

Beeghly College of Liberal Arts, Social Sciences, and Education



TaskStream Handbook Undergraduate Candidates

Enrollment Codes:

Enrollment codes will always be in the following format: F08COR

F = Semester 08 = Year COR = Program Area (Find in the box above the listed courses)

Undergraduate Enrollments Codes:

COR	RDG	AYA	ECIS	SPED	MAVS	ELIS	MUEDE	TESOL	HEPE
TCED 1500	TERG 3701 TERG 3700	EDFN 3710	Any CHFM	SPED 3715	TEMC 3702	TCED 2600	MUED 4823	ENGL 4850	HEPE 2624
EDFN 1501	TERG 3702 TERG 3720	HMEC 4800	ART 3737	SPED 4828	TEMC 3707	ELIS 2601		ENGL 4851	HEPE 3702
EDFN 3708	TERG 3703 TERG 3730	SED 3706	ECIS 2600	SPED 4853		ENGL 3703		ENGL 4852	HEPE 3715
SPED 2630		SED 4800C	ECIS 2629	SPED 4866				ENGL 4856	HEPE 3716
TERG 2601 TERG 2650		SED 4800E	ECIS 3700	SPED 4867				ENGL 4857	HEPE 3766
TERG 3710		SED 4800M	ECIS 3760	SPED 4868					HEPE 3767
TERG 371 1		SED 4800S	MUED 3722						HEPE 3780
		FNLG 4801							HEPE 4808
									HEPE 4876
									HEPE 4878
									HEPE 4889
									HEPE 4895
									HEPE 4899

SPEDECIS	PECIS	STEP	MCI	PCIELIS	PCIELIS	MUEDM	MUEDH
SPED 4835	ECIS 4801	SPED 4854	TEMC 3703	ELIS 3701	ELIS 4800	MUED 4824	MUED 4825
SPED 4864	ECIS 4802	SPED 4835	TEMC 3704	ELIS 3702	ELIS 4801		
SPED 4866	ECIS 3790	SPED 4864	TEMC 3705	ELIS 3703	ELIS 4802		
		SPED 4851	TEMC 3706	ELIS 3704	ELIS 4803		
			TEMC 4801		ELIS 4804		
			TEMC 4804				

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 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.

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: Office: 330-941-3735
Beeghly Hall room 3310

Setting Up Your TaskStream Account

Go to the TaskStream site: www.taskstream.com
In the middle of the screen, click on “Log In”, then “TaskStream.”

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: B33ghlyOn3 (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.

To identify the respective enrollment code, go to your TaskStream homepage and look at the box titled *BCOE 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*

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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
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.*