

Watermark (Taskstream AMS) Training - Review, Report



Office of Accreditation, Assessment and Learning




Let's Learn How _Review

Review

- Deans have been assigned as “Reviewers” to each program
- Please have Department Chairs review first

Review

- After a program submits a component of their workspace for review, reviewers may receive an email message, and will see a red indicator next to the menu option **Items Requiring Review** in Taskstream.

 Reply  Reply All  Forward



Fri 5/18/2018 11:33 AM

Notification@taskstream.com

Notification of Submission (DEMO - TRAINING)

To Wu, Yi-Chin

This is an automated notification that DEMO - TRAINING has submitted 2015-2016 Assessment Cycle - Assessment Plan to you for review. To view submission, log into [Taskstream AMS](#) and look for the Review Options section.

***** This is only a notification -- Do not reply *****

About this Email

You've received this message because you are a Taskstream subscriber.

TaskStream helps ensure that today's learners have the knowledge and skills they need to succeed. We provide the highest quality cloud-based

Review



Review ?

● Items requiring review

Reviews to be reconciled

Reviews to be released

View all submissions

AMS Coordinator ?

Workspace tools

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 support 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 Sarah Wu at ywu44@kent.edu.

☒ Assigned Workspaces ☐ Preview Mode ☐ All Access Mode

💡 You do not currently have access to any Workspaces. Workspaces provide access to documentation and input formats. Please contact an AMS coordinator if you feel you should have access to a Workspace.

Review

- When Reviewers log in to Taskstream, a screen will show the Reviewers the name of the program that has submitted, the component that needs to be reviewed, and the day/time the component was completed.

[Home](#) » **Items Requiring Review**

All Items Requiring Review @

[Get Latest Data](#) [More Display Preferences](#) [Print View](#) [Excel](#)

Directions: The list below shows items awaiting review sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings.

Filter By: Show All Workspace (w/ Submissions)

Include: ☐ Include 'No Submission required' items

[Update List](#)

[Previous](#) Page 1 of 1 [Go](#)

	<u>Submitted</u>	<u>Status</u>	<u>Action</u>	<u>Participating Area</u>	<u>Category</u>	<u>Requirement</u>	<u>Workspace</u>	<u>Workspace Template</u>
1.	05/18/2018 11:32 am (EDT)	Submitted 0 of 3 done	Review	DEMO - TRAINING	2015-2016 Assessment Cycle	Assessment Plan	Academic Assessment and Planning Workspace	Academic Assessment Workspace Template

[Previous](#) Page 1 of 1 [Go](#)

Display : 5 / 10 / 25 / 50 rows per page

Review

- Select “Review Work”
- If you are Dean, and you see “0 of # reviews have been completed”, please inform your directors/chairs to review assessment work first.

Home » Items Requiring Review » Review

Review Academic Assessment and Planning Workspace ©
Template : Academic Assessment Workspace Template

View Work

Review His

0 of 3 reviews have been completed.
Please select one of these options.

1 reviews in progress.

Review Work

Send Back for Revision

Cancel - Review Later

Print

Save as PDF

Participating Area& Submitted :
05/18/2018 11:32:41 AM EDT

Academic Assessment and Planning Workspace Work By DEMO - TRAINING

► Directions
► Review Method

► Mission Statement

► Measures

Review

- Give a score: Complete or Incomplete (AY17-18 & later)
- You can also provide your comments

Mark as complete or incomplete

SCORE

- ☐ Complete
☐ Incomplete

OVERALL COMMENTS :

ATTACH FILES - OPTIONAL (UP TO 3 FILES)

NAME	FILE (5 MB MAX)	VISIBLE TO PARTICIPATING AREAS?
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> <input checked="" type="checkbox"/>

Next Steps

Decide what to do with this review

☐ **Send back for revision**

This report will be sent back as a provisional review to help guide the participating area's revision. The participating area will have to resubmit work in order to be re-reviewed.

☒ Send external email notification

☐ **Record as my final score**

By marking this item as final, your review will be included as one of the required reviews (multiple are needed). When the required number of reviews are complete, a reconciler will then reconcile the reviews and release this final review to the participating area.

Review

- Select “Send back for revision” or “Record as my final score”

Next Steps

Decide what to do with this review

☐

Send back for revision

This report will be sent back as a provisional review to help guide the participating area's revision. The participating area will have to resubmit work in order to be re-reviewed.

