**TASKSTREAM FOR STUDENTS**

1. Type the following into an internet browser: <http://ecourses.pvamu.edu>
2. Login to eCourses using your PVAMU username and password
3. Select your courses and click on the **“Taskstream Student Access”** link
	1. NOTE: eCourses allows you to access Taskstream system directly, without an additional login
	2. **If you have never used Taskstream before**, you may have to read a displayed Taskstream User Agreement, then click on the I Accept Agreement button. The next page will ask for required information: email address, home/cell number, password, password hint (NOTE: This information is for accessing Taskstream directly without going through eCourses. This does not affect your PVAMU email password)
4. A new window tab will open:



1. A **DRF Program** in Taskstream is the PVAMU department that offers the specific course. Select **Political Science** and the following screen will display:

Note that only the course you are currently enrolled in should display, either **POSC 1113 (American Government I)** or **POSC 1123 (American Government II).**

1. There are three tabs listed in the upper right corner of the screen: **Work, Scores/Results**, and **Options**. You will start out under the **Work** tab.



1. Select the assignment specified by your instructor. This is **Assignment 1** listed under your course (either **POSC 1113** or **POSC 1123**).
2. This assignment is setup with specific types of content that can be uploaded. The bar at the bottom of the page lists the options available. **Attachments** is the most commonly used and will allow you to upload your word document.Click on **Attachments.**



1. You are now at **Add/Edit Attachments for Assignment 1.** Use the Add New Attachment tool to select a file saved on your computer or USB drive. Click **Add File**. Once the file has been attached, it is listed under **Currently Attached Uploaded Files.** You may then click **Save and Return**.
2. **ONE MORE STEP**, you are not complete. Click the orange **Submit Work**  button as shown below:



1. There should be a final confirmation pop up window. If you are ready to submit, click the **Yes-Submit My Work** button to complete the process.