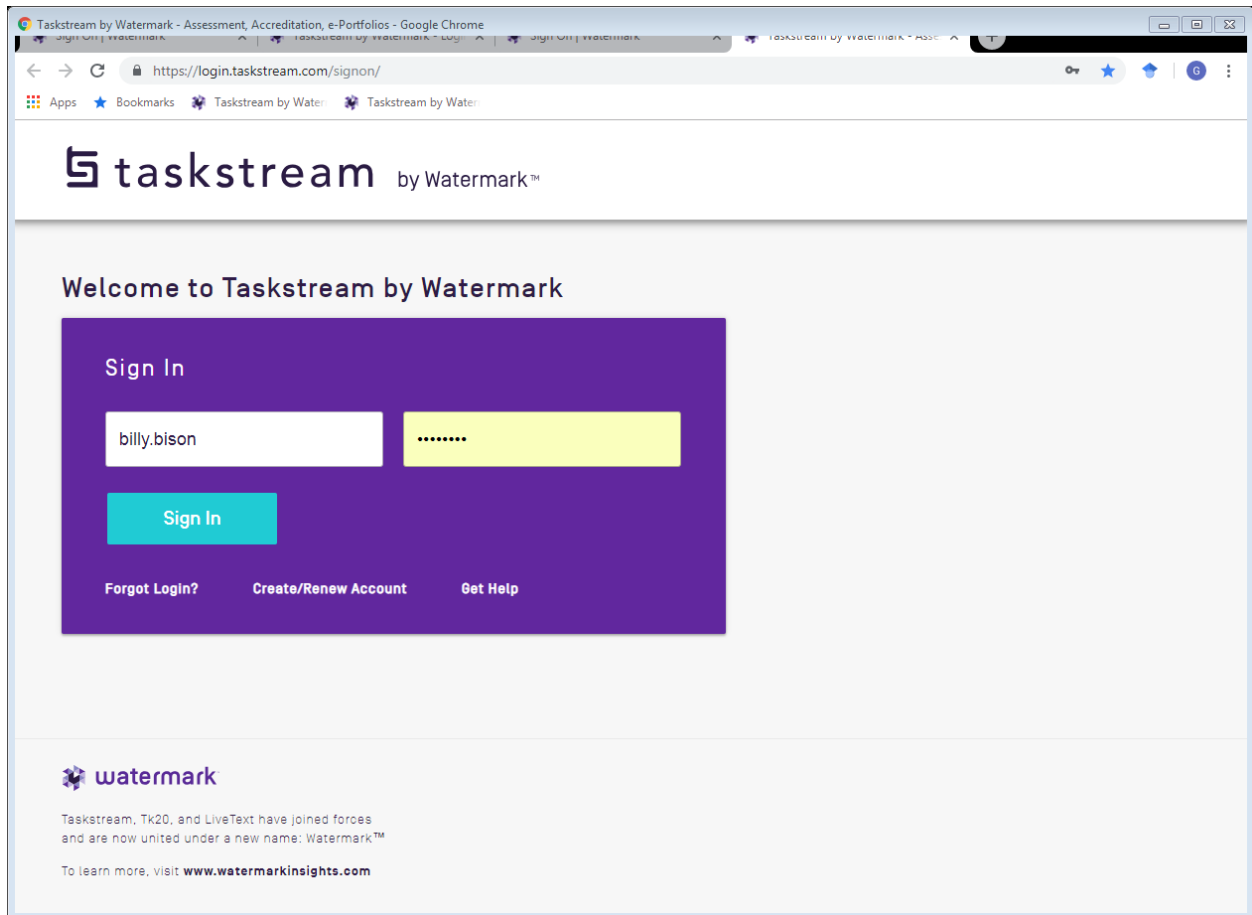


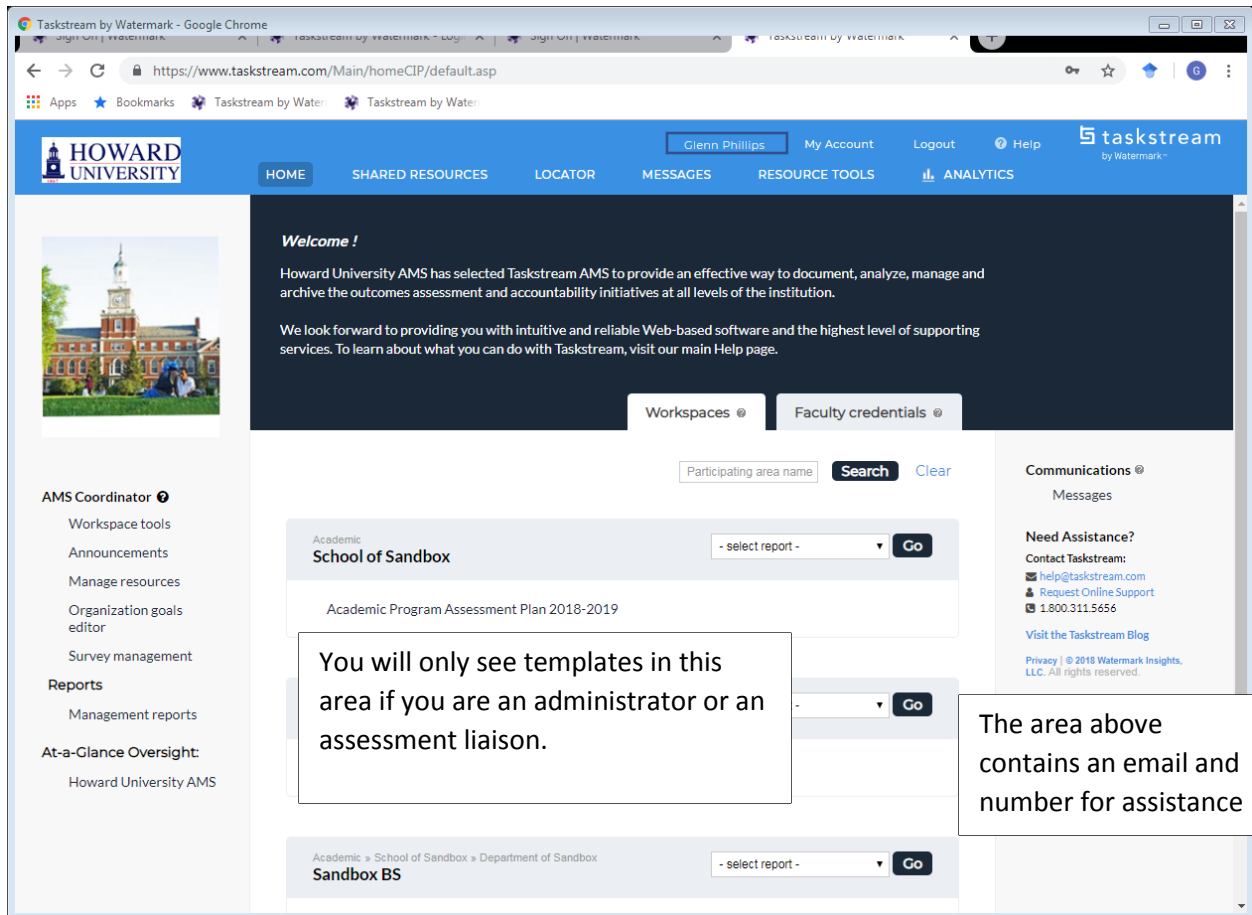
Taskstream Training: Faculty Credentials Getting Started

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 | Glenn Phillips | 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**

