AMS ACCOUNTABILITY
MANAGEMENT SYSTEM
by TaskStream

QuickStart Guide: Bemidji University - Curriculum Mapping

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Advancing Educational Excellence

This tutorial will walk you through accessing AMS and adding Curriculum Mapping to the Program Assessment & Improvement Plan Workspace.

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.

5. 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.

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.
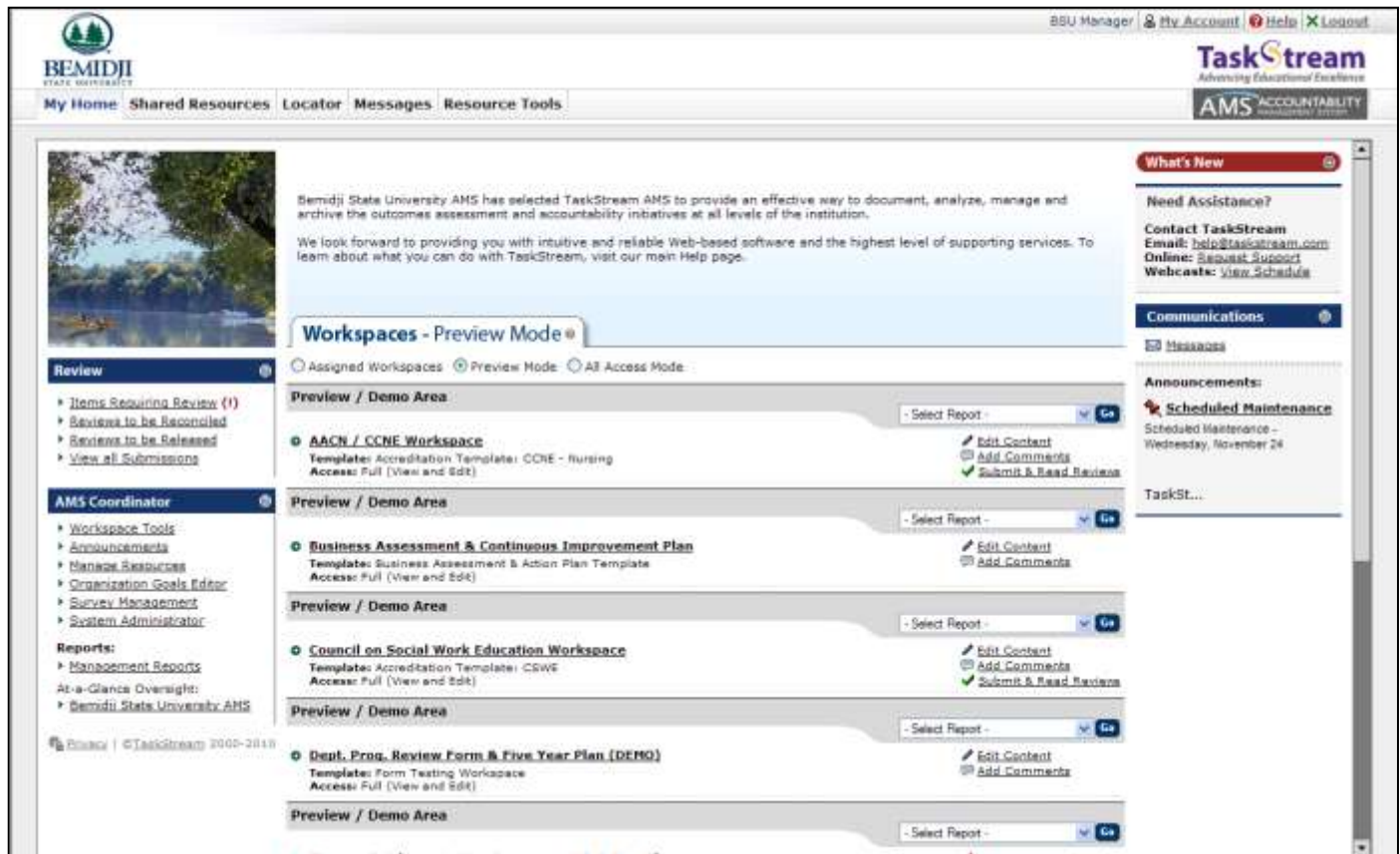
To begin, you may access the workspace by clicking on it.

7. 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- 10/ 22

◇ Curriculum Map- 12/ 3

◇ Department/ Program Five-Year Plan

◇ Department/ Program Self-Study

[−] **2010-2011 Assessment Cycle**

◇ Assessment Plan- 3/ 1/ 11

◇ Assessment Findings

◇ Action Plan

◇ Status Report

General Information

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◇ Mission Statement -9/ 17

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When you are ready to begin working on to the *Curriculum Map* requirement, you may select that requirement from the workspace structure.

