College of EHHS
Taskstream Resource Series

KENT STATE UNIVERSITY

Annual Reporting Taskstream AMS

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College of Education, Health and Human Services

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- What is AMS?
- AMS Basics
- Standing Requirements
  - Mission Statement
  - Learning Outcomes
- Assessment Cycle
  - Assessment Plan
    - Part I: Mission Statement
    - Part II: Learning Outcomes
    - Part III: Measures
  - Assessment Findings
  - Action Plan (if needed)
  - Status Report (if needed)

Steps for adding an annual assessment plan into AMS

What is the Annual Assessment Report?

Kent State University Accreditation

- Kent State University is accredited by the Higher Learning Commission (HLC)
- In alignment with HLC accreditation, all academic programs must submit a programmatic assessment report every year
  - Reports are reviewed and maintained by Kent State's Office of Accreditation, Assessment and Learning

Parts of the Assessment Report

- Mission Statement
- Student Learning Outcomes
  - Minimum of three
- Measures (i.e., method of assessment)
  - Should include a mix of direct and indirect
- Achievement Targets (i.e., minimum performance standard)
- Findings
- Recommendations/Reflections
- Action Plan
  - Required when a program does not meet its achievement target(s)
  - A Status Report is subsequently required

What is AMS?

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taskstream

- Taskstream is Kent State University's 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

Entirely new to KSU

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

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

AMS Basics

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AMS Basics

Get an AMS Account

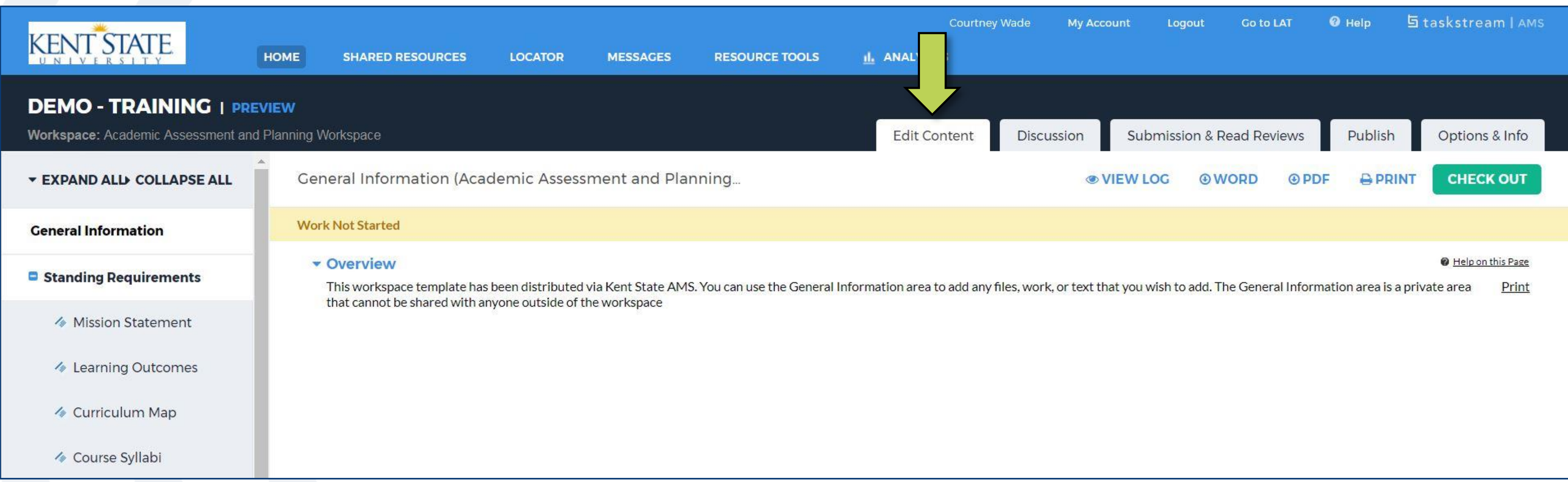
- For programs **within** the College of EHHS:
  - Contact Courtney Marsden – cwade10@kent.edu – with the name of the program(s) you need workspace access to, including the degree level (e.g., B.S., M.Ed., Ph.D.)

- For programs **outside** of the College of EHHS:
  - Contact the Office of Accreditation, Assessment and Learning (AAL) directly: https://www.kent.edu/aal/about-aal

AMS Basics

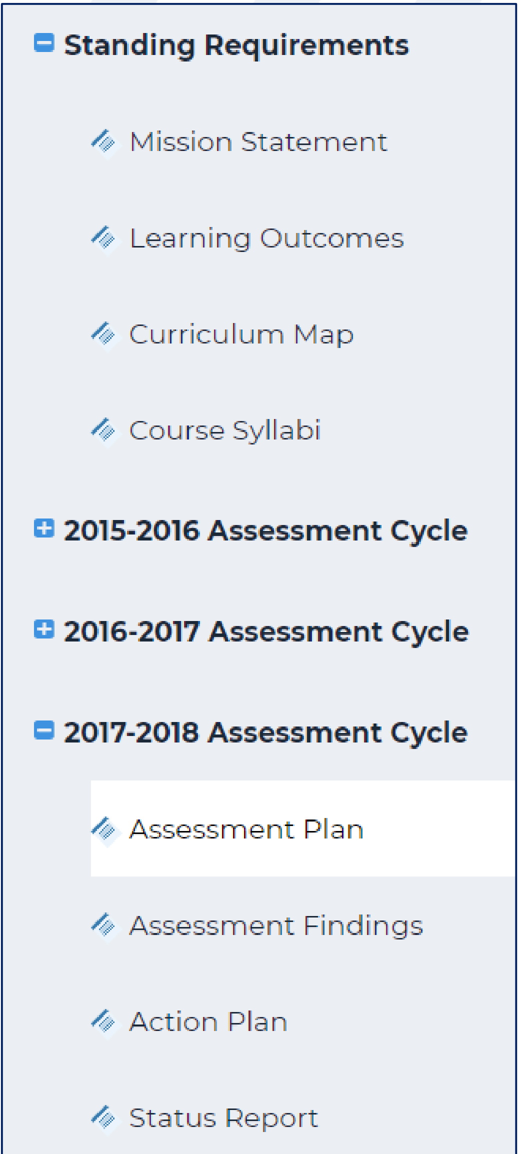
Edit Content Tab

- This is where you will fill out your annual assessment report for the University
  - Open by default



AMS Basics

Sidebar Navigation

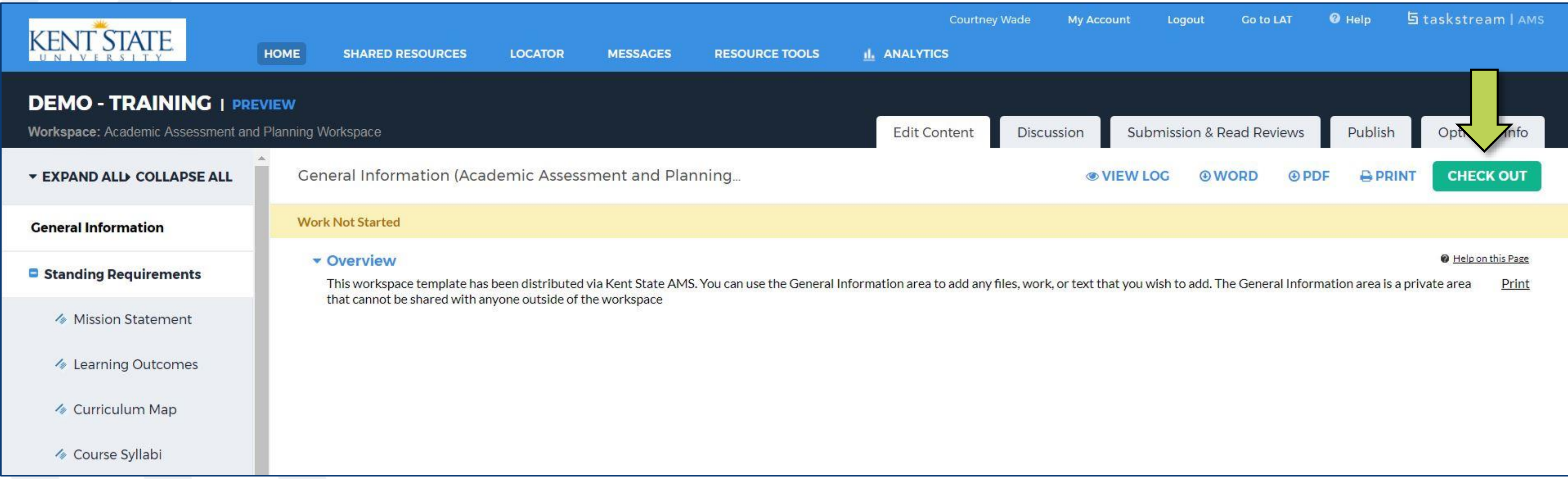


- Be sure you are in the appropriate assessment cycle by using the sidebar on the left side of your screen
  - Click [+] to expand a section/cycle
  - Click [–] to collapse a section/cycle