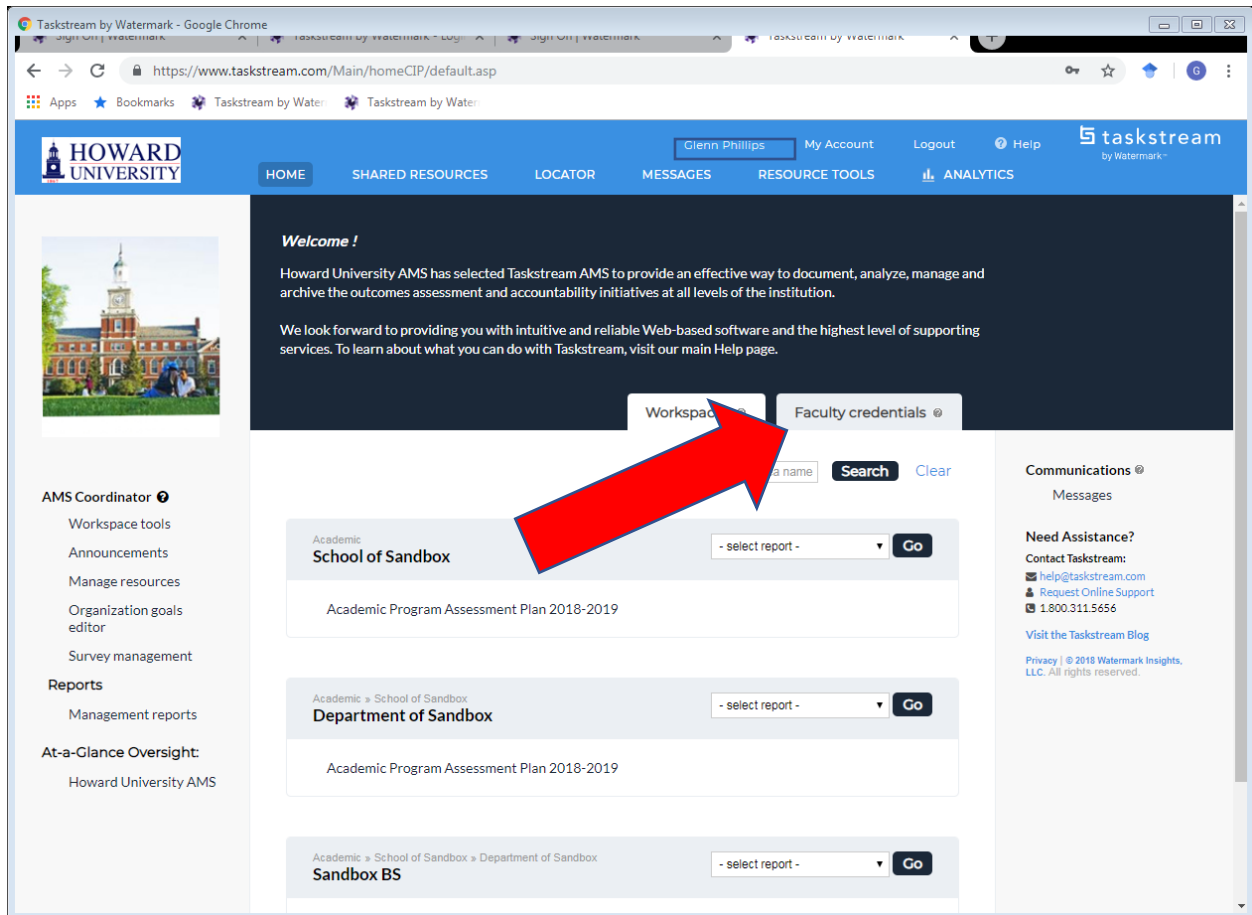
AMS Coordinator
Workspace tools
Announcements
Manage resources
Organization goals editor
Survey management
Reports
Management reports
At-a-Glance Oversight:
Howard University AMS

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.

