

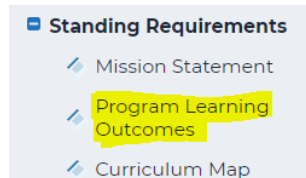
## Taskstream Instructions: Entering Program Learning Outcomes

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



Goal Achievement Plan Workspace

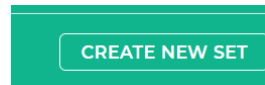
3. Click on **Program Learning Outcomes** on the left-hand side of the screen.



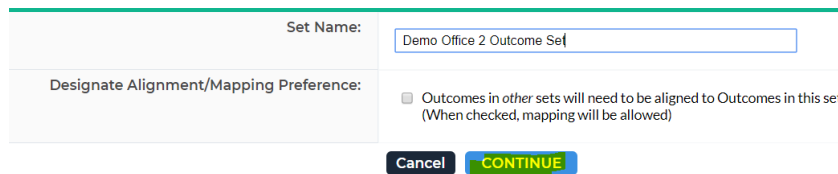
4. Click **Check Out** on the top right side of the screen.



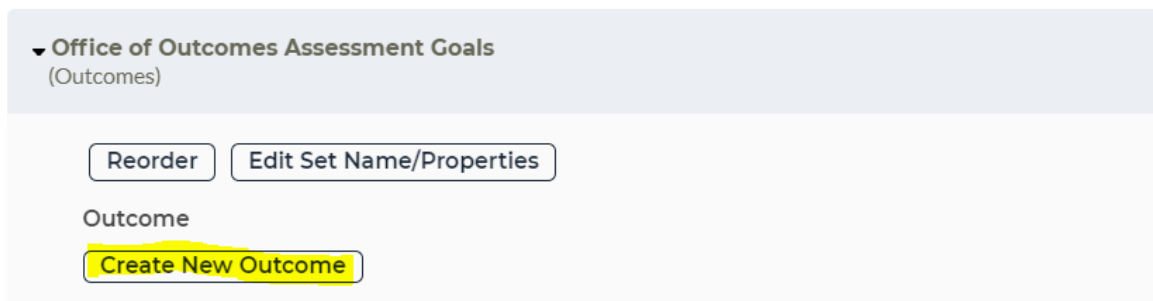
5. Click **Create New Set**.



6. Create a name for the outcome set and click **Continue**.

A screenshot of a form for creating a new set. The "Set Name:" field contains "Demo Office 2 Outcome Set". Below it, there is a checkbox labeled "Designate Alignment/Mapping Preference:" with the text "Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)". At the bottom, there are two buttons: "Cancel" and "CONTINUE" (highlighted in yellow).

7. This will take you back to the main page, where you can create outcomes for each set, and map the goals as needed.



8. Once done, click the **Check In** button on the top right of the screen.

