

## Taskstream Information

### FAQs

Login for both students and faculty with Ninernet credentials at <http://taskstream.uncc.edu/>

If a student does not have an active working account (cannot login using Ninernet credentials, “PersonID not found”), please email [taskstream@uncc.edu](mailto:taskstream@uncc.edu) with the student’s name, 800 number, and username or UNCC email address.

If a faculty member does not have an active working account (cannot login using Ninernet credentials, “PersonID not found”), please email the department chair and/or program coordinator FIRST to find out which portfolios that person should have access to. Then email [taskstream@uncc.edu](mailto:taskstream@uncc.edu) with the faculty members name/email and 800 number and copy your department chair and/or program coordinator.

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If a student CAN login to Taskstream but does not see any portfolios and/or states that they cannot see the assignment they need to submit, they will need to enroll in their program’s portfolio. A list of all program portfolios and enrollment codes can be found at <https://education.uncc.edu/resources/taskstream-information/enrollment-codes> AND there is both a video and a student handbook with screenshots that will take them step-by-step through the enrollment process at <https://education.uncc.edu/resources/taskstream-information>.

If a student cannot find the faculty member’s name when they are trying to submit an assignment, that means that instructor is not listed as an evaluator in that portfolio and you will need to email [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) or email the Assessment office directly at [aflatley@uncc.edu](mailto:aflatley@uncc.edu) or [lchart1@uncc.edu](mailto:lchart1@uncc.edu) to be added.

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Some common questions that students have involve what to do if a student submitted to the wrong assignment and/or submitted to the wrong instructor (cancelling a submission); completing dispositions assessments (more information on that on the website: <https://education.uncc.edu/resources/professional-dispositions-plan-and-information>); and questions regarding how to actually submit assignments are all answering in the video and student handbook located on our website <https://education.uncc.edu/resources/taskstream-information>.

Some common questions that faculty/evaluators have involve how to access student work, how can I see what my students see (logging in as a student), and how to access previous student work. These questions and more are answered in step-by-step screenshots in the faculty handbook on our website <https://education.uncc.edu/resources/taskstream-information>.

If you are a department chair and/or program coordinator and have questions about accessing reports, there is a handout on our website (located below the faculty handbook) which will walk you through the process!

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If the video and handbooks do not answer your question(s), and/or you have questions about rubrics or other things related to assessment, please email [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) or email the Assessment office at [aflatley@uncc.edu](mailto:aflatley@uncc.edu) or [lchart1@uncc.edu](mailto:lchart1@uncc.edu) directly.

## EDLD DEPARTMENT Task Stream Charts

**Ed.D. PORTFOLIO: TS title: "EDLD EDLR EdD"**

Assessment Pieces – EDLD-EdD		
Assignment Title in TS – <u>what students should select to submit</u>	Assessed with what rubrics?	Ed.D. course
"Admission Procedures"	Admissions rubric + form	Prior to admission
"Doctoral Qualifying Exam"	Doctoral Qualifying Exam rubric (needs revision) + Form	By advisor after qualifying exam; after 24 credit hours
"Dissertation Proposal Defense"	Doctoral Proposal defense rubric (needs revision) + Form	ADMN 8699
"Dissertation Defense"	Doctoral Dissertation defense rubric (needs revision) + Form	ADMN 8999
"Dispositions Self-Assessment 1"	<i>Meets/Not Meets</i> – Instructor checks for completion only	ADMN 8160
"Dispo Self-Assess 2 + Instruc Eval"	COED Dispositions Assessment – Instructor evaluates on the student dispositions	By advisor after qualifying exam; after 24 credit hours
"Exit Survey & Program Exit Dispo"	<i>Meets/Not Meets</i> – Instructor checks for completion only	ADMN 8999
Electronic Evidences Required – SUPT TRACK ONLY		
Assignment Title in TS – <u>what students should select to submit</u>	Assessed with rubrics?	Ed.D. Course
"Internship Summary Evaluation"	Intern Summary Rubric (needs revision)	ADMN 8410 or ADMN 8420 (need one course or two places to upload)
"Evidence 1 – Vision"	EDLD ELDR EdD Superintendent Evidences Rubric (needs revision)	ADMN 8160
"Evidence 2 – Staffing"	EDLD ELDR EdD Superintendent Evidences Rubric (needs revision)	ADMN 8150
"Evidence 3 -- Resources"	EDLD ELDR EdD Superintendent Evidences Rubric (needs revision)	ADMN 8140
"Evidence 4 – Instruction/Learning"	EDLD ELDR EdD Superintendent Evidences Rubric (needs revision)	ADMN 8121
"Evidence 5 – Governance"	EDLD ELDR EdD Superintendent Evidences Rubric (needs revision)	ADMN 8130

