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

   ![Check Out](image)

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

   ![Edit](image)

   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:

   ![Map][Edit][Delete]

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

   ![Edit Map](image)

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

   ![Check In](image)
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:

![Comment Interface]

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