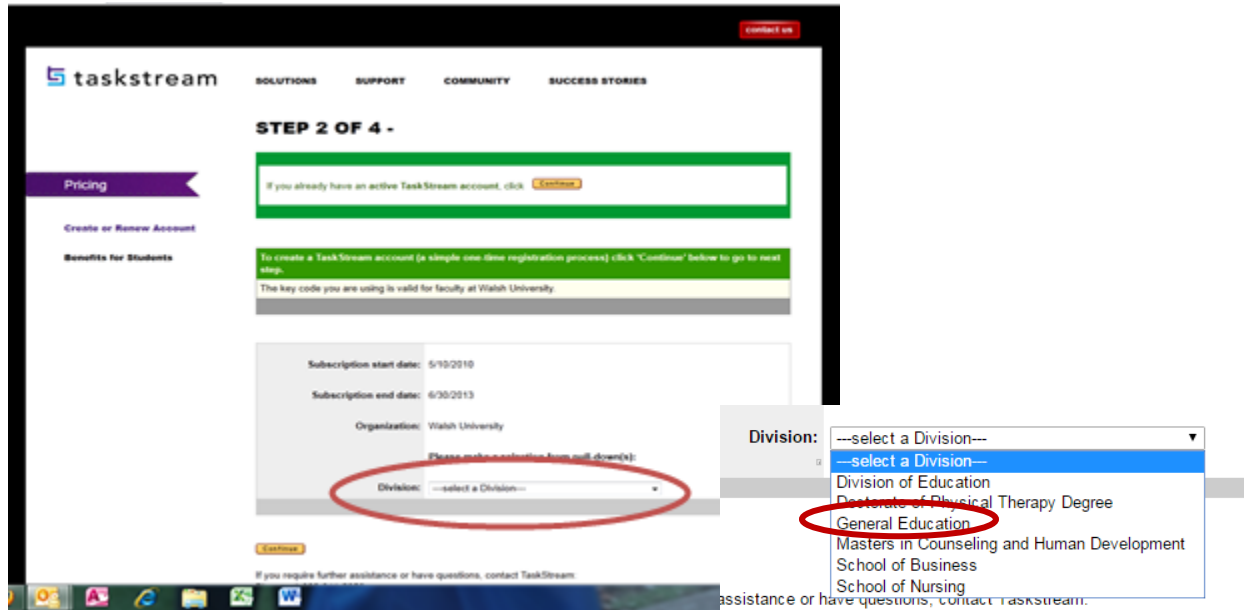


TASK STREAM REGISTRATION

1. Log into MyWalsh at my.walsh.edu with your Walsh username and password. Click the My Education Tab and click the TaskStream icon in the lower right hand corner of screen.

NEVER REGISTERED IN TASKSTREAM

If you've never registered in TaskStream the following screen should appear. Click the dropdown to choose your Division. Choose General Education.



NOTE: If this screen does not appear and asks for a credit card select the **“I have a code”** and enter **B5L8XU PZD3VZ** (If neither of these screens display, you are registered). Scroll down until you see Division dropdown.

2. A TaskStream Registration form should appear with some empty fields and your user name filled out with your Walsh User ID. Fill in the empty fields.

Step 3 of 4 - Personal Information

Please complete each of the fields below. If you are creating a new account you will need to create a username and password (remember to write these down so you don't forget). All fields are required.

General Information (required by Taskstream)	
First name:	<input type="text" value="Student"/>
Last name:	<input type="text" value="Dude"/>
Email:	<input type="text" value="studentdude@walsh.edu"/>
Confirm Email:	<input type="text" value="studentdude@walsh.edu"/>
Home/Cell Phone:	<input type="text"/>
Alternate Phone: (optional)	<input type="text"/>
Username: (minimum 5 characters)	<input type="text" value="studentdude"/>
Password: (6 characters, must contain at least 1 number) (Please note: passwords are case sensitive)	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>

3. Click the **Continue** button after filling in the fields and accepting the end user agreement.

4. Click **Continue** after confirming your registration.

5. Your registration is complete, click the Click to log in now!

Registration Complete

Thank you for registering with Taskstream!

