Taskstream Instructions: Entering Status Report

2. Click on your designated workspace.
3. Select Status Report under the appropriate 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. Select Add Status next to the measure.
6. Click on the drop-down arrow on the Current Status box and select one of the following: Not Started, In Progress, Completed, or Not Implemented. A detailed narrative should be included in the Additional Information box. Once complete, click on Submit.
7. You will then be able to add any supporting attachments.

8. You will repeat steps 6 and 7 for all measures. Once done, click **Check In**.

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

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