Upload a Data Report for Each Outcome Measure (Add Findings) in Assessment Findings

1. Login to **Taskstream**
2. Select **AMS** from Please Select Your Platform
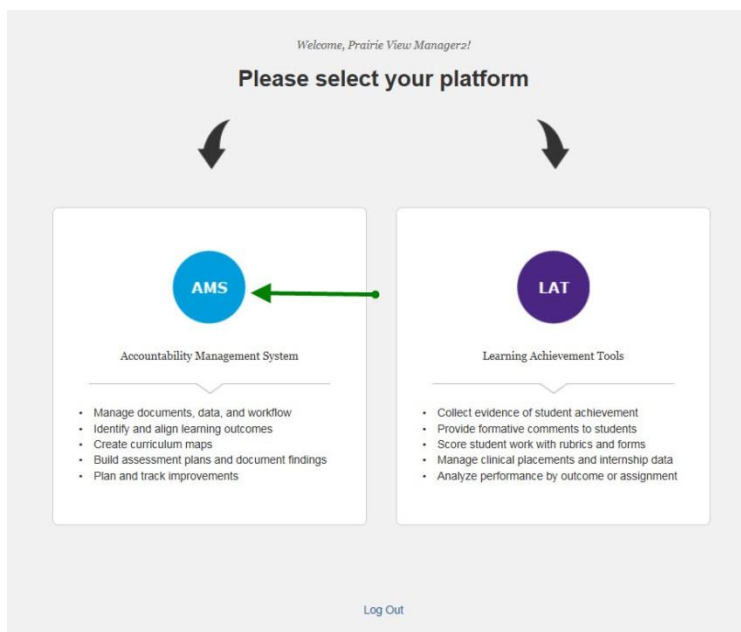
3. Select **2015-2020 Assessment Workspace** for your program
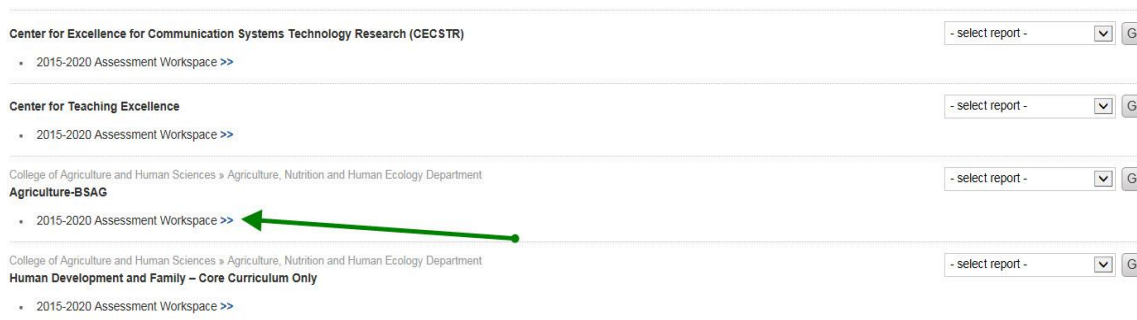
4. Click on **Assessment Findings** under **2015-2016 Assessment Cycle**

5. Click on **Finding per Measure** to expand the outcome sets

6. Click on **Check Out**

7. Click on **Add Findings** under Outcome to upload the findings

8. Type briefly **Summary of Findings**
Select (Not Met, Met, Exceeded) **Acceptable Target Achievement**
Select (Moving Away, Approaching, Exceeded) **Ideal Target Achievement**
Click on **Submit**

* Summary of Findings:	
Acceptable Target Achievement:	20% ○ Not Met ○ Met ○ Exceeded
Ideal Target Achievement :	30% ○ Moving Away ○ Approaching ○ Exceeded

Cancel Check Spelling **Submit**

9. Click on **Add/Edit Attachments and links** to upload the findings
There are 3 ways Findings can be entered into Taskstream
a. Attachments
b. Web Links
C. Reports

x Convert ▾ Select

Content Editor   Attachments   Web Links   Reports

Add file attachments to Findings for Student Data Sheets (1. Increase graduate/professional program entry)

Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, add more resources or close window.

