Submitting an Analysis and Action Plan 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 “Analysis and Action Plan” for the appropriate cycle and click “check out” as by now you are used to doing.

![Screenshot of Taskstream interface](image)

**Step 2.** The first three fields are text only fields. When you click on the triangle and click “edit” you’ll see specific directions.

- Results of Previous Action Plans
- Analysis of Findings from the Past 3 Years
- Sharing and Discussion of Assessment Findings
- Actions

**Results of Previous Action Plans**

- Text: Please make reference to your previous action plans. Indicate if any changes were made to the action plans based on previous findings.
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Step 3. Open the “actions” section by clicking on the arrow and then choose “select set.”

Step 4. Select the outcomes for which you are proposing actions.

Step 5. Click on “accept and return to plan.”

Step 6. Click on “add new action.”

Step 7. Select the finding for which you have an action planned and click on “continue.”
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Step 8. Fill out the fields in as much detail as you can and then click “apply changes.”

Steps 9 & 10. Check your work back in and submit it for review. You’re done!