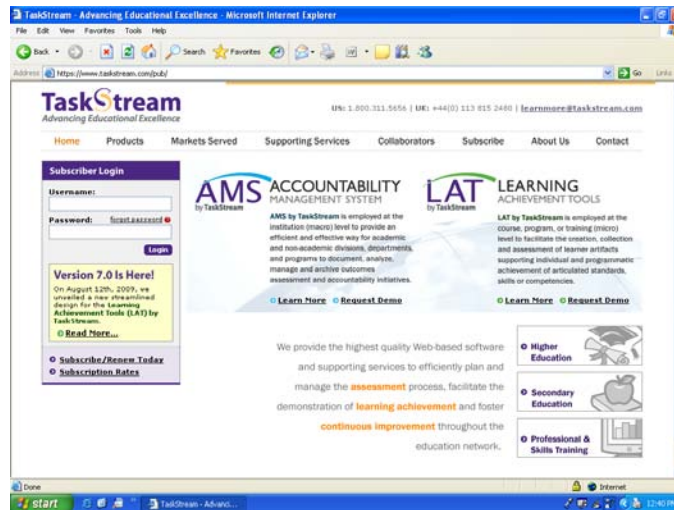


TaskStream Instructions for Students/Authors

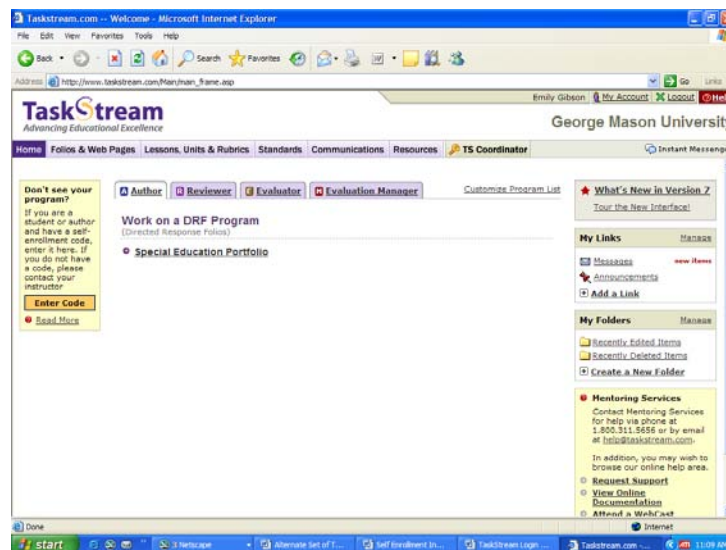
Quick Start Guide for Authors

(These instructions will be used every time you upload and submit an assignment to your instructor for evaluation!)

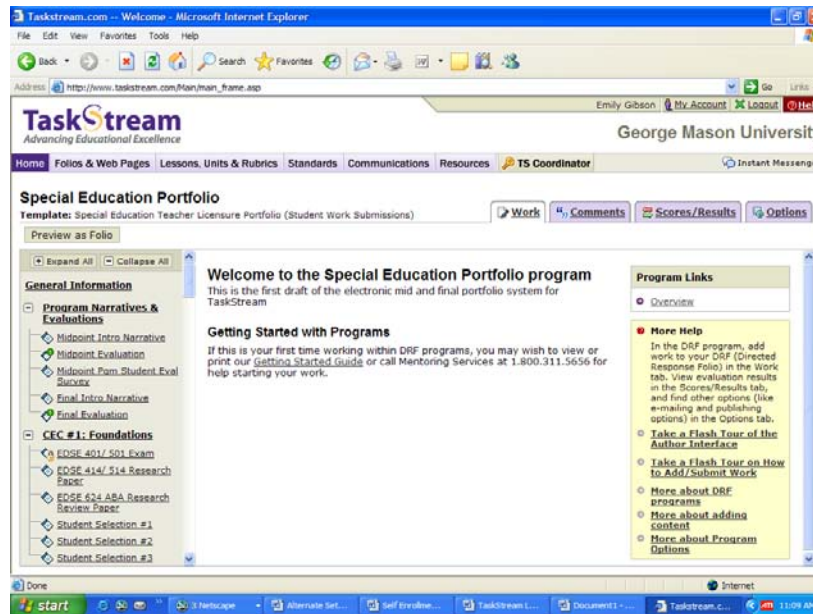
1. Go to www.taskstream.com and log in:



