Using TaskStream: An Overview

For more in-depth assistance in understanding and using the various components of TaskStream, reference the Help section within the TaskStream website or use the Instructional Guides available at the College of Education Assessment & Accreditation website at https://w.taskstream.com/ts/schillinger/assessment.html
Who should purchase TaskStream and when?

Who – students enrolled in the:

- Adapted Physical Education: **MSAPE**
- Online Advising (alternative certification only): **Advising**
- Educational Leadership (Ed. D.): **LATEC HEDDEL**
- Master of Education, C&I: **MEDCI**
- Master of Education, Ed Leadership: **MEDEDL**
- MA Clinical Mental Health Counseling 60 hr: **CMHC 60**
- MA School Counseling 48 hr: **SC 48**
- PreTeacher: **PRETEACHER**

When – as soon as you enroll in either of those programs.

Cost and Purchase Info
Purchase online through TaskStream at www.taskstream.com.

Select **Subscribe/Renew Today**.

Prices for students in higher education range from $25 for 1-semester subscription to $129 for 6-year subscription.
What is TaskStream?

Online tool used for:

- **Instructional Design** (lesson plans, unit plans and rubrics);
- **Web Publication** (web folios);
- **Resources** (standards data bank); and
- **Communication** – email, instant messaging, etc.

**Be sure to select the Teaching Productivity Tool Pack when you subscribe.** If you forgot to select this subscription preference, log in to your TaskStream account, and select *My Account Info* and enable this preference.
Subscribing to TaskStream?

Go to: http://www.taskstream.com/pub/Enroll/Default.asp

1. Create a new TaskStream subscription
2. Click the "Continue" button under Option 1
3. Follow the remaining directions - have your credit card ready.

Subscription rates are available at http://www.taskstream.com/pub/SubscriptionRates.asp

**NOTE:** Option 2 is not applicable unless you are a member of the faculty.
Programs

- **What is a program?** A program provides the means for a group of subscribers within an organization to submit work to other members of the organization for review and/or evaluation. Ex. Master of Arts Counseling and Guidance School Counseling (48 hr. program)

- **What is a Directed-Response Folio (DRF)?** The DRF is the name of the section in TaskStream that outlines requirements and work submissions as well as being the vehicle for submitting and tracking your work for evaluation. Your DRF name will correspond to the name of your program. Ex. **MA School Counseling - 48 hr.**
Self-Enrollment Codes

- Adapted Physical Education: **MSAPE**
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- Educational Leadership (Ed. D.): **LATEC HEDDEL**
- Master of Education, C&I: **MEDCI**
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From your home page click the **Enter Code** button.
Click the **Web Folio Builder** link from the left menu bar on the home page.

- In the **New Folio/Web Page Title** box, type a title for your web folio, e.g., COUN 533 or 534, as appropriate.
- Select **General Purpose Templates and Professional Development Portfolio**
- Select **Continue**.
- **Choose Layout** - Ex. Horizontal Navigation.
- Select **Theme**.
- Select **Save Changes**.
- Select the Edit Content section toward the top of the right hand side of the page.
Editing and Attaching Artifacts to Web Folio

• After selecting **Edit Content**, select a page (e.g., Professional Goals) to edit, e.g., rename, move, etc.

• Select **Add: Attachments** at the bottom on the screen, to add artifacts.
  – Attachments can be external or from within TaskStream.
    • For external attachments, select Browse, open your file, and then click **Add File** and **Save and Return**.

• For TaskStream work (lesson plans, unit plans, rubrics), select Attachments, and then, An artifact created in TaskStream. Next, Select Category and Select Work. Click **Add File. Save and Return**.

• After you have added all artifacts required for this course portfolio, you will submit your Web Folio for evaluation in the appropriate DRF, e.g., MA School Counseling, Pre-teacher Candidate, Teaching program – Initial, etc.
Submit Web Folio for Evaluation

Leave the Folios & Web Pages section, and go to Home

- Select your program DRF.
- Scroll down to the appropriate course requirement.
  - Select **Add: Attachments**.
  - Select an artifact created in TaskStream (Lesson, Folio, etc.).
  - Select Web Folios from the dropdown box.
  - Select the web folio you created for the course.
  - **Add File. Save and Return.**
Submit Web Folio for Evaluation, cont.

- Select **Submit Work**. Select an **evaluator**, your course **instructor**. **Submit for Evaluation**.

- To review your evaluation status, select **Scores/Results**.
Resources

• Browse a comprehensive database of state and national standards as well as program outcomes. Attach standards to lessons, units, and electronic portfolios to document alignment.
Communication

- Enhance collaboration within a learning community.
  - Message Center (E-Mail)
  - TS Instant Messenger
  - Discussion Board
  - Calendar
  - Announcements
Instructional Design Tools

• Lesson Plan Builder

• Unit Plan Builder

• Rubric Wizard

  o Create performance-based assessment rubrics. Construct the rubric by choosing and assembling a set of performance criteria from a subject-indexed database of exemplary rubrics. Edit the text to precisely fit the requirements of the activity and the characteristics of the students or write a completely original rubric. Once created, rubrics can be attached to lessons and units or added to digital portfolios. The Rubric Wizard keeps a library of your rubrics for continued use, adaptation to new lessons, or sharing with others.
TaskStream
www.taskstream.com

• Support for All Subscribers
  o TaskStream’s Mentoring Services
    • Phone: 1-800-311-5656 M-Th 8am-9pm and F 8am-7pm Eastern Standard Time
    • Email: help@taskstream.com
    • WebCasts: Designed to enable you to access a presentation over the web while listening in to the audio content over the telephone.
Questions & Comments?

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Your questions and/or comments are welcome.

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