☒

Send external email notification

☐

Record as my final score

By marking this item as final, your review will be included as one of the required reviews (multiple are needed). When the required number of reviews are complete, a reconciler will then reconcile the reviews and release this final review to the participating area.

Cancel

Check Spelling

Save Draft

Preview

SUBMIT REVIEW

Let's Learn How

—View Completed Reviews

View Completed Reviews

- After you access the workspace, click on the **Submission & Read Reviews** tab at the top of the page.
- From this area, you can see when requirements were submitted and can view completed reviews.
- Click the **Reviewer Feedback** button next to a reviewed requirement.
- This will tell you when the review took place, the overall score or result, and will provide you with the Reviewer's comments and suggestions.

Let's Learn How

_Run AMS Report

Running AMS Report

KENT STATE

HOME SHARED RESOURCES LOCATOR

services. To learn about what you can do with Taskstream, visit [Taskstream](#).

For additional information about student learning outcomes assessment, contact Sarah Wu at ywu44@kent.edu.

Review ?

- Items requiring review
- Reviews to be reconciled
- Reviews to be released
- View all submissions

AMS Coordinator ?

- Workspace tools
- Announcements
- Manage resources
- Organization goals editor
- Survey management
- System administrator

Reports

- Management reports

At-a-Glance Oversight.

Kent State AMS

Assigned Workspaces Preview Mode All Access I

You do not currently have access to any Workspaces. View input formats. Please contact an AMS coordinator if you need access.

More about review process

Running AMS Report

- Different types of reports
- Workspace activity report: View a detailed account of work activity within a workspace, including work started, submitted and reviewed

[Home](#) » [Management Reports](#)

Management Reports



Workspace Activity Report

View work progress made by participating areas enrolled in a workspace.



Review Reports

Generate reports on review results and reviewer activity.



Form Reports

Compile and compare responses to custom forms by participating areas and reviewers.

[Workspace Activity](#)

Shows summary activity status (by workspace requirement) with drill down to view statuses of participating areas.

[Review Results](#)

Shows summary review results (by workspace requirement) with drill down to performance of participating areas.

[Reviewer Activity Report](#)

Shows reviews Not Started, In Progress or Completed for a single or multiple reviewers.

[Participating Area Form Responses](#)

Shows results of forms/surveys that are included in Workspace submission.

[Reviewer Form Responses](#)

Shows results of forms used as review methods.

Running AMS Report

Select your workspace

time summary report on workspace activity (e.g. participating area work status, review status, etc.) first select the workspace to entire workspace, a subset of people within workspace, or a single participating area). Complete this step by clicking "Continue"

Select workspace:	<input checked="" type="radio"/> Academic Assessment and Planning Workspace 309 participating areas Template: Academic Assessment Workspace Template Created by: Kent State Manager Created on: 06/22/2016
Show workspace details <input checked="" type="checkbox"/> Show inactive workspaces <input checked="" type="checkbox"/>	<input type="radio"/> Non-Academic Assessment and Planning Workspace 69 participating areas Template: Non-Academic Assessment Workspace Template Created by: Kent State Manager Created on: 06/29/2016
within workspace to run report:	<input checked="" type="radio"/> All participating areas <input type="radio"/> All participating areas grouped with a particular reviewer (Select reviewer in next step) <input type="radio"/> A single participating area
	Enter name: <input type="text"/>
<div>CANCEL CONTINUE »</div>	

