Taskstream Handbook

Authors (Students)
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Questions about using Taskstream? Contact the our office at 704-687-8163 send an email with your name and 800# to coedassessment@uncc.edu.
Glossary of Taskstream Terms:

**Author:** “Author” is the Taskstream word for “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. This is the portfolio program that you are working on when you are logged into Taskstream. A person can be enrolled in more than one DRF. All the DRFs you are enrolled in are available from your Taskstream homepage.

**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. To obtain a list of enrollment codes and select the correct one for your program, go to [http://education.uncc.edu/taskstream](http://education.uncc.edu/taskstream) and click on “How To”

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

These directions assume that the author is already enrolled in the appropriate DRF for your program. If you need enrollment directions, go to [http://education.uncc.edu/taskstream](http://education.uncc.edu/taskstream) and click “How To” to find enrollment codes and directions.

To begin using your Taskstream DRF programs, please follow the directions for Authors (students) below.
Logging in for the first time & entering your program code

Follow the directions below to enroll yourself into a Taskstream program.

**Step 1: Log In**
To begin, go to [http://taskstream.uncc.edu](http://taskstream.uncc.edu) and log into Taskstream using your assigned NinerNet ID and password.*

*Note: if you receive an error message saying you do not have a Taskstream account, send an email with your name, 800 ID number and UNCC email address requesting a Taskstream account to [taskstream@uncc.edu](mailto:taskstream@uncc.edu).

**Step 2: Accept the User Agreement**
Click on “I Accept Agreement”
Step 3: Enter Your Account Information and Details
Make sure to use your UNC Charlotte email address and Ninernet Password.

Follow the directions below to enroll yourself into a TaskStream program.

Step 4: Find the Self-Enrollment Area
From the home page, click the Enter Code button.

Step 5: Enter Your Code
Enter the program code specified below in the appropriate field, and then click the Search button.

Your Program Code:
For a list of all enrollment codes, visit:
http://education.uncc.edu/resources/taskstream-information/enrollment-codes

Your Advisor, Instructor or Program Coordinator will also know the correct codes!

You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the Enroll button. If you do not wish to be enrolled in the program at this time, click the Cancel - Do Not Enroll button.
Self Enrollment

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

Note: If you enroll yourself into an inactive program, the program will not show up on your home page until the Program Manager activates the program.

NOTE:

We have a Taskstream How-to and Informational Video on our website which will walk you through this entire process step-by-step. We recommend that both student AND faculty watch this short video prior to accessing Taskstream for the first time!

http://education.uncc.edu/resources/taskstream-information/taskstream-how-and-information-video
Finding your program code

Program codes are located on the college website at http://education.uncc.edu/resources/taskstream-information/enrollment-codes:

Attention all Advanced Programs; including Counseling, School Administration and all other Advanced Licensure Programs codes:

Your codes are also listed on this page! Please click the link and select your degree program.
Accessing Your DRF Program(s) (THE PORTFOLIO)

1. To begin, go to [http://taskstream.uncc.edu](http://taskstream.uncc.edu) and log into Taskstream using your assigned NinerNet ID and password.*

   ![Login to Taskstream](image)

   *Note: if you receive an error message saying you do not have a Taskstream account, send an email with your name, 800 ID number and UNCC email address requesting a Taskstream account to taskstream@uncc.edu.

   If you need an enrollment code, go to [http://education.uncc.edu/taskstream](http://education.uncc.edu/taskstream) and click “How To” to find enrollment codes and directions to enroll in your program DRF.

   Note: All undergraduate and graduate certificate students will use the “edTPA Practice + Dispositions” portfolio for their program. If you enroll correctly, the Practice portfolio is designated by a lock and key icon from your Taskstream homepage (see the directions below for additional information).

   All advanced programs (including PhD, EdD, MeD, MAT, MA, MSA, MS, post-master’s graduate certificate add-on, and all counseling majors) will use the portfolios designated by a bookworm!

2. To access your Directed Response Folio (DRF), click the name of the DRF program (portfolio) from the home page. Some portfolios have icons; that’s okay (some examples appear below). An author can be enrolled in multiple portfolios.

