**Glossary of Terms**

**Author:** “Author” is student … the student is the author of the work.

**Evaluator:** The person who is scoring the work, usually the course instructor.

**DRF:** Directed Response Folio or **Portfolio**

**Enrollment Code:** Students (and instructors who wish to see the “student view” of the DRF) must use a designated enrollment code to join the correct DRF portfolio. Each DRF has a different enrollment code.

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**What is Taskstream?**

Taskstream is the designated assessment system for the Cato College of Education at UNC Charlotte.

**Where to find Enrollment Codes?**

Go to http://education.uncc.edu/taskstream and click on “Enrollment Codes”. Select the correct one for your program.

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**USING TASKSTREAM**

### Logging In (For Students)

1. Go to taskstream.uncc.edu
2. Sign in with Niner Net credentials
3. Self-Enroll into Program portfolio with enrollment code

### Logging In (For Faculty)

1. Go to taskstream.uncc.edu
2. Sign in with Niner Net Credentials
3. Click on Evaluator tab

### Log in Error (For Students & Faculty)

- Contact taskstream@uncc.edu
- Provide your UNCC ID number & Niner Net username

### Submitting Assignments (For Students & Faculty)

1. Click on Program Portfolio in Taskstream
2. Click on Assignment in left menu
3. Complete Assignment: For Attachments or Videos, click **Attachments** or **Videos**
   - For Form, click **complete this form**
4. Click Submit Work Button
5. Select Instructor *Don’t see your instructor on list- contact coedassessment@uncc.edu*
6. Click Submit for Evaluation

### Evaluating Assignments (For Faculty)

1. Click on Evaluator Tab
2. Click on Evaluation Required 1+ under all Items or Evaluation Required 1+ under Program Portfolio
3. Click on Evaluate Button **by Student Name**
4. Click on Score Work
5. Score each item
6. Check box “Record as final and release evaluation to author now & Send external email notification”
7. Submit Evaluation Now

### EVALUATION DUE DATES

**Fall 2019 – December 17 by noon**  **Spring 2020 – May 12 by noon**

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**NEED HELP?**

- Cato College of Education Website
  - (Education.uncc.edu)

- RESOURCES
- TASKSTREAM
Clinical Observation Logs (Field Experiences)

1. Student self-enrolls into Field Experience Portfolio
2. Enrollment Code: FieldExperiences
3. Click on Current Semester
4. All logs and documentation are uploaded
5. Complete the form
6. Click Submit Work Button
7. You will not select an instructor
8. Confirm Submission

Field Experience Portfolio FAQs

- All teacher candidates in the Initial Teacher Licensure Programs upload clinical documentation each semester.
- No Evaluator is selected when submitting the logs.
- Error message means that a requirement on the form was not completed.
- Any questions contact coedassessment@uncc.edu

DISPOSITIONS

- Candidates will be assessed at three points: Entry (Initial), Midpoint, and Exit
- Assessments are completed in Taskstream in the student’s program portfolio
- Entry (Initial) Assessment is titled “Disposition Self-Assessmt 1 (Entry)”
- Midpoint Assessment is titled “Dispo Self-Assess 2+Inst Eval (Mid)”
- Exit Assessment is titled “Exit Survey & Program Exit Dispo” – For Advance Programs Only
- Exit Dispositions is completed during Student Teaching Internship – For Initial Teacher Licensure Programs
- Check the Department Guides for Courses in which Dispositions is completed

THINGS TO NOTE:

- DO NOT PAY FOR A MEMBERSHIP.
- PORTFOLIOS ARE SET UP BY PROGRAM.
- ENROLLMENT CODES ARE REQUIRED TO ACCESS A PORTFOLIO AS A STUDENT.
- EVALUATORS MUST BE ADDED TO A PORTFOLIO BY THE OFFICE OF ASSESSMENT & ACCREDITATION.

VIDEO UPLOADS

There could be a few reasons why the video will not upload such as file size, internet speed, network traffic and other factors. Videos must be 500 mb or less to be uploaded into Taskstream. If your video file is large, you may want to try compressing it to a smaller size. Larger files may cause the process to freeze altogether.

CONTACT US:

For any technical questions, please email taskstream@uncc.edu

For any portfolio or assignment questions please email coedassessment@uncc.edu

NEED HELP?

Cato College of Education Website (Education.uncc.edu)