

All You Need to Know About Assessment Reporting in AMS

Franz Reneau, Ph.D.

[Office of Academic Effectiveness](#)

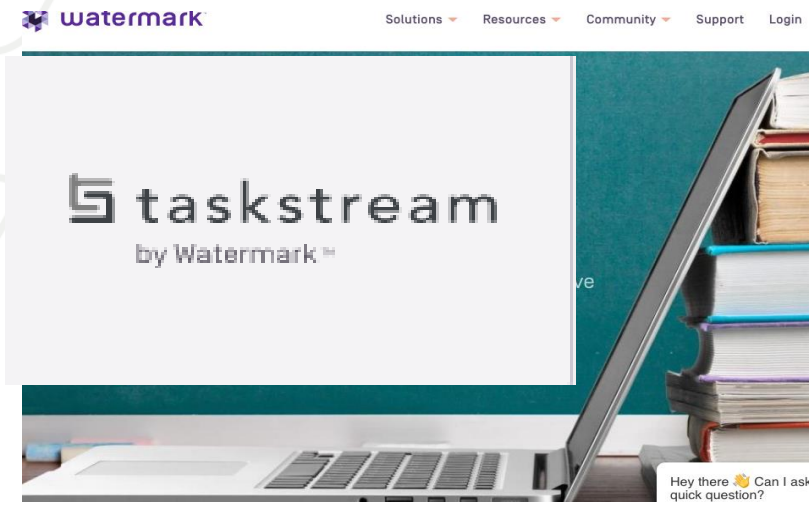


Agenda

- Review of Planning Elements in AMS
- Follow-up on Continuous Improvement Action Plans from the 2020-2021 Assessment Cycle
- Navigating the Assessment Reporting Components in AMS
- Navigating your Continuous Improvement Action Plans for 2022-2023
- Generating Printing and Publishing Assessment Reports
- Q&A



Link to AMS



Link to GT AMS -
<https://w.taskstream.com/cas/login?partnerId=uafjff9eu>

Assessment Toolkit

Portal

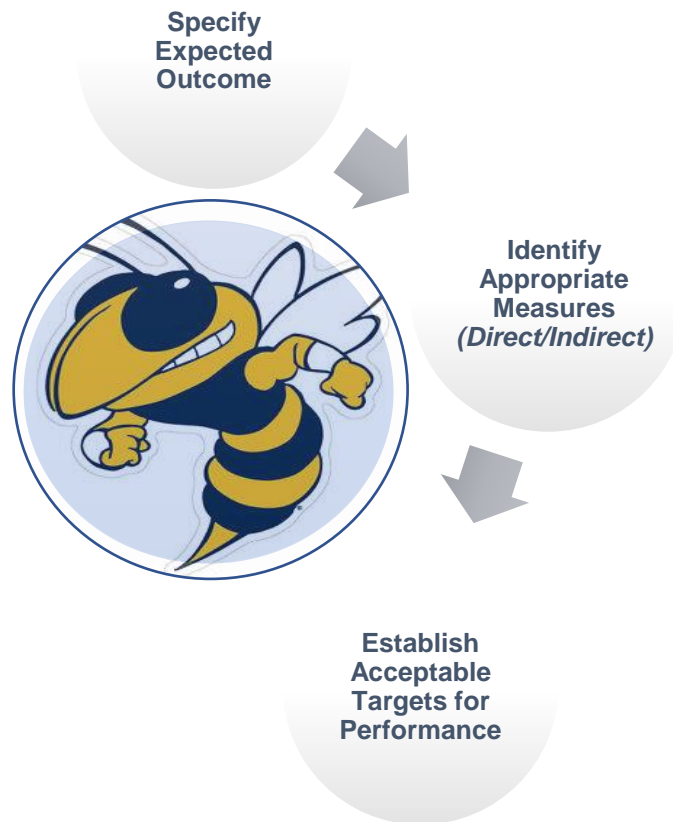


Link to GT AMS -
<https://academiceffectiveness.gatech.edu/assessment-toolkit/>




SSO – Use your GT credentials to access the system


Review of the Assessment Planning Phase

Fall 2021 and
February 2022
focus of
engagement
sessions



Review of the Assessment Planning Phase Cont...

HOMESHARED RESOURCESLOCATORMESSAGESRESOURCE TOOLSANALYTICSMy AccountHelp




Greetings

Welcome to Georgia Tech Assessment Management System (AMS). This system has been customized to help programs and units more effectively and efficiently document and report assessment activities in a spirit of continuous improvement. The Office of Academic Effectiveness looks forward to working with you to leverage the system to document and tell your story.

Office of Academic Effectiveness
<https://academiceffectiveness.gatech.edu/>

Workspaces

Assigned Workspaces Preview Mode All Access Mode

 You do not currently have access to any Workspaces. Workspaces provide access to documentation areas, complete with instructions, review methods and input formats. Please contact an AMS coordinator if you feel you should have access to a Workspace that does not currently appear here .

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

Communications

- Messages**

Need Assistance?

Contact Taskstream:

- help@taskstream.com
- [Request Online Support](#)
- 1.800.311.5656

[Visit the Taskstream Blog](#)

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Review of the Assessment Planning Phase Cont...

Georgia Tech | My Account | Help | taskstream by Watermark

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

DEMO AREA | PREVIEW

Workspace :Assessment Planning and Reporting For Academic Degree Programs

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

EXPAND ALL | COLLAPSE ALL | Assessment Plan | VIEW LOG | WORD | PDF | PRINT | SHARE | CHECK OUT

General Information

Program Specific Information

- Program Mission Statement
- Expected Program-Level Student Learning Outcomes
- Curriculum Map

2020-2021 Assessment Cycle

- Assessment Plan
- Assessment Report
- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan

2021-2022 Assessment Cycle

- Assessment Plan
- Assessment Report
- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan

Work Not Started

Directions

Use this space to document your program's or department's assessment plan for the current assessment cycle.

To begin, please **Check Out** this requirement. Select either the Create New Assessment Plan or Copy Existing Plan as Starting these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). button to access the previously-entered outcome sets. Select the set of outcomes that you wish to assess this cycle and then s enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will assessment measure to an outcome, click this button, complete the required fields and press the Continue button. Once a measure has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

Start working by clicking Check Out above.

Check Out workspace

Select Assessment Plan in the 2021-2022 workspace

Review of the Assessment Planning Phase Cont...

The screenshot displays the Georgia Tech Taskstream interface. At the top, the navigation bar includes 'HOME', 'SHARED RESOURCES', 'LOCATOR', 'MESSAGES', 'RESOURCE TOOLS', and 'ANALYTICS'. The user is logged in as 'My Account' with 'Help' available. The page is titled 'DEMO AREA | PREVIEW' and the workspace is 'Assessment Planning and Reporting For Academic Degree Programs'. The main content area is titled 'Assessment Plan' and shows 'Work Not Started'. A callout box points to the 'COPY EXISTING PLAN AS STARTING POINT' button.

