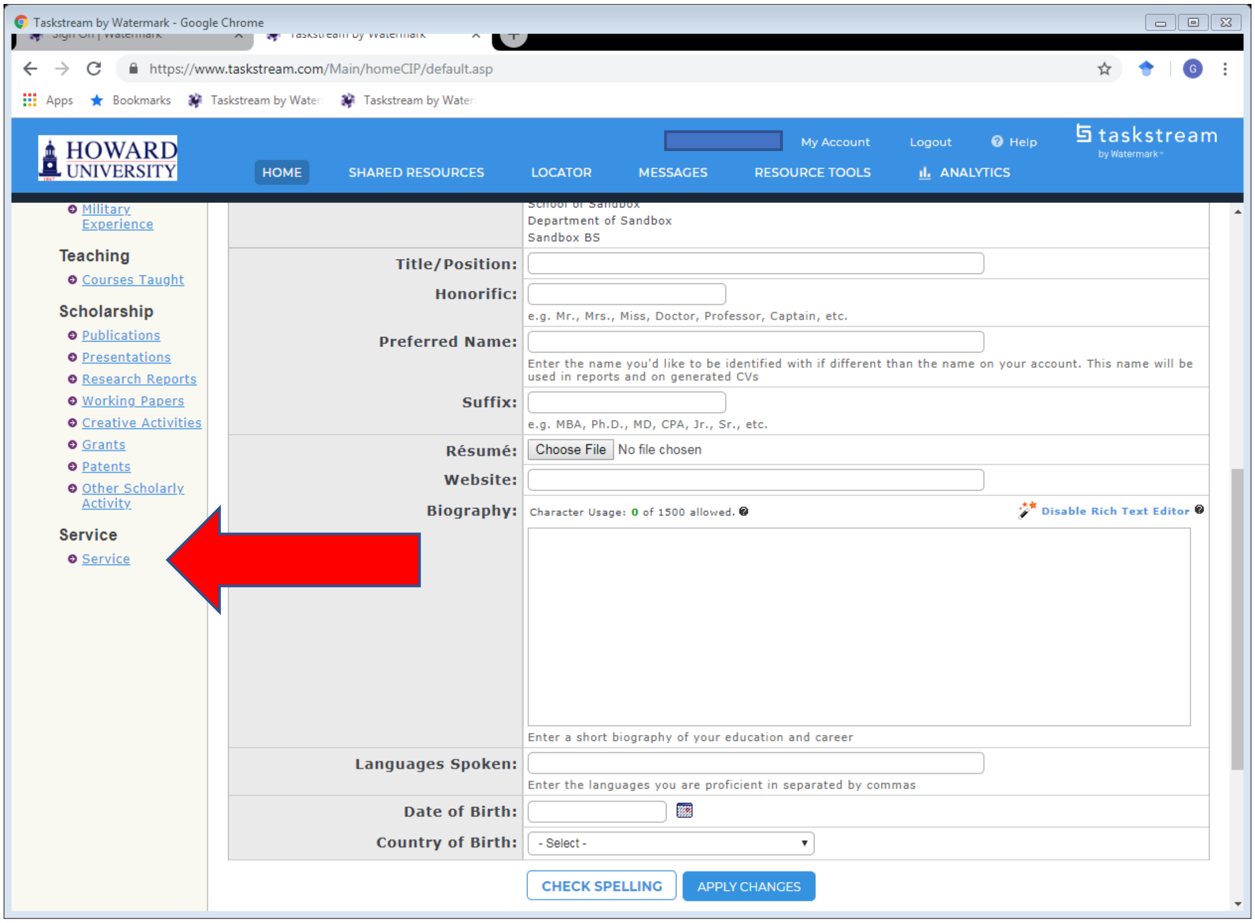
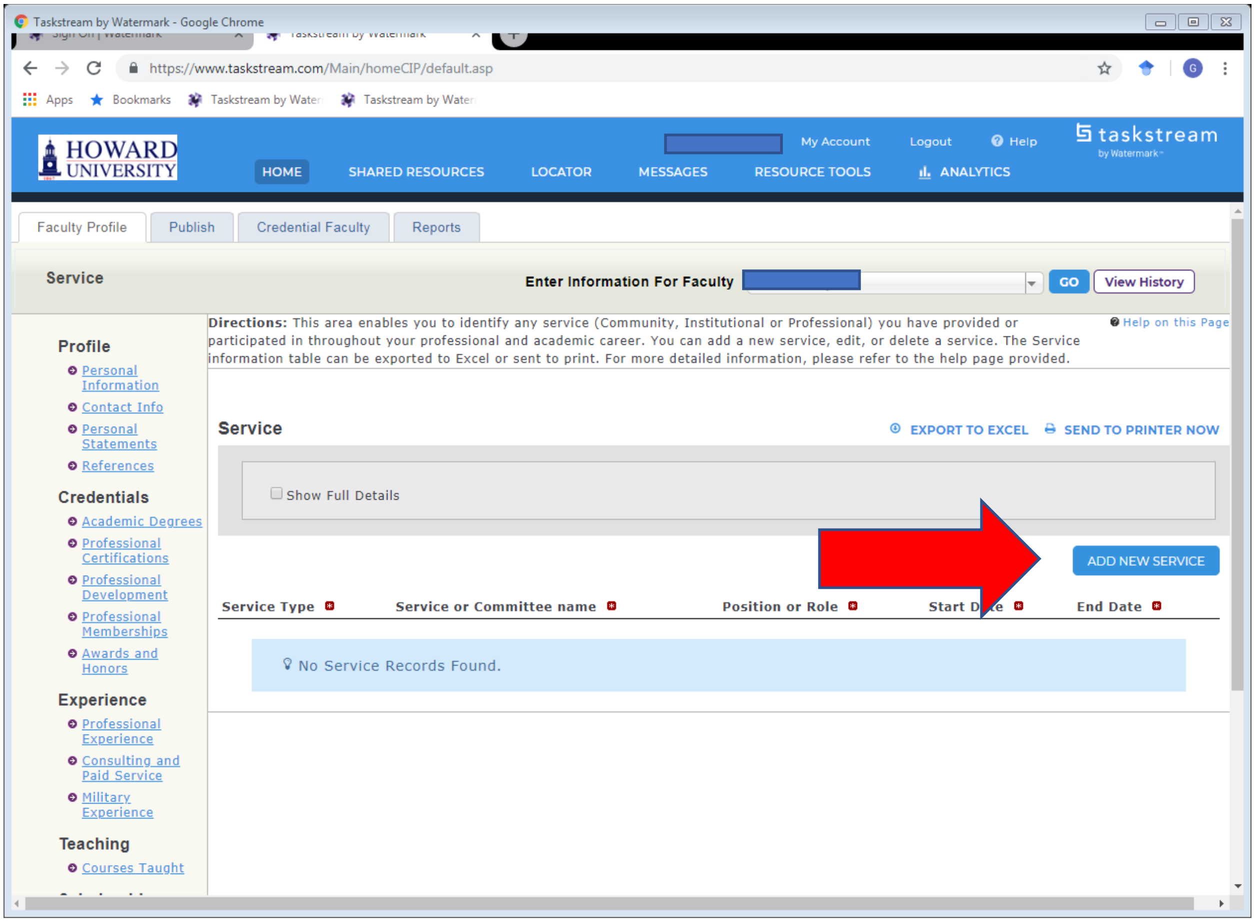
Taskstream Training: Faculty Credentials
Service

