



Additional Features Taskstream AMS

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What is AMS?



taskstream

- Taskstream is Kent State's new assessment management system
 - Two sides:
 - Accountability Management System → **AMS**
 - Learning Achievement Tools → **LAT**
-

800+

institutions worldwide

2.6 million+

all-time users

22.1
million+

rubrics scored

AMS vs. LAT

Please select your platform

New WEAVE Online

AMS

Accountability Management System

- Manage documents, data, and workflow
- Identify and align learning outcomes
- Create curriculum maps
- Build assessment plans and document findings
- Plan and track improvements

Entirely new to KSU

LAT

Learning Achievement Tools

- Collect evidence of student achievement
- Provide formative comments to students
- Score student work with rubrics and forms
- Manage clinical placements and internship data
- Analyze performance by outcome or assignment

Use AMS for...

- **Completing your program's annual assessment report**
 - Replaces WEAVE Online and the Word template
 - Previous methods used for collecting annual assessment reports
- **You may also use AMS to:**
 - Create curriculum maps
 - Maintain copies of syllabi
 - Generate reports

Additional AMS Features



**Mapping Learning Outcomes
Curriculum Map
Course Syllabi**

MAPPING LEARNING OUTCOMES

Standing Requirements



Mapping Outcomes

Standing Requirements: Learning Outcomes

If you have not already added a learning outcome set to the Standing Requirements section, then please do so before continuing on...

1. Within the Standing Requirements section, click on the “**Learning Outcomes**” link (sidebar)
2. Click the “**Check Out**” button (top right corner)

DEMO - TRAINING | [PREVIEW](#)
Workspace: Academic Assessment and Planning Workspace

Edit Content Discussion Submission & Read Reviews Publish Options Info

▼ EXPAND ALL ▶ COLLAPSE ALL

Learning Outcomes [VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) [?](#) **CHECK OUT**

Work In Progress

- ▶ [Directions](#)
- ▶ [Review Method](#)

▼ **DEMO - TRAINING Outcome Set (added fall 2017)**
(Outcomes)

General Information

- ▣ **Standing Requirements**
- ▣ Mission Statement
- ▣ Learning Outcomes

Mapping Outcomes Cont.

Standing Requirements: Learning Outcomes

3. Click on the “**Map**” link associated with the outcome you wish to add mapping to
4. In the next window, click the “**Create New Mapping**” button

The screenshot displays the 'Outcome' management interface. At the top, there is a 'Create New Outcome' button. Below it is a table with two columns: 'Outcome' and 'Mapping'. The table contains one row for 'SLO 1 – Application Q' with the description 'Students will be able to create and execute a social media campaign.' and 'No Mapping' in the 'Mapping' column. To the right of the table, there are three links: 'Map', 'Edit', and 'Delete'. A green arrow points down to the 'Map' link. Below the table, a modal window is open, titled '< Back to outcome sets'. It contains the text 'Directions: Manage mapping for outcome:' followed by 'SLO 1 – Application (part of Outcome)' and its description. At the bottom of the modal, there is an orange 'Create New Mapping' button and the text 'Nothing is mapped to this outcome.'

Outcome

Create New Outcome

Outcome	Mapping
SLO 1 – Application Q Students will be able to create and execute a social media campaign.	No Mapping

Map Edit Delete

< Back to outcome sets

Directions: Manage mapping for outcome:

SLO 1 – Application (part of Outcome)
Students will be able to create and execute a social media campaign.

Create New Mapping

Nothing is mapped to this outcome.

Mapping Outcomes Cont.

Standing Requirements: Learning Outcomes

5. Select the category, followed by which set you wish to map to

Categories

- Goal sets distributed to [program name]
 - Strategic Roadmap Priorities and University-Level Initiatives
 - HLC Criteria for Accreditation
 - Professional accreditation standards (when applicable)
- Outcome sets in [program name]
 - Allows you to map across your own outcome sets
- Outcome Sets in other organizational areas
 - Allows you to search other KSU program sets

If you have professional accreditation but you do not see the standards listed under “goal sets distributed to [program name],” then contact Courtney Marsden, cwade10@kent.edu

Mapping Outcomes Cont.