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- Assessment Report
- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan

Directions

Use this space to document your program's or department's assessment plan for the current assessment cycle. [Print](#)

To begin, please **Check Out** this requirement. Select either the Create New Assessment Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to assess this cycle and then select the specific outcomes you wish to assess by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Measure button. To add an assessment measure to an outcome, click this button, complete the required fields and press the Continue button. Once a measure has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

[CREATE NEW ASSESSMENT PLAN](#) [COPY EXISTING PLAN AS STARTING POINT](#)

Select **“Copy Existing Plan as a Starting Point”** to import your Assessment Plan from the 2020-2021 previous cycle.

Review of the Assessment Planning Phase Cont...

Georgia Tech | HOME | SHARED RESOURCES | LOCATOR | MESSAGES | RESOURCE TOOLS | ANALYTICS | My Account | Help | taskstream by Watermark

DEMO AREA | PREVIEW

Workspace : Assessment Planning and Reporting For Academic Degree Programs

▼ EXPAND ALL | COLLAPSE ALL

General Information

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Select an existing Plan starting point

Directions : Select an existing plan as a starting point for your new plan. You will be able to modify this plan after copying it .

Existing Plan: **Assessment Planning and Reporting For Academic Degree Programs**
2020-2021 Assessment Cycle: Assessment Plan [Plan]
(last modified : 05/12/2021)

Cancel SUBMIT

Select previous assessment cycle (i.e., 2020-2021) then click Submit.

Review of the Assessment Planning Phase Cont...

The screenshot displays a web interface for 'Assessment Planning and Reporting For Academic Degree Programs'. The top navigation bar includes 'Edit Content', 'Discussion', 'Submission & Read Reviews', 'Publish', and 'Options & Info'. A secondary green bar contains 'VIEW LOG', 'WORD', 'PDF', 'PRINT', 'SHARE', and 'CHECK IN'. The main content area is titled 'Assessment Plan' and shows a 'DEMO AREA Outcome Set' with an 'Outcome: Outcome 1' and a 'Test'. Below this, 'Measure: Measure 1' is expanded, showing details for a 'Direct - Student Artifact' measure. The measure details include instructions for selecting 'Direct Other' or 'Indirect Other', a section for 'Measure details' (Establish Acceptable Target for Performance), and a section for 'Supporting Attachments' with an 'Add/Edit Attachments and Links' button. The 'Edit' and 'Remove' buttons for the measure are also visible. A callout box points to the 'Edit' button, stating: 'You will now be able to edit the measures and performance targets as appropriate.' Another callout box points to the 'Add/Edit Attachments and Links' button, stating: 'Be reminded that at the measure level you have the ability to upload supporting documents (e.g., scoring rubrics, surveys etc.)'.

Be reminded that at the measure level you have the ability to upload supporting documents (e.g., scoring rubrics, surveys etc.)

You will now be able to edit the measures and performance targets as appropriate.

Subset of Existing Outcomes

DEMO AREA | PREVIEW

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content Discussion Submission & Read Reviews Publish Options & Info

EXPAND ALL COLLAPSE ALL

Assessment Plan

VIEW LOG WORD PDF PRINT SHARE CHECK IN

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- Assessment Report

Directions

Review Method

Program Mission Statement

Edit

Measures

Show Descriptions

DEMO AREA Outcome Set

Outcome

Select Set

Click **“Select Set”**

Subset of Existing Outcomes Cont...

▼ EXPAND ALL COLLAPSE ALL

Select outcome sets for Measure

SELECT EXISTING SET

✓ ACCEPT AND RETURN TO PLAN

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Outcome

Mapping	Outcome	Mapping	
<input checked="" type="checkbox"/>	Outcome 1 Q Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions	No Mapping	
<input checked="" type="checkbox"/>	Outcome 2 Q Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline	No Mapping	Hide
<input checked="" type="checkbox"/>	Outcome 3 Q Communicate effectively in a variety of professional contexts	No Mapping	Hide
<input checked="" type="checkbox"/>	Outcome 4 Q Recognize professional responsibilities and make informed judgements in computing practice based on legal and ethical principles	No Mapping	Hide
<input checked="" type="checkbox"/>	Outcome 5 Q Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline	No Mapping	Hide
<input checked="" type="checkbox"/>	Outcome 6 Q Apply computer science theory and software development fundamentals to produce computing-based solutions. [CS]	No Mapping	Hide

Select "Accept and Return to Plan"

Select respective outcomes that will be assessed in the current assessment cycle

Review of the Assessment Planning Phase Cont...

DEMO AREA | PREVIEW

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content

Discussion

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EXPAND ALL COLLAPSE ALL

Assessment Plan

VIEW LOG

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DEMO AREA Outcome Set

Outcome

Outcome: Outcome 1

Test

Add New Measure

Measure: Measure 1

Direct - Student Artifact

Edit

Remove

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details:
Establish Acceptable Target for Performance:

Supporting Attachments:

Add/Edit Attachments and Links

You will now be able to edit the measures and performance targets as appropriate.

Be reminded that at the measure level you have the ability to upload supporting documents (e.g., scoring rubrics, surveys etc.)

Edit

Remove

12

Review of the Assessment Planning Phase Cont...

DEMO AREA | [PREVIEW](#)

Workspace :Assessment Planning and Reporting For Academic Degree Programs

[Edit Content](#) [Discussion](#) [Submission & Read Reviews](#) [Publish](#) [Options & Info](#)

Assessment Plan [VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) [CHECK IN](#)

General Information

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 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan

DEMO AREA Outcome Set

Outcome

Outcome: Outcome 1
Test

Measure: Measure 1
Direct - Student Artifact

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details:
Establish Acceptable Target for Performance:

Supporting Attachments:
[Add/Edit Attachments and Links](#)

Remember to **“Check In”** the workspace when you have completed all elements of the Assessment Plan.

Navigating the Follow-Up on Continuous Improvement Action Plans in AMS



Image source: <https://www.leadliaison.com/tag/lead-follow-up/>

Navigating the Follow-Up on the Continuous Improvement Action Plan Components

▼ EXPAND ALL COLLAPSE ALL Edit Content:

General Information

■ **Program Specific Information**

- Program Mission Statement
- Expected Program-Level Student Learning Outcomes
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■ **2020-2021 Assessment Cycle**

- Assessment Plan
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■ **2021-2022 Assessment Cycle**

- Assessment Plan
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Note: This is a LIVE workspace area. Your changes or submissions you make may disappear.

These are the actions you indicated you would operationalize in the **2021-2022 Assessment Cycle**.

Select here to complete your follow-up on the actions included in the “**Continuous Improvement Action Plan**” reported in the 2020-2021 Assessment Cycle.

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

General Information

- Program Mission Statement
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Outcome

Outcome: Outcome 1
Students will be able to use effective graphic communication in biological sciences.

Action: Reinforce Graphing Rubric with Faculty and Graphing Components with Students

This Action is associated with the following Actual Results @

Action

3) Demonstrate and provide examples of how to structure a graph so that the take-home message is clear (i.e. results are easily interpretable)
These results and target areas will be reviewed with faculty slated to teach quantitative courses in the coming year. Along with this, the graphing tools on which the rubric is based were again shared with the core 1XXX-and 2XXX labs in the department to be used in their courses for scaffolding graphing education.