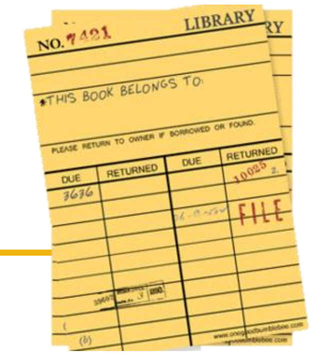
AMS Basics

“Check Out”

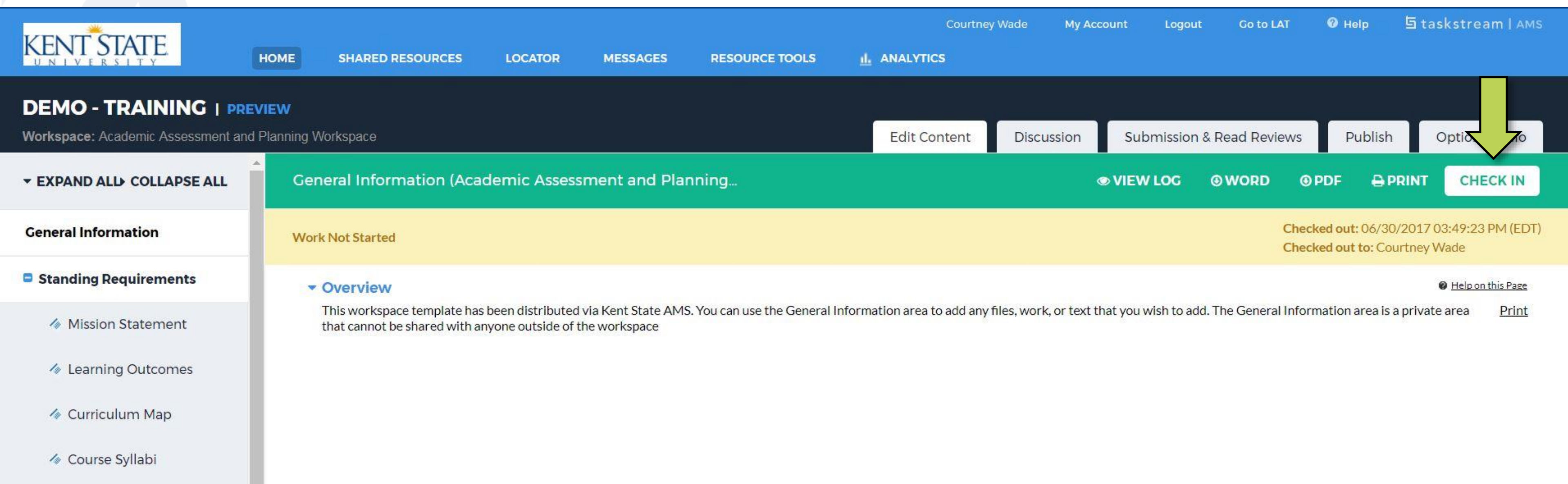
- Whenever you wish to add or edit a section within the Edit Content tab, you will need to select the green “**Check Out**” button
  - This helps ensure no one overwrites someone’s work



AMS Basics
“Check In”



- Your work will save as you go, but you should still utilize the check in feature:
  - When you are done, click the “**Check In**” button and add a note that will be kept in the Log (notes are optional)
  - In case you forget to check something in, no worries! Check in will automatically happen when you log out of the system



Interactive Training

Example: adding a 2016-2017 report to AMS

Open your completed 2016-2017 Assessment Report Template

The Microsoft Word document is ideal for copying/pasting in AMS

Kent State University
2016-2017 Assessment Report for Academic Programs

Program Name: Social Media Studies (SMS)

Standing Requirements: “Mission Statement”

The Social Media Studies program (SMS) is committed to developing skilled professionals that can meet the challenges related to an ever-evolving field. The SMS program prepares students through diverse coursework and practical experiences, while also fostering innovation in the field through interdisciplinary research.

Standing Requirements: “Learning Outcomes”

Outcome (max 140 characters): SLO 1 – Application

Description (max 1,000 characters): Students will be able to create and execute a social media campaign.

Outcome (max 140 characters): SLO 2 – Foundational and Theoretical Knowledge

Description (max 1,000 characters): Students will be able to demonstrate foundational and theoretical knowledge of communication and social media.

Outcome (max 140 characters): SLO 3 – Research Skills

Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.

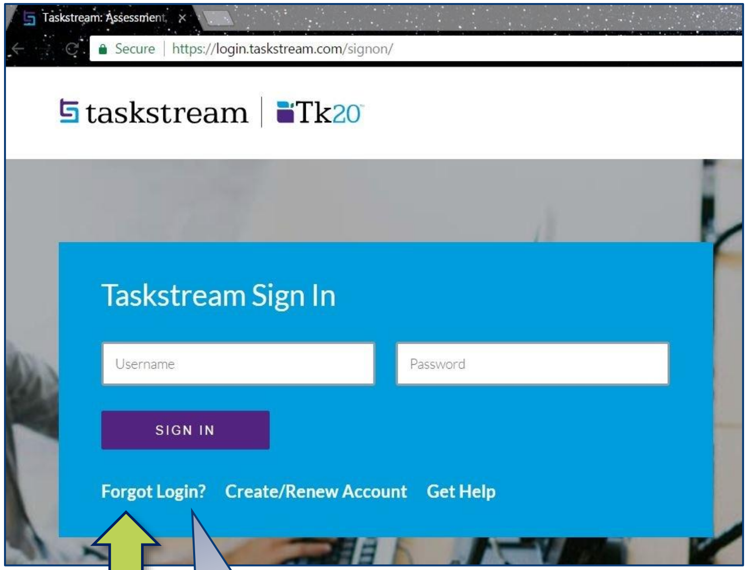
Login

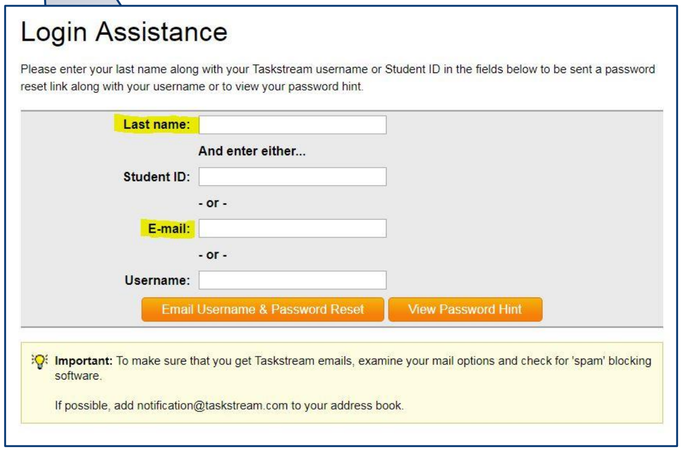
- When entering the system for the first time, you will need to use the link provided in your auto-generated *Taskstream confirmation email*
  - This email should have come from notification@taskstream.com
  - Your username is your KSU email address (including "@kent.edu")

- If you cannot locate the confirmation email, then please see the next slide for troubleshooting tips

