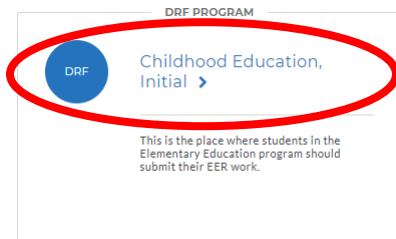


Submitting Work in Taskstream

1. Login to [Taskstream](https://login.taskstream.com/signon/) (<https://login.taskstream.com/signon/>) or find the link in your MyBuffState “Toolbox”.



2. Click on the name of your program (i.e. “Multidisciplinary Studies”). If you do not see your program, please contact Shannon Budin (gormlese@buffalostate.edu).

3. Taskstream requirements are listed on the left side of the screen. Click on the assignment you need to submit. After clicking on your assignment, you will see options for uploading work. Click on the “Attachments” to upload documents. ***If you are submitting a survey, look for the “Complete This Form” link below the “Directions.”***



4. DON'T FORGET -- YOU MUST CLICK ON **SUBMIT WORK** in the upper, right corner once your file is attached and/or your survey is submitted. ***(**This step is easy to miss, but very important.)***

You will be asked to select your instructor. **Finally, click “Submit to Evaluator.”**