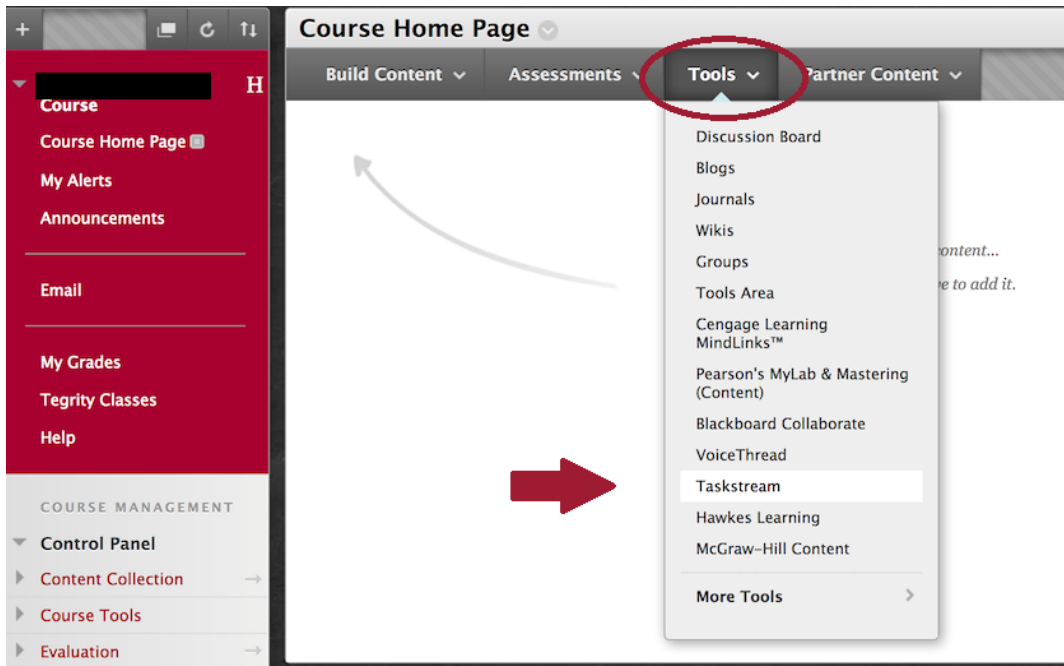


Creating and Accessing Taskstream LAT Accounts via Blackboard

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 1-5 are necessary.

1. Log into Blackboard and navigate to a course (or other content area). To access the **Tools** menu, you may need to first click on **Course Design** in the vertical left-hand menu (crimson background).
2. From the Tools menu, select Taskstream.



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

Create Taskstream

* Indicates a required field.

Cancel Submit

1. Information

* Name Taskstream

Color of Name Black

Description

Path: p Words:0

A screenshot of the 'Create Taskstream' form in Blackboard. The form has a title bar 'Create Taskstream' and a legend '* Indicates a required field.' At the top right are 'Cancel' and 'Submit' buttons. Below is a section '1. Information'. The 'Name' field is required and contains the text 'Taskstream', which is circled in red. The 'Color of Name' dropdown is set to 'Black'. Below this is a 'Description' field with a rich text editor toolbar. At the bottom, there is a 'Path' field with the value 'p' and a 'Words' counter showing 'Words:0'. A red arrow points to the 'Submit' button.

4. From the Course Home Page, click the Taskstream launch link you just created. On the next screen, click the red Launch button on the right. **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.

The screenshot shows the 'Course Home Page' with a navigation bar containing 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below the navigation bar, there is a 'Taskstream' link with a red arrow pointing to it. To the right, a 'Launch LTI Link' dialog box is open, showing a 'Launch' button circled in red. The dialog box has a 'Cancel' button and a 'Launch' button. The 'Launch' button is circled in red. The dialog box also shows a 'Launch' button circled in red.

5. If you didn't already have a Taskstream account, clicking the LTI Launch button 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 difficult to read.*

The screenshot shows the 'Taskstream User Agreement' page. The page has a dark background and contains the following text:

Please read this User Agreement and click 'I Accept Agreement' to continue.

Terms and Conditions

1. The Service

1.1 Prior to registering 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 following is a binding 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 POSTING MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE GRANTED TO 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 HEREUNDER.

2.2 You expressly 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 available to other 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 areas of the Service are provided for users to post and exchange ideas and information. Taskstream does not take responsibility for any Materials posted or exchanged by users on the Service. The views and opinions expressed 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 any Materials you post and exchange on the Website, and that in doing so you will not infringe on any personal or proprietary rights of any third parties. Further, you understand that by posting or exchanging any Materials on the Service, you will be making these Materials accessible and available to third parties, who may be able to reproduce, distribute or alter these items (subject to any applicable restrictions authorized by the organization providing you the subscription). You hereby represent and warrant that doing any of these things in relation to the Materials you post or exchange does not and will not infringe the intellectual property or other rights of any third parties. You hereby grant to Taskstream a perpetual, worldwide, royalty-free, non-exclusive license to use, reproduce, display, distribute and provide the Materials in connection with the Service. AS STATED IN SECTION 2.1, TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER. Taskstream may delete any inappropriate Materials.

[Back](#) [I Accept Agreement](#)

6. Fill in the requested account details (red arrows below). **Do not modify the autopopulated email address.** The password you include will not be needed unless you log into LAT directly from the Taskstream website.

Welcome to Taskstream, [REDACTED]!

Directions: To begin using Taskstream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.

Account Information

E-mail address:	[REDACTED]@ua.edu
Re-enter e-mail address:	[REDACTED]@ua.edu
Home/Cell phone:	<input type="text"/>
Alternate phone:	<input type="text"/>
	(optional)

Personalize your password

New password:	<input type="text"/>
(At least 6 characters and one number)	
Re-enter new password:	<input type="text"/>
Password hint:	<input type="text"/>

[Continue »](#)

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.

Note: 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 oie@ua.edu.