

Taskstream Faculty Manual – Enable TS and Create Assignments

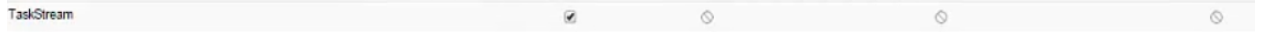
This manual is covering the steps of activating and utilizing Taskstream in your Blackboard course. Any questions relating to the operation of Taskstream should be brought to your faculty department representative for Taskstream, [Tamil Periyaswamy](#), or Rob Alford in the [EHS Learning Commons](#).

ACTIVATING TASKSTREAM AND CREATING TASKSTREAM ASSIGNMENTS

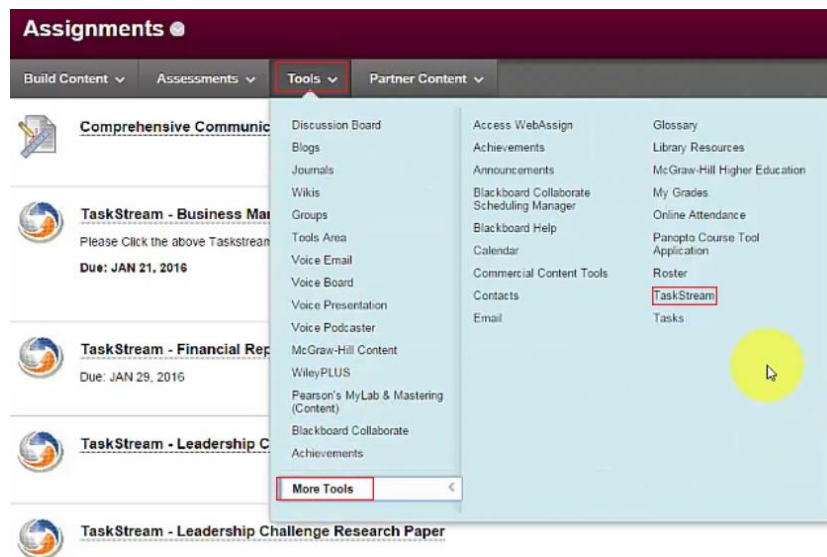
1. Open the Blackboard shell for your course and click on **Customization** in the lower left corner. Then choose **Tool Availability**.



2. Scroll down until you find the *Taskstream* option. Check the first box to enable the tool. Scroll down and click **Submit** when finished. Taskstream will now be enabled.



3. Click on the **Assignments** tab (or wherever you would like your assignments to show for your Blackboard course). Click on the **Tools** menu in the top menu bar, select **More Tools**, then select **Taskstream**.



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4. Be default, the Taskstream link will be titled “Taskstream”. It is encouraged to keep this in the first part of your assignment title followed by a dash then your project or assignment title. Example: “Taskstream – Literature Review Paper”
Enter assignment directions in the “Text” area under the Link Name and click **Submit** when finished.

Create Link: TaskStream

* Indicates a required field.

LINK INFORMATION

* Link Name

Color of Name

Link Tool: TaskStream

Text

(Rich text editor toolbar with options for font, size, color, background color, bold, italic, underline, list, link, unlink, insert, and table)

NOTE: if you have multiple Taskstream assignments, they will all show up at the same time when a student clicks one of the Taskstream assignments to turn in. They need to ensure they are clicking the right assignment again when they go to turn it in.

Students will need to select the assignment link you created, then select the assignment again to turn it in correctly.

TaskStream - Business Management
Please Click the above Taskstream link to submit your assignment.
Due: JAN 21, 2016

TaskStream - Financial Reporting
Due: JAN 29, 2016

Demo_MA in Educational Leadership
EDL 662: Business Management
Status: Evaluated

Demo_MA in Educational Leadership
EDL 662: Financial Reporting
Status: Work In Progress

SEE VIDEO DEMO OF SETUP: https://www.youtube.com/watch?v=Y_zX9bBpn1o