

University of Houston Clear Lake

College of Education

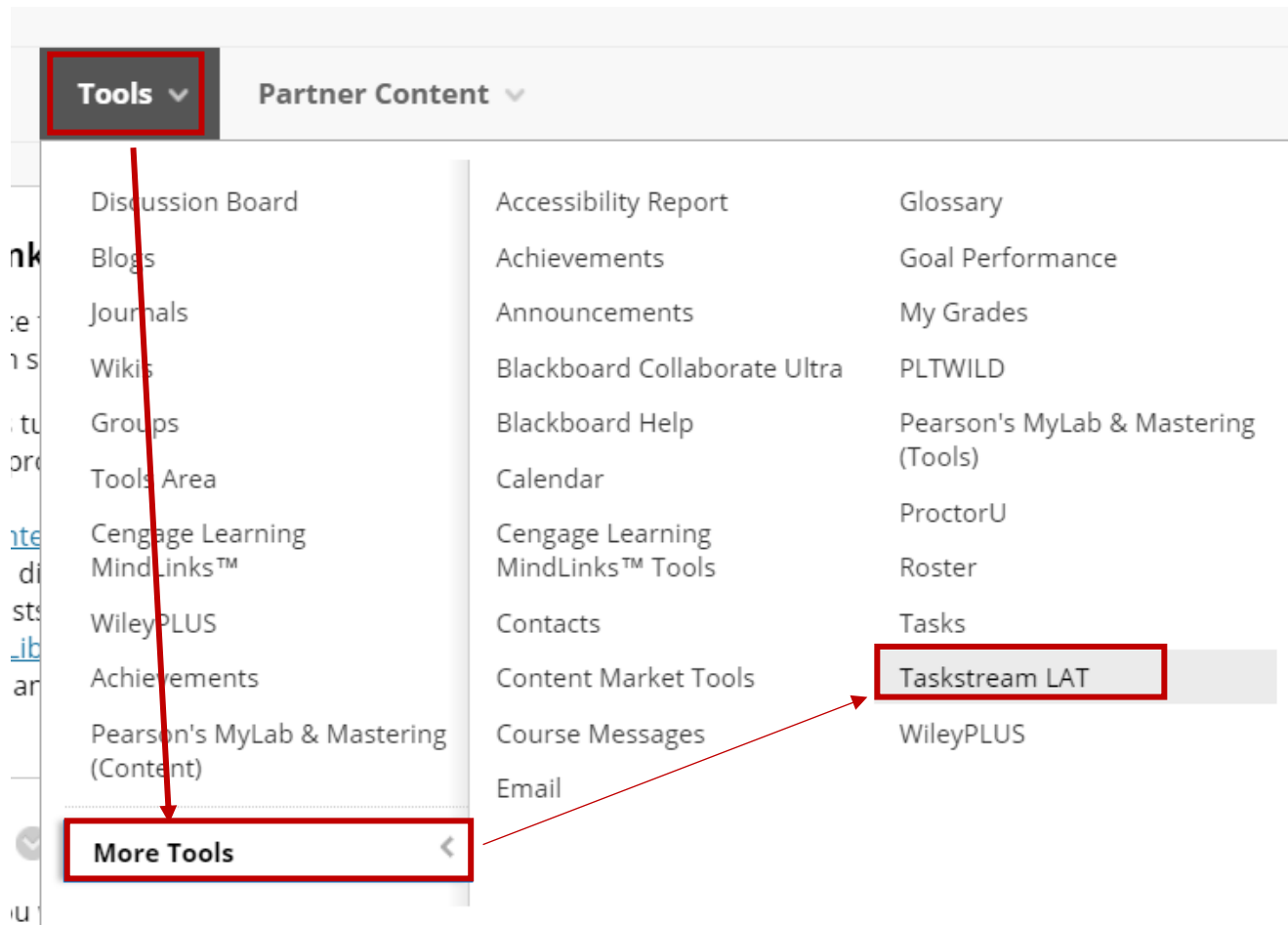
Adding LAT Link to a

Blackboard Course

Step 1: In the Course Content area, go to *Tools* at the top of the blackboard screen.