We hope that you enjoy using the site.

[Click to log in now!](#)

If you require further assistance or have questions, contact Taskstream:

Phone: 1-800-311-5656

Email: help@taskstream.com

6. Log in with your Walsh username and password. If you entered a new password during registration, use that one.

7. This screen will appear once you are logged in, click the Enter Code button.

taskstream Student Dude My Account Logout IM Help

Home Folios & Web Pages Standards Communications Resources Analytics

Welcome Student Dude

Walsh University has selected Taskstream to better organize and demonstrate learning achievement within your programs of study. We value you as a client and look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.

We also encourage you to share your suggestions regarding improvements and feature requests directly with us. Simply click on the 'Suggestions' link on the Help page to contribute to the continuing development of the Taskstream tools. Wishing you great success.

Taskstream Do not display this again

The Learning Achievement Tools (LAT) by Taskstream facilitates the demonstration and assessment of learning achievement for improving teaching and learning. The customizable, easy-to-use feature set includes: electronic portfolios, outcomes assessment and data collection, standards-based lesson and unit planning, communication tools, shared resources, surveys, and field placement and clinical practice management.

You are currently not enrolled in any active programs. If you are a student and have a self-enrollment code, enter it here to enroll yourself as an author. If you do not have a code, please contact your instructor or the Taskstream Coordinator at your institution.

[Click here to view completed program work but are no longer enrolled, you can access this old work to view or copy.](#)

[Enter Code](#) [Read More](#)

Search for Items

- Enter Title Keywords -
- Select Item Type - [Go](#)

My Links [Manage](#)

- Messages
- Announcements
- [Add a Link](#)

My Folders [Manage](#)

- Recently Edited Items
- Recently Deleted Items
- [Create a New Folder](#)

[Mentoring Services Assistance](#)

8. Enter the program code GENED17 in the box and click Search

taskstream Student Dude My Account Logout IM Help

Home Folios & Web Pages Standards Communications Resources Analytics

Self Enrollment

Home > Self Enrollment

Directions: To self-enroll into a program, enter your program code below. Program codes are created by your institution. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.

Enter program code: [Search](#)

Help with Self Enrollment

If you are a reviewer or evaluator, you CANNOT self-enroll into a program; you must be manually enrolled by a program manager.

- About self-enrolling into programs

9. Click the **Enroll** button

taskstream Student Dude My Account Logout IM Help

Home Folios & Web Pages Standards Communications Resources Analytics

Self Enrollment

Home > Self Enrollment > **Program Information**

Directions: Confirm your program selection below [Help on this Page](#)

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Program: Gen Ed 2015-2016
DRP used in program: Gen Ed 2015-2016
Program Status: Inactive

Note: Because this program is still inactive, it will not appear on the 'My Programs' home page until the program coordinator for this program makes it active.

Program Description: Evaluating courses with Diversity Speech

[Cancel - Do Not Enroll](#) [Enroll](#)

10. You should receive a Self Enrollment Confirmation. You are enrolled. Click the Return to the home page.

Self Enrollment Confirmed

Home » Self Enrollment » Confirmation

You have successfully enrolled into the following program: **Gen Ed 2015-2016**

Note: This program is inactive and will not appear on the home page until the program coordinator for this program makes it active.

What would you like to do?

Return to the home page Self-enroll into another program

11. You will now see the program on the home page. Use the **Quick Start Guide for Authors** handout to submit your work.

Work on a program

DRF PROGRAM

DRF

Gen Ed 2015-2016 »

Evaluating courses with Diversity Speech

ALREADY REGISTERED IN TASK STREAM AND NEED TO ENROLL IN GENED PROGRAM

1. Log into Task Stream at www.taskstream.com with your Walsh username and TaskStream password you have set up.
2. Click the **Enter Code** button.