<table>
<thead>
<tr>
<th>Portfolio title</th>
<th>Portfolio icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>“edTPA Practice + Dispositions (content area)”</td>
<td>![Lock icon]</td>
</tr>
<tr>
<td>“Advanced Programs (content area)”</td>
<td>![Book icon]</td>
</tr>
<tr>
<td>“Spring/Fall 20XX: ST-GI End of Semester” (for student teachers only)</td>
<td>![Colored Pencils icon]</td>
</tr>
<tr>
<td>Default icon (used for non-licensure portfolios)</td>
<td>![DRF icon]</td>
</tr>
<tr>
<td>“Field Experiences Portfolio” &amp; “Student Teaching Application”</td>
<td>![Field Experiences icon]</td>
</tr>
<tr>
<td>Others as needed</td>
<td>Various</td>
</tr>
</tbody>
</table>
3. Once you click on the portfolio title, you will see the structure of your Directed Response Folio (DRF) in the left frame.

4. Find the appropriate title for your submission in the structure section and click the desired requirement (ask your instructor if you are unsure which submission to click).

The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on Directions. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.
5. **If you need to complete a form**, click the **Complete Form** button. *Note: This will only apply to certain submissions, like the Dispositions Self-Assessment for example.*

6. 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 may be able to choose to add **Text & Image**, **Slideshow**, **Attachments**, **Videos**, and **Embed Media**, depending on your DRF design. **In most cases, students will upload an attachment.** Consult your instructor if you have questions.

   **Note:** if you are completing a form, you won’t add work—the form is the work. Completing the form completes the assignment, but you still have to submit it to the appropriate instructor (see below).
Adding Attachments

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 used for another submission, 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.

2. Name the file.

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

4. **Optional**: Select the checkbox if you would like to specify standards that this attachment addresses (*not applicable for most portfolios*).

5. Click the **Add File** button when finished.
You have now successfully attached work to your Directed Response Folio (DRF)!

YOU ARE ALMOST FINISHED … YOU HAVE TO SELECT THE INSTRUCTOR WHO WILL EVALUATE YOUR WORK …
Submitting the Requirement to Your Evaluator
– your work cannot be scored until you submit it to an evaluator.

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

2. Follow the instructions on the screen to **select your course instructor** and **submit your assignment** and add comments, as necessary. If you do not see your course instructor’s name, send an email explaining this problem to coedassessment@uncc.edu.
3. You will see a message that says, “You have successfully submitted (YOUR WORK TITLE), with the date stamp and time of submission and your evaluator’s name. You may print the confirmation if you choose, or just close the window.

*Your work has been sent to the evaluator for review.*
Viewing Your Completed Evaluation

1. Click the name of the program from the home page.

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

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

For any questions, email coedassessment@uncc.edu. Include your 800# and DRF program.
Cancelling a Submission

Your work submission can only be canceled if your Evaluator has not yet begun the evaluation process.

To cancel your submission:

1. After selecting the DRF program from your homepage, select the Requirement (from the left-hand structure tree) that you need to cancel.

2. Click the **Cancel Submission** button in the upper right corner of the work area.

3. When asked to confirm, click the **Yes Undo Submission and Unlock** button.

4. After making your changes, click the **Submit Work** button to resubmit.

⚠️ If the **Cancel Submission** button is not enabled, the evaluation process has begun and you can no longer cancel this submission. In this case, you will need to contact your Evaluator or instructor and ask for your work to be sent back for revision. Once your work is unlocked, you can edit the content and resubmit.
Finding your Dispositions Assignments

Dispositions are included in every program’s portfolio!

IF YOU ARE AN UNDERGRADUATE OR A GRADUATE CERTIFICATE STUDENT SEEKING YOUR FIRST TEACHING LICENSE, use the “edTPA Practice + Dispositions” Portfolio for ALL your dispositions work.

