

# Taskstream Guide:

## Entering Administrative Goals

Academic (Workspace: Institutional Effectiveness Committee) Preview

Content Log Check In Share Print PDF Export to Word

**Demo Department's Administrative Goal Set 2017-2018** (Goals)

Reorder Edit Set Name/Properties Delete Set

Create New Goal

| Goal  | Mapping   |
|---|---|
| Demo Department Example Goal <a href="#">Q</a>  | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 1.2.2 Strengthen the study of..., 1.3.1 Encourage and support co..., 2.1.2 Enhance diversity initia..., 3.1.1 Enhance the integration ..., Core Goal 2: A Distinctive Lea...  |
| Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs. |   |
| Engage with students, empowering them with authoritative and relevant information and service <a href="#">Q</a>   | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 1.1.2 Interdisciplinary teachi..., 2.2.2 Expand opportunities for..., 2.2.4 Continually assess our e..., 2.3 Support discernment of sen..., Core Goal 1: A Distinctive Lea...   |
| Advance the department's mission, vision, and values by providing excellent, timely, and student-friendly service. <a href="#">Q</a>  | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 2.1 Support student transition..., 2.1.1 Further develop First Ye..., 2.1.2 Enhance diversity initia..., 2.1.3 Develop opportunities to..., 2.3 Support discernment of sen..., 2.3.1 Continue to increase int..., 2.3.3 Further develop means to... |

# Accessing Taskstream AMS

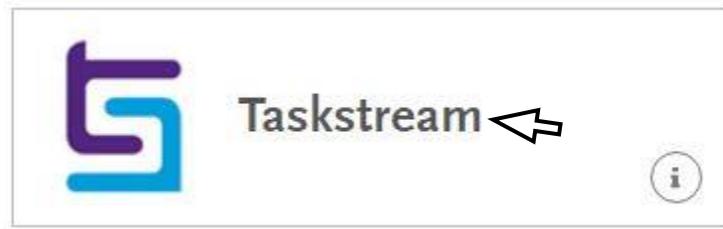
## Logging on to Taskstream:

### Option 1: Inside Manhattan.edu Quick Links Icon

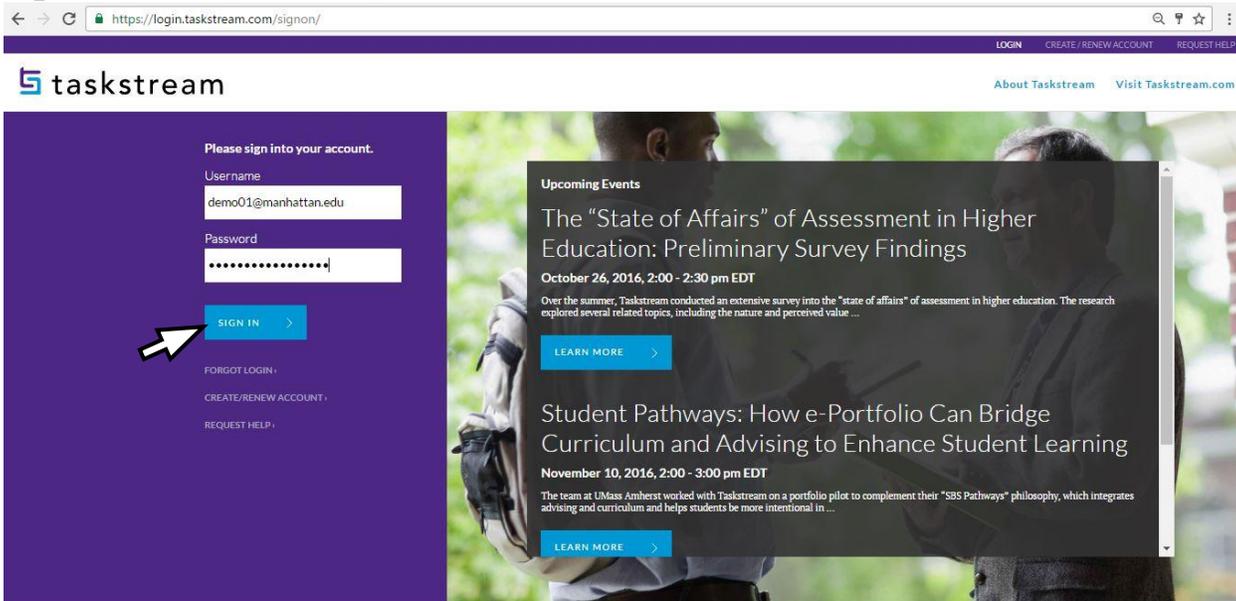
- **Select >** Quick Links on insidemanhattan.edu



- **Select>** Taskstream Icon can be found at the bottom of page.



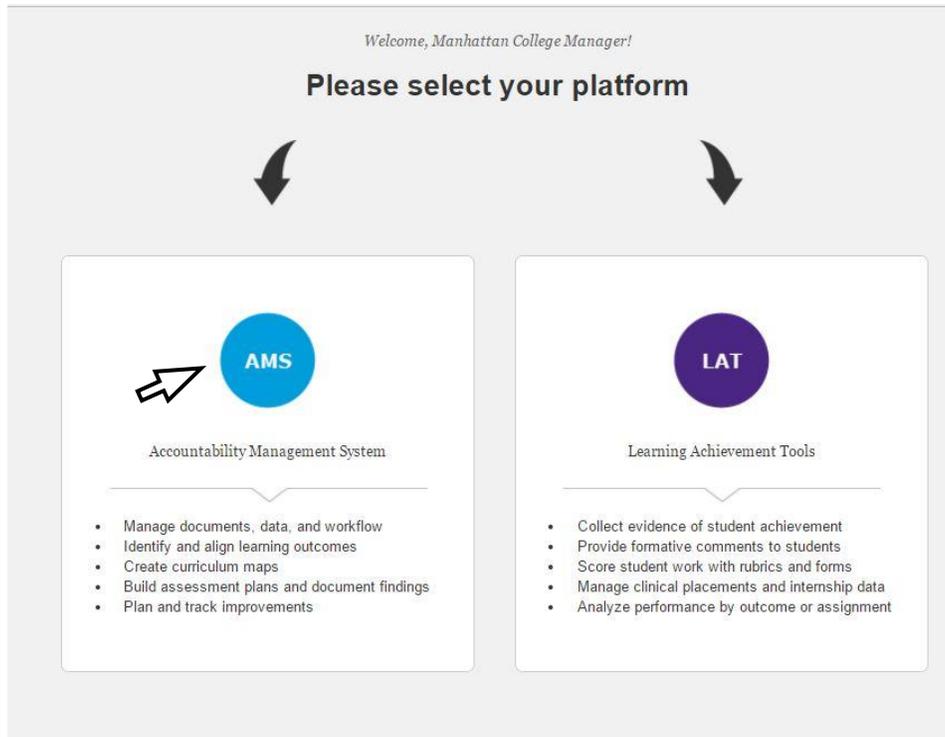
### Option 2: Log on through Taskstream Main Site



