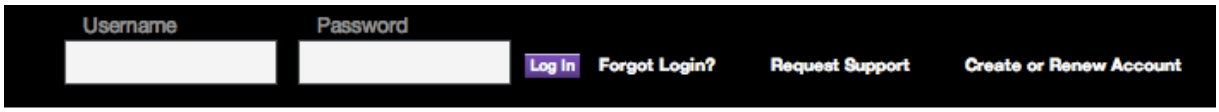
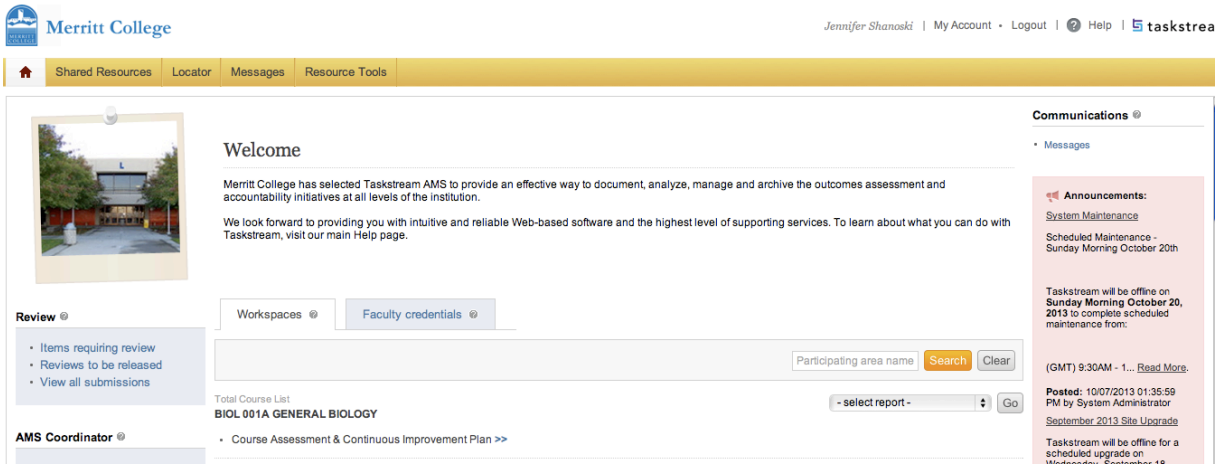
Go to the taskstream website: https://www1.taskstream.com/

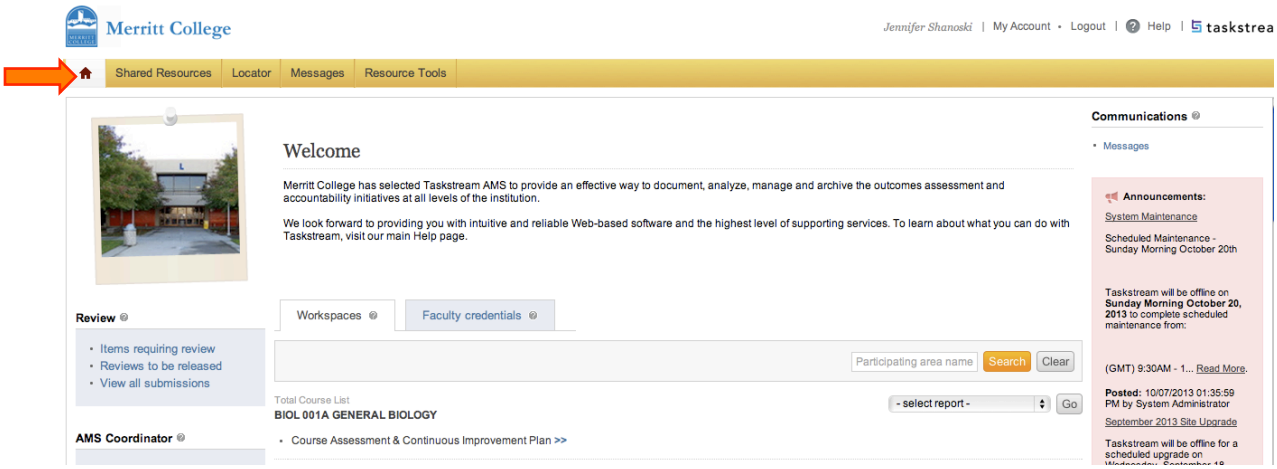
Log in to your account:



Your homepage will look something like this:



