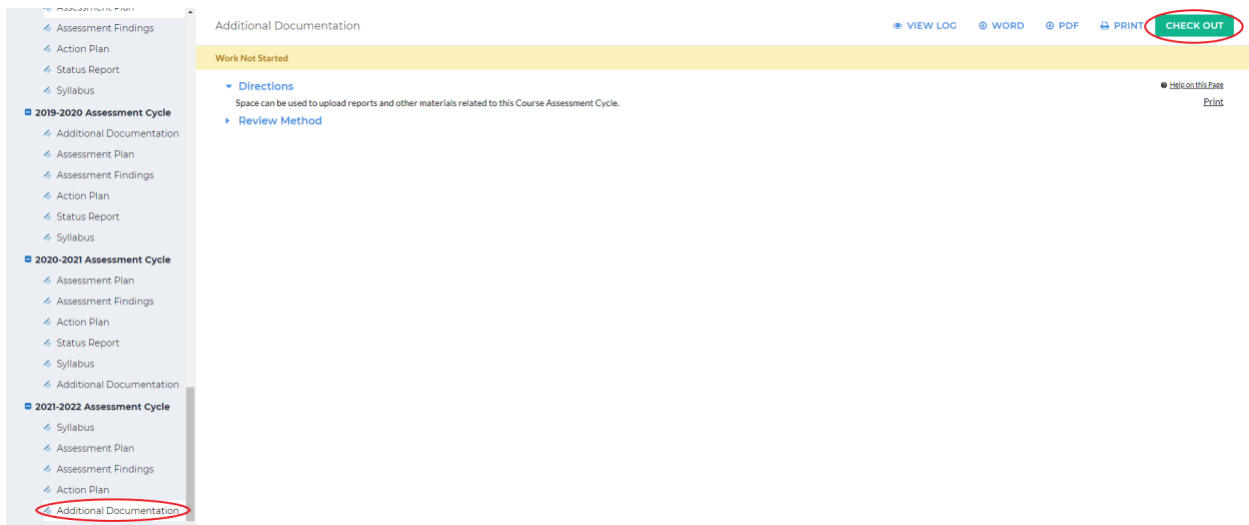


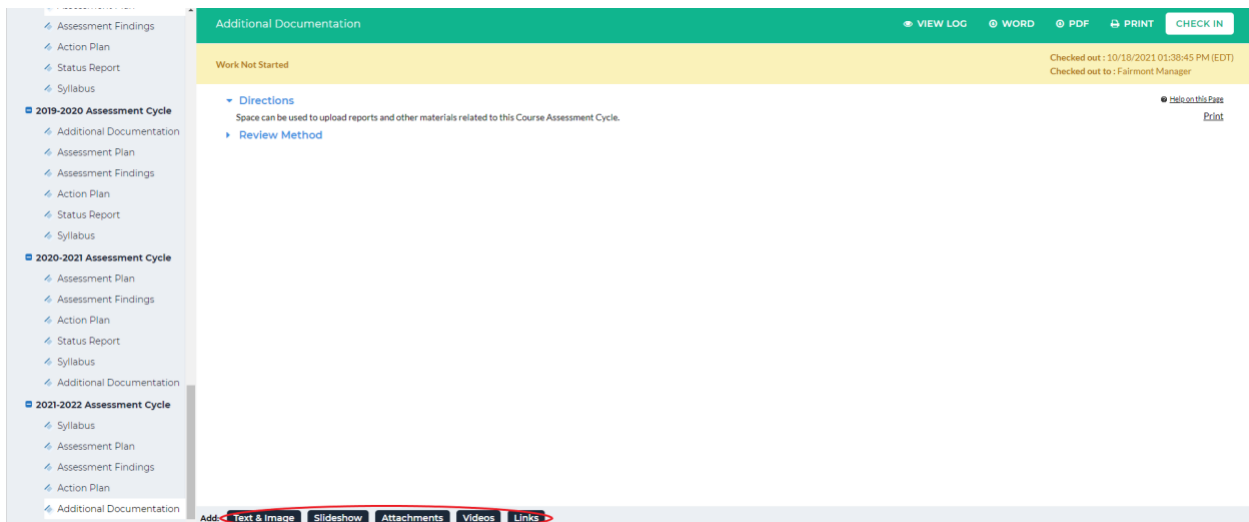
Additional Documentation

1. Log into Taskstream and select the course you want to edit
2. Once in the course, go to the current assessment cycle and click *Additional Documentation* and then *Check Out*



