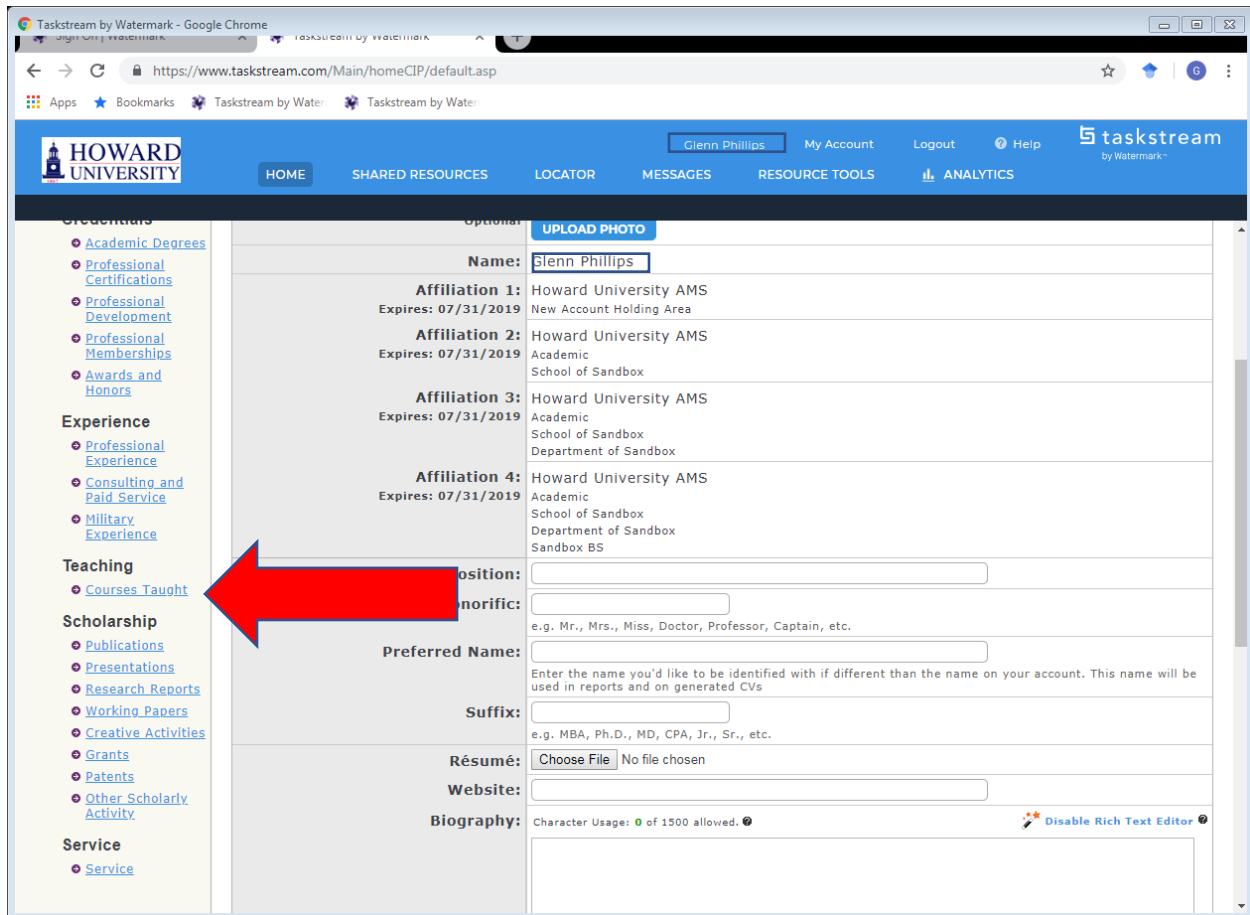


## Taskstream Training: Faculty Credentials Teaching

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



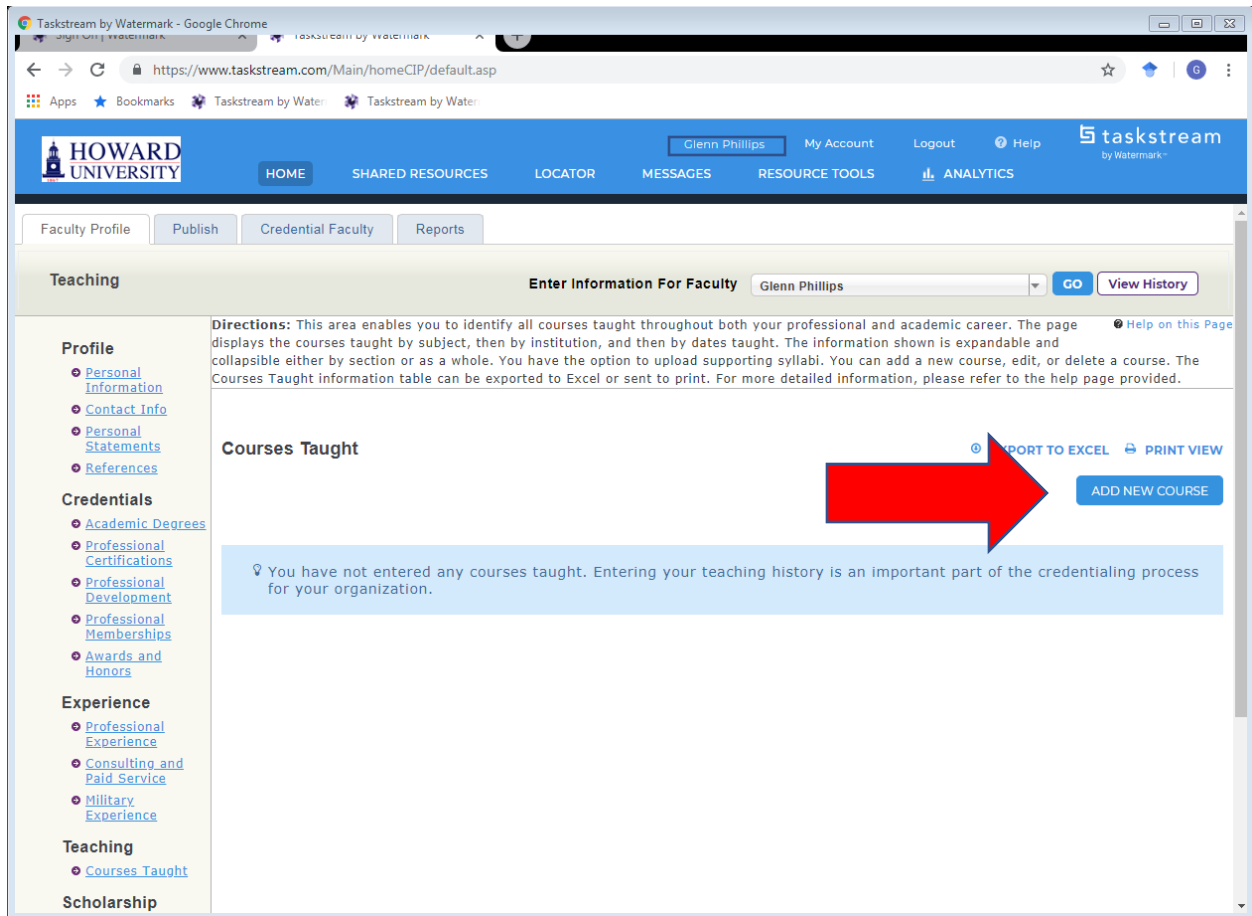
The screenshot shows the Taskstream web application interface. The left sidebar contains a navigation menu with the following categories and links:

- Credentials**
  - Academic Degrees
  - Professional Certifications
  - Professional Development
  - Professional Memberships
  - Awards and Honors
- Experience**
  - Professional Experience
  - Consulting and Paid Service
  - Military Experience
- Teaching**
  - Courses Taught** (highlighted with a red arrow)
- Scholarship**
  - Publications
  - Presentations
  - Research Reports
  - Working Papers
  - Creative Activities
  - Grants
  - Patents
  - Other Scholarly Activity
- Service**
  - Service

The main content area displays the user's profile information for Glenn Phillips. The profile includes:

- Name:** 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
- Position:** [Empty text box]
- Honorific:** [Empty text box, e.g. Mr., Mrs., Miss, Doctor, Professor, Captain, etc.]
- Preferred Name:** [Empty text box]
- Suffix:** [Empty text box, e.g. MBA, Ph.D., MD, CPA, Jr., Sr., etc.]
- Résumé:** Choose File | No file chosen
- Website:** [Empty text box]
- Biography:** Character Usage: 0 of 1500 allowed. [Empty text box]

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

Glenn Phillips My Account Logout Help taskstream by Watermark

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.

