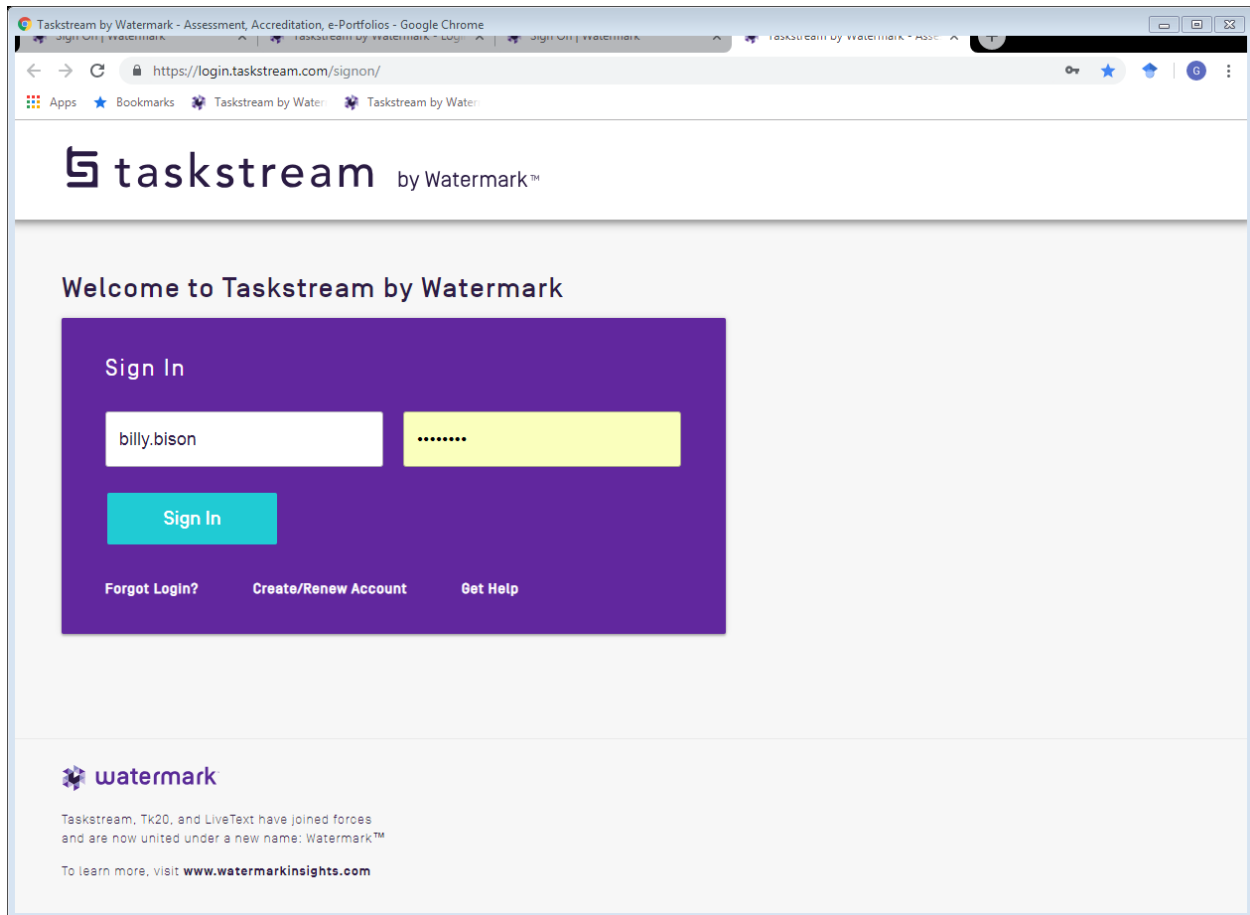


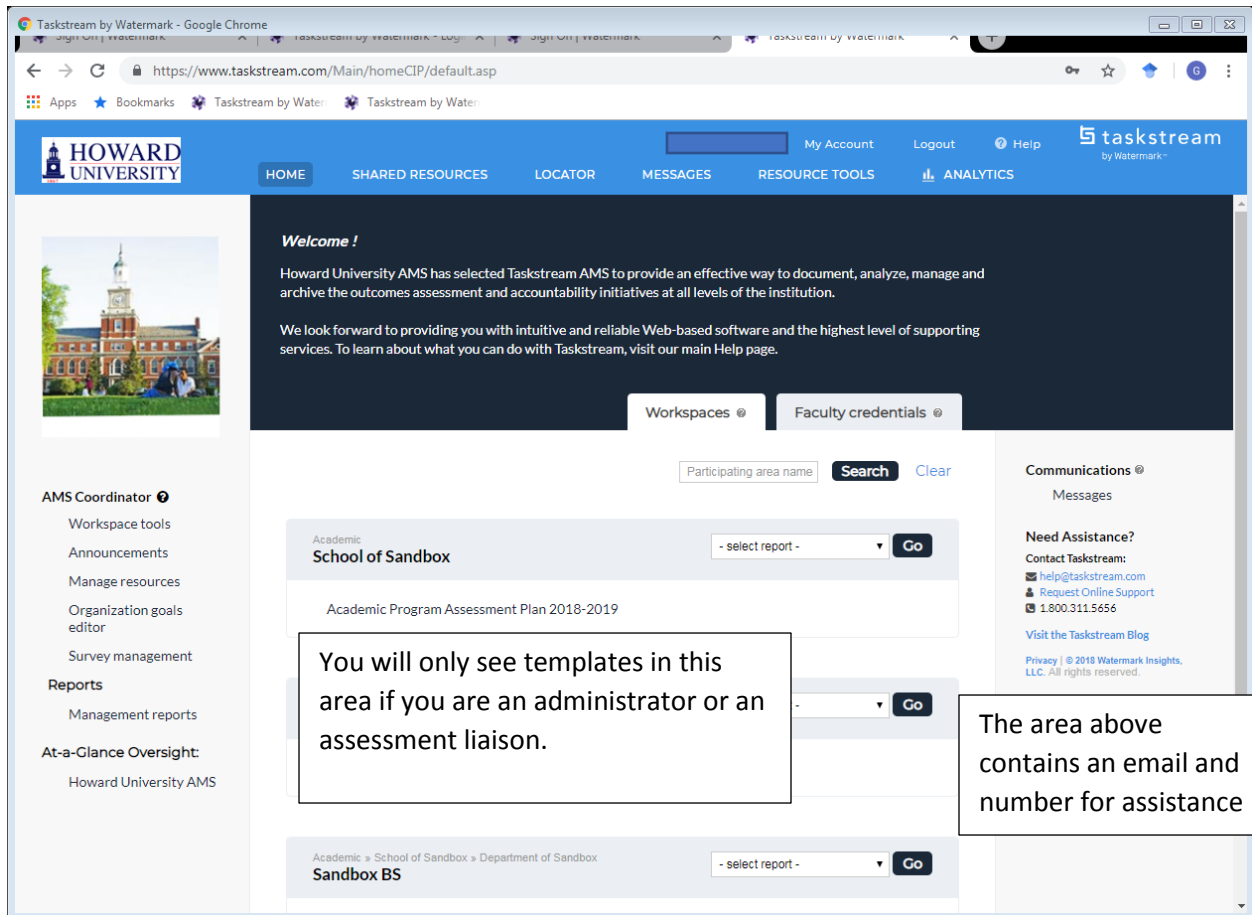
## Taskstream Training: Faculty Credentials Getting Started

1. First log into Taskstream using your Howard University email and Taskstream password



If you have trouble logging in, please read the Logging In tutorial.

2. Once you have logged in, you will see this screen.



**Taskstream by Watermark - Google Chrome**  
https://www.taskstream.com/Main/homeCIP/default.asp

**HOWARD UNIVERSITY** My Account Logout Help taskstream by Watermark

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

**Welcome !**  
Howard University AMS has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution.  
We look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.