2. Click on your course or program link (depending on your particular program(s) of study, you may or may not have more than one program to choose from when you log in):

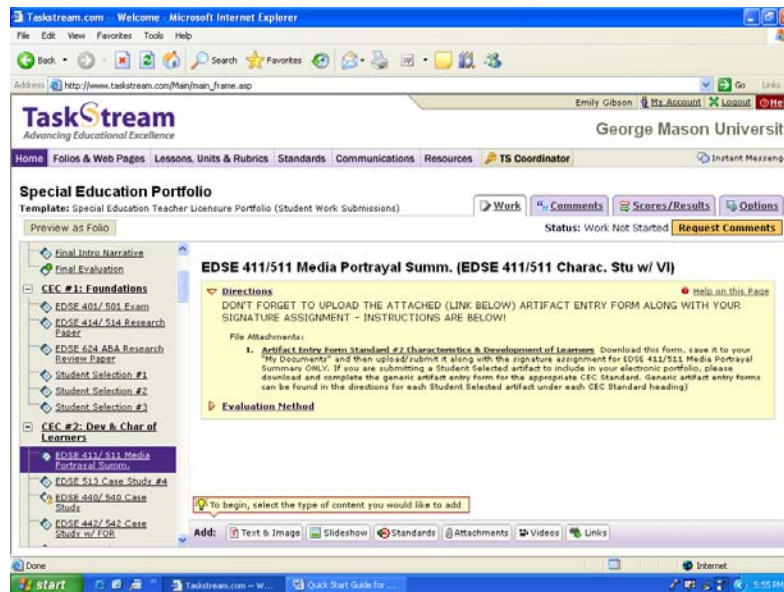


This will bring up the General Information page for your course.

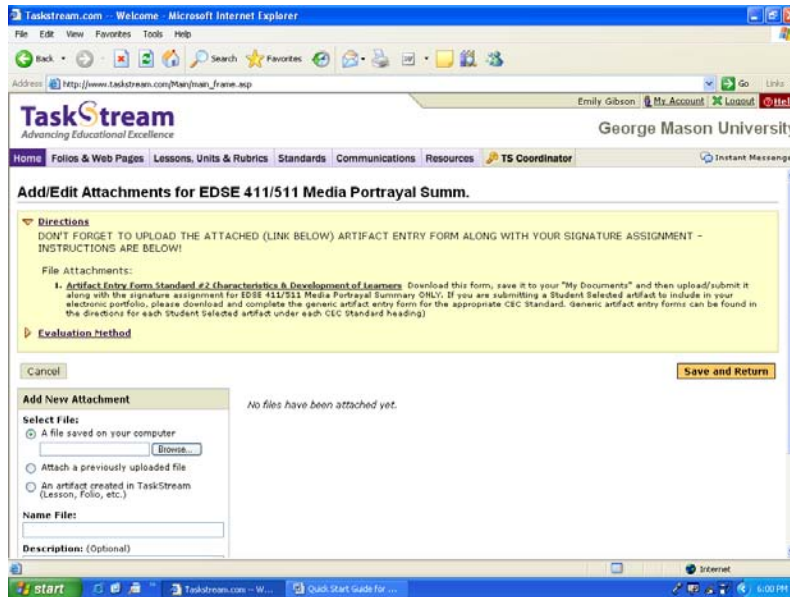


3. Scroll down the left side of the screen (if needed) to find and click on the element for which you are submitting your required assignment for evaluation.

