

Beeghly College of Liberal Arts, Social Sciences, and Education



TaskStream Handbook Undergraduate Candidates

How to enroll each semester for Undergraduates:

- Using the chart below, find your course(s) to identify the program code, then use the following format:

Unless otherwise specified, enrollment codes will always be in the following format:

F = **Semester Initial** 22 = **Last two digits of the year** TLEND = **Program Area**

- **Semester:** F = fall; S = spring; X = summer
- **Year:** last 2 digits of the year
- **Program area:** on chart, top of column where your course is listed

Enrollment Code Example: **F22TLEND**

- Go back to your TaskStream homepage
- On the left side of your TaskStream homepage, click on the “Enter Code” button
- Go to the “Enter Program Code” box (middle of the screen) and input the enrollment code in the format as indicated below.
- Once you input the enrollment code, click on “Search”.
- Click on “Enroll”.

Undergraduate Enrollment Codes:

COR	RDG	AVA	ECIS	SPED	MAVS	ELIS	HEPE	TESOL
TCED1500	TERG3700	EOFN 3710	AnyCHFM	SPED3715	TEMC3702	TCED2600	HEPE3702	ENGL 4850
EOFN1501	TERG3720	SED3706	ART3737	SPED4828	TEMC3707	EUS2601	HEPE3715	ENGL 4851
EOFN3708	TERG3730	SED4800C	EC!S2600	SPED4833		ENGL 3703	HEPE3716	ENGL 4852
SPED2630		SED4800E	EC!S2629	SPED4834		EUS3700	HEPE3766	ENGL 4856
TERG2605		SED4800M	EC!S3700	SPED4852			HEPE3767	ENGL 4857
TERG3711		SED4800S		SPED4853			HEPE3768	
		FNLG4801		SPED4866			HEPE3780	
				SPED4867			HEPE4808	
		AYAFIELD		SPED4868			HEPE4876	
		AYAFIELD EXP		SPED4872			HEPE4878	
				SPED4873			HEPE4889	
							HEPE4895	
							HEPE48-SS	
SPEOECIS	PCECIS	STEP	MCI	PCELIS	ECPCFIELO	MUEO	ART	DLEMCE
SPED4835	EC!S4801	SPED4854	TEMC3703	EUS3701	ECISFIELD EXPERIENCE	MUED4823	ART4837	EMCE5801
SPED48S4	EC!S4802	SPED4835	TEMC3704	EUS3702		MUED4824	ART4838	EMCE5802
	ECIS37SO	SPED4864	TEMC3705	ELIS3703	ELPCFIELD	MUED4825	ART4844	EMCE5803
		SPED4851	TEMC3706	EUS3704	ELISFIELD EXPERIENCE			EMCE5804
			TEMC4801	ELIS4800				EMCE5805
			TEMC4804	ELIS4801				
				ELIS4802				
			MCEFIELD	ELIS4803				
			MCEFIELD EXP	ELIS4804				

TASKSTREAM INFORMATION

Teacher Candidates are required to have and maintain a TaskStream account which will be utilized throughout their educational program. TaskStream serves two purposes in the Beeghly College of Liberal Arts, Social Sciences, and Education. First, TaskStream is a part of the Teacher Education assessment system for accreditation and continuous improvement purposes. Candidates are required throughout their program to submit specific course requirements to their instructors/professors on TaskStream to be evaluated. Second, TaskStream is a comprehensive resource with online file storage, instructional design tools such as lesson and unit builders as well as providing web page and e- portfolio publication abilities for Teacher Candidates. For more information, go to www.taskstream.com. **When you go to this web address**, it will redirect you to the website of their parent company, Watermark. In the top right-hand corner, click on the "Sign In" button, then click the option for TaskStream. This is where you will sign in or create an account.

For any questions or assistance with TaskStream contact Therese Kightlinger at takightlinger@ysu.edu or 330-941-3735.

Technical Requirements for TaskStream

Windows	Mac
Internet Edge 11.0 and above	Mozilla Firefox (latest version)
Mozilla Firefox (latest version)	Apple Safari 5.1 and above
Google Chrome (latest version)	Google Chrome (latest version)
iPAD/iOS	Android 4.x +
Mozilla Firefox (latest version)	Mozilla Firefox Latest Version
Google Chrome (latest version)	Google Chrome Latest Version

- If you use an Internet browser other than those listed above, you may still be able to access TaskStream (AMS, LAT, or Aqua) but you may not have access to all the system's features.
- Regardless of the browser, you will need to have pop-ups, cookies and JavaScript enabled in order to use all the features of TaskStream.
- If you are unable to log in AT ALL, you may be using an Internet browser with known issues. Please install one of the supported browsers to access TaskStream.
- Mobile Considerations
Currently, the following areas of the site are not supported on mobile:
 - Uploading files
 - HTML editor

RAM:

512 MB recommended

Internet Connection:

Broadband Recommended

Contacting TaskStream

Hours: Monday –Friday 8:00am – 7:00pm (Eastern Time)
Phone: 1-800-311-5656
Email: help@taskstream.com

BCLASSE TaskStream Assistance

Contact: Therese Kightlinger
Email: takightlinger@ysu.edu
Phone: 330-941-3735
Office: Beeghly Hall
Room 3310

Setting Up Your TaskStream Account

Go to the TaskStream site: www.taskstream.com

When you go to this web address, it will redirect you to the website of their parent company, Watermark. In the top right-hand corner, click on the "Sing In" button, then click the option for TaskStream. This is where you will sign in or create an account.

Sign in

- Username: the beginning part of your YSU email prior to the @student.ysu.edu If you receive a message that someone already has the same username, contact the TaskStream coordinator
- Password: beeghly1 (case sensitive and temporary-expires after 30 days)

Now Log Out

- Go to the circle with nine circles inside on the top right-hand side. Click and then, click on log out.