Workspaces @ Faculty credentials @

Participating area name  Search Clear

Academic  
**School of Sandbox** - select report - Go

Academic Program Assessment Plan 2018-2019

**You will only see templates in this area if you are an administrator or an assessment liaison.**

Academic » School of Sandbox » Department of Sandbox  
**Sandbox BS** - select report - Go

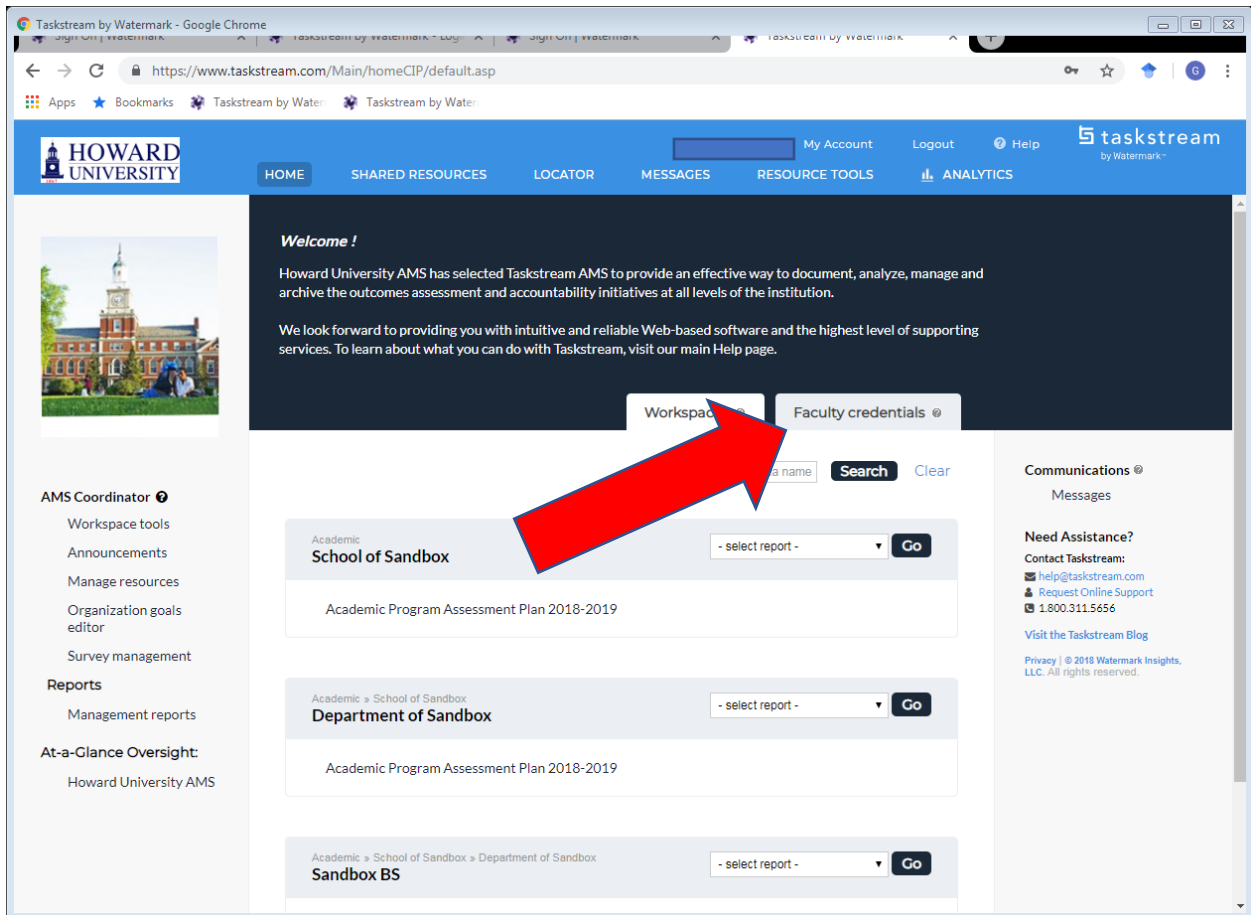
**AMS Coordinator**  
Workspace tools  
Announcements  
Manage resources  
Organization goals editor  
Survey management  
**Reports**  
Management reports  
**At-a-Glance Oversight:**  
Howard University AMS

**Communications**  
Messages

**Need Assistance?**  
**Contact Taskstream:**  
help@taskstream.com  
Request Online Support  
1.800.311.5656  
Visit the Taskstream Blog  
Privacy | © 2018 Watermark Insights, LLC. All rights reserved.