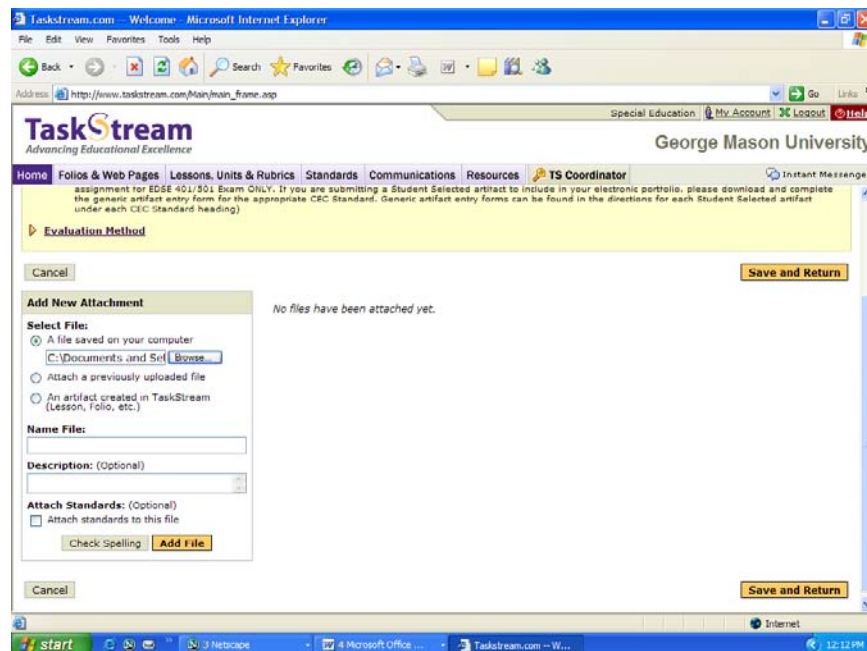
4. At the bottom of the screen, select the type of content you would like to add (99% of the time, you will simply choose **Attachments** - this will cover the vast majority of any artifact format you will be uploading, but you can use any of the options you see). Click the Attachments tab.



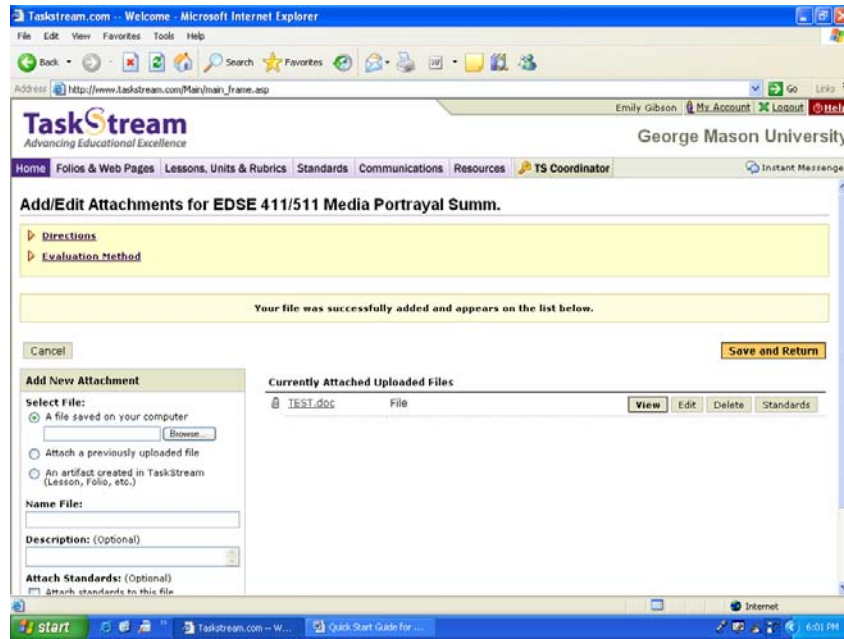
5. To upload your artifact (from your computer's Desktop, your My Documents folder, or from a jump/flash/thumb drive, DVD, CD or Zip Disk), under **Add New Attachment** and **Select File**: Click on **A file saved on your computer** and click **Browse**. Once you find your saved document, select it and click **Open**.



