TaskStream (aka Watermarkinsights) Author (i.e. Student) Help Sheet

1. What is TaskStream (aka Watermarkinsights)

TaskStream (now called Watermarkinsights) is used by the GSEC to collect information regarding your progress in the program as well as for program improvement and for our accrediting bodies to show that our students/graduates are meeting standards.

2. Will my lclark username and password work automatically with TaskStream?

No. Your TaskStream account is distinct and separate and is not affiliated or connected to any accounts at Lewis and Clark. However, if you choose, you may set the password to be the same as your email password after the first time you login.

3. How do I access my Taskstream account?

Please note: The **first** time you use the system, go to https://www.watermarkinsights.com/
And then follow these instructions:

1. Click on the "Sign In" tab in the upper right corner and then on the next screen, click on "TaskStream" in the lower left corner
2. Rather than putting in a username and password, click on "Forgot Login"-below the sign in button to the left
3. Enter the information requested, you will need to enter your last name and one other piece of information (if you chose either email or username-both will be your lclark email address…(e.g. "lc22-XXXX@lclark.edu)
4. Now go to your Lewis & Clark email account, sign in to your email account and find the email from Taskstream that will include a link. (Note: the email link will only stay live for 24 hours…. don't try to use that to access Taskstream after you have already done so. You can click on "forgot login" as many times as you need to (if you forget your Taskstream password) 😊
5. Click on the link to accept the terms and set your Taskstream password
6. *When accessing Taskstream **after** your first login, please go to* https://www.watermarkinsights.com/ then follow the above instructions but rather than clicking on "forgot password" click on "Sign in" after you put in your user credentials. (Note: the email link will only stay live for 24 hours…. don't try to use that to access Taskstream after you have already done so. You can click on "forgot login" as many times as you need to (if you forget your Taskstream password) 😊

4. How can I submit/upload my assignment?

The steps for submitting/uploading an assignment in the system are shown below:

1. Sign in with your username and password (as described above)
2. Click the folio that has the name of your program (e.g. *20-21 Preliminary Administrator License*)
3. In the list on the left, find and click the name of your task/assignment (**but wait until your instructor has asked you to upload any document)**
4. Upload the text, images, and/or attachments as required by the task/assignment from your computer (this is very similar to adding an attachment to an email but it takes about four steps to click through the process of uploading…. keep going until you see that you have submitted the document!)
5. Make sure you have clicked the "Submit Work" button near the top right to submit your work to your instructor
6. (IMPORTANT: be sure to allow pop-ups from www.watermarkinsights.com!)
7. Once you submit your work your instructor will be able to see your submitted work and your instructor can then evaluate the work in Taskstream (Please note: when you have successfully submitted a doc, Taskstream automatically moves you over to the second tab that is named work submitted….this is the tab where you can check on the progress of all of your submissions as you move through the program). If you need to submit a second artifact, you just need to switch to the left tab called submit work and then you will see the list of requirements screen again.

5. How do I get help with Taskstream?

We encourage you to first call 1-800-311-5656 or email support@watermarkinsights.com with you questions or concerns. They are very responsive and will be able to help you with whatever you need, or they will get you to the person who can help! This is the fastest way to get help!

You may also email assess@lclark.edu for basic questions or problems such as signing in or uploading documents (please note: there will be a delay in response on weekends and after business hours).