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:

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 City College.
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 San Diego City 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, whereas the assessment cycles will be completed anew each year.

Once you have accessed the workspace structure, you will see the requirements that have been designed for you and into which you can place various pieces of data related to assessment. The Student Learning Outcomes requirement is the first in the structure. To begin working on it or any other requirement, please select it from the workspace 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 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, you will be presented with two buttons. Since this is the first set of outcomes being entered into the system, click the “Create New Outcome Set” button.

9. Customize the title or name of your outcome set and choose whether you want to allow other programs to map or align their outcomes to yours, and then click the continue button.
NOTE: If you have the need for course > program, program > course, or program > program outcome alignment then you should select / enable the checkbox on this screen (an example is included, beginning on Page 7 of this guide).

10. Click the “Create New Outcome” button to add an outcome.

11. When you reach the outcome input screen, add an outcome title or description and an outcome description. When you are satisfied with this outcome, you may click the continue button.

12. Once you click the Back to all objectives/outcome sets link, the resulting screen should look something like this:
You may repeat this process for all subsequent outcomes.

13. To map your outcome to one of the provided institutional data sets, click the map button adjacent to the outcome which you wish to map.

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

15. From the drop-down menu, select the option: “Goal sets distributed to (program name).”

16. Select the set you wish to map your outcome to and click the continue button.
17. Select the elements of the Goal set that map to your outcome and click the continue button.

The completed screen should look something like this:

To add additional outcomes or perform additional mappings, repeat the steps above.

* For Course to Program Mapping, select the Map link and click the Create New Mapping button.
- Select “Outcome Sets in other organizational areas” from the drop-down menu and then choose the specific organizational area. Next, click the Go button.

- Select the desired set and click the Continue button.
Choose the specific outcomes you would like to map to and click the Continue button.

Directions: Select the outcome within English Program Level Outcomes to which to map Outcome 1.

Outcome 1 (part of Outcome 2)
Students will recognize how studying the humanities helps us to understand human thought, creativity, and aesthetics in a global and historical context.

English Program Level Outcomes
Owned by English

Outcomes

- English Program Level Outcome 1
  Read and comprehend texts, recognize author strategies, purpose, perspective and argument, and use critical thinking to evaluate a variety of writing.

- English Program Level Outcome 2
  Organize ideas and information and express them clearly and effectively in writing for both academic and workplace contexts for different communicative purposes.

- English Program Level Outcome 3
  Apply appropriate research strategies and citation formats.

- English Program Level Outcome 4
  Describe, explain, and analyze multiple perspectives on issues in ways that demonstrate global awareness and appreciation of diversity in all its manifestations.

- English Program Level Outcome 5
  Apply strategies both inside and outside the classroom that reflect an understanding of the reading and writing processes in order to become lifelong learners, critical thinkers, and active citizens.

The completed screen should look something like this:

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
</table>
| Outcome 1 | City College Institutional Priorities for 2009-2010 Master Plan: Accountability, Equity, Inclusiveness, and Div... Student Success, English Program Level Outcomes: English Program Level Outcome ...
|         |         |
Be sure to click the Check In button, to allow your peers the ability to modify the requirement.

18. When you are finished mapping outcomes, you may then proceed to the Curriculum Map requirement.

19. To build a curriculum map, select the Curriculum Map requirement from the workspace structure and click the “Check Out” button. Then click the “Create New Map” button to build a new curriculum map. Enter the title of your Curriculum Map and choose an alignment set. NOTE: the alignment set will be imported as the x-axis of the map.
20. Select either the “Mapping Actions” button and click “Create New Course/Activity”……

…..or the shortcut gray triangle, to add a course or course activity.
21. Input the Course/Activity ID, title, and a description as appropriate. Then click the “Create” button.

22. An empty option box will appear at the intersection of each course/course activity and the outcome set.
To choose an intensity level that best describes the relationship, simply click the box, once, twice, or three times to achieve the desired intensity level. Click a fourth time to return to no relationship status.

Repeat the steps above to add multiple courses and/or course activities. Be sure to click the Check In button, to allow your peers the ability to modify the requirement.
23. To build an assessment plan, select the Assessment Plan requirement in the first assessment cycle within the workspace (2009-2010 Assessment Cycle) and begin by checking out the requirement.

24. Select the “Create New Assessment Plan” button.

25. Then click “Select Outcomes.”

26. Click the “Select Existing Set” button, to select your outcome set from the Student Learning Outcome library.
27. Select the outcome set you wish to assess that cycle and click the continue button.

28. Select which particular outcomes you plan to assess this cycle. Then click the “Accept and Return to Plan” button.

29. For each outcome that was selected for inclusion, you will see an “Add New Measure” button. To add assessment measures to an outcome, click this button.

30. The input measure screen has been designed to collect pertinent data points related to your assessment initiatives. Enter text or copy/paste form another source to populate the fields. Then click “Apply Changes.”
The resulting screen should like this:

To add attachments as evidence to your assessment measure, or to link to other websites, click the add/edit attachments and links button to launch the content editor window.

