University of Houston Clear Lake

College of Education

Adding LAT Link to a Blackboard Course
Each semester you must sign into LAT via your Blackboard course LAT link to “map” your LAT account to the course assessments prior to students being able to submit any work! If you are a new user, see the New User Account Creation screen shots at the end of this document.

To Add the LAT Tool Link to Your Blackboard Course.

**Step 1:** In your Blackboard shell, navigate to the area of the course where you want to add the link. Across the top of the content page you will see the Content Menu bar. Click on *Tools*.

![Content Menu Bar](image)

**Note:** If you do not see the content menu bar or cannot find the Tools menu, please contact UCTSupport, as this is a Blackboard support issue, not a LAT support issue.
**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.
**Step 5:** The link to Taskstream LAT will then appear in the area of your content you have selected to put it. You can clear the purple *Success* banner by clicking on the icon in the upper right corner of the 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.

<table>
<thead>
<tr>
<th>LAT Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>This semester you will complete the following assessments via the Taskstream LAT link</td>
</tr>
<tr>
<td>Field Experience Class/Campus Diversity Profile form (met/not met requirement)</td>
</tr>
<tr>
<td>Family Night Play Workshop Reflection (25 pts)</td>
</tr>
<tr>
<td>Weed Wack the Stack (100 pts)</td>
</tr>
<tr>
<td>Project Approach Final Reflection (100 points)</td>
</tr>
<tr>
<td>Final Observation Form</td>
</tr>
<tr>
<td>Field Experience profile</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>LAT Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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 round *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.
New User Account Creation
Through the Blackboard-LAT Integration, faculty and student accounts are automatically created using the login information for Blackboard. There is no need to create a separate LAT account.

NOTE: If you have issues logging into LAT or scoring assignment, please visit the LAT for Faculty Resource page before contacting the COE Planning and Assessment Office for help. This page will provide you with solutions to the majority of issues you may encounter and provide information on who to contact for each issue. Remember UCT Support cannot support LAT, but they can help with the Blackboard issues.

1) USE ONLY CHROME OR FIREFOX web browsers access LAT via your Blackboard course.

2) To initialize your LAT account, click on the Taskstream LAT Assignment link in your Blackboard course.

3) LAT will use your login information in Blackboard to automatically create your faculty evaluator account and log you into the LAT DRF Program.

4) You will be asked to accept the Taskstream User Agreement.
5) After you Accept the user Agreement at the bottom of the page, you will be taken to the LAT Evaluator homepage and should see the DRF program box for your program area.