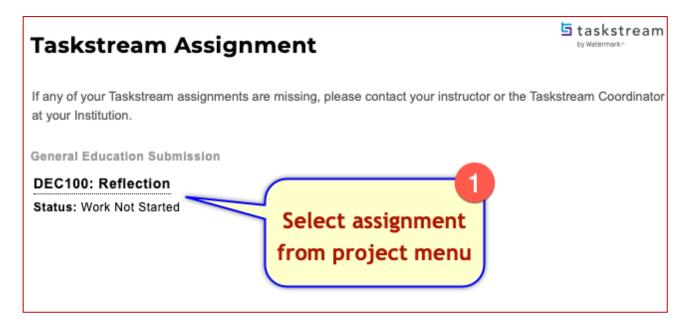
Quick Guide to Taskstream:

Part 2: Submitting Documents

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

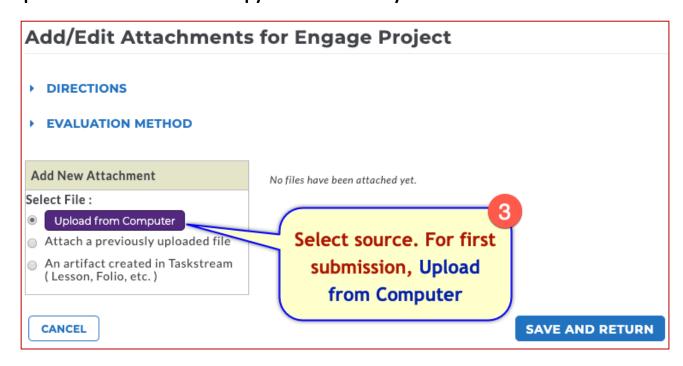


Step 2: Click Work then the Attachments button.

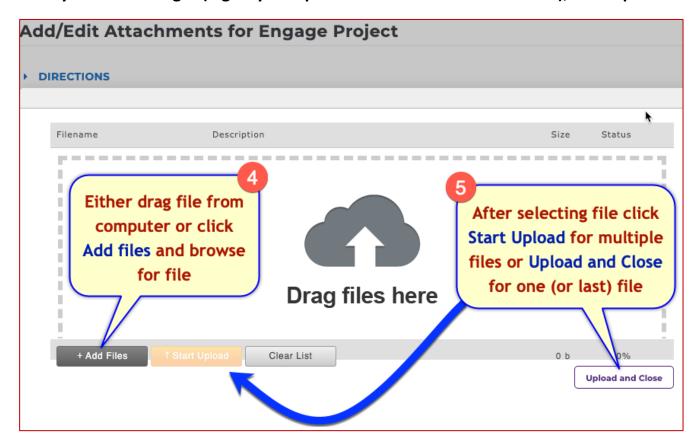
Alternatively, select Text & Image to type directly in an editor or upload images.



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.

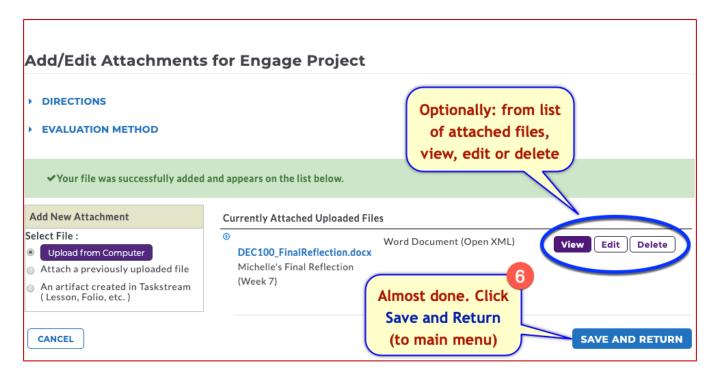


Steps 4-5: Select the Add Files button to browse your computer or drag and drop from your file manager (e.g. My Computer on a PC or Finder on a Mac), then upload.



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.



Step 6: Submit

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