Home Folios & Web Pages Lessons, Units & Rubrics Standards Communications Resources **TS Coordinator**

This will be your programs area

If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please contact your instructor.

Enter Code

[Read More](#)

The Learning Achievement Tools (LAT) by Taskstream facilitates the demonstration and assessment of learning achievement for improving teaching and learning. The customizable, easy-to-use feature set includes: electronic portfolios, outcomes assessment and data collection, standards-based lesson and unit planning, communication tools, shared resources, surveys, and field placement and clinical practice management.

You are currently not enrolled in any active programs. If you are a student or author and have a self-enrollment code, enter it using the 'Enter Code' button to the left. If you do not have a code and you believe you should be enrolled in a program, contact your instructor or call Mentoring Services at 1.800.311.5656 and press 1 for support.

3. Enter the code for GenEd –GENED17 and click the **Search** button.

The screenshot shows the TaskStream interface. At the top, there is a navigation bar with the TaskStream logo and the Walsh University logo. Below the navigation bar, there is a menu with options: Home, Folios & Web Pages, Standards, Communications, Resources, and Analytics. The main content area is titled 'Self Enrollment'. It includes a breadcrumb trail: Home > Self Enrollment. Below this, there are directions: 'Directions: To self-enroll into a program, enter your program code below. Program codes are created by your institution. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.' There is a text input field labeled 'Enter program code:' containing the text 'gened16'. To the right of this field is a yellow 'Search' button, which is circled in red. On the right side of the page, there is a 'Help with Self Enrollment' section with a warning: 'If you are a reviewer or evaluator, you CANNOT self-enroll into a program; you must be manually enrolled by a program manager.' Below this, there is a link: 'About self-enrolling into programs'.

