

Taskstream/Watermark for Students

Log into Blackboard via the MyCLU portal (www.callutheran.edu/myclu)

Navigate to your Blackboard course.

In the left-hand navigation pane, select **Taskstream** from the tabs listed.

Note: The placement may be higher or lower in the tabs, depending on your course.

EDCG-581-05 - 20/FA Students Start Here!

Students Start Here!

Students Getting Started 1, 2, 3 ...
Dear Students,
The steps below will provide you important information to give you a seamless experience in your

1. Is your browser compatible to access the content in this course? Please verify by clicking the hardware/software requirement PDF document located in the Tools/Resources folder.
2. Watch how to navigate your course video to have a better understanding of the course layout and flow.
3. Review the technical requirements below and go to the "Student Resources" module for more information.
4. Review course Syllabus and print it. Make sure to take good notes of specific dates of the course.

How to Navigate Your Course
Please watch the "How to Navigate your Course" video below in its entirety.

Minimum technical skills required for the course
You must know how to use Blackboard, the learning management system. With in Blackboard, you must know how to read assignment instructions, post and reply in Discussion board, submit your assignment, etc. Other than Blackboard, you need to know how to use Zoom to get the weekly live chat session. Additionally, you must understand basic Microsoft Office applications such as Word, PowerPoint, and Excel to successfully complete this class.
To learn more about how to use Blackboard, please visit [Blackboard's YouTube playlist](#) for students.
To learn more about how to use Zoom, please visit [Zoom's website](#).
To learn more about how to use Microsoft Office applications, please visit [Office 365 Training Center's website](#).

Hardware - Software Requirements
Attached file: [Hardware - Software Requirements \(2/17/2020\)](#)

Description: This video will walk you through the layout of your course in Blackboard.
Time: (3:41)
[View the How to Navigate Your Course Transcript \(PDF\)](#)

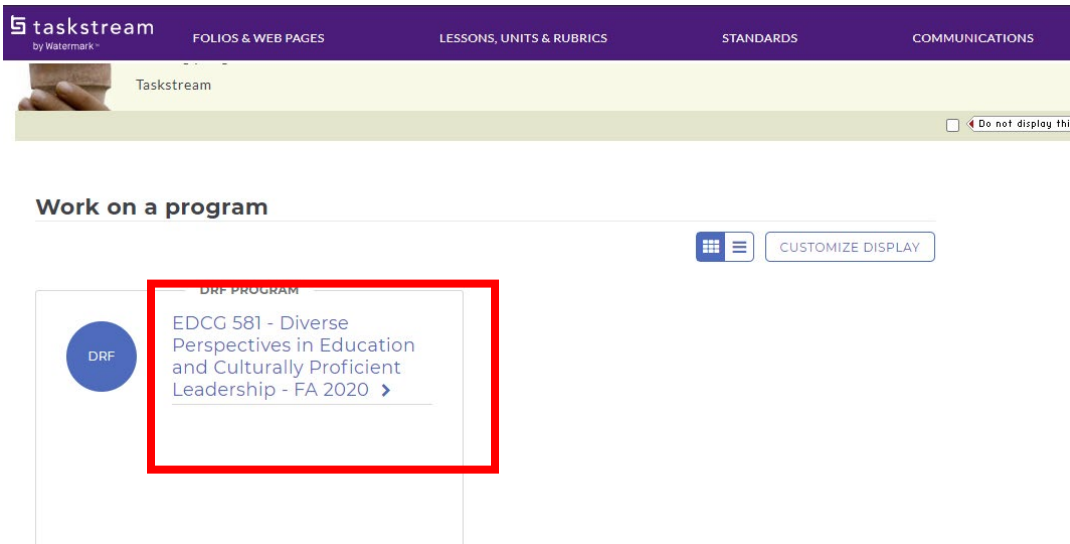
Minimum technical skills required for the course