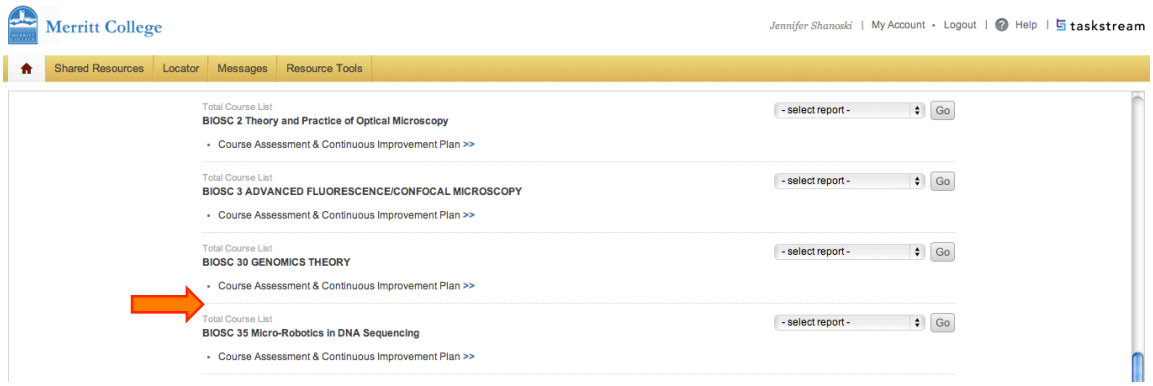
Any time you want to return to your homepage you can click on the house icon at the top left of the menu bar:



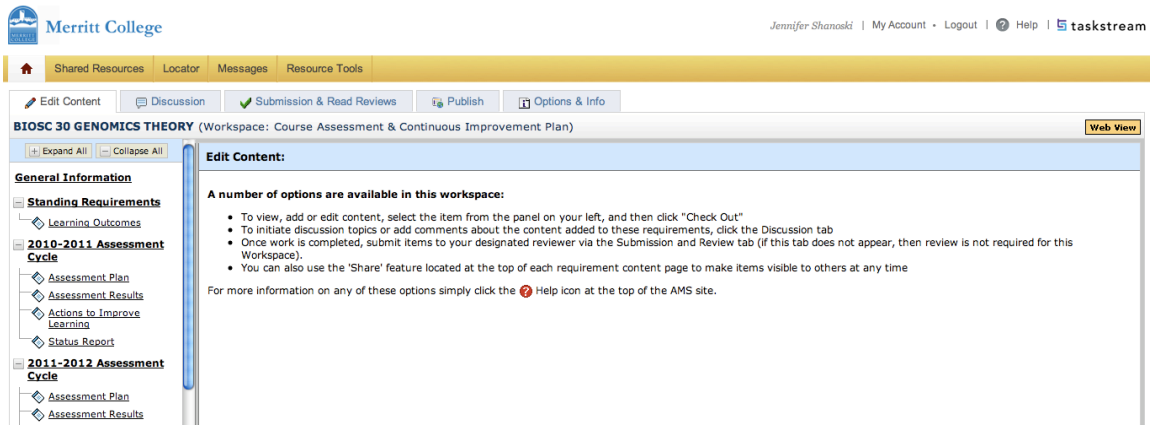
How to add Actions to Improve Learning to an Assessment Plan:

Find the course that you would like to add an Actions to by scrolling down on your homepage.

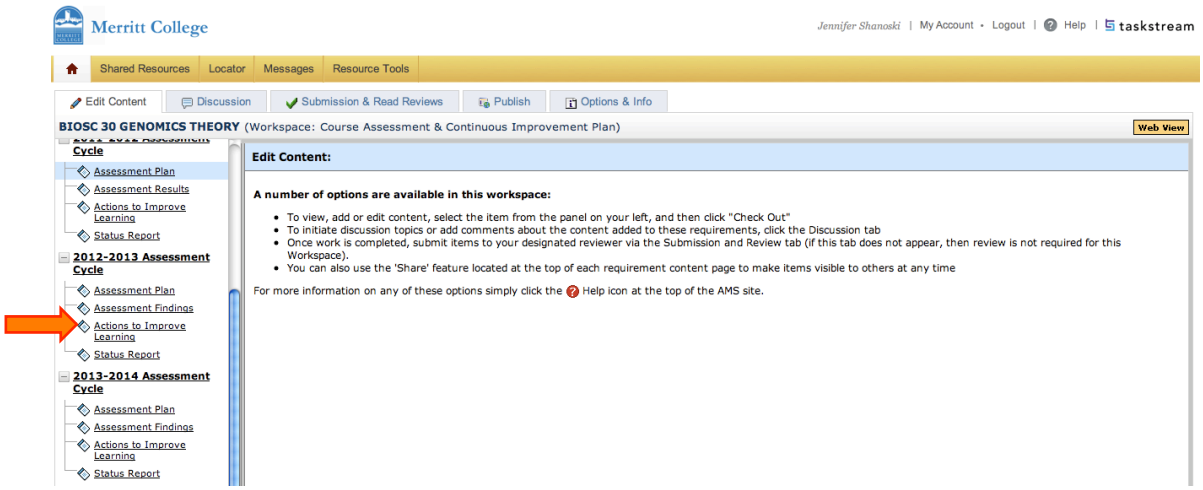
Click on the "Course Assessment & Continuous Improvement Plan" for the course that you are working on.



