

TaskStream Instructions for Students

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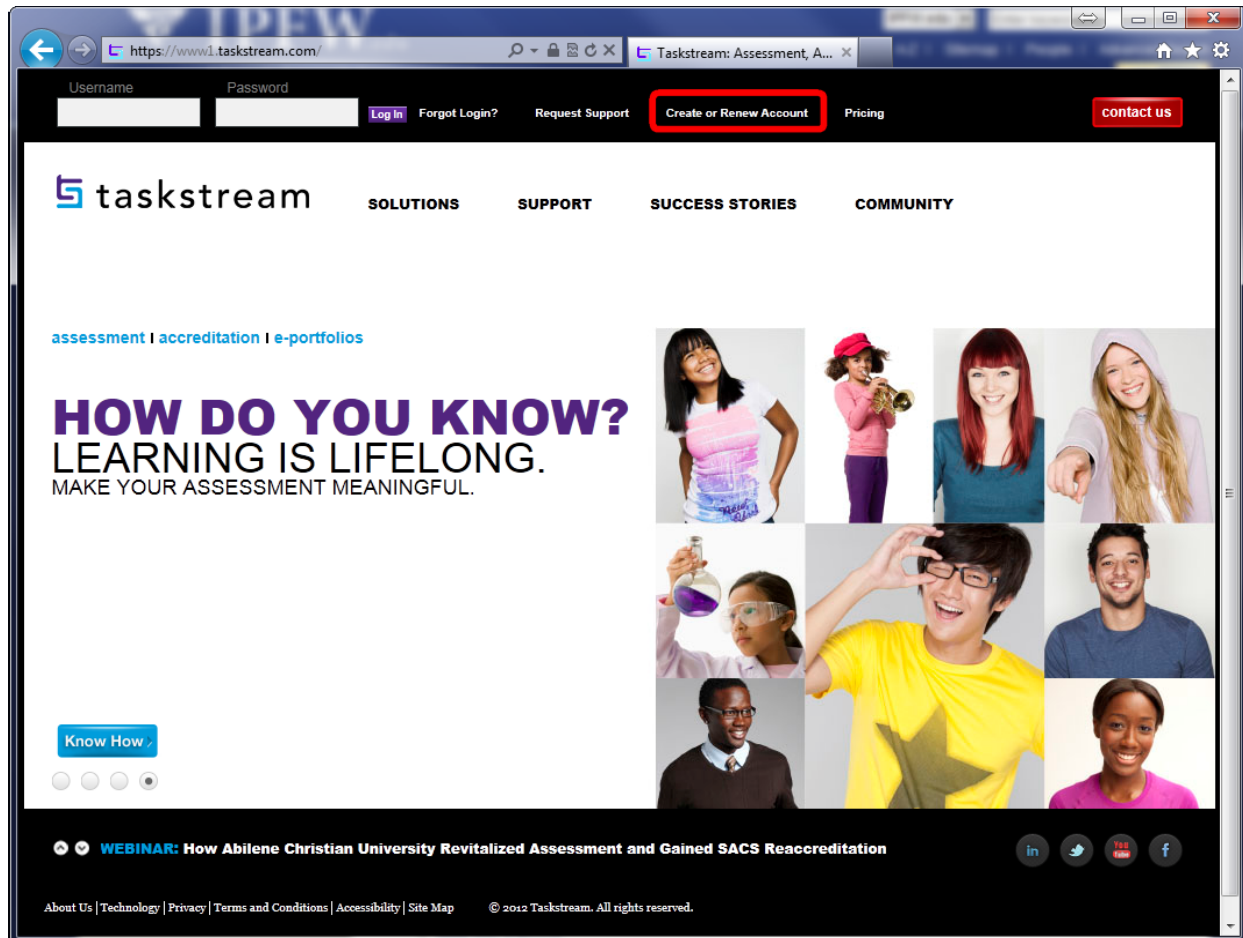
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Revised: 11/29/2012

Activate Your TaskStream Subscription

1. Point your web browser to the following URL: <http://www.taskstream.com>. You should now see TaskStream's Home Page.
2. Below the login area, click the **Create or Renew Account** link.



