Taskstream Instructions: Entering Use of Results/Plan for Use of Results

2. Click on your designated workspace.

3. Select **Use of Results** or **Plan for Use of Results** under the **current** 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. Click on Create **New Operational Plan**.

6. Click on **OK** when Taskstream message appears.
7. Click on **Select Set**.

8. Click on **Select Existing Set** at the top of the screen.

9. Select desired Outcome Set and then select **Continue**. If you are unsure of what set you should choose, click on **View Set** (far right) to determine which set of outcomes is being used in the current cycle.
10. Select **ALL** outcomes associated with current Assessment Plan by checking the boxes to the left of the outcome.

11. Once done, select **Accept and Return to Plan** on the top right.

12. Select **Add New Action** under the desired outcome.

13. Click on the findings for the first and click “**Continue**”

14. Complete the information as thoroughly as possible, and then click on **Apply Changes**.

15. If there are multiple measures for each outcome, click on **Add New Action** again and then select the next measure and provide an update. Once done, click **Apply Changes**. Repeat this process until an update has been provided for each measure under each outcome. This may mean clicking **Add New Action** multiple times for each outcome. Please confirm an update has been provided for each measure by reviewing the assessment plan.

16. Once done, click on **Check In**.
17. Once all information is updated, click on Submission & Read Reviews.

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