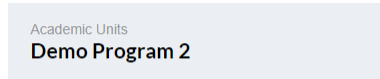


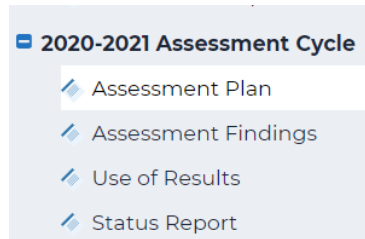
Taskstream Instructions: Copying an Existing Assessment Plan

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



Academic Assessment Workspace

3. Select **Assessment Plan** under the 2020-2021 Assessment Cycle on the left-hand side of the screen.



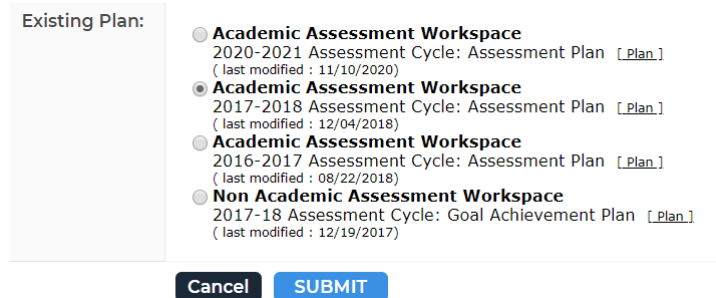
4. Select the green **Check Out** button on the top right of the screen.

CHECK OUT

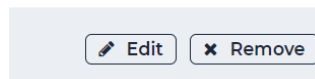
5. You will either create a new assessment plan or copy an existing plan based on your assessment cycle.



6. If you choose to copy an existing plan, select that button, then the radio button next to the plan you would like to use, and then click **Submit**.

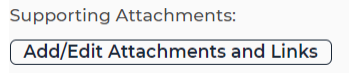


7. This will copy both the outcomes and measures previously used. At this point, please thoroughly review the measures used and edit as needed by clicking the **Edit** button.



8. You will be able to edit all of the fields. Once done, click on **Apply Changes**.

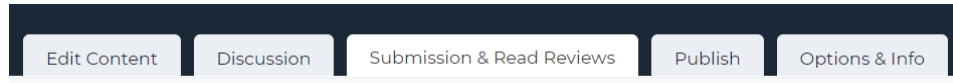
9. At this point, you are able to attach any supporting documentation by clicking **Add/Edit Attachment and Links**.



10. You will repeat steps 8 and 9 for each outcome being measured. Once you are finished entering the information, you will click the **Check In** button.



11. To submit your assessment plan, you will click on **Submission & Read Reviews**.



12. Scroll down to the appropriate area that was worked on and click **Submit Work**.