**MSA PORTFOLIO: TS title: "MSA Master's & GC add-on"**

<b>General Assessment Pieces – EDLD-MSA</b>		
<b>Assignment Title in TS – <u>what students should select to submit</u></b>	<b>Assessed with what rubrics?</b>	<b>MSA course</b>
MSA Formative Evaluation	MSA Intern Formative Eval Summer 2013 <i>(needs revision)</i>	UNK
Certificate of Competency	<i>Meets/Not Meets</i> – Instructor checks for completion only	Uploaded in ADMN 6420 (Intern II)
RSCH 6101 – Statistics Activity	RSCH 6101_Statistics Activity Rubric_11-22-16	RSCH 6101
RSCH 6101 – Article Critique	RSCH 6101_Article Critique Rubric_11-22-16	RSCH 6101
<b>MSA Assessment Pieces – EDLD-MSA</b>		
<b>Assignment Title in TS – <u>what students should select to submit</u></b>	<b>Assessed with what rubrics?</b>	<b>MSA course</b>
C & I Alignment Plan (EE1 Impact Student Learning & Development)	MSA Rubric #1 - C & I Alignment Plan (revised 8-15-16)	ADMN 6140; 6120; 6130 Uploaded in ADMN 6420 (Intern II)
Empowermnt & Leadership Action Plan (EE2 Teacher Empowerment & Leadership)	MSA Rubric #2 - Empowerment & Leadership Action Plan	ADMN 6100; 6161 Uploaded in ADMN 6420 (Intern II)
Involvemnt & Engagemnt Action Plan (EE3 Community Involvement & Engagement)	MSA Rubric #3 - Involvement & Engagement Action Plan	ADMN 6100; 6161; 6110 Uploaded in ADMN 6420 (Intern II)
Org Leadership & Mgmt Action Plan (EE4 Organizational Management)	MSA Rubric #4 - Org Leadership & Mgmt Action Plan	ADMN 6100; 6105, 6110, 6161 Uploaded in ADMN 6420 (Intern II)
School Culture & Safety Plan (EE5 School Culture & Safety)	MSA Rubric #5 - School Culture & Safety Plan	ADMN 6110; 6161 Uploaded in ADMN 6420 (Intern II)
SIP Plan Review & Engagement Proj (EE6 School Improvement)	MSA Rubric #6 - SIP Plan Review & Engagement Proj	Completed in Internship (6410-6420) Uploaded in ADMN 6420 (Intern II)
<b>Dispositions Assessments &amp; Exit Survey</b>		
<b>Assignment Title in TS – <u>what students should select to submit</u></b>	<b>Assessed with what rubrics?</b>	<b>MSA course</b>
Dispositions Self-Assessment 1 (Entry)	<i>Meets/Not Meets</i> – Instructor checks for completion only	ADMN 6100
Dispo Self-Assess 2 + Inst Eval (Mid)	Assessment of Professional Dispositions_8-6-16	ADMN 6161
Exit Survey & Program Exit Dispo	<i>Meets/Not Meets</i> – Instructor checks for completion only	ADMN 6410 (Intern I)