New File	**My Previously Uploaded Files**	**My Taskstream Work**

Name File:	
Select File:	Browse...
Describe File: (Optional)	

Check Spelling **Add File**

a. Upload Finding as **Attachments**
Type **Name File**
Browse the file in **Select File**
Type brief description in **Describe File**
Click on **Add File**

b. Add Findings as **Web Links**
   Type **Name of Link**
   Type **Website URL**
   Type brief description in **Describe Link**
   Click on **Add Link**

c. Add Findings as **Reports** (Saved Reports in LAT Platform)
   Click on **Select a Saved Report** to **Choose Report**

Click on **Select** to select the saved report

Type brief description in **Description/Notes**
Leave everything as it is
Click on **Apply Changes**

10. Close the **Add/Edit Attachments and Links** window
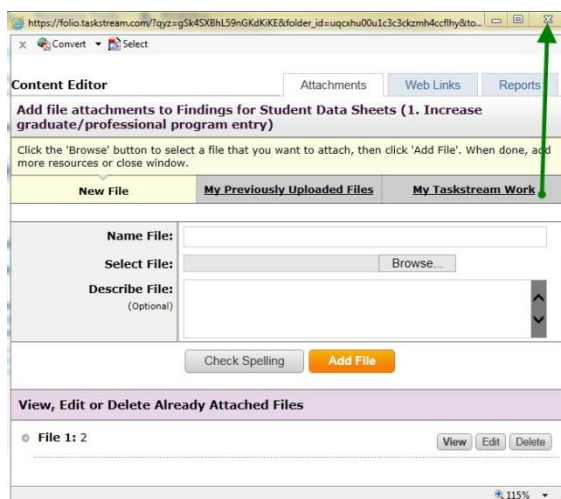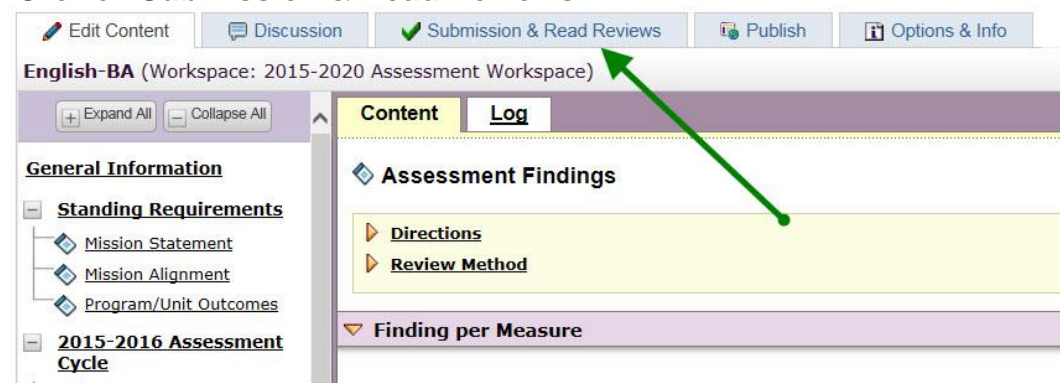

11. Repeat **Step 7** to **Step 10** for Other Outcomes

12. Click on **Check In**
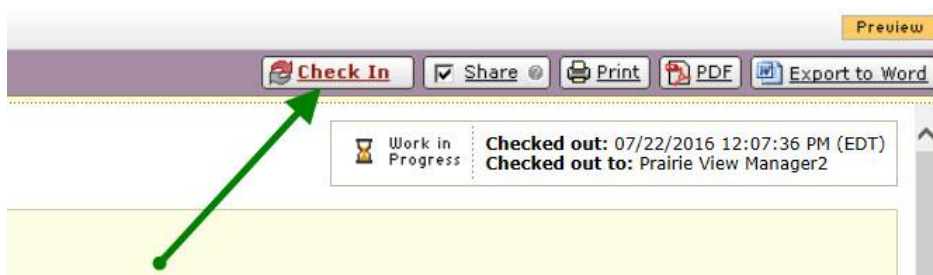
13. Click on **Submission & Read Reviews**

14. Click on **Submit Work** besides Assessment Findings