

## Submitting the Annual Assessment Report to Taskstream AMS

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### What is due and when is the deadline to submit?

▣ Standing Requirements
✦ Mission Statement
✦ Learning Outcomes
✦ Curriculum Map
✦ Course Syllabi
▣ 2015-2016 Assessment Cycle
▣ 2016-2017 Assessment Cycle
▣ 2017-2018 Assessment Cycle
✦ Assessment Plan
✦ Assessment Findings
✦ Action Plan
✦ Status Report

For the College of EHHS, the following items need to be submitted by **December 1st** (however, please note that the deadline to submit the 2016-2017 report is Sept. 30th)

- Under the **Assessment Cycle** for the academic year you are submitting the full report for:
  - Assessment Plan
  - Assessment Findings
  - Action Plan, *if needed*
  - Status Report, *if needed*
- Under the **Assessment Cycle** for the next academic year:
  - Assessment Plan

## How to Submit

For the College of EHHS, reports will be reviewed by the Assistant Dean for Assessment and Accreditation. To submit, please follow these instructions:

### Step 1: Login

- Sign into your [Flashline](#) account.
- On the left sidebar, click “**Employee**,” then click “**Resources**,” and then click “**Additional Employee Resources**.”
- Within the main portion of your window, click on the block that says “**Taskstream**” or “**Watermark (Taskstream)**.” A new tab will open and you should be automatically signed into your account. However, if you are asked to sign in, then use your Flashline username and password.

**Troubleshooting:** If the browser you are using is set to block pop-ups, then Taskstream will not open in a new tab. To fix this, change your pop-up blocker settings to allow pop-ups from Taskstream.

### Step 2: Submit

- When all work has been completed, you may submit your report for review by selecting the “**Submission and Read Reviews**” tab (top of the screen).
- The screen will now show you the status of each requirement. Click “**Submit Work**” to send your material to a reviewer. The status of your work will change to *Submitted*, and you will see a lock icon appear next to the area title.

**Troubleshooting:** If you receive an error message, please contact Sarah Wu ([ywu44@kent.edu](mailto:ywu44@kent.edu)) and ask her to assign your program’s AMS workspace to the reviewer for the College of EHHS.

The screenshot shows the Taskstream interface for a 'DEMO - TRAINING' workspace. The 'Submission & Read Reviews' tab is selected and circled in red. Below the tabs, there is a table with columns: Area, Status, Actions, Results, and History. The table lists various requirements, including 'Standing Requirements' and '2015-2016 Assessment Cycle'. The 'Assessment Plan' row has a 'Submit Work' button highlighted with a red circle.

...once submitted...



2015-2016 Assessment Cycle		
Assessment Plan	Submitted	Submitted : 05/18/2018 11:32:41 AM
Assessment Findings	Submitted	Submitted : 05/18/2018 12:55:55 PM