

# Uploading Artifacts in TaskStream

1. Log in to TaskStream ([www.taskstream.com](http://www.taskstream.com))
2. Click on the “**Folios and Web Pages**” link on the top navigation bar

 taskstream

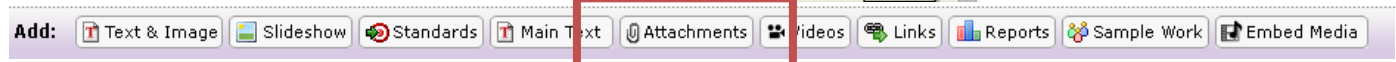


3. Click on your portfolio titled, “UTTC Teacher Education”

4. On the left side bar, scroll down and find the standard you would like to upload an artifact to. Under the desired Standard, click the “**Evidence**” link



5. After the Evidence page is done loading, the “Add Bar” will appear at the bottom of the screen. Select the type of content you would like to upload your artifact, most often you will upload as an “attachment”.



You can visit the online tutorial at <https://www.taskstream.com/ts/heid2/tutorial> for instructions on how to upload the different types of content/artifacts.

## Adding an Attachment:

1. Click the “**Attachments**” button from Add Bar
2. Click the “**Upload from Computer**” button to add a new file.
3. Either drag your files to the designated area or use the **+ Add Files** button to select your file to upload. Once your file(s) has been selected, click the **Start Upload** button. When the status has reached 100% click the **Upload and Close** button.
4. Click “**Save and Return**” to return to your portfolio
5. Be sure to request comments from your instructor after your artifacts have been uploaded.

