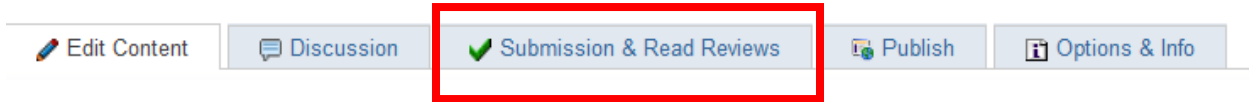


University of Houston-Clear Lake
 Office of Institutional Effectiveness
Submitting Assessment Plans in Taskstream's AMS.

1. Once you are in Taskstream, go into your assessment plan.
2. Click on tab **Submission & Read Reviews**.



3. Click orange Submit Work buttons on **ONLY** the following items.
 - Standing Requirements
 - Click Submit Work on Student Learning Outcomes and/or Program Outcomes.
 - 2016-2017 Assessment Cycle – current
 - Click Submit Work on only Methods.
 - 2015-2016 Assessment Cycle – Last Yr.
 - 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.

Scores/Results Summary				
Area	Status	Actions	Results	His
Standing Requirements				
Student Learning Outcomes	In Progress	Edit Work Submit Work		His
Program Outcomes	In Progress	Edit Work Submit Work		His
Curriculum Map		Edit Work		
2016-17 Assessment Cycle - Current				
Methods	In Progress	Edit Work Submit Work		His
Results		Edit Work		
Use of Results		Edit Work		
Status Report		Edit Work		
2015-16 Assessment Cycle - Last Yr				
Methods	In Progress	Edit Work Submit Work		His
Results	In Progress	Edit Work Submit Work		His
Use of Results	In Progress	Edit Work Submit Work		His
Status Report		Edit Work		