The following screen shots reflect the process in which to access Taskstream via Canvas. Please note that <u>not all</u> instructors utilize Canvas. In these cases, you must go directly to the Taskstream URL for log on (<u>www.taskstream.com</u>).

Faculty utilizing Canvas has been instructed to set up the Taskstream external tool via Modules, as reflected below.

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1. Sign in to Canvas

2. Select the course you are enrolled in that requires a submission of the signature assignment via Taskstream

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4. Go to Taskstream and click on the link.

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5. Another window will open within Canvas to your account in Taskstream where you will then select the appropriate DRF (the department in which you are enrolled)

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