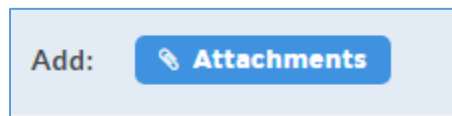


How to Upload a Course-Based (“Key”) Assessment to Taskstream

1. Login to Taskstream at <https://login.taskstream.com/signon>.
2. Click on “Course-Based Assessments X-Term.”
3. Find your class on the right hand menu, and click on the assignment that you want to submit.
4. Click on the “Add: Attachments” button.



5. From the “Add New Attachment” menu, select “Upload from Computer.”
6. Click “+ Add Files” and find your document through the browser or drag and drop it into the space provided.
7. Click the orange “Start Upload” button.



8. Click “Upload and Close.”
9. Click “Save and Return.”
10. Then on the next page, Click “Submit Work.”