3. Select the option that applies to you. First time subscribers should select the **Create a new TaskStream subscription** option.

4. Use **Option 1** to Purchase or Renew your Subscription.

TaskStream
Advancing Educational Excellence

US: 1.800.311.5656 | info@taskstream.com | [Go to UK Site](#)

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Create or Renew Account

Subscription Rates

Benefits for Students

Step 1 : Activate Subscription

First select the type of subscription

☒ **Create a new TaskStream subscription**

☐ Renew my TaskStream subscription

☐ Convert my guest account to paid subscription

Then select a subscription option

Option 1: Credit card purchase (I do not have a key code)

You will need a credit card to purchase/renew a subscription.

Continue

Option 2: I have a TaskStream key code

Enter your TaskStream key code

Continue

A key code activates an account that is associated with a unique organization, program, or textbook.

Note: You will need to obtain a TaskStream keycode from your organization

Note: If you are an existing TaskStream subscriber you do not need to create a new account. You may use/renew your existing one. If you are using an existing account, be sure to supply your 900 Student ID number, and update other personal information through 'My Account' once you are logged in.

*If you don't have a credit card, call the TaskStream Help Desk at 1-800-311-5656, and they will send you a form to let you pay the more traditional way (check).

5. Select “I am participating in a **COLLEGE/UNIVERSITY** program that requires TaskStream (student, faculty, etc.)” and click **Continue**

Step 2 of 7: General Information

You have successfully started the registration process. Please read information below and click 'Continue'.

Please select the category that best describes you.

Category that best describes you:

☒ I am participating in a **COLLEGE/UNIVERSITY** program that requires TaskStream (student, faculty, etc.)

☐ I am a **K-12** educator who wants to use TaskStream independently (teacher, administrator, etc.)

☐ Neither of the above categories describes me.

If you require further assistance or have questions, contact TaskStream:

Phone: 1-800-311-5656

Email: LearnMore@taskstream.com

6. Specify ‘**Indiana**’ for the State field, ‘**College/University**’ for type of institution, and pick ‘**Indiana University System: Indiana University/Purdue University at Fort Wayne**’ for institution field. Click ‘**Continue**’

Step 2 of 7 (Cont.): College/University Information

In which state or province is your college/university or institution?

Indiana

What type of institution are you attending?

College/University

What college/university or institution are you affiliated with?

Indiana University System: Indiana University/Purdue University at Fort Wayne

If your college/university or program is not listed above, please contact Mentoring Services at help@taskstream.com or 1-800-311-5656. Thank you.

If you require further assistance or have questions, contact TaskStream:

Phone: 1-800-311-5656

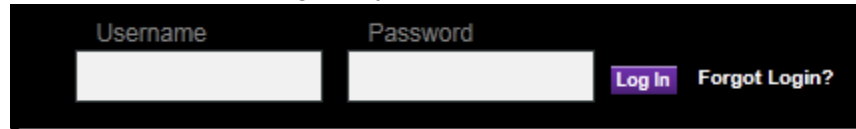
Email: help@taskstream.com

Monday - Thursday	8:00am - 11:00pm ET
Friday	8:00am - 7:00pm ET
Saturday	12:00pm - 5:00pm ET
Sunday	6:00pm - 11:00pm ET