**EIST PORTFOLIO: TS title: “EIST CERT & MED”**

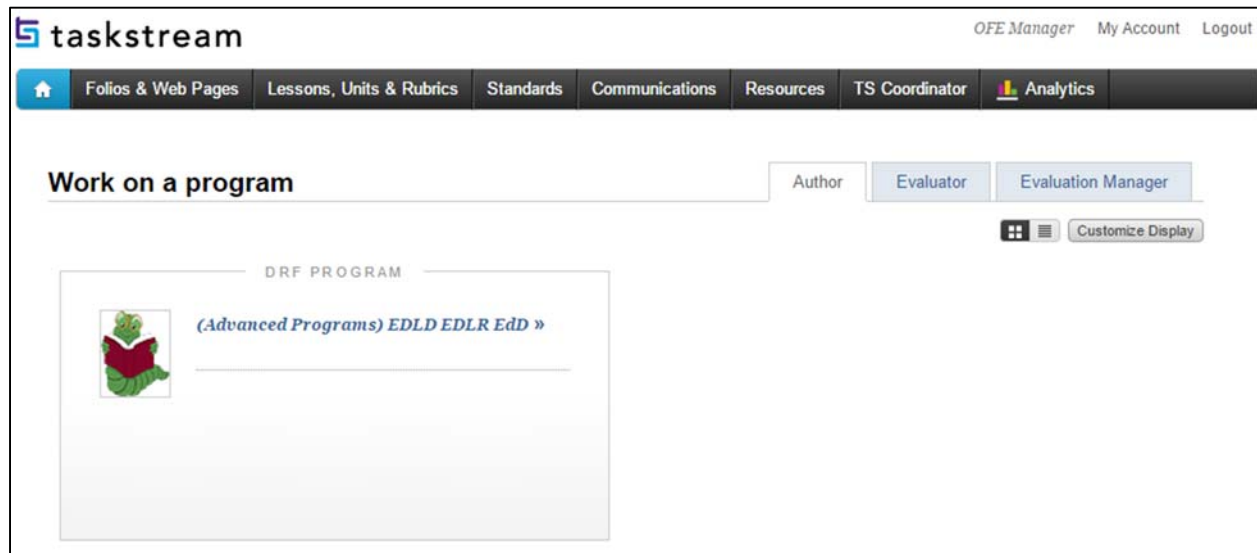
<b>Assessment Pieces – EDLD-EIST</b>		
<b>Assignment Title in TS – what students should select to submit</b>	<b>Assessed with what rubrics?</b>	<b>EIST course</b>
A: Dispositions Self-Assessment 1 (Entry)	<i>Meets/Not Meets</i> – Instructor checks for completion only	EIST 6100
B: Dispo Self-Assess 2 + Instruc Eval	Assessment of Professional Dispositions_8-6-16	EIST 6130
C: Instructional Design	EIST_Instructional Design Rubric_11-29-16	EIST 6110
D: Instructional Development	EIST_Instructional Development Rubric_11-29-16	EIST 6130
Exit Survey & Program Exit Dispo	<i>Meets/Not Meets</i> – Instructor checks for completion only	EIST 6492
<b>MEd ONLY</b>		
<b>Assignment Title in TS – what students should select to submit</b>	<b>Assessed with what rubrics?</b>	<b>EIST course</b>
RSCH 6101 – Statistics Activity	RSCH 6101_Statistics Activity Rubric_11-22-16	RSCH 6101
RSCH 6101 – Article Critique	RSCH 6101_Article Critique Rubric_11-22-16	RSCH 6101
E: Internship	EIST_Internship Rubric_11-29-16	EIST 6491 (Internship)
F: Capstone Assessment	EIST_Capstone Assessment Rubric_11-29-16	Final semester of coursework

## Questions:

1. SLO 1 for Grad Cert reports using “Learning, Media Resources, and Technology” as a data source in EIST 6135. Not sure where that fits in the new TS portfolio.


## Changes to Taskstream (from summer 2016) – EDLD EdD

This summer, all of the advanced program portfolios were updated to reflect the new rubrics and assignments used for SLO/CAEP requirements. When you log in to Taskstream now, you will notice a portfolio for your program (though, many of you will see additional program portfolios) – the new portfolio is indicated with a ‘bookworm’ icon.



