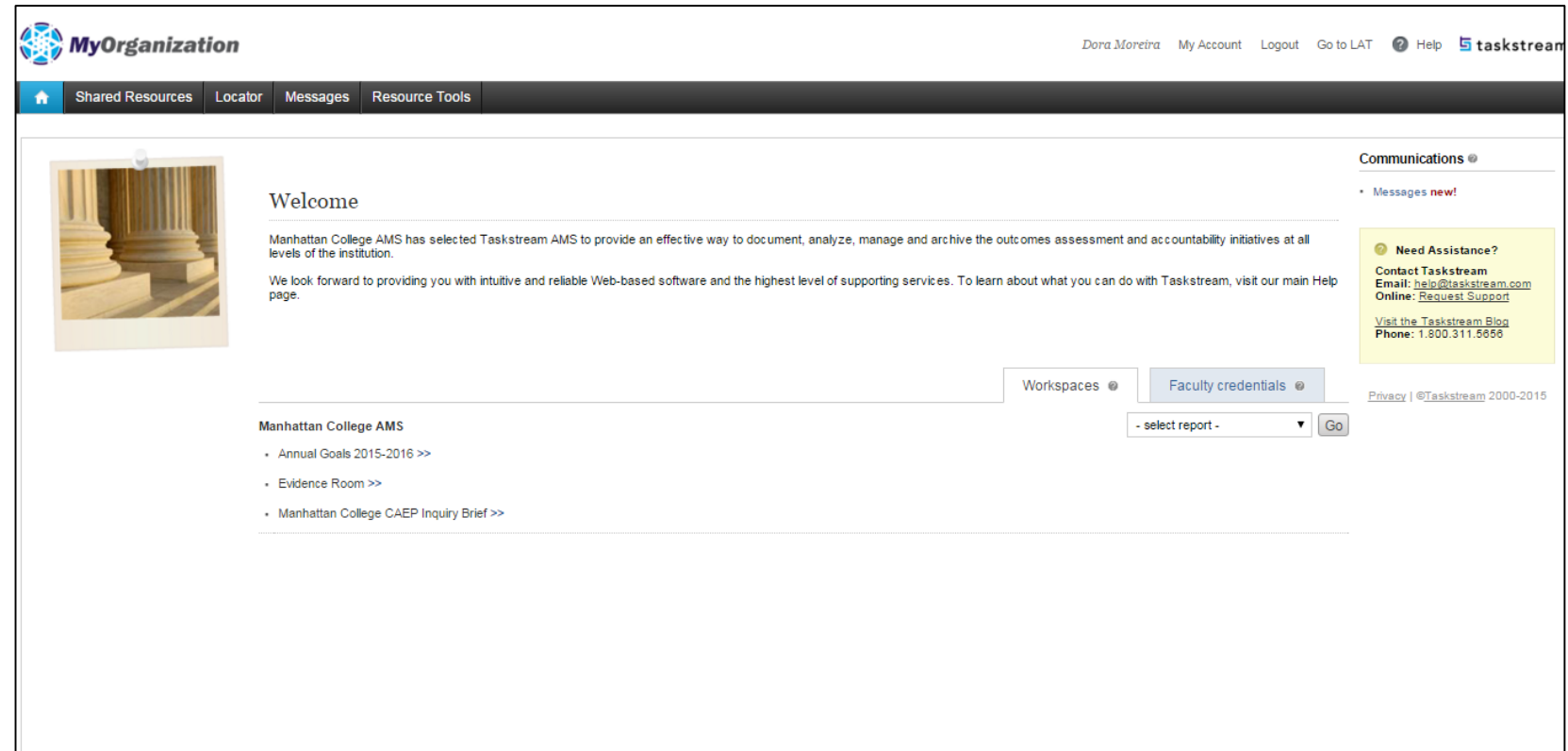# TASKSTREAM AMS PLANNING SESSION

OBJECTIVES

- Log on to Taskstream

- Access Tasktream AMS (Assessment Management System)