Login: Troubleshooting
If you cannot find your confirmation email…

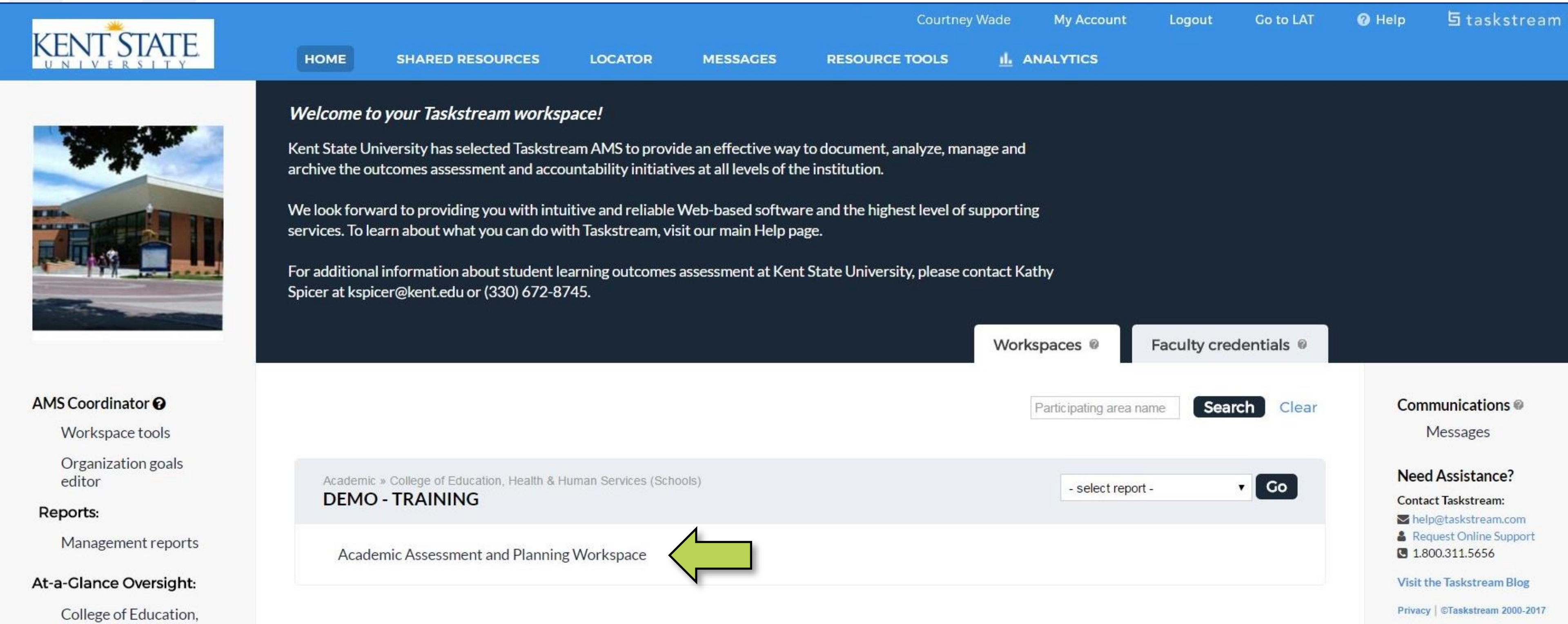
- Go to login.taskstream.com
- Click "Forgot Login"
- Enter your last name and KSU email address and click "Email Username & Password Reset"
- A reset password email will come from notification@taskstream.com
  - Check your spam folder if the email does not come to your inbox





AMS Home

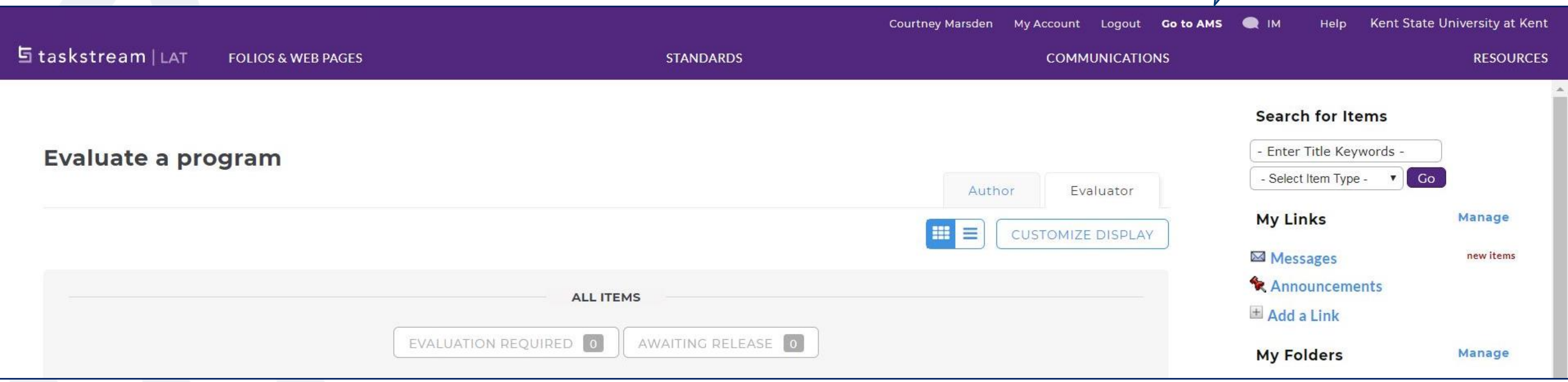
- Your AMS home screen will look like this
  - If it does not, then please see the AMS Home: Troubleshooting slides
- You should see the program(s) you are coordinator for listed; click on "**Academic Assessment and Planning Workspace**" to begin
  - If you do not see the programs, then see the AMS Home: Troubleshooting slides



AMS Home: Troubleshooting
Switch between AMS & LAT

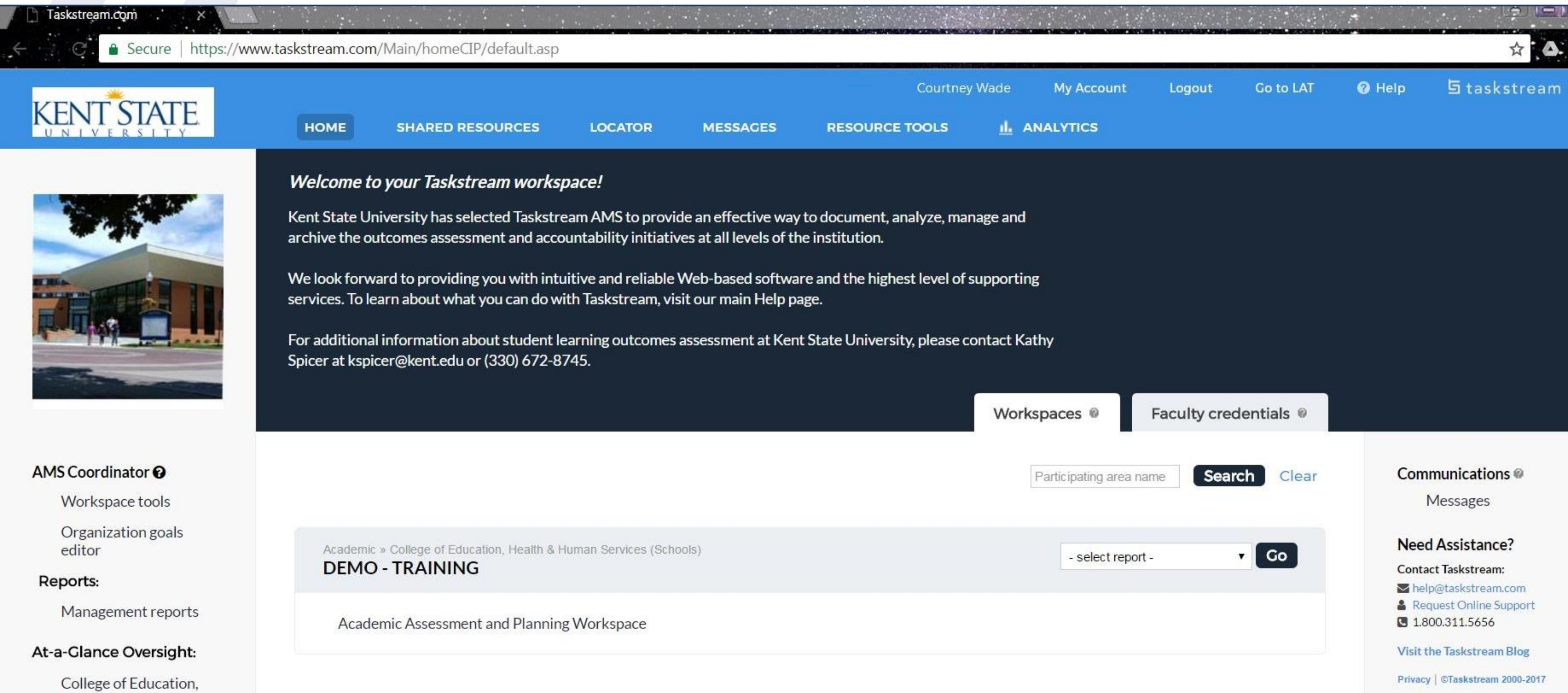
- If your AMS home screen did not look like the previous screenshot, then you are likely in LAT
- Switch between the two systems by clicking the link "**Go to AMS**" (top right corner)

