

Additional Assessment Documentation Areas in TASKSTREAM

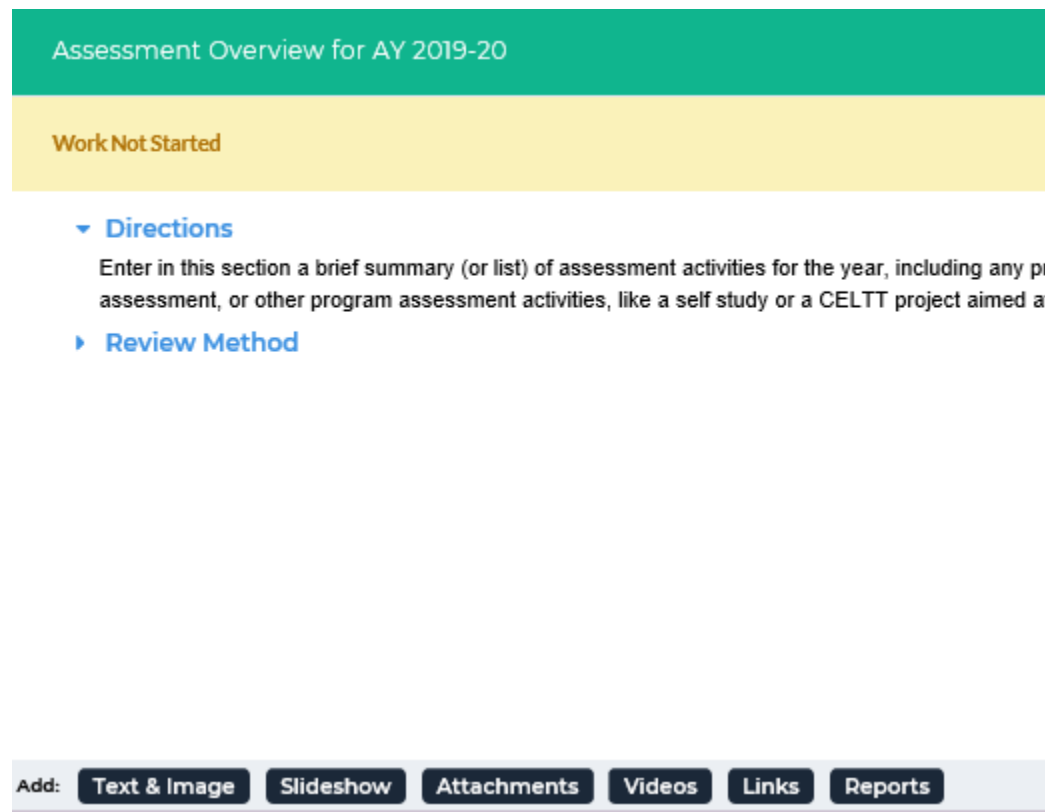
Based on your feedback, we have added two additional areas where you can input information: **Assessment Overview** and **Other Assessment Activities**. These two area are free form and will accept all forms of information.

Assessment Overview

First and foremost please remember to hit the green check out button located in the upper right hand corner of the screen



Once you hit check out you will see the screen pictured below

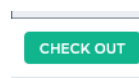


The bottom of the screen is where you will choose the type of information you want to add: Text & Image; Slideshow; Attachments; Video; Links; Reports.

- **Text & Image:** You can enter up to 200,000 characters as well as add an image or link to a file location
- **Slideshow:** You first need to create a title for your slideshow. After creating your title, you can then add images from your file and create your slideshow
- **Attachments:** Here you can simply just add any attachments that you would like to share
- **Video:** Use this option if you would like to add video evidence
- **Links:** Here is where you can add weblinks. You will need to give your link a name and then provide the full url for the link.
- **Reports:** Here is where you can add any reports that you may have

Other Assessment Activities

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Once you hit check out you will see the screen pictured below

A screenshot of a web interface. At the top is a green header bar with the text "Other Assessment Activities" in white. Below this is a yellow bar with the text "Work Not Started" in brown. Underneath the yellow bar is a blue section with a downward-pointing arrow and the text "Directions". Below "Directions" is a paragraph of text: "Summarize any program assessment work that you think relevant that may be beyond the scope of program report due to an outside accrediting body, or the program may have conducted a periodic program review". Below the paragraph is a blue section with a rightward-pointing arrow and the text "Review Method".

A horizontal row of buttons. On the left is the text "Add:". To its right are six dark blue buttons with white text: "Text & Image", "Slideshow", "Attachments", "Videos", "Links", and "Reports".

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