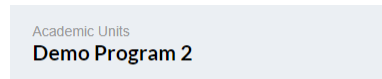


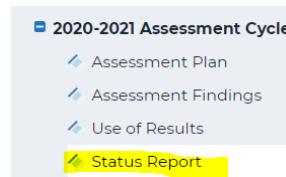
Taskstream Instructions: Entering Status Report

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



Academic Assessment Workspace

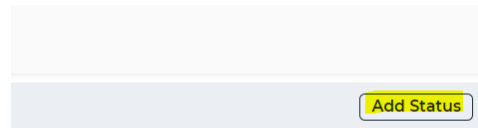
3. Select **Status Report** under the appropriate Assessment Cycle on the left-hand side of the screen.



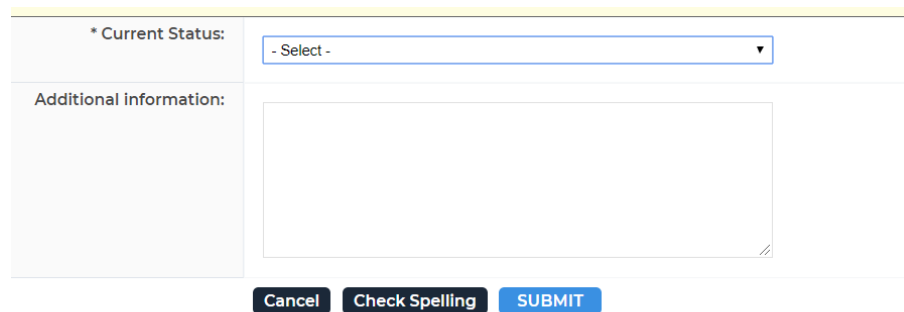
4. Select the green **Check Out** button on the top right of the screen.



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**.

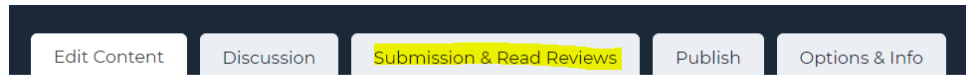
A screenshot of a form with two main sections. The first section is labeled "* Current Status:" and contains a dropdown menu with the text "- Select -". The second section is labeled "Additional information:" and contains a large text area for entering a narrative. At the bottom of the form are three buttons: "Cancel", "Check Spelling", and "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**.