Go to AMS



AMS Home: Troubleshooting
Missing Workspace

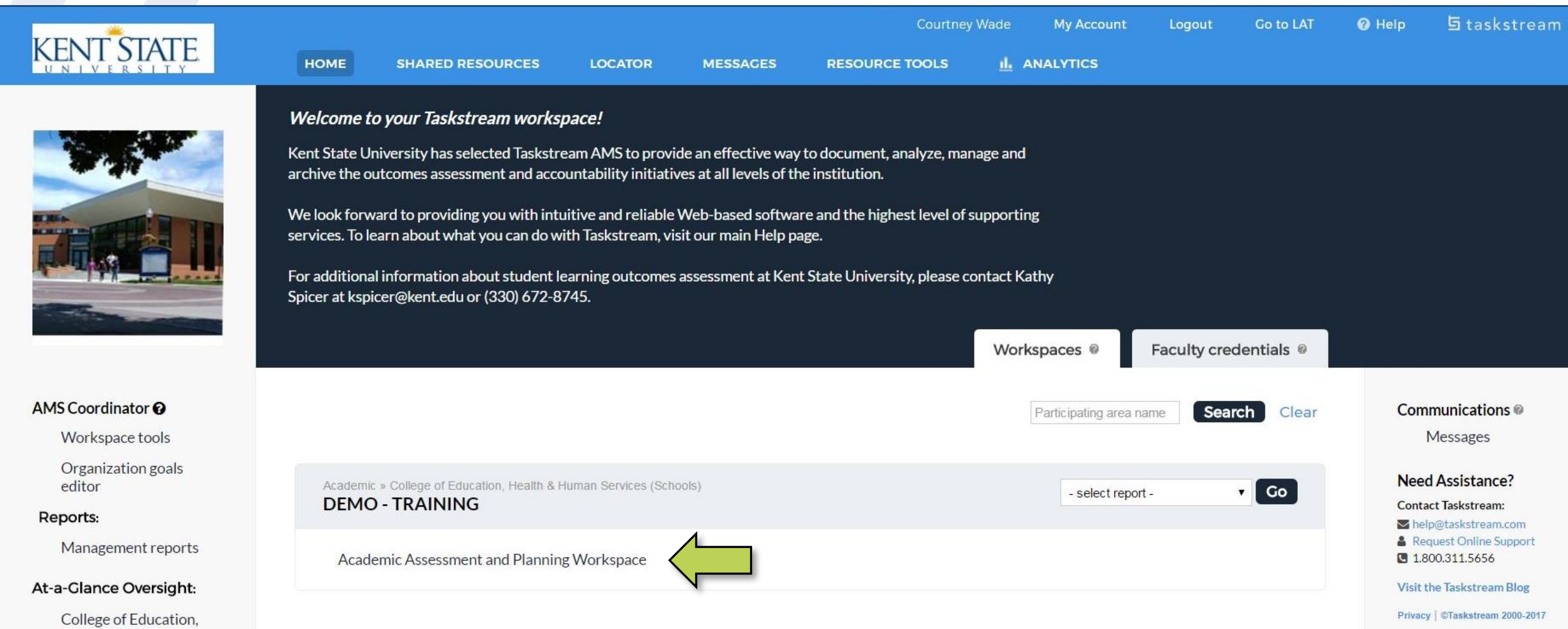
If your College of EHHS program is not listed in this section, then please contact Courtney Marsden, cwade10@kent.edu



AMS Home Cont.

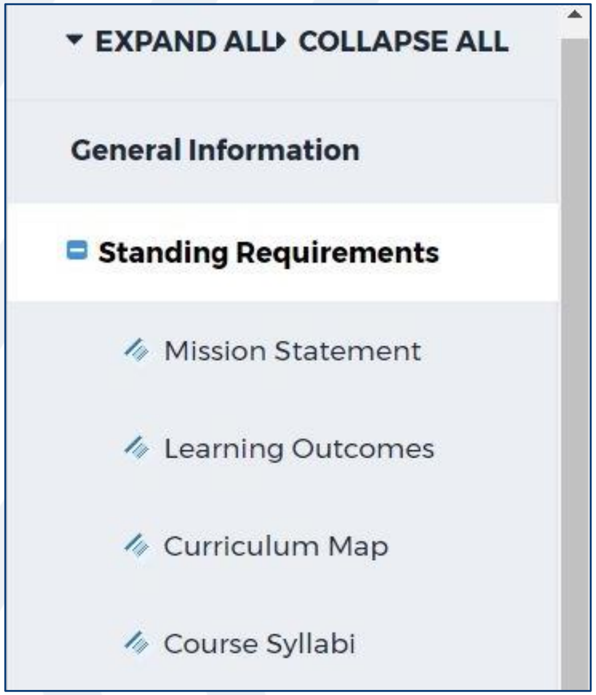
Once you have the correct AMS home screen and programs showing…

- Click directly on the link: "**Academic Assessment and Planning Workspace**"



Standing Requirements

Standing Requirements



- **Mission Statement** *
- **Learning Outcomes** *
- Curriculum Map
- Course Syllabi

* = required in annual assessment report

MISSION STATEMENT

Standing Requirements

Mission Statement *

Location on 2016-2017 Template

Kent State University
2016-2017 Assessment Report for Academic Programs

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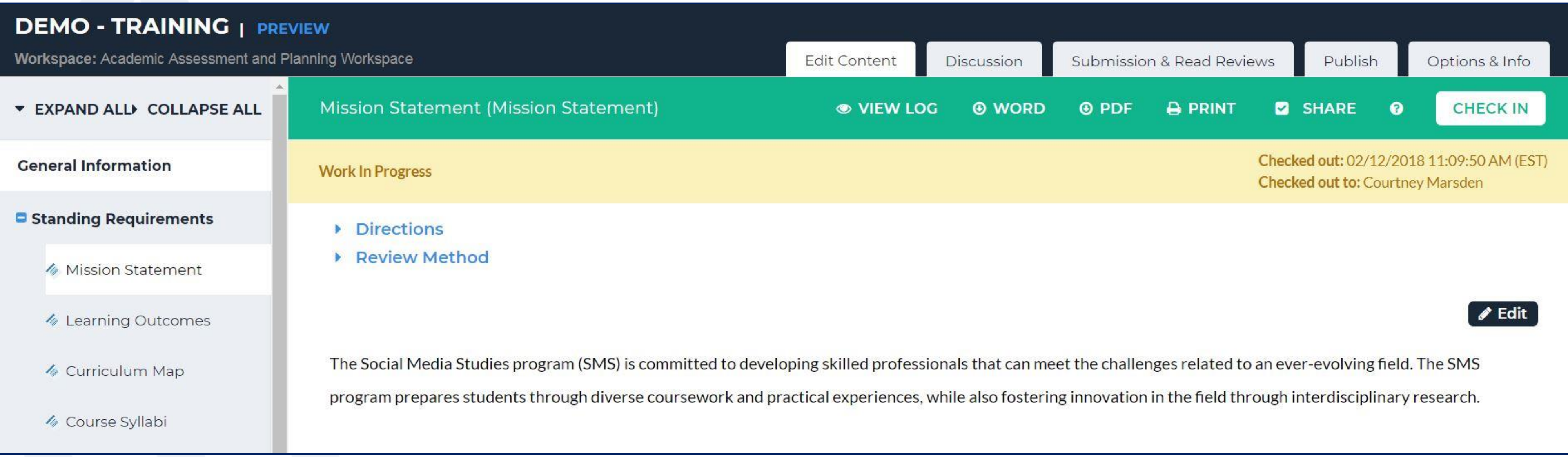
Outcome (max 140 characters): SLO 3 – Research Skills

Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.

Your mission statement is located here on the 2016-2017 template

Mission Statement * Cont.

1. Click on the “**Mission Statement**” link (sidebar)
2. Click the “**Check Out**” button
3. Click the “**Edit**” button
4. Add in your mission statement



LEARNING OUTCOMES

Standing Requirements

Learning Outcomes *

Location on 2016-2017 Template

Kent State University
2016-2017 Assessment Report for Academic Programs

Program Name: Social Media Studies (SMS)

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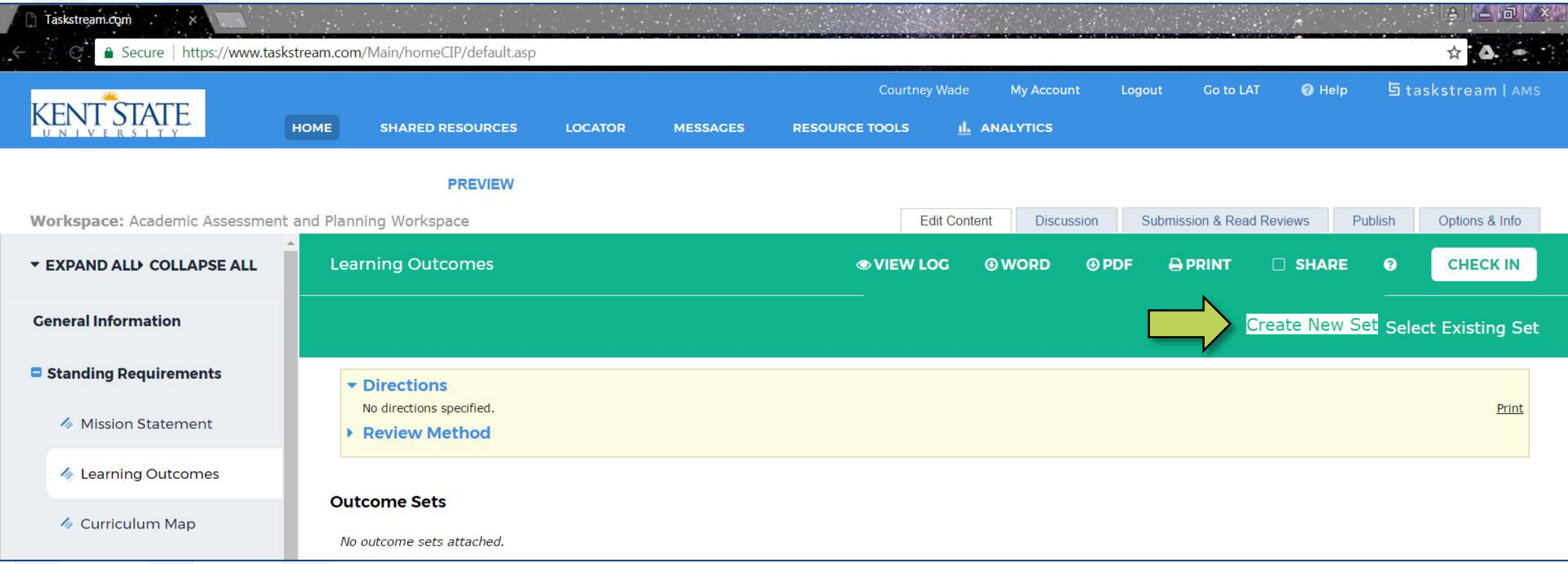
Description (max 1,000 characters): Students will be able to write a research plan that includes a literature review, research questions, and proposed methodology.

