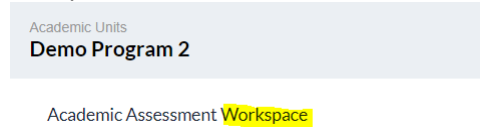
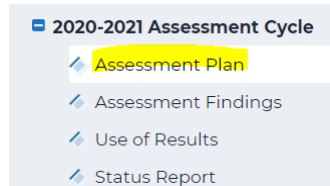


## Taskstream Instructions: Adding Content to Assessment Plan

1. Log into Taskstream: fscj.onelogin.com. Select "Taskstream."
2. Click on your designated workspace.



3. Click on **Assessment Plan** under 2020-2021 Assessment Cycle on the left-hand side.



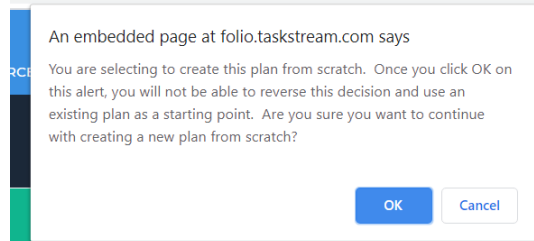
4. Click the green **Check Out** button on the top right side of the screen.



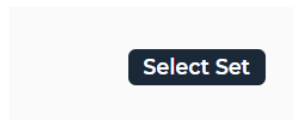
5. Click on **Create New Assessment Plan**.

CREATE NEW ASSESSMENT PLAN

6. Click **OK** when the warning message appears.



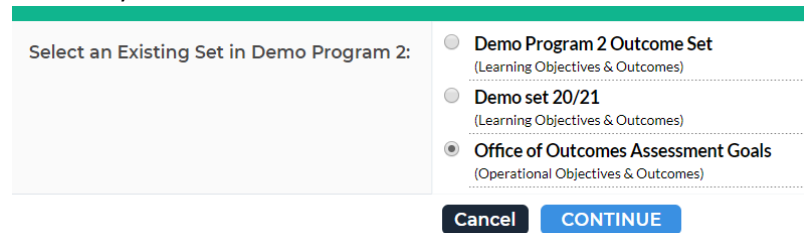
7. Click **Select Set**.



8. Click **Select Existing Set**.



9. Select the outcome set you wish to assess and click **Continue**.



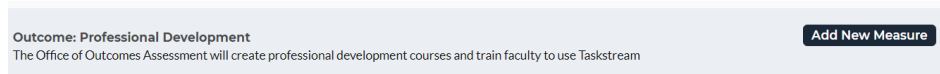
10. Select the outcomes you wish to assess by checking the box.

Outcome	
Mapping	Outcome
<input checked="" type="checkbox"/>	Professional Development <b>Q</b> The Office of Outcomes Assessment will create professional development courses and train faculty to use Taskstream
<input checked="" type="checkbox"/>	Faculty Engagement in Assessment <b>Q</b> The Office of Outcomes Assessment will increase opportunities for faculty to engage in meaningful assessment activities
<input type="checkbox"/>	Culture of Continuous Improvement <b>Q</b> The Office of Outcomes Assessment will improve the process of non-academic unit assessment and academic support unit assessment, working to create a culture of continuous improvement across all units and divisions of the College

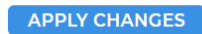
11. Once the outcomes are selected, click **Accept and Return to Plan**.



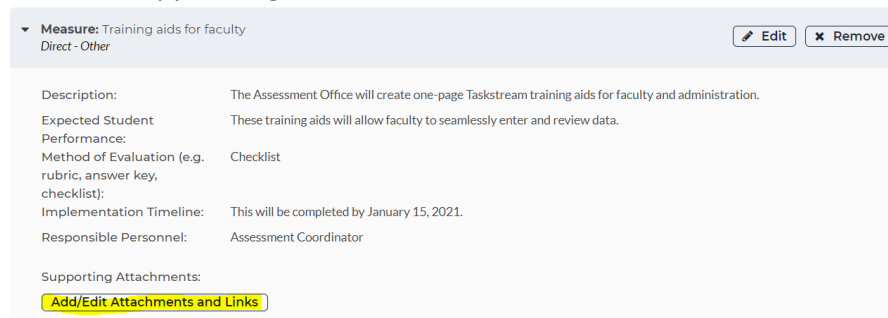
12. Once the outcomes are finalized, you will need to add the measures. To do this, click **Add New Measure** next to the outcome.



13. Please complete all boxes and click on **Apply Changes** once complete.



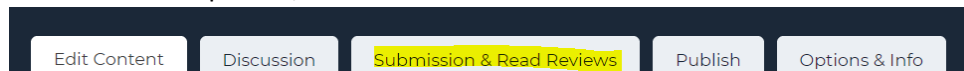
14. This will take you back to the main page, where you can review the measure and add an attachment (rubric, copy of assignment, etc.).



15. Once done, repeat the process for other outcomes and click on **Check In** when everything is completed.



16. Once all information is updated, click on **Submission & Read Reviews**.



17. Scroll down to the appropriate assessment cycle, and click **Submit Work**.