This space can be used to upload reports and other materials relating to this course

3. At the bottom, you will see five options; click the option you would like to add



4. (Text & Image) Clicking *Text & Image* will bring you to a screen with a textbox. You can also add an image by click *Add an image to your text section*

Add/Edit Text and Image for Additional Documentation

- Directions
- Review Method

Add an image to your text section (Optional)

- Insert Link to File Attachment (optional)

Cancel Check Spelling

SAVE DRAFT SAVE AND RETURN

(Max 200,000 Chars)

File Edit View Insert Format Tools Table

System Font 12pt

0 / 200000 CHARACTERS POWERED BY WATERMARK

Cancel Check Spelling

SAVE DRAFT SAVE AND RETURN

When you are finished adding the text/image, click *Save and Return* in the upper or lower right-hand corner

Add/Edit Text and Image for Additional Documentation

- Directions
- Review Method

Add an image to your text section (Optional)

- Insert Link to File Attachment (optional)

Cancel Check Spelling

SAVE DRAFT **SAVE AND RETURN**

(Max 200,000 Chars)

File Edit View Insert Format Tools Table

System Font 12pt

0 / 200000 CHARACTERS POWERED BY WATERMARK

Cancel Check Spelling

SAVE DRAFT **SAVE AND RETURN**

5. (Slideshow) Clicking *Slideshow* will bring you to a screen asking for a slideshow title. Once you have entered that in, click *Create Slideshow* below the textbox

Add/Edit Slideshow for Additional Documentation

- [Directions](#)
- [Review Method](#)

Slideshow Title :

To add an image to the slideshow, click *Choose File* on the left-hand side of the screen. Optionally, you can add a description in the textbox below *Choose File*. Once you have chose the image, click *Add image* at the bottom of the box

Add/Edit Slideshow for Additional Documentation

- [Directions](#)
- [Review Method](#)

Add New Slideshow Image

Name Image :

Select File : No file chosen

Description : (Optional)

Slideshow Title :

Current Slideshow Images :
No images added yet

You can view the image(s) you attached by clicking on the image name. Once you are done adding images, click *Save and Return* in the upper right-hand corner

Add/Edit Slideshow for Additional Documentation

• Directions
• Review Method

Cancel

DELETE ENTIRE SLIDESHOW SAVE **SAVE AND RETURN**

Add New Slideshow Image

Name Image :
Select File :
[Choose File] No file chosen
Description : (Optional)

Check Spelling Add Image

Slideshow Title :
Test Slideshow

Current Slideshow Images :
1. Test

Edit Remove All Move Up Move Down Remove Selected

Cancel

DELETE ENTIRE SLIDESHOW SAVE **SAVE AND RETURN**

6. (Attachments) Clicking *Attachments* will bring you to a screen where you can upload an attachment from your computer. To do this, click *Upload from Computer*, select the file you want to upload, then click *Save and Return* in the bottom right-hand corner

Add/Edit Attachments for Additional Documentation

• Directions
• Review Method

Add New Attachment

Select File :
Upload from Computer
Attach a previously uploaded file
An artifact created in Teststream (Rubric, Web page, etc.)

No files have been attached yet.

Cancel

SAVE AND RETURN

7. (Videos) Clicking *Videos* will bring you to a screen where you can upload a video from your computer. To do this, select *Choose File* and add in the requested information. Click *Add File* to upload the video

Add/Edit Video for Additional Documentation

- ▶ Directions
- ▶ Review Method

Add New Video No files have been attached yet.