- **Enter>** <https://login.taskstream.com/signon/> in address bar
  - **Username:** Manhattan Email Address
  - **Password:** \*\*\*\*\* (password created when Taskstream account was created)
  - \*Select Forgot Login to reset password) Access Taskstream AMS

## Accessing AMS Platform

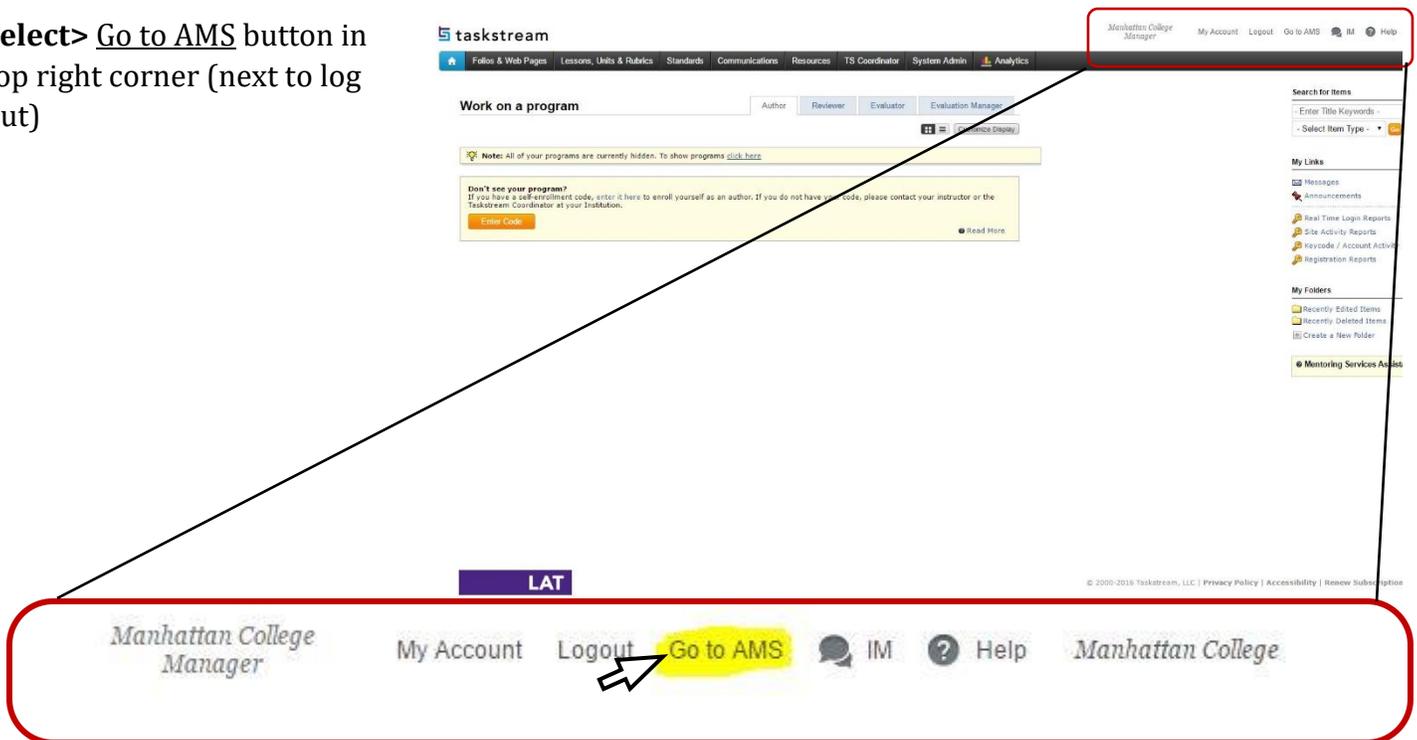
### Option 1: Select AMS platform upon Login



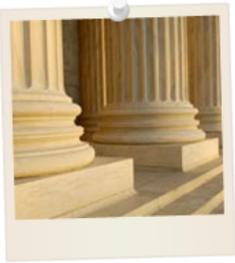
### Option 2: Go to AMS from LAT

If you log in and arrive at the LAT platform as illustrated in screenshot below

Select > Go to AMS button in top right corner (next to log out)



You will arrive at the AMS Home page:



## Welcome

Manhattan College AMS 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.

### 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

Workspaces

Faculty credentials

Assigned Workspaces  Preview Mode  All Access Mode

### Academic

- select report -

- Academic Assessment Committee >>
- Institutional Effectiveness Committee >>
- Program Learning Goals Assessment Plan >>

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# Accessing AMS Workspaces

Each dean, department chair/program director or VP, AVP, or unit director of a department should be assigned to one of two workspaces for entering administrative goals.

Academic

- select report - Go

Academic Assessment Committee >>

Institutional Effectiveness Committee >>

*The Academic Assessment Committee Workspace template houses administrative goals, and operational plan, and resource request, past year's annual reports.*

- **Academic Assessment Committee>>**
  - The Academic Assessment Committee Workspace is assigned to Academic Deans and Chairs of Academic Departments.
- **Institutional Effectiveness Committee >>**
  - The Institutional Effectiveness Committee workspace is assigned to administrative unit directors, AVPs and VPs.

The screenshot displays the 'MyOrganization' interface. At the top, there is a navigation bar with 'Manhattan College Manager', 'My Account', 'Logout', 'Go to LAT', 'Help', and 'taskstream'. Below this is a secondary navigation bar with 'Shared Resources', 'Locator', 'Messages', 'Resource Tools', and 'Analytics'. The main content area is titled 'Academic (Workspace: Academic Assessment Committee)'. It features a left-hand navigation menu with categories for '2016-2017 Assessment Cycle' and '2017-2018 Assessment Cycle'. The '2017-2018 Assessment Cycle' is selected, showing a list of items: Administrative Goals, Resource Requests, Status Report, Assessment Methods, Results of Assessment, Annual Report Prompts, and Assessment Documentation. The main content area shows the 'Content' tab for the '2017-2018 Assessment Cycle'. It includes an 'Overview' section with a file attachment: '1. TS AMS Session- Entering 16-17 Annual Goals Final Draft Powerpoint.pdf'. Below this, a purple banner states '2017-2018 Assessment Cycle has 7 requirements'. A table lists these requirements with their current status and an 'Edit Work' button for each.

| Requirement              | Status           | Action    |
|--------------------------|------------------|-----------|
| Administrative Goals     | Work Not Started | Edit Work |
| Resource Requests        | Work Not Started | Edit Work |
| Status Report            | Work Not Started | Edit Work |
| Assessment Methods       | Work Not Started | Edit Work |
| Results of Assessment    | Work Not Started | Edit Work |
| Annual Report Prompts    | Work Not Started | Edit Work |
| Assessment Documentation | Work Not Started | Edit Work |

- **To add, view, or edit administrative goals** select your assigned assessment committee workspace. This will be either Academic Assessment Committee or Institutional Effectiveness Committee workspaces