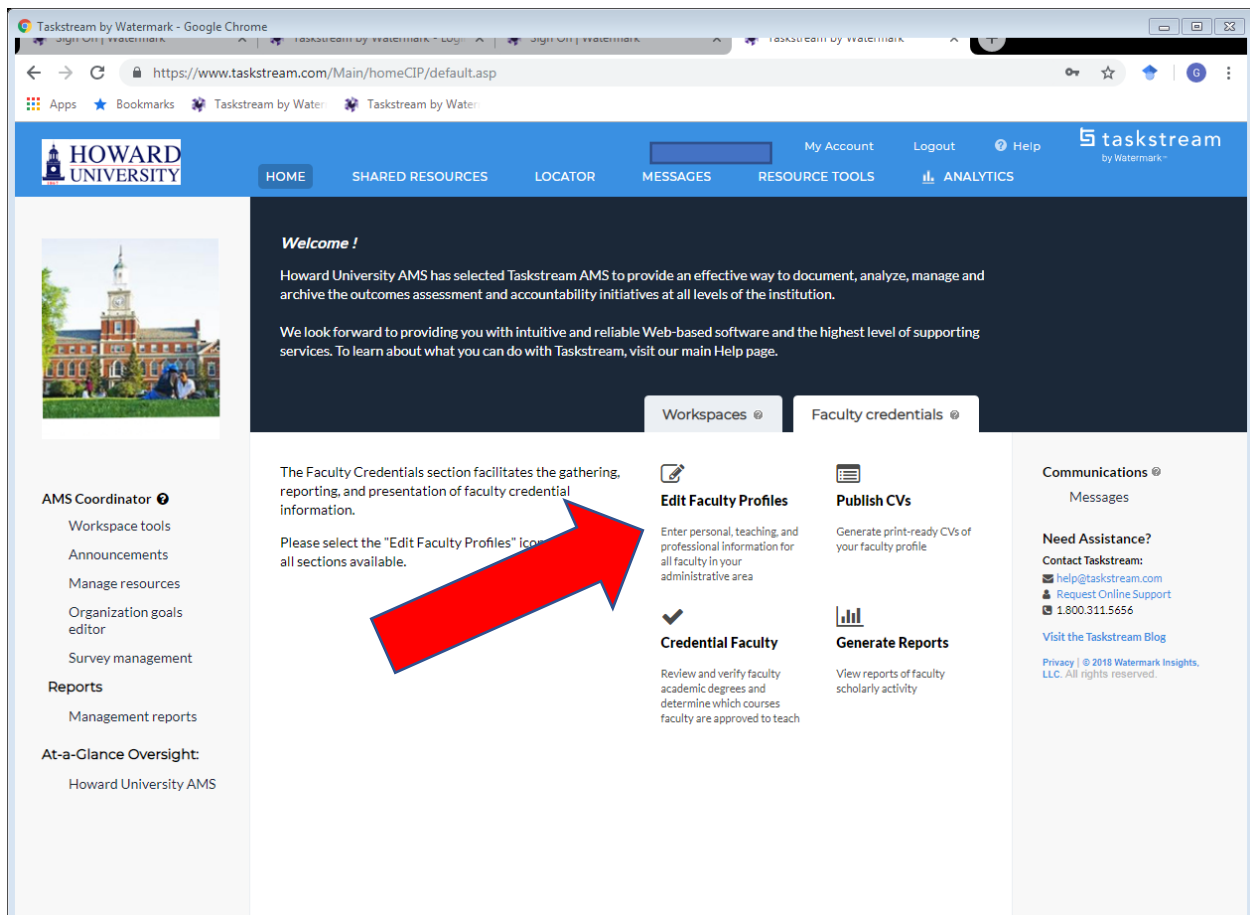
**The area above contains an email and number for assistance**

