

## 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.

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**TS Coordinator Main Menu** Show Description of Tools

DRF (Directed Response Folio) Assessment System Read more

- DRF Template Builder Define requirements and evaluation methods
- DRF & TPA Programs Enroll participants & set preferences
- DRF Program Reports** Track program activity, performance and standards addressed

Supporting Tools: Rubric Wizard Form & Survey Builder

About My TS Coordinator Page  
You have Site Coordinator permissions.  
What does this mean?

Subscriber Accounts  
Real Time Login Reports  
Site Activity Reports

DRF (Directed Response Folio) Program Reports

**Work Status and Author/Evaluator Activity**

These reports track progress by requirement, author, evaluator, or program.

- Multi-Program Status Report**  
Shows completion status for single or multiple programs by author, with drill down to specific requirements.
- Program Activity Report  
Shows author or group activity status by DRF requirement, with drill down to specific authors.
- Evaluator Activity Report  
Shows evaluations Not Started, In Progress, or Completed for a single or multiple evaluators.

**Performance**

These reports track...

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- RoE Asses Shows the re assessment/

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**Multi-Program Status Report**

Reports Home Select Users

Directions: To generate a report for an individual or a group on status within one or more programs, select the people you want to run the report on first. In the next screen, refine your selections.

**Run a Report on a Single Individual**

Enter individual's name or ID:  **Continue »**

**Or... Run a Report on a New Group of Individuals**

Current selections: (click the "Add/Edit Individuals" button to access the Member Locator and populate the list of names)

**Add Individuals**  
**Remove Individuals**

Name this group for future use:  **Continue »**

## 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.

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**Performance/Outcome Assessment Reports**

These reports track program outcomes by requirement, author, rubric or program.

- Performance by DRF Category**  
Shows outcomes for individual or group on each requirement and/or category of the DRF.
- Performance by Standards**  
Show outcomes for an individual or group based on the standards associated with rubric criteria. Note: this report requires that you associate standards with rubric criteria before running this report.
- Performance by Rubric Criteria** (Custom Report) **6 Saved**  
Shows outcomes for individual or group according to custom assessment categories (standards, type of requirement, etc.) by correlating a set or sets of rubric criteria from one or multiple rubrics.
- RoE Assessment Report**  
Shows the results for any TPA task that uses the Record of Evidence as the assessment/evaluation method.

**Performance Report Search Criteria**

Reports Home > Select DRF/Users

**Directions:** To create a real time report of the performance of participants on each area of the Directed Response Folio, first select the DRF Template that you wish to run your report on, and then select the group or individual. This summary report is based on the final/reconciled evaluations. [Help on this Page](#)

**Select a DRF template OR program(s) on which to run report:**

- Select by DRF Template
- Select by Program  
Select Program(s) [dropdown] Go **#4 - (a)**

**Select on whom to run report:**

- View All Programs Alphabetically
- View All Programs Grouped by Template
- View All Programs in a Folder
- Instructional Systems Technology
- All authors grouped with a particular evaluator (select evaluator in next step)
- A single author  
Enter name: [text box] **#4 - (b)**
- Advanced search (filter by specific demographic, or other advanced search criteria)
- Authors that are eligible for an outside evaluation

**Filter by evaluation date:**

- Include all evaluations (do not filter by date)
- Include only items evaluated between:  
Start: [calendar] End: [calendar] **#4 - (c)**  
(mm/dd/yyyy) (mm/dd/yyyy)

Cancel Continue

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

Questions? Contact:  
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