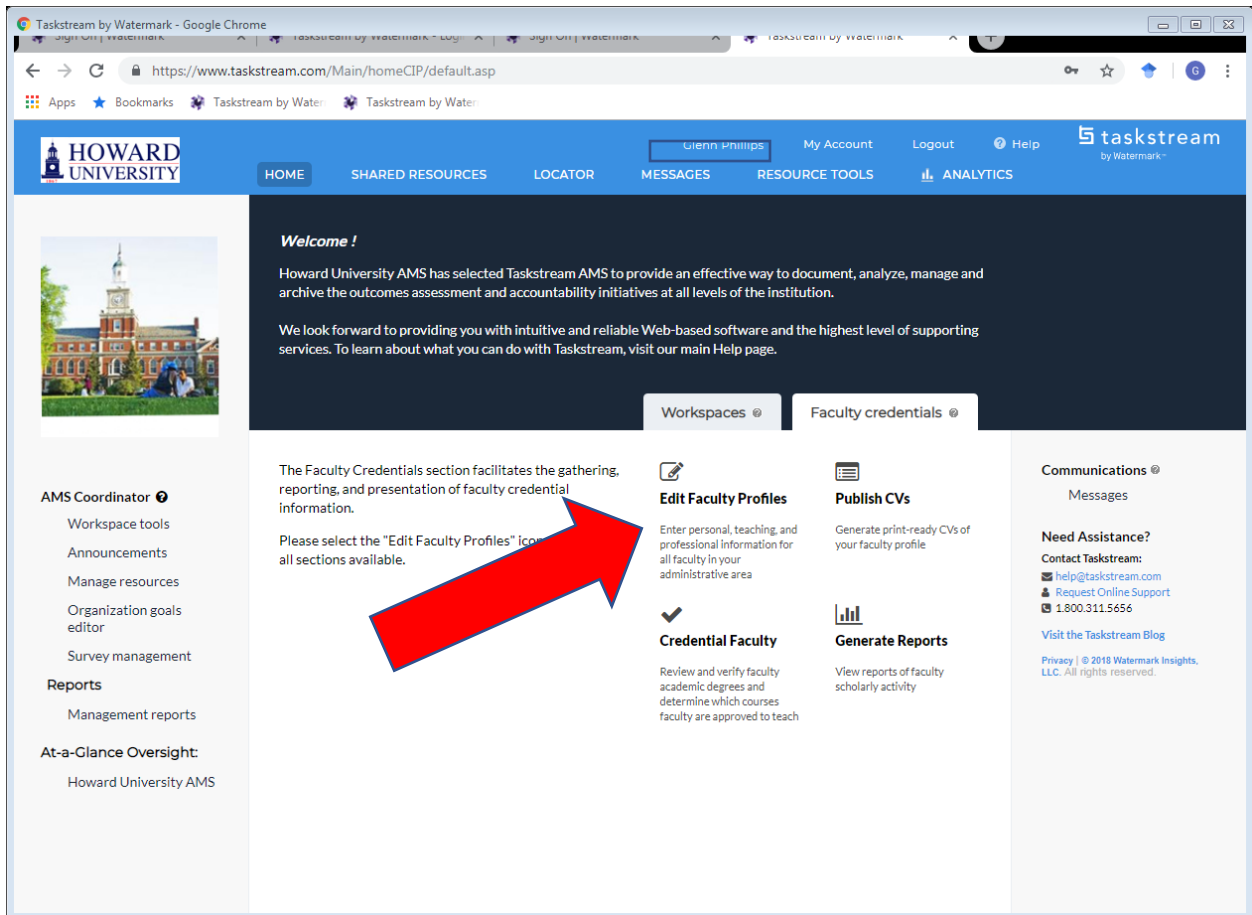
The area above contains an email and number for assistance