3. Select the “Faculty credentials” tab.



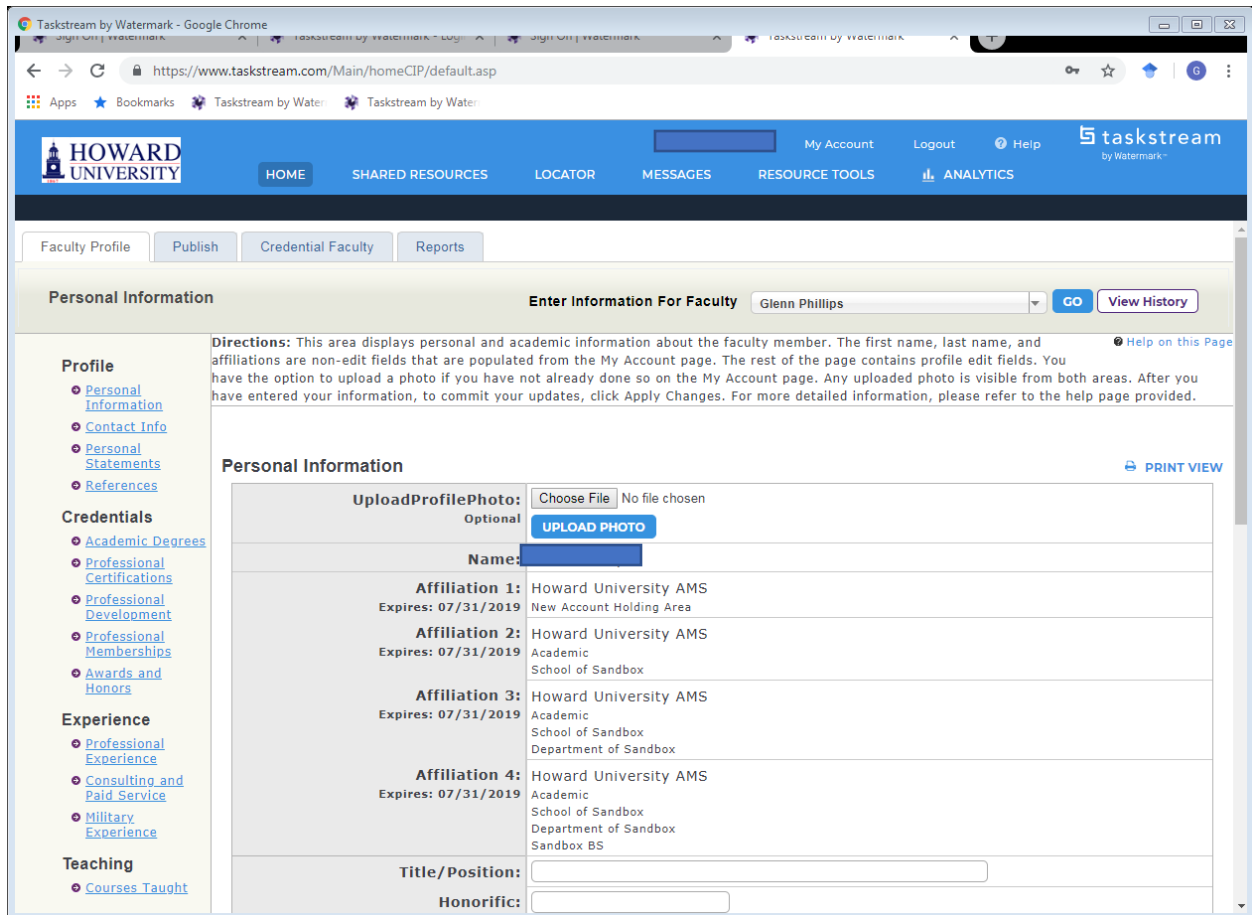
The screenshot shows the Taskstream by Watermark web application interface. The browser address bar displays <https://www.taskstream.com/Main/homeCIP/default.asp>. The top navigation bar includes the Howard University logo, a search bar, and links for My Account, Logout, Help, and taskstream by Watermark. Below the navigation bar, there are tabs for HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The main content area features a "Welcome!" message and a navigation menu with "Workspace" and "Faculty credentials" tabs. A red arrow points to the "Faculty credentials" tab. The "Faculty credentials" section contains a search bar with a "Search" button and a "Clear" button. Below the search bar, there are three sections for "Academic" reports, each with a dropdown menu and a "Go" button. The first section is for "School of Sandbox", the second for "Department of Sandbox", and the third for "Sandbox BS". Each section displays "Academic Program Assessment Plan 2018-2019". On the left side, there is a sidebar with "AMS Coordinator" and "At-a-Glance Oversight" sections. On the right side, there is a "Communications" section with "Messages" and "Need Assistance?" links.

4. Next, select “Edit Faculty Profile.”



Please note that you will not have access to the “Credential Faculty” or “Generate Reports” icons unless you are a coordinator.