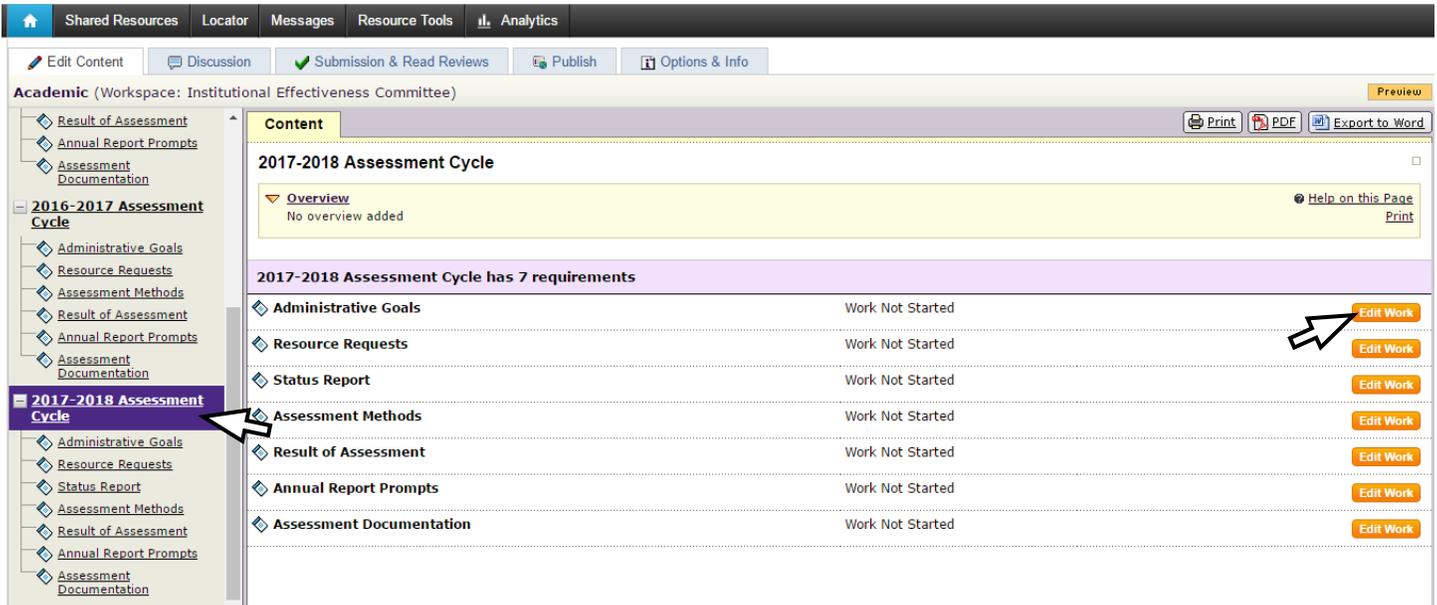
# Administrative Goals

## Entering Administrative Goals



Manhattan College  
Manager

My Account Logout Go to LAT Help taskstream



The screenshot shows the 'Academic' workspace for the 'Institutional Effectiveness Committee'. The left sidebar contains a taskbar with categories like '2016-2017 Assessment Cycle' and '2017-2018 Assessment Cycle'. The '2017-2018 Assessment Cycle' is expanded, showing sub-items: Administrative Goals, Resource Requests, Status Report, Assessment Methods, Result of Assessment, Annual Report Prompts, and Assessment Documentation. The main content area displays the '2017-2018 Assessment Cycle' with an 'Overview' section (No overview added) and a table of requirements. The table lists seven requirements, each with a status of 'Work Not Started' and an 'Edit Work' button. A mouse cursor is pointing at the 'Edit Work' button for 'Administrative Goals'.

| 2017-2018 Assessment Cycle has 7 requirements |                  |           |
|---|------------------|-----------|
| Administrative Goals                          | Work Not Started | Edit Work |
| Resource Requests                             | Work Not Started | Edit Work |
| Status Report                                 | Work Not Started | Edit Work |
| Assessment Methods                            | Work Not Started | Edit Work |
| Result of Assessment                          | Work Not Started | Edit Work |
| Annual Report Prompts                         | Work Not Started | Edit Work |
| Assessment Documentation                      | Work Not Started | Edit Work |

The workspace template is organized with a taskbar on the left hand side. It is also divided into subcategories. The workspace template editing area is located adjacent to the taskbar on the right.

To begin:

- **Select > 2017-2018 Assessment Cycle**
  - **Select> Edit Work** adjacent to Administrative Goals
  - **Or Select>  Administrative Goals** listed under **2017-2018 Assessment Cycle**

## Creating a New Goal Set

The screenshot shows a web-based workspace interface. On the left is a navigation tree under 'General Information' with sections for 'Standing Requirements', '2014-2015 Assessment Cycle', '2015-2016 Assessment Cycle', and '2016-2017 Assessment Cycle'. The '2016-2017 Assessment Cycle' is currently selected, and 'Administrative Goals' is highlighted. The main content area has a 'Content' tab and a 'Log' button. In the top right corner, there is a green 'Check Out' button with a mouse cursor pointing to it, and a 'Share' button. Below the 'Check Out' button, there is a 'Directions' section with instructions on how to use the workspace, followed by 'File Attachments' and a 'Review Method' section.

○ Select>  button to begin entering program administrative goals into the workspace

○ Select> **Create New Set** after selecting  button at the top right side of workspace area

This screenshot shows the workspace after clicking 'Check Out'. The top right corner now has a red 'Check In' button. The main content area is titled 'Administrative Goals' and contains the same 'Directions' and 'File Attachments' as the previous screenshot. At the bottom of the workspace, there are two buttons: 'Create New Set' (highlighted with a mouse cursor) and 'Select Existing Set'. Below these buttons, it says 'No goal sets attached.' The navigation tree on the left is similar to the first screenshot, but the '2016-2017 Assessment Cycle' is now selected.

- **Set Name:** Enter ( XXX Department Administrative Goals Set 2017-2018)
- **Designate Alignment/ Mapping Preference:** Select  next to Goals in *other* sets will need to be aligned to Goals in this set. (When checked, mapping will be allowed)
- Select> **Continue**

| Create New Goal Set   |  |
|---|--|
| <b>Set Name:</b>  | <input type="text" value="Demo Department's Administrative Goal Set 2017-2018"/>   |
| <b>Designate Alignment/Mapping Preference:</b>                                | <input checked="" type="checkbox"/> Goals in <i>other</i> sets will need to be aligned to Goals in this set. (When checked, mapping will be allowed) |
| <input type="button" value="Cancel"/> <input type="button" value="Continue"/> |  |

### Create New Goal

| Content  | Log | Check In | <input checked="" type="checkbox"/> Share | Print | PDF | Export to Word |
|--|-----|----------|---|-------|-----|----------------|
| <p>▶ <a href="#">Directions</a></p> <p>▶ <a href="#">Review Method</a></p> <p><input type="button" value="Create New Set"/> <input type="button" value="Select Existing Set"/></p> <p style="text-align: right;"><input checked="" type="checkbox"/> Show Descriptions<br/><input checked="" type="checkbox"/> Show Mapping</p> <p><b>Demo Department's Administrative Goal Set 2017-2018</b> (Goals)</p> <p><input type="button" value="Reorder"/> <input type="button" value="Edit Set Name/Properties"/> <input type="button" value="Delete Set"/></p> <p><b>Goal</b></p> <p><input type="button" value="Create New Goal"/></p> |     |          |   |       |     |                |