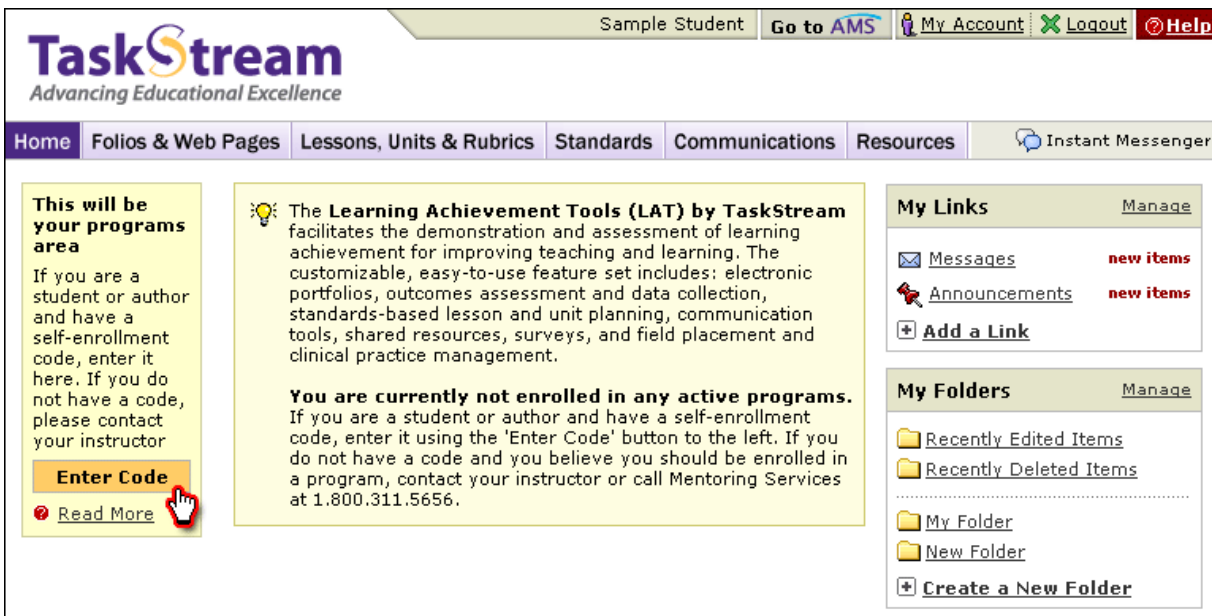
7. Follow Directions for the remaining 5 steps to complete your registration.

Self-Enrollment into Programs

1. Go to www.taskstream.com and log into your TaskStream account.

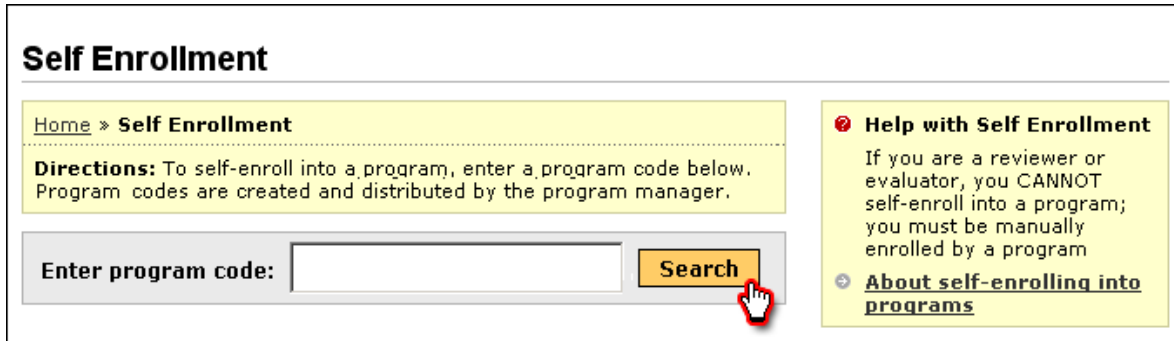
A login form with a black background. It features two white input fields labeled 'Username' and 'Password'. To the right of the 'Password' field is a purple 'Log In' button and a link 'Forgot Login?'.

2. Find the Self-Enrollment Area; From the home page, click **Enter Code**.

The TaskStream home page interface. At the top is the TaskStream logo with the tagline 'Advancing Educational Excellence'. A navigation bar includes links for 'Sample Student', 'Go to AMS', 'My Account', 'Logout', and 'Help'. Below this is a secondary navigation bar with 'Home', 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', and 'Instant Messenger'. The main content area is divided into several sections. On the left, a yellow box titled 'This will be your programs area' contains instructions for self-enrollment and an 'Enter Code' button with a hand cursor icon, and a 'Read More' link. In the center, a yellow box titled 'The Learning Achievement Tools (LAT) by TaskStream' describes the platform's features and includes a notice that the user is not currently enrolled in any active programs, providing instructions on how to enroll. On the right, there are two sections: 'My Links' with links to 'Messages' (marked 'new items'), 'Announcements' (marked 'new items'), and an 'Add a Link' button; and 'My Folders' with links to 'Recently Edited Items', 'Recently Deleted Items', 'My Folder', 'New Folder', and a 'Create a New Folder' button.

