



RIT Academic Program Improvement Progress Report Instructions

- Taskstream questions, please contact Grace Rubin at gsrdfp@rit.edu
- Progress Report questions, please contact Leah Bradley at lmbdfp@rit.edu

Logging into Taskstream by Watermark™

1. Open a web browser on your device.
2. Log into Taskstream by Watermark: <https://www.watermarkinsights.com/signon>
 - Click **Login/Sign Up**.
 - Click **Taskstream by Watermark™**.
 - Enter your Username (full RIT email address) and Password, then click **Sign In**.
3. Programs you have access to are listed on the **Taskstream Welcome/Home** page.
 - Click **Program Assessment Plan** to view the program workspace.
 - Click on any of the folders in the program workspace (left column) to view information.
 - Click on the RIT logo (top left corner of the screen) to return to the Welcome/Home page.
4. Click  **Logout** at the end of your session.
 - Please close the browser.

Completing the Progress Report

1. After logging into Taskstream, click **Program Assessment Plan**.
2. In the **2022-2023 Assessment Cycle**, click **RIT's Annual Progress Report**.
3. Click **CHECK OUT**.
4. Click **EDIT** or **FORM**.
5. As you enter your responses, click **SAVE DRAFT**.
6. Click **SAVE & RETURN** to save and exit the Progress Report.
You may continue to edit the Progress Report at a later time.
7. Click **CHECK IN** before logging out.
8. If you completed the Progress Report, continue to the **Submitting the Progress Report** section.
 - Otherwise, click  **Logout** to exit Taskstream, then close the browser.
You may continue to edit the Progress Report at a later time.

Submitting the Progress Report

IMPORTANT! Once you submit the Progress Report, you will not be able to modify the Progress Report.

1. In the left column, click on **2022-2023 Assessment Cycle**.
2. Find the **RIT's Annual Progress Report** requirement and click **SUBMIT WORK**.
3. **Submit Work** screen appears. Click **Yes - Submit My Work**.
4. **Confirmation** screen appears. Click **Close Window** or **Print this Confirmation**.
5. Click on **EDIT CONTENT** tab to return to the workspace.
6. Lock symbol appears next to **RIT's Annual Progress Report** folder.
You will still be able to view, print and save your Progress Report.

Viewing, Saving, or Printing the Progress Report

1. Click **RIT's Annual Progress Report**.
2. Click **Form: RIT Academic Program Improvement Progress Report AY 2022-2023**.
3. Click **View Form Responses or View Responses**.
4. Progress Report appears in another window. Either:
 - Click **Export to Word** to save the progress report as a Microsoft® Word file, or
 - Click on the **File** menu and select **Print** to print the Progress Report
5. Exit the Progress Report window.