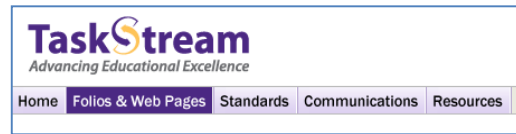


Students: How to Add an Attachment

Starting point is the Folios & Web Pages tab

Students may upload such attachments as Word docs, PowerPoint files, Excel docs, video files, sound files, and more. To add any type of attachment to a folio or web page, please follow these steps:

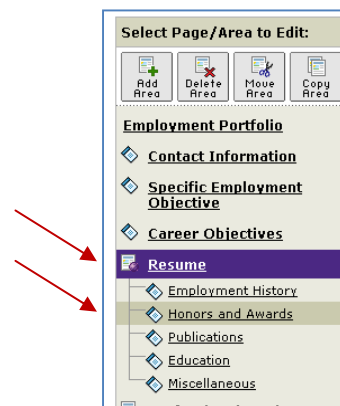
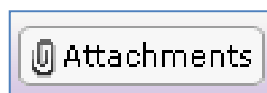
1. Once you have logged into TaskStream, click the **Folios & Web Pages** tab.



2. In the **Folios & Web Pages** area, there is a listing of your current folios. Click the title of the folio to which you need to add an attachment.

3. Your folio or web page will appear. In the left-hand menu, click an Area or one of its Sub-Areas to add an attachment. For example, **Resumes**, or **Honors and Awards**.

4. Inside the area, you may click the Attachments button at the bottom of the screen. Depending on which browser you are using, you may have to scroll down in order to see it.



5. You will be taken to the **Edit/Add Attachments** area. Here, you may:
 - a. Browse for the attachment in your computer.
 - b. Attach a previously uploaded file.
 - c. Create an artifact to attach.

6. Once you have chosen which file to attach, click the **Add File** button.

7. TaskStream will identify all **Currently Attached Uploaded Files**.
Click the **Save and Return** button at the right.

Add New Attachment

Select File:

A file saved on your computer

Attach a previously uploaded file

An artifact created in TaskStream (Lesson, Folio, etc.)

Name File:

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this file

Save and Return

8. Now you will see the attachment within the Area you selected. To view it, click its title.