IF YOU ARE AN ADVANCED LICENSURE (or seeking an advanced degree) STUDENT; INCLUDING PHD, EDD, MED, MAT, MA, MSA, MS, POST-MASTER’S GRADUATE CERTIFICATE ADD-ON, AND ALL COUNSELING MAJORS, use the “Advanced Licensure (content area)” Portfolio for ALL your dispositions work.

Initial Licensure “edTPA Practice + Dispositions” Portfolios:

“Disposition Self-Assessment 1” AND “Dispo Self-Assess 2 + Instruct Eval” assignments are normally located at the bottom of the list of your assignments:
Advanced Licensure or Degree “Advanced Programs (content area)” Portfolios:

“Disposition Self-Assessment 1” AND “Dispo Self-Assess 2 + Instruct Eval” AND “Program Exit Dispositions” assignments are normally located as a separate section in your list of assignments:

Please note, most advanced programs do have an ‘Exit’ dispositions assessment!
Completing your dispositions assessments

The structure of your portfolio displays in the left panel after you click.

1. In the structure section (highlighted in red square below), click on the item you are submitting work for. For this example, we will use Disposition Self-Assessment 2 + Instructor Evaluation, but the same directions would work for any evidence submission.

![Image of portfolio structure](image)

NOTE: Candidates who have done one or more pieces of the dispositions work in another portfolio will NOT BE PENALIZED.

2. After clicking on the submission title, you see a screen where you can view directions for submitting your work and the evaluation method used. In the middle right side of the screen, click Complete Form.

![Image of form](image)

3. The form will appear. Complete all required areas. When you are finished answering all areas of the form, click the orange Save and Return button. This returns you to the main page.
Congratulations! You have successfully attached your work product to your Advanced Candidate Portfolio!! Only one more step ...

Submit this Requirement to your Evaluator (course instructor)

4. In the upper right-hand corner of the Work tab, click Submit Work.

The system verifies that you want to submit your assignment for evaluation, and asks you to select an evaluator. Select your course instructor. If you do not see your course instructor’s name, send an email explaining this problem to Taskstream@uncc.edu.

Then click Submit for Evaluation.

5. You will see a message that says, “You have successfully submitted your work.”

Optional: to include notes to your evaluator, enter your comments in the designated field and click “Send Comments.” If you do not wish to send comments, click, “Skip Sending Comments.”

6. You will see a second message that says, “You have successfully submitted _______, with the date stamp and time of submission and your evaluator’s name. You may print the confirmation if you choose, or just close the window.
Your work has been sent to the evaluator for review.

To check on the status of your work or to revise your work, use the “Scores/Results” tab at the top of the page for each assignment.

If you have any additional questions or comments, please do not hesitate to contact us at coedassessment@uncc.edu
1. **We have updated our website to include department guides, which will tell you what courses submit assignments and/or evidences in Taskstream.** These guides are updated by the department occasionally, so be sure you are always using the most current copy (guides are dated in the upper right-hand corner)!

   [http://education.uncc.edu/resources/taskstream-information](http://education.uncc.edu/resources/taskstream-information)

<table>
<thead>
<tr>
<th>Department Guides - Courses that submit evidences in Taskstream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling</td>
</tr>
<tr>
<td>Educational Leadership</td>
</tr>
<tr>
<td>Middle, Secondary and K-12</td>
</tr>
<tr>
<td>Reading and Elementary Education</td>
</tr>
<tr>
<td>Special Education and Child Development</td>
</tr>
</tbody>
</table>

   *This section is located on the webpages after the handbooks.*

2. **EVERY UNC CHARLOTTE COLLEGE OF EDUCATION PROGRAM HAS A TASKSTREAM PORTFOLIO.** This includes all advanced degrees and programs; including the PhD and EdDs. You will be asked to submit assignments to Taskstream periodically throughout your studies, more information in the ‘Department Guides.’

3. **Advanced program portfolios were revised Summer 2016 to include updated assignments, rubrics (evaluation methods), and dispositions assignments. Please be sure you are submitted in the correct portfolios!** More information on the updated advanced program portfolios is located at the end of the Department Guides.