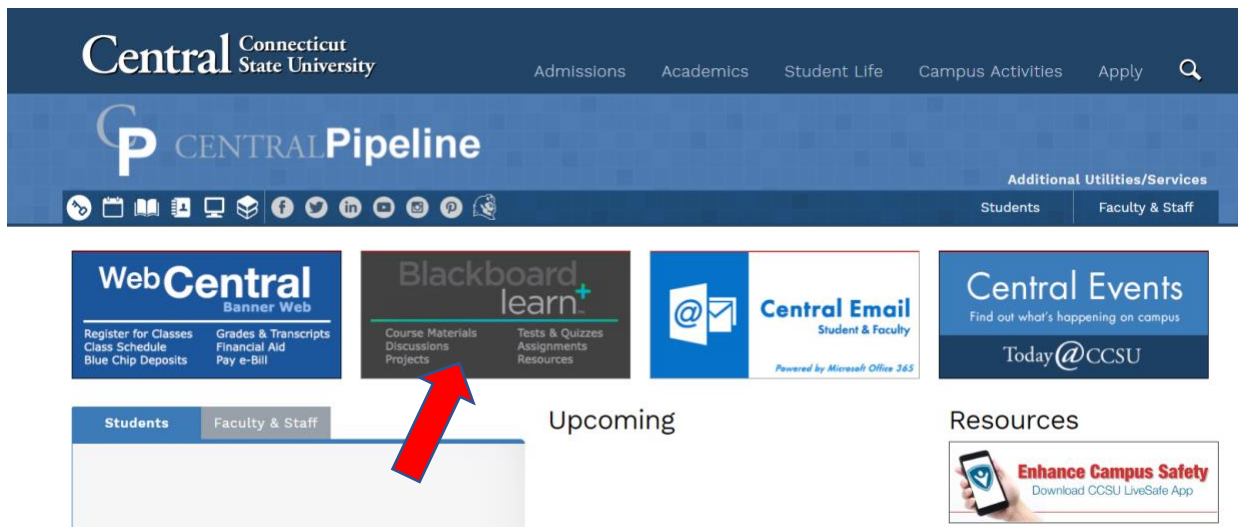


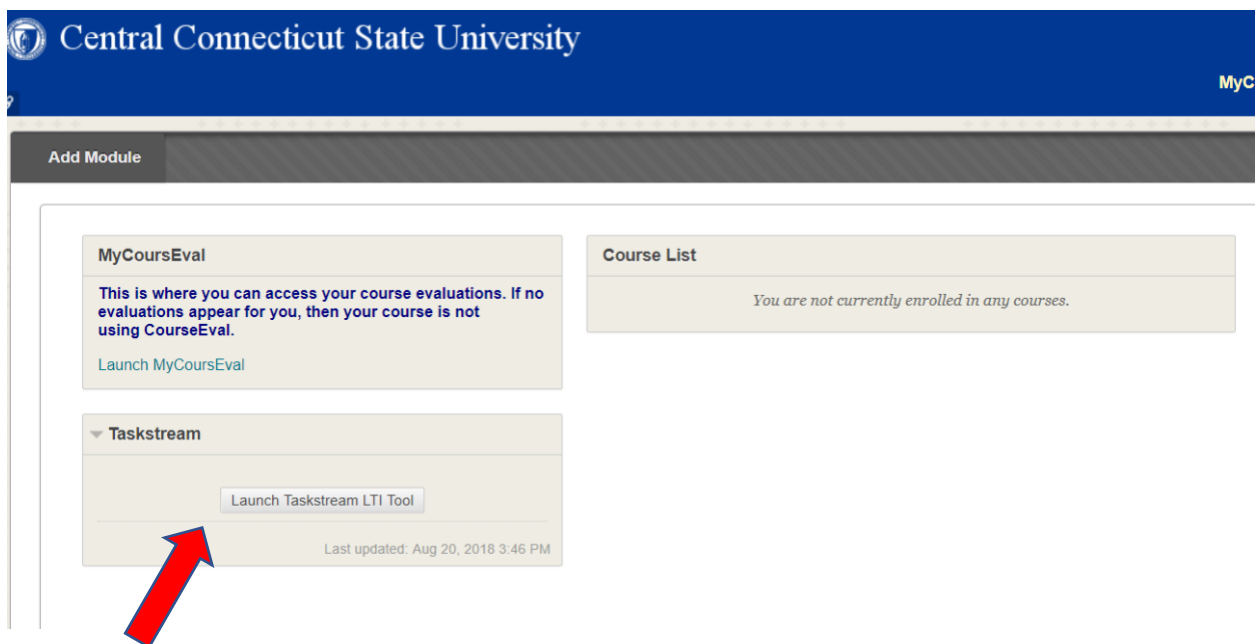
Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

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.



Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

3. Then you will be directed to Taskstream. Since you don't have an active Taskstream subscription yet, you will see this page.



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.



Step 1 - Activate Subscription

If you have an active Taskstream account, click [Continue](#)

If you do not have an active account, select type of subscription
Note: this is a one time registration process. Once completed, you will not have to enter your username and password to log into the Taskstream site. You can log in directly to Taskstream from the originating site.

Create a new Taskstream subscription

Renew my Taskstream subscription

Then select a subscription option

Option 1: Credit card purchase (I do not have a key code)
⚠ You need a credit card to purchase/renew a subscription.

Option 2: I have a Taskstream key code

Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

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.

Please complete each of the fields below. If you are creating a new account you will need to create a username and password (remember to write these down so you don't forget). All fields are required.

| Organizational Information | |
|--|---|
| School: | School of Education and Professional Studies |
| Program: | Educational Leadership |
| Group: | Students |
| Subscription Information | |
| Subscription | <input type="radio"/> 1 yr. account (\$50) -- Today to 8/31/2019 |
| Rate: | <input type="radio"/> 7 yr. account (\$139) -- Today to 8/31/2025 |
| *2017 rates effective as of March 1, 2017 | |
| General Information (required by Taskstream) | |

6. Confirm your Registration Information by clicking Continue.

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

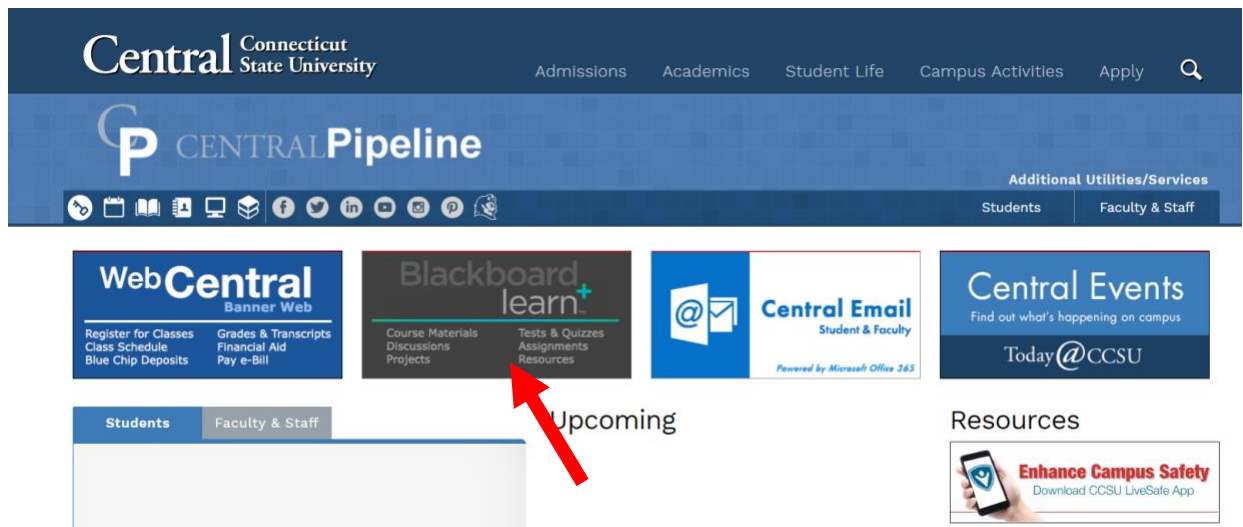
8. Enter your name, your credit card information, and your billing address and click Continue.