Select here to review your **Continuous Improvement Action Plans**

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

The screenshot shows a web application interface for managing continuous improvement action plans. The main title is "Follow-Up on Continuous Improvement Action Plan". At the top right, there are utility buttons: "VIEW LOG", "WORD", "PDF", "PRINT", "SHARE", and a green "CHECK OUT" button. A yellow banner at the top indicates the workspace is in "Work In Progress" status. A left sidebar contains a navigation menu with sections for "General Information", "Program Specific Information", "2020-2021 Assessment Cycle", and "2021-2022 Assessment Cycle". The "2020-2021 Assessment Cycle" section is expanded, showing "Follow-Up on Continuous Improvement Action Plan" as the selected item. The main content area displays "Action Statuses" with filters for "Show Actions" and "Show Descriptions". A dropdown menu is open for "Bachelor of Science in Biology (26010102) Outcome Set", showing an "Outcome" section. Below this, an "Action" is listed: "Reinforce Graphing Rubric with Faculty and Graphing Components with Students". The "Action details" section contains a paragraph of text and a numbered list of three items. Two callout boxes with arrows point to specific elements: one points to the "CHECK OUT" button with the text "Remember you need to 'Check-Out' a workspace to add content.", and another points to the "Follow-Up on Continuous Improvement Action Plan" menu item with the text "Select 'Follow-Up on Continuous Improvement Action Plan' to provide your update."

EXPAND ALL COLLAPSE ALL

Follow-Up on Continuous Improvement Action Plan

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work In Progress

Directions
Review Method

Action Statuses

Show Actions Show Descriptions

Bachelor of Science in Biology (26010102) Outcome Set

Outcome

Outcome: O
Students will b

Action: Reinforce Graphing Rubric with Faculty and Graphing Components with Students

Action details:

Based on the performance of students in this year's cohort, it is apparent that students have not yet achieved mastery in graphing. These results were discussed among assessment faculty; we will repeat this assessment regularly and after reinforcing these specific improvements to improve for the next assessment cycle:

- 1) Emphasize the importance of labeling and providing keys for data interpretation
- 2) Improve the quality of existing units on dependent/Y-axis variables for data interpretation
- 3) Demonstrate and provide examples of how to structure a graph so that the take-home message is clear (i.e. results are easily interpretable)

These results and target areas will be reviewed with faculty slated to teach quantitative courses in the coming year. Along with this, the graphing tools on which the rubric is based were again shared with the core 1XXX-and 2XXX labs in the department to be used in their courses for scaffolding graphing education.

Remember you need to "Check-Out" a workspace to add content.

Select "Follow-Up on Continuous Improvement Action Plan" to provide your update.

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

▼ Action: Course Addition and Survey

Action details:

1. To improve overall portfolio score and faculty assessment, we will do the following:
 - Integrate portfolio as a required course deliverable in the fall and spring first year design studios
 - Add focused portfolio workshop (1-credit) in spring sophomore year
 - Consider including a refresher workshop (1-credit) in junior year
2. Survey students on alignment of learning outcomes relative to improved portfolio development

Status for Course Addition and Survey

Add Status

No Status Added

Select **Add Status**
to provide your
follow-up.

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

* Current Status: - Select -

Summary of Key Observation:

Select **Current Status** to provide your follow-up.

Cancel Check Spelling SUBMIT

Detailed description: This is a screenshot of a web form. On the left, there are two stacked sections: the top one is labeled '* Current Status:' and the bottom one is 'Summary of Key Observation:'. To the right of the first section is a dropdown menu currently showing '- Select -'. A brown arrow points from a text box below to the dropdown menu. The text box contains the instruction 'Select **Current Status** to provide your follow-up.' Below the form fields are three buttons: 'Cancel', 'Check Spelling', and 'SUBMIT'.

* Current Status:

Summary of Key Observation:

✓ - Select -
Not started
In Progress
Completed
Not Implemented

Detailed description: This screenshot shows the dropdown menu from the previous image. The menu is open, showing five options: '✓ - Select -' (highlighted in blue), 'Not started', 'In Progress', 'Completed', and 'Not Implemented'. A brown arrow points from the text box below to the first option.

Note: Current Status is a pre-populated dropdown field with **four options**:

- *Not started*
- *In Progress*
- *Completed*
- *Not Implemented*

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

*** Current Status:**

Summary of Key Observation:

✓ - Select -
Not started
In Progress
Completed
Not Implemented

Provide a narrative summary of key observations associated with the action plan

Navigating the Follow-Up on the Continuous Improvement Action Plan Components Cont...

* Current Status:	Completed
Summary of Key Observation:	<p>New rubrics for evaluating the capstone project were developed, vetted by faculty, and implemented for use in fall 2021. These rubrics are helping with establishing consistency in the evaluation of student performance on the capstone project.</p>
<p>Cancel Check Spelling SUBMIT</p>	



Once you complete the “**Summary of Key Observations,**” select **Submit** and move on to the next improvement action plan to provide your update.

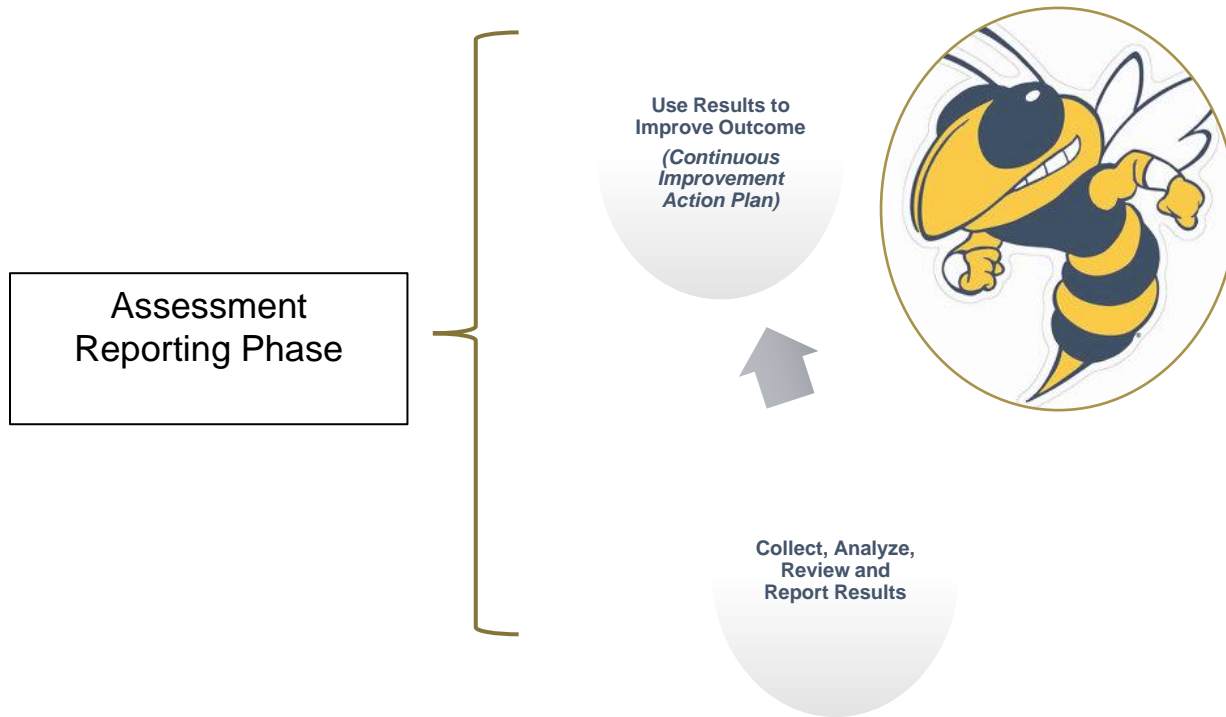
*Note: Follow the same steps and select **Submit** when completed.*

Navigating the 2021-2022 Assessment Report Components in AMS



Reminder: Annual Assessment Reports are due by May 31, 2022

Assessment Reporting Phase



Navigating the Assessment Report Components Cont...

