Taskstream TS Coordinator Basics

Who has TS Coordinator access?

ALL program coordinators & department chairs should have TS Coordinator. (Contact us with questions.)

What can I do with TS Coordinator?*

The main functions are to look up individual students and run assessment reports. The COED Assessment office will continue to provide “official” data.

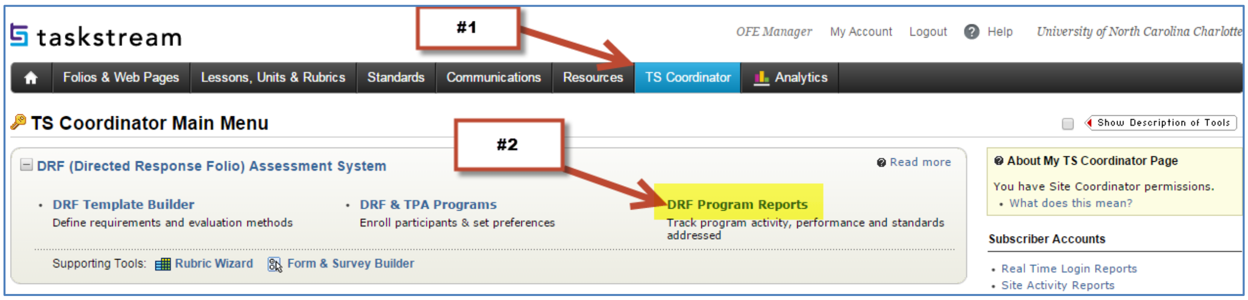
How do I look up an individual student?

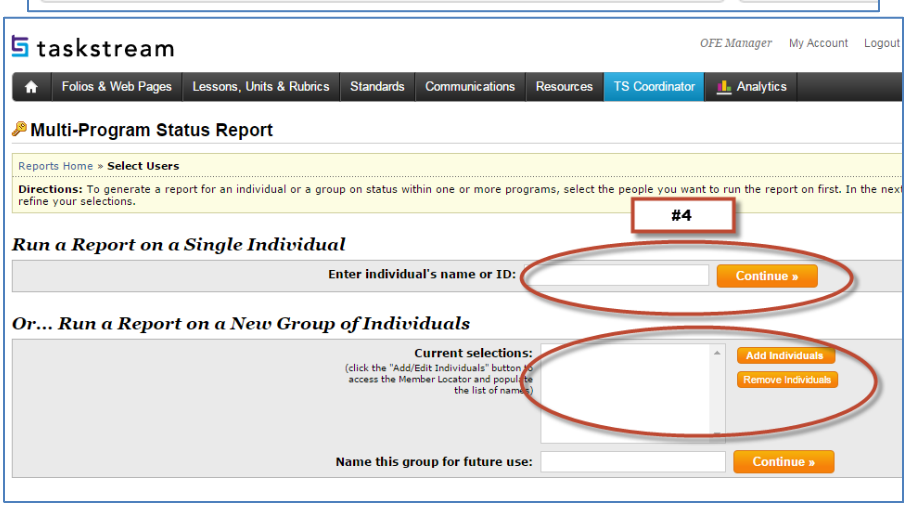
#1 – Choose the TS Coordinator tab. (Contact us if you should have access, but do not see this tab.)

#2 – Click on ‘**DRF Program Reports’** in the DRF Assessment System section.

#3 – In the first block, top-left, under Work Status and Author/Evaluator Activity, choose ‘**Multi-Program Status Report**.’

#4 – From here, you may look up an individual author (any program/portfolio) or several students.