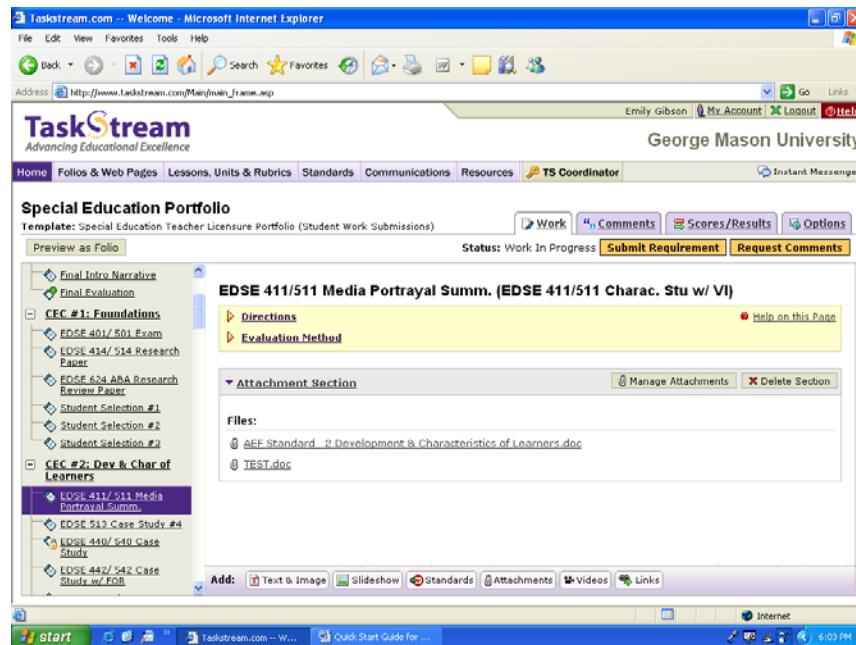
Verify that you have selected the correct file in the **Select File** box. Click **Add File**.



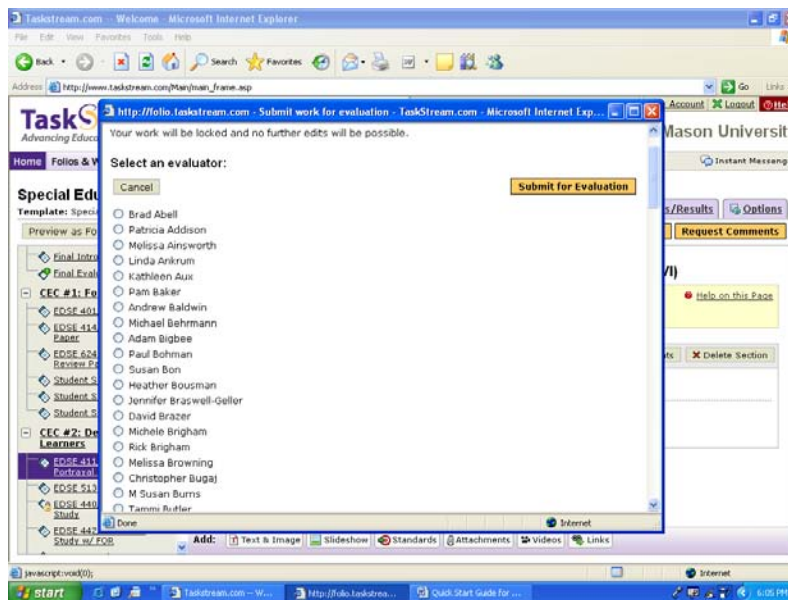
6. The screen will then show you **Currently Attached Uploaded Files**. If this is the correct file, click **Save and Return**.



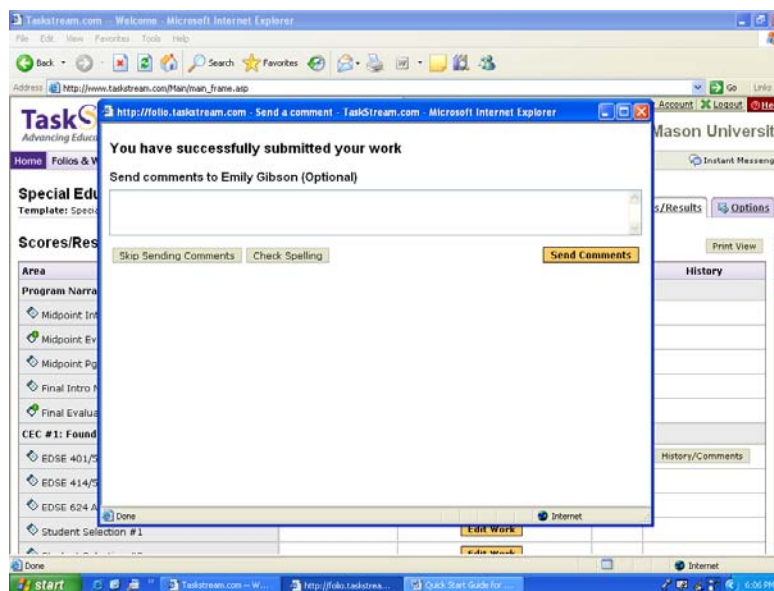
7. Click on the yellow **Submit Requirement** button just above the element/assignment titles.



