



**LEARNING**  
ACHIEVEMENT TOOLS

## About Standards

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## About the Standards Area

The Standards page contains a menu and description of the tasks for which the Standards area can be used.

- Target Sets - Create, edit, or browse target sets of standards.
- Reports - Summarize all the standards you have addressed, or compare them to a target set.
- Standards Wizard - Browse sets of standards.

## Target Sets

### Create/Edit a Target Set

One of the core features of the Standards area is the ability to create target sets.

A target set is an individualized subset of standards, tailored by an individual or group of individuals to include only the standards and benchmarks they need to address. A target set should be as specific as possible, including only the standards that must be addressed by the individual or group of individuals that plan to use it.

To create a target set:

1. Click **Create New Target Set**.
2. Enter the title of your target set and provide a brief purpose.
3. Select a set of standards from which you want to select standards and/or benchmarks. You can choose a set of standards from the pull-down list, browse by region via **Select from Map** or browse for standards created in AMS.
4. To continue, click **Create Target Set**.

To edit a target set you have previously created, in the Manage Target Sets section, select it from the list of your target sets.

### Select Standards

Your goal is to create a target set of standards that is personalized to your own needs. Therefore, in your target set, include only the standards you plan to address.

Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific benchmarks, performance indicators, and expectations towards the bottom.

There are two (2) ways to select standards:

- To select a single complete standard, use **Go to Next Level** to navigate through the hierarchy until you reach the end. Then, click the appropriate checkboxes to select individual standards.

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*Any items displayed with a red asterisk (\*) and disabled indicate they are currently being edited by TaskStream; therefore they are not available for new mappings until after edits are completed. You can go to the next level for any items which have the Go to Next Level enabled BUT if the subset is marked Editing Allowed, you cannot select to add any standards in the subset.*

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- To add all the standards within a particular area, click **Add All** next to that level of the hierarchy. The level you selected turns green to indicate that everything below that level has been added to your target set.

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*If you position your cursor, at a particular level, over **Add All**, a small alert appears to display how many indicators, benchmarks, or expectations fall within that level.*

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To view your chosen standards, click **View Selections**.

### Refine Standards Selections

To continue working with this target set, click **Edit Target Set**.

To remove standards, click **Remove**. This removes all the standards below that specific level.

To remove only some of those standards, click **Go to Next Level** until you reach the level at which you want to remove the standards. Then, deselect the standards you want to remove.

To add more standards, follow the procedure described in [Browsing Standards](#).

## View Selected Standards

Once you have made your selections, click **View Selections** to view your target set selections, as well as to automatically save your work. From the View Selections area, you have several options.

To make a copy of the set or save as a different target name, click **Save as/Copy**.

1. Enter a title.
2. *(Optional)* Enter a purpose.
3. Click **Save**.
4. *(Optional)* To quit your action, click **Cancel**.

To make updates to the set, click **Edit Target Set**.

To email the standards, click **Email Set**.

In the **Select Recipients** section:

1. Use the Member Locator to Select TaskStream Subscribers.

This feature is available in multiple areas throughout our product suite. Click the field to access the Select Members prompt window. The Select Members dialog allows you to search for subscribers by name or individuals by their associated level in an organizational hierarchy.

There are three (3) search methods available to find TaskStream members.

### Basic Search:

#### Search for a subscriber by name

1. In the Search by Member Name: text field, type the person's first, last, or full name.
2. Click **Search**. The results of your search are listed in the search results column.
3. Once you have located a subscriber, select the name's checkbox. The name automatically appears in the Selected Member(s) column.
4. *(Optional)* Select the **Select all** option to highlight all results.
5. In the Selected Member(s) column, review your selections.
6. Click **Continue**.
7. *(Optional)* To start the selection anew and deselect activated members in the Search results panel, click **Clear All**.
8. *(Optional)* To remove a subscriber name from the list, deselect the name's checkbox. The name automatically disappears from the Selected Member(s) column.

#### Browse for subscribers by organizational area hierarchy

1. In the left pane, click on either **Select Categories/Local Areas** or **Select TaskStream Programs** to reveal folder icons.
2. *(Optional)* Click **Expand** or **Collapse** to manipulate the folder view of the hierarchy.
3. *(Optional)* Select Include inactive expired subscribers to widen the search results.

4. Click a folder to reveal members associated with it. The names appear in the search results column.
5. Once you have located a subscriber, select the name's checkbox. The name automatically appears in the Selected Member(s) column. You can select up to twenty (20) people from your organizational area.
6. (Optional) Select the **Select all** option to highlight all results.
7. In the Selected Member(s) column, review your selections.
8. Click **Continue**.
9. (Optional) To start the selection anew and deselect activated members in the Search results panel, click **Clear All**.
10. (Optional) To remove a subscriber name from the list, deselect the name's checkbox. The name automatically disappears from the Selected Member(s) column.