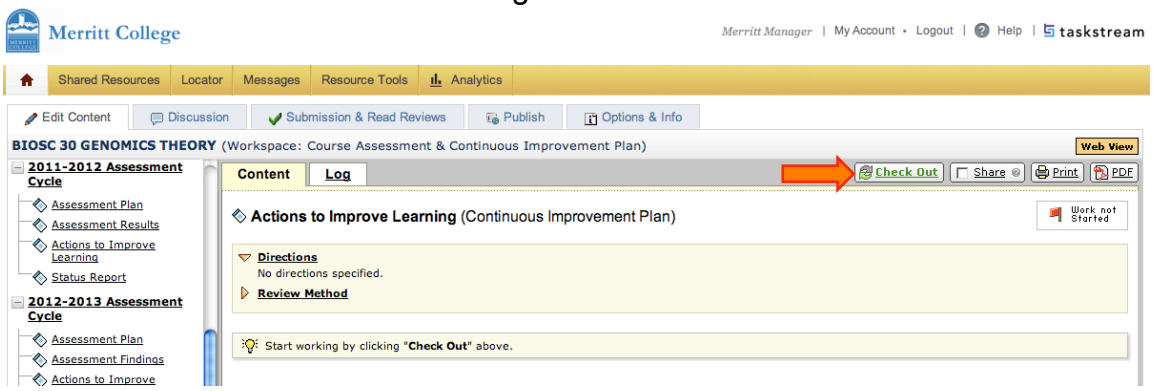
Your screen will now look like this:



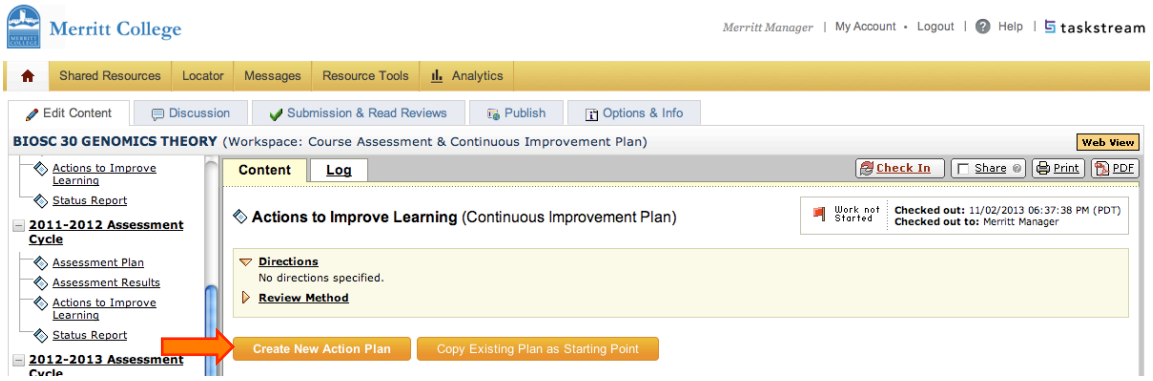
Scroll down to the current year on the left menu and select "Actions to Improve Learning"



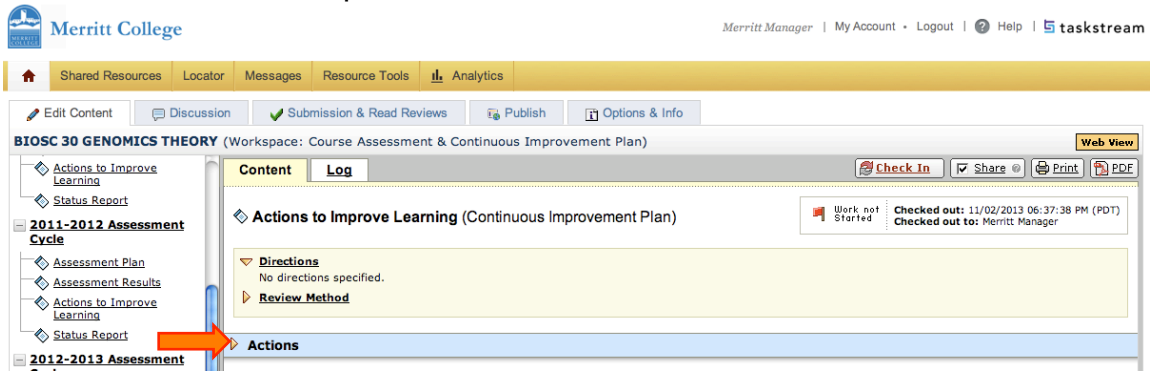
Click on “Check Out” to start working and scroll down.