Step 2: On the drop down menu, click *More Tools*

Step 3: Scroll until you see *Taskstream LAT*. Click on it. The link will appear on a screen “Create Link.”



Step 4: You can then change the name of the link, if you choose, add a description, and select make available to students in the options. Click **Submit** to save changes and create the tool link.

Create Link: Taskstream LAT

* Indicates a required field.

LINK INFORMATION

* Link Name

Color of Name Black

Link Tool: Taskstream LAT

Text

(Rich text editor toolbar with Paragraph, Arial, 3 (12pt), and various icons)

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions

Display After

Display Until

LINK INFORMATION

* Link Name

Color of Name Black


Link Tool: Taskstream LAT

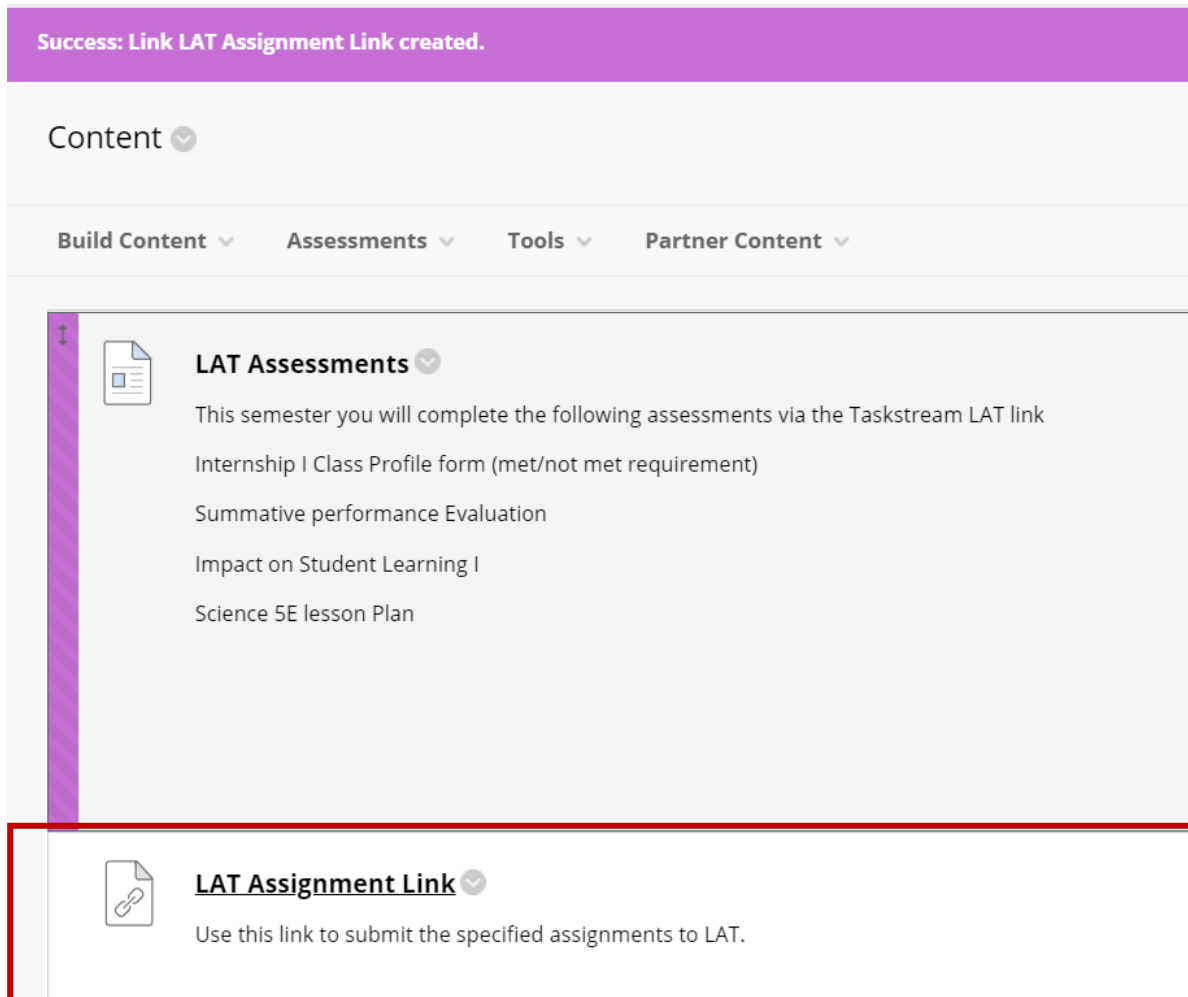
Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

