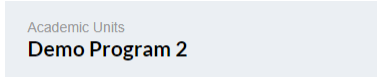


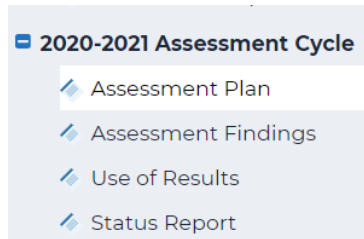
Taskstream Instructions: Entering a New Assessment Plan

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.



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



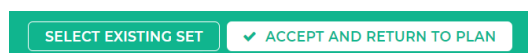
6. If you choose to create a new assessment plan, select that button and click **ok** on the message that appears. Then click on **Select Set**.



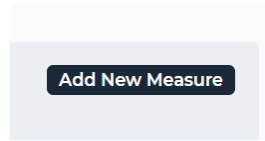
7. Click on **Select Existing Set**.



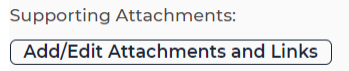
8. Choose the appropriate outcome set (you may view the set for each outcome by clicking **view set**) and click continue.
9. You will then choose which outcome will be measured (can be one or all) and click on **Accept and return to plan**.



10. You will then select **Add new measure** to the right of the outcome.



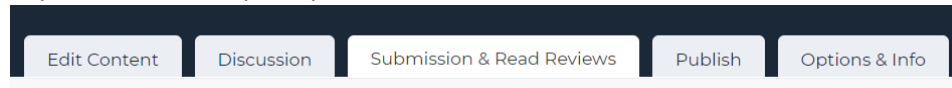
11. You will then complete all of the information and click **Apply Changes**. At this point, you are able to attach any supporting documentation by clicking **Add/Edit Attachment and Links**.



12. You will repeat steps 10 and 11 for each outcome being measured. Once you are finished entering the information, you will click the **Check In** button.



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



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