General Information

▣ Program Specific Information

- ▣ Program Mission Statement
- ▣ Expected Program-Level Student Learning Outcomes
- ▣ Curriculum Map

▣ 2020-2021 Assessment Cycle

- ▣ Assessment Plan
- ▣ Assessment Report
- ▣ Continuous Improvement Action Plan
- ▣ Follow-Up on Continuous Improvement Action Plan

▣ 2021-2022 Assessment Cycle

- ▣ Assessment Plan
- ▣ Assessment Report
- ▣ Continuous Improvement Action Plan
- ▣ Follow-Up on Continuous Improvement Action Plan

📍 **Note:** This is a **LIVE** workspace area. You have permission to access this area as a workspace, but changes or submissions you make may disorient the owners of the workspace.

You will be working in the “**Assessment Report**” workspace to complete your **2021-2022 assessment report**.

Navigating the Assessment Report Components Cont...

Assessment Report

VIEW LOG WORD PDF PRINT SHARE CHECK OUT

Work Not Started

Directions

Use this space to document the findings from your assessments for this cycle. Please attach any relevant reports or other evidence to substantiate your narrative analysis. Be sure to include recommendations and recommendations based on your analysis of the findings.

To begin, please **Check Out** the requirement. For each outcome and measure that was entered in the assessment plan, the system will automatically include these in the assessment findings section. For each measure, an Add Findings button will be present. To add assessment findings to your workspace, click this button. Complete the required fields and press the Continue button. Once a set of findings has been added you may add any attachments or weblinks to that measure to provide substantiating evidence of your findings. (NOTE: if you also use Taskstream's LAT platform to collect and assess student artifacts, you will also be able to import LAT reports as substantiating evidence.) Repeat this process for any and all subsequent measures that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

Review Method

Please note that the accompanying [Assessment Plan](#) needs to be filled out before Assessment

Print

Reminder: You need to **“Check Out”** a workspace to be able to add content.

Be reminded that detailed instructions are provide for navigating each workspace.

Navigating Reporting Cont...

Assessment Report VIEW LOG WORD PDF PRINT SHARE CHECK IN

▼ Actual Result per Measure

Show Measures Show Descriptions Show Full Action Details

▼ Bachelor of Science in Computer Science (11010101) Outcome Set

Outcome

Outcome: Outcome 1
Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

▼ Measure: Measure 1:1
Direct - Exam

If "Direct Other" or "Indirect Other" is selected, please specify measure:
Measure details: Final Exam Test Items
Using a scoring rubric for pre-selected final exam questions resulting in a composite rating from a range of Excellent to Inadequate. The exam items measure the students' ability apply discrete math concepts to solve computing problems

Establish Acceptable Target for Performance: 90% of students will be rated as "adequate or excellent" on the final exam test items.

Actual Results for Measure 1:1 Add Actual Results

No Actual Results Added

Select **"Add Actual Results"** to enter your assessment results for each measure.

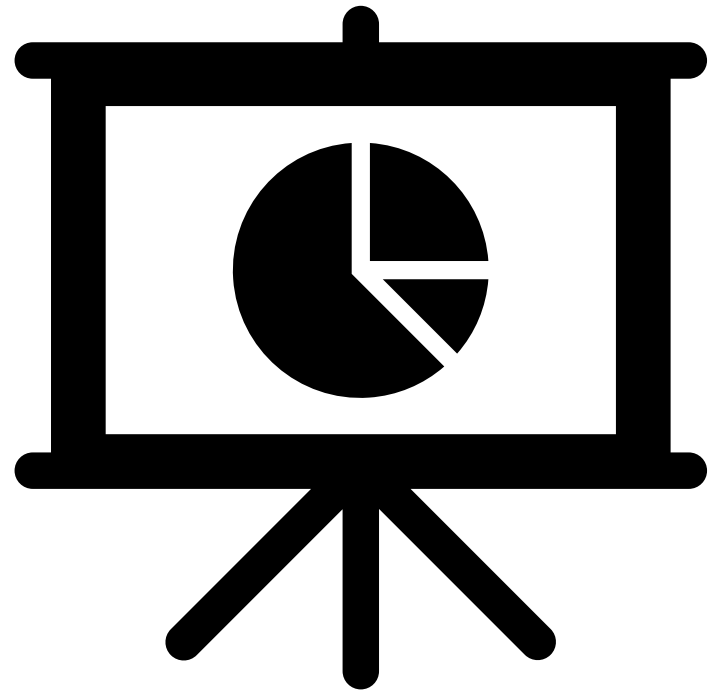
Navigating Reporting Cont...

The screenshot shows a reporting interface with a dark blue header containing buttons for 'Edit Content', 'Discussion', 'Publish', and 'Options & Info'. Below the header, the main content area is titled 'Actual Results for Measure 1:1' and includes the outcome description: 'Outcome: Outcome 1 (Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions)'. A yellow banner prompts the user to 'Please enter the findings for this measure.' and lists '* Required Fields'. The interface is divided into three main sections: 1. 'Summary of Actual Results' with a large text input area and a callout box stating: 'In the space provided, add a summary of your actual results in relation to your target performance level for the measure. Be specific to include sample size. Note: For degree programs with on-line and or multi-campus locations, separate actual results by location/modality.' 2. 'Use Results to Improve Outcome' with another large text input area and a callout box stating: 'In the space provided, discuss how the results were used to improve the outcome. Consider including in the narrative how results were discussed, shared, and used for improvement. Note: This section must be populated with content.' 3. 'Acceptable Target Achievement' with three radio button options: 'Target Performance Level not achieved or performance decreased or remained the same as in previous cycle.', 'Target Performance Level not achieved but improvements realized when compared to performance in previous Cycle', and 'Target Performance Level Achieved'. A callout box on the left says: 'Select the appropriate performance outcome for the measure.' Below these sections are buttons for 'Cancel', 'Check Spelling', and 'SUBMIT'. A callout box on the right says: 'Once completed, select Submit to add the actual results for other measures in the assessment plan.'

Pause: Unpack “Use Results to Improve Outcome”

Consider including in the narrative in this section how results were discussed, shared, and used for improvement.


Example: The target performance level was achieved for this measure. A review of results for the last three assessment cycles shows consistent performance. While the program is satisfied with performance, we will stretch our performance target from 90% to 93% in the next assessment cycle and continue to reinforce multivariate statistical skills in ABC XXXX course. Additionally, the scoring rubric will undergo internal review to ensure that each performance element is clearly described for consistency in scoring.