- **Select> Create New Goal button**
- **Goal:** Enter Administrative Goal
- **Description:** Enter goal and description optional, then **select> Continue**

| Edit Goal   |  |
|---|--|
| <b>Goal:</b><br>Max 140 characters  | <input type="text" value="Demo Department Example Goal"/><br><small>Use a concise descriptor here since this label is used in reports (e.g. Goal 1.1 Civic Responsibility).</small>  |
| <b>Description:</b><br>Max 1000 characters                                  | <input type="text" value="Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs."/><br><input type="button" value="Check Spelling"/> <input type="button" value="Character Count"/> |
| <b>Status:</b>  | <input checked="" type="radio"/> <b>Active</b> <input type="radio"/> <b>Obsolete</b> (no longer in use)  |
| <input type="button" value="Cancel"/> <input type="button" value="Update"/> |  |

## Options after entering goal

Goal added/edited successfully

- ◉ [Add mapping](#)
- ◉ [Add another goal](#)
- ◉ [Back to all goal sets](#)

- **Select> Add another goal** to enter additional goals
- **Repeat** steps above until all goals are entered
- Once all goals have been entered **select> Back to all goal sets**

## Copying Goals from previous year

- Select> Select Existing Set

Content Log Check In Share Print PDF Export to Word

Import Goal Set

Select an Existing Set in Academic:

- ◉ Demo Department's Administrative Goal Set 2016-2017 (Learning Objectives & Goals) [View Set]  
⚠ This set is already included in this requirement.
- ◉ Demo Department's Administrative Goal Set 2017-2018 (Learning Objectives & Goals) [View Set]  
⚠ This set is already included in this requirement.
- ◉ Example Academic Dept. Program Learning Goals (Learning Objectives & Goals) [View Set]
- ◉ NY- Manhattan College- College-Wide Core Competencies (CWCC) (Copy 1) (Learning Objectives & Goals) [View Set]  
College-Wide Core Competencies  
(Effective August 2016)

Cancel Continue

- Import Goal Set: Select goal set from previous year
- **Select> Continue**

## Mapping Goals to Strategic Plan

Items to note when mapping to the strategic plan

- Select **only one Strategic Plan Goal** that aligns to your administrative goal
  - Preferably, **select one 3 digit goal e.g. 1.1.1.**
  - If a 3 digit goal **does not** align to your goal, **select one 2 digit key strategy e.g. 1.1** that aligns to your goal.
  - After all administrative goals have been entered **select** > **[Map]** button adjacent to each goal to map to MC Strategic Plan
  - **Note:** \*\*\*Goals can only be mapped one at a time

| Goal  | Mapping    |                       |
|---|------------|-----------------------|
| Demo Department Example Goal<br>Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs. | No Mapping | [Map] [Edit] [Delete] |
| Engage with students, empowering them with authoritative and relevant information and service   | No Mapping | [Map] [Edit] [Delete] |
| Advance the department's mission, vision, and values by providing excellent, timely, and student-friendly service.  | No Mapping | [Map] [Edit] [Delete] |

- After selecting [Map] > **Select** > **Create New Mapping** button

**Directions:** Manage mapping for goal:

**Demo Department Example Goal** (part of Goal)

Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs.

**Create New Mapping**

Nothing is mapped to this goal.

- **Select category of set to map to:** Dropdown > **[Goal sets distributed to your department]**
- **Select** > **Go** button

**Directions:** Select the set to which you would like to map the Goal:

1. Students will be able to analyze and interpret texts within the contexts they are written (Example Only) (part of Goal)

Select category of set to map to: Select Type of Set **Go**

Select Set: Select Type of Set  
Goal sets distributed to Academic  
Goal Sets in Academic  
Goal Sets in other organizational areas  
Continue

and click the "Go" button above.

- **Select Set>**  A Strategic Plan for MC, 2011-25 Phase II 2015-20
- **Select>** **Continue**

**Directions:** Select the set to which you would like to map the Goal:

1. Students will be able to analyze and interpret texts within the contexts they are written (Example Only) (part of Goal) 🔍

Select category of set to map to: Goal sets distributed to Academic

Select Set:

- A Strategic Plan for MC, 2011-25 Phase II 2015-20** [\[View Set\]](#)  
Owned by Manhattan College AMS
- NY- Manhattan College- College-Wide Core Competencies (CWCC)** [\[View Set\]](#)  
Owned by Manhattan College AMS  
College-Wide Core Competencies (Effective August 2016)

**Directions:** Select the initiative within A Strategic Plan for MC, 2011-25 Phase II 2015-20 to which to map Demo Department Example Goal.

**Demo Department Example Goal** (part of Goal) 🔍  
Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs.

**A Strategic Plan for MC, 2011-25 Phase II 2015-20**  
Owned by Manhattan College AMS

**Core Goal 1: A Distinctive Learning Heritage**  
We will advance learning by ensuring the vitality and visibility of our distinctive core identity as Catholic and Lasallian throughout the College.

**Initiative**

- Core Goal 1: A Distinctive Learning Heritage**  
We will advance learning by ensuring the vitality and visibility of our distinctive core identity as Catholic and Lasallian throughout the College.
- 1.1 Promote Catholic intellectual and social tradition and the Lasallian legacy integrated with the liberal arts and prof. disciplines**  
Promote a local and global, inclusive, and accessible understanding of the Catholic intellectual, social, and educational tradition and the legacy of Saint John Baptist de La Salle through their integration with the liberal arts and professional disciplines.
- 1.1.1 Continue to support the engagement in mission.**  
Continue to support the engagement of faculty, staff, and administrators in mission through pilot programs which should be integrated with existing and new faculty, staff, and administrator orientation, professional development, and formation programs.
- 1.1.2 Interdisciplinary teaching, scholarship, and service through Lasallian network**  
Enhance support for interdisciplinary teaching, scholarship, and service, especially, but not exclusively, aligned with the Lasallian and Catholic national and international networks, and integrated with academic, curricular and co-curricular programs.
- 1.2 Support the quest for truth and development of a mature understanding of faith and its relation to reason**

- Select **one** goal that aligns to administrative goal
- After selection is made **Select>** **Continue** to return to Goal set