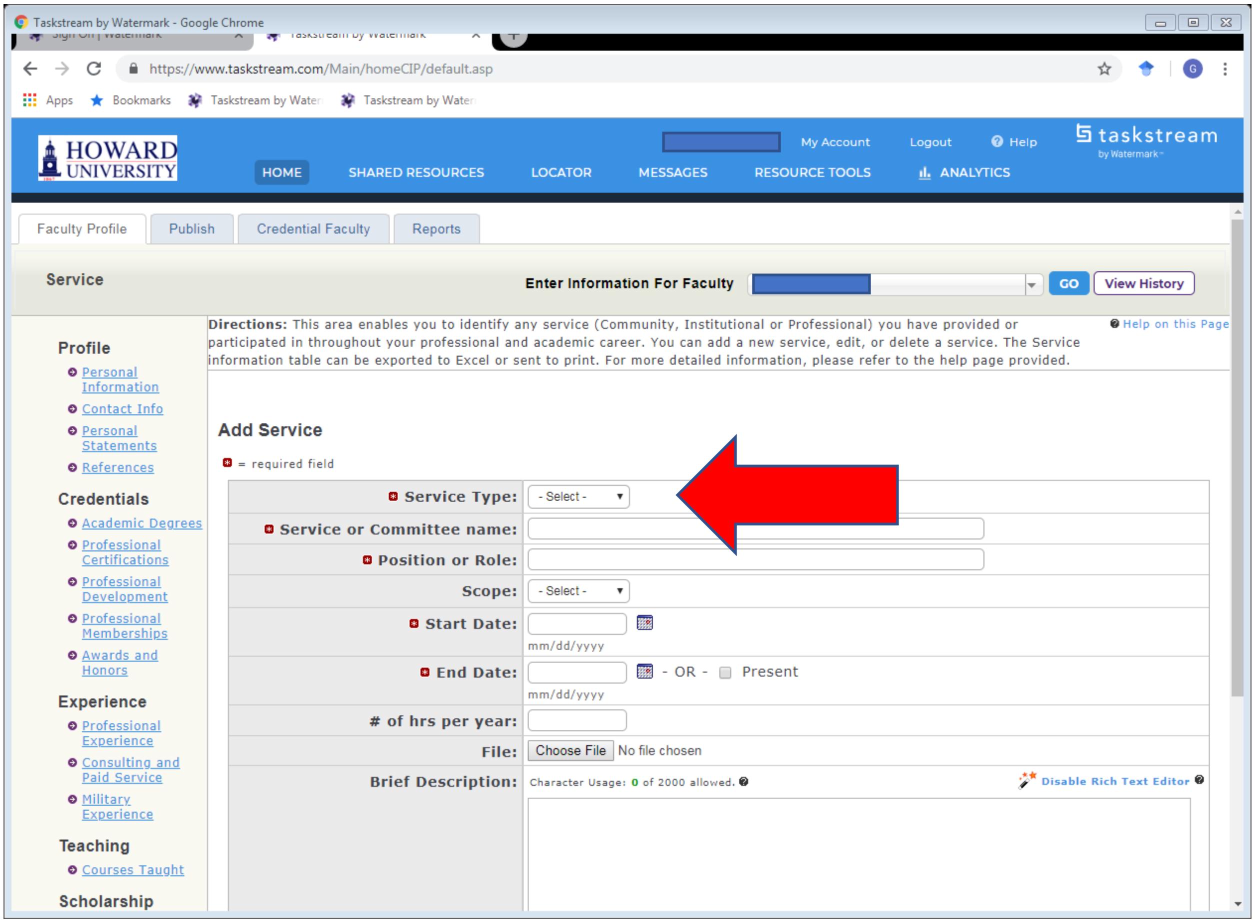
1. To complete the "Service" section, select the "Service" link.