8. Begin by checking out the requirement.

9. Click the *Create New Curriculum Map* button.
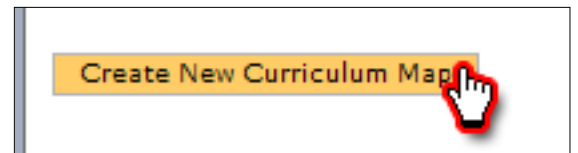
10. After entering a title and description, click *Select* next to the desired outcome set.

In

the resulting mapping screen, courses and activities can be added by clicking on the Mapping Actions button

11. Enter a Course/Activity ID and Course/Activity Title and click the *Create* button. Repeat this step to add additional Courses/Activities.
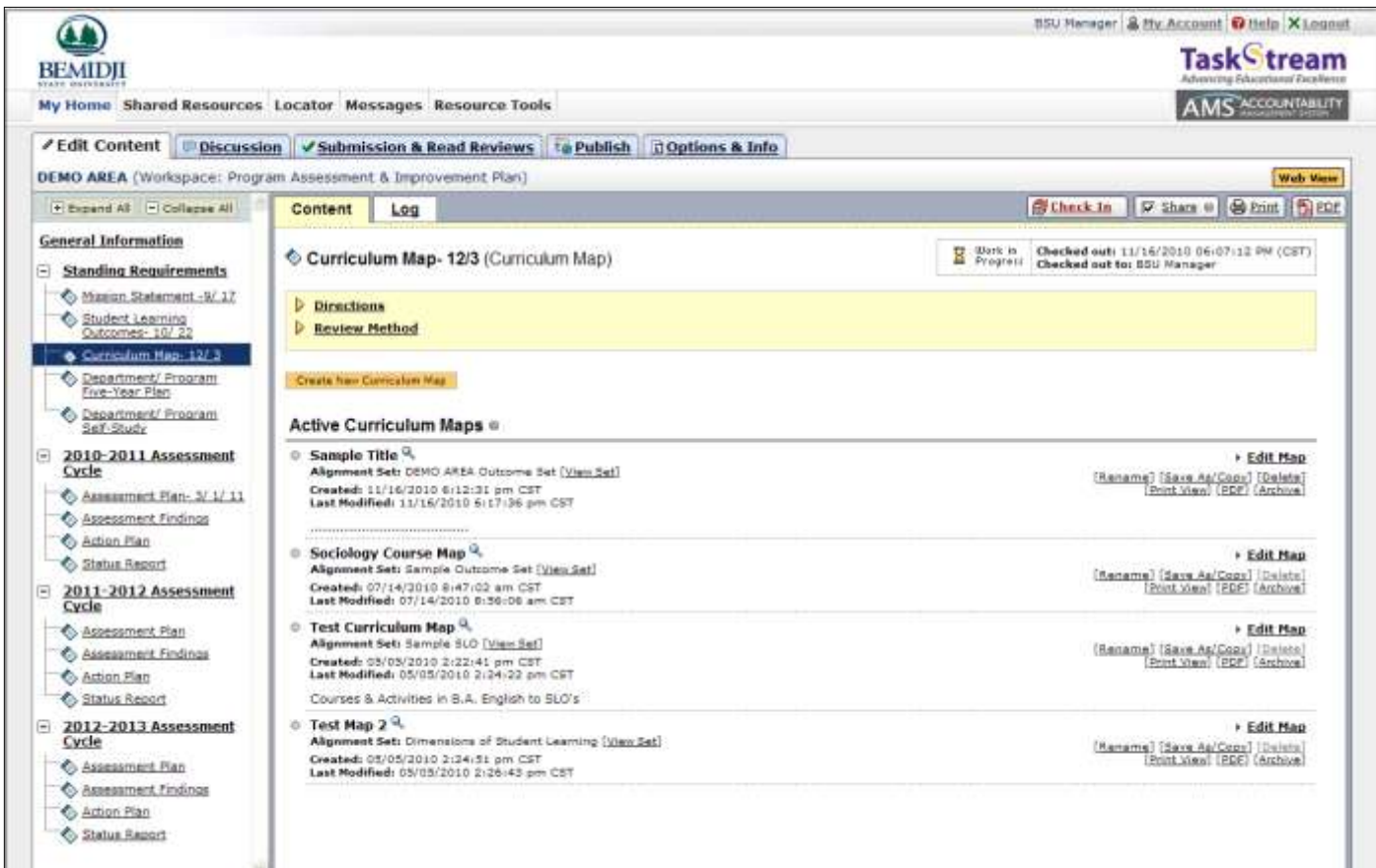
12. You can now apply the appropriate Intensity Level indicated by the color coded icons by clicking in the box underneath the objective in the mapping grid.