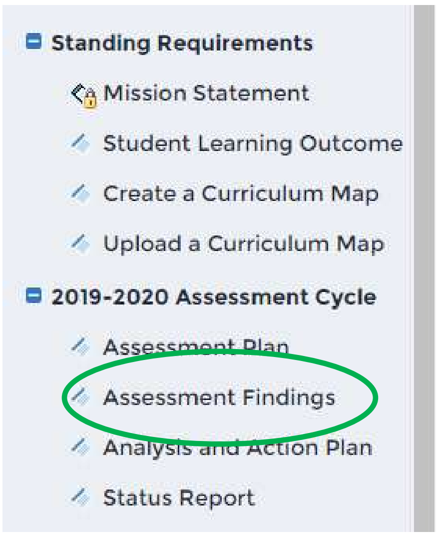
Reporting Findings in Taskstream

This document will help you with the steps for entering your assessment findings into Taskstream. I assume you know how to log in; here is the link again: Taskstream

I will use the (fictional) Millennial Studies BA as an example.

Step 1. Click on **"Assessment Findings"** for the appropriate cycle and click **"check out"** as by now you are used to doing.



You will see three categories: Finding per measure, overall reflection, and overall reflection. Remember that only the findings are required; the other two fields are there to help you in case you want to keep notes on your findings for when you go back to assess again next year.

Step 2. Open the "**Finding per Measure**" section by clicking on the triangle.

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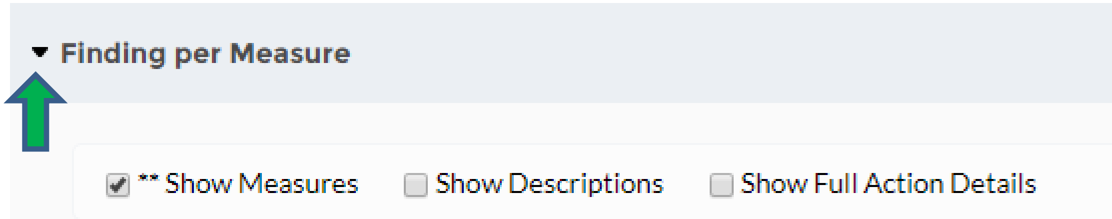
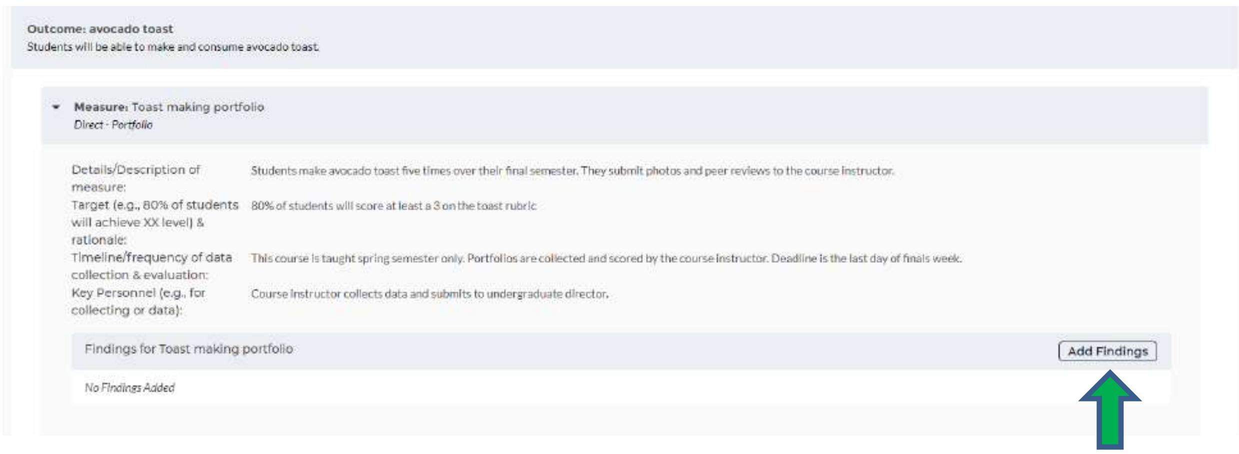
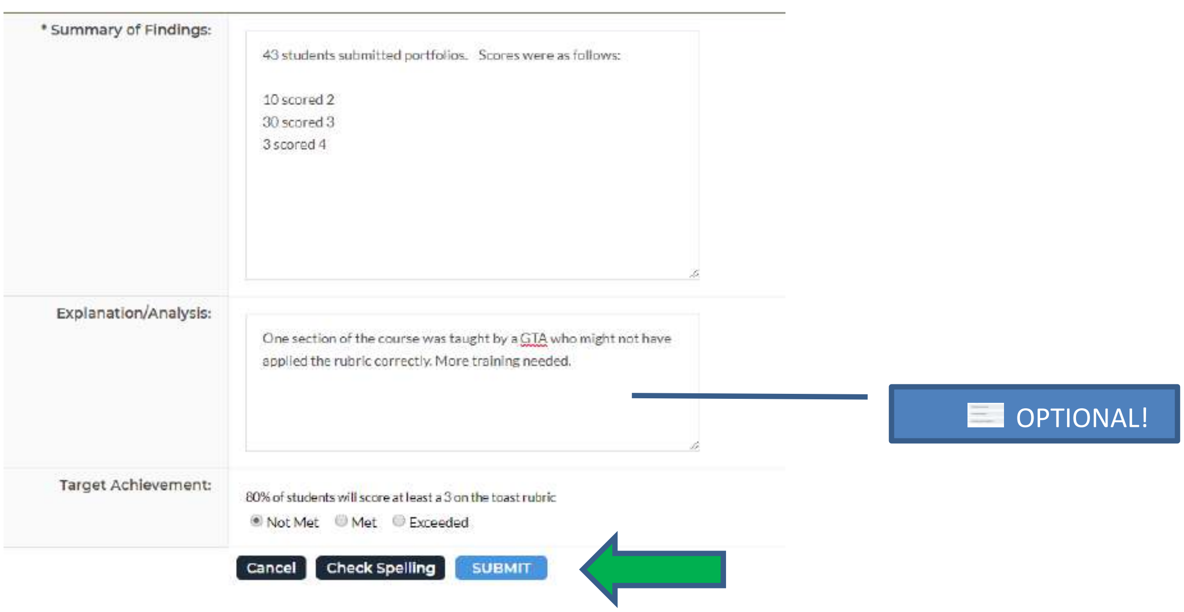