Your outcomes are located here on the 2016-2017 template

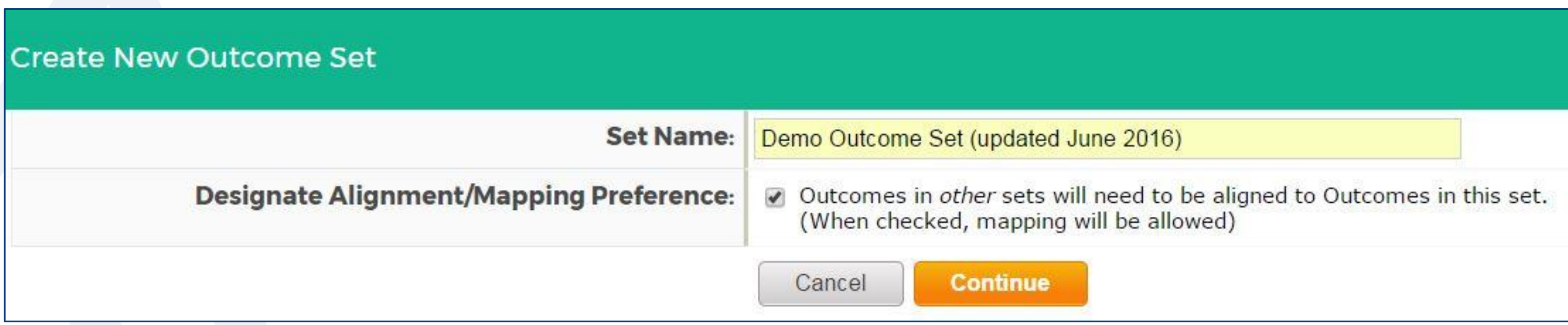
Learning Outcomes * Cont.

1. Click on the “**Learning Outcomes**” link (sidebar)
2. Click the “**Check Out**” button
3. Click on the “**Create New Set**” link (top right)



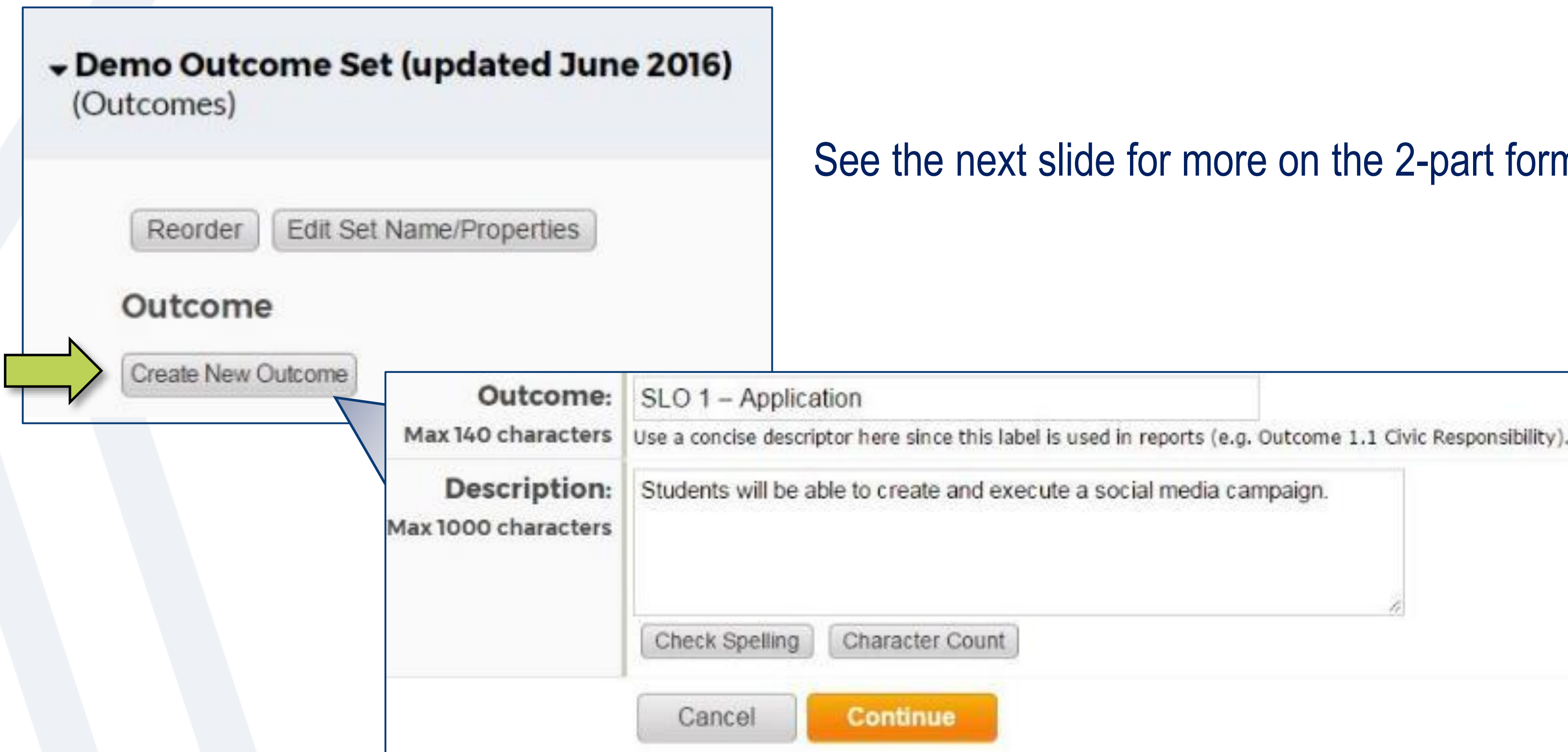
Learning Outcomes * Cont.

4. Name your outcome set
5. It is recommended that you check the box for “Designate Alignment/Mapping Preferences” before hitting continue
   - This will allow you to map the outcomes within this set to those in other sets



Learning Outcomes * Cont.

6. Click the "**Create New Outcome**" button
7. Add your outcome in the 2-part format and hit continue



See the next slide for more on the 2-part format

Learning Outcomes *

Recommended Format

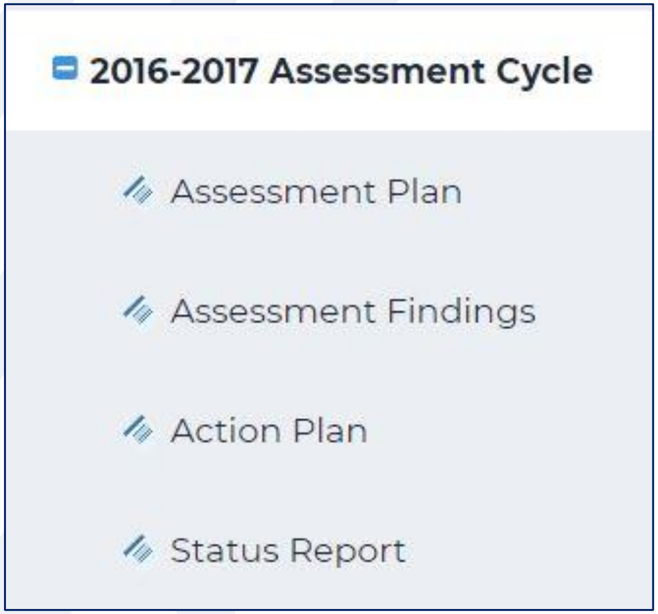
- Example of Recommended Format -

- **Set Name:** Social Media Studies Outcome Set (updated June 2016)
  - Adding the month/year will help you keep track of which sets are the most up-to-date
- **Outcome:** SLO 1 – Application
  - For consistency, you should have "**SLO #**" at the start of each outcome
  - Adding a key word or phrase will help you quickly identify what the outcome is about
- **Description:** Students will be able to create and execute a social media campaign.
  - The description should be the full outcome

