

# Quick Guide to Taskstream: Part 2: Submitting Documents

**Step 1: Select the appropriate assignment from the main project menu.**

**Taskstream Assignment** taskstream  
by Watermark™

If any of your Taskstream assignments are missing, please contact your instructor or the Taskstream Coordinator at your Institution.

General Education Submission

**DEC100: Reflection**  
Status: Work Not Started

**1** Select assignment from project menu

**Step 2: Click **Work** then the **Attachments** button.**

Alternatively, select **Text & Image** to type directly in an editor or upload images.

← Go Back to Taskstream Assignment Help taskstream  
by Watermark™

**Reflection**  
Status: Work Not Started

Directions **Work** Results & Comments

**2** Select Work then Attachments

+ Attachments + Text & Image

Option: select Text & Image to type text in an editor

**Start work**  
Add text, images, and more.

Step 3: Select **Upload from Computer**. Optionally, you can attach a file you previously uploaded to Taskstream or copy an artifact from your ePortfolio or Folio.

### Add/Edit Attachments for Engage Project

▶ DIRECTIONS

▶ EVALUATION 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 ( Lesson, Folio, etc. )


**3** Select source. For first submission, Upload from Computer

CANCEL SAVE AND RETURN

Steps 4-5: Select the **Add Files** button to browse your computer or drag and drop from your file manager (e.g. My Computer on a PC or Finder on a Mac), then upload.

### Add/Edit Attachments for Engage Project

▶ DIRECTIONS

Filename	Description	Size	Status
<b>4</b> Either drag file from computer or click Add files and browse for file			
 Drag files here			
<b>5</b> After selecting file click Start Upload for multiple files or Upload and Close for one (or last) file			

+ Add Files   ↑ Start Upload   Clear List   0 b   0%   Upload and Close

## Step 6: Almost done.

From the confirmation screen you can either click **Save and Return** to complete your upload, or select one of three options: View, Edit, or Delete.

**Add/Edit Attachments for Engage Project**

► DIRECTIONS

► EVALUATION METHOD

✓ Your file was successfully added and appears on the list below.

**Add New Attachment**

Select File :

- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Lesson, Folio, etc.)

CANCEL

**Currently Attached Uploaded Files**

Word Document (Open XML)

[DEC100\\_FinalReflection.docx](#)  
Michelle's Final Reflection (Week 7)

View Edit Delete

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Almost done. Click Save and Return (to main menu)

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Optionally: from list of attached files, view, edit or delete

SAVE AND RETURN

## Step 6: Submit

For the final step, click the **Submit Work** button to finalize your assignment.

**Engage Project**

Status: Work In Progress

Please don't forget to hit the submit button when you're done.

SUBMIT WORK

Directions Work Results & Comments

+ Attachments + Text & Image

Attachments

Files

[DEC100\\_FinalReflection.docx](#)  
Michelle's Final Reflection (Week 7)

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Finally, click Submit Work