




# **TASKSTREAM AMS PLANNING SESSION**

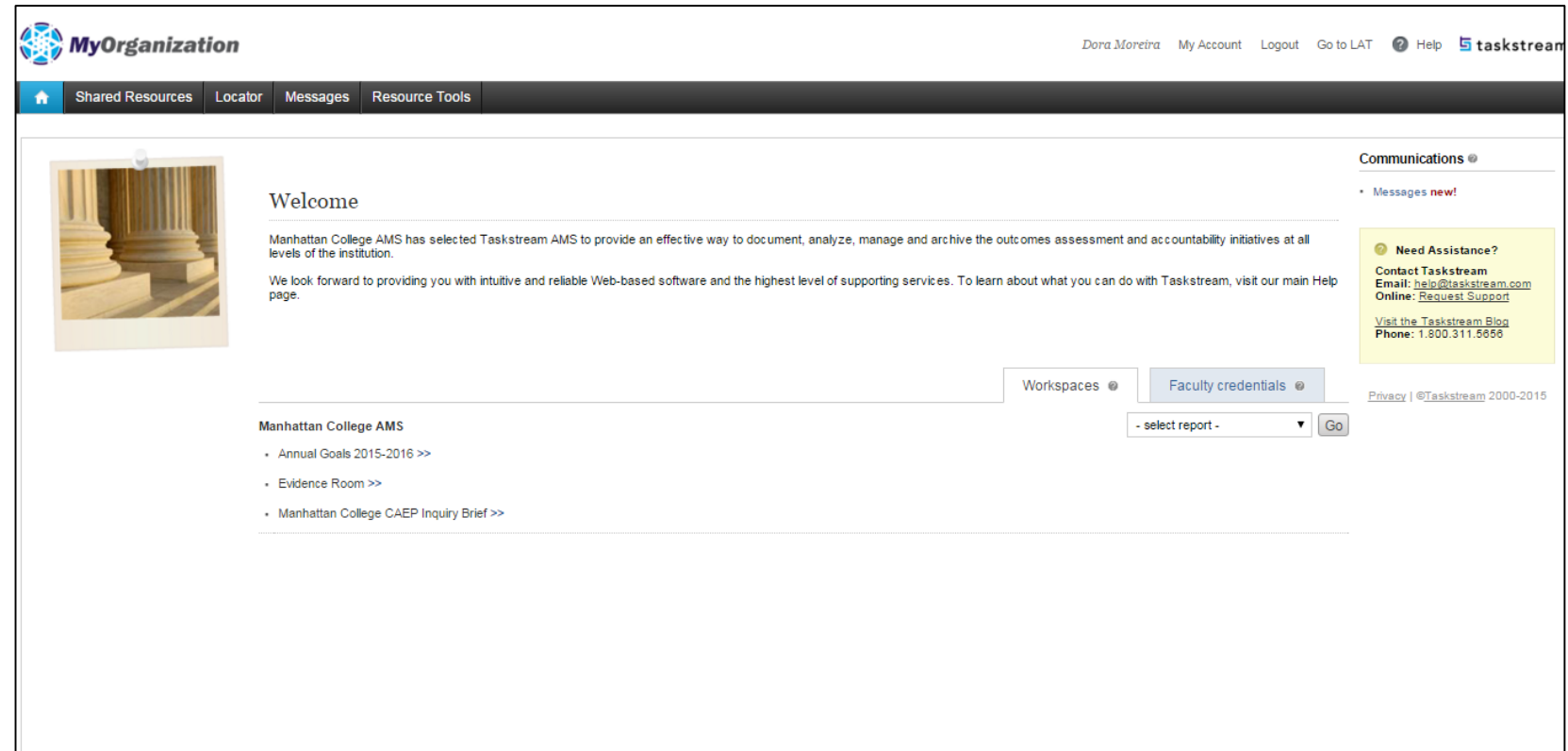


# OBJECTIVES

- Log on to Taskstream
- Access Taskstream AMS (Assessment Management System)
- Access corresponding workspace and planning template
- Enter 2016-2017 Administrative Goals