**Final entry of administrative goals should reflect screenshot below:**

**Academic** (Workspace: Institutional Effectiveness Committee)

Share

**Demo Department's Administrative Goal Set 2017-2018** (Goals)

**Goal**

| Goal  | Mapping   |
|---|---|
| Demo Department Example Goal 🔍<br>Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs. | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 1.2.2 Strengthen the study of ..., 1.3.1 Encourage and support co..., 2.1.2 Enhance diversity initia..., 3.1.1 Enhance the integration ..., Core Goal 2: A Distinctive Lea... <a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>   |
| Engage with students, empowering them with authoritative and relevant information and service 🔍   | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 1.1.2 Interdisciplinary teachi..., 2.2.2 Expand opportunities for..., 2.2.4 Continually assess our e..., 2.3 Support discernment of sen..., Core Goal 1: A Distinctive Lea... <a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a>   |
| Advance the department's mission, vision, and values by providing excellent, timely, and student-friendly service. 🔍  | <b>A Strategic Plan for MC, 2011-25 Phase II 2015-20:</b> 2.1 Support student transition..., 2.1.1 Further develop First Ye..., 2.1.2 Enhance diversity initia..., 2.1.3 Develop opportunities to..., 2.3 Support discernment of sen..., 2.3.1 Continue to increase int..., 2.3.3 Further develop means to... <a href="#">[Map]</a> <a href="#">[Edit]</a> <a href="#">[Delete]</a> |

- Repeat steps above to continue mapping goals to MC Strategic Plan by selecting the **[MAP]** button adjacent to each goal.
- Once complete, **select**  button top right of workspace
- **Select** > **Return to Work Area** to view goals that have been entered

Academic (Workspace: Institutional Effectiveness Committee)

- [Result of Assessment](#)
- [Annual Report Prompts](#)
- [Assessment Documentation](#)
- 2016-2017 Assessment Cycle**
  - [Administrative Goals](#)
  - [Resource Requests](#)
  - [Assessment Methods](#)
  - [Result of Assessment](#)
  - [Annual Report Prompts](#)
  - [Assessment Documentation](#)
- 2017-2018 Assessment Cycle**
  - [Administrative Goals](#)
  - [Resource Requests](#)
  - [Status Report](#)
  - [Assessment Methods](#)
  - [Result of Assessment](#)
  - [Annual Report Prompts](#)
  - [Assessment Documentation](#)

**Check In Successful**

You have checked in the following area: **2017-2018 Assessment Cycle : Administrative Goals**

➤ [Return to Work Area](#) 

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**Optional**

Check in all other areas checked out by you (not applicable).

**Add comment to the revision history log:**

**What would you like to do next?**

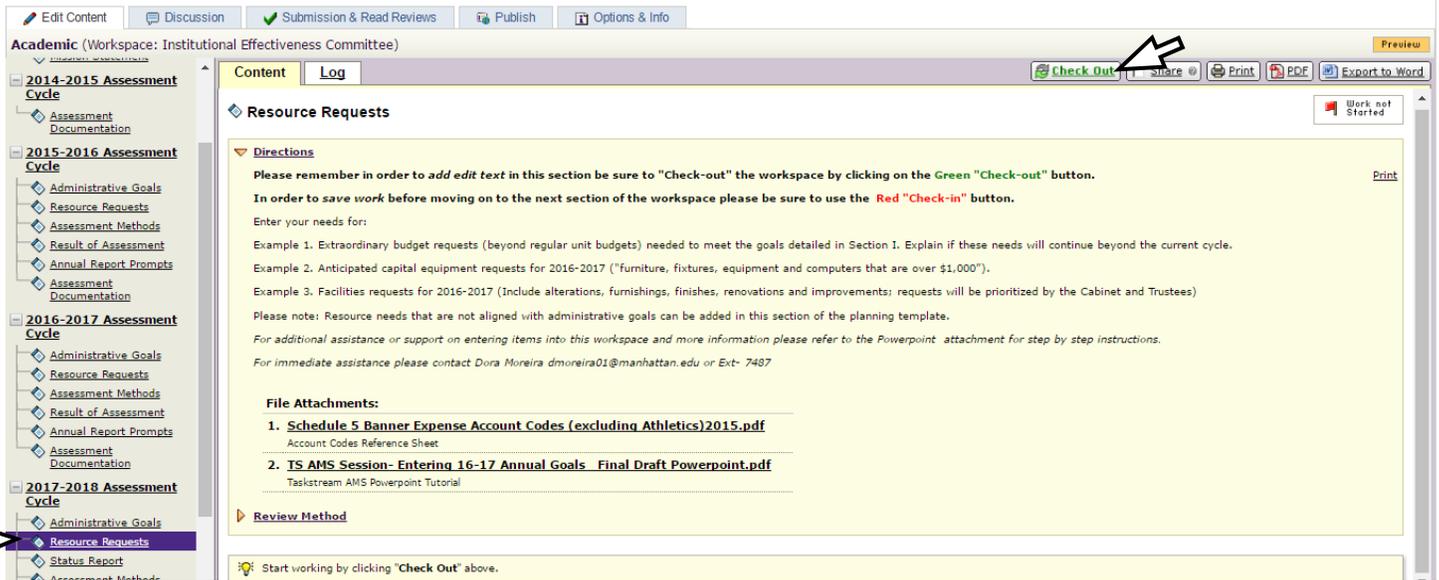
Return to work area

Go to Submission Area

[Submit Comment](#)