3. Select the “Faculty credentials” tab.



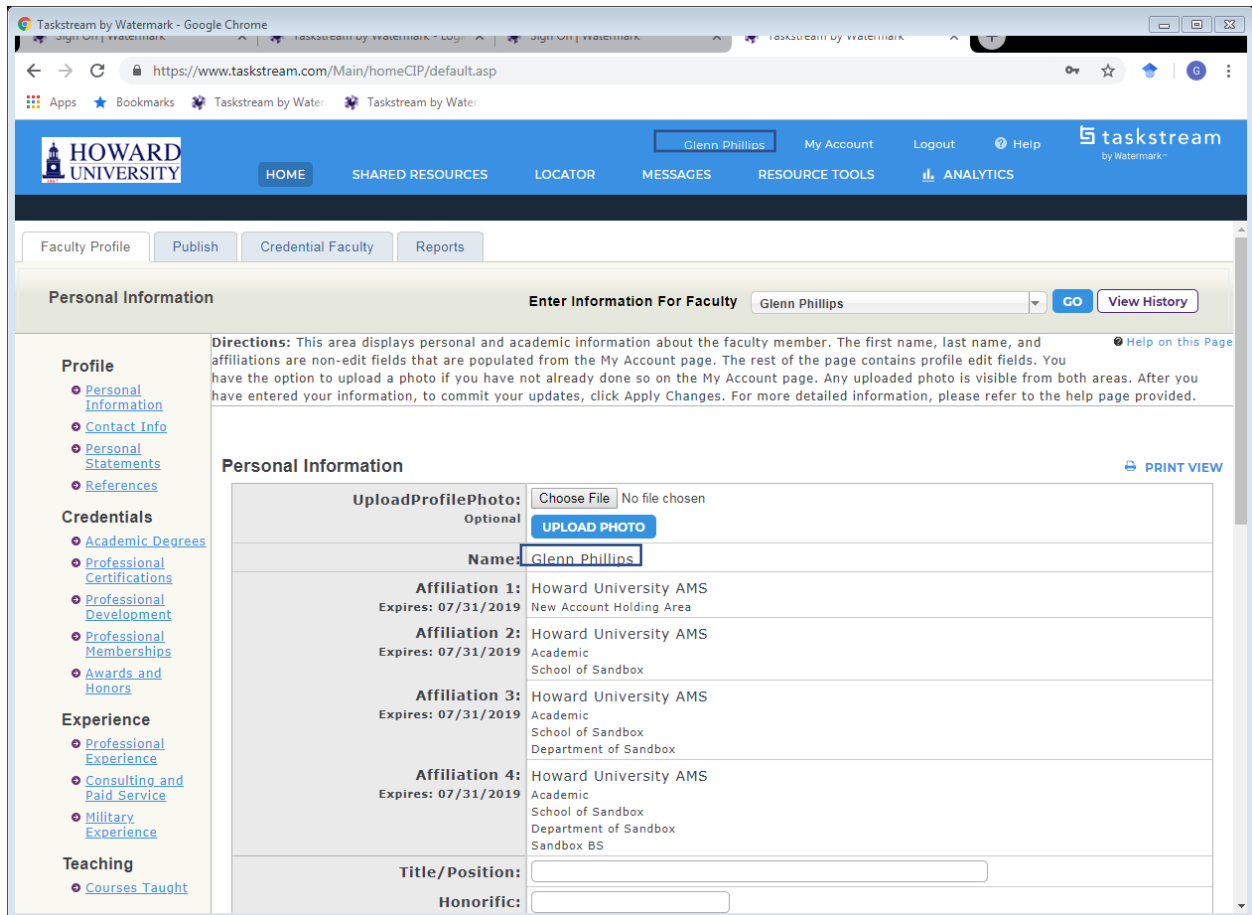
The screenshot shows the Taskstream by Watermark web application interface. The browser address bar displays <https://www.taskstream.com/Main/homeCIP/default.asp>. The top navigation bar includes the Howard University logo, user information for Glenn Phillips, and links for My Account, Logout, and Help. The main navigation menu contains HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. A dark blue banner area contains a "Welcome!" message and a brief overview of the system's purpose. Below this, there are two tabs: "Workspaces" and "Faculty credentials", with a red arrow pointing to the "Faculty credentials" tab. The main content area displays a search bar with a "Search" button and a "Clear" link. Below the search bar, there are three filterable sections: "Academic School of Sandbox", "Academic School of Sandbox Department of Sandbox", and "Academic School of Sandbox Department of Sandbox Sandbox BS". Each section has a dropdown menu set to "- select report -" and a "Go" button. The left sidebar contains navigation options for AMS Coordinator, Workspace tools, Announcements, Manage resources, Organization goals editor, Survey management, Reports, and At-a-Glance Oversight. The right sidebar contains "Communications", "Need Assistance?", and "Contact Taskstream:" information.

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' page in the Taskstream by Watermark system. The page is for user 'Glenn Phillips' and includes a navigation menu on the left with categories like Profile, Credentials, Experience, and Teaching. The main content area is titled 'Personal Information' and contains several form fields:

- Upload Profile Photo:** Optional field with a 'Choose File' button and an 'UPLOAD PHOTO' button.
- Name:** Text field containing 'Glenn Phillips'.
- Affiliation 1:** Howard University AMS, New Account Holding Area. Expires: 07/31/2019.
- Affiliation 2:** Howard University AMS, Academic, School of Sandbox. Expires: 07/31/2019.
- Affiliation 3:** Howard University AMS, Academic, School of Sandbox, Department of Sandbox. Expires: 07/31/2019.
- Affiliation 4:** Howard University AMS, Academic, School of Sandbox, Department of Sandbox, Sandbox BS. Expires: 07/31/2019.
- Title/Position:** Empty text field.
- Honorific:** Empty text field.

There is also a 'PRINT VIEW' link in the top right corner of the main content area.



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*