

How to Add an Attachment to your Lesson

1. Log into your Taskstream account.
2. Select the **Lessons, Units, and Rubrics** tab at the top of the page.
3. Click on **Go to Lesson Builder** link
4. Select the lesson you'd like to add your attachment too.
5. Find the area you'd like to add your attachment too and click on the corresponding button.

II. Statement (Inform) of Objectives	
Activities and Setting	
Materials and Time	

6. Click on the **Attachments** tab.

Activities and Setting Home **Attachments** Web Links

Provide a description of activities and setting within the Statement (Inform) of Objectives section.

Character Count Spell Check Save Draft Save & Close Window

HTML Formatting Toolbar: [\[Help and Preferences\]](#)

Verdana 2 (10pt) **B** *I* U ~~X~~ ~~X~~

Character Count Spell Check Save Draft Save & Close Window

7. **Name** the file, **browse** for the file, and enter a **description** of the file and then *click add file*.

Add New Attachment

Name File:	<input type="text" value="Classroom Activities"/>
Select File:	<input type="text" value="C:\Documents and Se"/> Browse...
Describe File: <small>(optional)</small>	<input type="text" value="Activity 1- Golf Swing"/>

Spell Check Add File

8. The attachment should now appear in the white box area like so:

II. Statement (Inform) of Objectives	
Activities and Setting	Attachments 1. Classroom Activities Activity 1- Golf Swing
Materials and Time	

9. And repeat for any all other attachments you have for your lessons.