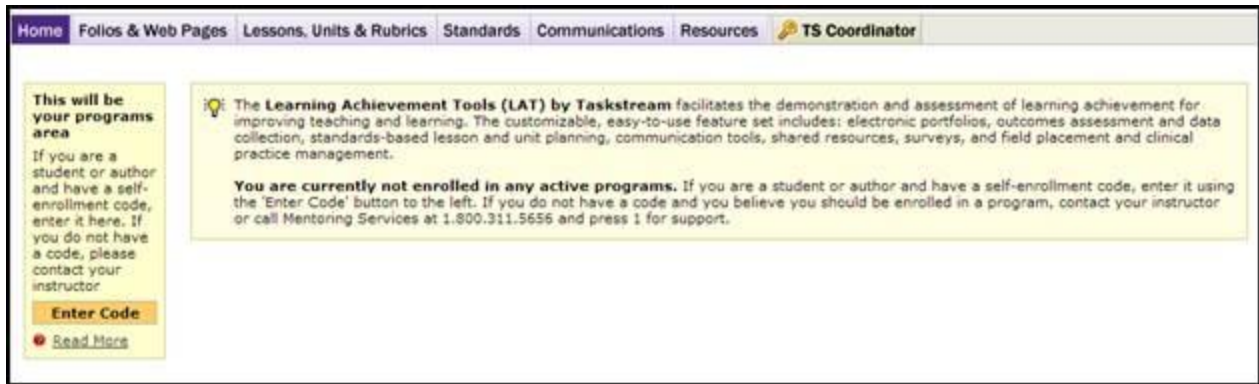
4. Click the **Enroll** button


The screenshot shows the TaskStream interface. At the top, there is a navigation bar with the TaskStream logo and the Walsh University logo. Below the navigation bar, there is a menu with options: Home, Folios & Web Pages, Standards, Communications, Resources, and Analytics. The main content area is titled 'Self Enrollment'. It includes a breadcrumb trail: Home > Self Enrollment > Program Information. Below this, there are directions: 'Directions: Confirm your program selection below'. There is a 'Help on this Page' link. Below the directions, there is a bolded instruction: 'If this is the correct program, click the 'Enroll' button to complete the enrollment process.' Below this, there is program information: 'Program: Gen Ed 2015-2016', 'DRF used in program: Gen Ed 2015-2016', and 'Program Status: Inactive'. There is a note: 'Note: Because this program is still inactive, it will not appear on the 'My Programs' home page until the program coordinator for this program makes it active.' Below the note, there is a 'Program Description: Evaluating courses with Diversity Speech'. At the bottom right, there are two buttons: 'Cancel - Do Not Enroll' and a yellow 'Enroll' button, which is circled in red.

5. You should receive a Self Enrollment Confirmation. You are enrolled. Click the **Return to the home page** button.

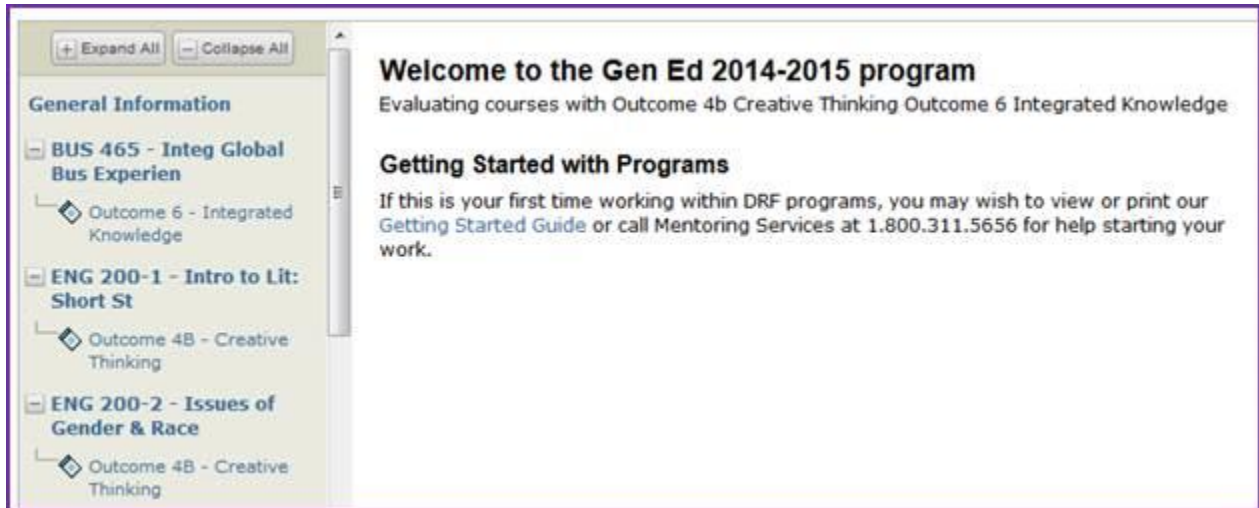
You may have registered in TaskStream, but never enrolled in a program or you need to enroll in the new Gen Ed program

1. Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream icon in the lower right hand corner of screen. The screen below or something similar will appear.



- Click on the  button and enter **gened**. Follow the next few prompts and you should now be in a screen that looks similar to the one below:

S



- Locate your course. If it is not expanded, click on the “+” sign. Click on the outcome you are submitting your artifact to.
- Follow Steps 4-7 in the section labeled “**To Attach an Artifact**”

You may have registered in TaskStream, and are enrolled in a program

- Log into TaskStream through your MyWalsh account -> MyEducation Tab and click TaskStream icon in the lower right hand corner of screen. The screen below will appear.
- Click on **General Education** link.
- Locate your course. If it is not expanded, click on the “+” sign. Click on the outcome you are submitting your artifact to. You are required to upload at least 2 artifacts under the 2 different outcomes associated with your course (a few courses have 3 outcomes).
- Follow Steps 4-7 in the section labeled “**To Attach an Artifact**”