Sign back in and complete: Personal Information (long screen)

- “*Organizational Information*” – choose your group, “*students*”
- “*General Information*” (required by TaskStream)
This information will be used to sign in to TaskStream, if you forget your password, and for TaskStream to contact you. You must change your password as the given one expires.
- “*Other Information*” (required by your organization) – complete section, make sure to list your YSU Banner ID (Y00...), and accept the end user agreement.

Account Confirmation

- The last step will confirm your account. You are now able to log into TaskStream and enroll into the respective Directed Response Folio (DRF). This is the area where you will submit your work for your course(s). You need to enroll in the respective DRF each semester and make sure you are in the correct semester.

Course Enrollment Each Semester

Each semester, Teacher Candidates will need to “self-enroll” in the respective semester and course DRF (directed response folio) in order to submit specific course assignments.

- ❖ **Failure to enroll in the respective semester DRF and/or using a previous semester DRF to submit work will result in problems and possible failure of the course.**

To identify the respective enrollment code, go to your TaskStream homepage and look at the box titled *Important Information* located at the top of the screen below the TaskStream navigation bar. Go to *Program Codes Click Here*.

After identifying the respective enrollment code:

- Click on the *Enter Code* button on the left side of the TaskStream homepage
- Go to the *Enter Program Code* box (middle of the screen) and input the enrollment code in the format as indicated below
- Once you input the enrollment code, click on *Search*
- Click on *Enroll*

Enrollment Codes:

Enrollment codes will always be in the following format: F08COR

F = Semester 22 = Year COR = Program Area

Undergraduate Course Enrollment Codes are subject to change. It is recommended to access enrollment codes from TaskStream

Submitting Requirements to TaskStream:

1. Go to www.taskstream.com and login to your account.
2. Click on the title of the appropriate DRF Program for the respective semester.
3. On the left, you will see a list of courses in a column. Scroll to find your course and click on the respective requirement.
4. You can read the directions, file attachments (if applicable), and rubric here.
5. Click on the appropriate action (e.g. Attachments, Form, and Links) near the top of the page.
 - a. **Attaching a file from your computer, disk, or USB drive:** Click on *Browse* button, select it to browse for your file. Click on your file then choose Open. (You may include a brief description of the file and/or assignment.) Then click on the *Add File* button; you will now have a message that “Your file was successfully added and appears on the list below”. Follow the same process to attach additional files. When you are ready to send the attachments to your instructor click on the *Save and Return* button.
 - b. **Attaching a file created in TaskStream:** Click on circle next to “An artifact created in TaskStream (Lesson, Folio, etc.) Then click on the down arrow to

choose the category. Then click on the down arrow next to Select Work and choose the title of your file. Click add file. If there are more files repeat the steps above. Then click the *Save and Return* button when finished.

- c. **Specify a web link:** Choose a name for the link and type the complete web address of the link. You may include a brief description of the link. Leave the indicator on “Do not show standards”. Select the *Add Link* button and then click on the *Save and Return* button.
 - d. **Completing a form:** Complete the form. If a given item has a required response, a response must be indicated or the form will not save. Both open ended items and fixed response items may have required responses. These items are indicated with an arrow. When finished, click the *Save and Return* button.
6. You are now back at the screen with the list of courses but you still need to submit your work. Click on Submit work button in the top right corner of your screen. Then choose your professor from the list and click submit for evaluation.
7. *Log Out.*

To View Your Graded Work:

1. Go to www.taskstream.com and login to your account.
2. Click on your class program.
3. Click on the “Score/Results” tab in the top right-hand corner of the screen.
4. This screen will show you the outcomes off all your graded assignments. If want to see how you scored on each criterion and see feedback on the rubric click on “Score/Results Report”.
5. Close the window and *Log Out.*

Frequently Asked Questions:

1. ***"Where do I find my enrollment code?"***
 - a. Enrollment codes and formatting can be found on the first two pages of your TaskStream handbook. Once you log into your TaskStream account, you can also locate the list of enrollment codes in the box titled IMPORTANT INFORMATION, by clicking "Enrollment Codes: Click Here" on the upper-left side of your TaskStream homepage.
2. ***"What is a DRF?"***
 - a. DRF stands for Directed Response Folio. After you enroll in your course for your program, you will now have access to the DRF for that course for the respective semester. Within a DRF you will find your course number along with the critical tasks required for the semester.
3. ***"Do I need to re-enroll every semester?"***
 - a. Yes. Every semester, use the list of enrollment codes on the TaskStream homepage to generate a code for the current semester for which you are enrolled. Even if you are retaking a course, you must re-enroll for the current semester.
4. ***"Why is my grade different on TaskStream?"***
 - a. TaskStream rubrics are evaluated on a number scale ranging from 0-3 for undergraduate students, and 1-4 for graduate students. Be mindful of the headers provided for your respective score. For example, receiving a score of 2/3 does not directly translate to a 66.7%. Each rubric's specific descriptors are indicative of the competence level you have achieved for your assignment.
5. ***"What do I do if I go to submit and my instructor's name is not there?"***
 - a. First, make sure you are looking at the correct semester DRF. If you are, reach out to the TaskStream Coordinator and/or GA for assistance.
6. ***"What do I do if I submit in a DRF for a wrong semester?"***
 - a. First, submit your work in the correct DRF. Then, cancel submission in the incorrect DRF. Contact the TaskStream Office for additional assistance if needed.
7. ***"What do I do if my instructor tells me to revise and resubmit my work, but I can't access it?"***
 - a. If it is graded, have the instructor send an email to the TaskStream Coordinator and/or GA for the graded work to be cancelled and sent back.
 - b. If it is not graded, cancel submission, make your corrections, and resubmit.