### Advanced Search:

*The Advanced Search option with Filter by Demographics is only available to Site Coordinators in organizations that have enabled the collection of demographics.*

### Browse for subscribers by **organizational area hierarchy**, as well as **Filter by Demographics**

1. Click **Advanced Search**.
  2. In the left pane, click on either **Select Categories/Local Areas** or **Select TaskStream Programs** to reveal folder icons.
  3. (Optional) Click **Expand** or **Collapse** to manipulate the folder view of the hierarchy.
  4. (Optional) Select Include inactive expired subscribers to widen the search results.
  5. Select the appropriate folder to select the node or Program.
  6. Click **Filter by Demographics**.
  7. Select the appropriate checkboxes.
  8. Click **Search**. The names appear in the search results column.
  9. Once you have located a subscriber, select the name's checkbox. The name automatically appears in the Selected Member(s) column. You can select up to twenty (20) people from your organizational area.
  10. (Optional) Select the Select all option to highlight all results.
  11. In the Selected Member(s) column, review your selections.
  12. Click **Continue**.
  13. (Optional) To start the selection anew and deselect activated members in the Search results panel, click **Clear All**.
  14. (Optional) To remove a subscriber name from the list, deselect the name's checkbox. The name automatically disappears from the Selected Member(s) column.
2. To send your email to external recipients, use the area provided. Be sure to separate multiple addresses with commas.

### In the **Personalize Message** section:

1. The system auto-populates the Your name field with the name of the user currently logged into the system, but you can edit the field as needed.
2. The system auto-populates the Your email address field with the email address of the user currently logged into the system, but you can edit the field as needed.
3. The system auto-populates the Subject field with Shared TaskStream work, but you can edit the field as needed.
4. (Optional) You can Add a Personal Message for your email.

5. Click **Send**.
6. (Optional) To quit your action, click **Cancel**.

To print the standards, click **Print View**.

*The Print View appears in collapsed form. To expand the set, click the yellow triangles. You can also collapse the set at any level; select only the levels you need to print. Any collapsed standards do not appear on the printed page.*

You can select to view the standards with Condensed Descriptors or Full Descriptors. Click the appropriate radio button.

## Use Your Target Set

Once you have created a target set, you can use it for several purposes:

- When adding standards to a lesson, unit, or folio, you can select standards directly from your target set instead of from the entire regional set of standards, making the process easier, personalized, and more efficient.
- You can use the Standards area to run a report that compares the standards from your TaskStream lessons, units, and/or folios to the standards from your target set, providing you with a report of which standards you have and have not yet addressed.
- With TS Coordinator privileges, you can create and share a target set with a group of individuals within your organization, allowing them to copy the target set for their own use.

## Add Distributed Target Sets

If a target set has been created and shared with you by a Coordinator, you can see an alert below your list of target sets on the Target Sets tab, in the Distributed Target Sets area. To view distributed target sets, click **Select a Distributed Target Set**.

Select the checkbox (es) next to any set(s) you want to use. Then, click **Add Target Set(s)**. Once you have copied a target set, you are able to access it within the Distributed Target Sets area, located on the Target Sets tab. NOTE: These target sets can only be edited by the TS Coordinator who created them.

## Standards Reports

### Generate Reports

There are two (2) types of standards tracking reports that can be run: a Frequency Analysis Report and a Gap and Frequency Analysis Report.

- The Frequency Analysis Report summarizes all of the standards that have been addressed in the selected lessons and/or units.
- A Gap and Frequency Analysis report compares the standards addressed in selected lessons and units to a specific target set. This report can also be used to compare the standards cited in a Directed Response Folio (DRF) to either a target set or to the standards specified within the DRF.

To generate a new report of the standards you have addressed in your lessons and/or units, click **Show Standards added to Lessons and/or Units**.

The standards report for a DRF generates a gap and frequency report. The report is based on the standards addressed in the DRF compared to a target set of standards or compared to the standards that were specified in the DRF Template. To begin to generate a DRF standards report, click **Show Standards Added to Directed Response Folios**.

You can access saved reports in the Saved Report Criteria section. To generate a report from saved criteria, click its title.

## Lessons and Units

### Select Lessons and Units

You can select to include either *All Lessons and Units*, or you can use the filters to select only lessons and units that meet certain date, grade, and/or subject criteria. Once you have made your selections, click **Continue**.

NOTE: You can select only lessons you have implemented within a given date range, by filtering lessons and units by implementation date. If you choose to do this, be sure that you have recorded implementation dates in the Lesson or Unit Builder.