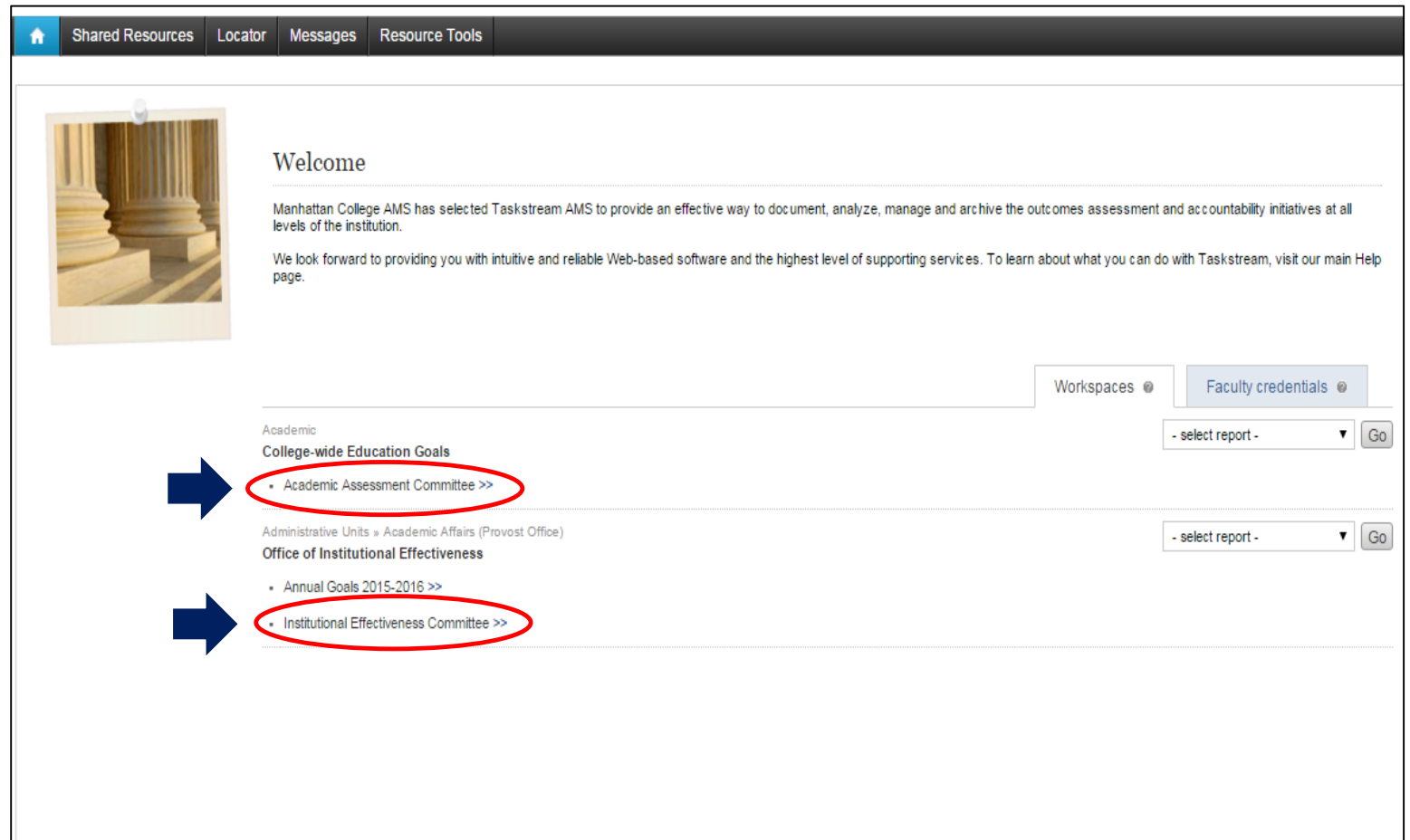
# GETTING STARTED

- 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



The screenshot displays the Taskstream AMS interface. At the top, there is a navigation bar with links: Home, Shared Resources, Locator, Messages, and Resource Tools. Below this, a welcome message states: "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." To the right of the welcome message are buttons for "Workspaces" and "Faculty credentials". Below the welcome message, the navigation menu is shown. Under the "Academic" section, "College-wide Education Goals" is listed, with a sub-link "Academic Assessment Committee >>" circled in red. A blue arrow points to this link. Under the "Administrative Units » Academic Affairs (Provost Office)" section, "Office of Institutional Effectiveness" is listed, with sub-links "Annual Goals 2015-2016 >>" and "Institutional Effectiveness Committee >>" circled in red. A blue arrow points to the "Institutional Effectiveness Committee >>" link. On the right side of the navigation menu, there are two dropdown menus labeled "- select report -" and "Go" buttons.

## 2016-2017 ASSESSMENT CYCLE



**MyOrganization**

Manhattan College  
Manager

[My Account](#)

[Logout](#)

[Go to LAT](#)

 Help

taskstream




## Shared Resources

## Locator

## Messages

## Resource Tools

 [Edit Content](#)

Discussion

[✔ Submission & Read Reviews](#) Publish Options & Info

**DEMO AREA** (Workspace: Academic Assessment Committee)

Preview

 Expand All

[Collapse All](#)

### General Information

### Standing Requirements

## Mission Statement

### Program Learning Goals

**Program Learning Goal**

## Curriculum Map

**2014-2015 Assessment Cycle**

## Assessment Documentation

**2015-2016 Assessment Cycle**

### Administrative Goals

### Resource Needs

## Assessment Methods

### Results of Assessment

## Annual Report Prompts

### 2016-2017 Assessment Cycle

### Administrative Goals

### Resource Needs


## Assessment Methods

### Results of Assessment

## Annual Report Prompts

**Edit Content:**




 **Note:** This is a preview/demo area that is provided to workspace managers to simulate the experience of an actual workspace participant. Work that you enter here will not affect actual participating areas since they have their own workspaces. Select item to edit from the left panel to view, add, or edit content.

# 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 I (request for authorization of new positions).

■ Check out- ( Allows your to make changes and apply submissions with in te 

■ Create New Goal Set

■ Title Goal Set ( XXXXX's Administrative Goals)

