

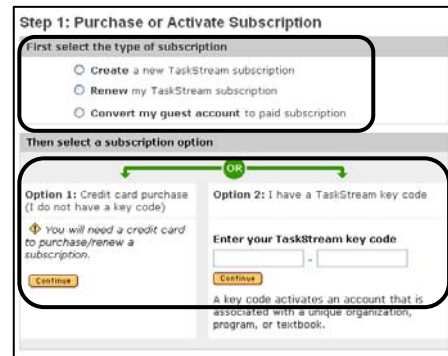
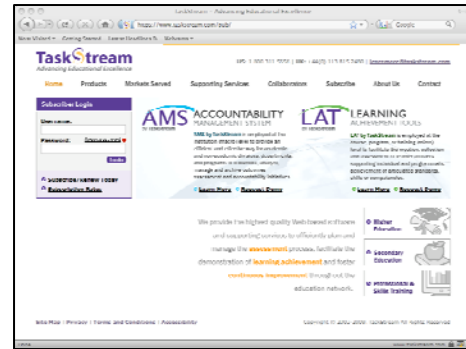
# TaskStream Tutorial

This tutorial was created to help you:

Create a TaskStream account at ULM	Page 2
Enroll yourself in a program of study	Page 3
Program Key Codes	Page 4
Submit signature assessments for evaluation	Page 7
Create a Folio	Page 9
Packing Up Your Work	Page 11
Entering Field Experience	Page 13
Online Help Desk	Page 14

# Creating a TaskStream Account

1. Go to [www.taskstream.com](http://www.taskstream.com)
2. On the TaskStream home page click the **Subscribe/Renew** button located in the purple area on the top left side of the screen.
3. Select whether you are creating a new account (First Time Subscriber), renewing an account, or converting a guest account. Then choose option 1 (purchase online using a credit card) or option 2 (purchased at the ULM Bookstore) and click the **Continue** button.



4. Complete Steps 2 and 3. During step 3, make sure to note the username and password that you have chosen.

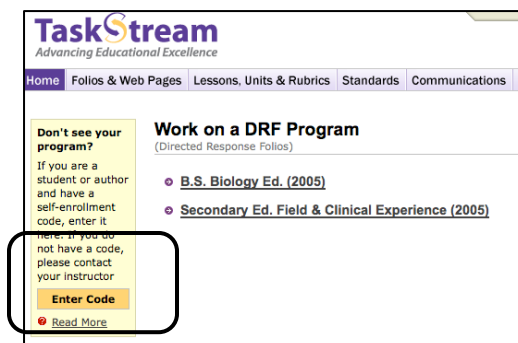
*This will be the username and password you will use to access TaskStream.*

5. Confirm your registration information in Step 4. If you need to edit any of the information you have entered click the **Edit** button. Otherwise click **Continue** to complete your registration.
6. Continue through Steps 5, 6, and 7 to complete registration.

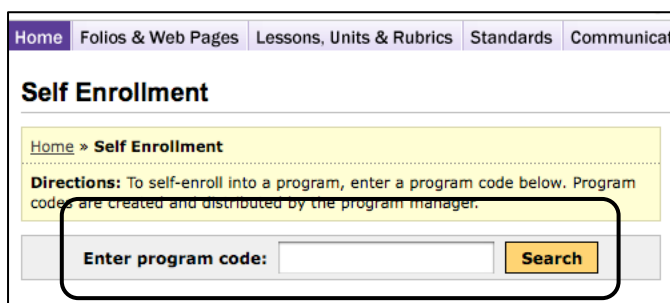
# Enrolling Yourself in a Program of Study

1. Go to [www.taskstream.com](http://www.taskstream.com) and login to your TaskStream account.

2. Click the **Enter Code** link in the yellow box on the left of the Home Tab.

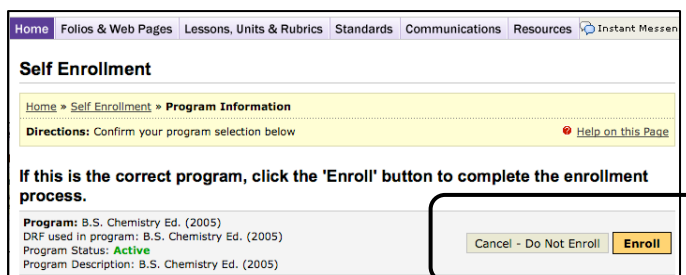


3. Enter the program code and click the **Search** button. Find your program code under **Key Codes within this document**. You will have two codes, one for your program of study and the other for field experiences.

