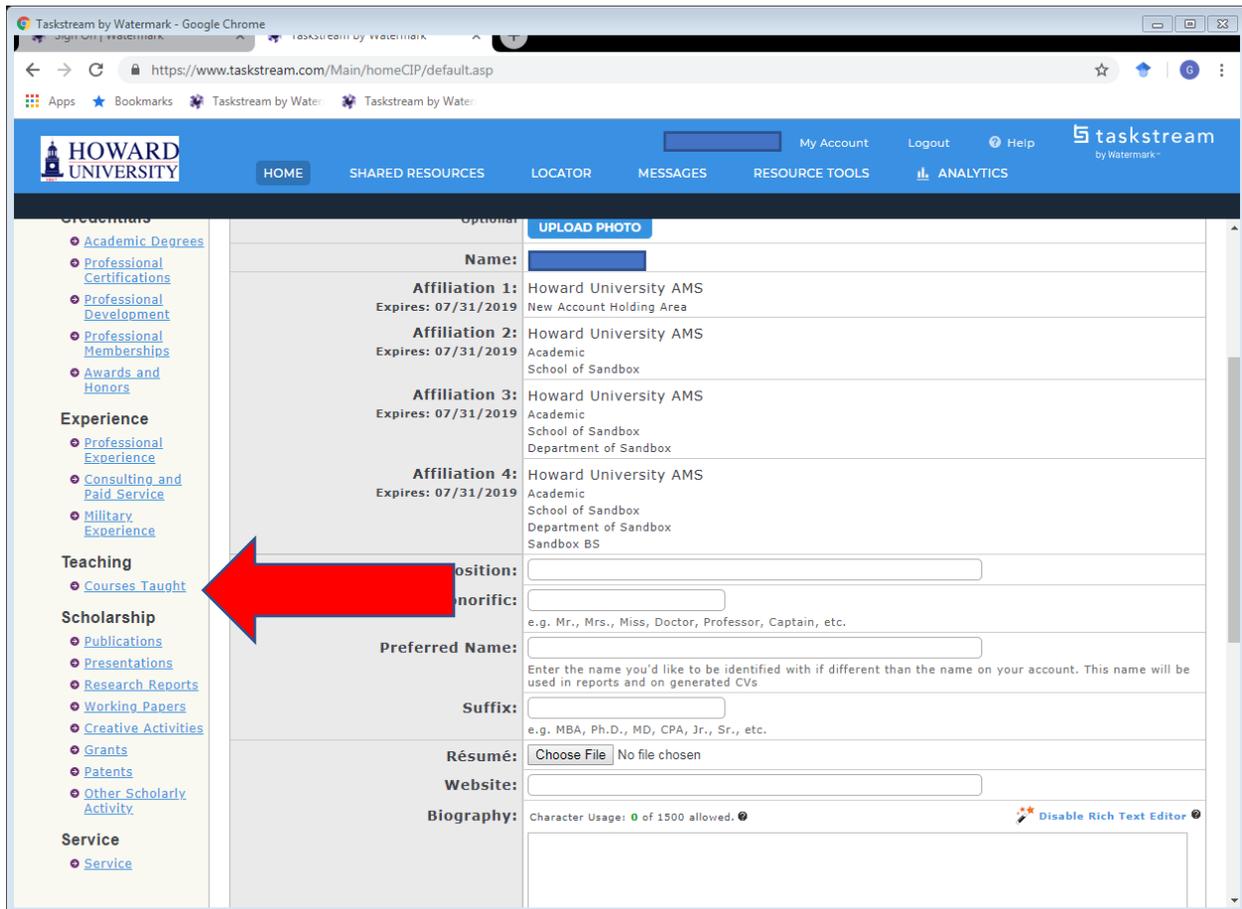


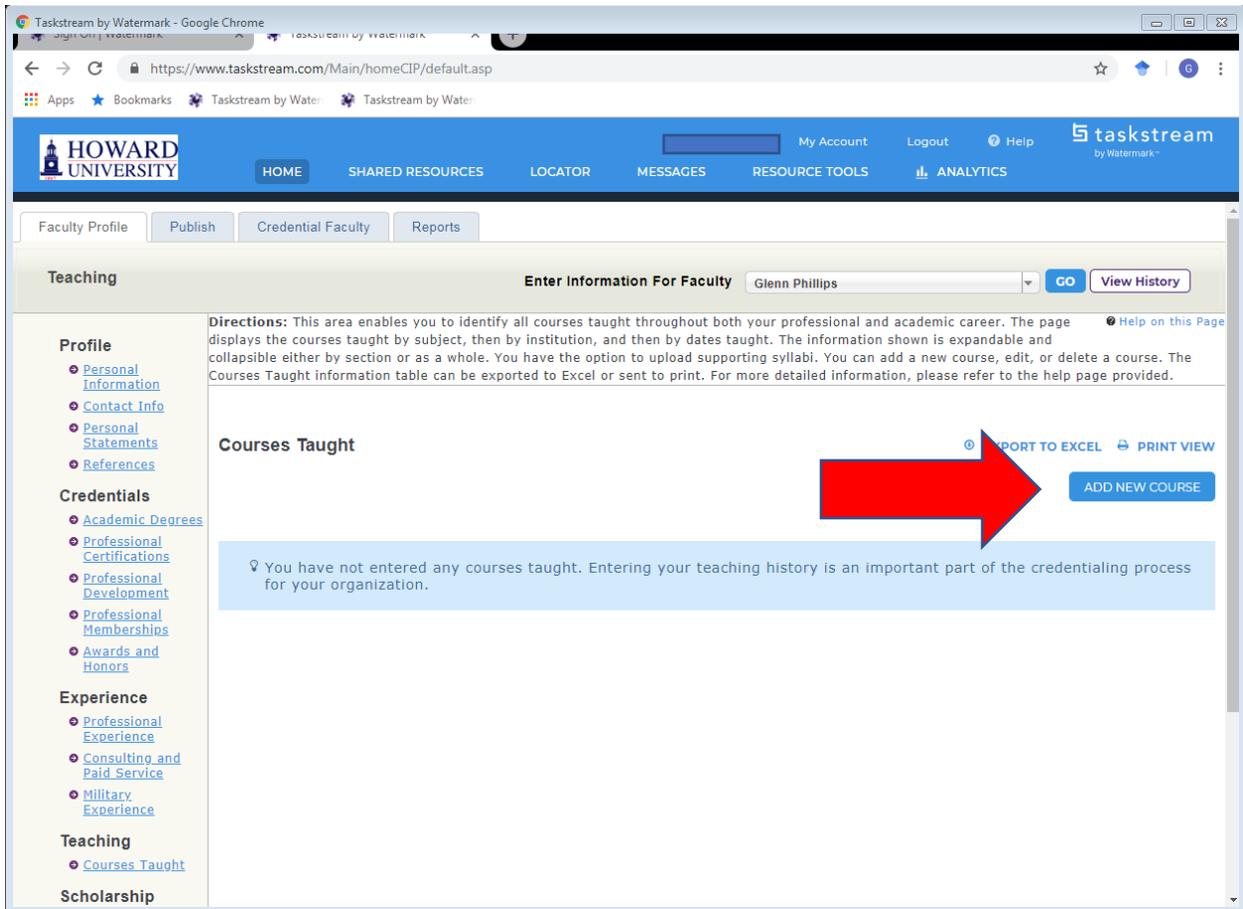
## Taskstream Training: Faculty Credentials Teaching

1. To complete the “Teaching” section, select the “Courses Taught” link.



The screenshot shows the Taskstream web application interface. The top navigation bar includes the Howard University logo, a search bar, and links for My Account, Logout, Help, and Analytics. The main content area is divided into a left sidebar and a main form area. The sidebar contains several sections: Credentials, Experience, Teaching, Scholarship, and Service. The 'Teaching' section is highlighted with a red arrow pointing to the 'Courses Taught' link. The main form area contains fields for Name, Affiliation (with four entries for Howard University AMS), Position, Honorific, Preferred Name, Suffix, Résumé, Website, and Biography. The Biography field has a character usage indicator showing 0 of 1500 allowed.