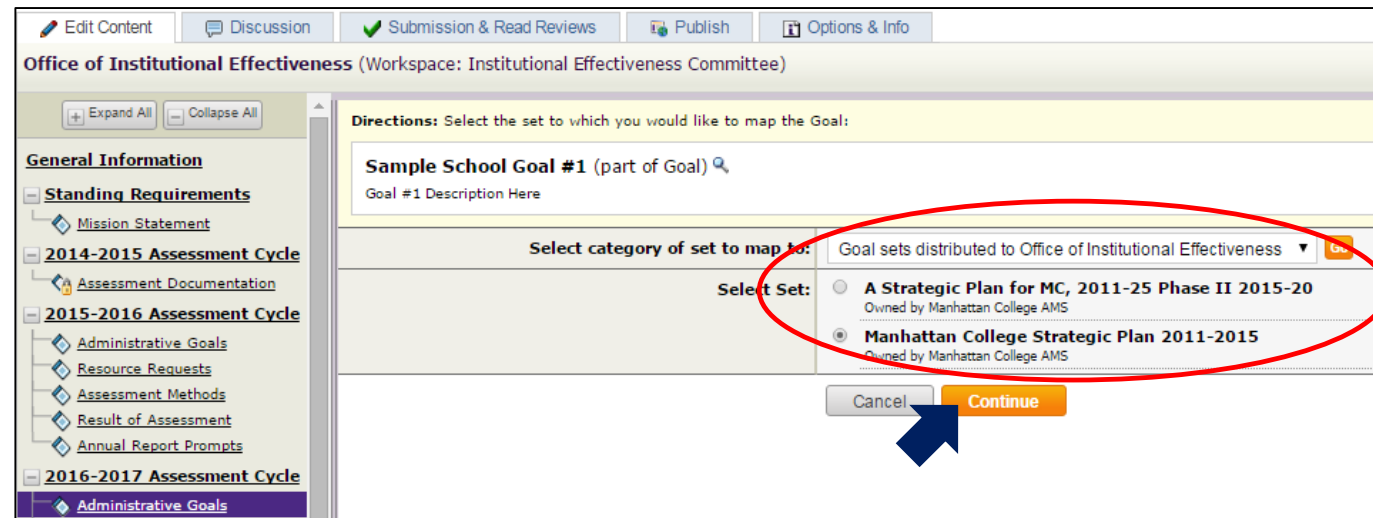
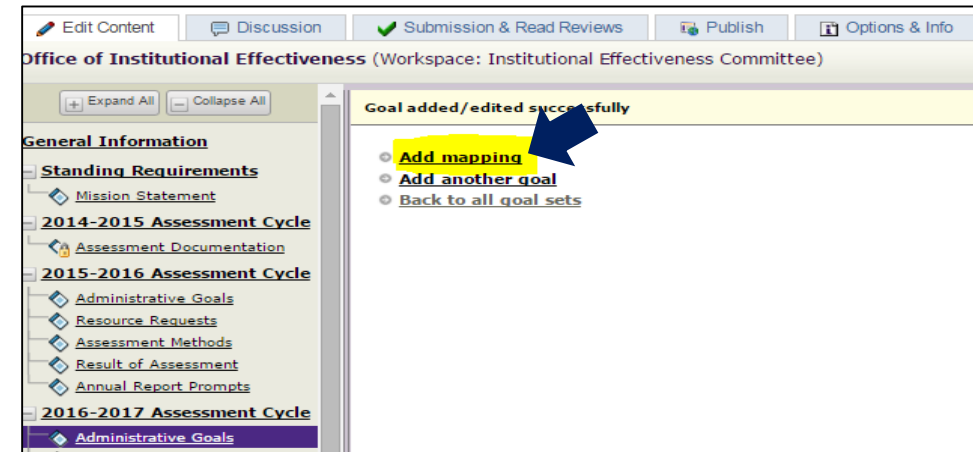
- Select checkbox so that mapping can be allowed

■ 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!!!!!!

<b>Action Information for:</b>  <small>Goal: Sample School Goal #1 (Goal #1 Description Here)</small>	
<small>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).</small>	
<b>* Required Fields</b>	
<input type="button" value="Cancel"/>	<input type="button" value="Check Spelling"/>
<input type="button" value="Import Action"/>	<input type="button" value="Apply Changes"/>
<b>* Action Item Title:</b>	<input type="text"/>
<b>Justification:</b>	<input type="text"/>
<b>Description of resources needed:</b>	<input type="text"/>
<b>Budget request amount:</b>	<input type="text" value="\$ 100.00"/>
<b>Priority level:</b>	<input type="text" value="- Select -"/>
<input type="button" value="Cancel"/>	<input type="button" value="Check Spelling"/>
<input type="button" value="Import Action"/>	<input type="button" value="Apply Changes"/>



# ASSESSMENT METHOD

<b>Measure Information for:</b> Goal: Sample School Goal #1 (Goal #1 Description Here)	
Define a measure for this outcome. Set a near term target that is attainable in this assessment cycle. If applicable, you may also set a long term target that represents the ideal outcome over multiple cycles. Once this measure is added, then you may add supporting attachments and links in the next step (from the main assessment plan screen).	
<b>* Required Fields</b>	
<div>Cancel</div> <div>Import Measure</div>	
* Measure Title:	<input type="text"/>
Measure Type/Method:	<div>- Select -</div>
Measure Level:	<div>- Select -</div>
Actions Taken Last Year:	<div></div>
Expected Results:	<div></div>
Details/ Description:	<div></div>
<div>Check Spelling</div> <div>Cancel</div> <div>Apply Changes</div>	

- 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](mailto: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](mailto:dmoreira01@manhattan.edu)*