9. Finally, click “Place Order” to finalize your subscription.

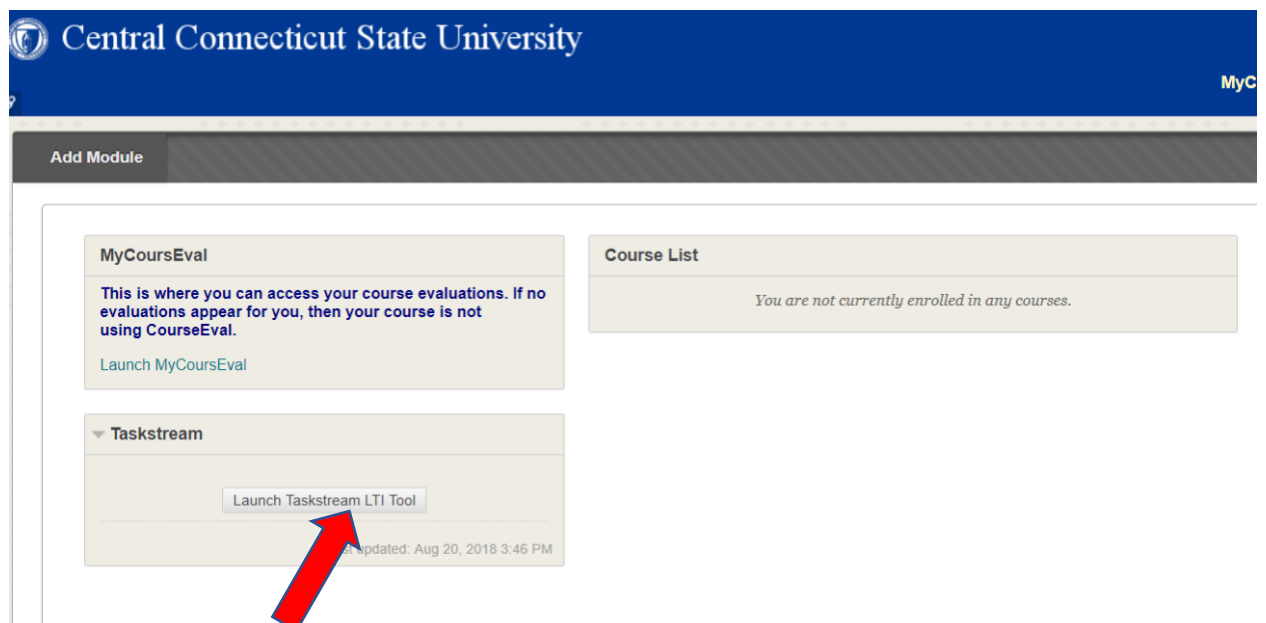
Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

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.

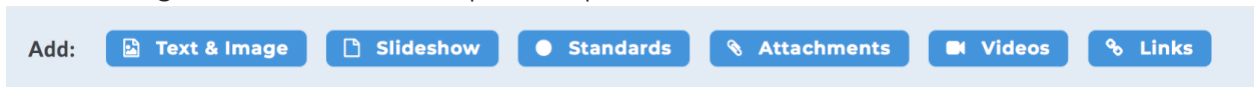


Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

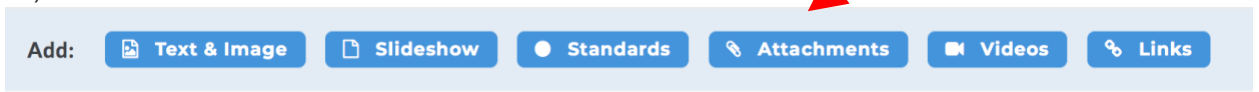
3. After being directed to Taskstream, you will see the program(s) you enroll, you might have more than one program in your system if you enroll in different programs. But most students will only see one program. Click the program that you are enrolled, then you will get to the page for your courses.

4. Click the name of the appropriate course and the required submission 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.

Add New Attachment

Select File:

A file saved on your computer
Choose File no file selected

Attach a previously uploaded file

An artifact created in Taskstream (Lesson, Folio, etc.)