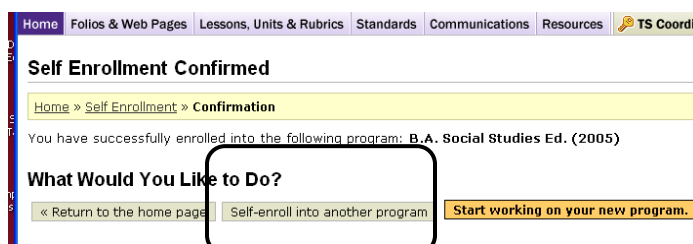


4. You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Cancel - Do Not Enroll** button.

*Note: If you enroll yourself into an inactive program, the program will not show up in your My Programs area until the Program Manager activates the program.*



5. You will now self enroll using your second program code by choosing **Self-enroll into another program**



## Program Key Codes

Students must enroll using **two** codes. One for their **program** and one for their program's **field experiences**.

If you are not in an undergraduate, M.A.T., or graduate (M.Ed.) program and you are not pursuing an Add On Certification, you will use the Gen Ed Program Codes at the bottom.

<b>Undergraduate Program Codes</b>	
Math Ed. MATG2005	Art Education AREG2005
English Education ENGR2005	Elementary Ed. ELGR2005
Social Studies Ed. SOSG2005	Music Ed. Instrumental MEIK2005
Music Ed Instrumental and Vocal MVIK2005	Music Ed. Vocal MVOK2005
Chemistry Ed. CHED2005	Biology Ed. BIED2005
Family & Consumer Science FCSE2005	Earth Science ESED2005
Speech Ed. SPCG2005	Spanish/French Ed. FLE2005
Kinesiology KINS2005	General Ed. GENED2005
<b>Undergraduate Field &amp; Clinical Experience Codes</b>	
Elementary Ed. ELGRFCE2005	Secondary Ed. SECFCE2005
Foreign Language FLFCE2005	Kinesiology KINSFCE2005
Music Ed. MSEDFCE2005	Art Ed. AREGFCE2005
Gen Ed. GENEDFCE2005	
<b>M.A.T. Program Codes</b>	
M.A.T. Elementary Ed. 1-6 (2002) MATELGR2002	M.A.T. English Ed. (2002) MATENGR2002
M.A.T. Math Ed. (2002) MATMATG2002	M.A.T. Science Ed. (2002) MATSCIENCE2002
M.A.T. Social Studies (2002) MATSOSG2002	M.A.T. Special Ed Mild/Moderate MATSPECIALED2002
M.A.T. Foreign Language MATACTFL2002	M.A.T. Music ED (2002) MATMSED2002
M.A.T. Art Ed. (2002) MATAREG2002	M.A.T. Kinesiology (2002) MATKINS2002
<b>M.A.T. Field Experience Codes</b>	
M.A.T. Elementary Ed. 1-6 (2002) FCEMATELGR2002	M.A.T. English Ed. (2002) FCEMATENGR2002
M.A.T. Math Ed. (2002) FCEMATMATG2002	M.A.T. Science Ed. (2002) FCEMATSCIENCE2002
M.A.T. Social Studies (2002) FCEMATSOSG2002	M.A.T. Special Ed Mild/Moderate FCEMATSPECIALED2002
M.A.T. Foreign Language FCEMATACTFL2002	M.A.T. Music ED (2002) FCEMATMSED2002