(Rich text editor toolbar with Paragraph, Arial, 3 (12pt), and various icons)

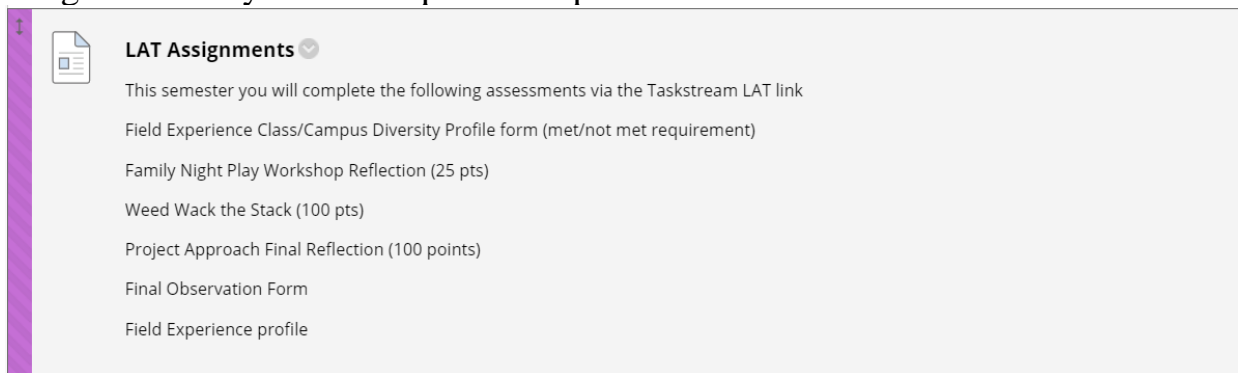
Use this link to submit the specified assignments to LAT.

Step 5: The link to Taskstream LAT will then appear at in the area of your content you have selected to put it. You can clear the purple *Success* banner by clicking on the  in the upper right corner of the banner.



The screenshot shows a software interface with a purple success banner at the top that reads "Success: Link LAT Assignment Link created." Below the banner is a "Content" dropdown menu with sub-menus for "Build Content", "Assessments", "Tools", and "Partner Content". The main content area is titled "LAT Assessments" and lists several items: "Internship I Class Profile form (met/not met requirement)", "Summative performance Evaluation", "Impact on Student Learning I", and "Science 5E lesson Plan". At the bottom of the content area, a red-bordered box highlights a section titled "LAT Assignment Link" with the text "Use this link to submit the specified assignments to LAT." A small close icon is visible in the top right corner of the purple banner.

Step 6: We strongly suggest that you create a content box that provides information to students about which assignments they will be required to upload in LAT.



LAT Assignments ▾

This semester you will complete the following assessments via the Taskstream LAT link

- Field Experience Class/Campus Diversity Profile form (met/not met requirement)
- Family Night Play Workshop Reflection (25 pts)
- Weed Wack the Stack (100 pts)
- Project Approach Final Reflection (100 points)
- Final Observation Form
- Field Experience profile