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



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

HOWARD UNIVERSITY

HOME SHARED RESOURCES LOCATOR MESSAGES RESOURCE TOOLS ANALYTICS

Faculty Profile Publish Credential Faculty Reports

Teaching Enter Information For Faculty Glenn Phillips GO View History

**Profile**

- Personal Information
- Contact Info
- Personal Statements
- References

**Credentials**

- Academic Degrees
- Professional Certifications
- Professional Development
- Professional Memberships
- Awards and Honors

**Experience**

- Professional Experience
- Consulting and Paid Service
- Military Experience

**Teaching**

- Courses Taught

**Scholarship**

**Directions:** This area enables you to identify all courses taught throughout both your professional and academic career. The page displays the courses taught by subject, then by institution, and then by dates taught. The information shown is expandable and collapsible either by section or as a whole. You have the option to upload supporting syllabi. You can add a new course, edit, or delete a course. The Courses Taught information table can be exported to Excel or sent to print. For more detailed information, please refer to the help page provided.

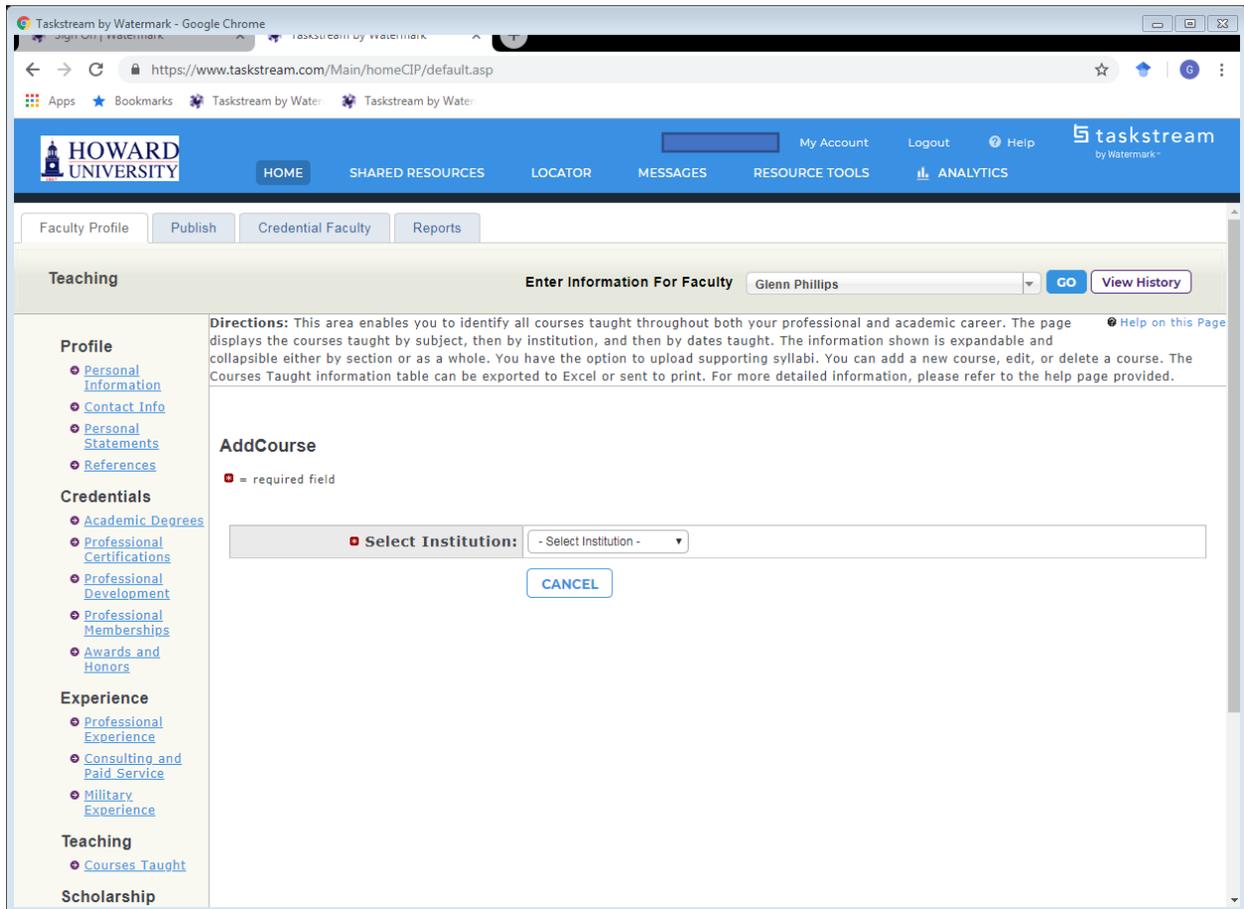
**Courses Taught**

EXPORT TO EXCEL PRINT VIEW

**ADD NEW COURSE**

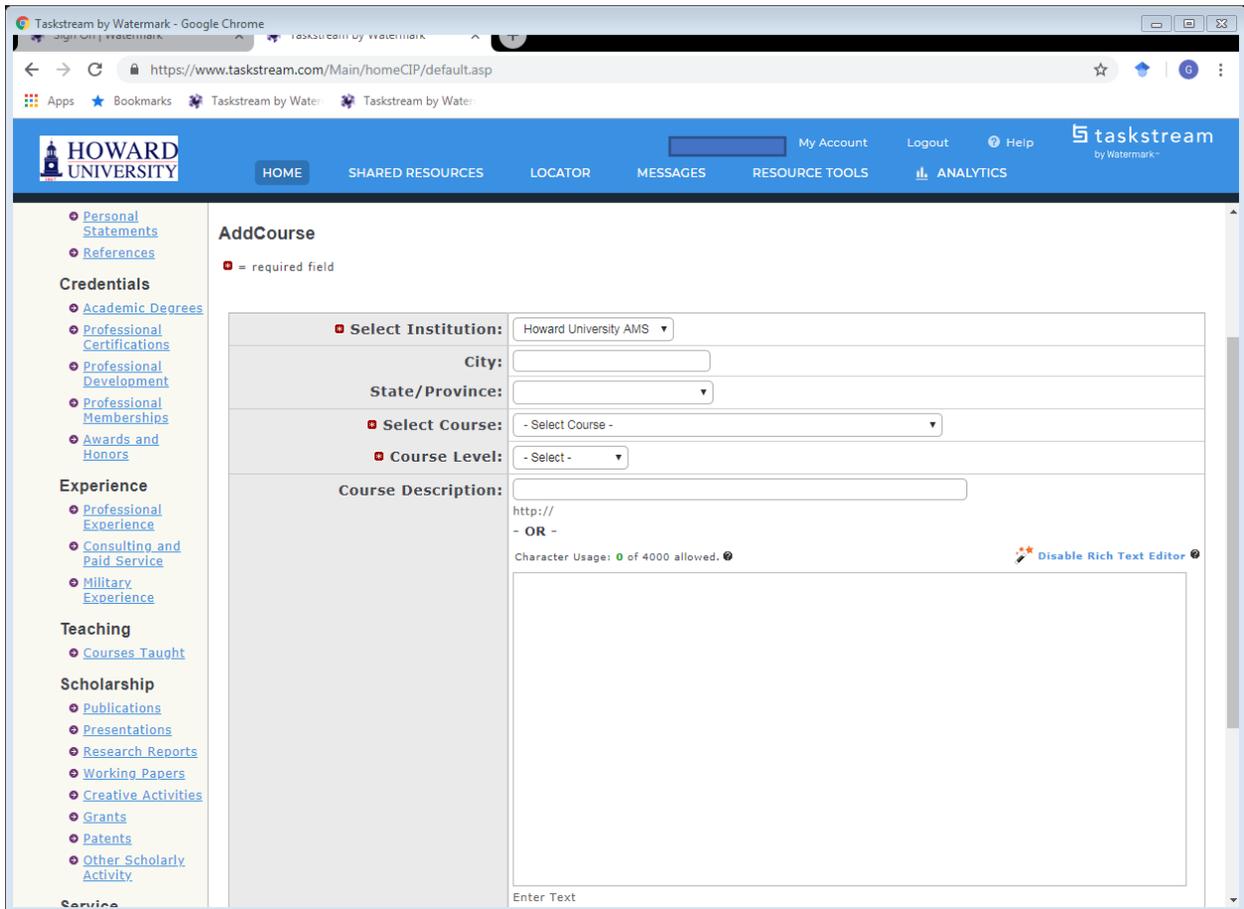
You have not entered any courses taught. Entering your teaching history is an important part of the credentialing process for your organization.