M.A.T. Art Ed. (2002) FCEMATAREG2002	M.A.T. Kinesiology (2002) FCEMATKINS2002
<b><i>Graduate (M.Ed.) Program Codes</i></b>	
M. Ed. Educational Leadership EDLE2005	M.Ed. Curriculum & Instruction: Early Childhood MEDECH2005
M.Ed. Curriculum & Instruction: Instructional Technology Facilitator MEDITF2005	M.Ed. Curriculum & Instruction: Reading MEDREAD2005
M.Ed. Curriculum & Instruction: Middle School Education MEDMSC2005	M.Ed. Curriculum & Instruction: Secondary Education MEDSE2005
M.Ed. Special Education: Early Intervention MEDEI2005	M.Ed. Special Education: Educational Diagnostics MEDED2005
M.Ed. Special Education: Academically Gifted MEDAG2005	M.Ed. Special Education: Mild/Moderate Disabilities MEDMMD2005
M.Ed. Educational Technology Leadership MEDETL2005	M.Ed. Elementary Ed. MEDELGR2005
M.Ed. in Curriculum and Instruction: Elementary Ed. MEDELGR2005	
<b><i>Graduate (M.Ed.) Field Experience Codes</i></b>	
Educational Leadership FCEEDLE2005	M.Ed. Curriculum & Instruction: Early Childhood FCEMEDECH2005
M.Ed. Curriculum & Instruction: Instructional Technology Facilitator FCEMEDITF2005	M.Ed. Curriculum & Instruction: Reading FCEMEDREAD2005
M.Ed. Curriculum & Instruction: Middle School Education FCEMEDMSC2005	M.Ed. Curriculum & Instruction: Secondary Education FCEMEDSE2005
M.Ed. Special Education: Early Intervention FCEMEDEI2005	M.Ed. Special Education: Educational Diagnostics FCEMEDED2005
M.Ed. Special Education: Academically Gifted FCEMEDAG2005	M.Ed. Special Education: Mild/Moderate Disabilities FCEMEDMMD2005
M.Ed. in Curriculum and Instruction: Elementary Ed. FCEMEDELGR2005	

<b><i>Add On Certification Codes</i></b>	
Academically Gifted Add On ACERAG2005	Early Intervention Add On ACEREI2005
Educational Diagnostics Add On ACERED2005	Educational Leadership Add On ACEREDLE2005
Mild/Moderate Disabilities Add On ACERMMD2005	PreK-3 Add on Certification ACERPreK3200
Reading Specialist Add On ACERS2005	
<b><i>Add On Certification Field Experience Codes</i></b>	
Academically Gifted Add On FCEACERAG2005	Early Intervention Add On FCEACEREI2005
Educational Diagnostics Add On FCEACERED2005	Educational Leadership Add On FCEACEREDLE2005
Mild/Moderate Disabilities Add On FCEACERMMD2005	PreK-3 Add on Certification FCEACERPreK32005
Reading Specialist FCEACERREAD2005	
<b><i>Gen Ed Code</i></b>	
General Ed. GENED2005	
<b><i>Gen Ed Field Experience Code</i></b>	
Gen Ed. GENEDFCE2005	

# Submit Signature Assessment for Evaluation

1. From the Home Tab click on the DRF Program that you are going to work on. *DRF stands for **D**irect **R**esponse **F**olio. A signature piece cannot be graded by a professor unless it is placed in the DRF and submitted.*

**TaskStream**  
Advancing Educational Excellence

Home Folios & Web Pages Lessons, Units & Rubrics Standards Communications Resources

Don't see your program?  
If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please...

Author Evaluator

Work on a DRF Program  
(Directed Response Folios)

- [B.A. English Ed. \(2005\)](#)
- [B.A. Social Studies Ed. \(2005\)](#)

2. On the left hand side of the page, scroll to and click on the course or requirement you are working on. If you wish to learn more about TaskStream, follow the Getting Started with Programs directions in the center of the page.

**TaskStream**  
Advancing Educational Excellence

Lisa Seymour My Account Logout Help

University of Louisiana Monroe

Home Folios & Web Pages Lessons, Units & Rubrics Standards Communications Resources TS Coordinator Instant Messenger

**B.A. English Ed. (2005)**  
Template: B.A. English Ed. (2005)

Work Comments Scores/Results Options

Preview as Folio

Expand All Collapse All

**General Information**

- Portal I
  - Verification Statement
  - ACT & High School GPA
- Portal II
  - CURR 285
  - EDFN 201
  - EDFN 201 Student Disposition
  - PRAXIS & Appl. To Teacher Ed
  - Portal II Review
- Portal III
  - CURR 302
  - CURR 303
  - CURR 375A
  - CURR 375A Student Disposition
  - Professional Growth

