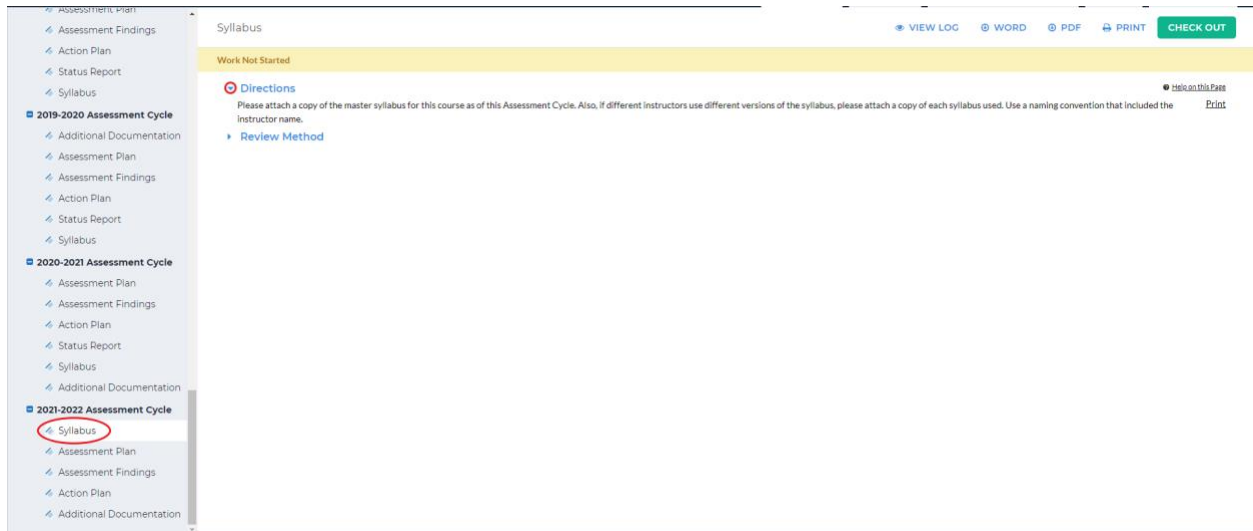


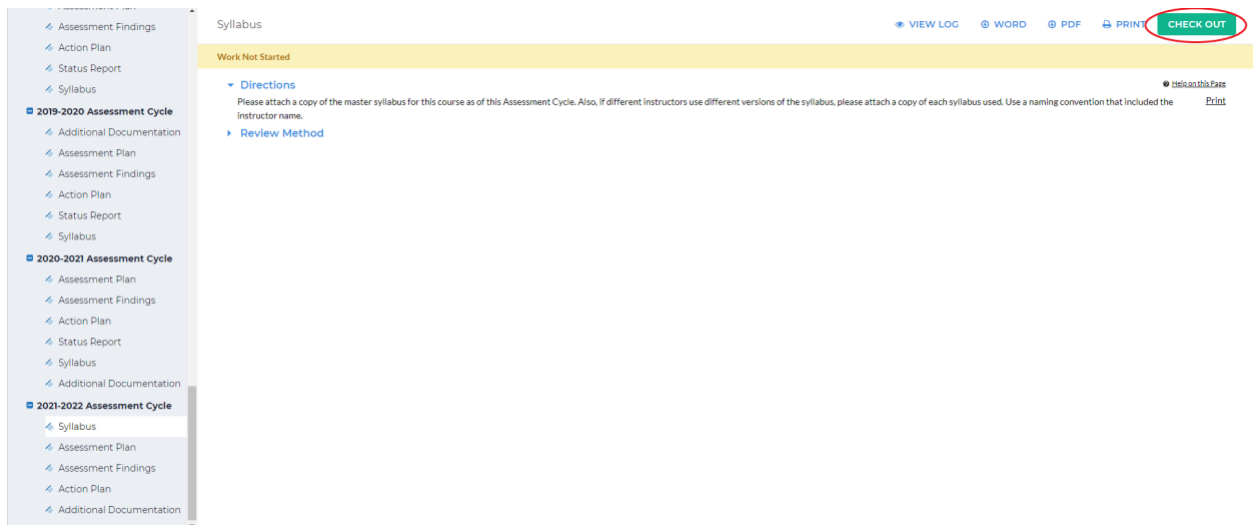
## Syllabus

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 *Syllabus*. If the directions are not displayed, click the word *Directions* or the arrow beside it to display the directions



