

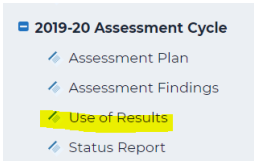
# Taskstream Instructions: Entering Use of Results/Plan for Use of Results

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



Academic Assessment 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.



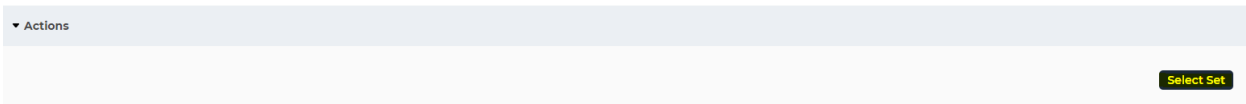
4. Select the green **Check Out** button on the top right of the screen.



5. Click on Create **New Operational Plan**.



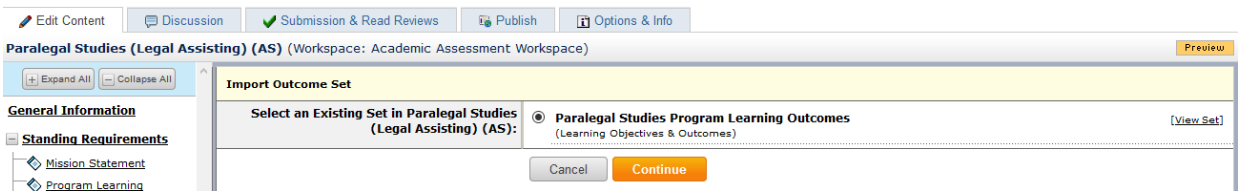
6. Click on **OK** when Taskstream message appears.
7. Click on **Select Set**.



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.



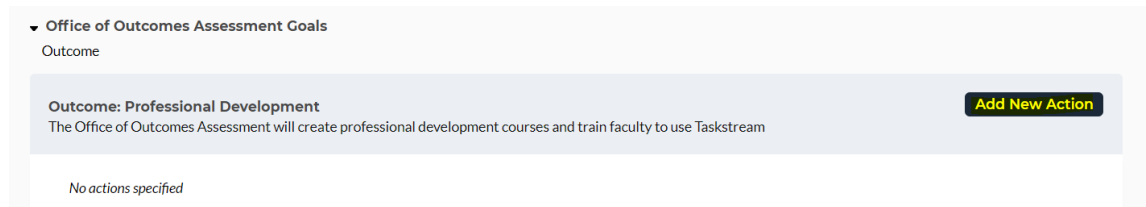
10. Select **ALL** outcomes associated with current Assessment Plan by checking the boxes to the left of the outcome.

Outcome	
Mapping	Outcome
<input checked="" type="checkbox"/>	Outcome 1 Q test
<input checked="" type="checkbox"/>	Outcomes 2 Q Test

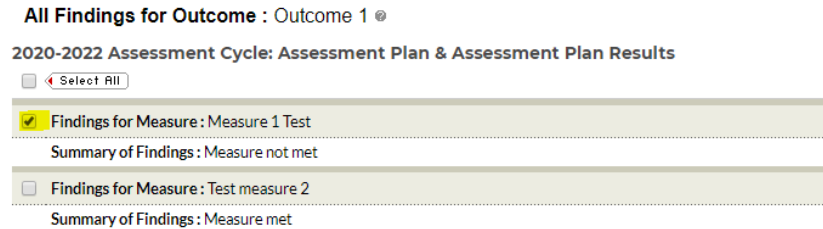
11. Once done, select **Accept and Return to Plan** on the top right.



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



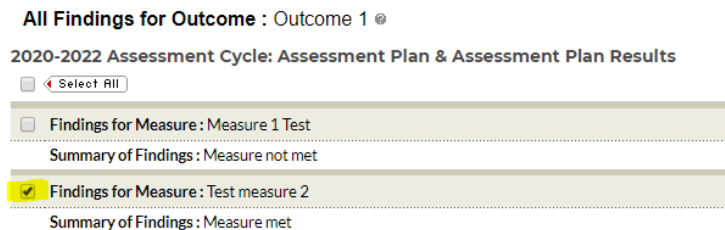
13. Click on the findings for the first and click **“Continue”**



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



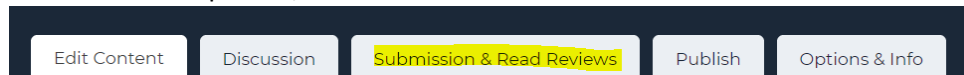
15. If there are multiple measures for each outcome, click on **Add New Action** again and then select the next measure and provide an update. Once done, click **Apply Changes**. Repeat this process until an update has been provided for each measure under each outcome. This may mean clicking **Add New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

