TCAP Final Submission

Log into your Taskstream Account; Click on the picture with TCAP in the title.

Next screen, you will see the following:

For the Final Version of your TCAP, click on Strand 5 on the Left hand side. Then, on the next screen, click on attachments;
On the next screen, click on the Upload from your computer

A new screen will pop up, drag and drop your TCAP into this box.

Upload and close; the following will appear:
When you are ready to hit the final submit button: Enter the “Submit Work” button on the top right hand corner of the page.

If you are uploading the video, follow the same set of directions, except:

Start with strand 3; then there is a Video tab for uploading. You may have to compress the video before uploading. The Help desk or the Holmes Center can answer any questions on this.