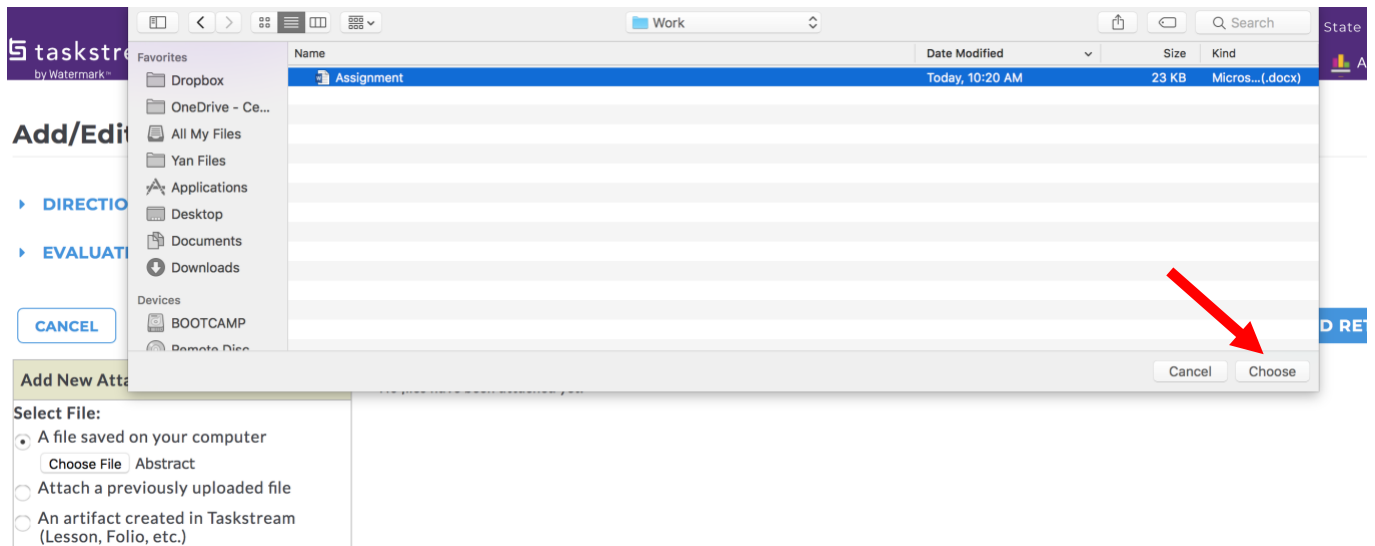
Name File:

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this file

Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

3) You can then choose your file you would like to attach



4) After you have selected your file(s), click “Add file”.

The image shows the "Add New Attachment" form. It has a title bar that says "Add New Attachment". Below the title bar, there is a "Select File:" section with three radio button options: "A file saved on your computer" (selected), "Attach a previously uploaded file", and "An artifact created in Taskstream (Lesson, Folio, etc.)". The "A file saved on your computer" option has a "Choose File" button next to it, which currently says "no file selected". Below the "Select File:" section, there is a "Name File:" section with a text input field. Below that is a "Description: (Optional)" section with a text input field. Below that is an "Attach Standards: (Optional)" section with a checkbox labeled "Attach standards to this file". At the bottom of the form, there are two buttons: "Check Spelling" and "Add File". A red arrow points to the "Add File" button.

7. Back in the attachments window, click “Save and Return” button.

Please contact taskstream@ccsu.edu if you have any question regarding Taskstream

The screenshot shows the Taskstream interface. At the top, there is a navigation bar with the Taskstream logo and various menu items: FOLIOS & WEB PAGES, LESSONS, UNITS & RUBRICS, STANDARDS, COMMUNICATIONS, RESOURCES, and ANALYTICS. Below the navigation bar, there are two expandable sections: DIRECTIONS and EVALUATION METHOD. A green notification bar states: "Your file was successfully added and appears on the list below." Below this, there are two "CANCEL" buttons and a "SAVE AND RETURN" button. The "Add New Attachment" dialog box is open, showing options to select a file from the computer, a previously uploaded file, or an artifact created in Taskstream. It includes fields for Name File, Description (Optional), and Attach Standards (Optional). There are "Check Spelling" and "Add File" buttons. Below the dialog box, there is another "CANCEL" button and a "SAVE AND RETURN" button. The "Currently Attached Uploaded Files" section shows a file named "Assignment .docx" with a "Word Document (Open XML)" icon and buttons for View, Edit, Delete, and Standards. A red arrow points to the "SAVE AND RETURN" button in the top right corner of the dialog box.

8. Now you have the document attached, but the last step is to submit your work, don't forget this step!

The screenshot shows the Taskstream interface for a "Platform Beliefs (Key Assessment)". At the top, there is a status bar with a yellow warning icon and the text "Don't forget to submit!! Status: Work in Progress" and a "SUBMIT WORK" button. Below this, there is an "Add:" section with buttons for Text & Image, Slideshow, Standards, Attachments, Videos, and Links. The main content area is titled "Platform Beliefs (Key Assessment)" and has two expandable sections: DIRECTIONS and EVALUATION METHOD. Below these, there is an "ATTACHMENT SECTION" with "Edit" and "Delete Section" buttons. At the bottom, there is a "Files:" section with a file named "Assignment .docx". A red arrow points to the "SUBMIT WORK" button in the top right corner.