Taskstream Handbook

Authors
(Students)
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*If you have any additional questions, please do not hesitate to contact us at [coedassessment@uncc.edu](mailto: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 “Enrollment Codes”

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

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

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

Step 1: Log In
To begin, go to https://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, Niner Net username and UNCC email address requesting a Taskstream account to taskstream@uncc.edu. DO NOT purchase or renew a membership.

Step 2: Web Authentication through DUO

Complete the steps to authorize the web authentication through DUO.
Finding your program code

Step 3: Program codes are located on the college website at http://education.uncc.edu/resources/taskstream-information/enrollment-codes:

All Programs; including Counseling, School Administration and Advanced Licensure Programs codes are located at this site:

You will need the enrollment code to self-enroll into the correct portfolio. Enrollment codes are in the third column.
Enrolling and Accessing Your DRF Program(s) (THE PORTFOLIO)

1. To enroll into the portfolio, go to https://taskstream.uncc.edu and log into Taskstream using your assigned NinerNet ID and password and scroll down to the bottom of the homepage to enter the code.

*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.

*Note*: All undergraduate and graduate certificate students will use the “edTPA Practice + Dispositions” portfolio for their program. 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 homepage. Some portfolios have icons; that’s okay (some examples appear below). An author/student can be enrolled in multiple portfolios. The portfolios may also be listed by name.

<table>
<thead>
<tr>
<th>Portfolio title</th>
<th>Portfolio icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>“edTPA Practice + Dispositions (content area)”</td>
<td></td>
</tr>
<tr>
<td>“Advanced Programs (content area)”</td>
<td></td>
</tr>
<tr>
<td>“Spring/Fall 20XX: ST-GI End of Semester” (for student teachers only)</td>
<td></td>
</tr>
<tr>
<td>Default icon (used for non-licensure portfolios)</td>
<td></td>
</tr>
<tr>
<td>“Field Experiences Portfolio” &amp; “Student Teaching Application”</td>
<td></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.

**edTPA Practice + Dispositions MDLG Math**

*Template: edTPA PRACTICE - Middle Grades Math (Sept. 2016 rubrics)*

**Welcome to the edTPA Practice + Dispositions MDLG Math program**

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfolio for edTPA Practice Pieces, Dispositions, and Electronic Evidences.

**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 Mentor.
4. Find the appropriate title for your assignment in the left menu 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. Sometimes in the Directions, you will see an attachment that you need to view or download. 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.

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 and instructions for this process are below.

6. If you need to add attachments you will see at the top of the page blue buttons 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.
Completing a Form (includes Disposition Assessments)

1. Click on complete this form.

2. The form will appear in the same window.
3. Any part marked with a red asterisk is required.

4. Once you complete the entire form, click on Save and Return.
5. Forms normally don’t require adding an attachment. You will be able to submit the work.
6. Click on Submit Work in the upper right-hand corner.
7. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

⚠️ It is not possible to submit "Disposition Self-Assessment 1" for evaluation at this time because you have not filled out one or more required responses on the form, "Candidate Dispositions Self-Assessment+Commit (11-15-2018)"

CLOSE WINDOW

8. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.

When you are ready to submit, you will follow the instructions Submitting the Requirement to Your Instructor
Adding Attachments

1. Select the type of file you wish to add.

2. If you choose to add a file saved on your computer, select the **Upload form Computer** option, click the Add Files 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.

3. Click the **Add File**, then click **Start Upload** and then click **Upload and Close** button when finished.
6. Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

A Note about Videos: Taskstream allows videos up to 500 mb or less to be uploaded. If your video is a larger size, you will need to compress it. There is helpful information on how to compress a video at this [site](#).

You have now successfully attached work to your Directed Response Folio (DRF)!
Submitting the Requirement to Your Instructor

— your work cannot be scored until you submit it to an evaluator.

1. Click **Submit Work** button in the top right-hand corner.

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.**

   Are you sure you want to submit Leadership Project (of General Assignments) for Evaluation?

   Your work will be locked and no further edits will be possible.

   **Select an evaluator:**
   
   ![Evaluator Options]

   - Ahlgrim-Delzell, Lynn
   - Anderson, Kelly
   - Baughan, Cynthia
   - Baxter, Janet
   - Beach, Kristen

3. You will see a pop up to add comments to the instructor. You can add text, skip or close the window.

4. A screen will appear showing you the submission with a Time Stamp.
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 Assignment (from the left-hand menu 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.

If you have any additional questions or comments, please do not hesitate to contact us at coedassessment@uncc.edu
Field Experiences Portfolio (Clinical Observations)

1. All Clinical Logs and Checklists are uploaded into the Field Experiences Log. You must self-enroll into the portfolio which instructions can be viewed on page 6 of this handbook.

2. Once you have enrolled into the portfolio. You will see the following icon on the Taskstream homepage.

3. Click on the Field Experiences Portfolio and you will on the left menu a list of semesters.

4. Select the Current Semester or Term.
5. You will click on the blue Attachments button to upload **ALL** your logs into one location. Detailed instructions on how to add an attachment are available in this handbook at page 11.
6. Once you have added all the attachments, you will click on complete this form. Detailed instructions are available in this handbook at page 9.
7. When you are ready to submit, you will click on the Submit Work button in the upper right-hand corner.

8. Remember, if you receive an error message similar to this one, then there is a required part of the form that has not be completed. You will need to view/edit responses on the form to complete those parts.

9. **PLEASE NOTE:** When submitting your field experiences upload, you **WILL NOT** select an evaluator. All instructors are able to access the Field Experiences Portfolio to view the submissions so you will not see a list of instructors when submitting. You will click on YES-SUBMIT MY WORK.
Department Guides:

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)

   **DEPARTMENT GUIDES - COURSES THAT SUBMIT EVIDENCES IN TASKSTREAM**

   - Counseling
   - Educational Leadership
   - Middle, Secondary and K-12
   - Reading and Elementary Education
   - Special Education and Child Development

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. Please be sure you are submitted in the correct portfolios!