3. Enter your program code. Click **Search**.

Note: A current list of program codes is available through TaskStream Home Page or IPFW TaskStream Information Page



Self Enrollment

[Home](#) » **Self Enrollment**

Directions: To self-enroll into a program, enter a program code below. Program codes are created and distributed by the program manager.

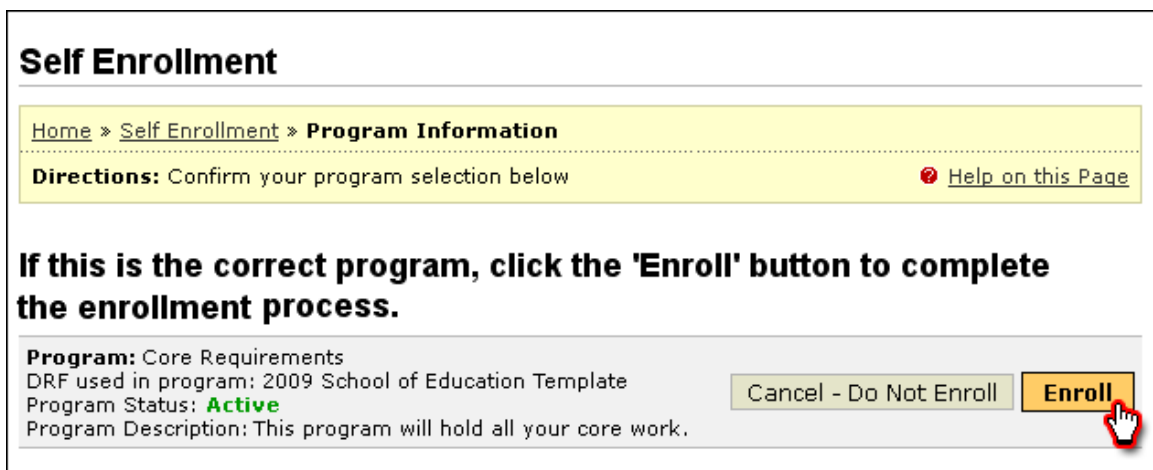
Enter program code: **Search**

Help with Self Enrollment
If you are a reviewer or evaluator, you CANNOT self-enroll into a program; you must be manually enrolled by a program manager.

[About self-enrolling into programs](#)

You are able to review the program information that corresponds to the code that you entered.

4. To be enrolled in the program, click **Enroll**. If you do not want to be enrolled in the program at this time, click Cancel - Do Not Enroll.



Self Enrollment

[Home](#) » [Self Enrollment](#) » **Program Information**

Directions: Confirm your program selection below [Help on this Page](#)

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Program: Core Requirements
DRF used in program: 2009 School of Education Template
Program Status: **Active**
Program Description: This program will hold all your core work.

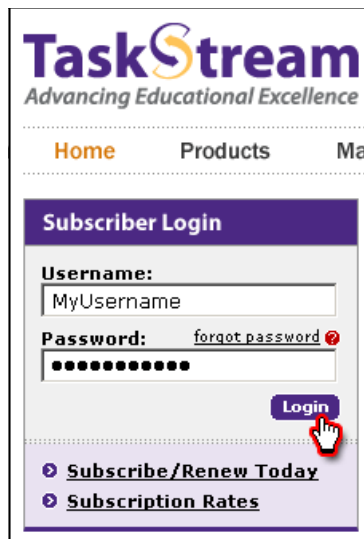
Cancel - Do Not Enroll **Enroll**

*If you enroll yourself into an inactive program, the program will not appear on your home page until the Program Manager activates the program.