Assessment Cycle

Example: adding your 2016-2017 report

Assessment Cycle



- **Assessment Plan** *
- **Assessment Findings** *
- Action Plan ~
- Status Report ~

* = required in annual assessment report

~ = might be required depending on findings

ASSESSMENT PLAN

Assessment Cycle

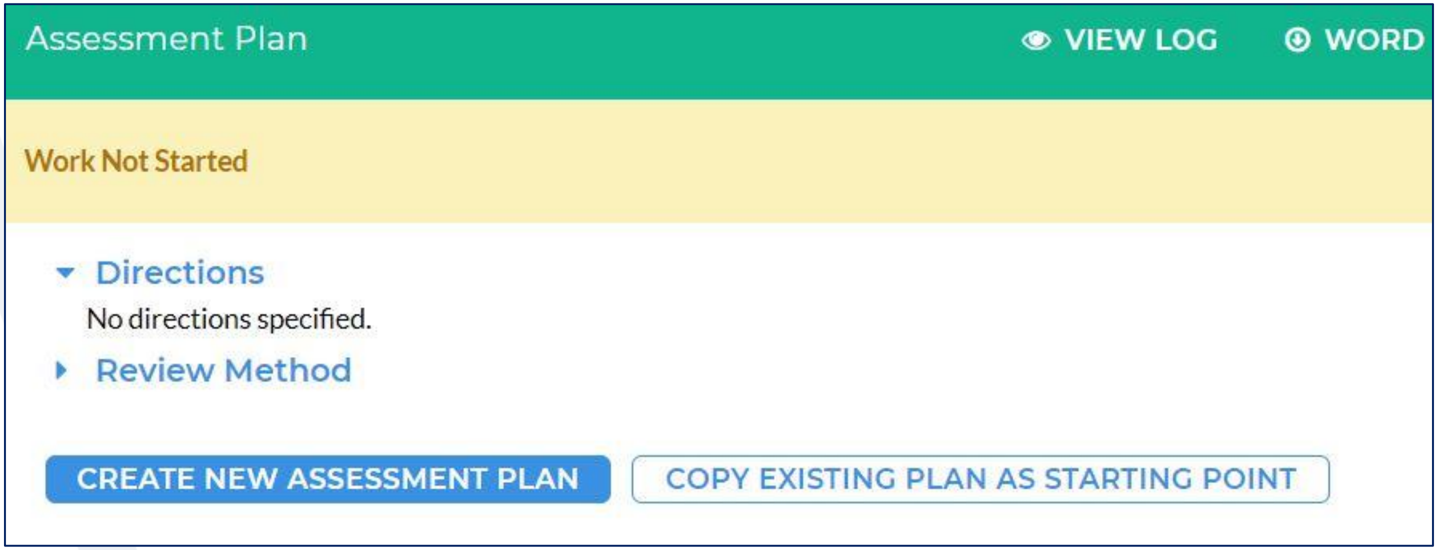
Assessment Plan *

- Within this section, you will…
  - Select your mission statement (Part I)
  - Select your learning outcome set (Part II)
  - Add your measures (Part III)

- **TIP**: Add your Standing Requirements **before** you begin inputting your Assessment Plan

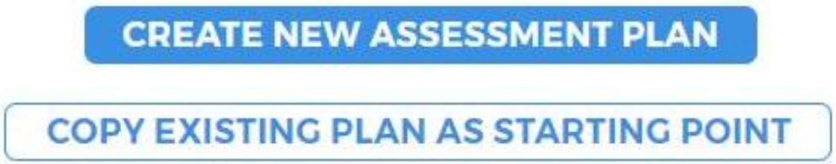
Assessment Plan * Cont.

1. Click on the "**Assessment Plan**" link (sidebar)
2. Click the "**Check Out**" button
3. Either select "**Create New Assessment Plan**" OR "**Copy Existing Plan as Starting Point**"
   - This step will depend on whether or not you have added the previous year's assessment plan into AMS [see next slide]



Assessment Plan * Cont.

<u>If this is the…</u>	<u>Then…</u>
1st assessment plan in AMS for your program	• Click "<u>**Create New Assessment Plan**</u>" • Continue to the very next slide
2nd+ assessment plan in AMS and your assessment plan has **not changed** from the last assessment cycle	• Click "<u>**Copy Existing Plan as a Starting Point**</u>" • Skip ahead to the Assessment Findings slides
2nd+ assessment plan in AMS and you have made **minor edits** from the last assessment cycle (e.g., added a measure, adjusted an achievement target, etc.)	• Click "<u>**Copy Existing Plan as a Starting Point**</u>" • Make your minor edits within the Assessment Plan section of the new cycle • Skip ahead to the Assessment Findings slides
2nd+ assessment plan in AMS and you have made **major edits** from the last assessment cycle (e.g., redesigned the entire assessment plan)	• You can select either, but it is recommended that you start fresh by clicking "<u>**Create New Assessment Plan**</u>" • Continue to the very next slide

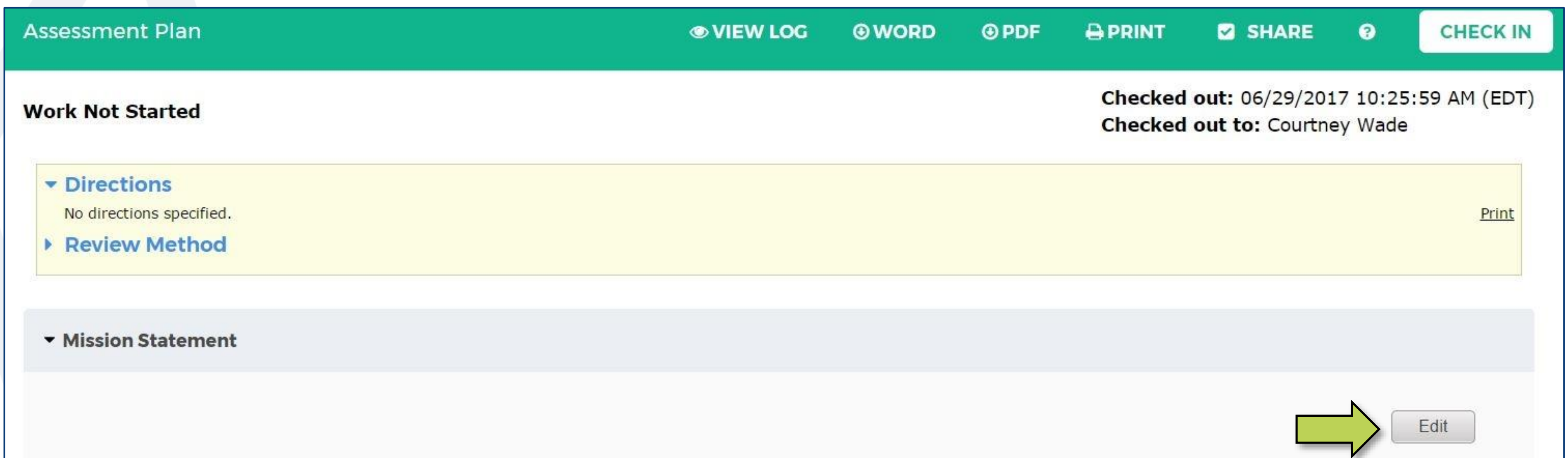


Assessment Plan *

Part I: Mission Statement

If you already added your mission statement to the Standing Requirements section, then is should automatically appear

1. If you did not do so, or if you need to make edits for this specific assessment cycle, then click on the "**Edit**" button within the Mission Statement section of the workspace
2. Add your mission statement, and hit "**Submit**"



Assessment Plan *

Part II: Learning Outcomes

1. Click the "**Select Set**" button within the Measures section of your workspace
2. Click "**Select Existing Set**"

3. Choose the set you would like in your plan
4. Use the checkboxes to include/exclude specific outcomes from the set, and then click "**Accept and Return to Plan**" (top right)

Assessment Plan *

Part III: Measures

- <u>At minimum</u>, fill in the following for each measure:
  - Measure Title
    - Proper noun name
  - Measure Type/Method
  - Measure Level
  - Details/Description
  - Acceptable Target

- If you are able to, please also fill in:
  - Ideal Target
  - Implementation Plan (Timeline)
  - Key/Responsible Personnel

If you are not sure how to respond to these sections, then you can always come back and add the information later by editing the measure

Assessment Plan * Part III: Measures

Location on 2016-2017 Template

2016-2017 Assessment Cycle: "Assessment Plan"

Method of Assessment for Outcome #1

Measure Title: Social Media Campaign Project

Measure Type/Method: Select one

- ☐ **Direct – Student Artifact**
- ☐ Direct – Exam
- ☐ Direct – Portfolio
- ☐ Direct – Other
- ☐ Indirect – Survey
- ☐ Indirect – Focus Group
- ☐ Indirect – Interview
- ☐ Indirect - Other

Measure Level: Select one

- ☐ **Course**
- ☐ Program
- ☐ Institution
- ☐ Other

Details/Description: Students must create and fully implement their social media campaign by the end of the semester. Final projects are graded by the SMS 45000 faculty on the same detailed rubric.