Select File :
 A video saved on your computer
 Attach a previously uploaded video

No file chosen

Name File :

Play Length : (Optional)
minutes

Description : (Optional)

Once you are done uploading the video, click *Save and Return* in the bottom right-hand corner

Add/Edit Video for Additional Documentation

- ▶ Directions
- ▶ Review Method

Add New Video No files have been attached yet.

Select File :
 A video saved on your computer
 Attach a previously uploaded video

No file chosen

Name File :

Play Length : (Optional)
minutes

Description : (Optional)

8. (Links) Clicking *Links* will bring you to a page where you can enter in a link. Just copy the website link and paste it in the *Website URL* textbox. You can test the link by clicking *Test Link* beside the textbox. Click *Add Link* to upload the link

Add/Edit Web Links for Additional Documentation

• Directions
• Review Method

Cancel SAVE AND RETURN

Add New Web Link No links have been attached yet.

Name link :

Website URL : Test

Description : (Optional)

Check Spelling Add Link

Cancel SAVE AND RETURN

Once you are done adding the link, click *Save and Return* in the upper or lower right-hand corner

Add/Edit Web Links for Additional Documentation

• Directions
• Review Method

Cancel SAVE AND RETURN

Add New Web Link No links have been attached yet.

Name link :

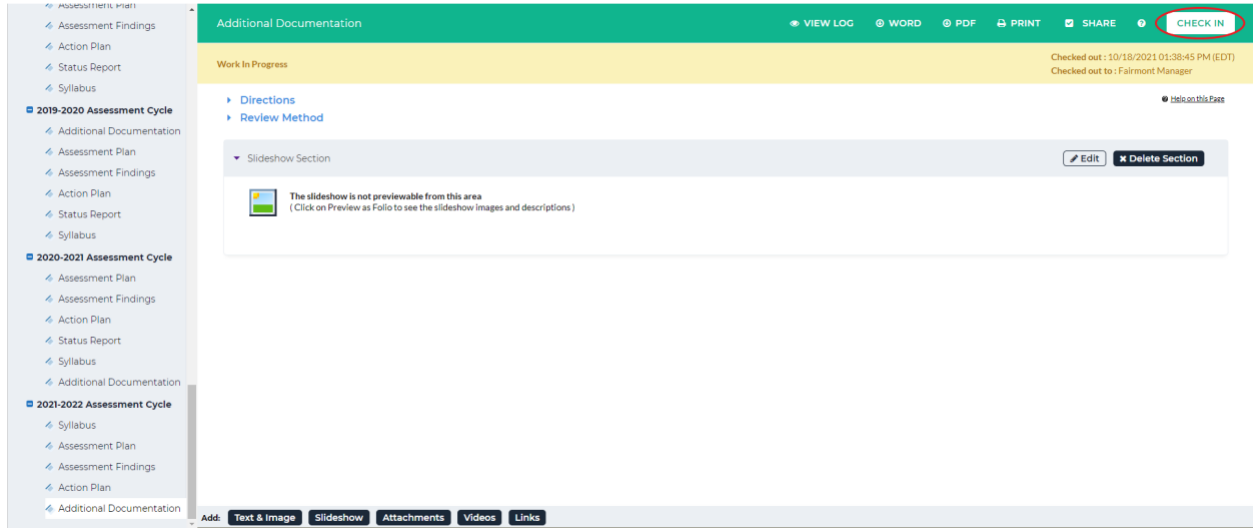
Website URL : Test

Description : (Optional)

Check Spelling Add Link

Cancel SAVE AND RETURN

9. When you are done adding attachments, click *Check In* in the upper right-hand corner



10. You will see a screen that says *Check In Successful* at the top. If you'd like, you can add comments on the updates you made that will be recorded in the log for future reference. Click *Submit Comment* after entering in your comment. If you do not want to add in a comment, click *Return to Work Area* at the top of the screen