**If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.

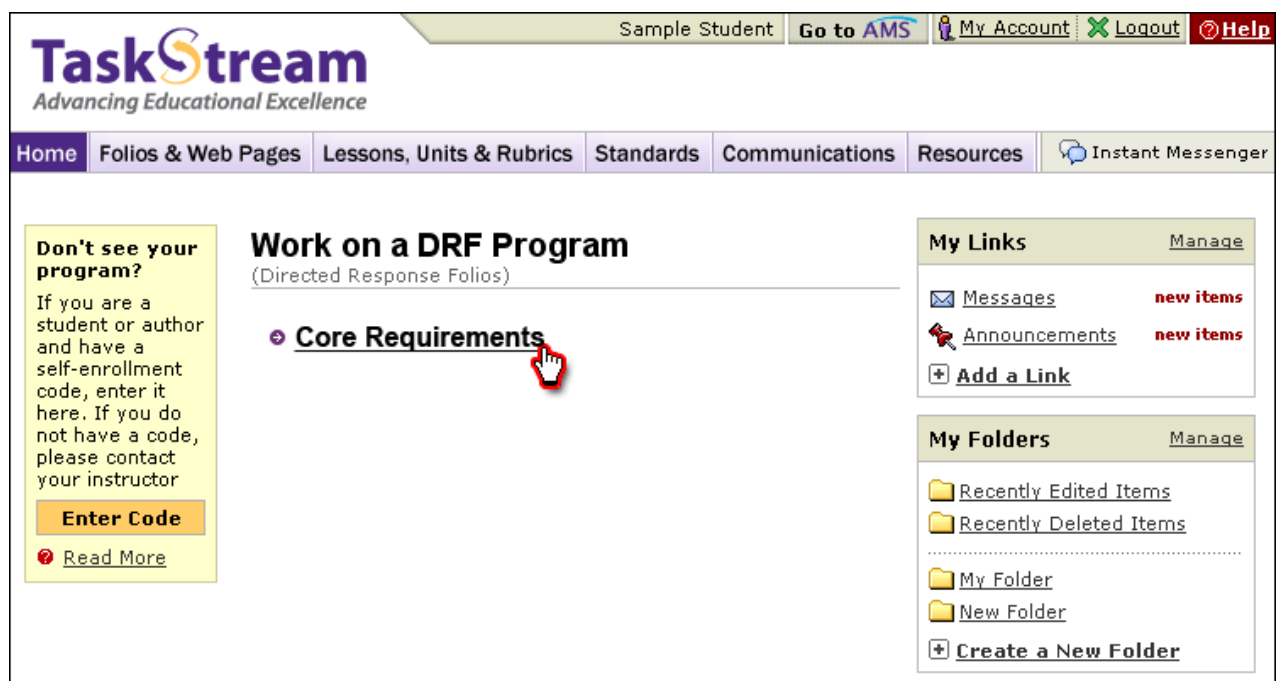
Accessing Your DRF Program

To begin, go to www.taskstream.com and log into TaskStream using your assigned username and password.