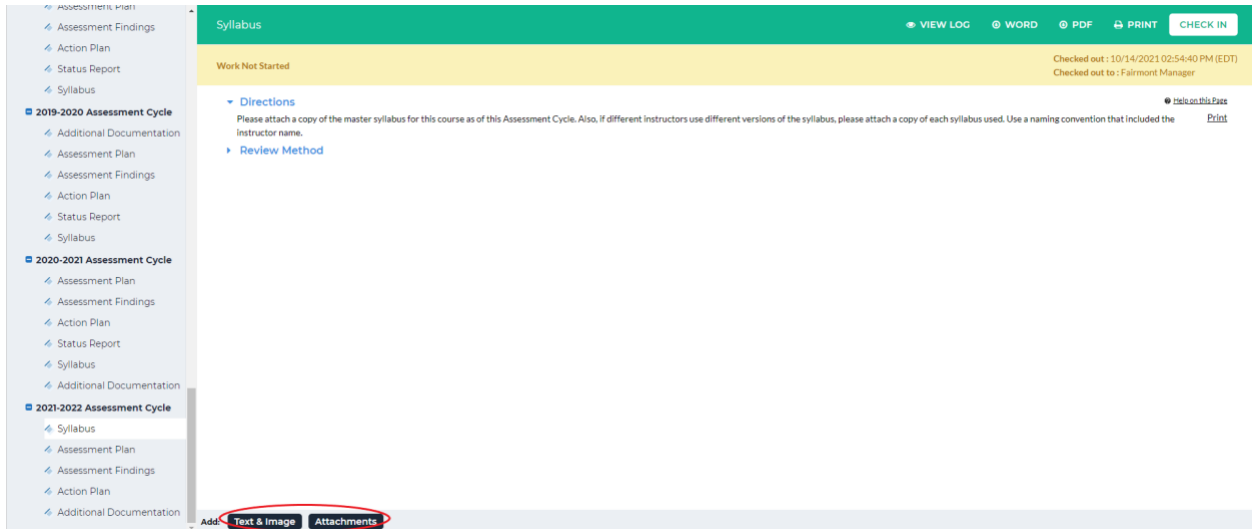
The screenshot shows the 'Syllabus' page in Taskstream. On the left is a navigation menu with 'Syllabus' selected under the '2021-2022 Assessment Cycle'. The main content area has a yellow header 'Work Not Started'. Below it, the 'Directions' section is expanded, showing instructions: 'Please attach a copy of the master syllabus for this course as of this Assessment Cycle. Also, if different instructors use different versions of the syllabus, please attach a copy of each syllabus used. Use a naming convention that included the Instructor name.' There is a 'Print' link and a 'Review Method' link. In the top right corner, there are buttons for 'VIEW LOG', 'WORD', 'PDF', 'PRINT', and 'CHECK OUT'.

3. Once you have read the directions, click *Check Out* in the upper right-hand corner



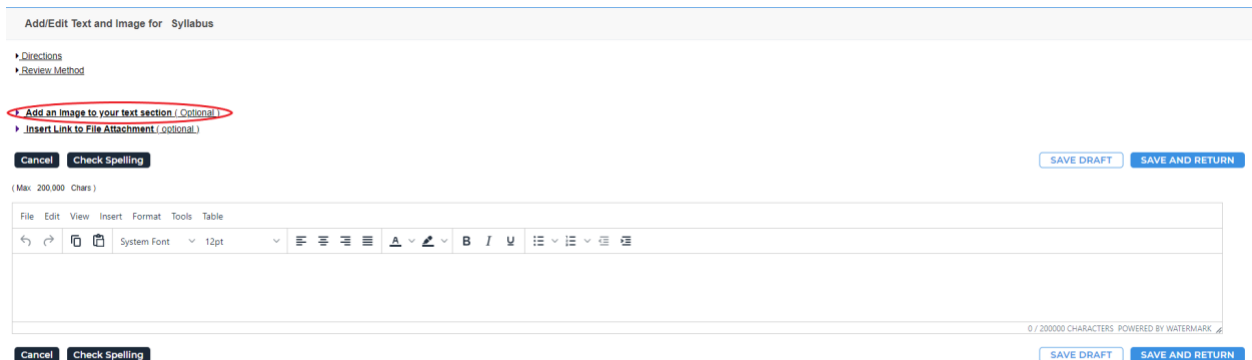
This screenshot is identical to the previous one, but the 'CHECK OUT' button in the top right corner is circled in red, indicating the final step of the process.