Navigating Reporting Cont...

Actual Results for Measure 1

 Edit

 Remove

Summary of Actual Results: 100% of students (n=25) received a minimum score of 75% on the exam questions that map to the outcome.

Results : Acceptable Target Achievement: Target Performance Level Achieved

Use Results to Improve Outcome: The results were reviewed with faculty during the quarterly assessment update. Faculty noticed improvements in students performance on this measure when compared to the previous assessment cycle. This they believe was as a result of the new content that was added to the course to strengthen students skills.

Substantiating Evidence:

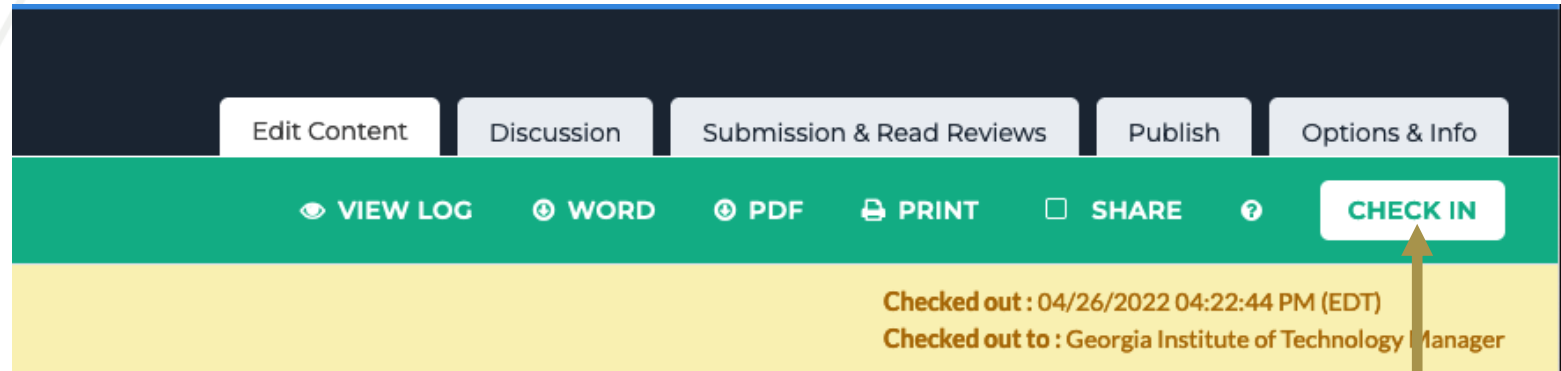
[Add/Edit Attachments and Links](#)



You have the ability at the results level to add any supporting documents.

Once complete, repeat the steps outlined in the previous slide to add actual results for all measures in the report.

Navigating Reporting Cont...



assessments for this cycle. Please attach any relevant reports or other evidence based on your analysis of the findings.

Each outcome and measure that was entered in the assessment plan, the system's 'Add Findings' button will be present. To add assessment findings to your workspace, once a finding has been added you may add any attachments or weblinks to that finding. **On the LAT platform to collect and assess student artifacts, you will also be able to import LAT reports as substantiating evidence of your assessment. To add additional assessment requirements, you will need to add assessment requirements that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement**

Remember to **“Check In”** workspace when you finish entering all assessment results

Navigating the Next Continuous Improvement Action Plan



Image source: <https://techxplore.com/news/2019-10-google-waze.html>

Navigating the Next Continuous Improvement Action Plan Cont...

- General Information
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Note: This is a LIVE workspace area. You have permission to access this area as a workspace changes or submissions you make may disorient the owners of the workspace.

The “**Continuous Improvement Action Plan**” should be tied to the results that you reported in this cycle. This section is designed for you to include your action plans for improvement. These are the actions that you plan to operationalize in the **2022-2023 assessment cycle** for improvement.

Important - Not every outcome will likely have an improvement plan, however we expect to see some efforts for seeking improvement in this section.

Navigating the Next Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan

[VIEW LOG](#) [WORD](#) [PDF](#) [PRINT](#) [SHARE](#) [?](#) [CHECK OUT](#)

Work Not Started

Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings.

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Record subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you

[Print](#)

Review Method

Start working by clicking **Check Out** above.

Remember to “**Check Out**” workspace to add content.

Navigating the Next Continuous Improvement Action Plan Cont...

EXPAND ALL COLLAPSE ALL

Continuous Improvement Action Plan

VIEW LOG WORD PDF PRINT

General Information

Program Specific Information

- Program Mission Statement
- Expected Program-Level Student Learning Outcomes
- Curriculum Map

2020-2021 Assessment Cycle

- Assessment Plan
- Assessment Report
- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan

2021-2022 Assessment Cycle

- Assessment Plan
- Assessment Report
- Continuous Improvement Action Plan

Work Not Started

Checked out

Checked out

Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings.

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point (only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with then select the outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome click Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once you add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. For subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are done.

Review Method

CREATE NEW OPERATIONAL PLAN COPY EXISTING PLAN AS STARTING POINT

Select "Create New Operational Plan" to begin the process of building out your continuous improvement action plan.

Navigating the Next Continuous Improvement Action Plan Cont...

▼ Directions

Use this space to document the actions you plan to take based on the analysis of your assessment findings.

[Print](#)

To begin, please **Check Out** this requirement. Select either the Create New Continuous Improvement Plan or Copy Existing Plan as Starting Point buttons (Please note that you will only see these options the first time you Check Out this requirement. If you do not see these options, you may proceed to the next step). Click Select Set and select the Select Existing Set button to access the previously-entered outcome sets. Select the set of outcomes that you wish to document an action with this cycle and then select the specific outcomes you wish to add an action to by enabling the checkbox next to each outcome. Click Accept and Return to Plan and for each outcome that was selected, you will see an Add New Action button. To add an action to an outcome, click this button, complete the required fields and press the Continue button. Once an action has been added you may add any attachments or weblinks to that measure. NOTE: if you are an LAT user, you will also be able to import LAT reports at this time. Repeat this process for any and all subsequent actions that you wish to add. In order for others to access this requirement you will need to **Check In** the requirement when you are finished.

▶ Review Method

▼ Actions

Select Set

“**Select Set**” to access the outcomes you will provide improvement plans for that will be operationalized in the **2022-2023 assessment** cycle.

Navigating the Next Continuous Improvement Action Plan Cont...

Workspace :Assessment Planning and Reporting For Academic Degree Programs

EXPAND ALL COLLAPSE ALL

Select outcome sets for Measure

SELECT EXISTING SET ACCEPT AND RETURN TO PLAN

General Information

Program Specific Information

- Program Mission Statement
- Expected Program-Level Student Learning Outcomes
- Curriculum Map

Outcome Sets

No outcome sets attached

Next "Select Existing Set"

Detailed description: This screenshot shows the 'Select outcome sets for Measure' step in the assessment planning process. The interface includes a top navigation bar with 'Edit Content', 'Discussion', 'Publish', and 'Options & Info'. A green header bar contains the title 'Select outcome sets for Measure' and two buttons: 'SELECT EXISTING SET' and 'ACCEPT AND RETURN TO PLAN'. On the left, a sidebar shows 'General Information' and 'Program Specific Information' (including Mission Statement, Outcomes, and Curriculum Map). The main content area shows 'Outcome Sets' with the message 'No outcome sets attached'. A callout box with an upward arrow points to the 'SELECT EXISTING SET' button, labeled 'Next "Select Existing Set"'. The 'ACCEPT AND RETURN TO PLAN' button is highlighted in green.