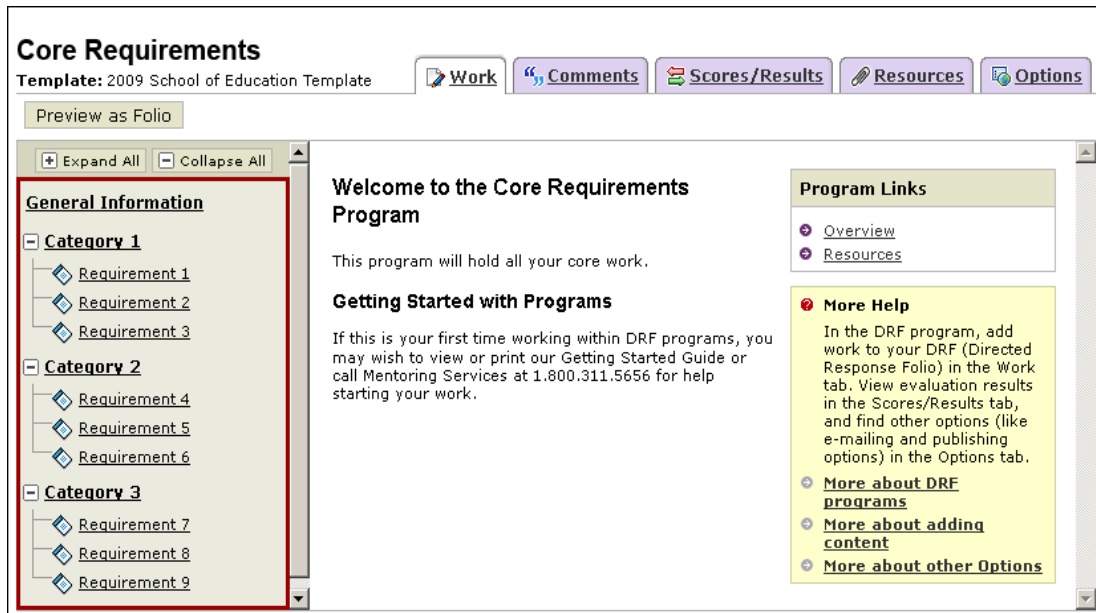
The image shows a 'Subscriber Login' form on the TaskStream website. At the top is the TaskStream logo with the tagline 'Advancing Educational Excellence'. Below the logo are navigation links: 'Home', 'Products', and 'Main'. The login form itself has a purple header with the text 'Subscriber Login'. It contains two input fields: 'Username:' with the text 'MyUsername' and 'Password:' with a masked password '.....'. A link for 'forgot password' is next to the password field. A red hand cursor icon points to the 'Login' button. Below the login fields are two links: 'Subscribe/Renew Today' and 'Subscription Rates'.

To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.

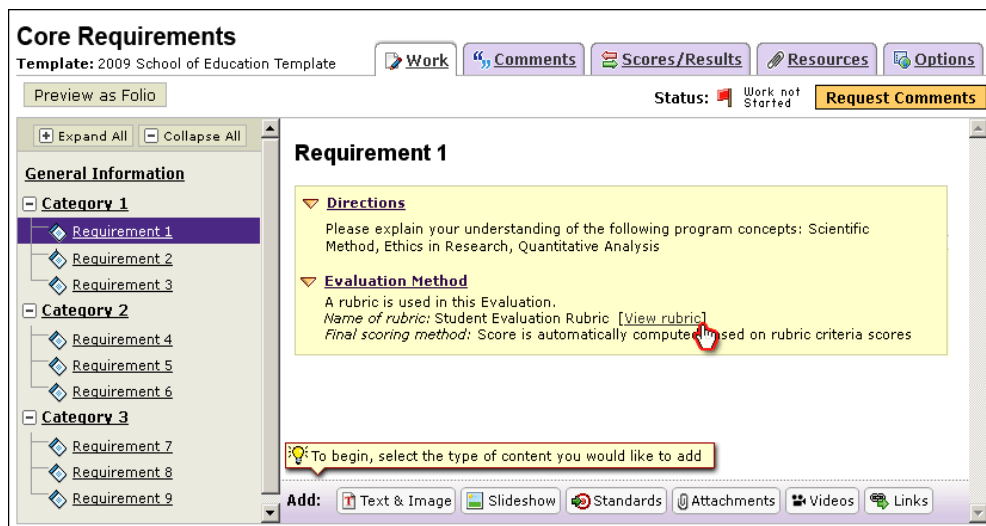


The image shows the TaskStream home page. At the top is the TaskStream logo and tagline. To the right of the logo are links: 'Sample Student', 'Go to AMS', 'My Account', 'Logout', and 'Help'. Below the logo is a navigation bar with links: 'Home', 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', and 'Instant Messenger'. The main content area is divided into three sections. On the left is a yellow box titled 'Don't see your program?' with text about self-enrollment codes and an 'Enter Code' button. In the center is a section titled 'Work on a DRF Program' with a sub-header '(Directed Response Folios)'. Below this is a link 'Core Requirements' with a red hand cursor icon pointing to it. On the right is a 'My Links' section with links for 'Messages', 'Announcements', and 'Add a Link'. Below that is a 'My Folders' section with links for 'Recently Edited Items', 'Recently Deleted Items', 'My Folder', 'New Folder', and 'Create a New Folder'.

