable Target Achievement:	○ Not Met ● Met ○ Exceeded
Ideal Target Achievement :	○ Moving Away ● Approaching ○ Exceeded
	Spell Check Cancel Submit

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

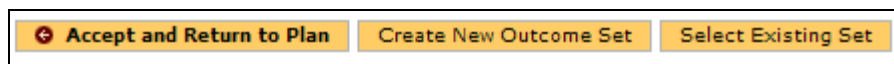| ▽ Sample Outcome Set	
Outcome	
Writing	▼ **Measure:** Mid-Term Exam Course level; Direct - Exam **Details/Description:** **Acceptable Target (optional):** **Ideal Target (optional):** **Implementation Plan (timeline):** **Key/Responsible Personnel:** **Findings** for Mid-Term Exam Edit Remove **Summary of Findings:** Summary of findings... **Results:** Acceptable Target Achievement: Met; Ideal Target Achievement : Approaching **Reflections/Notes :** We recommend... **Substantiating Evidence:** Add/Edit Attachments and Links

Creating Action Plan:

1. To create your **Action Plan**, you will select the requirement from the workspace structure and **Check Out** the requirement. Then you may click the **Select Outcomes** button.
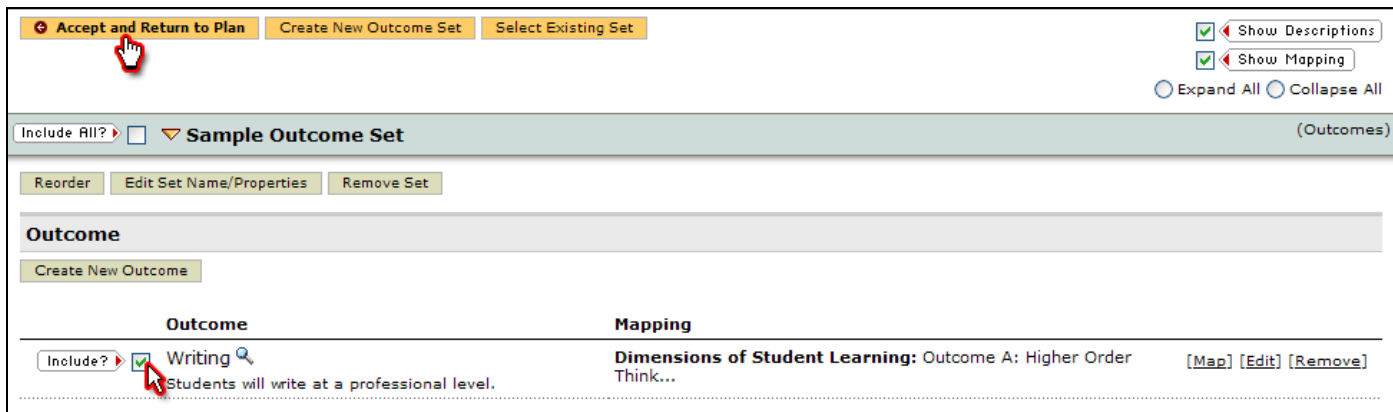
Select Outcomes

2. Click the **Select Existing Set** button to select your outcome set from the Learning Outcomes. (You may also wish to **Create New Outcome Set**.)

⊙ Accept and Return to Plan   Create New Outcome Set   Select Existing Set

3. Select the Outcome Set you wish to assess that cycle and click the **Continue** button.

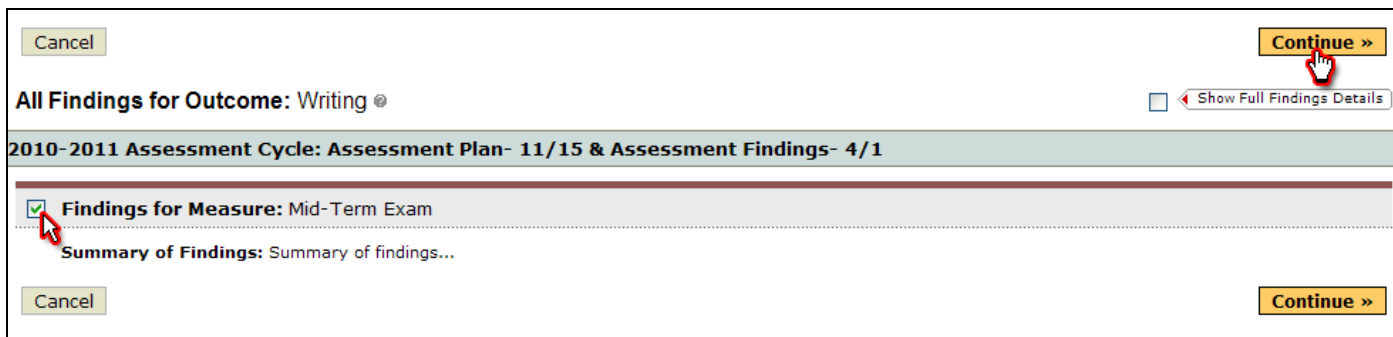| Import Outcome Set	
Select an Existing Set in DEMO AREA:	○ **DEMO AREA Outcome Set** (Learning Objectives & Outcomes) ⊙ **Sample Outcome Set** (Learning Objectives & Outcomes) ⊙ **Sample SLO** (Learning Objectives & Outcomes) ⚠ This set is already included in this requirement.
	Cancel Continue ⊙

4. Select the Outcomes you wish to assess and then click the **Accept and Return to Plan** button.

5. You may now add an Action to each applicable outcome by clicking the **Add New Action** button.

6. Select the findings that support this action and click **Continue**.

7. You may now populate the Action detail fields with your data and click the **Apply Changes** button.

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

Creating a Status Report:

1. Select the **Status Report** requirement from the workspace structure and **Check Out** the requirement. To add status, click the **Add Status** button.

▽ Sample Outcome Set	
Outcome	
Writing	▼ **Action:** Research and Writing Skills
	Action details:
	Implementation Plan (timeline). Be sure to include details like how many students will be involved in the assessment, how frequently the assessment will be done, etc.: Fall 2010
	Key/Responsible Personnel: John Smith
	Measures:
	Priority:
	Status for Research and Writing Skills [Add Status]
	No Status Added

2. You may then complete the Status Report for that particular Action and click **Submit**.

Status Report for Research and Writing Skills
Outcome: Writing (Students will write at a professional level.)

Enter information for each action defined in the operational plan.
* Required Fields

* Current Status:	In Progress ▾
Additional Information:	- Select -
	Not started
	In Progress
	Completed
	Not Implemented
Next Steps:	

[Spell Check] [Cancel] [Submit]

3. Repeat these steps for each subsequent Status Report.