Repeat the steps above to add multiple measures to the assessment plan. Be sure to click the Check In button, to allow your peers the ability to modify the requirement.
31. To add assessment findings to the system, select the Assessment Findings requirement from the workspace structure, and begin working by clicking the Check Out button.

Each measure has been given a findings section. To add findings, select the “Add Findings” button.

32. On the Assessment Findings input screen, enter your summative data and click the “Submit” button.
3. As with the assessment plan section, you can add / edit any attachments or documentation of evidence in the assessment findings section.

### Summary of Findings:

| 90% of students scored a grade of "B" of higher. |

### Reflections/Notes:

- The students seem to have excelled at the material. My suggestion is that we add more advanced questions to the exam for next semester.

### Achievement of Success:

- 85% of students will achieve a grade of "B" or higher.
- [ ] Not Met
- [ ] Met
- [ ] Exceeded

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33. As with the assessment plan section, you can add / edit any attachments or documentation of evidence in the assessment findings section.

**HUMA 101 Introduction to the Humanities I Outcome Set**

<table>
<thead>
<tr>
<th>Outcome 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure:</strong> Exam 1 - HUMA 101</td>
</tr>
<tr>
<td><strong>Direct:</strong> Exam</td>
</tr>
</tbody>
</table>

- **What does this assessment measure entail?** This examination will test student's understanding of aesthetics in a global and historical context.
- **Criteria for Success:** 85% of students will achieve a grade of "B" or higher.
- **Timeline for Assessment:** This assessment measure will be implemented annually.
- **Key/Responsible Personnel:** Dr. Walters

<table>
<thead>
<tr>
<th>Findings for Exam 1 - HUMA 101</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Findings:</strong> 90% of students scored a grade of &quot;B&quot; of higher.</td>
</tr>
<tr>
<td><strong>Results:</strong> Achievement of Success: Exceeded</td>
</tr>
<tr>
<td><strong>Reflections/Notes:</strong> The students seem to have excelled at the material. My suggestion is that we add more advanced questions to the exam for next semester.</td>
</tr>
<tr>
<td><strong>Substantiating Evidence:</strong> Add/ED Attachments and Links</td>
</tr>
</tbody>
</table>

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Repeat the steps above to add additional sets of assessment findings. Be sure to click the **Check In** button, to allow your peers the ability to modify the requirement.
34. To create an action plan, select the Action Plan requirement from the workspace structure and begin by checking out the requirement.

35. Then, click the “Create New Action Plan” button.

Then, click the “Create New Action Plan” button.

35. Choose the “Select Outcomes” button and then click the “Select Existing Set” button. Choose the outcome set that contains the outcomes you plan to take action on that cycle and click the “Continue” button.
36. Select the outcomes you wish to take action on and click the “Accept and Return to Plan” button.

37. For each outcome there will be an “Add New Action” button. Select this button to enter the Action input screen.

38. Select the Findings to include in the Action Plan and click “Continue.”
Add an action and complete the input fields related to that action. Then click the “Apply Changes” button.

<table>
<thead>
<tr>
<th>Action Item Title:</th>
<th>Develop more advanced questions for Exam 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action details:</td>
<td>Meet with faculty members to brainstorm more advanced questions for the first examination of the semester.</td>
</tr>
<tr>
<td>Implementation Plan (timeline):</td>
<td>To be completed and implemented by Fall 2011.</td>
</tr>
<tr>
<td>Responsible Person:</td>
<td>Humanities Department Chair</td>
</tr>
<tr>
<td>Measures:</td>
<td>To ensure that students are challenged adequately.</td>
</tr>
<tr>
<td>Priority level:</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Your finished Action may look something like this:

**HUMA 101 Introduction to the Humanities I Outcome Set**

**Outcome 1**

**Action:** Develop more advanced questions for Exam 1

- **This Action is associated with the following Findings**
- **Action details:** Meet with faculty members to brainstorm more advanced questions for the first examination of the semester.
- **Implementation Plan (timeline):** To be completed and implemented by Fall 2011.
- **Responsible Person:** Humanities Department Chair
- **Measures:** To ensure that students are challenged adequately.
- **Priority:** Medium
- **Supporting Attachments:** Add/View Attachments and Links

**General Information**

- **Standing Requirements**
  - Student Learning Outcomes
  - Curriculum Map

- **Pre-Taskstream SLOAC Work**
  - Assessment Plan
  - Assessment Findings
  - Action Plan
  - Status Report

- **2009-2010 Assessment Cycle**
  - Assessment Plan
  - Assessment Findings
  - Action Plan
  - Status Report
39. When you are finished adding actions to your Action Plan, you can access the Status Report requirement and document the status of each action entered in the previous step.

Begin by checking out the requirement and selecting the “Add Status” button.

![HUMA 101 Introduction to the Humanities I Outcome Set]

39. At the status input screen, summarize the current status of the action and then click the “Submit” button.
You may upload any attachments or web links at this point as well.
Repeat the steps above to add additional status reports. Be sure to click the Check In button, to allow your peers the ability to modify the requirement.