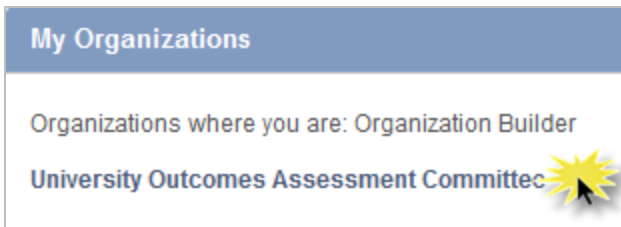


Instructions

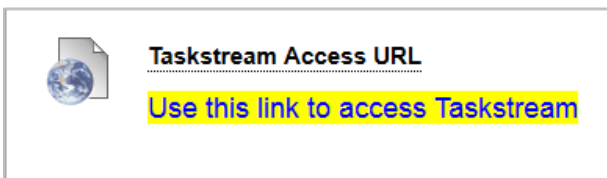
1. Log onto Taskstream through Mozilla Firefox at: <http://link.jwu.edu> then click ulearn.

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

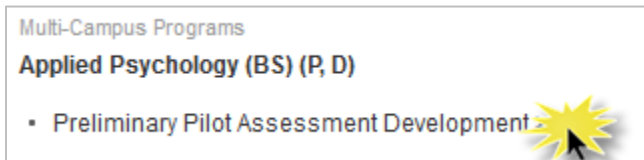


3. Scroll to the bottom of the page and click the **Taskstream** link on the left menu.

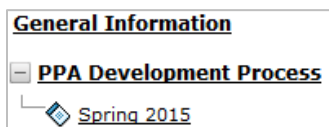
4. Click on the **Taskstream Access URL**



5. The Preliminary Pilot Assessment link for the degree program will be located under the Multi-Campus Program. Click the **Preliminary Pilot Assessment Development** link.



6. Under PPA Development Process, click **Spring 2015**:



7. Click the **Check Out** button



8. To the right of Preliminary Pilot Assessment (PPA) Proposal click **Complete Form**:



9. When the form is completed, click **Save Draft** or **Save and Return** (Save Draft will keep you on the current page, Save and Return will save your work and return you to the previous Taskstream page):



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




11. 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 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.