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



The screenshot shows the Taskstream by Watermark interface for a faculty member named Glenn Phillips. The page is titled "Teaching" and includes a navigation menu with options like "HOME", "SHARED RESOURCES", "LOCATOR", "MESSAGES", "RESOURCE TOOLS", and "ANALYTICS". The main content area is divided into a left sidebar with navigation links (Profile, Credentials, Experience, Teaching, Scholarship) and a main form area. The form area is titled "AddCourse" and contains a dropdown menu labeled "Select Institution:" with the text "- Select Institution -". A "CANCEL" button is visible below the dropdown. The page also includes a "Directions" section explaining the purpose of the area and a "GO" button next to the faculty name.

4. Complete all areas with a red star.



The screenshot shows a web browser window displaying the 'AddCourse' form in the Taskstream system. The browser's address bar shows the URL: <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user is logged in, with links for My Account, Logout, and Help. The 'taskstream by Watermark' logo is also present.

The main content area is titled 'AddCourse' and includes a legend: **■ = required field**. The form fields are as follows:

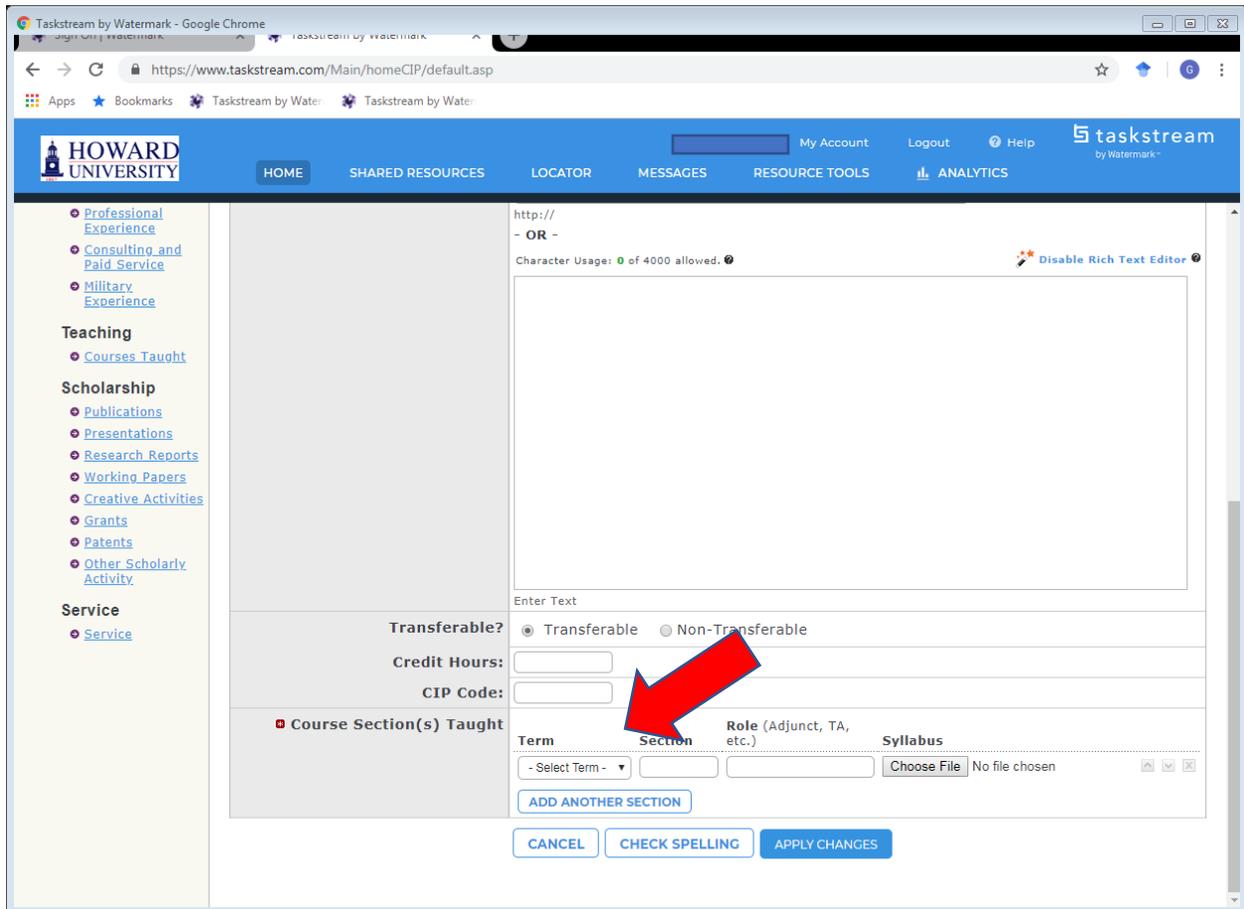
- Select Institution:** Howard University AMS (dropdown menu)
- City:** (text input field)
- State/Province:** (dropdown menu)
- Select Course:** - Select Course - (dropdown menu)
- Course Level:** - Select - (dropdown menu)
- Course Description:** (rich text editor area)

The rich text editor area contains the text: `http://`, `- OR -`, and `Character Usage: 0 of 4000 allowed.` There is a link to [Disable Rich Text Editor](#) with a red star icon. Below the editor is a text input field with the placeholder 'Enter Text'.