# Resource Requests

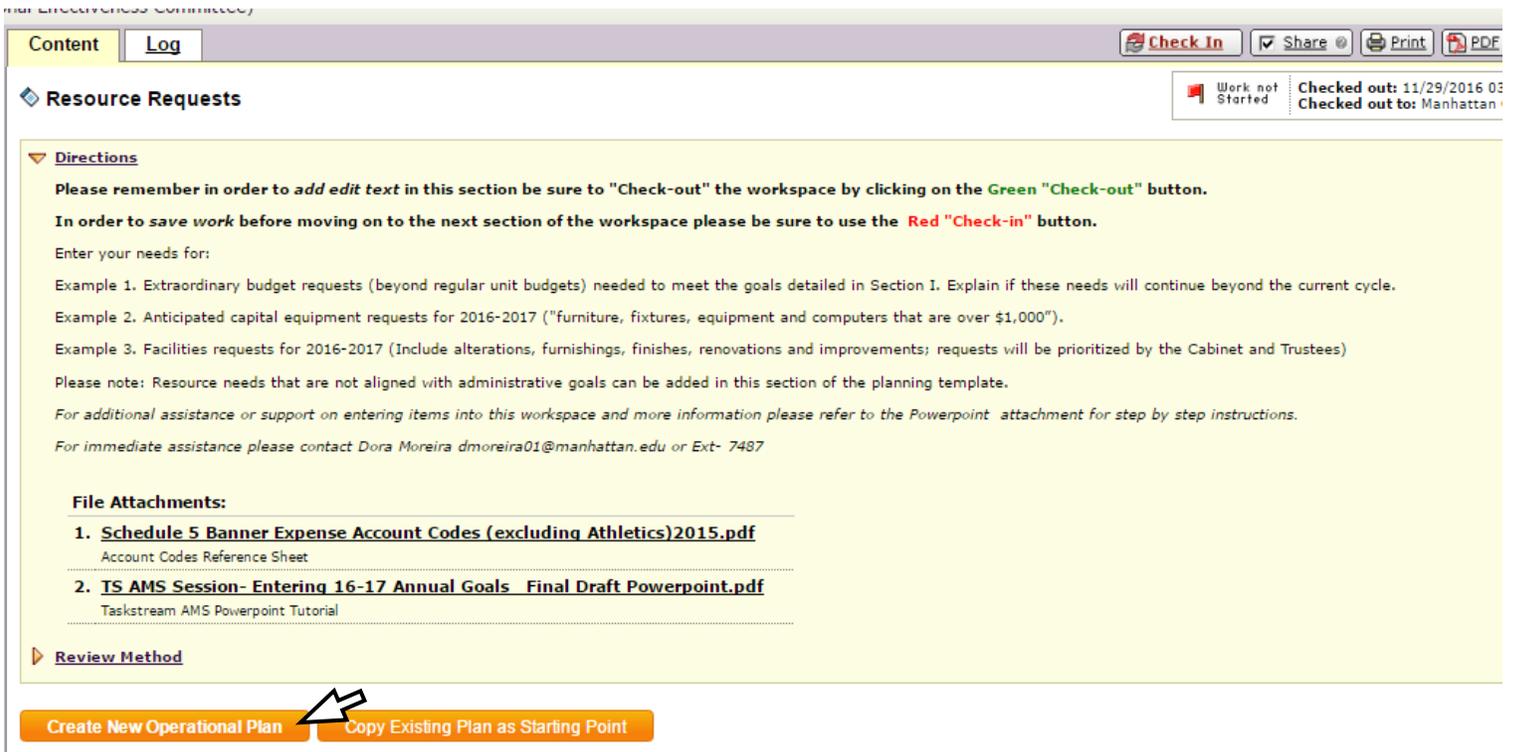
## Entering Resource Requests



- Select >  **Resource Requests** listed under **2017-2018 Assessment Cycle**

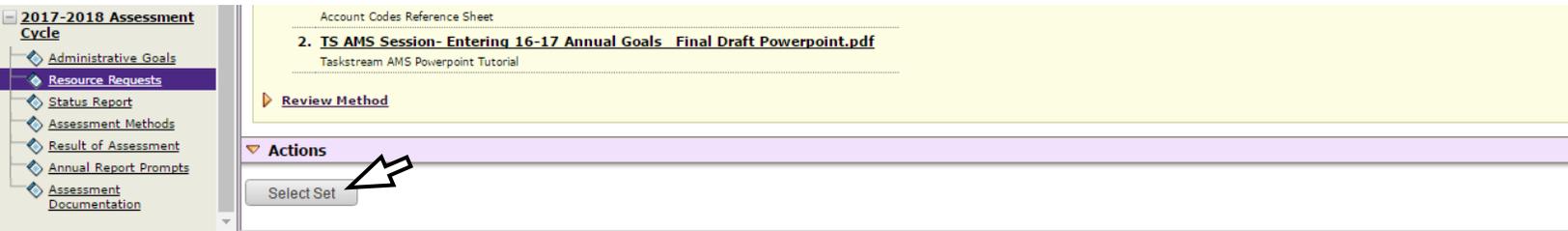
## Creating a New Operational Plan

- Select >  **Check Out** button to begin entering program administrative goals into the workspace
- Select > **Create New Operational Plan** after selecting  **Check Out** button at the top right side of workspace area



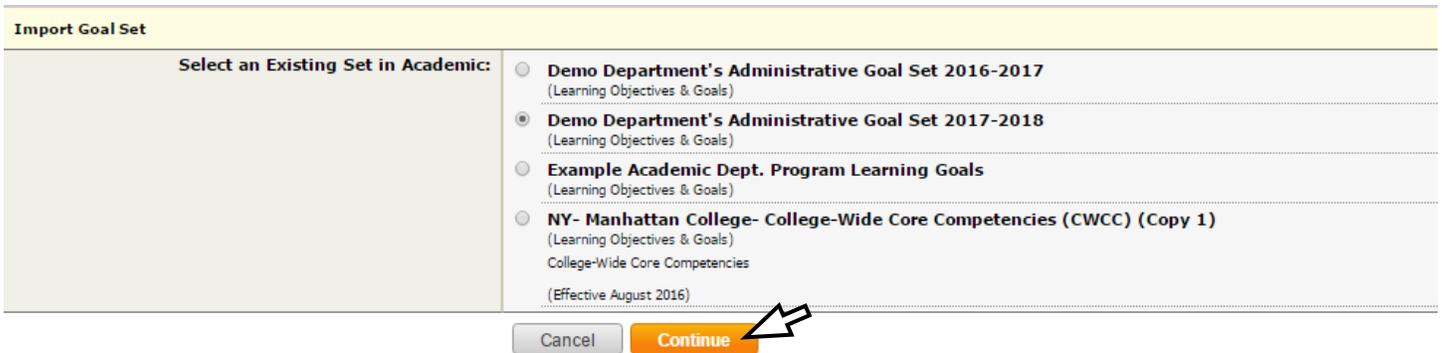
- Actions tab will appear after selecting **Create New Operational Plan**

○ **Select> Select Set**

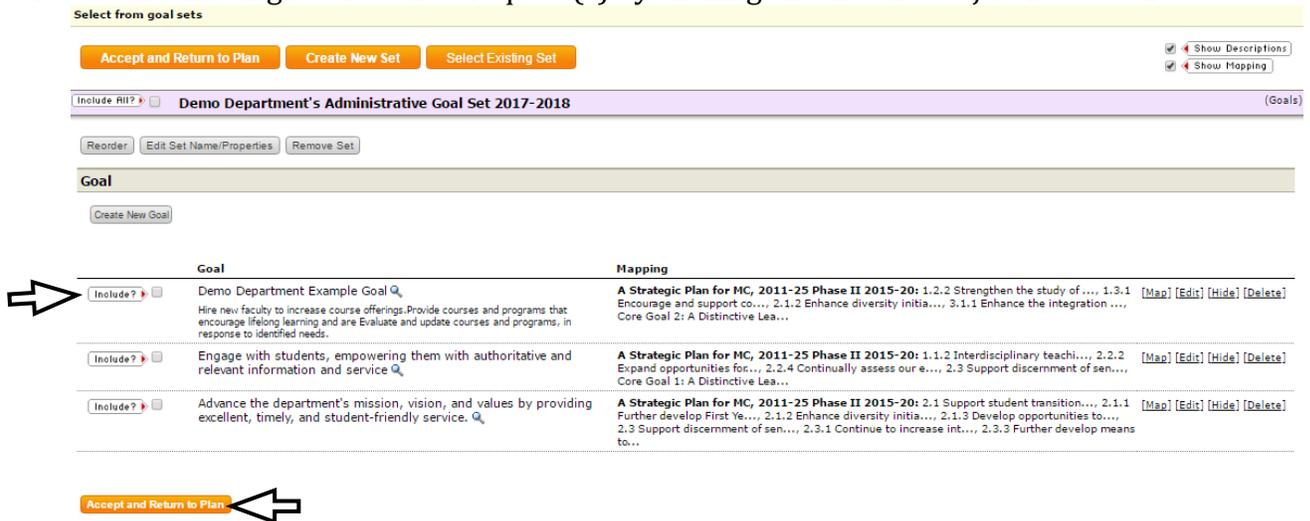


**Selecting a set:**

- You may choose to **Select> Create New Set** of goals to tie to resource request
- **-Or-**
- **Select> Select Existing Set** to choose from administrative goals already entered



- **Import Goal Set:** Select most recent goal set
  - Select Goals that align to resource request(s) by clicking check boxes adjacent to Goal



- **Select> Accept and Return to Plan**

Resource Requests

- ▶ Directions
- ▶ Review Method

Actions

Select Set

Demo Department's Administrative Goal Set 2017-2018

Goal

Demo Department Example Goal *No actions specified*

Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs.