### Lessons and Units: Confirm Selections

The next page displays a list of all the lessons and units that meet your search criteria. If you want to deselect any of the materials that are returned, deselect the appropriate checkboxes. Then, click **Continue to Next Step**.

### Lessons and Units: Choose the Report Type

Click the radio button next to the type of report you want to run. If you want to run a gap and frequency analysis, be sure to select the appropriate target set. Then, click **Generate Report**.



## Read the Frequency Analysis Report

Frequency Analysis and Gap and Frequency Analysis report results display the standards cited and the number of citations per standard, and allow you to drill down to see which work products were referenced.

The frequency analysis includes each set of standards you have included in your selected lessons and units. Within each larger set, you will see the next level of detail you have addressed in your lessons and units. The number of lowest-level benchmarks you have addressed within each main area will appear in the middle column. The last column on the right displays the number of lessons and units that address each standard.

To view details about the lowest-level benchmarks addressed within each standard, click the magnifying glass icon in the middle column.

You can navigate through the standards in this detailed view using the **Previous Standard** and **Next Standard** links in the upper corners of the report.

To view the lessons and units in which you have addressed each standard, click the magnifying glass icon under the # Lessons/Units (how many) column, farthest to the right.

To view the entire lesson or unit plan, click its title from the lesson or unit list.

## Read the Gap and Frequency Analysis Report

The gap and frequency analysis report allows you to view a full comparison of all the standards in a target set and specifies whether or not you have addressed each one. In addition, you can view standards you have addressed and standards you have not yet addressed. However, this report only displays the standards you have addressed that fall within a specific target set.

In the gap and frequency analysis report, each main grade level, area, topic, or standard will be organized in its own section. The highest level of organization depends on the organization of your target set. The number of lowest-level benchmarks or expectations you have addressed within each main area will appear in a column on the right side of the table.

The numbers in the first right-hand column indicate how many expectations have been addressed out of the total number of expectations for that standard or area. To view further detail, click the magnifying glass icon in the appropriate column.

To view the lessons and units in which you have addressed each standard, click the magnifying glass icon under the # Lessons/Units column.

## Change the Gap and Frequency Analysis Report Options

To change your report options, click **Report Options** from the button menu at the top of the display. By default, a full comparison is selected. However, you can change the display to show only the standards you have or have not addressed; select the appropriate radio button and click **Apply**.

## Save Tracking Criteria

If you plan to run the same report more than once, you can save the report criteria. To do this, run the report once and then click **Save Tracking Criteria**. Replace the default title with a title of your own, if you want, and then click **Save**. You have the option to either run a new report or return to the report you just viewed.

## Directed Response Folios (DRFs)

### DRF: Select Work Items

To select which Program you want to use to generate your report, click the radio button next to the correct option. Click **Continue to Next Step** to proceed.

### DRF: Choose a Report Type

Click the radio button next to the type of report you want to generate: the Gap and Frequency Analysis report based on a target set or the Gap and Frequency Analysis report based on the standards specified in the DRF Template.

The Gap and Frequency report, based on the set of standards that was specified in the DRF, indicates how many of the specified standards from the DRF you cited. This report also tells you how many times you cited each standard.

The Gap and Frequency Analysis report, based on a target set, tells you how many standards from the target set you cited and how many times you cited each standard. If you choose the Gap and Frequency Analysis report that is based on a target set, you must select the target set from the pull-down menu. Click **Generate Report** to continue.

### DRF: Read the Gap and Frequency Reports

The standards reports generated for DRFs have the same structure and interpretation as the gap and frequency reports generated for lessons and units. Both types of DRF Gap and Frequency Analysis reports display similar information. The only difference between the two (2) report types is the set of standards used to generate the report.

Here is an example of a Gap and Frequency Analysis report generated with a target set. The top of the results page displays the report identification information including the DRF and the target set used. The **Print View** link displays the report in a printable version. The **New Search** button takes you to the Program selection screen, which enables you to select preferences for a new standards report.

NOTE: For more information about reading gap and frequency reports, please refer to the previous section titled, "Lessons and Units: Read the Gap and Frequency Analysis Report."

# Standards Wizard

## About Browsing Standards

To browse *regional sets of standards, target sets, or standards created in AMS*:

1. From the main menu, click **Standards**.
2. From the Standards Wizard, click **Browse Standards**. There are four (4) options offered: Type of Search/Steps Involved

### Browse or Search from State, National, or Local Standards

1. Click the pull-down menu to select a regional set of standards.
2. Click **Go**. Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific benchmarks, performance indicators, and expectations at the bottom.
3. To select a full standard, click **Go to Next Level** to navigate through the hierarchy until you reach the bottom.
4. At the bottom level of the standards, use the checkboxes to select appropriate expectations, benchmarks, or performance indicators.
5. To view the complete standards you have selected, click View Selections.
6. (Optional) To quit your action, click **Cancel**.

