Please contact Dr. Yan Liu at yanliu@ccsu.edu if you have any question regarding Taskstream

Registration for Taskstream

1. To create or renew a Taskstream account, please go to Central Pipeline http://www.ccsu.edu/pipeline/ first, and click on Blackboard. Login using your CCSU BlueNet account username and password. Please contact CCSU IT Blackboard Learn Help Desk at (860) 832-1720 if you have an issue logging in Blackboard.

2. After logging in Blackboard, please click on “Launch Taskstream LTI Tool” in the left side box.
3. Then you will be directed to Taskstream. Since you don’t have an active Taskstream subscription yet, you will see this page.

![Taskstream Subscription not found](https://via.placeholder.com/150)

Subscription not found
Do you wish to create an account or link to an existing account at this time?

Continue  Cancel

4. Choose “Create a new Taskstream subscription” if you have never had a CCSU Taskstream account, or “Renew my Taskstream subscription” if you created CCSU Taskstream account before using your CCSU email, and it is expired. Click “Continue” button under Option 1 “Credit card purchase” to pay with a credit card.

![Taskstream Step 1 - Activate Subscription](https://via.placeholder.com/150)
5. Enter your personal information

Then you will need to enter the information like the School (School of Education and Professional Studies), Program (the program you enroll), Group (Students), and a desired length of subscription.

You will also need to enter the General Information, indicate that you wish to enable the Teaching Productivity Toolpack, and agree to the End-User Agreement. Click the “Continue” button at the bottom.

6. Confirm your Registration Information by clicking Continue.

7. Confirm your Subscription Period and click Proceed to Checkout.

8. Enter your name, your credit card information, and your billing address and click Continue.

9. Finally, click “Place Order” to finalize your subscription.
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Submitting Assignments on Taskstream

1. To submit your assignment on Taskstream, please go to Central Pipeline [http://www.ccsu.edu/pipeline/] first, and click on Blackboard. Login using your CCSU BlueNet account username and password. Please contact CCSU IT Blackboard Learn Help Desk at (860) 832-1720 if you have any issue logging in Blackboard.

2. After logging in Blackboard, please click on “Launch Taskstream LTI Tool” in the left side box.
3. After being directed to Taskstream, you will see the program(s) you enroll, you might have more than one program in your system if you enroll in different programs. But most students will only see one program. Click that program (eg. Ed Leadership Building Level Su 18 to Sp 19), then you will get to the page for your courses.

4. Click the name of the appropriate course (eg. EDL 605) and the required submission (eg. Platform Beliefs) in the left-hand structure tree. The workspace for that requirement opens in the main, right-hand frame.

5. Click any of the buttons in the “Add” toolbar at the top of the page. You can enter text, add an image, add standards, and attach files (most common), videos, or web links. You might only see certain options if the course sets to let you only upload work through attachment or the specific option.
6. To upload a file (as an attachment) into Taskstream:
   1) Click on Attachments from “Add” toolbar

   2) On the next page, click “Choose File” button, located on the left, which will let you select the file saved in your computer.

   3) You can then choose your file you would like to attach
4) After you have selected your file(s), click “Add file”.

7. Back in the attachments window, click “Save and Return” button.
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8. Now you have the document attached, but the last step is to submit your work, don’t forget this step!

![Image of Taskstream interface showing the 'Submit Work' button and an attachment section with 'Assignment.docx' file]

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