

Taskstream Instructions: Entering Unit Goals

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

Non-Academic Units
Demo Office 2

Goal Achievement Plan Workspace

3. Click on **Unit Goals** on the left-hand side of the screen.

General Information

- Unit Information
 - Mission Statement
 - Vision Statement
 - Unit Goals**

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

CHECK OUT

5. Click **Create New Set**.

CREATE NEW SET

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

Set Name:	<input type="text" value="Demo Office 2 Outcome Set"/>
Designate Alignment/Mapping Preference:	<input type="checkbox"/> Outcomes in other sets will need to be aligned to Outcomes in this set. (When checked, mapping will be allowed)
<p>Cancel CONTINUE</p>	

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

▼ **Demo Office 2 Outcome Set**
(Outcomes)

Reorder Edit Set Name/Properties

Outcome

Create New Outcome

Outcome	Mapping	
Outcome 1 Q test	No Mapping	Map

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

CHECK IN