Taskstream

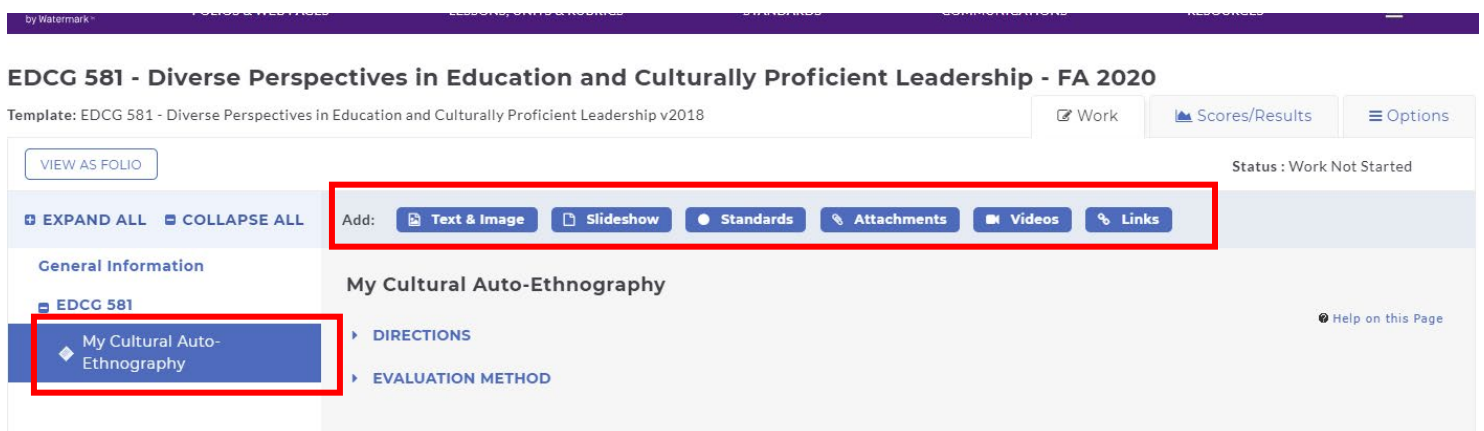
You will automatically be redirected to the **Taskstream** page.

Navigate to a specific DRF (Course) [Ex. EDCG 581].