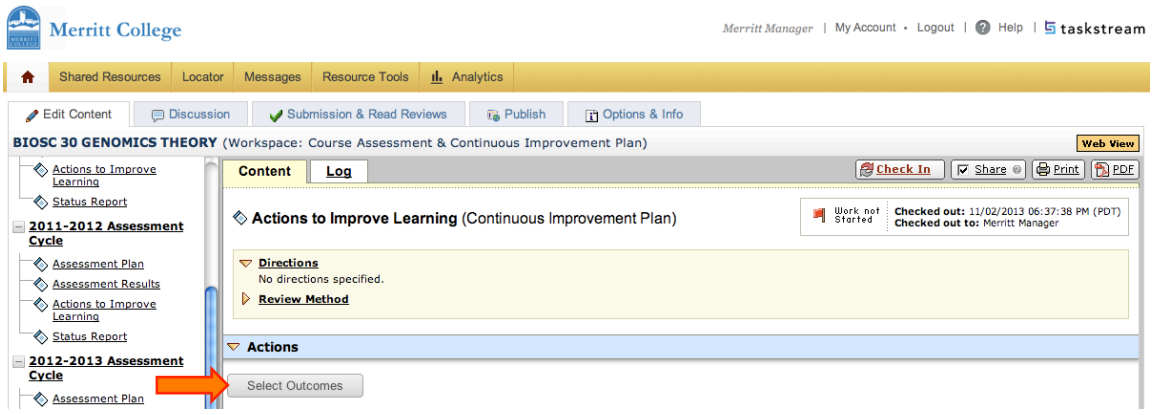
Click on “Create New Action Plan”



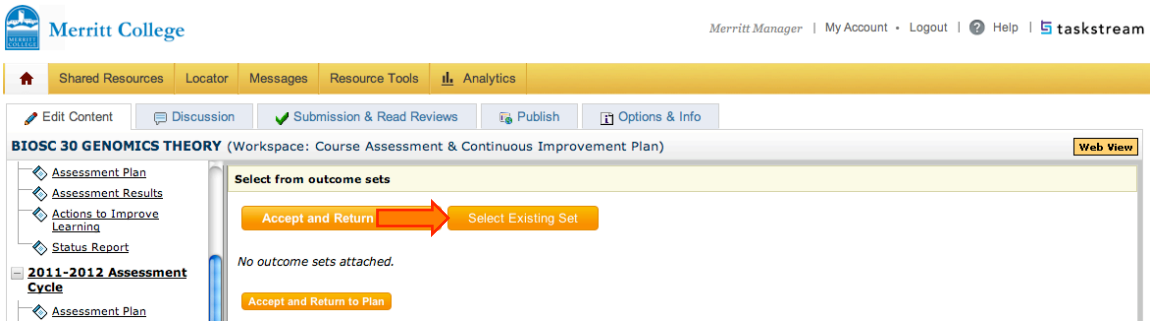
Click on the arrow to expand the “Actions” section”



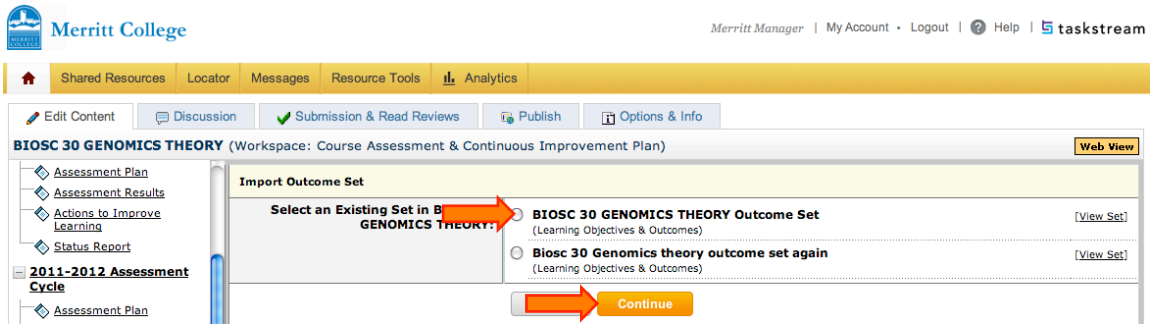
Click on “Select Outcomes”



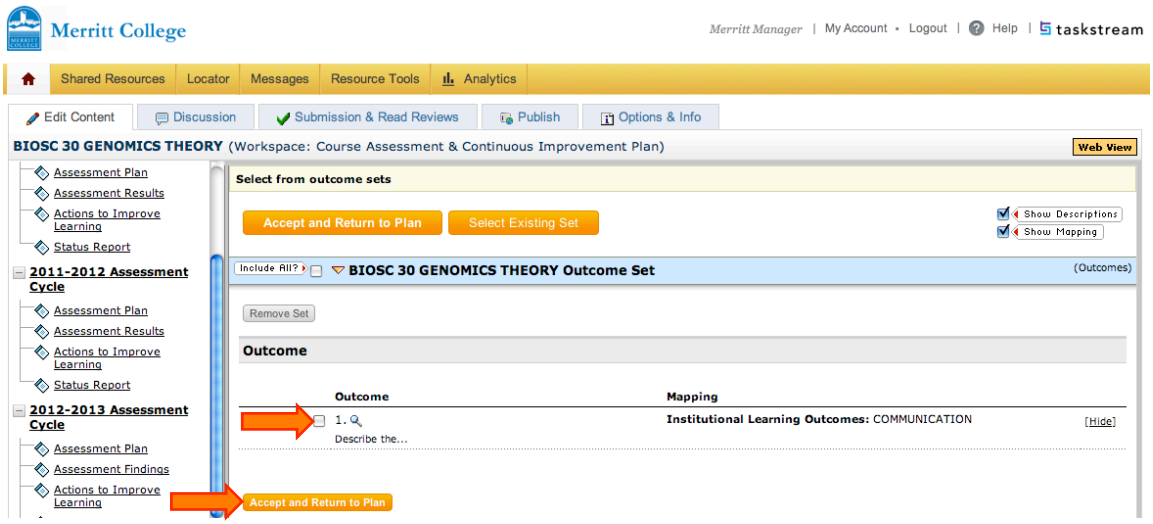
Click on “Select Existing Set” to attach an outcome set.



