Creating and Accessing Taskstream LAT Accounts via Blackboard

Taskstream accounts and launch links can be created via the Tools menu under any content area within Blackboard (in the example below, the launch link was added to a Course Home Page). If you don't yet have a Taskstream account, you'll need to follow all 7 steps below. If you already have a Taskstream account (LAT or AMS), only steps 1-4 are necessary.

- 1. Log into Blackboard and navigate to a course (or other content area).
- 2. From the Tools menu, select Taskstream.



3. Type in "Taskstream" and click Submit. This will create a permanent launch (LTI) link.

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From the Course Home Page, click the launch link you just created. If you already had a Taskstream account, the link should launch Taskstream (with full functionality) as a window within Blackboard. Otherwise, you will be prompted to create an account in steps 5 and 6 below.



5. Clicking the LTI link will open a screen that prompts you to accept the user agreement. *Note: Due to a technical issue the background may be dark gray, making the text somewhat difficult to read.*

□н	Course Home Page > Taskstream Co To Student View	
Tasks	tream User Agreement	
Please read t	this User Agreement and click 'I Accept Agreement' to continue.	
Terms	and Conditions	J
1. The Service		
1.1 Prior to reg following is a b	gistering for the services (the 'Service') offered on this Website ('the Website'), the End User ('you') must agree to the following terms and conditions between you and Taskstream, LLC ('Taskstream'). The ording contract between you and Taskstream, which establishes your and Taskstream's rights, obligations and liabilities regarding your use of the Service ('the Agreement').	
2. Ownership	of the Information, Materials and Software Comprising the Service	
2.1 BY POSTI BRANTED TO HEREUNDER.	NG MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE TASKSTREAM AS SET FORTH IN SECTION 2.3, TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS	
2.2 You expres available to oth	sty acknowledge and agree that you may compile and post to the Website materials comprised of text, data and images and other educational or evaluation materials (called "Materials") which may be made ner users to enable them to download, reproduce and distribute such Materials (subject to any applicable restrictions authorized by the organization providing you the subscription).	
2.3 Certain are opinions expre- any Materials y on the Service providing you t hird parties. Ye SECTION 2.1,	as of the Service are provided for users to post and exchange ideas and information. Taskstream does not take responsibility for any Maleriais posted or exchanged by users on the Service. The views and saved therein do not necessarily reflect those of Taskstream or its content providers or licensors. If you make use of this facility you hereby represent and warrant that you have all necessary rights in and to poy post and exchange on the Vessie, and that in doing so you will not rinking on any personal or proprietary rights of any this facility you hereby represent and warrant that you have all necessary rights in and to be subscription. You will be making these Materials accessible and available to third parties, who may be able to reproduce, distincted or alter these items (subject to any applicable restrictions automized by the originalization to the Materials you post or exchange does not and will not infinge on any Vession that doing any of these threse in reliable to the taskstream or You will be making these Materials accessible and available to third parties, who may be able to reproduce, distincted or alter these items (subject to any applicable restrictions automized by the originality of any other or the represent and warrant that doing any of these threse in reliable to the taskstream or purpleted. I make the original does not any the materials does not any the independent property or other rights of any ou nectory years to Taskstream a purpletal, workwide, royally-rise, non-excluse laters to excluse does not an EREDUNDER. The SCIPE PURPSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREINDER. The Science and service and service that and the provide and provide the Materials in connection with the Service. The service and the service and service and service that and the service and service and service that the service and service that the service and service that the service and the service and the service and service and the service and thereby the service. The service and thereby the	
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6. Fill in the requested account details (red arrows below). **Do not modify the autopopulated email address**. The password you include will <u>not</u> be needed unless you log into LAT directly from the Taskstream website.

rections: To begin using Taskstream and to facilitate re shared with third parties outside of the program.	future communication, please submit the following required information. All information is confic	lential and will not
ccount Information		
E-mail address:	@ua.edu	
Re-enter e-mail address:	@ua.edu	
Home/Cell phone:		
Alternate phone:		
(optional)		
ersonalize your password New password: (At least 6 characters and one number) Re-enter new password:		

7. Once you click Continue, you will be logged into Taskstream LAT. The next time you access Taskstream via Blackboard, you will only need to click on the launch link you created (step 4 above). To add launch links within other Blackboard content areas, repeat steps 1-4.

<u>Note</u>: If you have both LAT and AMS access in Taskstream, the launch link will take you to whichever "side" of your account was established first. To move back and forth between LAT and AMS, click on "Go to LAT" or "Go to AMS" in the top right-hand corner of the Taskstream window.



For technical assistance, please contact <u>oie@ua.edu</u>.