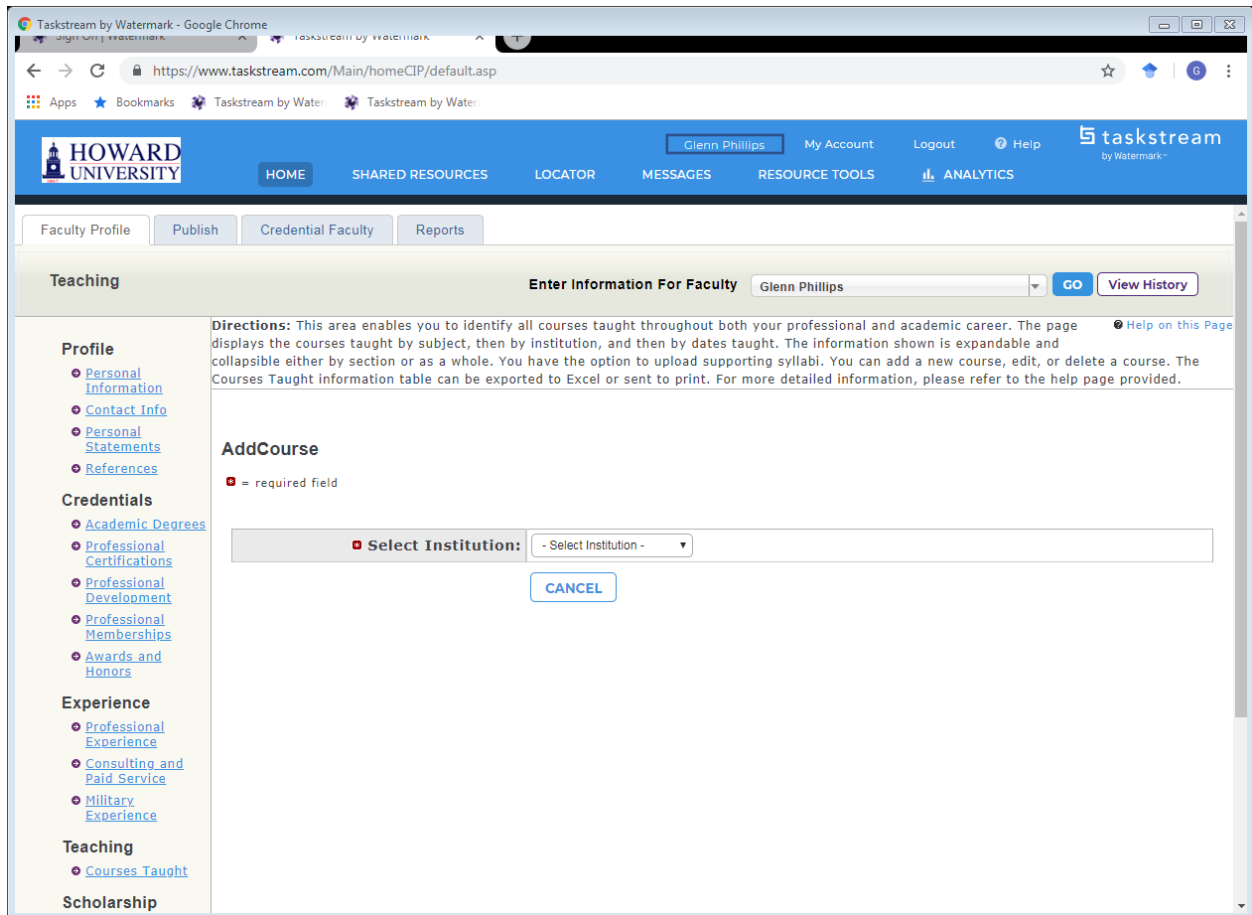
**Courses Taught**

EXPORT TO EXCEL PRINT VIEW

ADD NEW COURSE

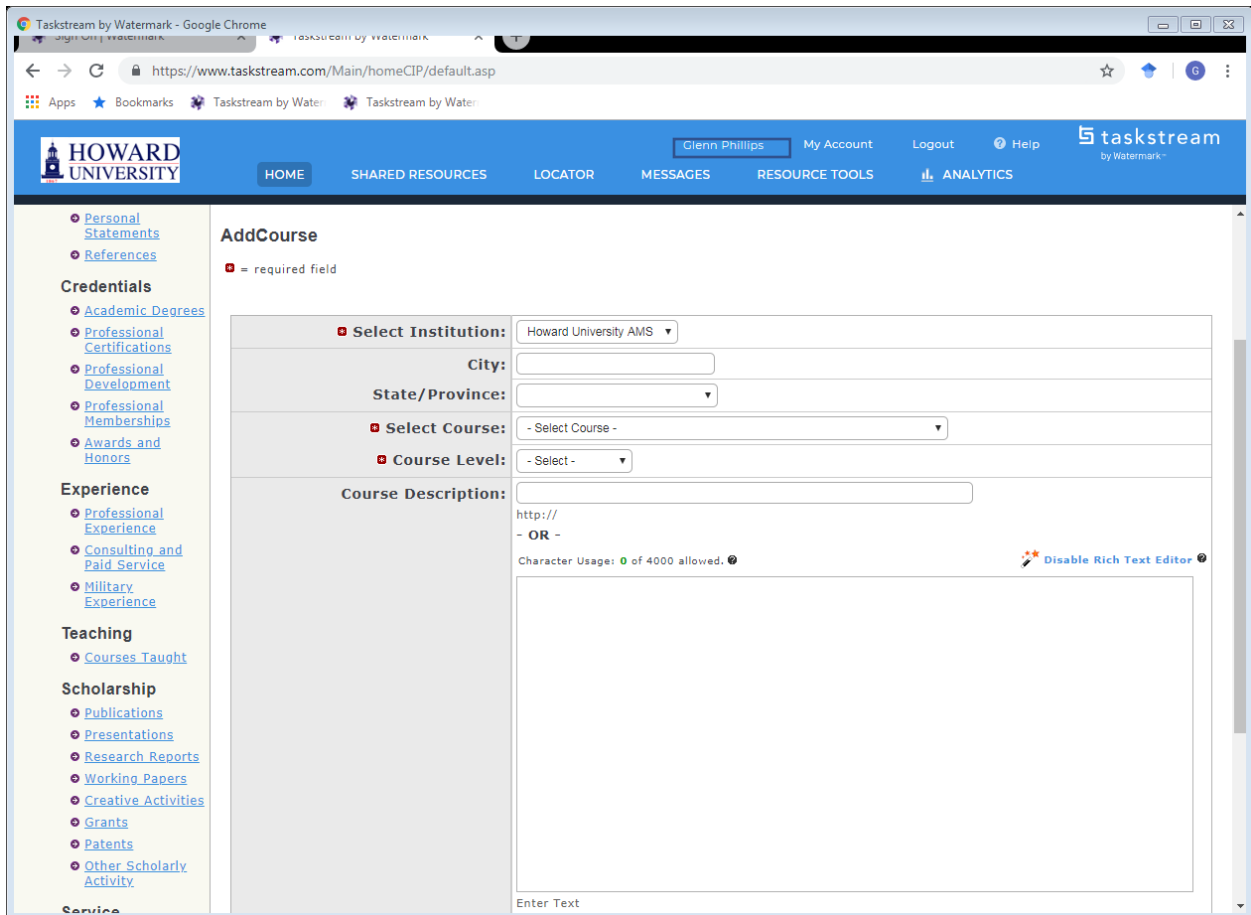
You have not entered any courses taught. Entering your teaching history is an important part of the credentialing process for your organization.

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 "Enter Information For Faculty". On the left, there is a navigation menu with categories like Profile, Credentials, Experience, Teaching, and Scholarship. The main content area is titled "AddCourse" and includes a "Select Institution" dropdown menu. The dropdown menu is currently set to "- Select Institution -". A "CANCEL" button is visible below the dropdown. The page also contains 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.