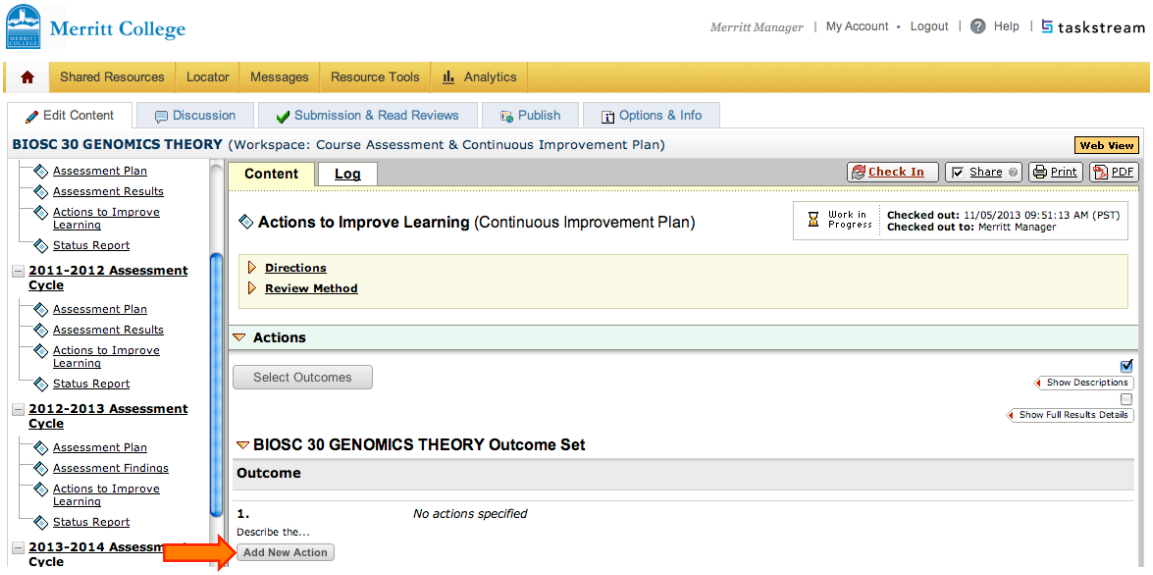
Select the outcome set and click “Continue” (there is usually only one set.)



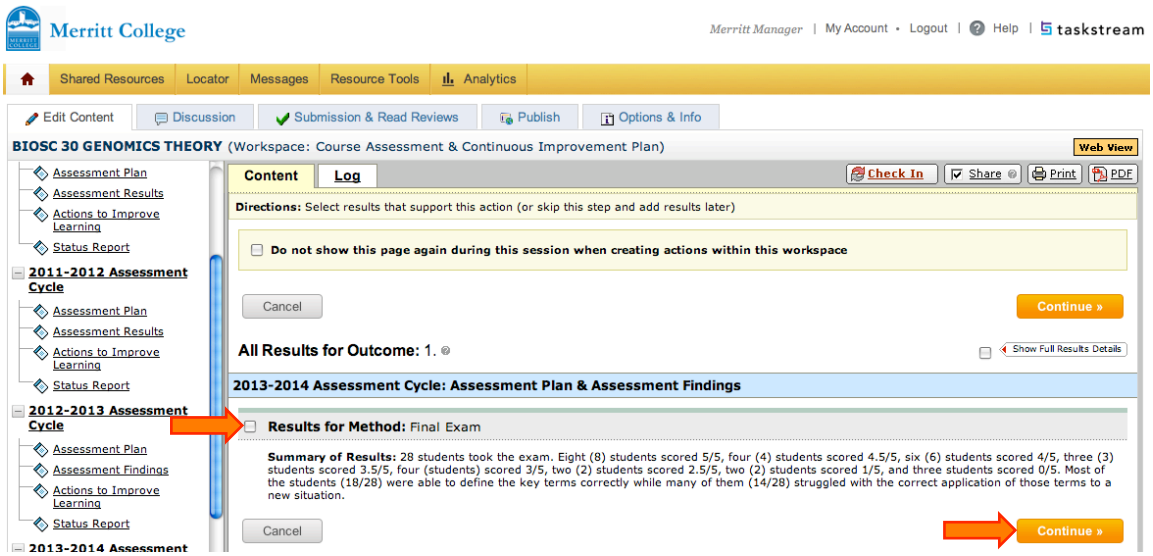
Select the outcome and click “Accept and Return to Plan:



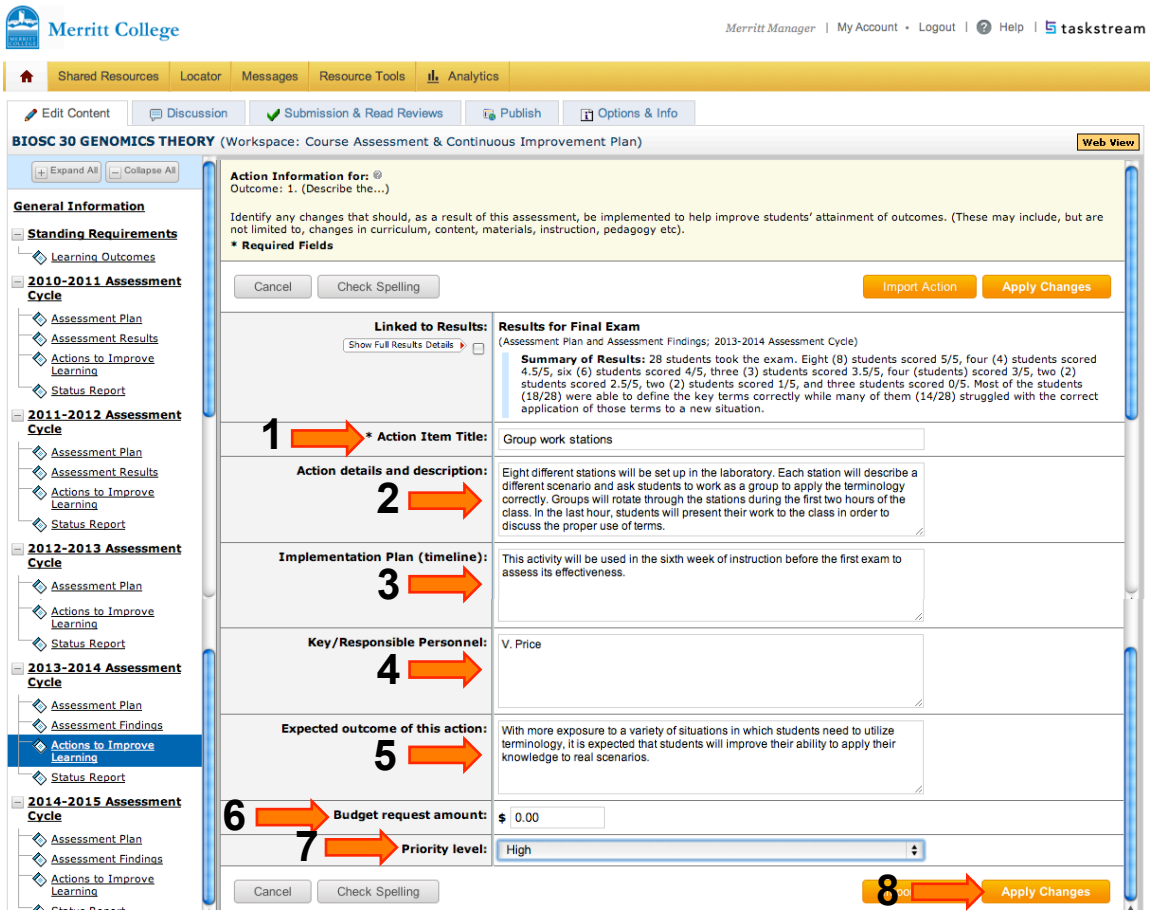
Click “Add New Action”