Running AMS Report

More details for each program

Workspace Activity for All Participating Areas: All Work Statuses

Workspace Template: Academic Assessment Workspace Template

Workspace: Academic Assessment and Planning Workspace

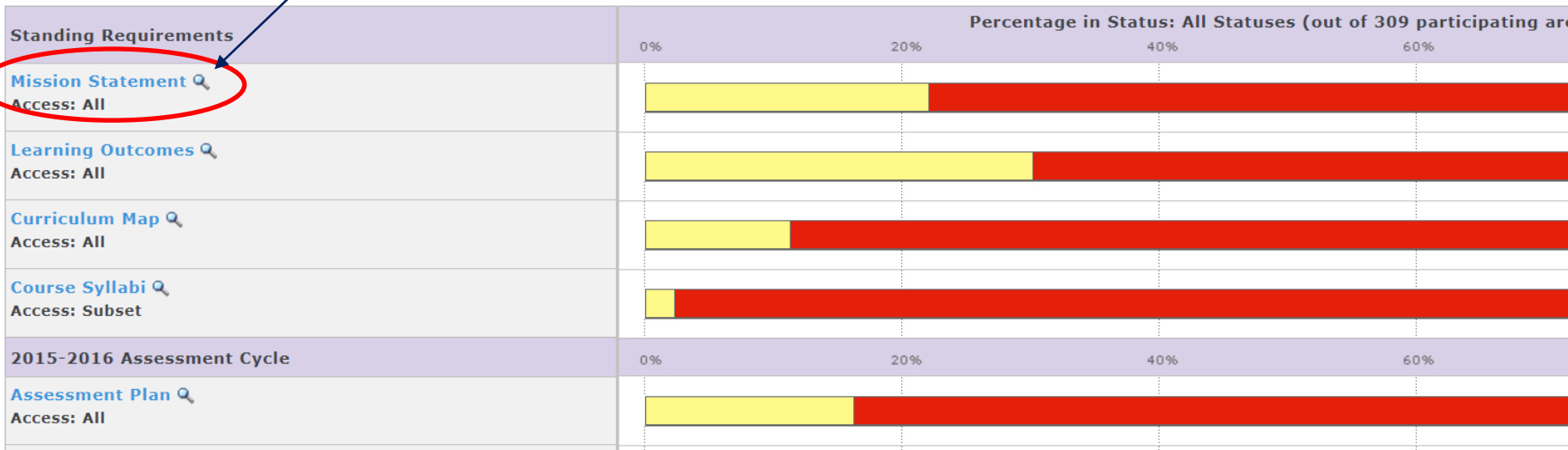
Participating Areas: 309 Participating Area(s) matched search criteria

Report Generated : Monday, May 14, 2018

Filter By: Show Summary Report (show all work statuses) **GO**

Legend:

- Review/Reconcile Completed: RELEASED
- Review/Reconcile Complete: NOT Released
- Requires Reconciliation
- Requires Review
- Review In Progress
- Work Sent Back for Revision
- Work in Progress
- Work Not Started



Running AMS Report

- Review Results Report: View scores and comments for reviewed work for a specific Workspace.

[Home](#) » [Management Reports](#)

Management Reports



Workspace Activity Report

View work progress made by participating areas enrolled in a workspace.

[Workspace Activity](#) ?

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Review Reports

Generate reports on review results and reviewer activity.

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Form Reports

Compile and compare responses to custom forms by participating areas and reviewers.

[Participating Area Form Responses](#) ?

Shows results of forms/surveys that are included in Workspace submission.

[Reviewer Form Responses](#) ?

Shows results of forms used as review methods.

Running AMS Report

The screenshot displays the Kent State AMS (Assessment Management System) interface. At the top, there is a blue header with the Kent State logo and navigation links: HOME, SHARED RESOURCES, and LOCATOR. Below the header, a dark blue banner contains text about Taskstream services and contact information for Sarah Wu. The main content area is divided into a left sidebar and a right pane. The sidebar includes sections for 'Review' (with links like 'Items requiring review'), 'AMS Coordinator' (with links like 'Workspace tools'), and 'Reports' (with links like 'Management reports'). The 'At-a-Glance Oversight: Kent State AMS' link is circled in red. The right pane shows a message: 'You do not currently have access to any Workspaces. View input formats. Please contact an AMS coordinator if you need access.' Above this message are radio buttons for 'Assigned Workspaces', 'Preview Mode', and 'All Access'.

KENT STATE

HOME SHARED RESOURCES LOCATOR

services. To learn about what you can do with Taskstream, visit [Taskstream](#).

For additional information about student learning outcomes assessment, contact Sarah Wu at [yw44@kent.edu](mailto:ywu44@kent.edu).

Review ?

- Items requiring review
- Reviews to be reconciled
- Reviews to be released
- View all submissions

AMS Coordinator ?

- Workspace tools
- Announcements
- Manage resources
- Organization goals editor
- Survey management
- System administrator

Reports

- Management reports
- At-a-Glance Oversight: Kent State AMS**

Assigned Workspaces Preview Mode All Access

You do not currently have access to any Workspaces. View input formats. Please contact an AMS coordinator if you need access.