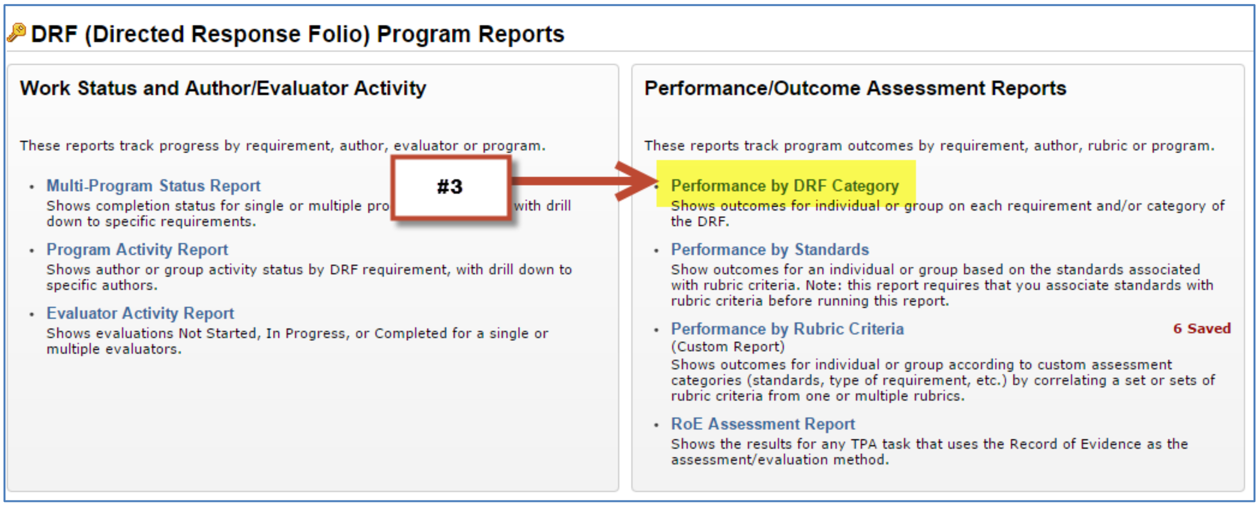
What reports can I run, and how do I do this?*

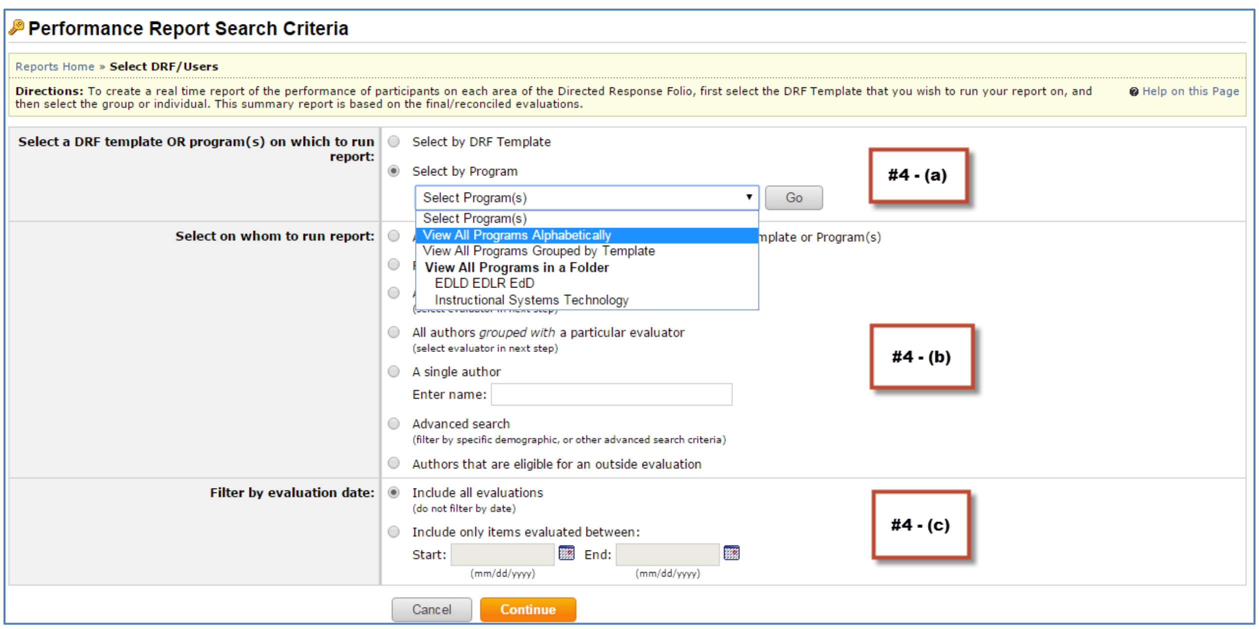
Program coordinators and department chairs can run assessment reports on any portfolio in Taskstream, for any given date, grouped by authors or evaluators.

To run an assessment report, steps #1 & #2 from above are repeated.

#3 – From the second block, top-right, under the Performance/Outcome Assessment Reports section, click on the '**Performance by DRF Category**' (remember, DRF are what Taskstream calls our portfolios).

#4 – (a) Choose which DRF you wish to view (you may select multiple) from the program list, (b) then select on whom you wish to run the report, (c) and which dates you need the data from.





*Please remember, data can only be used for program improvement (unless you have approval from IRB).

Questions? Contact:
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