The left sidebar contains a list of categories with red star icons next to them:

- Personal Statements
- References
- Credentials**
  - Academic Degrees
  - Professional Certifications
  - Professional Development
  - Professional Memberships
  - Awards and Honors
- Experience**
  - Professional Experience
  - Consulting and Paid Service
  - Military Experience
- Teaching**
  - Courses Taught
- Scholarship**
  - Publications
  - Presentations
  - Research Reports
  - Working Papers
  - Creative Activities
  - Grants
  - Patents
  - Other Scholarly Activity
- Service**

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



The screenshot shows the Taskstream by Watermark interface. The top navigation bar includes the Howard University logo, navigation links (HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, ANALYTICS), and user options (My Account, Logout, Help). A left sidebar lists various activity categories: Professional Experience, Consulting and Paid Service, Military Experience, Teaching (with 'Courses Taught' selected), Scholarship (Publications, Presentations, Research Reports, Working Papers, Creative Activities, Grants, Patents, Other Scholarly Activity), and Service.

The main content area displays a form for adding a course section. It includes a text area for a description, a 'Transferable?' section with radio buttons for 'Transferable' (selected) and 'Non-Transferable', and input fields for 'Credit Hours' and 'CIP Code'. Below these is the 'Course Section(s) Taught' section, which contains a table with columns for 'Term', 'Section', 'Role (Adjunct, TA, etc.)', and 'Syllabus'. The 'Section' column is highlighted with a red arrow. Below the table are buttons for 'ADD ANOTHER SECTION', 'CANCEL', 'CHECK SPELLING', and 'APPLY CHANGES'.



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.