Standing Requirements: Learning Outcomes

6. Check the boxes that map to your outcome
7. Once all done, hit continue, and now these outcomes should appear under the mapping column

Strategic Roadmap Priorities and University-Level Initiatives
 Owned by Kent State AMS

Priority 1: Students First
 Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact

Initiative
<input type="checkbox"/> Initiative 1.1 Enhance and expand student success programs systemwide to improve retention and graduation rates
<input checked="" type="checkbox"/> Initiative 1.2 Adopt a student engagement strategy that enhances learning through increased participation in high-impact experiences
<input checked="" type="checkbox"/> Initiative 1.3 Align the undergraduate educational experience to focus on purposeful and essential learning outcomes
<input type="checkbox"/> Initiative 1.4 Strengthen diversity and the cultural competence of students, faculty and staff systemwide

Outcome	Mapping
SLO 1 – Application Q Students will be able to create and execute a social media campaign.	Strategic Roadmap Priorities and University-Level Initiatives: Initiative 1.2, Initiative 1.3 Map Edit Delete



CURRICULUM MAP

Standing Requirements

Curriculum Map

1. Click on the “Curriculum Map” link (sidebar)
2. Click the “Check Out” button
3. Click the “Create New Curriculum Map” button, name your map, and select your outcome set
4. Click the blue “+” to add a course or learning activity













		Outcome	
		SLO 1 – Application Students will be able to create and execute a social media campaign.	SLO 2 – Foundational and Theoretical Knowledge Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.
+ Courses and Learning Activities			
+	SMS 15000 Introduction to Social Media Studies		
+	SMS 25001 The Foundations of Facebook		
+	SMS 45000 Theory: Communication and Social Media		
+	SMS 48026 Social Media Studies Capstone		

Curriculum Map Cont.

5. Select the “✓” to indicate that an outcome is covered in a course (or through the activity)

- You may create curriculum maps that align to...
 - Program Outcomes
 - University Initiatives
 - Professional Accreditation Standards

		Outcome	
		SLO 1 – Application Students will be able to create and execute a social media campaign.	SLO 2 – Foundational and Theoretical Knowledge Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.
+  Courses and Learning Activities			
+ 	SMS 15000 Introduction to Social Media Studies 	 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ 	SMS 25001 The Foundations of Facebook 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ 	SMS 45000 Theory: Communication and Social Media 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+ 	SMS 48026 Social Media Studies Capstone 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



COURSE SYLLABI

Standing Requirements

Course Syllabi

1. Click on the “**Course Syllabi**” link (sidebar)
2. Click the “**Check Out**” button
3. Click the “**Attachments**” button (bottom)
4. Upload your file(s) and save
 - Use the “Edit” button to adjust your file name or to add a description

Course Syllabi

Work Not Started

▼ Directions

No directions added

► Review Method

Add: Attachments



Running AMS Reports



Export Workspace to Word or PDF



Assessment Plan

 VIEW LOG

 WORD

 PDF

 PRINT

 SHARE



CHECK IN

1. To export a section, click “**Word**” or “**PDF**” (top)
 - You will get a notification in your “Messages” tab when the export is complete



HOME

SHARED RESOURCES

LOCATOR

MESSAGES

RESOURCE TOOLS

 ANALYTICS

Courtney Wade

My Account

Logout

2. To download the export, click “**Resource Tools**”
3. Click on “**Exports**” (under the Publication Tools)



Exports ?

Download exported PDF and Word documents.





Reports

- Go to AMS Home and click on the dropdown menu
 - **Report Options:** 1) Alignment; 2) Assessment Cycle Summary; 3) Assessment 4) Cycle Detail; 5) Operational Plan Summary; 6) Operational Plan Detail
 - Operational Plan = Action Plan

The screenshot displays the Taskstream AMS Home page. At the top, the Kent State University logo is visible. The navigation bar includes links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A welcome message states: "Welcome to your Taskstream workspace! Kent State University has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution. We look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page. For additional information about student learning outcomes assessment at Kent State University, please contact Kathy Spicer at kspicer@kent.edu or (330) 672-8745." Below this, there are buttons for "Workspaces" and "Faculty credentials". A search bar is present with the text "Participating area name" and a "Search" button. A green arrow points to the "- select report -" dropdown menu. The page also includes a sidebar with links to "AMS Coordinator" tools and a footer with contact information.