Add New Action

Goal will appear in workspace area

- Select > Add New Action button beneath goal selected to add resource request
- Complete resource request form as illustrated below

Designate type of resource requests as follows: Section II - List immediate administrative and staffing needs that result from resignations, leaves of absence, etc. (positions already budgeted). Section III - List administrative and staffing needs that are required to meet the goals detailed in Section I (request for authorization of new positions). Section IV - List extraordinary budget requests (beyond regular unit budgets) needed to meet the goals detailed in Section I. Explain if these needs will continue beyond subsequent year. Section V - List anticipated capital equipment requests (\*Furniture, fixtures, equipment and computers that are over \$1,000).

Required Fields

Cancel Check Spelling Import Action Apply Changes

|   |   |                      |
|---|---|----------------------|
| <b>Linked to Findings:</b>  | No Findings have been created on this workspace using the same Goal as this Action. |                      |
| <b>* Action Item Title:</b>   | <input type="text"/>  |                      |
| <b>Justification:</b>   | <input type="text"/>  |                      |
| <b>Organization Code (4 character numeric):</b>   | <input type="text"/>  |                      |
| <b>Account Code (4 character numeric):</b>  | <input type="text"/>  |                      |
| <b>Resource Request Type (This is "FUND" in Banner; pls. enter "labor" or "operating"):</b> | <input type="text"/>  |                      |
| <b>Description of resources needed:</b>   | <input type="text"/>  |                      |
| <b>Budget request amount:</b>   | \$  | <input type="text"/> |
| <b>Priority level:</b>  | - Select -  |                      |

Cancel Check Spelling Import Action Apply Changes

- Select > Apply Changes
- \*\*\*Note: **Do not** enter \$ symbol, commas, or decimals in **Budget request amount**. It will be entered once you select apply changes

- To edit a resource request form select> **Edit Button** on right side of form
- To add another resource request to goal select> **Add New Action Button** listed under goal
- To delete Resource Request select> **Remove Button** on right side of form
- To add Supporting Attachment to request select> **Add/Edit Attachments and Links**
  - Repeat steps above to continue adding resource request to selected goals by selecting [**Add New Action**] button below to each goal
  - Once complete select> **Check In** button top right of workspace
  - **Return to Work Area** to view resource request(s) entered

**\*\*\*Note:** *Please review information below before submitting resource request*

### **Categories of Requests for Additional Funding:**

If a department's anticipated 2017-18 Budget includes a request for additional funding over and above the current 2016-17 allocations, then these requests must be entered into Taskstream, along with the Annual Goals for 2017-18, according to these categories:

- **Personnel:** additional funding for new personnel/positions, additional salary adjustments for current personnel above the College-wide percentage raise, and any additional budget requests for graduate assistants and/or student workers.
  - For personnel related requests address the following fields when completing the resource justification and description areas of request form in Taskstream
    - Is this an adjustment/promotion or a request for a new position?
    - Dollar amount (delta only if adj/promotion)
    - Reason for the request, with backup data (e.g. CUPA salary info)
    - If appropriate upload documentation: Old job description, new job description, and data table if appropriate
    - After VP approval, email HR so they are aware of the request as a backup

- **Capital/One-Time Expenses:** additional funding for new capital expenses, for renovations as well as for replacement of equipment, and/or one-time expenses over existing budget.
- **New program initiatives:** additional funding for new program operations (including requests for publications and/or other marketing initiatives) over current operating budget. Be sure to include a source of funding/revenue, if applicable.
- **Contractual/Legal requirements:** additional funding required to meet contractual agreements (such as rate increases) and/or legal requirements or is otherwise unavoidable in order to maintain existing programs and levels of service. Please note that in the “Justification” field in Taskstream, an explanation is required to be entered and any supporting documents should be uploaded into Taskstream as well.

**Only focus on 2017-18 Requests:**

Budget Managers should not enter in Taskstream budget requests for subsequent years (i.e., for 2018-19 or thereafter, only for additional funds requested for 2017-18).

*\*\*\*For more Information regarding budget request please reference budget memo.*

# Assessment Methods

## Entering Assessment Methods

Academic (Workspace: Institutional Effectiveness Committee)

Content Log

Check Out Share Print PDF E

### Assessment Methods

**Directions**

Please remember in order to *add edit text* in this section be sure to "Check-out" the workspace by clicking on the Green "Check-out" button. In order to *save work* before moving on to the next section of the workspace please be sure to use the Red "Check-in" button.

In this section please insert proposed actions to achieve goals.

Add measures to list assessment strategies to provide evidence that goal is achieved.

For additional assistance or support on entering items into this workspace and more information please refer to the Powerpoint attachment for step by step instructions.

For immediate assistance please contact Dora Moreira [dmoreira01@manhattan.edu](mailto:dmoreira01@manhattan.edu) or Ext- 7487

**File Attachments:**

1. [TS AMS Session- Entering 16-17 Annual Goals Final Draft Powerpoint.pdf](#)

**Review Method**

Start working by clicking "Check Out" above.

- Select> **Assessment Methods** on left hand side, listed under **2017-2018 Assessment Cycle**

## Creating a New Assessment Plan

- Select> **Check Out** button to begin entering assessment methods into the workspace
- Select> **Create New Assessment Plan**
- -Or- Select> **Copy Existing Plan**> This will copy assessment plan entered from a previous year

Content Log

### Assessment Methods

**Directions**

Please remember in order to *add edit text* in this section be sure to "Check-out" the workspace by clicking on the Green "Check-out" button. In order to *save work* before moving on to the next section of the workspace please be sure to use the Red "Check-in" button.

In this section please insert proposed actions to achieve goals.

Add measures to list assessment strategies to provide evidence that goal is achieved.

For additional assistance or support on entering items into this workspace and more information please refer to the Powerpoint attachment for step by step instructions.