Workspace :Assessment Planning and Reporting For Academic Degree Programs

EXPAND ALL COLLAPSE ALL

Import Outcome Set

Select an Existing Set in Bachelor of Science in Biology (26010102)

Bachelor of Science in Biology (26010102) Outcome Set (Learning Objectives & Outcomes) (View Set)

Cancel CONTINUE

Select your degree program.

Select Continue to access your Outcome Set.

Detailed description: This screenshot shows the 'Import Outcome Set' step. The interface has a similar top navigation bar. The green header bar is titled 'Import Outcome Set'. The main content area prompts the user to 'Select an Existing Set in Bachelor of Science in Biology (26010102)'. A radio button is selected next to 'Bachelor of Science in Biology (26010102) Outcome Set (Learning Objectives & Outcomes)', with a '(View Set)' link to its right. Below the selection are 'Cancel' and 'CONTINUE' buttons. Two callout boxes provide instructions: one points to the degree program name with the text 'Select your degree program.', and another points to the 'CONTINUE' button with the text 'Select Continue to access your Outcome Set.' The 'CONTINUE' button is highlighted in blue.

Navigating the Next Continuous Improvement Action Plan Cont...

Select outcome sets for Measure SELECT EXISTING SET ✓ ACCEPT AND RETURN TO PLAN

Outcome Sets

Show Descriptions Show Mapping

▼ Bachelor of Science in Biology (26010102) Outcome Set (Outcomes)

Mapping	Outcome	Mapping	
<input type="checkbox"/>	Outcome 1 Q Students will be able to use effective graphic communication in biological sciences.	No Mapping	
<input type="checkbox"/>	Outcome 2 Q Students will be able to identify gaps/ limitations in current research knowledge through the review, filtering and synthesis of relevant literature.	No Mapping	Hide
<input type="checkbox"/>	Outcome 3 Q Students will be able to apply statistical reasoning to biological experiments.	No Mapping	Hide
<input type="checkbox"/>	Outcome 4 Q Students will be able to apply disciplinary knowledge and skills in the design and implementation of research-based experiments	No Mapping	Hide

Once you have selected the outcome(s), select **“Accept and Return to Plan.”**

You will now have the ability to select the specific outcome/outcomes that you will include improvement plans that will be operationalized in **2022-2023 assessment cycle.**

Navigating the Next Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress

Checked out: 04/25/2021 01:27:49 PM (EDT)
Checked out to: Georgia Institute of Technology Manager

Directions

Actions

Show Descriptions Show Full Actual Results Details Select Set

Bachelor of Science in Biology (26010102) Outcome Set

Outcome

Outcome: Outcome 1
Students will be able to use effective graphic communication in biological sciences. Add New Action

No actions specified

Select here to add your improvement action plan.

Note: These are the action plans for improvement that will be operationalized in the 2022-2023 assessment cycle.

Navigating the Next Continuous Improvement Action Plan Cont...

Continuous Improvement Action Plan VIEW LOG WORD PDF PRINT SHARE CHECK IN

Directions: Select actual results that support this action (or skip this step and add actual results later)

Do not show this page again during this session when creating action s within this workspace

Cancel CONTINUE »

All Actual Results for Outcome : Outcome 1 Show Full Actual Results Details

Actual Results for Measure : Measure 1

Summary of Actual Results : 100% of students (n=25) received a minimum score of 75% on the exam questions that map to the outcome.

Cancel CONTINUE »

Select the actual results that support your action plan for improvement and then select **Continue.**

5/6/2022

Navigating Reporting Cont...

Cancel Check Spelling

IMPORT ACTION APPLY CHANGES

Linked to Actual Results: Show Full Actual Results Details

Actual Results for Measure 1
(Assessment Plan and Assessment Report; 2020-2021 Assessment Cycle)

Summary of Actual Results: 100%

* Action Item Title:

Action details:

Cancel Check Spelling

IMPORT ACTION APPLY CHANGES

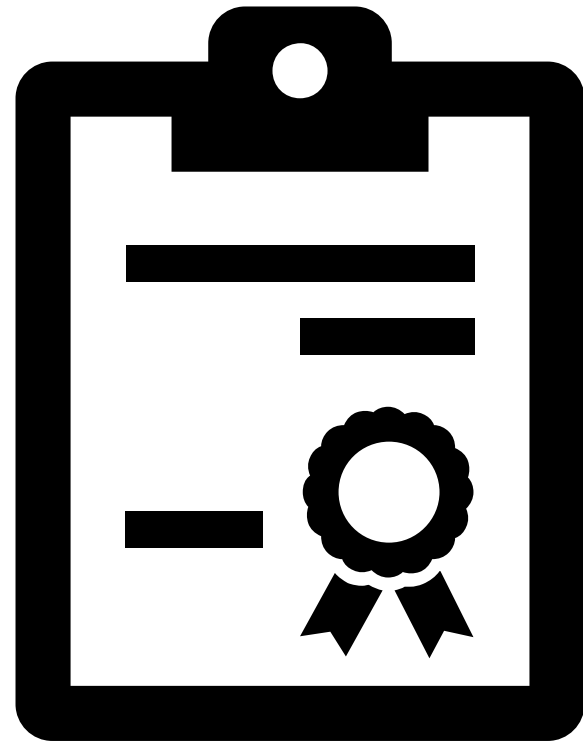
Provide a title for your action plan (e.g., Course Revision, Recitation Lab etc.)

Provide a brief narrative of your improvement plan. Please be specific in your action plan to include what will be done, by whom where appropriate, and by when.

Once complete, select “**Apply Changes**” to return to the workspace and then repeat this process for the other outcome(s) in your improvement plan.

Note: Remember to Check In the workspace when you are complete.