2. After selecting “Service,” you will see the following screen. Click on the “Add New Course” button.



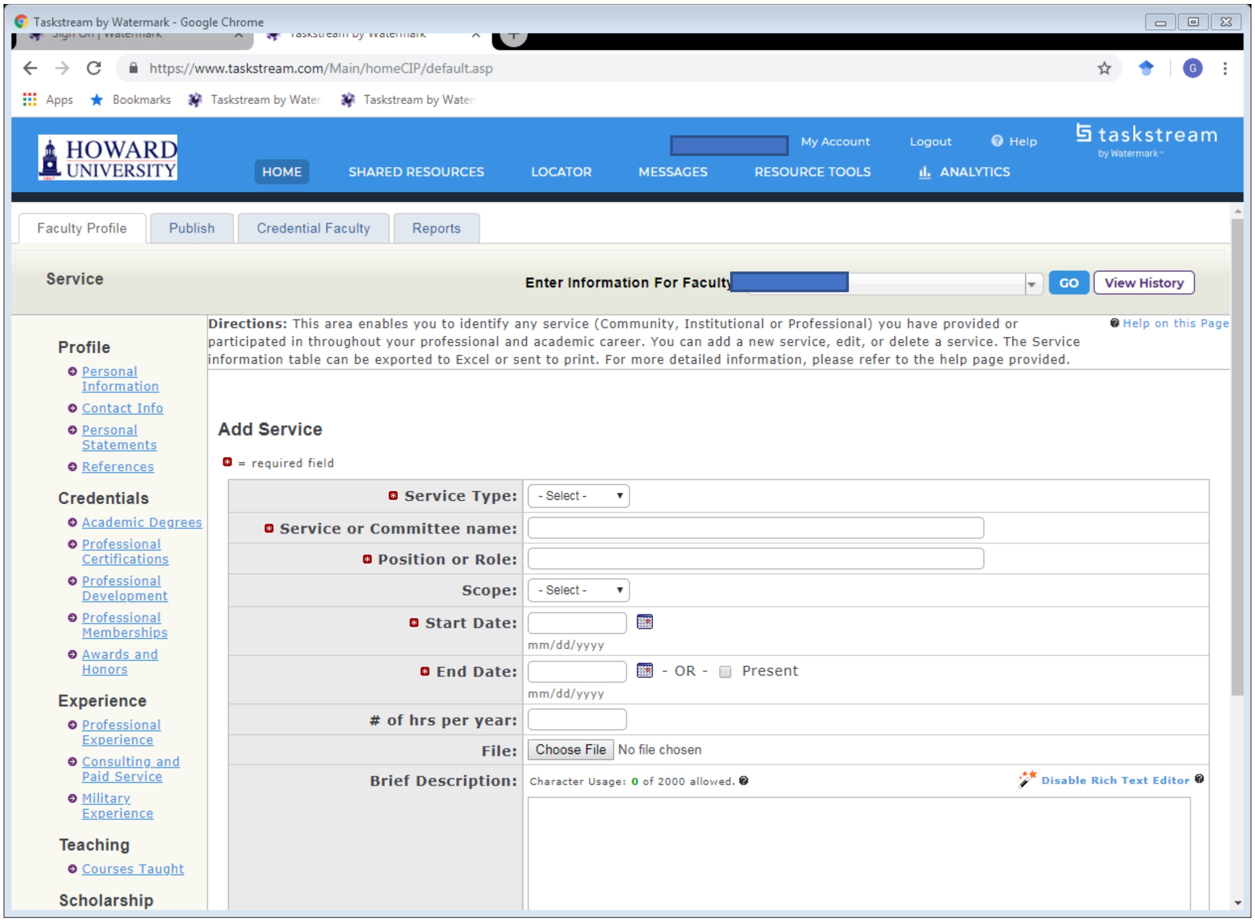
3. First, select an institution (Howard University AMS).