Track school progress

Running AMS Report

My Home » At-a-Glance Reports » Select Assessment Plan /Users » Select information to display » Main Results

Show: ☒ Overall Stats ☒ Measure Type/Method ☒ Measure Level ☒ Acceptable Target Achievement ☒ Ideal Target Achievement

View: ☒ Percentage ☒ Graph

Include: ☐ Only measures that have findings specified

Organizational Area

Totals for All Participating Areas in Kent State AMS

Summary Results

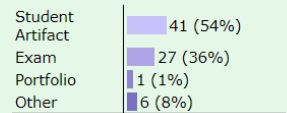
Overall Statistics

- There are 308 Participating Areas with access to this requirement within Kent State AMS
- 81% (99/122) outcomes were included
- 73% (72/99) of outcomes included have at least one measure specified
- 13% (13/99) of outcomes included have measures with findings specified
- 13% (13/99) of outcomes included have measures with findings specified

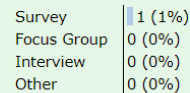
76 Total Measures
(Includes measures that do not have findings)

13 Total Measures with Findings

Measure Type/Method

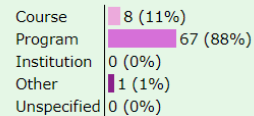


Total Direct 75 (99%)

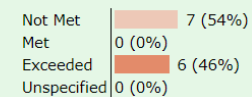


Total Indirect 1 (1%)

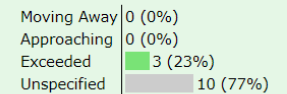
Measure Level



Acceptable Target Achievement



Ideal Target Achievement



Create your assessment report

Select the program you want to create assessment report for

1. Click the Academic Assessment and Planning Workspace

Academic Assessment and Planning Workspace

Academic » College of Communication and Information » Visual Communication Design

Visual Communication Design MFA

- select report -

Go

Academic Assessment and Planning Workspace

Academic » College of Education, Health & Human Services (Schools)

DEMO - TRAINING

- select report -

Go

Academic Assessment and Planning Workspace

Create your assessment report

2. Select "Publish"
3. Select "Export to PDF"

DEMO - TRAINING

Workspace :Academic Assessment and Planning Workspace

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

Choose Style / Web View

Current Selected Style

Layout : Left Navigation 1

Theme : Kent State University (AMS)

Preview
Change Style



Publication / Publish Options

Publish Workspace to the Web

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create.

Current Status: **Publish** **Unpublish** [Edit URL/Password](#)

URL: <https://www.taskstream.com/ts/demo-training/AcademicAssessmentandPlanningWorkspace>

Password: No password specified

Export to PDF

To export your workspace to a PDF, click the Export to PDF button below.

[Export to PDF](#)

Export to Word

To export your workspace to MS-Word, click the Export to Word button below.

[Export to Word](#)

E-mail Workspace

Workspace can be sent to other Taskstream subscribers via the Message Center or to an external e-mail address.

[E-mail](#)

Create your assessment report

Pick up your export

1. Go to the Resource Tools tab
2. Click the 'Exports' link

KENT STATE UNIVERSITY

HOME SHARED RESOURCES LOCATOR MESSAGES **RESOURCE TOOLS** ANALYTICS

Resource Tools

Assessment Tools

Create tools to help gauge performance and provide feedback to users.

- Rubric Wizard**
Create and import rubrics that can be used as review methods in your Workspace Templates.
- Form Builder**
Create forms and surveys for use in Workspace templates for collecting participating area responses and reviewing work submissions.

Publication Tools

Create web publications to share or save offline.

- Web Page Builder**
Create personal or institutional web publications with text, images, multimedia and links. Build sub-sections with linked navigation and choose from our library of style themes to customize your web publication. Share your web pages via email or publish externally with optional password protection.
- Pack-It-Up**
Web pages and rubrics created in Taskstream offline.
- Exports**
Download exported PDF and Word documents.