You are all done with
your **2021-2022**
Assessment Reporting

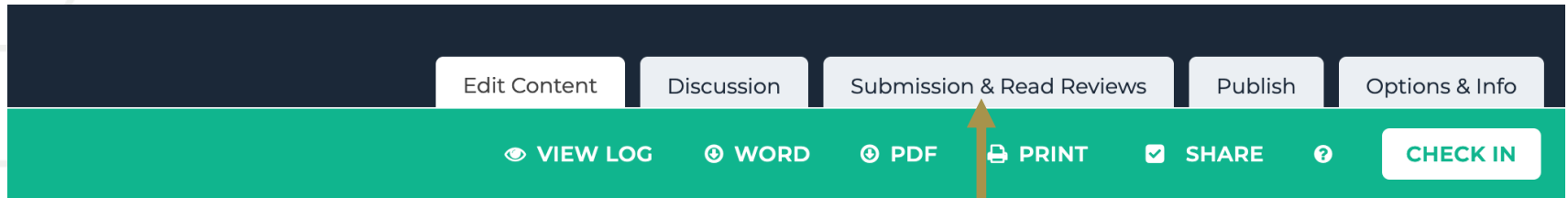


Time to Submit Your Report



42

Submitting Your 2021-2022 Assessment Report



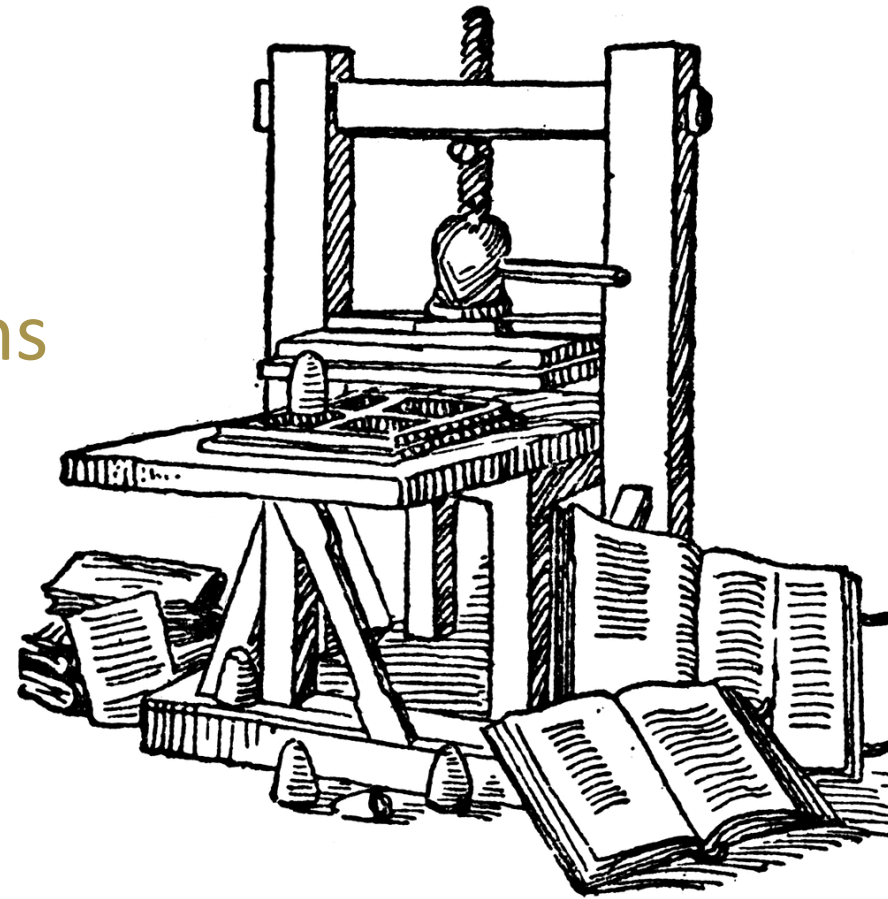
At the top of the screen, select **Submission & Read Reviews**.

A screenshot of a table titled '2021-2022 Assessment Cycle'. The table has four rows. The first row is 'Assessment Plan' with an 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. The second row is 'Assessment Report' with an 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. The third row is 'Continuous Improvement Action Plan' with an 'In Progress' status and 'Edit Work' and 'Submit Work' buttons. The fourth row is 'Follow-Up on Continuous Improvement Action Plan' with an 'In Progress' status and an 'Edit Work' button. A brown arrow points from the 'Assessment Report' row left to a callout box. Another brown arrow points from the 'Submit Work' button in the 'Continuous Improvement Action Plan' row up to the same callout box.

2021-2022 Assessment Cycle			
Assessment Plan	In Progress	Edit Work	Submit Work
Assessment Report	In Progress	Edit Work	Submit Work
Continuous Improvement Action Plan	In Progress	Edit Work	Submit Work
Follow-Up on Continuous Improvement Action Plan	In Progress	Edit Work	

Select **Submit Work**

Generating Printing and Publishing Reports – 2 Options



Gutenberg's printing press in 1450

Option 1: Generating and Printing Reports

The screenshot displays the Georgia Tech Assessment Management System (AMS) interface. At the top, there is a blue navigation bar with the Georgia Tech logo on the left and links for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS in the center. On the right side of the navigation bar are links for My Account and Help.

Below the navigation bar, there is a "Greetings" section with a welcome message and the URL <https://academiceffectiveness.gatech.edu/>. To the left of the main content area is a sidebar with a "Review" section containing links like "Items requiring review" and "Reviews to be reconciled", and an "AMS Coordinator" section with links like "Workspace tools" and "Announcements".

The main content area shows a search bar with the text "computer" and buttons for "Search" and "Clear". Below the search bar, there are two rows of results. The first row is for the "Bachelor of Science in Computer Science (11010101)" and the second row is for the "Doctor of Philosophy with a major in Computer Science".

Two callout boxes provide instructions: one points to the "Assessment Cycle Detail" option in a dropdown menu, and another points to the dropdown menu itself. The dropdown menu is open, showing options: Alignment, Assessment Cycle Summary, Assessment Cycle Detail, Operational Plan Summary, and Operational Plan Detail. The "Assessment Cycle Detail" option is highlighted.

Select "Assessment Cycle Detail" to generate report and then select Go.

Select here to access the drop-down list of options.

Option 1: Generating and Printing Reports Cont...

Assessment Cycle Detail Report

Select Workspace :

Select Assessment Plan:

Filter by Outcome or Goal Set Alignment:

Select "Assessment Planning and Reporting for Academic Degree Programs" from the drop-down.

Select the appropriate assessment cycle from the drop-down list *e.g., (2021-2022 Assessment Cycle)*

Select continue to generate report

Option 1: Generating and Printing Reports Cont...

Assessment Cycle Report Detail

Assessment Cycle Details for : B

Workspace : Assessment Plannin

Assessment Plan : 2021-2022 Assessment Cycle: Assessment Plan and Assessment Report

Assessment Plan Template : Academic Program Assessment Plan Template [View]

Report Generated : Thursday, April 28, 2022

Display : Mapping **Advanced Display Options** **Export to Excel with Options**

Include : Only measures with actual results

[PRINT VIEW](#) [EXPORT TO EXCEL WITH OPTIONS](#) [EXPORT TO PDF](#) [EXPORT TO WORD](#)

Measures and Actual Results

Bachelor of Science in Computer Science (11010101) Outcome Set

Outcome

Outcome 1

Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

Measure

Measure 1:1

DIRECT - EXAM

If "Direct Other" or "Indirect Other" is selected, please specify measure:

Measure details:

Final Exam Test Items

Using a scoring rubric for pre-selected final exam questions resulting in a composite rating from a range of Excellent to Inadequate. The exam items measure the students' ability apply discrete math concepts to solve computing problems

Establish Acceptable Target for Performance:

90% of students will be rated as "adequate or excellent" on the final exam test items.

Supporting Attachments:

No Actual Results Added to Measure 1:1

Note options for printing/exporting the report.

