Log in to Taskstream at http://login.taskstream.com – username is full SUNY Canton email address. Use the Forgot Login link to reset the password if necessary. Scroll down to a course in your course list and click Course Assessment Workspace.

Adding Findings
Click the Course Assessment Findings link on the left hand menu under the appropriate semester's assessment cycle and click the Check Out button at the upper right. The Outcomes and Measures added in the previous sections are populated and you can add findings to each measure.

• Click the Add Findings button.

At the top of the page it lists the Findings for "measure" and underneath lists the corresponding Outcome. Enter your findings in the boxes provided.

Summary of Findings: The results of your measure. How many students achieved your target? This can also include how many students actually participated in the measure out of the class enrollment.

Recommendations: Notes to remind you what you might want to do different next time.

Reflections/Notes: Notes to remember for next time.

Target Achievement: What you put as a target in your measure is listed. Click the box corresponding to whether your target was Not Met, Met, or Exceeded.

Click Submit.

As before, supporting documents can be uploaded using the Add/Edit Attachments and Links button.

Add findings for other measures by repeating the process. When the findings are all added, click Check In.