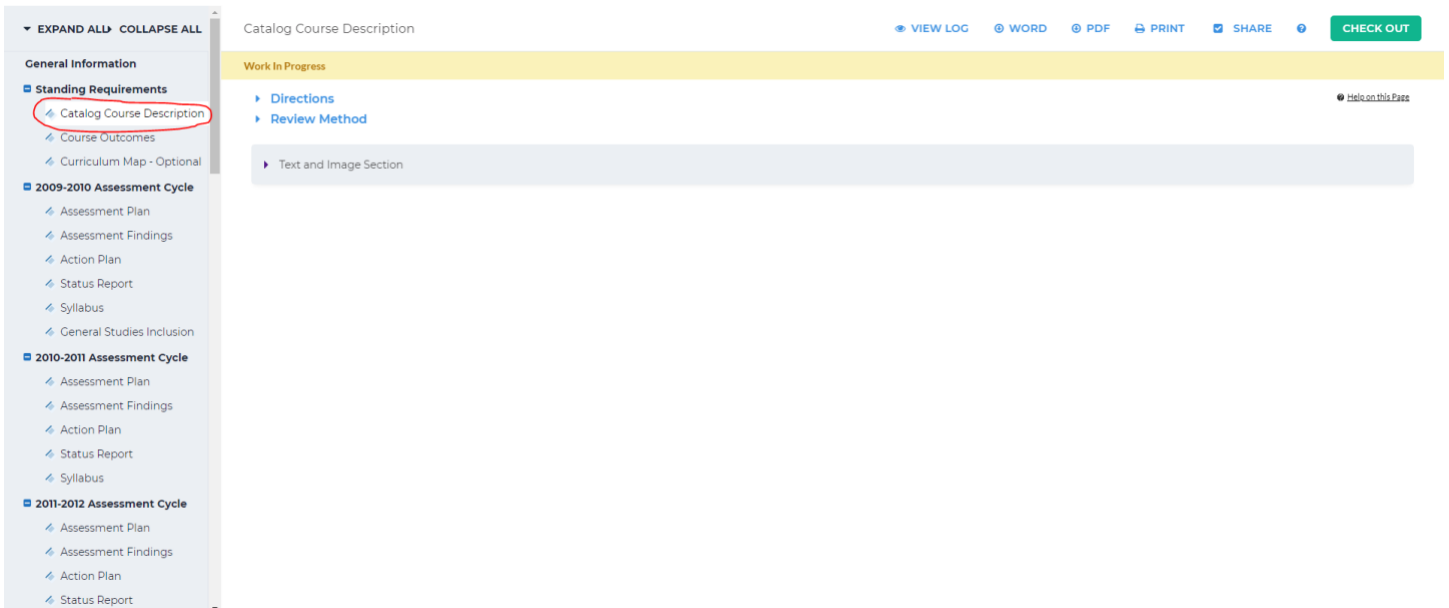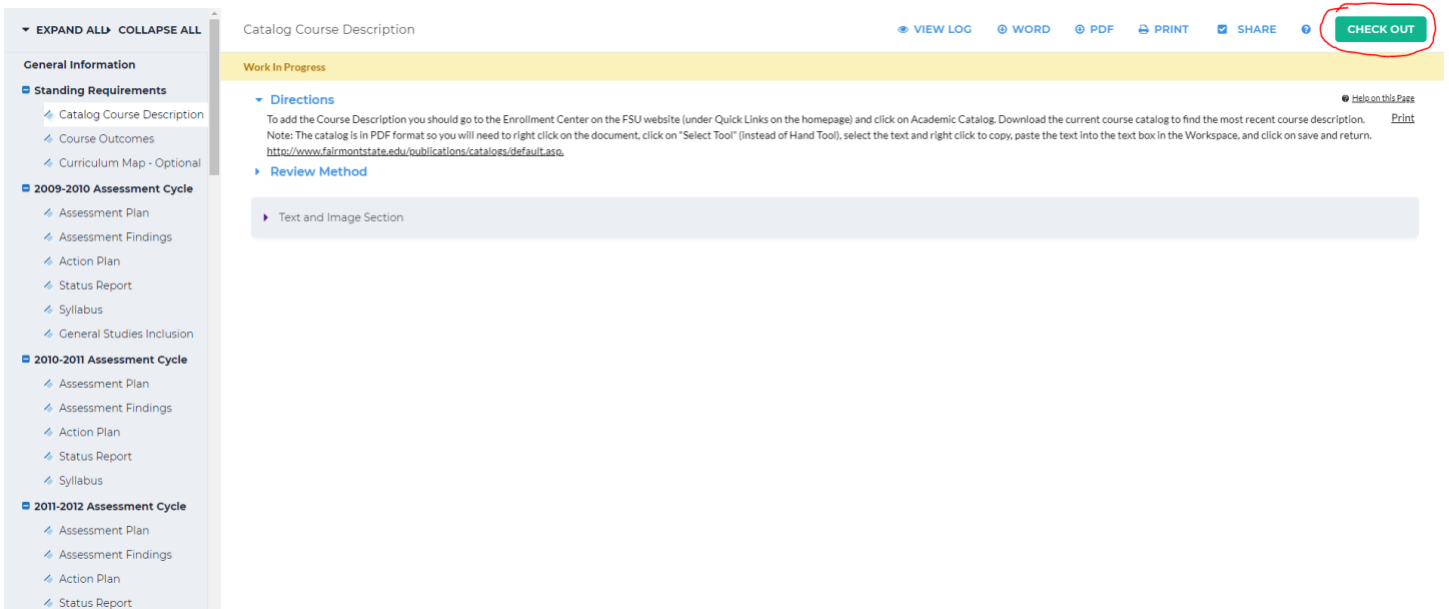# Course Catalog Description