Acceptable Target: Cohort average of 95% or higher on the social media campaign project in SMS 45000.

Ideal Target (if applicable): Cohort average of 98% or higher on the social media campaign project in SMS 45000.

Implementation Plan (timeline): Already implemented: Students will complete a social media campaign project in SMS 45000 (offered every spring). Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks.

Key/Responsible Personnel: Campaign supervisors and faculty member(s) teaching SMS 45000

Your measures are located here on the 2016-2017 template

Assessment Plan *

Part III: Measures Cont.

1. Click “**Add New Measures**”
2. Fill out the information on your measure

* Measure Title:	Social Media Campaign Project
Measure Type/Method:	Direct - Student Artifact
Measure Level:	Course
Details/Description:	Students will complete a social media campaign project in SMS 45000. Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks. Students must create and fully implement their social media campaign by the
Acceptable Target:	Cohort average of 95% or higher on the social media campaign project in SMS 45000.

Assessment Plan *

Part III: Measures Cont.

- Recommended: Once you have added a measure, you can go back and add attachments by clicking the "**Add/Edit Attachments and Links**" button
  - This is a useful feature that can help you keep track of documents related to the measure (e.g., uniform rubrics, survey questions, internship evaluation forms, etc.)

Details/Description:	Students will complete a social media campaign project in SMS 45000. Students will be assigned a campaign supervisor during the second week of the semester. Together, the student and supervisor will identify a project, and the supervisor will act as a mentor throughout the remaining 13-weeks. Students must create and fully implement their social media campaign by the end of the semester. Final projects are graded by the SMS 45000 faculty on the same detailed rubric.
Acceptable Target:	Cohort average of 95% or higher on the social media campaign project in SMS 45000.
Ideal Target:	Cohort average of 98% or higher on the social media campaign project in SMS 45000.
Implementation Plan (timeline):	
Key/Responsible Personnel:	Instructors of SMS 45000 and the SMS Program Coordinator

Supporting Attachments:

Add/Edit Attachments and Links

Assessment Plan *

TIP: Import Measures

- **TIP:** If you use the same measure for multiple outcomes, then utilize the import measure feature

1. Click "**Add New Measures**"
2. Click "**Import Measure**" (top right corner)
   - If you do not see any measures listed, then check the "**Show measures for all outcomes**" box
3. Select the measure that you would like to copy
4. Click the "**Copy Selected**" button
   - Once copied, you can edit aspects of the measure without affecting the original

ASSESSMENT FINDINGS

Assessment Cycle

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Assessment Findings *

- At minimum, you must fill in:
  - Summary of Findings
  - Recommendations and/or Reflections/Notes
    - **Recommendations** - how these findings may be used for program improvement
    - **Reflections/Notes** - any unusual or extenuating issues that may have affected findings for this measure
  - Acceptable Target Achievement: Select Not Met Met Exceeded

- If you added an ideal target, then you should fill in:
  - Ideal Target Achievement: Select Moving Away Approaching Exceeded
    - Note: If you met the ideal target exactly, then please select "Exceeded"

Assessment Findings * Cont.

Location on 2016-2017 Template

2016-2017 Assessment Cycle: "Assessment Findings"

Summary of Findings: Cohort average of 86.51% (N=98 students).

Recommendations (how these findings may be used for program improvement):
Although the campaign supervisor evaluation measure was met (see second method of assessment for outcome #1), the social media campaign project grade measure was not. There may be a discrepancy between the two project rubrics. Recommendations include:

1) Compare the rubric used by faculty and the rubric used by campaign supervisors to see if there are any discrepancies in the way students are being evaluated.

2) Have students complete the project in two parts. This may prevent students from completing the project incorrectly.

Reflections/Notes (any unusual or extenuating issues that may have affected findings for this measure):
n/a

Acceptable Target Achievement: Select one	Ideal Target Achievement: Select one
☐ **Not Met**	☐ **Moving Away**
☐ Met	☐ Approaching
☐ Exceeded	☐ Exceeded

Your findings are located here on the 2016-2017 template

Assessment Findings * Cont.

1. Click on the "**Assessment Findings**" link (sidebar)
2. Click the "**Check Out**" button
3. Add findings for each of your measures by clicking the "**Add Findings**" button next within the measure that you wish to add findings to

- Again, you need to fill in the following for each finding that you add:
  - Summary of Findings
  - Recommendations and/or Reflections/Notes
  - Acceptable Target Achievement
  - Ideal Target Achievement (if applicable)

Assessment Findings * Cont.

- Recommended: Once you have added the findings, you can go back and add attachments by clicking the "**Add/Edit Attachments and Links**" button
  - This is a useful feature that can help you document supporting evidence (e.g., detailed survey results)

Findings for Social Media Campaign Project Edit ✖ Remove

Summary of Findings:	Cohort average of 86.51% (N=98 students).
Results:	Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away
Recommendations :	1) Compare the rubric used by faculty and the rubric used by campaign supervisors to see if there are any discrepancies in the way students are being evaluated. 2) Have students complete the project in two parts. This may prevent students from completing the project incorrectly.
Reflections/Notes :	Although the campaign supervisor evaluation measure was met, the social media campaign project grade measure was not. There may be a discrepancy between the two project rubrics.

Substantiating Evidence:

Add/Edit Attachments and Links

ACTION PLAN

Assessment Cycle

Example: adding an Action Plan for a measure that was "Not Met" in 2016-2017

Action Plan~

When do I need to create an Action Plan?

- If the **Acceptable Target Achievement** is **Not Met,** then you are required to complete an Action Plan

Findings for Social Media Campaign Project	
Summary of Findings:	Cohort average of 86.51% (N=98 students).
Results:	Acceptable Target Achievement: Not Met; Ideal Target Achievement: Moving Away

Action Plan ~
Location on 2016-2017 Template

2016-2017 Assessment Cycle: "Action Plan"
ONLY complete for measures not met

Measure Title/Outcome Listed as Not Met: Social Media Campaign Project/Outcome #1

Action Details: 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; Personnel: SMS 45000 social media campaign supervisors

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

Budget Approval Required? (Describe): Funding for lunch at the working session for five committee members (two instructors, two campaign supervisors, and the coordinator). The instructors and supervisors have volunteered their time in the summer to be on the committee. We estimate $20 per person.

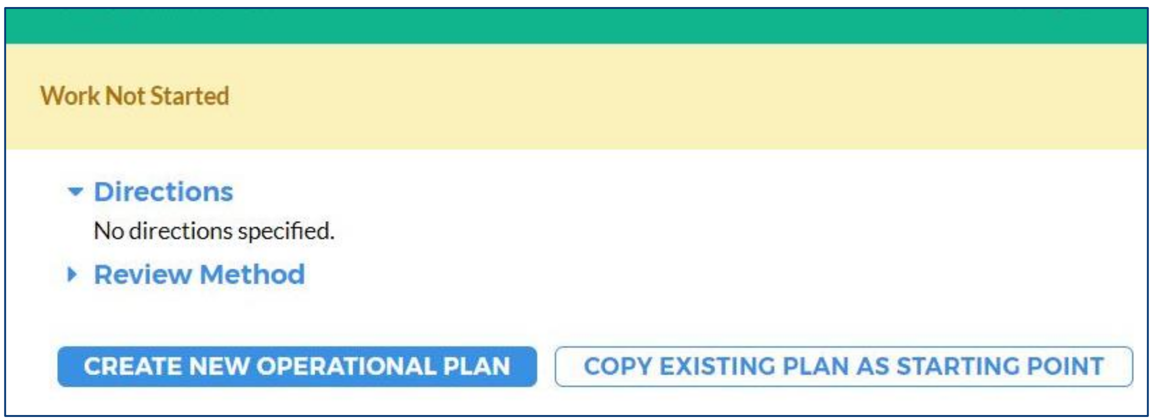
Budget Request Amount: $100

Priority: Select one
- ☐ Low
- ☐ **Medium**
- ☐ High

Your action plan is located here on the 2016-2017 template

Action Plan~ Cont.