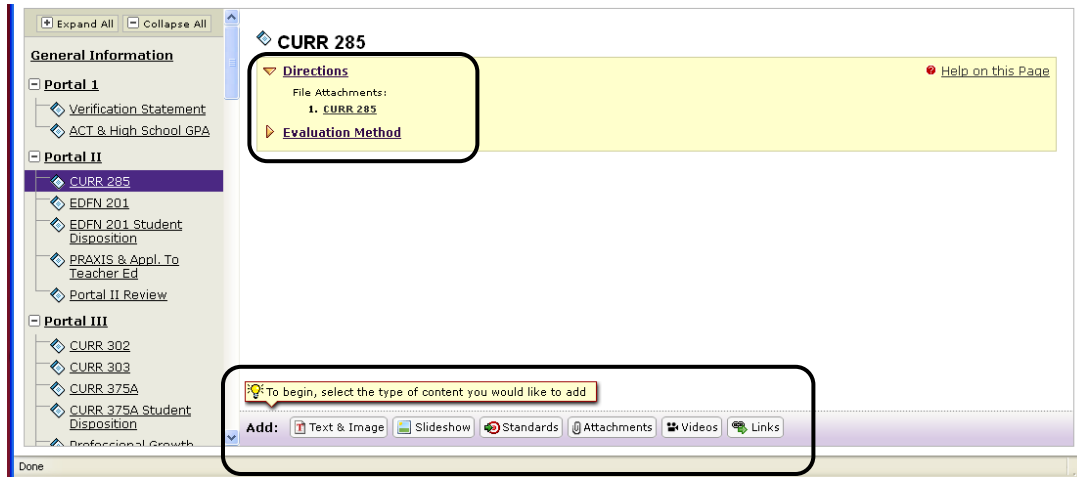
**Welcome to the B.A. English Ed. (2005) program**  
B.A. English Ed. (2005)

**Getting Started with Programs**  
If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

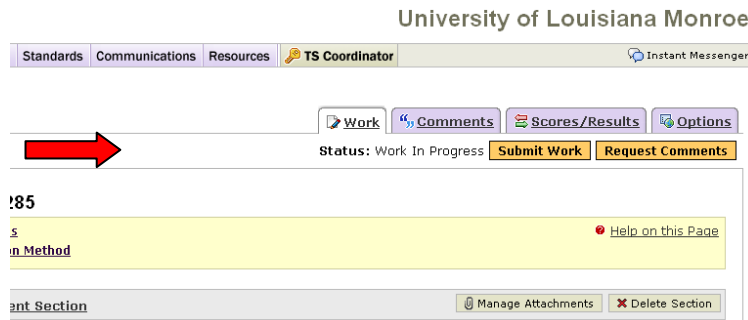
**Program Links**

- Overview
- More Help
  - In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab, and find other options (like e-mailing and publishing options) in the Options tab.
  - Take a Flash Tour of the Author Interface
  - Take a Flash Tour on How to Add/Submit Work
  - More about DRF programs
  - More about adding content
  - More about Program Options

3. You will now see the screen below.



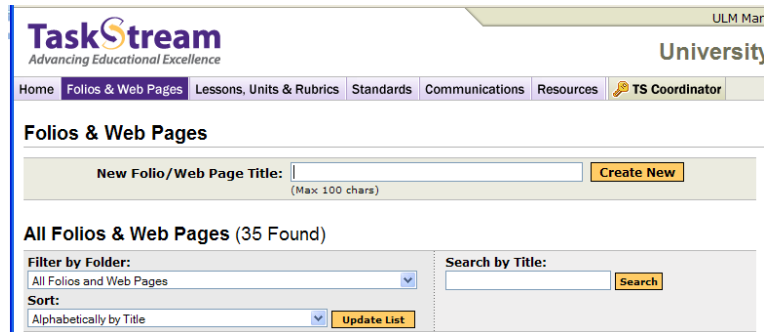
4. If any directions are given, they will be under **Directions**.
5. The method of evaluation can be found under **Evaluation Method**.
6. Use the tabs at the bottom of the page to add content. Once you have uploaded the information, you will see the screen below.



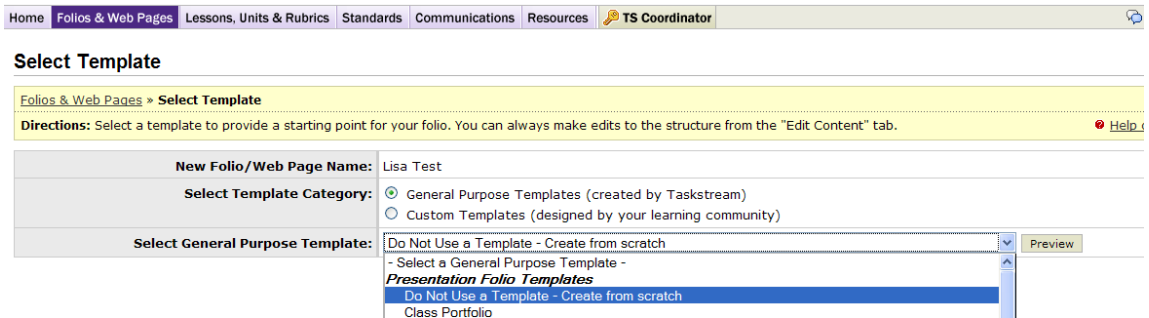
7. When you are ready to submit your work, click on Submit Work. Choose the evaluator you are submitting to and click on Submit for Evaluation.