1. Log into Taskstream and select the course you want to edit

2. Once in the course, select *Catalog Course Description* in the panel on the left side of the screen

3. Click the arrow next to *Directions* to display the directions for this section. Once you have navigated to the catalog course description and copied the text, select *Check Out* in the upper right-hand corner of the screen
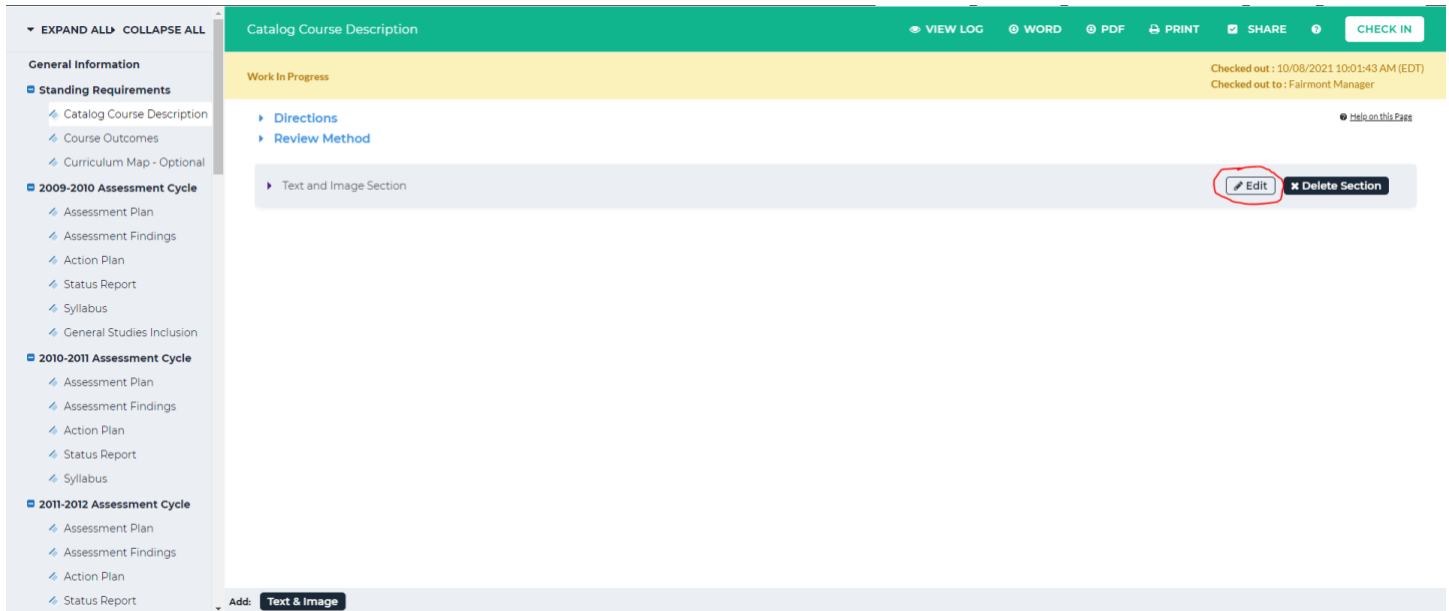
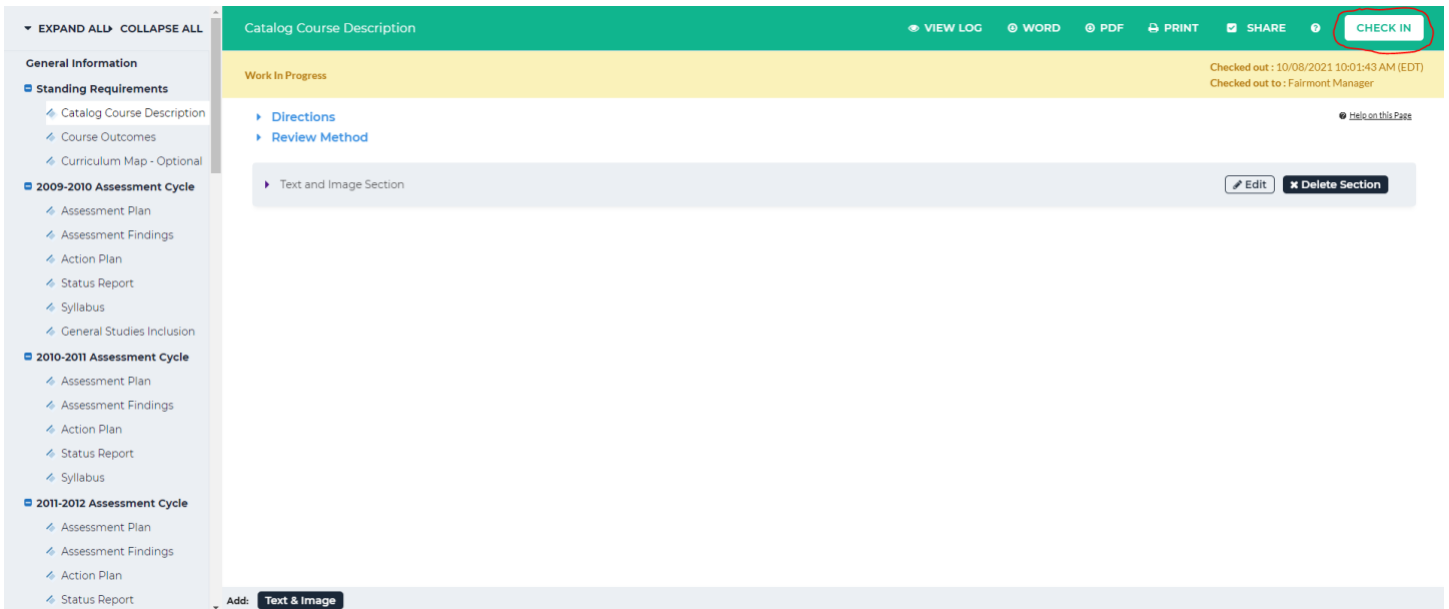4. At the bottom of the page, beside *Add:*, click *Text & Image*.

A new page will open with a textbox; paste in the course catalog description that was copied in the previous step. To add an image to this section, click *Add an image to your text section*. Adding an image is optional.

5. When you are done pasting in the course description text (and optionally adding in an image), click either of the *Save and Return* buttons below or above the text box

6. You will be brought back to the main *Course Catalog Description* screen where you will see the copied text/image you added. If you would like to make a change, click *Edit* in the *Text and Image Section*

If no edits are needed, click *Check In* in the upper right-hand corner of the screen

7. 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