5. On the left side of the screen, you will see all the areas you can edit.



The screenshot shows the 'Personal Information' section of the Taskstream by Watermark application. The page is titled 'Enter Information For Faculty' and is for the user 'Glenn Phillips'. On the left, there is a navigation menu with categories: Profile, Credentials, Experience, and Teaching. The 'Personal Information' section contains a 'Directions' paragraph and a 'Personal Information' form. The form includes an 'Upload Profile Photo' field with a 'Choose File' button and an 'UPLOAD PHOTO' button. Below this is a 'Name' field. The 'Affiliations' section lists four entries, each with an expiration date of 07/31/2019. The 'Title/Position' and 'Honorific' fields are currently empty.

**Personal Information** Help on this Page

**Directions:** This area displays personal and academic information about the faculty member. The first name, last name, and affiliations are non-edit fields that are populated from the My Account page. The rest of the page contains profile edit fields. You have the option to upload a photo if you have not already done so on the My Account page. Any uploaded photo is visible from both areas. After you have entered your information, to commit your updates, click Apply Changes. For more detailed information, please refer to the help page provided.

**Personal Information** PRINT VIEW

<b>Upload Profile Photo:</b>	Choose File No file chosen
	<b>UPLOAD PHOTO</b>
<b>Name:</b>	
<b>Affiliation 1:</b>	Howard University AMS New Account Holding Area
<b>Expires:</b>	07/31/2019
<b>Affiliation 2:</b>	Howard University AMS Academic School of Sandbox
<b>Expires:</b>	07/31/2019
<b>Affiliation 3:</b>	Howard University AMS Academic School of Sandbox Department of Sandbox
<b>Expires:</b>	07/31/2019
<b>Affiliation 4:</b>	Howard University AMS Academic School of Sandbox Department of Sandbox Sandbox BS
<b>Expires:</b>	07/31/2019
<b>Title/Position:</b>	
<b>Honorific:</b>	



6. Consult additional tutorials for entering each section.
7. Please note that not all sections need to be completed. The “Faculty Profile Requirements” denote those areas that are required. These requirements are also listed below for your convenience.

## **Faculty Credentialing Requirements**

The following list provides Howard faculty guidance as they begin to enter information into their Taskstream faculty profiles. Please note that all sections in **red** are optional. Other sections have specific clarifications that should help faculty as they navigate this platform. The annotated sections are designed to make sure that faculty are inputting the kinds of information department chairs will need moving forward.

### **Profile**

Personal Information (complete the Academic Information section)

Contact Info

Personal Statements

References

### **Credentials**

Academic Degrees (complete for all degrees)

Professional Certifications (complete for all certifications)

Professional Development (complete for at least the last three years\*)

Professional Memberships (complete for at least the last three years\*)

- Include those that have start dates that precede the three-year window.
- Make sure to include roles

Awards and Honors (complete for the last three years)

### **Experience**

Professional Experience

- Please note that some departments may require this section.

Consulting and Paid Experience

Military Experience

### **Teaching**

Courses Taught (complete for all courses taught at Howard University for at least the last three years\*)

- Make sure to include term and section number.
- This means that one course taught for two sections would have two entries.
- Additionally, one course taught over four terms would have four entries.

## Scholarship

Publications (complete for at least the last three years\*)

Presentations (complete for at least the last three years\*)

Research Reports (complete for at least the last three years\*)

## Working Papers

Creative Activities (complete for at least the last three years\*)

Grants (complete for at least the last three years\*)

Patents (complete for at least the last three years\*)

Other Scholarly Activity (complete for at least the last three years\*)

## Service

Service (complete for at least the last three years\*)

- Service items must be listed separately
- Service must be identified as one of three types:
  - *Community service includes service to the larger community (pro bono consulting, good works, volunteering)*
  - *Institutional* service must include the following as applicable:
    - Institutional service including campus committees, department committees, student advisor positions, etc.
    - Thesis and dissertation committee service
  - *Professional* service must include the following as applicable:
    - Service to academic journals (editor, reviewer, etc.)
    - Service to academic or professional organizations (leadership, reviewer, moderator, etc.)

*\*Department Chairs may request up to 5 years of data*