For immediate assistance please contact Dora Moreira [dmoreira01@manhattan.edu](mailto:dmoreira01@manhattan.edu) or Ext- 7487

**File Attachments:**

1. [TS AMS Session- Entering 16-17 Annual Goals Final Draft Powerpoint.pdf](#)

**Review Method**

Create New Assessment Plan Copy Existing Plan as Starting Point

## Create New Plan

- Select> Select Set

Academic (Workspace: Academic Assessment Committee)

Content Log Check In

Assessment Methods Work not Started

- ▶ Directions
- ▶ Review Method

Mission Statement

Measures

Select Set

### Selecting a set:

- You may choose to create a new set of goals to tie to resource request or
- Select> **Select Existing Set** to choose from administrative goals already entered and **Continue**

Import Goal Set

Select an Existing Set in Academic:

- Demo Department's Administrative Goal Set 2016-2017 (Learning Objectives & Goals)
- Demo Department's Administrative Goal Set 2017-2018 (Learning Objectives & Goals)
- Example Academic Dept. Program Learning Goals (Learning Objectives & Goals)
- NY- Manhattan College- College-Wide Core Competencies (CWCC) (Copy 1) (Learning Objectives & Goals)  
College-Wide Core Competencies  
(Effective August 2016)

Cancel Continue

Include All?  Demo Department's Administrative Goal Set 2017-2018 (Goals)

Reorder Edit Set Name/Properties Remove Set

| Goal   | Mapping  |
|--|--|
| <input type="checkbox"/> Demo Department Example Goal<br>Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs. | A Strategic Plan for MC, 2011-25 Phase II 2015-20: 1.2.2 Strengthen the study of ..., 1.3.1 Encourage and support co..., 2.1.2 Enhance diversity initia..., 3.1.1 Enhance the integration ..., Core Goal 2: A Distinctive Lea...   |
| <input type="checkbox"/> Engage with students, empowering them with authoritative and relevant information and service   | A Strategic Plan for MC, 2011-25 Phase II 2015-20: 1.1.2 Interdisciplinary teachi..., 2.2.2 Expand opportunities for..., 2.2.4 Continually assess our e..., 2.3 Support discernment of sen...  |
| <input type="checkbox"/> Advance the department's mission, vision, and values by providing excellent, timely, and student-friendly service.  | A Strategic Plan for MC, 2011-25 Phase II 2015-20: 2.1 Support student transition..., 2.1.1 Further develop First Ye..., 2.1.2 Enhance diversity initia..., 2.1.3 Develop opportunities to..., 2.3 Support discernment of sen..., 2.3.1 Continue to increase int..., 2.3.3 Further develop means to... |

Accept and Return to Plan

- **Select> Accept and Return to Plan**

Academic (Workspace: Academic Assessment Committee)

Content | Log

▼ Mission Statement

▼ Measures

Select Set

▼ Demo Department's Administrative Goal Set 2017-2018

Goal

**Demo Department Example Goal** *No measures specified*

Hire new faculty to increase course offerings. Provide courses and programs that encourage lifelong learning and are Evaluate and update courses and programs, in response to identified needs.

Add New Measure

- Goals will appear in workspace area
- **Select> Add New Measure** button beneath goal selected to add measure

- Complete Assessment Methods Form
- **Select> Apply Changes** when completed

Edit Content | Discussion | Submission & Read Reviews | Publish | Options & Info

Academic (Workspace: Academic Assessment Committee) Preview

Cancel Import Measure

\* Measure Title:

Measure Type/Method: - Select -

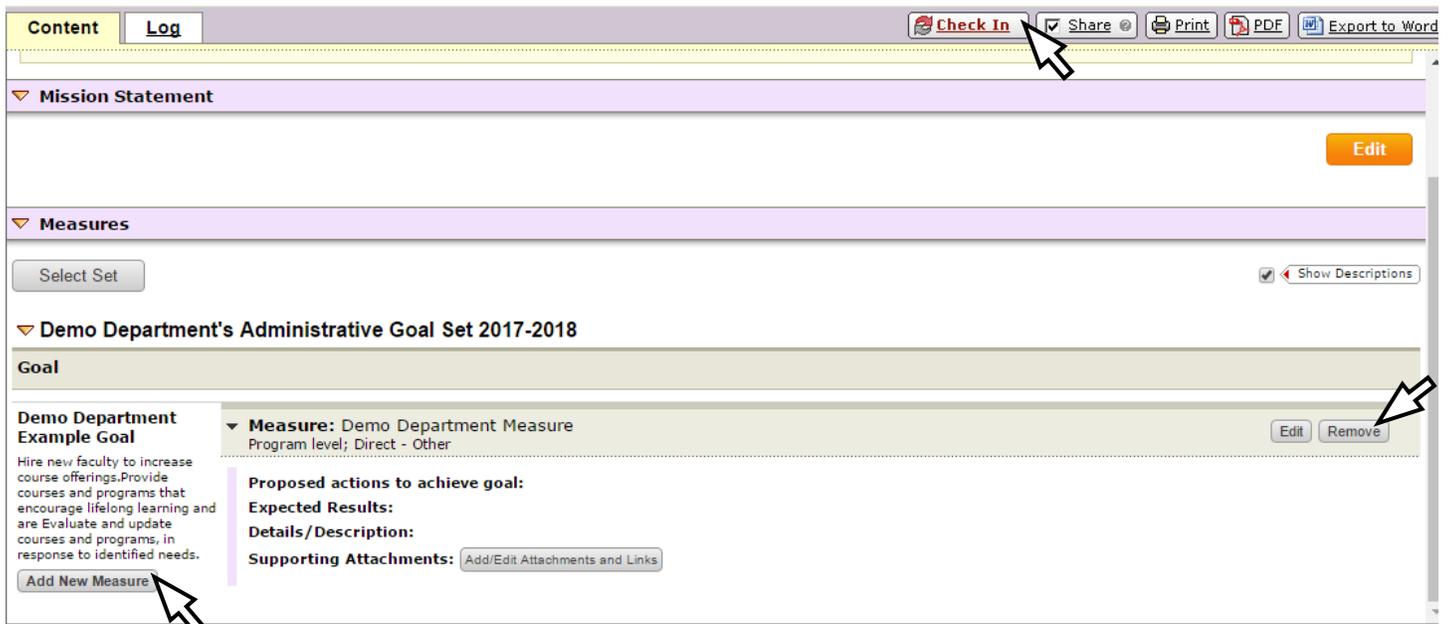
Measure Level: - Select -

Proposed actions to achieve goal:

Expected Results:

Details/Description:

Check Spelling | Cancel | Apply Changes



- To edit assessment measure form **select>** **Edit button**
- To add an additional assessment measure to goal **select>** **Add New Measure Button**
- To delete an assessment measure **select>** **Remove Button** next to form on right hand side
  - Repeat steps above to continue adding assessment measures to selected goals by **selecting>** **[Add New Measure]** button below to each goal
  - Once complete **select>** **Check In** button top right of workspace
  - **Return to Work Area** to view assessment methods entered

## **Taskstream Support**

Taskstream AMS Training Dates:

### **January**

4th, Wednesday 12pm-1pm, *DLS 314*  
5th, Thursday 12pm-1pm, *DLS 314*  
11th, Wednesday 12pm-1pm, *DLS 314*  
12th, Thursday 12pm-1pm, *DLS 314*  
18th, Wednesday 12pm-1pm, *DLS 314*  
19th, Thursday 12pm-1pm, *RLC 104*  
25th, Wednesday 12pm-1pm, *DLS 314*  
26th, Thursday 12pm-1pm, *RLC 104*

### **February**

1st, Wednesday 12pm-1pm, *TBD*  
2nd, Thursday 12pm-1pm, *TBD*

- Please RSVP attendance to [dmoreira01@manhattan.edu](mailto:dmoreira01@manhattan.edu)

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### **For Taskstream support contact:**

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