## Creating a Folio

- This can be used to create a folio for your use or for classes in which the instructor is having you create a portfolio for submission.
- From the Home Page click on the Folio and Web Pages Tab.
- Type in the name of the portfolio you want to create and select **Create New**.



- Select General Purpose Templates and on the drop down menu, choose Presentation Folio Template, Do Not Use a Template, Create from Scratch.



- Here you are basically building a website. The key is to remember that it is not a web page but a site. So that means there are multiple pages, not just one. You will create a page for each tab in your portfolio. On the Style Tab, choose layout and theme, click on **Save Changes**.
  - a. Click on the title of the portfolio in the left hand column. Go up to **Add Area**.
  - b. Title the page/area.
  - c. Now you can add another page/area or you can add a subsection to the one you just created.
  - d. Adding files: Once you have created the page/areas, the next step is to add files to each page. Click on the page/area you want to add files to. Use the **Add:** bar at the bottom of the page.

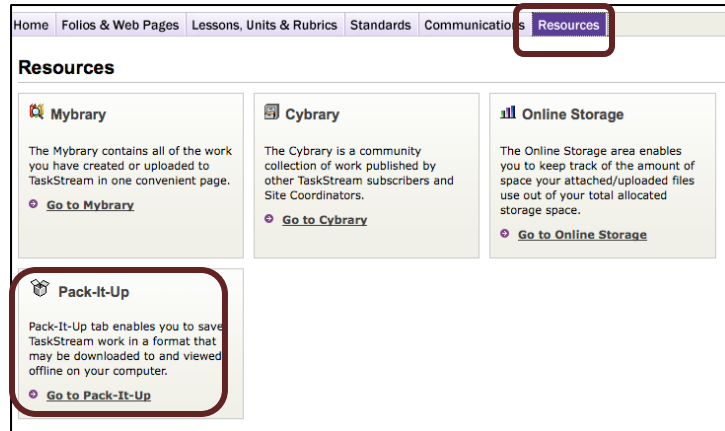


- i. Click on **Text & Image** or **Main Text** to write an introduction, etc.
  - ii. Click on **Attachment** to upload a file saved on your computer, a previously uploaded file, or an artifact you created in TaskStream.
- To submit to your instructor:
  - a. Go back to your program of study and click on the course you want to submit the Folio to.
  - b. Click on **Attachment**.
  - c. Under **Add New Attachment**, choose the option **An artifact created in TaskStream**.
  - d. In the **Select Category** drop down menu, choose **Web Folios**, and then in the **Select Work** drop down menu choose the portfolio you created.
  - e. Click on **Add File**, then **Save** and then **Return and the Submit Work**.
  - f. Choose your instructor and click on **Submit for Evaluation**.
- To allow others to see your folio, click on the **Publish/Share** tab. You can create a printable PDF, email the folio, or publish. To publish, click on **Publish** and create a customized web address. You have the choice of password protection. Click on **Publish** and you will be given a web address to share. You also have the option to Unpublish if you wish.

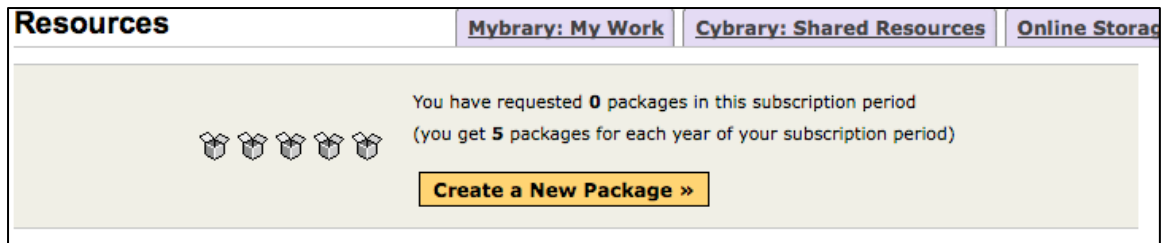
## Packing Up Your Work

To download your TaskStream work to your computer, you must first create and download a package of the work. You can create packages of your work using the Pack-It-Up feature located on the Resources Tab.