### Browse or Search from State, National, or Local Standards - from the map or list provided

1. Click the map link for the standards by state. A map view of the country loads.
2. Click the specific state you need to view. The state's standards load. Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific benchmarks, performance indicators, and expectations at the bottom.
3. To select a full standard, click **Go to Next Level** to navigate through the hierarchy until you reach the bottom.
4. At the bottom level of the standards, use the checkboxes to select appropriate expectations, benchmarks, or performance indicators.
5. To view the complete standards you have selected, click View Selections.
6. (Optional) To quit your action, click **Cancel**.

### Browse for Standards created in AMS

1. Click the pull-down menu to select standards created in AMS. The outcome sets made available in AMS appear on this list. This list only includes those outcomes sets distributed to the node(s) you are affiliated with. The outcome sets are available anywhere within the application where standards can be to be selected, mapped, or both. This includes areas such as rubrics, lessons, units, content editor, attached to files, etc.
2. Click **Go**.
3. To select a full standard, click **Go to Next Level** to navigate through the hierarchy until you reach the bottom.
4. At the bottom level of the standards, use the checkboxes to select appropriate expectations, benchmarks, or performance indicators. If an Outcome is **obsolete**<sup>1</sup>, it is tagged as such in the outcome description along with the name and timestamp of the user who made it so.
5. To view the complete standards you have selected, click View Selections.
6. (Optional) To quit your action, click **Cancel**.

### Browse or Select from Your Target Sets (standards you plan to address)

1. Click the pull-down menu to select a target set of standards.

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<sup>1</sup> In this case, obsolete signifies an outcome item is no longer available for selection. The outcome can be set to Active in the Edit Outcome page of the AMS. The Active status makes the outcome available for selection once again.

2. Click **Go**. Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific benchmarks, performance indicators, and expectations at the bottom.
3. To select a full standard, click **Go to Next Level** to navigate through the hierarchy until you reach the bottom.
4. At the bottom level of the standards, use the checkboxes to select appropriate expectations, benchmarks, or performance indicators. If an Outcome is obsolete, it is tagged as such in the outcome description along with the name and timestamp of the user who made it so.
5. To view the complete standards you have selected, click View Selections.
6. (Optional) To quit your action, click **Cancel**.

After the first time you use the Standards Wizard, the Standards Wizard defaults to the last set of standards you selected.

To go back to change a previous selection, click the level heading link or **Back To** for the appropriate level.

**At this point**, navigate to the View Selections section.

## View Selections

From the View Selections area, you have several options to confirm your selections, add more standards, update your selections, and save your standards selections as a target set.

To email the standards, click **Email Set**

In the **Select Recipients** section:

1. Use the Member Locator to Select TaskStream Subscribers.
2. To send your email to external recipients, use the area provided. Be sure to separate multiple addresses with commas.

In the **Personalize Message** section:

1. The system auto-populates the Your name field with the name of the user currently logged into the system, but you can edit the field as needed.
2. The system auto-populates the Your email address field with the email address of the user currently logged into the system, but you can edit the field as needed.
3. The system auto-populates the Subject field with Shared TaskStream work, but you can edit the field as needed.
4. (Optional) You can Add a Personal Message for your email.
5. Click **Send**.
6. (Optional) To quit your action, click **Cancel**.

To print the standards, click **Print View**

The Standards Report printer-friendly version loads.

1. Click **File**.
2. Click **Print**.

You can select to view the standards with Condensed Descriptors or Full Descriptors. Click the appropriate radio button.

(Optional) To remove a single standard selection, click **Remove**.

(Optional) To remove all of your standards selections, click **Remove All**.

### To Add More Standards

1. To continue with the addition of standards, click **Add More Standards**. The system navigates back to the Select Standards page.

*Any items displayed in red and disabled indicate they are currently being edited by TaskStream; therefore they are not available for new reports until after edits are completed. You can go to the next level for any items which have the Go to Next Level enabled BUT if the subset is marked Editing Allowed (displayed in red), you cannot select to add any standards in the subset.*

2. Continue with your Browse for standards.

### To Save Selection As Target Set

What is a **Target set**? A target set is a self-selected set of standards that you can use to align your curriculum, track standards, and generate reports.

1. To save these selections as a target set, click **Save as Target Set**.
2. In the Standards page, enter your target set title.
3. (Optional) Enter a purpose description for your target set. You can access your saved target sets in the Target Sets or Browse Standards tabs.
4. Click **Save as Target Set**.
5. (Optional) To quit your action, click **Cancel**.

*To import standards to a lesson, unit, folio, or web page, you must access the Standards Wizard from the appropriate tool: the Lesson Builder, Unit Builder, or the Folios and Web Pages area.*