Need Assistance?
If you are new to the Resource Tools, you may contact Taskstream Mentoring Services for support:
Email: help@taskstream.com
Online: [Request Support](#)
Toll-free number: 800-311-5656

Create your assessment report

3. Locate your export, and click the 'Download' button

Resource Tools					
Exports					
Directions : Exports is a place where exported PDF and Word documents can be downloaded after processing is completed					
Your Exports (available for 30 days)					
OfflineWord_54174.doc	Academic Assessment and Planning Workspace	DEMO - TRAINING	05/22/2018 11:02:56 AM (EDT)	Available	Download
OfflinePDF_54172.pdf	Academic Assessment and Planning Workspace	DEMO - TRAINING	05/22/2018 10:51:26 AM (EDT)	Available	Download

Create your assessment report

Your report should look like this

Academic Assessment and Planning Workspace

DEMO - TRAINING

Created on: 11/08/2016 09:33:00 AM EDT
Last Modified: 05/15/2018 01:24:57 PM EDT

created by taskstream

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Create your assessment report

2. If you select "E-mail Workspace": Enter recipients email information

DEMO - TRAINING

Workspace :Academic Assessment and Planning Workspace

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

Choose Style / Web View

Current Selected Style

Layout : Left Navigation 1

Theme : Kent State University (AMS)

Preview
Change Style



Publication / Publish Options

Publish Workspace to the Web

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create.

Current Status: **Publish** **Unpublish** [Edit URL/Password](#)

URL: <https://www.taskstream.com/ts/demo-training/AcademicAssessmentandPlanningWorkspace>

Password: No password specified

Export to PDF

To export your workspace to a PDF, click the Export to PDF button below.

[Export to PDF](#)

Export to Word

To export your workspace to MS-Word, click the Export to Word button below.

[Export to Word](#)

E-mail Workspace

Workspace can be sent to other Taskstream subscribers via the Message Center or to an external e-mail address.

[E-mail](#)

Create your assessment report

DEMO - TRAINING

Workspace :Academic Assessment and Planning Workspace

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

Select Taskstream subscribers
Sent via internal Message Center

Any future changes will be automatically reflected in your e-mailed work.

Click Select Recipients

Select Recipients

Web view only. Recipient(s) will not have an editable copy.

Enter external recipients :
Sent via regular email

Separate multiple addresses with a comma. Example: john@twa.com, sara@twa.com, lisa@twa.com

Personalize Message

Subject

Shared Taskstream Work

Add a personal message
(Optional)

Message Properties (Only complete if sending to external email addresses)

Your email address :

ywu44@kent.edu

Must be a valid e-mail address if sending to external recipients

☒ Send a copy to this e-mail address

Details :

The public web address (URL) for this work will be sent to external recipients.

URL: <https://www.taskstream.com/ts/demo-training/Academ...>

Cancel

SEND

Create your assessment report

Their emails will look like this

Reply Reply All Forward

Tue 5/22/2018 11:12 AM



Kent State Manager <Notification@taskstream.com>

Shared Taskstream Work

To: Wu, Yi-Chin; Wu, Yi-Chin

This workspace, [Academic Assessment and Planning Workspace](#), was created using the Taskstream Accountability Management System. Click on the link to view the workspace or paste the following URL into your browser :

<https://www.taskstream.com/ts/demo-training/AcademicAssessmentandPlanningWorkspace>

About This Email

You've received this message because you are a TaskStream subscriber. TaskStream helps ensure that today's learners have the knowledge and skills they need to succeed. We provide the highest quality cloud-based software and supporting services to manage assessment and accountability processes, demonstrate learning achievement, and foster continuous improvement throughout the education network. To learn more, please visit us at www.taskstream.com.

TaskStream, 71 West 23rd Street, New York, NY, 10010, USA

Create your assessment report

Their links will look like this

Academic Assessment and Planning Workspace

[Home](#) / 2017-2018 Assessment Cycle

General Information

Standing Requirements

2015-2016 Assessment Cycle

2016-2017 Assessment Cycle

2017-2018 Assessment Cycle

2018-2019 Assessment Cycle

2019-2020 Assessment Cycle

Participating Area : DEMO - TRAINING
Last modified : 05/15/2018 01:24:57 PM EDT

created with


2017-2018 Assessment Cycle

Assessment Plan

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.

Measures

▼ Social Media Studies Outcome Set (added 02/2018)

Outcome

Outcome : SLO 1 - Application

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

No measures specified

Contact Information

★ Watermark – Help Desk

> Phone: 1-800-311-5656

> Email: support@watermarkinsights.com

★ Kent State Watermark (Taskstream AMS) Support

assessment@kent.edu • 330-672-3962, Kent campus-384K Library
Virtual one-on-one assistance and assessment plan discussion available