You will see the structure of your Directed Response Folio (DRF) in the left frame.



Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the **Directions** for the requirement. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.



When you are ready to add work, click the button from the bottom Add toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image**, **Slideshow**, **Standards**, **Attachments**, **Videos**, and **Links**.

Adding Attachments

Step 1: Select the type of file you wish to add.

If you choose to add a file saved on your computer, select the “**A file saved on your computer**” option, click the Browse button to find the file you want to attach.

If you choose to add a previously uploaded file, select the Attach a previously uploaded file option, and then select the category of work and the specific work product where the file is attached.

If you choose to add work that you created in TaskStream, select the An artifact created in TaskStream option. You will then be able to select the type of work to be added (web page, web folio, etc.), and the specific work you would like to attach.

Step 2: Name the file.

Step 3: Add a description of the file, if applicable.

Step 4: Select the checkbox if you would like to specify standards that this attachment addresses.

Click the **Add File** button when finished.

Cancel Save and Return

Add New Attachment

Select File:

- ☒ A file saved on your computer
C:\Documents and Settings\... Browse...
- ☐ Reattach a previously uploaded file
- ☐ An artifact created in TaskStream (Lesson, Folio, etc.)

Name File:
2009 Thesis

Description: (Optional)
This is a word document that outlines my research goals for this year.

Attach Standards: (Optional)
☐ Attach standards to this file

Check Spelling Add File

No files have been attached yet.

Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

You have now successfully attached work to your Directed Response Folio (DRF)!

To submit a requirement to your Evaluator

Click the **Submit Requirement** button from the top of the Work tab.

The screenshot shows the 'Core Requirements' interface. At the top, there are tabs for 'Work', 'Comments', 'Scores/Results', 'Resources', and 'Options'. Below the tabs, the status is 'Work in Progress'. The 'Submit Requirement' button is highlighted with a red hand cursor. On the left, a tree view shows 'Category 1' expanded, with 'Requirement 1' selected. The main content area shows 'Requirement 1' with a 'Directions' section and an 'Attachment Section' containing a file named '2009 Thesis'. At the bottom, there is an 'Add:' section with buttons for 'Text & Image', 'Slideshow', 'Standards', 'Attachments', 'Videos', and 'Links'.

Follow the instructions on the screen to submit your assignment and add comments, as necessary.

Are you sure you want to submit Requirement 1 (of Category 1) for Evaluation?

Your work will be locked and no further edits will be possible.

Add optional comments for your evaluator

Please take a look at my thesis and let me know what you think.

Cancel

Check Spelling

Yes - Submit My Work

To view a completed evaluation

Click the name of the program from the home page.

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Sample Student | Go to AMS | My Account | Logout | Help

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

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 contact your instructor.
Enter Code
[Read More](#)

Work on a DRF Program
(Directed Response Folios)
[Core Requirements](#)

My Links [Manage](#)
[Messages](#) **new items**
[Announcements](#) **new items**
[Add a Link](#)

My Folders [Manage](#)
[Recently Edited Items](#)
[Recently Deleted Items](#)
.....
[My Folder](#)
[New Folder](#)
[Create a New Folder](#)

Click the **Scores/Results** tab and find the work you would like to view.

Core Requirements
Template: 2009 School of Education Template

[Work](#) | [Comments](#) | [Scores/Results](#) | [Resources](#) | [Options](#)

[Preview as Folio](#)

Status: Evaluation Released

Click the **View Report** button associated with the assignment for which you wish to view the evaluation.

Scores/Results Summary

Area	Status	Actions
Category 1		
Requirement 1	Evaluation Released	Submitted: 06.21.2009 11:04:05 AM 4.23/5 View Report History/Comments

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.