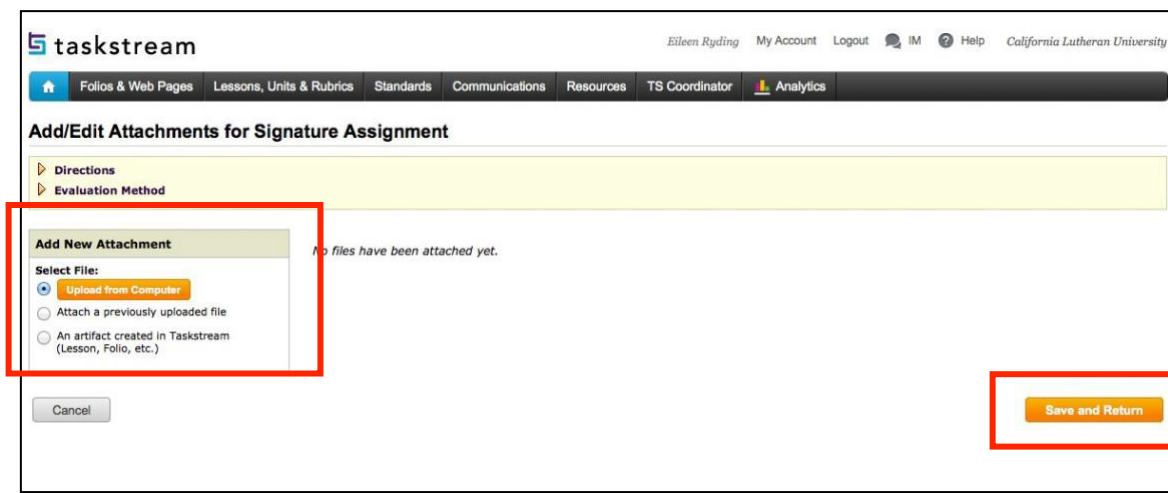
Example



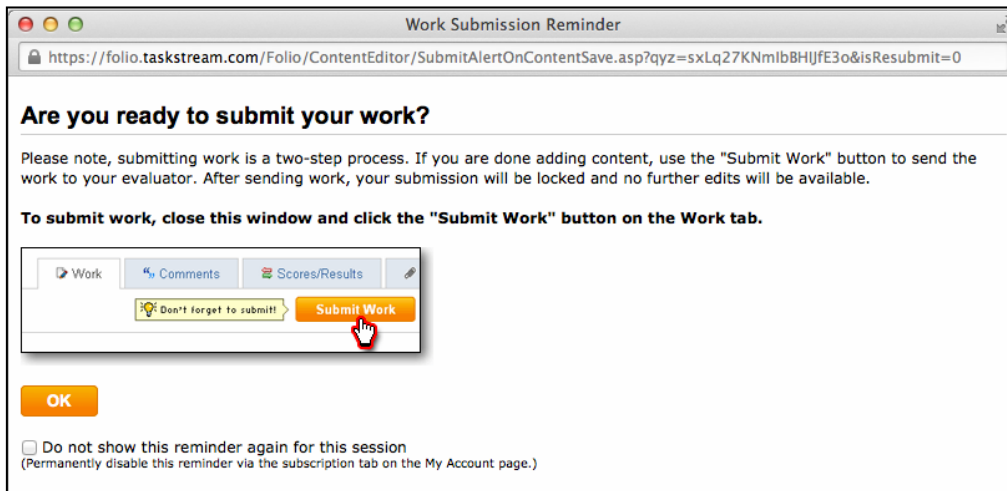
Select a specific assignment from the left-hand navigation pane. To attach files, use the links on the **top** of the toolbar.



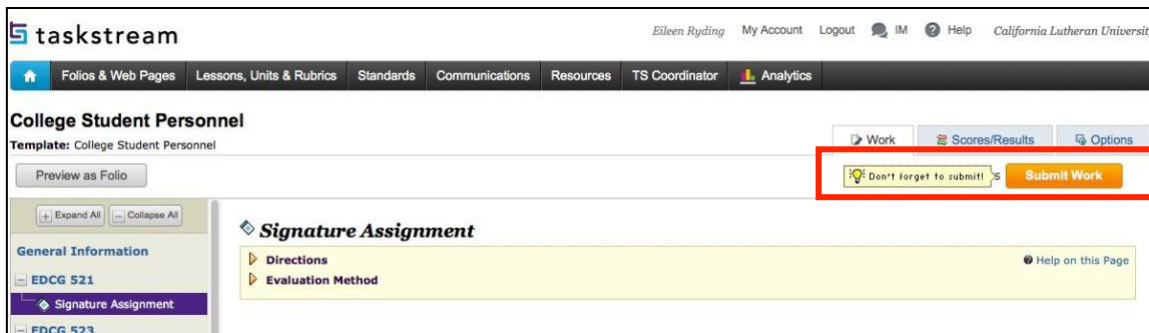
Use the options under *Add New Attachment* and follow directions to attach files. Select **Save and Return** after attaching a file.



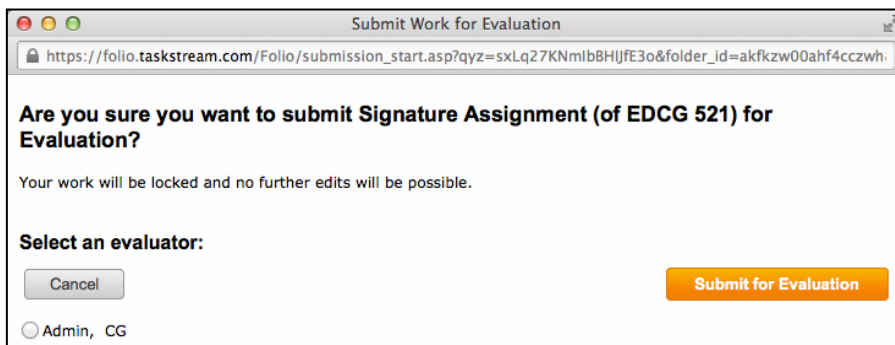
Note: A reminder window may appear. Select OK.



To finalize submission, select the top orange **Submit Work** button.



If prompted, select an Evaluator and then select **Submit for Evaluation**.



If you have any questions on any of these Taskstream steps, please contact Jennifer Lugo in the Graduate School of Education at (805) 493-3621 or jlugo@callutheran.edu.