### Important information about new portfolios:

- It is very important that Program Directors and Department Chairs review the new portfolio’s assignments and rubrics to ensure accuracy PRIOR to students submitting to the new portfolios. **Please log in to the new portfolios and confirm we have your MOST RECENT rubrics in Taskstream by responding to this email.** (We’ve all been really busy updating these rubrics and ensuring content validity and several versions of all are floating around!)
- All faculty have been given “Evaluator” and “Author” roles, so faculty may see what the students see.
- At the end of every semester, our office will provide the data on the assignments in your portfolio (screenshot below).
- MOST Importantly, **we’ve added the dispositions assessments to your new portfolio!** This means just one enrollment code for your program, though your students may be enrolled in additional portfolios.


OFE Manager   My Account   Logout   ? Help   University of North Carolina Charlotte

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

## (Advanced Programs) EDLD EDLR EdD

Template: (Advanced Programs) EDLD EDLR EdD

Work
Scores/Results
Options

Preview as Folio

+ Expand All
- Collapse All

### General Information

- General Requirements
  - Admission Procedures
  - Doctoral Qualifying Exam
  - Dissertation Proposal Defense
  - Dissertation Defense
  - Disposition Self-Assessmt 1 (Entry)
  - Dispo Self-Assess 2+Inst Eval (Mid)
  - Program Exit + Instr Eval (Exit)
- Superintendent Concentration
  - Internship Summary Eval
  - Evidence 1 - Vision
  - Evidence 2 - Staffing
  - Evidence 3 - Resources
  - Evidence 4 - Instruction/Learning
  - Evidence 5 - Governance
- Higher Education Concentration
- C & S Concentration

## Welcome to the (Advanced Programs) EDLD EDLR EdD program

### 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.

- [More about DRF programs](#)
- [More about how to add content](#)
- [More about Program Options](#)

## Changes to Taskstream (from summer 2016) – MSA

This summer, all of the advanced program portfolios were updated to reflect the new rubrics and assignments used for SLO/CAEP requirements. When you log in to Taskstream now, you will notice two portfolios for your program (though, many of you will see additional program portfolios): the new portfolio is indicated with a ‘bookworm’ icon and the old portfolio has been labeled as “outdated.”

The screenshot shows the Taskstream web application interface. At the top right, it says "OFE Manager My Account Logout". Below that is a navigation menu with items: "Folios & Web Pages", "Lessons, Units & Rubrics", "Standards", "Communications", "Resources", "TS Coordinator", and "Analytics". The main content area is titled "Work on a program" and has three tabs: "Author", "Evaluator", and "Evaluation Manager". There is also a "Customize Display" button. Below the tabs, there are two program portfolio cards. The left card is for the "DRF PROGRAM" and is titled "(Advanced Programs) MSA Master's & GC add-on »" with a bookworm icon. The right card is also for the "DRF PROGRAM" but is titled "OUTDATED - EDLD MSA »" with a purple square icon containing the letters "DRF". Below the title of the right card, it says "EDLD MSA".

### Important information about new portfolios:

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- As you can see above (and when you log in) if you were previously enrolled in the outdated portfolio, both students and faculty will be able to see the old portfolio in case you need to refer back to old assignments; however, enrollment has been turned off. The old portfolio will be inactivated next summer.
- Enrollment from the old portfolio to the new one was copied. Faculty and students that were in the old portfolio are automatically in the new one; new faculty and students will need to enroll or be added as in the past. All faculty have been given “Evaluator” and “Author” roles, so faculty may see what the students see.
- At the end of every semester, our office will provide the data on the assignments in your portfolio (screenshot below), this will include the RSCH 6101 assignments as they come online. We are piloting TS with a small RSCH 6101 beginning in the fall.
- MOST Importantly, **we’ve added the dispositions assessments to your new portfolio!** This means one enrollment code for your programs, though your students may be enrolled in additional portfolios.