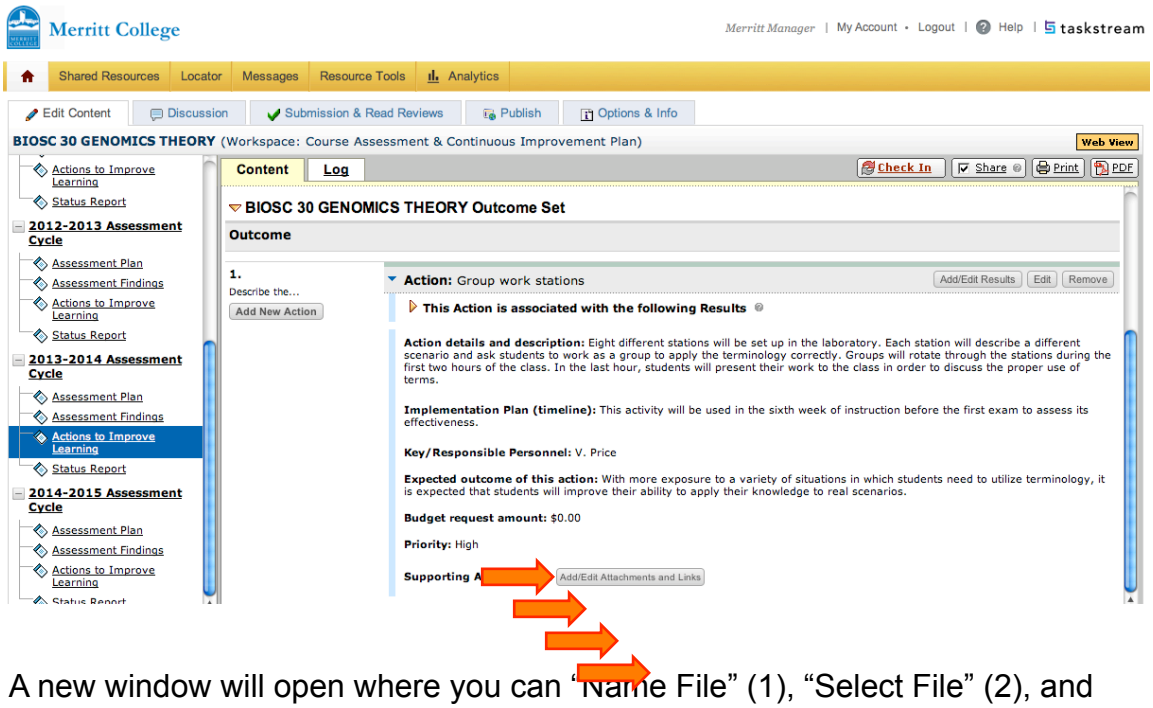
Select that result that you want to include an action for and click “Continue”



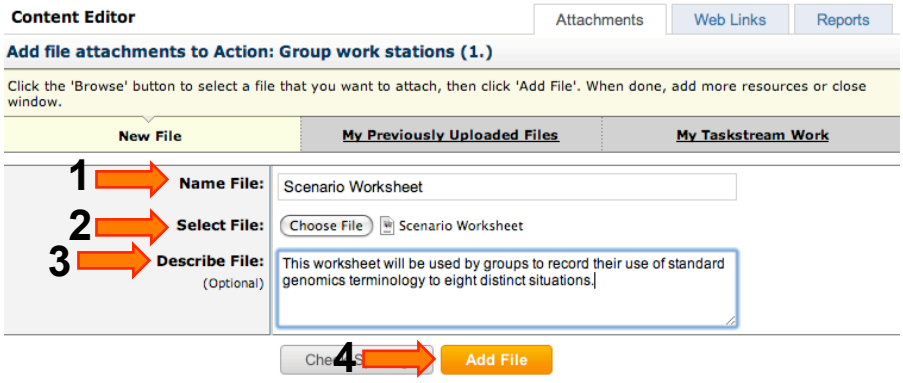
Provide an “Action Item Title” (1), “Action details and description” (2), “Implementation Plan (timeline)” (3),”Key/Responsible Personell” (4), “Expected outcome of this action” (5), “Budget request amount” (6), and “Priority level” (7). Click on “Apply Changes” (8) when you are done.



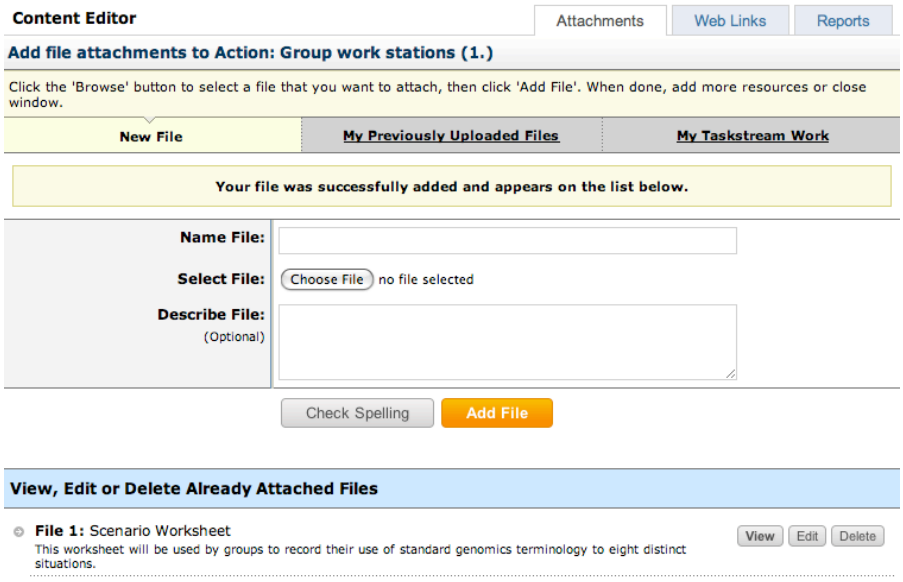
Supporting documentation can be attached by clicking on “Add/Edit Attachments and Links”



