Taskstream Instructions: Entering Assessment Plan Results

2. Click on your designated 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**.
7. Repeat step 6 for all measures until complete. Once done, click on Check In.

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

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