- Access corresponding workspace and planning template
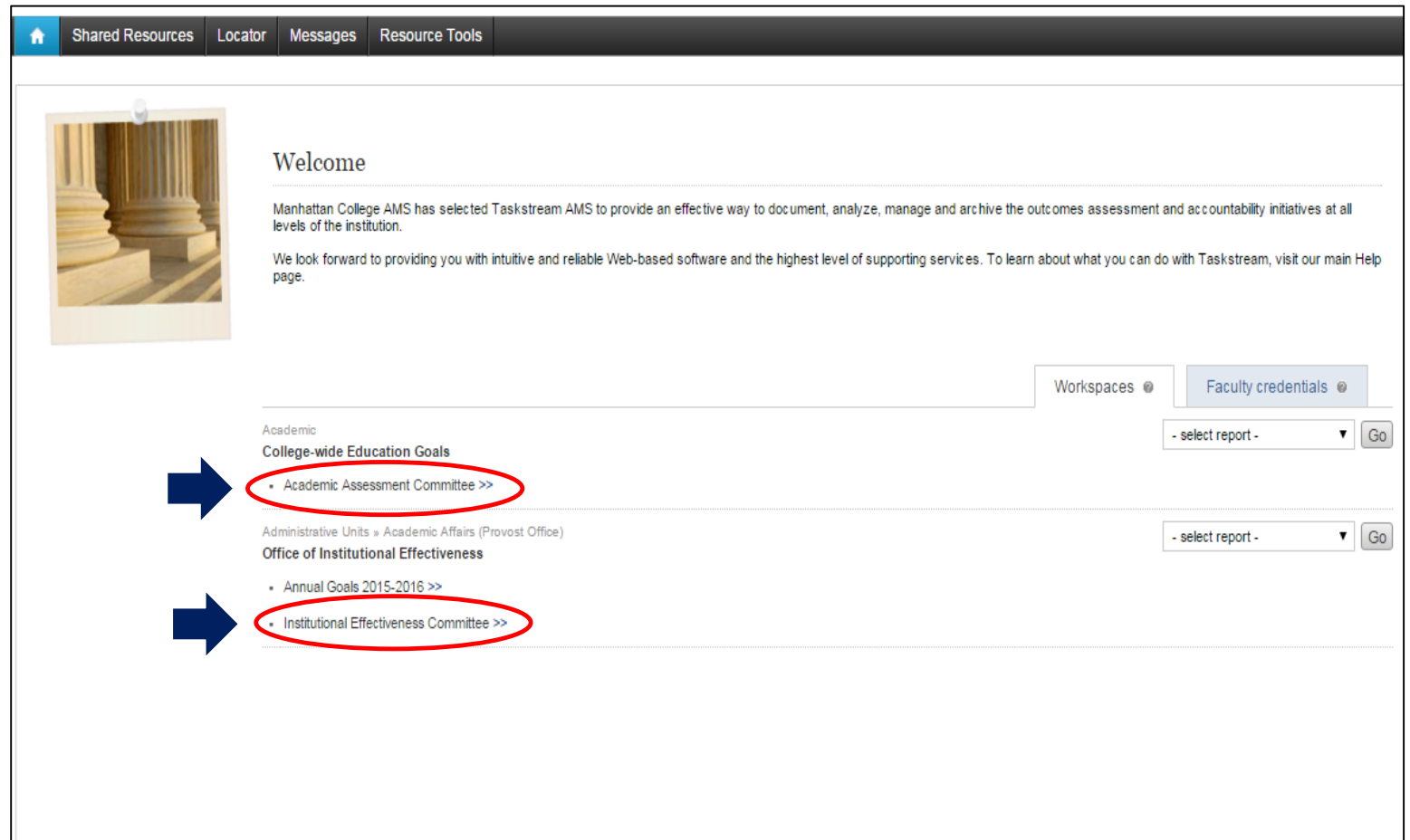
- Enter 2016-2017 Administrative Goals

GETTING STARTED

- Logging on
  - myMCportal
    - Select >Taskstream Icon
  - Enter Credentials if not single sign-on
- Select Platform
  - AMS or LAT option
  - Select AMS option
    - Go To AMS top right corner can be found next to Logout option
- AMS Homepage