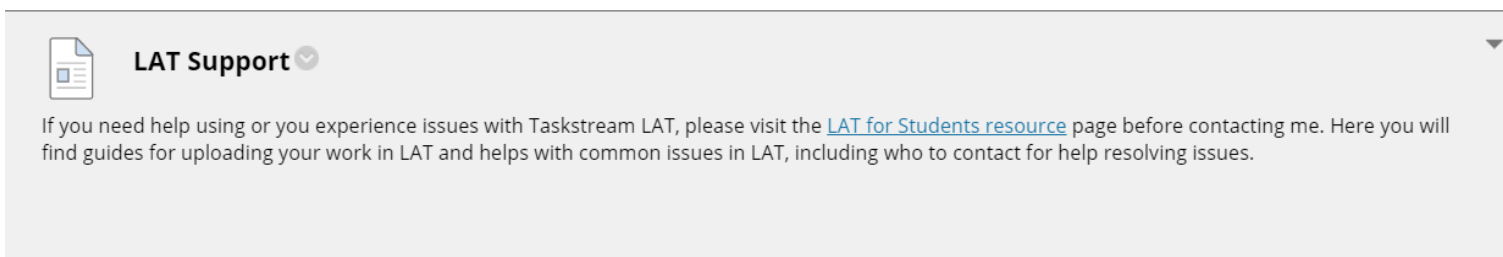
Additionally, please add information about where students can find instructions for accessing LAT, uploading assignments, and getting support. Faculty and students should visit their respective LAT Resource page for help *first*. ***UCT cannot help with LAT issues, so please do not contact them.***

LAT for Faculty Resource page:

<https://www.uhcl.edu/education/centers-initiatives/planning-assessment/faculty-resources>

LAT for Students Resource page:

<https://www.uhcl.edu/education/centers-initiatives/planning-assessment/student-resources>