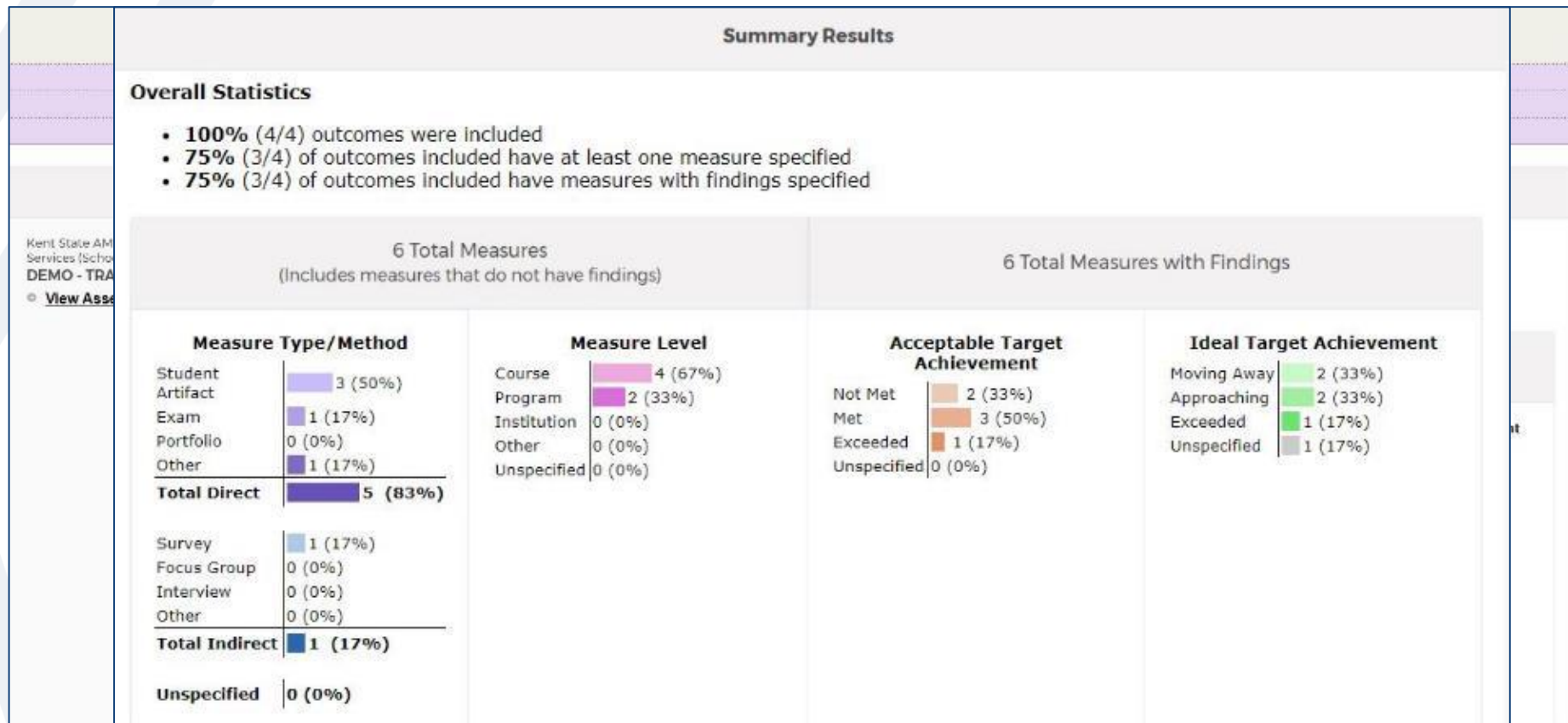
Reports Alignment

- This is a visual representation of your alignment
 - Select your set and identify the outcomes you want included in your report

Legend:	 Mapped	 Measure Added		
Demo Outcome Set (updated June 2016)				
	Priority 1: Students First Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact			
	Initiative 1.1 Enhance and expand student success programs systemwide to improve retention and graduation rates	Initiative 1.2 Adopt a student engagement strategy that enhances learning through increased participation in high-impact experiences	Initiative 1.3 Align the undergraduate educational experience to focus on purposeful and essential learning outcomes	Initiative 1.4 Strengthen diversity and the cultural competence of students, faculty and staff systemwide
Outcome				
SLO 1 - Application Students will be able to create and execute a social media campaign.				