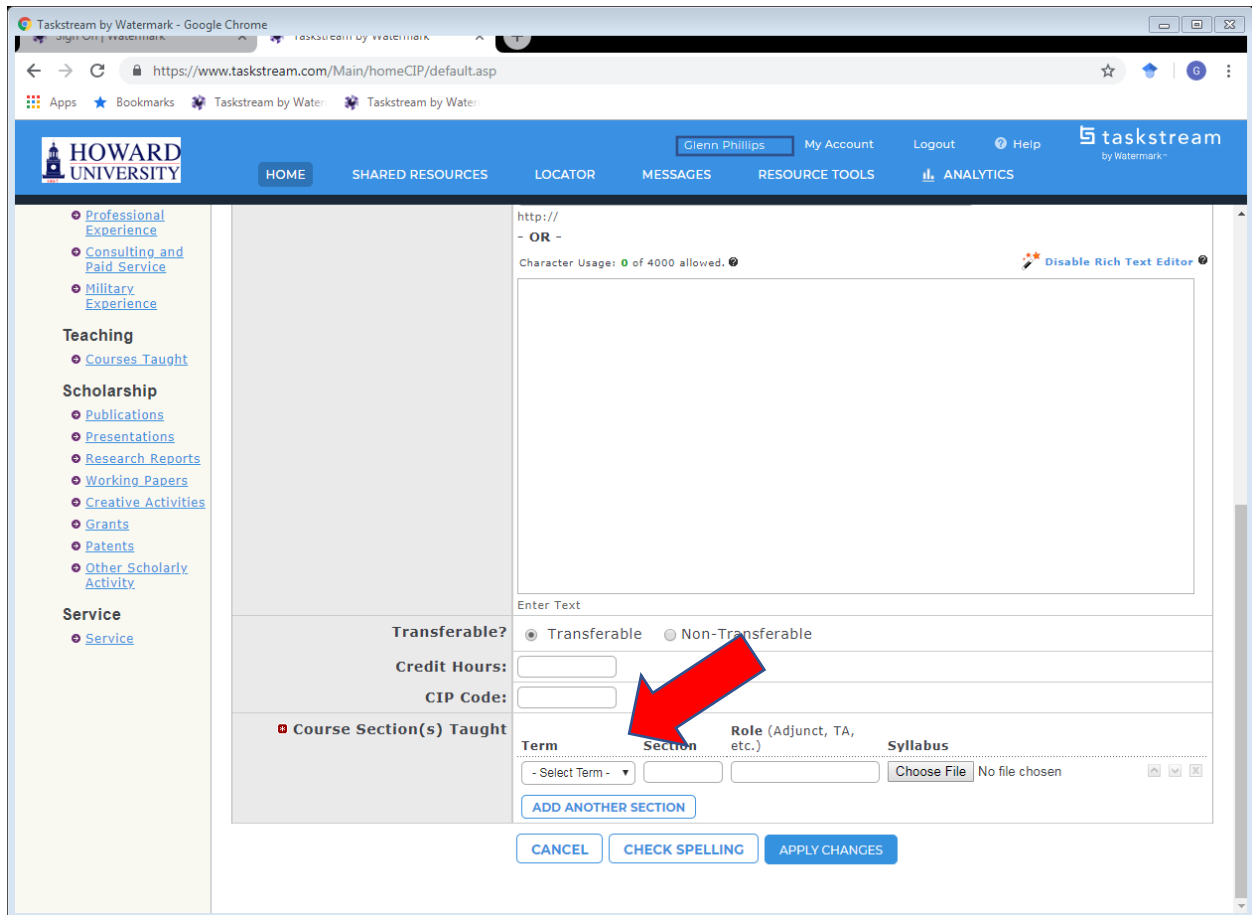
The screenshot shows a web browser window with the URL <https://www.taskstream.com/Main/homeCIP/default.asp>. The page header includes the Howard University logo and navigation links: HOME, SHARED RESOURCES, LOCATOR, MESSAGES, RESOURCE TOOLS, and ANALYTICS. The user is logged in as Glenn Phillips. The main content area is titled "AddCourse" and contains the following form fields:

- 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 with "http://" and "- OR -" text, and a "Character Usage: 0 of 4000 allowed" indicator)

A sidebar on the left lists various credential categories, each with a red star icon:

- 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 'Course Section(s) Taught' form in the Taskstream system. The form includes a text area for a description, a 'Transferable?' section with radio buttons for 'Transferable' and 'Non-Transferable', and input fields for 'Credit Hours' and 'CIP Code'. Below these is a table for adding course sections. The table has columns for 'Term', 'Section', 'Role (Adjunct, TA, etc.)', and 'Syllabus'. A red arrow points to the 'Section' column. At the bottom of the form are buttons for 'CANCEL', 'CHECK SPELLING', and 'APPLY CHANGES'.

Term	Section	Role (Adjunct, TA, etc.)	Syllabus
- Select Term -			Choose File No file chosen



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.