1. Once you are in Taskstream, go into your assessment plan.
2. Click on tab Submission & Read Reviews.
3. Click orange Submit Work buttons on ONLY the following items.
   - Standing Requirements
     o Click Submit Work on Student Learning Outcomes and/or Program Outcomes.
   - 2016-2017 Assessment Cycle – current
     o Click Submit Work on only Methods.
   - 2015-2016 Assessment Cycle – Last Yr.
     o Click Submit Work on Methods, Results, and Use of Results

You do NOT have submit work for the 2014-2015 or 2013-2014 assessment cycles.