Assessment Cycle Summary

- This is a summary of the results for your annual assessment report
 - Select your workspace, your assessment plan, and – if desired – filter by outcome or goal set alignment



Reports

Assessment Cycle Detail

- This is your annual assessment report in its entirety
 - Select your workspace, your assessment plan, and – if desired – filter by outcome or goal set alignment

Workspace: Academic Assessment and Planning Workspace
 Assessment Plan: 2015-2016 Assessment Cycle: Assessment Plan and Assessment Findings
 Assessment Plan Template: Academic Assessment Template [View](#)
 Report Generated: Friday, June 30, 2017

Display: ☒ Mapping **Advanced Display Options** **Export to Excel with Options**

Include: ☐ Only measures with findings

Measures and Findings

DEMO - TRAINING Outcome Set

❖ Outcome

SLO 1 – Application	Measure
<p><i>Students will be able to create and execute a social media campaign.</i></p> <p>Mapped to: <i>No Mapping</i></p>	<p><i>Campaign Supervisor Evaluation</i></p> <p>COURSE LEVEL; DIRECT - OTHER</p> <p>Details/Description: Students will complete a social media campaign project in SMS 45000. Students will be throughout the remaining 13-weeks. Students must create and fully implement their social media campaign. Students will respond to questions 1-5 on a 6-point scale from 1=Strongly Disagree to 6=Strongly Agree.</p> <p>Acceptable Target: Cohort average of 5 out of 6.</p> <p>Ideal Target: Cohort average of 5.75 out of 6.</p>

Operational Plan Summary

aka: Action Plan Summary

- This is a summary of your Action Plan and Status Report
 - Select your workspace, your plan, and – if desired – filter by outcome or goal set alignment

Summary Results

Overall Statistics

- **100%** (3/3) outcomes were included
- **100%** (3/3) of outcomes included have at least one action specified
- **100%** (3/3) of outcomes included have actions with status report specified

3 Total Actions

(Includes actions that do not have status report)

3 Total Actions with Status Report

Total Budget request amount: \$70,100.00

Current Status

Not started	2 (67%)
In Progress	0 (0%)
Completed	1 (33%)
Not Implemented	0 (0%)

Budget Status

Approved	1 (33%)
Pending Approval	1 (33%)
Not approved	0 (0%)
Other	0 (0%)
Unspecified	1 (33%)

Reports Operational Plan Detail

aka: Action Plan Detail

- This is your Action Plan and Status Report in their entirety
 - Select your workspace, your plan, and – if desired – filter by outcome or goal set alignment

Workspace: Academic Assessment and Planning Workspace
Operational Plan: 2015-2016 Assessment Cycle: Operational Plan and Status Report
Operational Plan Template: Academic Operational Template [\[View\]](#)
Report Generated: Friday, June 30, 2017

Display: ☒ Mapping **Advanced Display Options** **Export to Excel with Options**
Include: ☐ Only actions with status report

Actions and Status Report

DEMO - TRAINING Outcome Set

Outcome

SLO 1 – Application

Students will be able to create and execute a social media campaign.

Mapped to:
No Mapping

Review of Rubrics and Structure of the Social Media Campaign Project

Action details:
Summer 2017: the SMS Program Coordinator will sit down with a committee of SMS 45000 instructors and social media campaign supervisors to review the current rubrics and project structure. If discrepancies exist with the rubrics, then the committee will reconvene to rewrite them. If the committee decides the project timeline needs to be altered, it will reconvene to determine a more appropriate structure. The committee will also be asked to brainstorm additional recommendations.

Implementation Plan (timeline):
-June 20, 2017: Committee meets and offers recommendations and an action plan
-July 10, 2017: Committee provides completed action plan to the coordinator
-August 1, 2017: If any of the changes that need to be made need approval, the SMS Program Coordinator will apply for any changes by the August 1 deadline
*Any redesigns must be completed before the start of the fall 2017 semester

Key/Responsible Personnel:
SMS Program Coordinator; SMS 45000 instructors; SMS 45000 social media campaign supervisors

Measures:
Rubric Review Committee Meeting Notes: Used to show that the committee met and determined appropriate actions

Status
for Review of Rubrics and Structure of the Social Media Campaign Project

Current Status:
Not started

Budget Status:
Approved

Additional information:

Next Steps:

Substantiating Evidence:

Contact Information

★ Taskstream – Help Desk

> Phone: 1-800-311-5656

> Email: support@watermarkinsights.com

★ Taskstream Support Hours

Monday – Thursday:	8am – 8pm ET
Friday:	8am – 7pm ET
Saturday:	12pm – 5pm ET (email support only)
Sunday:	6pm – 11pm ET

★ College of EHHS

Courtney Marsden, College of EHHS

Assessment & Accreditation Coordinator

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