You will see each of your measures. Click on "**Add findings.**"



Step 3. Add a descriptive summary of your findings in the text field. If you have tables, etc. to add you will do that at a later point. You may add some analysis (optional, but suggested if you didn't meet your target) and click on whether or not you met your targets.



Step 4. Select "**Submit**" and you will be taken to a screen where you can add attachments and links.

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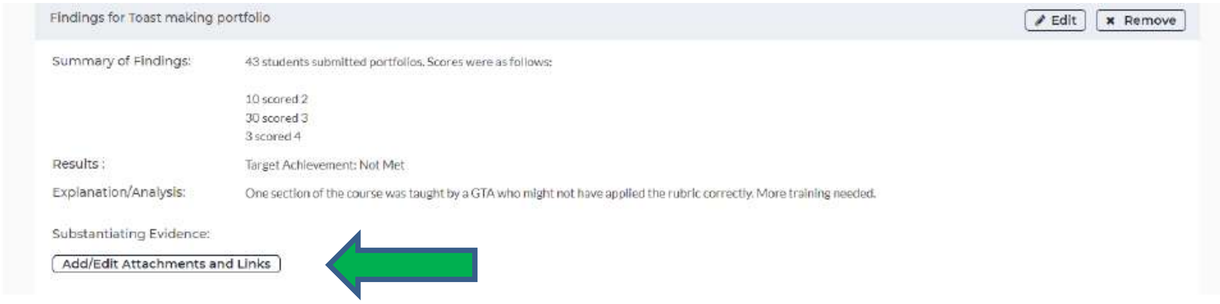
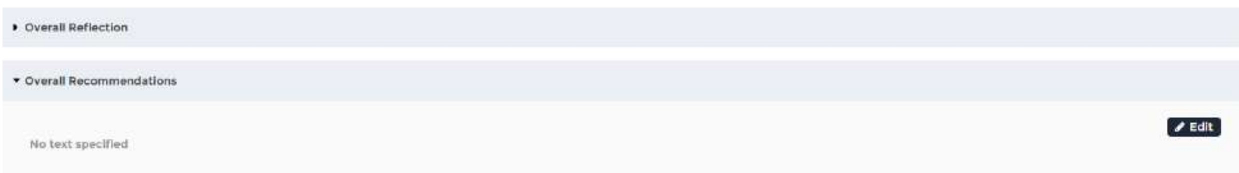
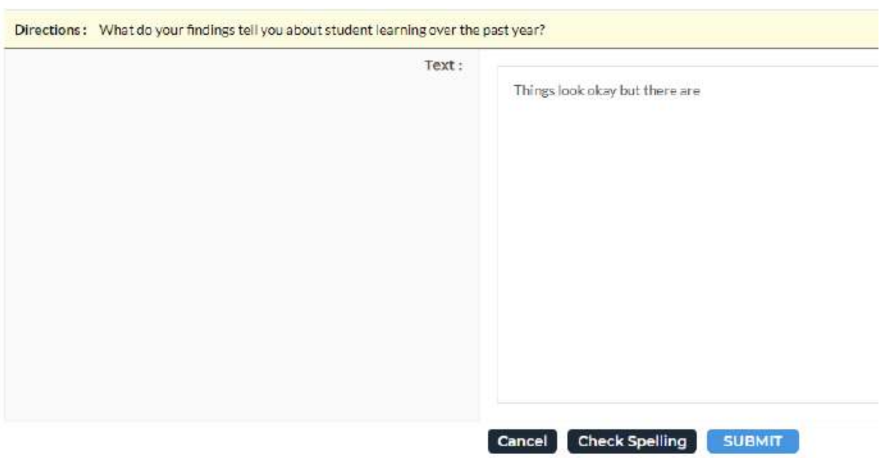


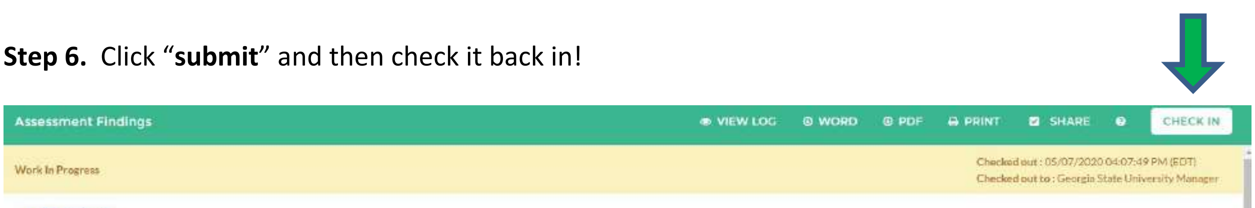
Step 5. (Optional) Fill in the overall reflection and overall recommendations fields for your own reference. When the triangle is facing down you'll see an "**edit**" button.



When you click the "**edit**" button you'll see a text field you can make entries in.



Step 6. Click "**submit**" and then check it back in!



Step 7. Don't forget to go to the "**submission and read reviews"** tab and hit "**submit work**."