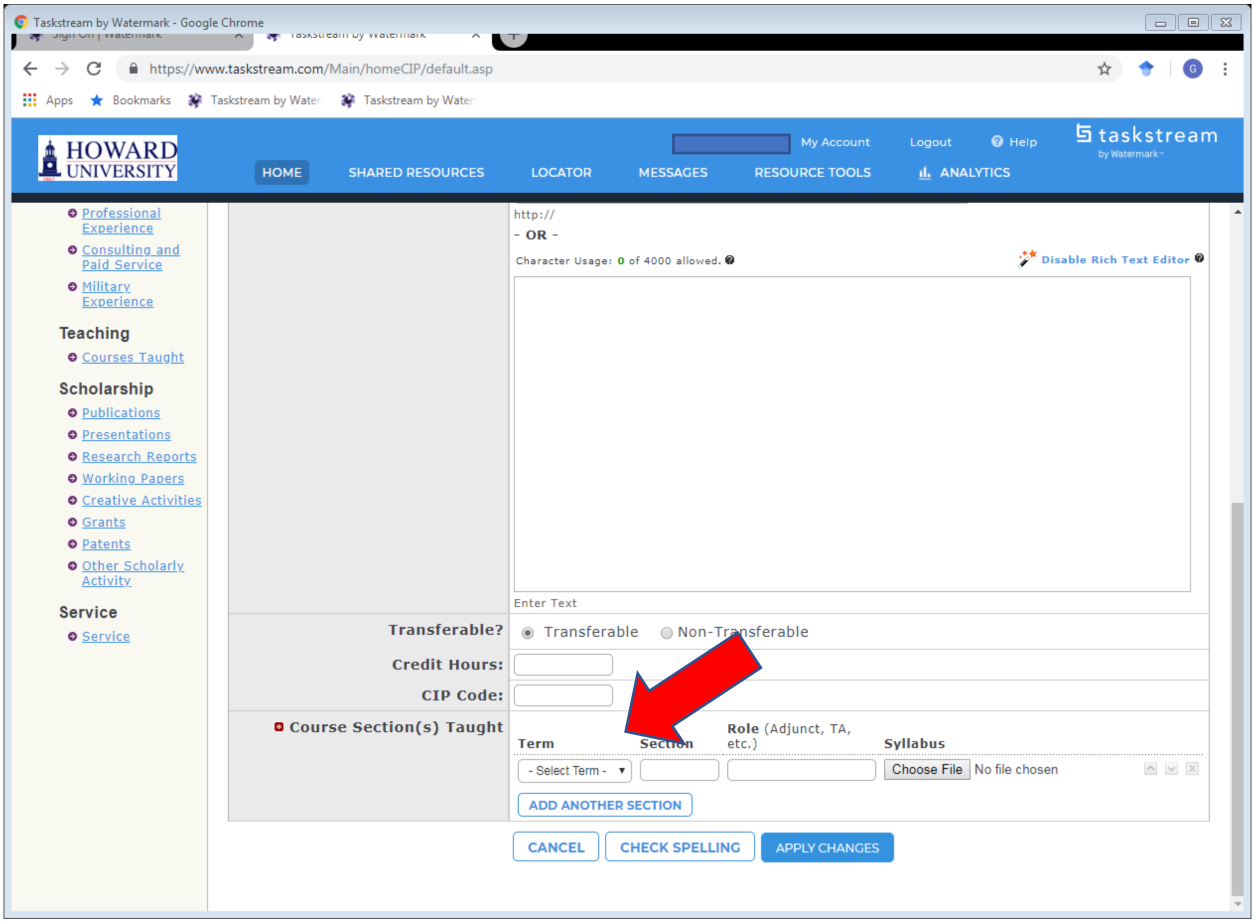
There are three service types in the Taskstream "Service" module. Service activities should be properly labeled so that faculty can appropriately generate department-wide reports. You are not responsible for entering "Community" service activities.

- *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.)

4. Complete all other sections with a red star.



5. Make sure to complete the “Course Section(s) Taught.”



6. Do this for all courses taught at Howard for the last three years. A unique entry should exist for every section taught every semester.

   For example, if you taught ACCT 101 (Sections 100 and 200) in Fall 2017 and ACCT 101 (Sections 100 and 200) in Spring 2018, you would have four unique entries.

   ACCT 101, 100, Fall 2017
   ACCT 101, 200, Fall 2017
   ACCT 101, 100, Spring 2018
   ACCT 101, 200, Spring 2018

7. Click the "Apply Changes" button when you are done.