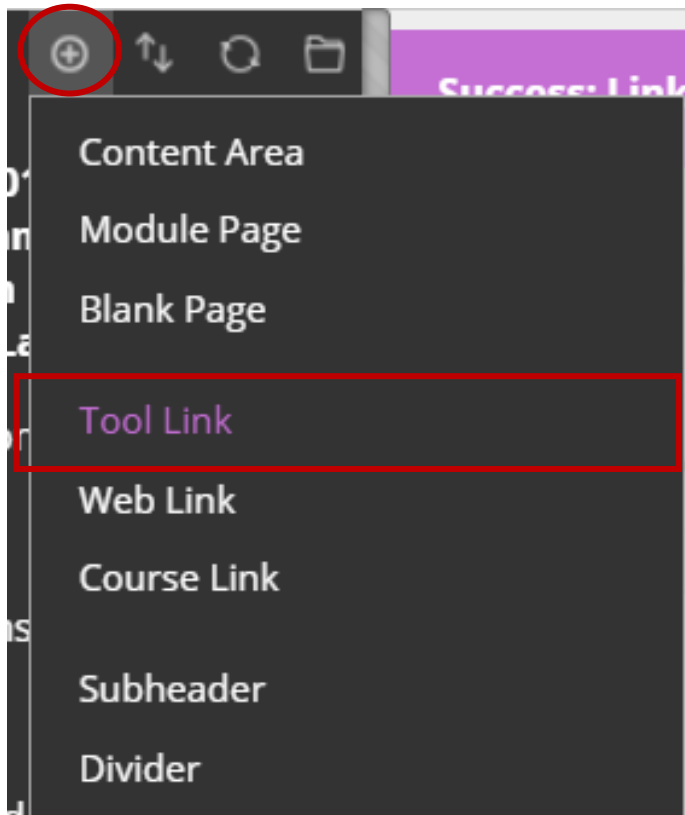


LAT Support ▾

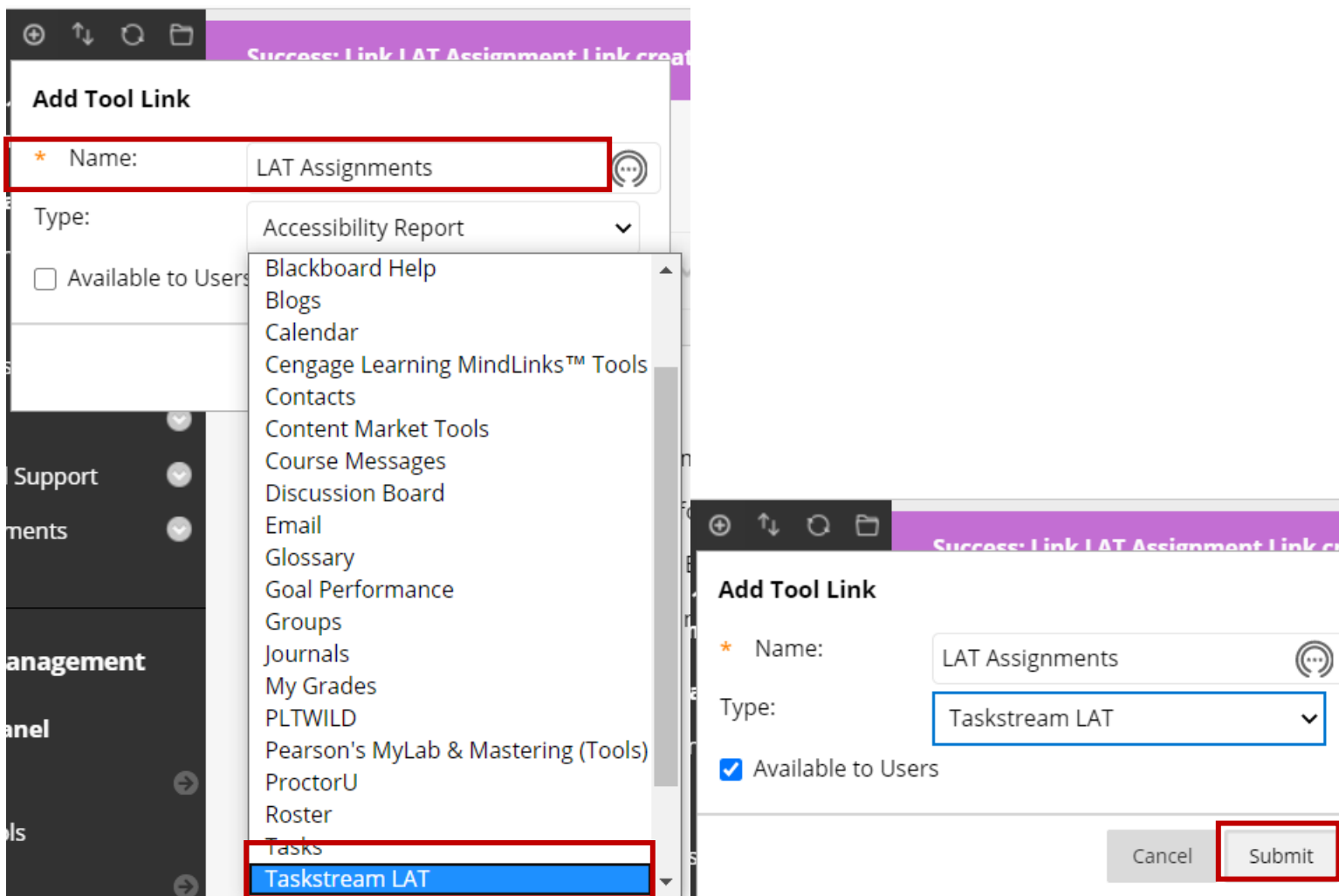
If you need help using or you experience issues with Taskstream LAT, please visit the [LAT for Students resource](#) page before contacting me. Here you will find guides for uploading your work in LAT and helps with common issues in LAT, including who to contact for help resolving issues.

You can also put the link on the side bar by following the same steps from the Add Menu Item button.

Step 1: On the menu bar, click on the *Add Menu Item* button. Select *Tool Link* from the drop down menu.



Step 2: Type a name for the menu item and then select the *Taskstream LAT* tool from the Type dropdown menu. Choose if you want students to be able to see the menu link and then click *Submit*.



Your Shortcut Taskstream LAT menu link is now ready.