AMS PLANNING TEMPLATE

- Select the Appropriate AMS Planning Template

    - Academic Assessment Committee>>> for Dean's and Chairpersons

    - Institutional Effectiveness>>> for Senior Administrators

2016-2017 ASSESSMENT CYCLE

ADMINISTRATIVE GOALS

- Administrative Goals
  - Enter your needs for:
  - Example 1. Immediate administrative and faculty staffing needs for 2016-2017 that result from resignations, leaves of absence, etc. (positions already budgeted).
  - Example 2. Administrative and staffing needs for 2016-2017 that are required to meet the goals detailed in Section 1 (request for authorization of new positions).
- Check out- (Allows your to make changes and apply submissions with in te [Check Out]
- Create New Goal Set
- Title Goal Set (XXXXX's Administrative Goals)
  - Select checkbox so that mapping can be allowed
- Create New Goal
  - Insert Goal and Description

MAPPING GOAL'S TO STRATEGIC PLAN

- Enter Administrative Goals

- Select Add mapping

- Select category to set to map to:
  - Goal sets distribute to Office of Institutional Effectiveness
    - Select Set: Manhattan College Strategic Plan

- Select Goals and supporting goal that map to Administrative Goal
  - Select Continue

- Mapping will appear adjacent to Goal's entered

- Remember to Check In work when complete
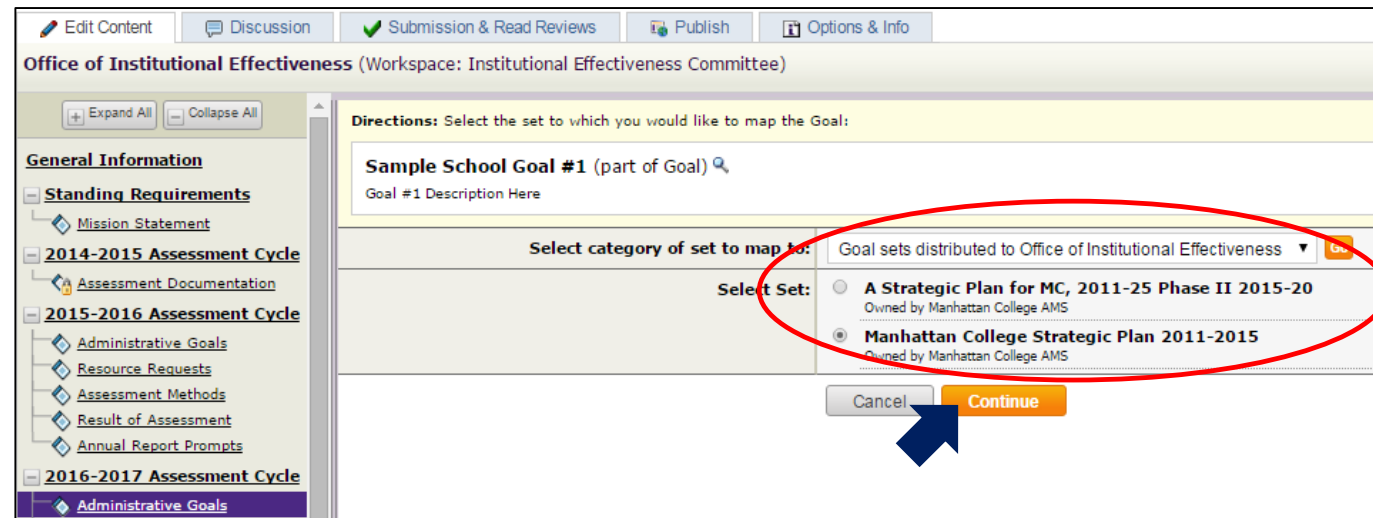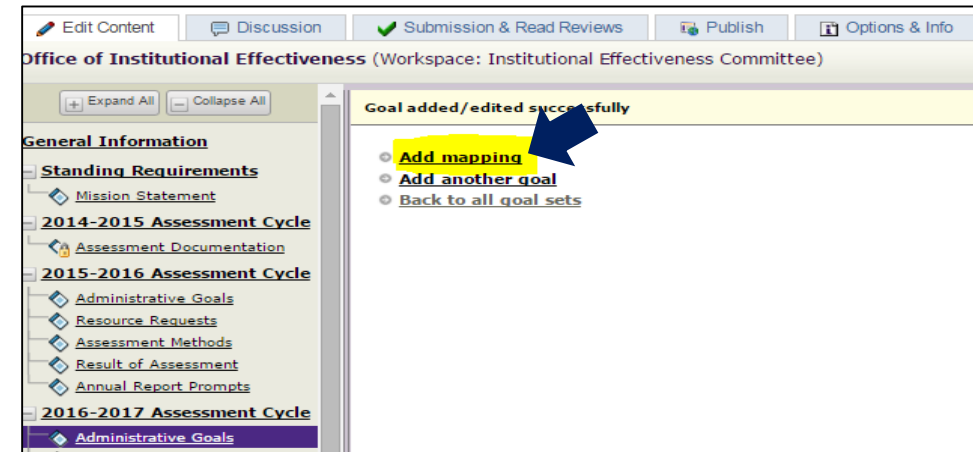
RESOURCE NEEDS