1. Click the "**Action Plan**" link (sidebar)
2. Click the "**Check Out**" button
   - You may create a new plan or copy an existing one

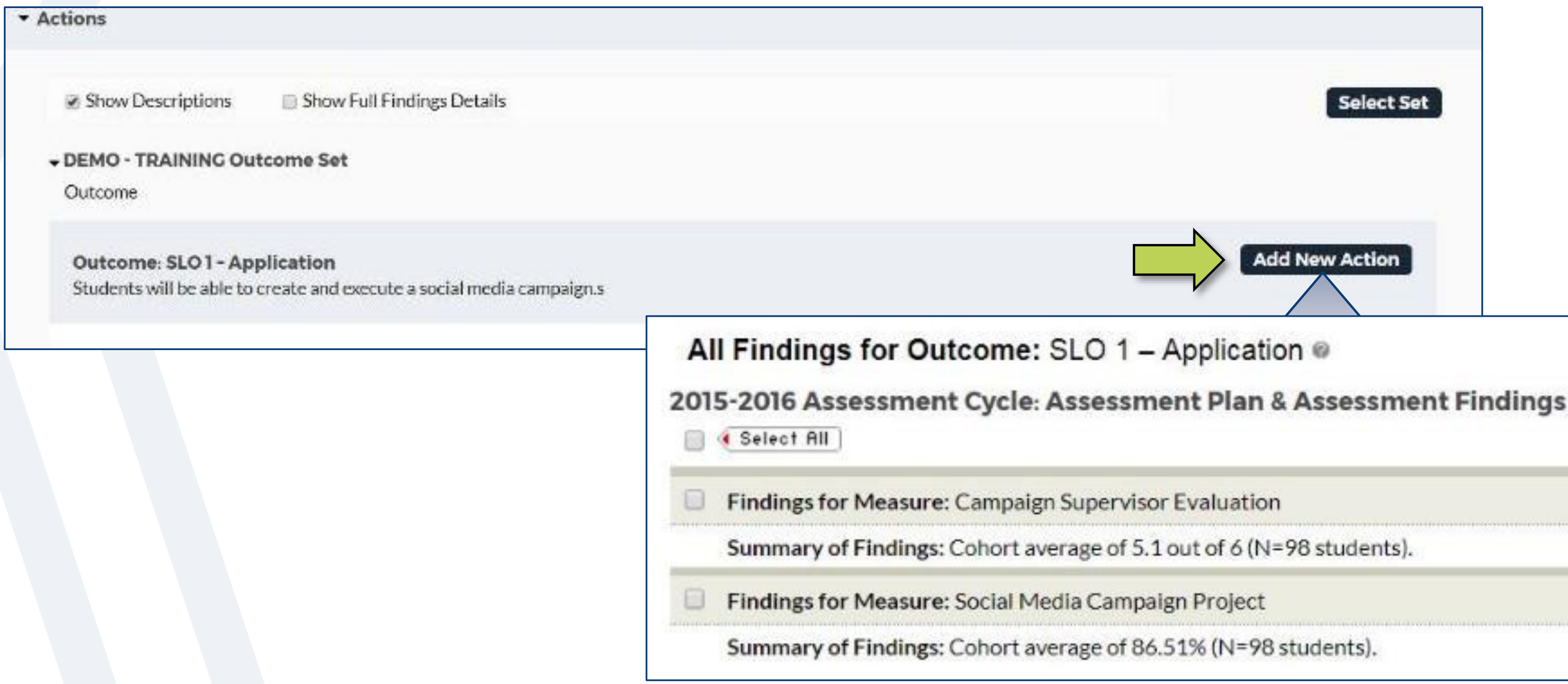


Create New Action Plan

3. Under Actions, click "**Select Set**," "**Select Existing Set**," choose your set, and then identify the outcomes you want included in your Action Plan

Action Plan~ Cont.

4. Click the "**Add New Action**" button
5. Select the findings that support this action (i.e., the findings that show you did not meet the target)



Action Plan~ Cont.

6. Fill out the information on the action, and apply the changes

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
Budget approval required? (describe):	Funding for lunch at the working session for five committee members (two instructors, two campaign supervisors, and the coordinator). The instructors and supervisors have volunteered their time in the summer to be on the committee. We estimate $20 per person.
Budget request amount:	$100.00
Priority:	Medium

Supporting Attachments:

Add/Edit Attachments and Links

STATUS REPORT

Assessment Cycle

Example: adding a Status Report for the measure that was "Not Met" in 2016-2017

Status Report~

When do I need to create a Status Report?

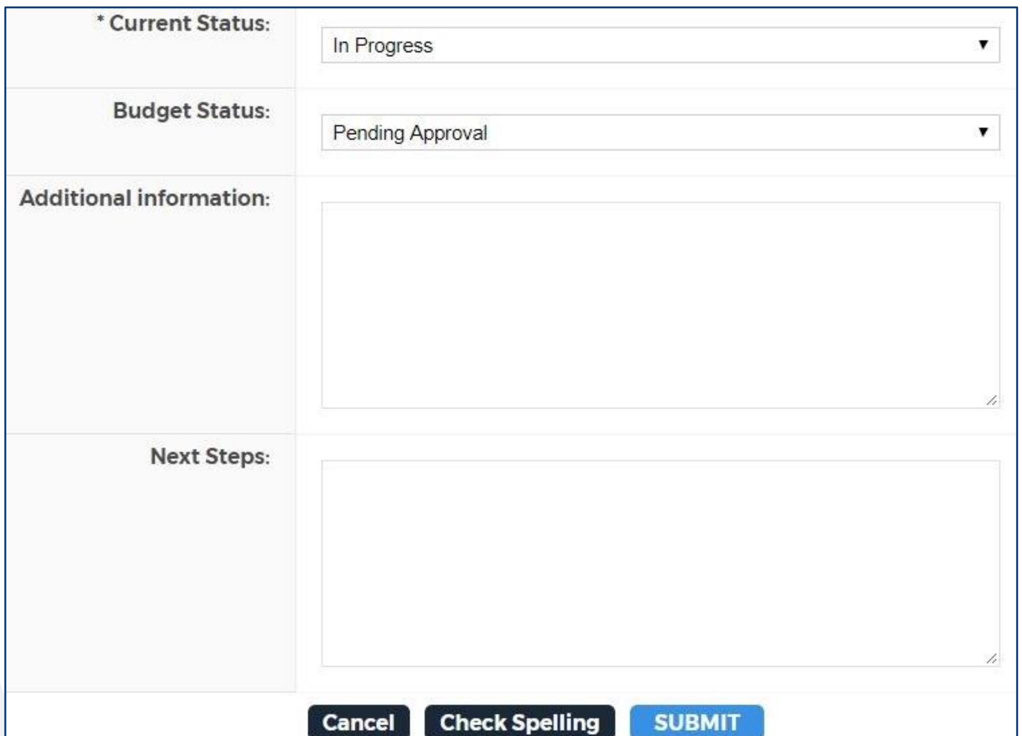
- This is the supplement to your Action Plan
  - So, if you have an Action Plan, then you will also need to create a Status Report

When do I need to update my Status Report?

- The Status Report should be updated on an ongoing basis

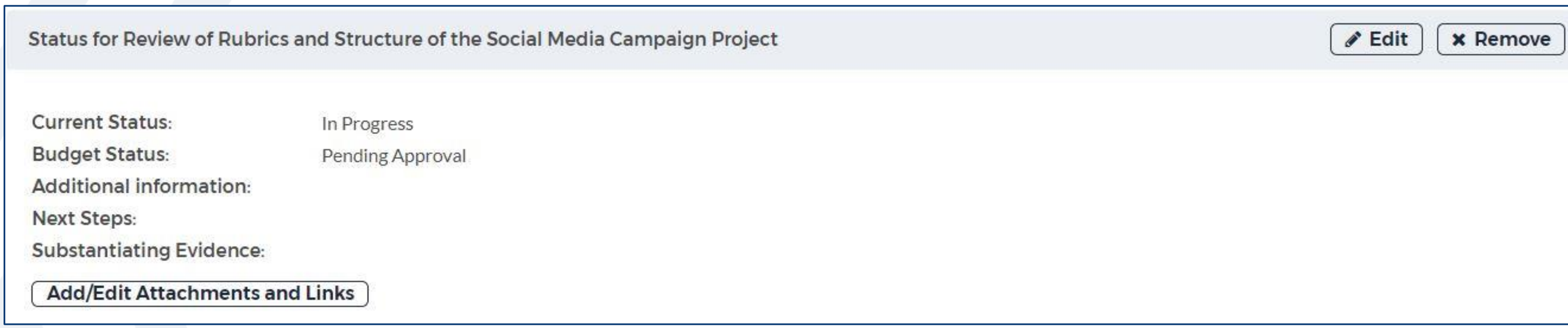
Status Report~ Cont.

1. Click the "**Status Report**" link (sidebar)
2. Click the "**Check Out**" button
3. Click the "**Add Status**" button for an action item
4. Fill out the information on the status



Status Report~ Cont.

- The Status Report should be updated on an ongoing basis (as the action is being carried out)



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

Edit | Remove

Current Status:	In Progress
Budget Status:	Pending Approval
Additional information:	
Next Steps:	
Substantiating Evidence:	

Add/Edit Attachments and Links

- Recommended: Once you have added the status, you can go back and add attachments by clicking the "**Add/Edit Attachments and Links**" button
  - This is a useful feature that can be used to provide supporting evidence (e.g., meeting minutes)

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

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