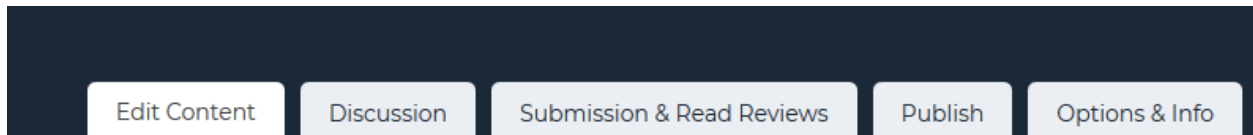


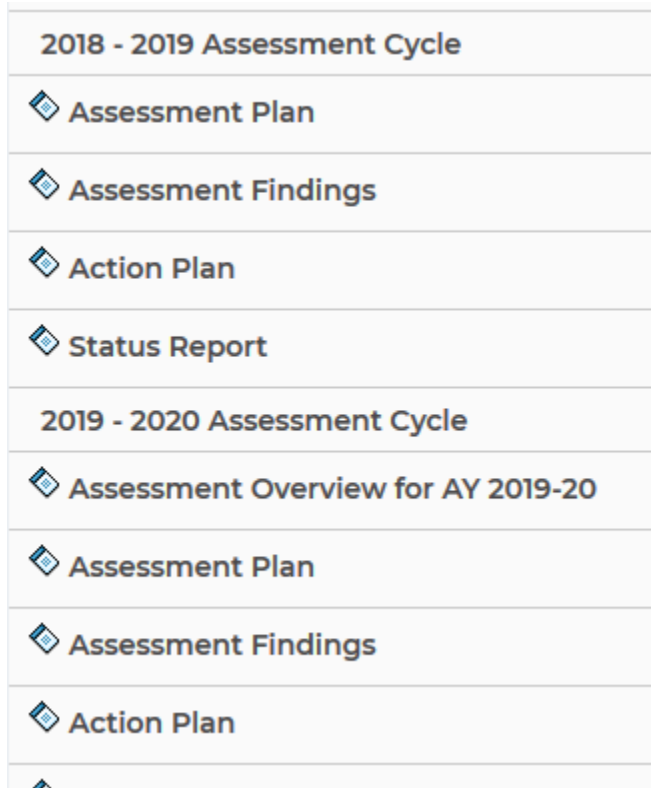
How to submit your work:

Every time you complete an entry in Task Stream, be it an assessment plan, findings, action plan, status plan, or other activities, you need to click the **submit** button to finalize your work. This lets the system and the reviewer know that your work has been completed and is ready for review. (Outside reviewers for accreditation who receive access to Task Stream can also see the dates for submission etc.)


At the top of your page there are a series of tabs. To submit your work, click on **Submission & Read Reviews**.



The left side of Submission & Read Reviews area is setup exactly as your regular workspace.



You will need to scroll to the area that you want to submit. For this example, we will be using 2018-2019 Assessment Cycle. As you can see in the screenshot below, you are given the option to either **submit work** that you have completed or to **edit work**.

2018 - 2019 Assessment Cycle				
◆ Assessment Plan		Edit Work	Submit Work	History/Comments
◆ Assessment Findings		Edit Work		
◆ Action Plan		Edit Work		
◆ Status Report		Edit Work		
2019 - 2020 Assessment Cycle				

When you click **submit work**, a new window will open. Here you will have the option to add any additional comments and then click **Yes-submit my work**

Are you sure you want to submit Assessment Plan (of 2018 - 2019 Assessment Cycle) for Review?

Your work will be locked and no further edits will be possible .

Add optional comments for your reviewer

[Cancel](#)

[Check Spelling](#)

[YES - SUBMIT MY WORK](#)