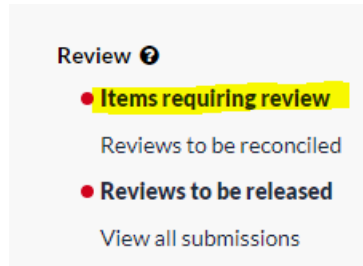


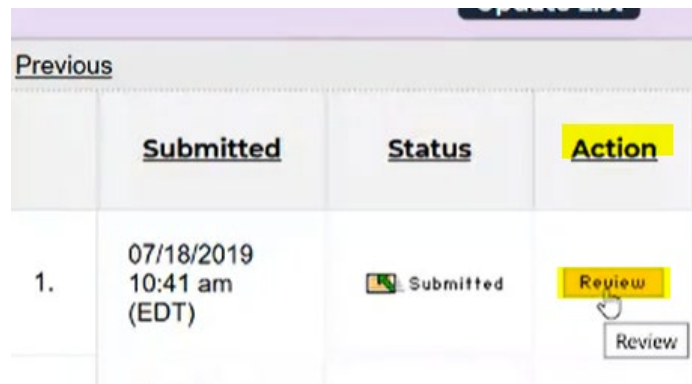
## Taskstream Instructions: Completing a Review

This document will help complete a review in Taskstream.

1. Go to: fscj.onelogin.com. Sign in with your College credentials. Select “Taskstream.”
2. Click on “**Items Requiring Review**” on the left-hand side.

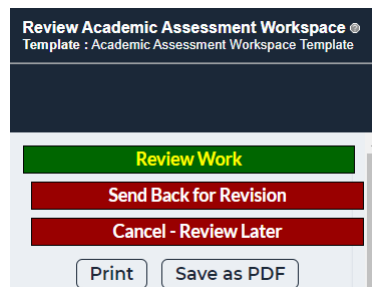


3. The list of work submitted by the areas assigned to you will appear. Select “**Review**” to begin the process.



Previous			
	<u>Submitted</u>	<u>Status</u>	<u>Action</u>
1.	07/18/2019 10:41 am (EDT)	Submitted	Review

4. Select “**Review Work.**”



The unit’s information will populate on the left side of the screen and the associated rubric will populate on the right side of the screen (Be sure that pop-up blocker is set to “always allow pop-ups”).

5. Please read the assessment information provided and evaluate each section against the rubric, assigning a score.

Save Draft				
Type of measures per outcome	0 Emerging		1 Meets Expectations	2 Exceeds Expectations
	At least one goal in the assessment plan does not include a direct measure*		The majority of goals in the assessment plan include at least one direct measure*	All goals in the assessment plan include at least one direct measure*
	SCORE	COMMENTS ON THIS CRITERION:		
Select				
Save Draft				

- If applicable, please leave comments in each section. (Think about the type of feedback you would like to receive. What would be helpful?)
- Scroll down to next steps, and check **“Record as final but release review to participating area later.”**

Decide what to do with this review

**Send back for revision**  
This report will be sent back as a provisional review to help guide the participating area's revision. The participating area will have to resubmit work in order to be re-reviewed.  
 Send external email notification

**Record as final but release review to participating area later**  
This will leave work locked until review results are released.

**Record as final and release review to participating area now**  
Participating Area will immediately receive this review report.  
Based on workspace preference, work will NOT be able to be edited after release of review results (it will be 'locked').  
 Send external email notification

- Click **“Submit Review Now.”**

Save Draft
Preview
**SUBMIT REVIEW NOW**

- You will then be taken back to the main screen to repeat the process for all areas requiring review.