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INTEGRATIVE LEARNING CORE QUICKSTART GUIDE

Logging in to Taskstream

Taskstream by Watermark is LSU’s system of record for institutional effectiveness. This guide will walk you through the technical components of accessing Taskstream AMS and adding assessment data. In addition to this guide, you may find the custom set of instructions under the “Directions” section within each requirement helpful.

To access Taskstream, login to myLSU and click the Taskstream icon on the left navigation panel.

Additional resources are available at www.lsu.edu/oie. If, at any time, you need technical assistance with Taskstream, please contact Tori Clement in the Office of Institutional Effectiveness by email at tgreen4@lsu.edu or by phone at 225-578-4935.

Accessing the Integrative Learning Core Workspace

Upon entering Taskstream, all accessible workspaces will populate on the landing page. Use the search box towards the center of the right-hand side of the page to narrow down the results. Click “Clear” to return to the full list of accessible workspaces.

The listing for ILC courses will display, as follows:

The Louisiana Board of Regents area is visible at the top, followed by the course designation, number, and title. Underneath, the course’s Integrative Learning Core proficiency is visible.

Enter the workspace by clicking on the proficiency.
Integrative Learning Core – QuickStart Guide

Uploading Data Files
Upon entering the workspace, the navigation menu is to the left.

Click on the Data Repository space for the respective year of data.

To upload data, click the “CHECK OUT” button once in the data repository space.

Click the attachments button on the bottom of the page. This will open a new screen.
On the new screen, click “Upload from Computer”. A new area will open.

Add/Edit Attachments for AY 2019-2020 Data Repository

- **Directions**

**Add New Attachment**

Select File:
- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Rubric, Web page, etc.)

No files have been attached yet.

In the new area that opens, drag and drop the file from the computer, to the upload space. Click “Upload and Close.”
Once the file is uploaded click “Save and Return” to return to the data repository.

Click “Check In” to return the workspace, so that others may access it.

For technical issues, please contact Tori Clement, Assessment Coordinator, at tgreen4@lsu.edu or 225-578-4935. For content related issues, please contact Tara Rose, Director of Assessment, at trose@lsu.edu or 225-578-4915.