Option 2: Publishing and Sharing Reports

Bachelor of Science in Computer Science (11010101) | PREVIEW
Workspace :Assessment Planning and Reporting For Academic Degree Programs

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

▼ EXPAND ALL | COLLAPSE ALL

Edit Content:

General Information

- Program Specific Information
 - Program Mission Statement
 - Expected Program-Level Student Learning Outcomes
 - Curriculum Map
- 2020-2021 Assessment Cycle
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan
- 2021-2022 Assessment Cycle
 - Assessment Plan
 - Assessment Report
 - Continuous Improvement Action Plan
 - Follow-Up on Continuous Improvement Action Plan

Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.

Select Publish

Option 2: Publishing and Sharing Reports Cont...

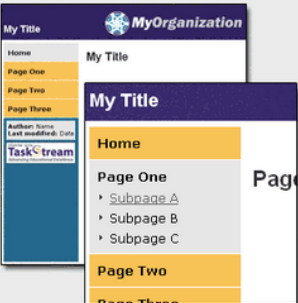
Bachelor of Science in Computer Science (11010101)
Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content Discussion Submission & Read Reviews Publish Options & Info

Choose Style / Web View

Current Selected Style
Layout : Left Navigation 1
Theme : My Organization Web Theme

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: Unpublished **Publish**

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

Export to PDF

Export to E-mail
To export your workspace to an external e-mail address, click the Export to E-mail button below.

Export to E-mail

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

E-mail

Select Publish

Option 2: Publishing and Sharing Reports Cont...

Bachelor of Science in Computer Science (11010101)

Workspace :Assessment Planning and Reporting For Academic Degree Programs

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

Directions: Publishing your work to the Web enables people to access your workspace from any computer with an Internet connection. You no longer have to be a Taskstream subscriber to access the work since you will create a personalized web address (URL) that can be used to access your work directly. You may also choose to limit access to this URL by creating a password. Share your URL with anyone you wish. You can unpublish your work at any time.

Note: Any future changes will be automatically reflected in your published work.

Publish Options

Create a Customized Web Address:

A suggestion has been provided, you may change it if you wish

1 <https://www.taskstream.com/ts/bachelorofscienceincomputerscience1/AssessmentP...>

(Only numbers, letters, and dashes '-' are allowed; no spaces or slashes.)

Url for sharing your report

Create a password:

A password limits access to this web address

Create a Password

No password needed

Password needed

You have the ability to password protect access

Require password :

(Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)

Cancel

PUBLISH

Select **Publish** after you have made the appropriate selections above

Option 2: Publishing and Sharing Reports Cont...

Assessment Planning and Reporting For Academic Degree Programs

General Information

Program Specific Information

2020-2021 Assessment Cycle

2021-2022 Assessment Cycle

Access to all assessment cycle reports in the system

Participating Area :

Bachelor of Science in
Computer Science
(11010101)

Last modified :

04/26/2022 12:41:39 PM EDT



You now have the ability to navigate each of the Assessment Plan and Report components

Assessment Planning and Reporting For Academic Degree Programs



Home / 2021-

General Information

Program Specific Information

2020-2021 Assessment Cycle

2021-2022 Assessment Cycle

- Assessment Plan
- Assessment Report
- Continuous Improvement Action Plan
- Follow-Up on Continuous Improvement Action Plan

Participating Area :

Bachelor of Science in
Computer Science
(11010101)

Last modified :

04/26/2022 12:41:39 PM EDT

Created with watermark

2021-2022 Assessment Cycle

Assessment Plan

Program Mission Statement

Provide a comprehensive education in both theoretical and applied aspects of computer science, leading to professional careers in design and development in almost all subfields of computer science and successful graduate study in computer science or related discipline

Measures

- Bachelor of Science in Computer Science (11010101) Outcome Set Outcome

Outcome: Outcome 1

Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions

Helpful links

Assessment Toolkit:

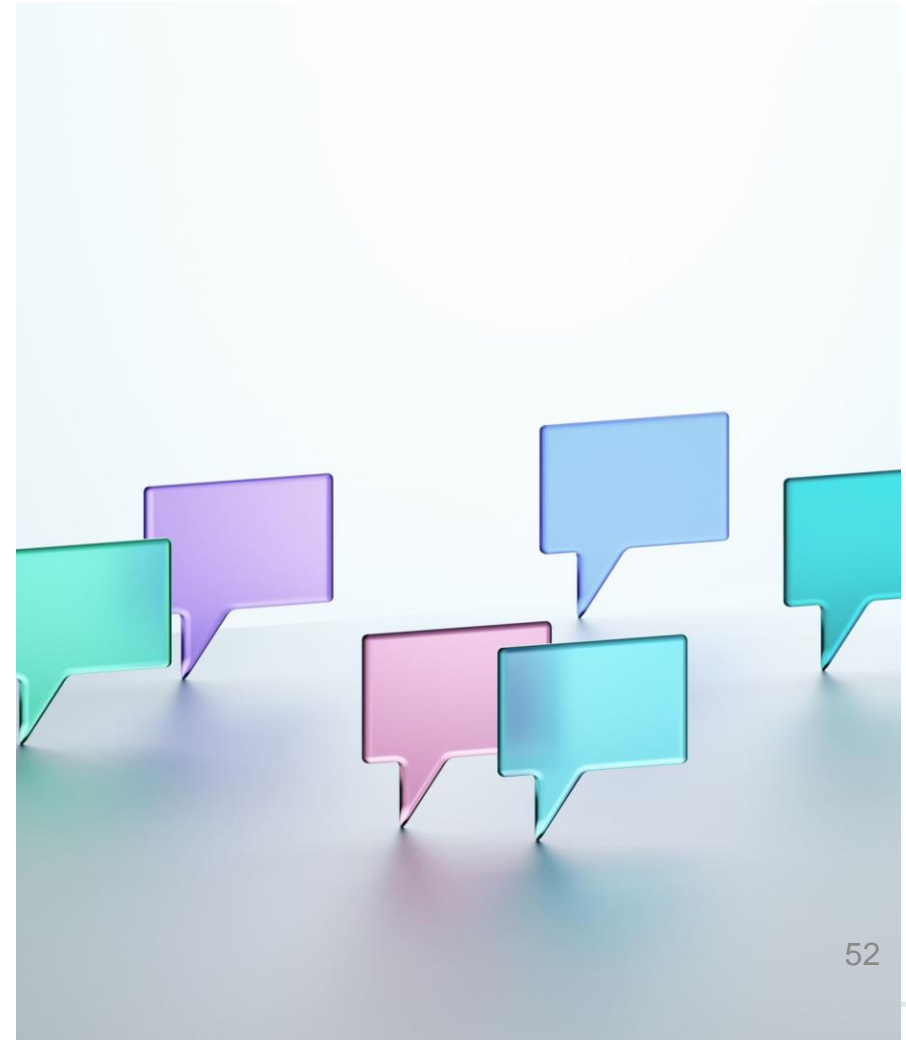
<https://academiceffectiveness.gatech.edu/assessment-toolkit>

Assessment Resources

<https://academiceffectiveness.gatech.edu/assessment-toolkit/assessment-resources/>

Accessing AMS (i.e., cloud-based Assessment Management System)

<https://w.taskstream.com/cas/login?partnerId=uafjff9eu>



Q&A

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