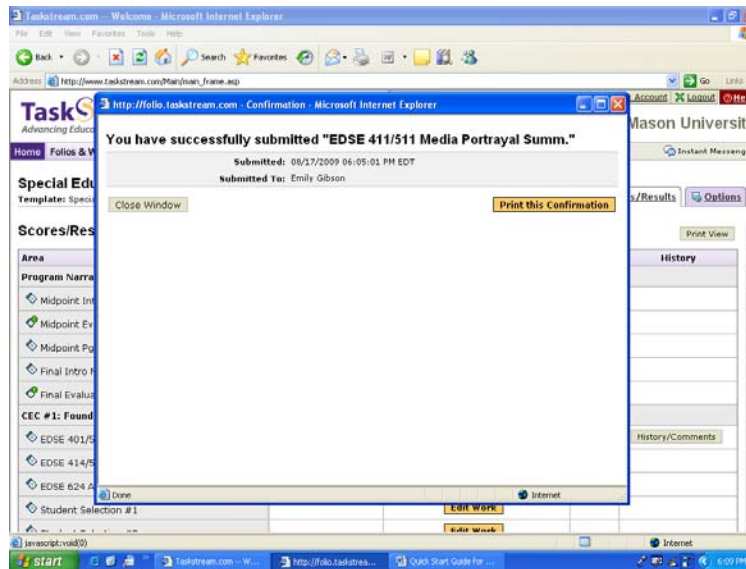
8. If available, scroll down through the pop up menu of instructor/Evaluators to locate your course instructor (not all programs are set up this way – some programs will require you to simply submit it without choosing an instructor). Click on the radio button next to your instructor’s name and then click the yellow **Submit for Evaluation** button (this button is found at both the top and bottom of the list of Evaluators – it doesn’t matter which one you choose).



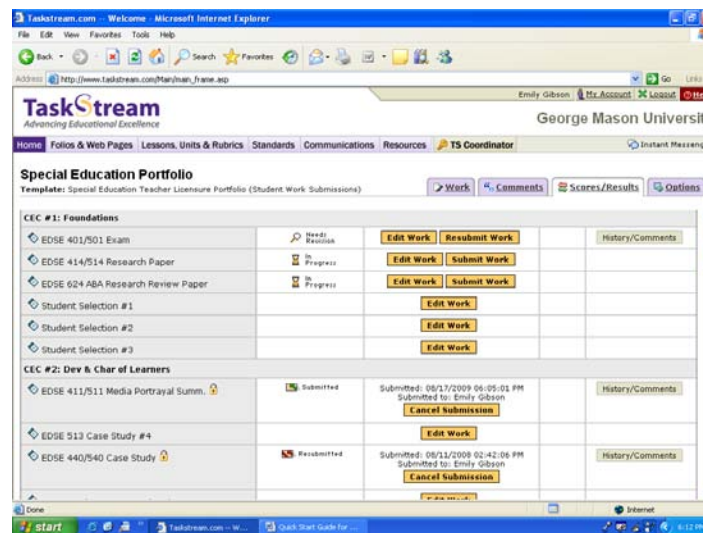
9. If you would like to send any comments to your instructor, you may do so in the pop up window that appears. This is optional. If you don’t wish to send any comments, click the gray **Skip Sending Comments** button. If you do wish to send comments, click on the box and write what you’d like. Then click the yellow **Send Comments** button.



10. You will now receive confirmation that you have successfully submitted your artifact to your instructor for evaluation. You have the option to print the confirmation or to close the window.



11. Once done, you will be taken to the Scores/Results Summary page. You can scroll down and view all of your submissions and scores. If you think you've made a mistake (uploaded the wrong assignment or submitted it to the wrong instructor for evaluation), you have the option to **Cancel Submission** as long as it hasn't been evaluated yet. This screen will also tell you the status of your submissions.



**CONGRATULATIONS!!
YOU HAVE SUCCESSFULLY UPLOADED AND SUBMITTED YOUR REQUIRED
ASSIGNMENT(S) FOR EVALUATION!**