4. You either add in text and image or an attachment. To add in text and image, click *Text & Image*. To add in an attachment, click *Attachment*



5. (Text & Image)

After selecting *Text & Image*, you will see a screen with a text box in the middle. You can type your syllabus in in the text box. To add an image, click *Add an Image to your text section*



Once you are done adding in your text and/or image, click *Save and Return*

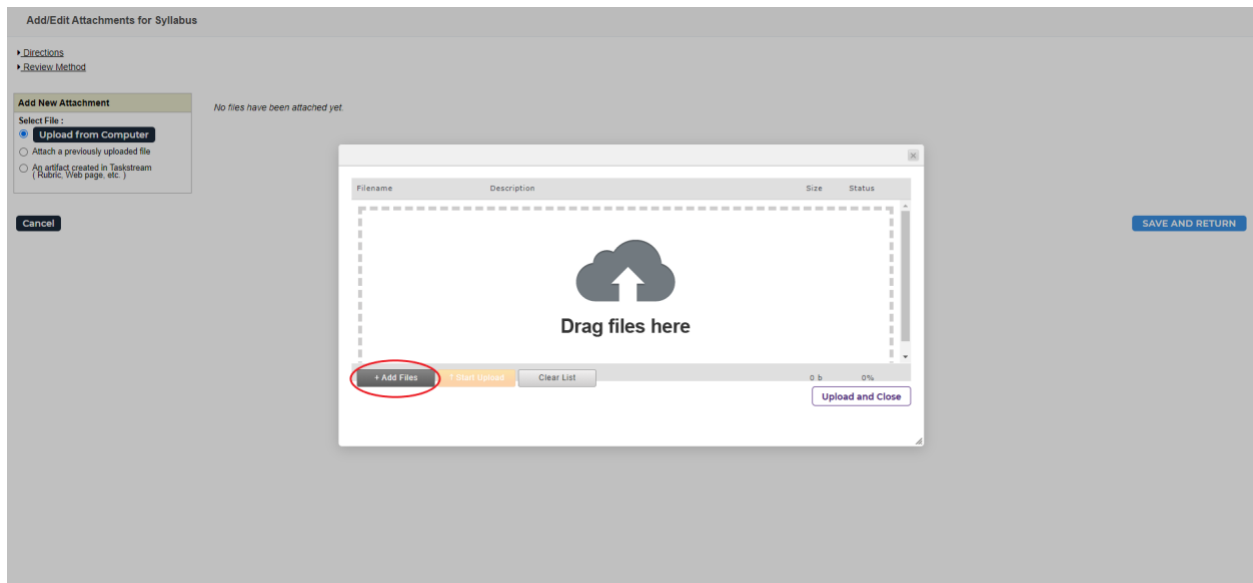
The screenshot shows the 'Add/Edit Text and Image for Syllabus' interface. At the top, there are links for 'Directions' and 'Review Method'. Below these are two optional sections: 'Add an image to your text section (Optional)' and 'Insert Link to File Attachment (optional)'. The main area is a text editor with a toolbar containing options like 'System Font', '12pt', 'B', 'I', 'U', and 'A'. There are two 'Cancel' and 'Check Spelling' buttons on the left side of the editor. On the right side, there are two buttons: 'SAVE DRAFT' and 'SAVE AND RETURN', with the latter being circled in red. A character count '0 / 200000 CHARACTERS' is visible at the bottom right of the editor area.

