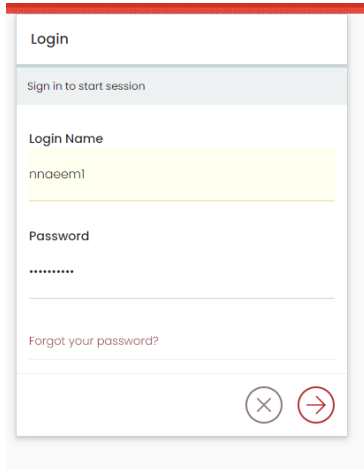


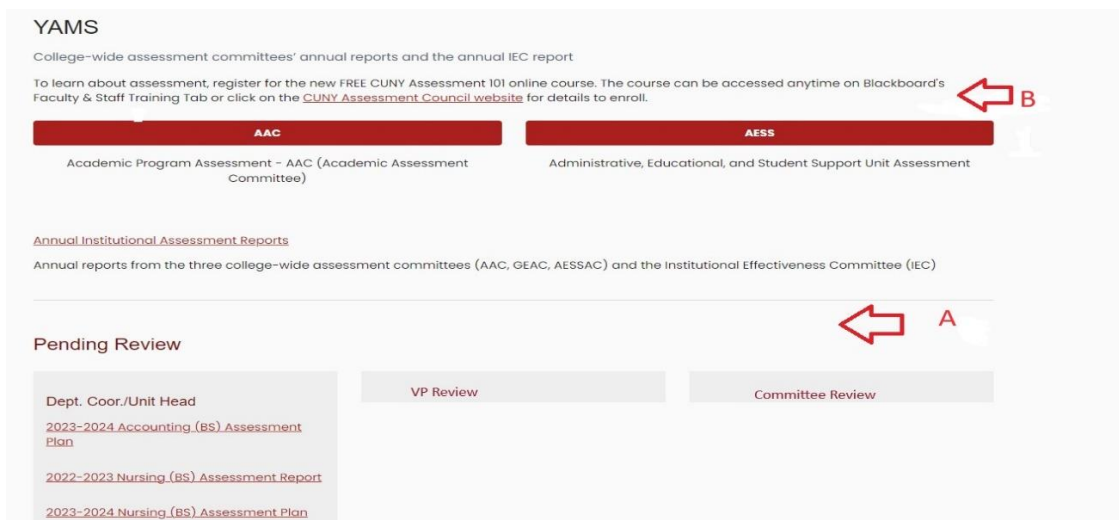
York Assessment Management System (YAMS): Instructions for Approvers

Overview

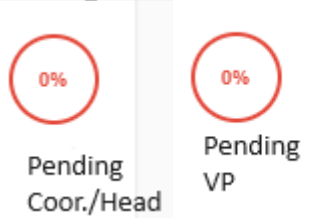
1. Go to <https://www.york.cuny.edu/faculty-staff/assessment> or <https://www.york.cuny.edu/> and under Faculty/Staff; Resources tab, click York Assessment Management System
2. Login using your York College Network Account Credentials.



3. After logging in, there are two ways to view documents that need approval
 - a. Under the heading “Pending Review”, see list of documents that require you review as per your role, i.e. department coor./unit head or VP and click on the document
 - b. Alternatively click on AAC or AESS (whichever you are responsible for approving) and then select the program or unit, and under Annual Assessment table, click on the date to view the document that you wish to review. Note table contains headings of academic year, plan, report



- Review and approve by changing the state of the document. Click on the status icon on left that is a circle with a % inside. Depending on the document state and the approver role, it will either say pending coor./unit head or VP review

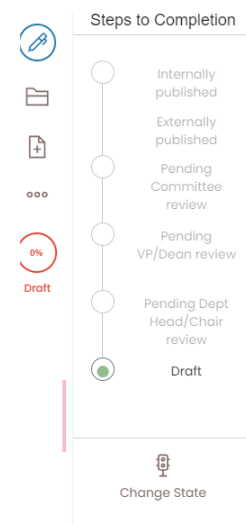


- Once you click on the change state icon above, the following screen appears.
 - Academic programs, department assessment coordinator: Select **Send back** (if edits are needed) or **Submit to Committee and OIESP** (if edits are not needed) and click “change state”
 - AESS units:
 - If unit head is reviewing, select **Send back** or **Submit to VP** and click “change state”
 - If VP is reviewing, select **Send back** or **Submit to Committee and OIESP** and click “change state”

• **Academic:**



• **AESS Unit:**



Alternatively, you may also click on the three dots on the left and on State, open the drop down and select the next approver .