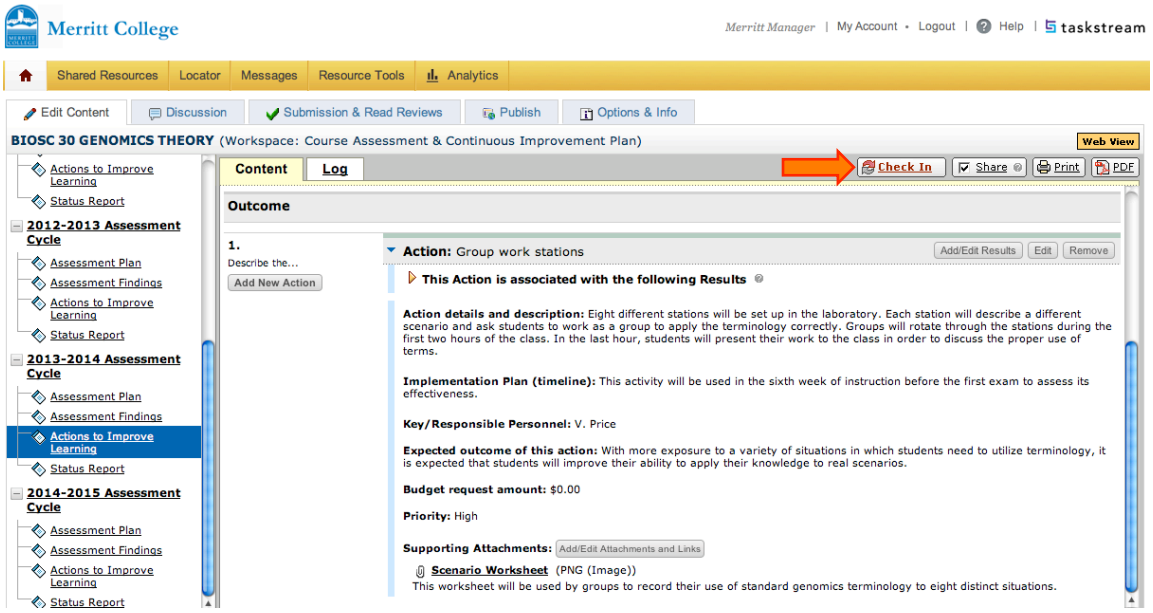
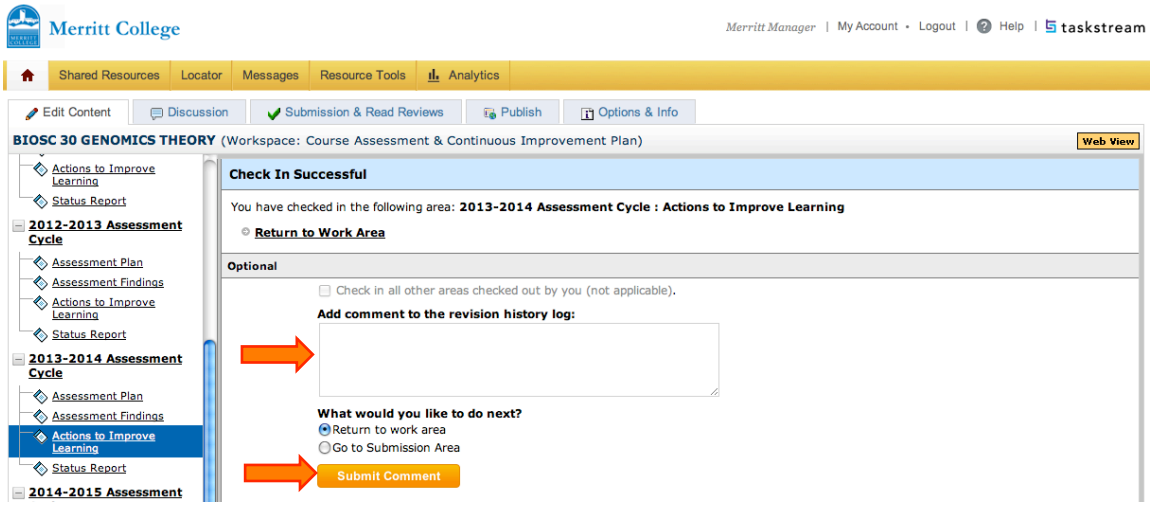
A new window will open where you can “Name File” (1), “Select File” (2), and “Describe File” (3). Then click “Add File” (4)



Once the file has completed uploading, you will see the screen below. Close this window to return to the taskstream workspace.



Once the file has completed uploading, you will see the screen below. Close this window to return to the taskstream workspace.



You can make comments to be saved by taskstream and then click “Submit Comment”