## 6. (Attachments)

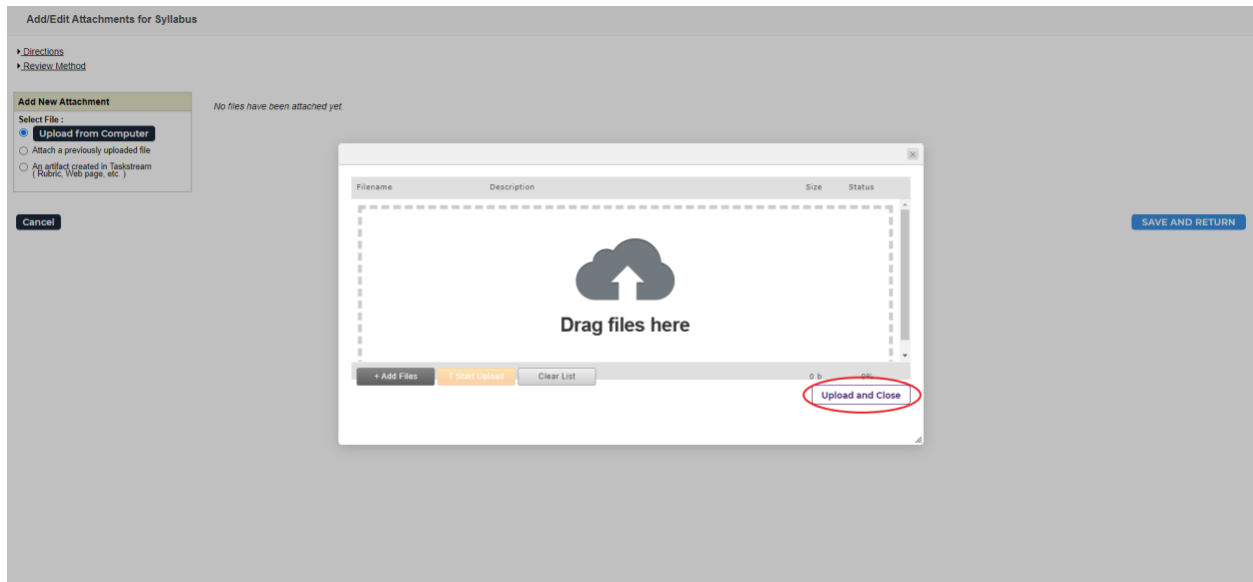
After selecting *Attachments*, you can choose to upload the attachment from your computer, a previously uploaded files, or an artifact created in Taskstream. The most common one is to upload that attachment from your computer. To do this, click *Upload from Computer*

The screenshot shows the 'Add/Edit Attachments for Syllabus' interface. It features links for 'Directions' and 'Review Method'. A dialog box titled 'Add New Attachment' is open, with the text 'No files have been attached yet.' to its right. The dialog has three radio button options: 'Upload from Computer' (which is selected and circled in red), 'Attach a previously uploaded file', and 'An artifact created in Taskstream (Quizzic, Web page, etc.)'. At the bottom of the dialog are 'Cancel' and 'SAVE AND RETURN' buttons.

Click *Add Files* to open a file explorer, find the file you want to upload, then click *Open* in the dialog box



Once you have uploaded a file, click *Upload and Close* in the bottom right-hand corner



Click *Save and Return* on the right-hand side of the screen

Add/Edit Attachments for Syllabus

► Directions  
► Review Method

**Add New Attachment** No files have been attached yet.

Select File :

- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Rubric, Web page, etc.)

Cancel

SAVE AND RETURN

7. Once you are done adding your syllabus, click *Check In* in the upper right-hand corner

Syllabus

VIEW LOG WORD PDF PRINT SHARE CHECK IN

Work In Progress Checked out : 10/14/2021 02:54:40 PM (EDT)  
Checked out to : Fairmont Manager

► Directions  
► Review Method

▼ Text and Image Section Edit Delete Section

Test Syllabus

Add: Text & Image Attachments

8. 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

Check In Successful

You have checked in the following area : 2021-2022 Assessment Cycle : Syllabus

[Return to Work Area](#)

Optional

Check in all other areas checked out by you (not applicable)

Add comment to the revision history log :

What would you like to do next?

Return to Work Area

Go to Submission Area

**Submit Comment**