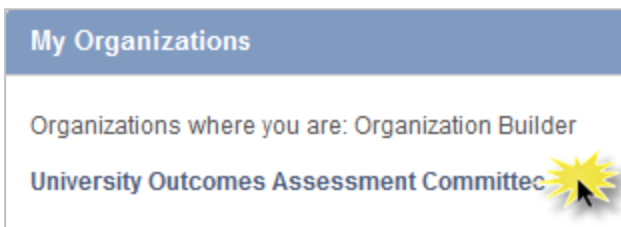


Taskstream: Getting Started

Instructions

1. Log onto Taskstream through Mozilla Firefox at: <http://link.jwu.edu> then click ulearn.

2. Under My Organizations click: **University Outcomes Assessment Committee**

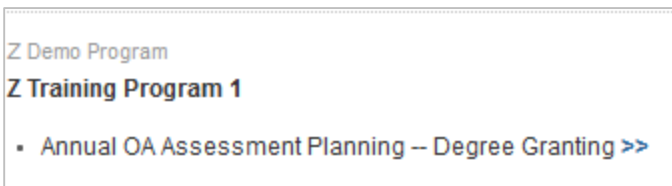


3. Scroll to the bottom of the page and click the **Taskstream** link on the left menu.

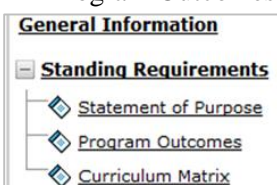
4. Click on the **Taskstream Access URL**



5. Click on the link list below the degree program you are looking for



6. Choose from the following: Statement of Purpose, Program Outcomes, or Curriculum Map.



7. Click the **Check Out** button



A. If you checked out **Statement of Purpose** and would like to change the information click on **edit**:



B. If you checked out **Program Outcomes** and would like to change the information click on the **edit** button on the far right of the Johnson and Wales University Outcomes:



C. If you checked out **Curriculum Matix** click **Edit Map** on the right under Activity Curriculum Maps:



8. When the updates are completed, the workspace must be checked in. Click the **Check In** button:



9. In order for the check in process to be complete you must click **Submit Comment**. There is an option to leave a comment about the changes that were made to the workspace, but this is optional:

Add comment to the revision history log:

What would you like to do next?

- Return to work area
 Go to Submission Area

Submit Comment



For additional help please contact Academic Technology at ulearnhelp@jwu.edu or (401) 598-2778.