

## **Checklist for Saving Content and Reviewing Feedback for Program Assessment in Taskstream AMS**

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### **1. Logging In**

Log in to Taskstream AMS using your WU credentials here:

<https://w.taskstream.com/Cas/Login?partnerId=u0h1hwhohu>

Or you can create a username/password and log in directly here:

<https://login.taskstream.com/signon/>

Click on “Academic Program Workspace”

### **2. Saving Entire Workspace as PDF**

Click “Publish” tab

Click “Export to PDF”

Your standing requirements, assessment plan and assessment findings from ALL years will automatically be included. Any appendix items that you select will have to be printed separately.

Click “Continue”

Click “Generate Now”, and then “OK” on the pop-up window.

Click “Resource Tools” tab in blue banner

Click “Exports” under “Publication Tools” column \*Note, it takes a couple minutes for the document to appear and be ready to download.

Click “Download”

### **3. Saving Single Element as PDF**

Click “Edit Content” tab

Select the element on the left-hand viewing screen that you wish to download to PDF (e.g., assessment findings)

Click the blue “PDF” icon located at the top of the right-hand viewing screen

Select “Individual page you are currently on” from the dropdown on the pop-up window

Click “Continue”

Click “Resource Tools” tab in blue banner

Click “Exports” under “Publication Tools” column \*Note, it takes a couple minutes for the document to appear and be ready to download.

Click “Download”

#### **4. View Results Reports**

- Click “Submission and Read Reviews” tab
- Scroll down to current assessment year, or to the standing requirements section.
- Click “Score/Results Report”
- To save as PDF, click “Export to PDF” in the top right-hand corner, and download and save.

#### **5. Logging Out**

- Click on the nine dots in a square shape in the upper right-hand corner of the screen
- Click “Log Out”