Taskstream Instructions: Entering Unit Goals

2. Click on your designated workspace.

3. Click on **Unit Goals** 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**.

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.