Watermark (Taskstream AMS) Training - Review, Report

Office of Accreditation, Assessment and Learning

Updated July 2020

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

- 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.

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.

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 :

Save D

ATTACH FILES - OPTIONAL (UP TO 3 FILES)

NAME	FILE (5 MB MAX)		VISIBLE TO PARTICIPATING AREAS?
	Choose File No file chosen	Choose File	☑

Add More Files

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"

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.

Running AMS Report

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

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

ime 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: Show workspace details ☑ Show inactive workspaces ☑	⦿ **Academic Assessment and Planning Workspace** 309 participating areas **Template:** Academic Assessment Workspace Template **Created by:** Kent State Manager **Created on:** 06/22/2016 ○ **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:	⦿ All participating areas ○ All participating areas grouped with a particular reviewer (Select reviewer in next step) ○ A single participating area Enter name: [ ]

CANCEL   CONTINUE »

Running AMS Report

More details for each program

Workspace Activity for All Participating Areas: All Work Statuses

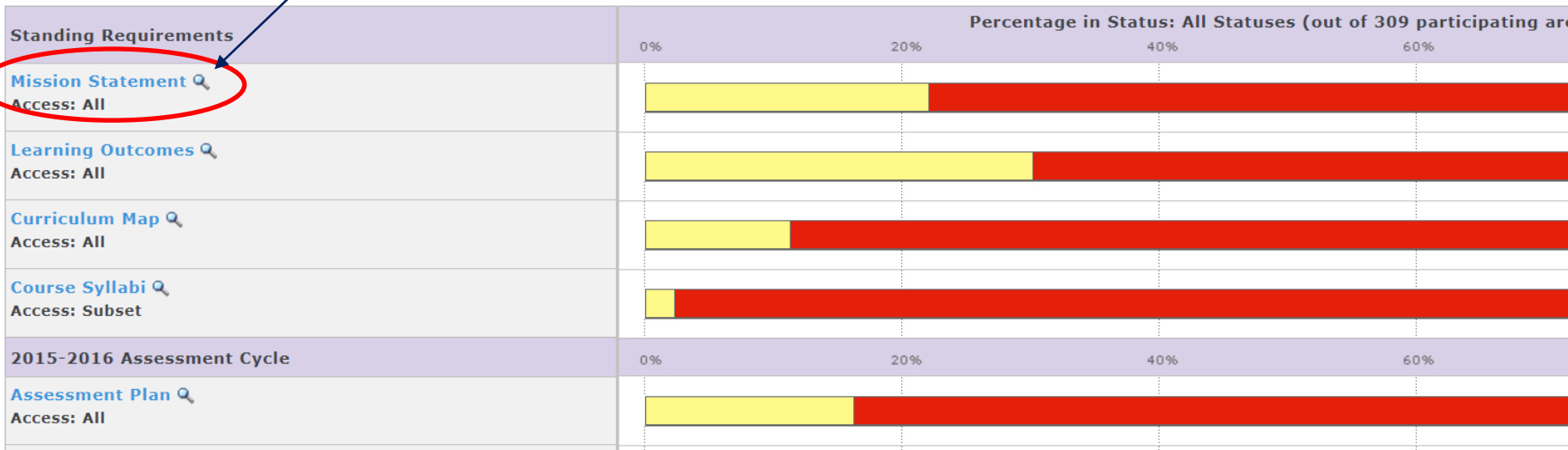| Workspace Template: | Academic Assessment Workspace Template |
Workspace:	Academic Assessment and Planning Workspace
# Participating Areas:	309 Participating Area(s) matched search criteria
Report Generated :	Monday, May 14, 2018

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

Standing Requirements	Percentage in Status: All Statuses (out of 309 participating are
	0% 20% 40% 60%
Mission Statement 🔍 Access: All	
Learning Outcomes 🔍 Access: All	
Curriculum Map 🔍 Access: All	
Course Syllabi 🔍 Access: Subset	
2015-2016 Assessment Cycle	0% 20% 40% 60%
Assessment Plan 🔍 Access: All	

Running AMS Report

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

Management Reports

Workspace Activity Report

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

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

⎯⫟⎯ **Workspace Activity** ⑦

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

Review Results ⑦

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

Reviewer Activity Report ⑦

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

Participating Area Form Responses ⑦

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

Reviewer Form Responses ⑦

Shows results of forms used as review methods.

Running AMS Report

Track school progress

Running AMS Report

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	Summary Results
Totals for All Participating Areas in Kent State AMS	**Overall Statistics**

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

Student Artifact	41 (54%)
Exam	27 (36%)
Portfolio	1 (1%)
Other	6 (8%)
Total Direct	**75 (99%)**
Survey	1 (1%)
Focus Group	0 (0%)
Interview	0 (0%)
Other	0 (0%)
Total Indirect	**1 (1%)**

Measure Level

Course	8 (11%)
Program	67 (88%)
Institution	0 (0%)
Other	1 (1%)
Unspecified	0 (0%)

Acceptable Target Achievement

Not Met	7 (54%)
Met	0 (0%)
Exceeded	6 (46%)
Unspecified	0 (0%)

Ideal Target Achievement

Moving Away	0 (0%)
Approaching	0 (0%)
Exceeded	3 (23%)
Unspecified	10 (77%)

Create your assessment report

Select the program you want to create assessment report for

1. Click the Academic Assessment and Planning Workspace

Create your assessment report

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

Create your assessment report

Pick up your export
1. Go to the Resource Tools tab
2. Click the 'Exports' link

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

Create your assessment report

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

Create your assessment report

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

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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

Contact Information

⭐ **Watermark – Help Desk**

 > Phone: 1-800-311-5656

 > Email: support@watermarkinsights.com

⭐ **Kent State Watermark (Taskstream AMS) Support**

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