

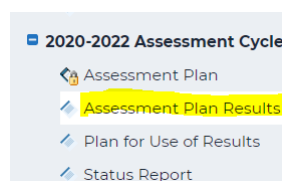
## Taskstream Instructions: Entering Assessment Plan Results

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



Academic Assessment Workspace

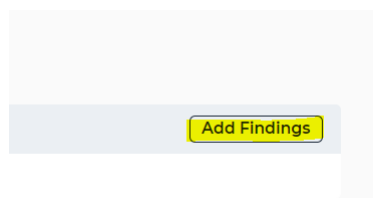
3. Select **Assessment Plan Results** under the current Assessment Cycle on the left-hand side of the screen.



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



5. Scroll down to the first measure and click **Add Findings**.



6. In this area, you will enter the **Summary of Findings**, which details the results of the assessment plan. You will also select if the measure was not met, met, or exceeded. Once done, click **Submit**.

\* Summary of Findings:

Results:

Vetted Assessment Guides provided to all three areas.

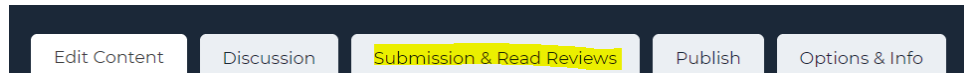
Not Met  Met  Exceeded

[Cancel](#) [Check Spelling](#) [SUBMIT](#)

- Repeat step 6 for all measures until complete. Once done, click on **Check In**.



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



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