- Resource Requests
  - Example 1. Extraordinary budget requests (beyond regular unit budgets) needed to meet the goals detailed in Section I. Explain if these needs will continue beyond the current cycle.
  - Example 2. Anticipated capital equipment requests for 2016-2017 ("furniture, fixtures, equipment and computers that are over $1,000").
  - Example 3. Facilities requests for 2016-2017 (Include alterations, furnishings, finishes, renovations and improvements; requests will be prioritized by the Cabinet and Trustees)
    - Please note: Resource needs that are not aligned with administrative goals can be added in this section of the planning template.
- Remember to: Check out- (Allows your to make changes and apply submissions with in template)
- Create New Operational Plan or Copy Existing Plan as Start Point
  - Select Goals
  - Select existing set
  - Select Goal set
    - Select goal to attach
      - Select Goal> Accept and Return to Plan
        - Add new actions > Apply Changes
    - Import or insert action
      - Action Item Title
        - Insert Justification and Description of resources needed
        - Enter Budget Request Amount $$$
        - Enter Priority
      - Apply Changes
  - Optional: Add Support Attachments or Links
  - Don't forget to Check-In your work!!!!!!

Action Information for:
Goal: Sample School Goal #1 (Goal #1 Description Here)

Define an action for this outcome by filling out the information below. Once this action is added, then you may add supporting attachments and links in the next step (from the main action plan screen).
* Required Fields

Cancel   Check Spelling   Import Action   Apply Changes

* Action Item Title:

Justification:

Description of resources needed:

Budget request amount: $ 100.00

Priority level: - Select -

Cancel   Check Spelling   Import Action   Apply Changes

ASSESSMENT METHOD

- Assessment Method
  - In this section please insert proposed actions to achieve goals.
  - Add measures to list assessment strategies to provide evidence that goal is achieved.
- Check-out
  - Create new or select from existing,
    - New > Edit Mission Statement
    - Select Any areas that might apply to you
    - Attach Goals
      - Select Existing Set
      - Accept and Return to Plan
  - Add New Measure to Goal
  - Import existing measures
    - Add Findings
      - Add/edit Attachments and Links
  - Check- In

TASKSTREAM HELP

- *For additional assistance or support on entering items into this workspace and assistance please contact:*

  - *Dora Moreira dmoreira01@manhattan.edu or Ext- 7487*

TASKSTREAM ASSESSMENT MANAGEMENT SYSTEM AMS TRAINING SESSIONS

- **December**

- Tuesday, December 1st, 5:30pm-6:30pm

- Wednesday, December 2nd,12pm-1pm

- Tuesday, December 8th, 5:30pm-6:30pm

- Wednesday, December 9th,12pm-1pm

- Tuesday, December 15th, 5:30pm-6:30pm

- Wednesday, December 16th,12pm-1pm

- **January**

- Wednesday, January 6th 12pm-1pm

- Tuesday, January 12th, 5:30pm-6:30pm

- Tuesday, January 19th, 5:30pm-6:30pm

- Wednesday, January 20th, 12pm-1pm

- Tuesday January 26th, 5:30pm-6:30pm

- Wednesday January 27th, 12pm-1pm

All sessions will be in the computer lab in O'Mally room 410.

For more information or to RSVP please contact Dora Moreira Academic Assessment Coordinator and Director of Electronic Portfolios: dmoreira01@manhattan.edu