1. Click **Resources** tab.
2. Click **Go to Pack-It Up**.



3. Click the yellow **Create a New Package** button.



4. You will be taken to Step 1: Select Work to Package. To select the work you wish to package, click the link of the type of work (i.e. 'Directed Response Folios') or the yellow arrow next to the link to display all the work you have created that falls into that category. Place a check next to each item of work you want to package and click **Save & Continue**.
5. The following screen is Step 2: Confirm Selections. If you are satisfied with your selections, click **Save & Continue**.
6. The next step is Step 3: Select Download Preferences. Select whether you would like the package to be created in a PC-compatible format (ZIP file) or a Mac-compatible format (SIT file). Select how you would like to be notified when the package is ready; either by a message to your TaskStream account, or a message sent to your external email address. Click **Finish** to proceed.
7. Once Pack-It-Up has completed the creation of the package, you will receive a notification email in the address you specified in Step 3: Pack-It-Up Options. The email message directs you to go to the Pack-It-Up area of Resources to download your package.

8. When the package is ready, you can download it by clicking the 'Download' button next to the package. Notice that once the status column contains the word "Available", the download button becomes active.

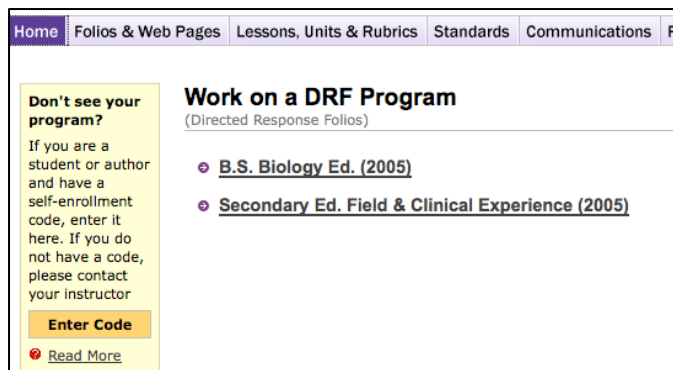
Once you click the download button, a pop-up window appears containing downloading prompts. You have the option to save the file to your machine, open the file from its current location, or cancel the download. Choose **Save** if prompted to do so.

9. You must download the package directly onto your computer. We recommend downloading the package to your desktop, so it will be easy to find when you are ready to extract the files.
10. Once you've download the package to your computer, you must then extract all the files (using WinZip if on a PC or Stuffit if on a Mac) in order to have the all the data stored in one folder and to have it display correctly. When the files are extracted, you will have a file folder icon entitled 'My TaskStream Work'.

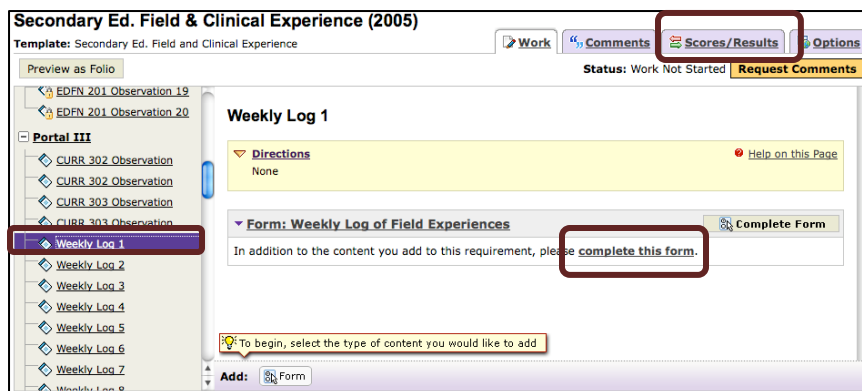
## Entering Field Experiences

To enter a field experience, you must go to the Field and Clinical Program from the "Home" tab. Field and clinical experiences will include observations, weekly logs, and activity logs. Field experiences must be entered into the DRF within the Field and Clinical Program.

1. Log into TaskStream and click on "Home." You should be enrolled in at least two programs. One program is your major field of study. The other is your field and clinical experiences throughout your program.
2. Click on the DRF Program for your Field and Clinical Experiences.



3. Field experiences will be listed for each course that requires them. Click on the folder under the respective course. Next Click on "Complete this form".



4. The field and clinical experiences for each class can be submitted **only once** a semester. You will go to the submission area to submit all the field experiences only after you have completed ALL of them.

## Online Help

If the information in the tutorial didn't provide adequate answers to your question, please fill out this online form and we can provide further assistance. The turnaround time to answer your question is less than 24 hours.

<http://www.ulm.edu/ci/taskstream.html>

