Taskstream Instructions: Adding Content to Assessment Plan

2. Click on your designated workspace.

![Demo Program 2](Image)

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

![2020-2021 Assessment Cycle](Image)

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

![CHECK OUT](Image)

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

![CREATE NEW ASSESSMENT PLAN](Image)

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

![Warning Message](Image)

7. Click **Select Set**.

![Select Set](Image)

8. Click **Select Existing Set**.

![Select Existing Set](Image)

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

![Select an Existing Set](Image)

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