University of Houston-Clear Lake
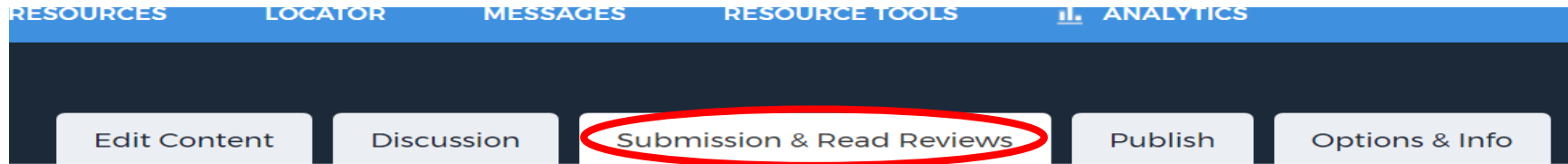Office of Institutional Effectiveness
Submitting Assessment Plans in Taskstream's AMS.
1. Once you are in Taskstream, go into your assessment plan.
2. Click on tab **Submission & Read Reviews**

3. Click Submit Work buttons on **ONLY** the following items.
   - Standing Requirements
     - Click Submit Work on **Student Learning Outcomes** and/or **Program Outcomes.** **Note you will not have to submit work if you did not make changes.
   - 2018-2019 Assessment Cycle – current
     - Click Submit Work on only **Methods**.
   - 2017-2018 Assessment Cycle – Last Yr.
     - Click Submit Work on **Results** and **Use of Results**