## (Advanced Programs) MSA Master's & GC add-on

Template: (Advanced Programs) MSA Master's & GC add-on

[Work](#)
[Scores/Results](#)
[Options](#)

Preview as Folio

[+ Expand All](#)
[- Collapse All](#)

**General Information**

- General**
  - MSA Formative Evaluation
  - Certificate of Competency
  - RSCH 6101 - Statistics Activity
  - RSCH 6101 - Rsrch Article Critique
- MSA Assignments**
  - C & I Alignment Plan
  - Empowermnt & Leadership Action Plan
  - Involvemnt & Engagemnt Action Plan
  - Org Leadership & Mgmt Action Plan
  - School Culture & Safety Plan
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- Disposition Assessments**
  - Disposition Self-Assessmt 1 (Entry)
  - Dispo Self-Assess 2+Inst Eval (Mid)
  - Program Exit + Instr Eval (Exit)

### Welcome to the (Advanced Programs) MSA Master's & GC add-on program

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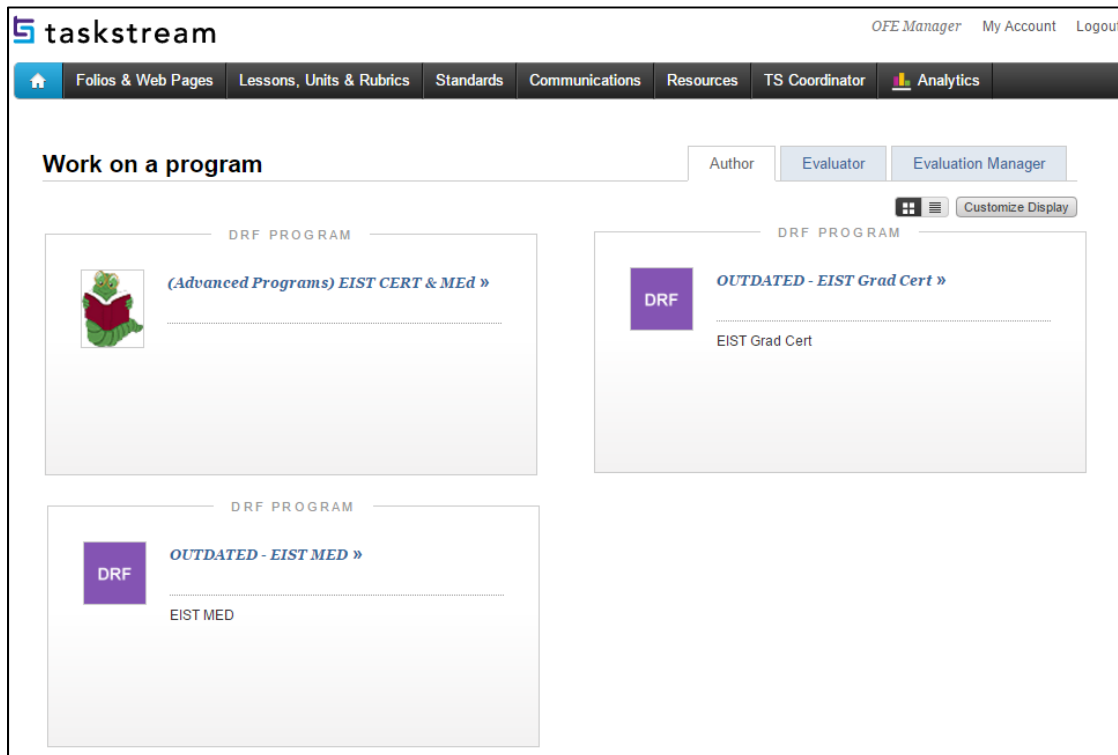
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- ◆ B: Dispo Self-Assess 2+Inst Eval
- ◆ C: Instructional Design
- ◆ D: Instructional Development

- Med ONLY

- ◆ RSCH 6101 - Statistics Activity
- ◆ RSCH 6101 - Rsrch Article Critique
- ◆ E: Internship
- ◆ F: Capstone Assessment
- ◆ G: Program Exit + Instr Eval (Exit)

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Office of Assessment