



**ELON**  
UNIVERSITY

School of  
Education

# Taskstream Faculty FAQs

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December 8, 2020

# What is Taskstream?



Taskstream is a cloud-based assessment platform.



Directed Response Folio (DRF)

# Why do we use Taskstream?



Centralized assessment collection



Systematically collect, analyze, and report on assessment data to demonstrate outcomes achievement



Manage complex processes, including student placements and CAEP accreditation

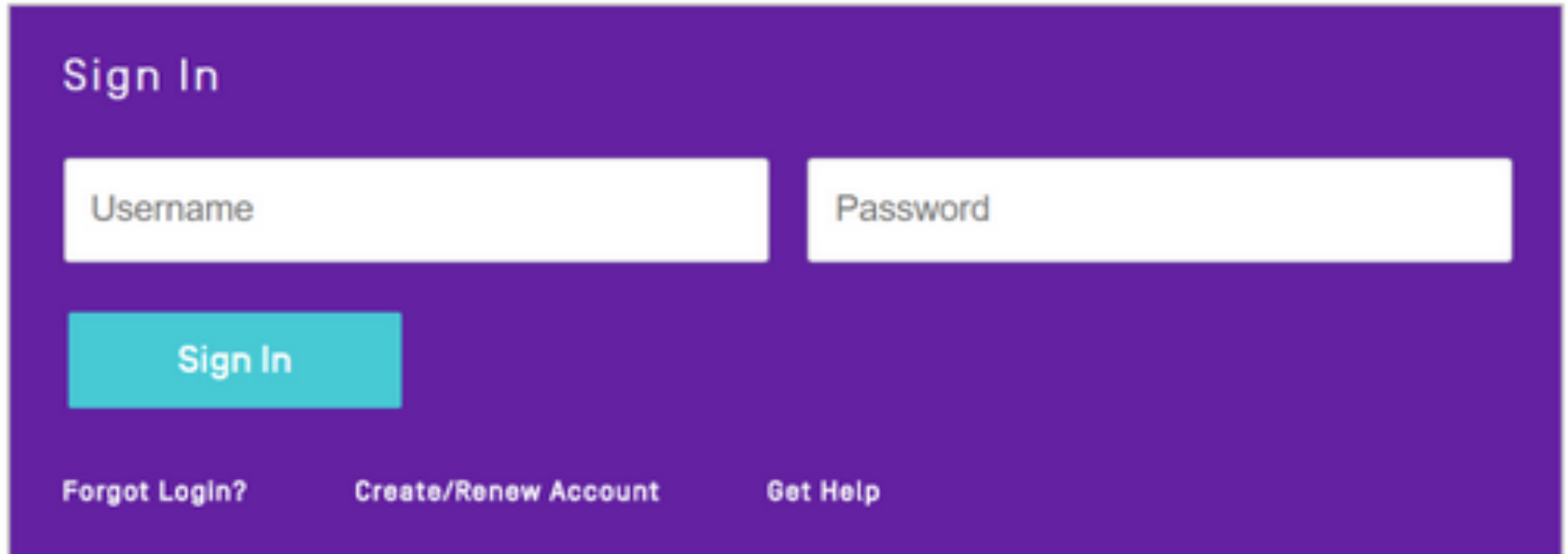


Align instruments with professional standards

# Taskstream Login

- Taskstream is not SSO
- Username is your Elon email address (be sure to include @elon.edu)

To begin, go to [login.taskstream.com](https://login.taskstream.com) and log in using your assigned username and password.

A screenshot of the Taskstream login interface. The background is a solid purple color. At the top left, the text "Sign In" is displayed in white. Below this, there are two white input fields: the first is labeled "Username" and the second is labeled "Password". Underneath the input fields is a teal-colored button with the text "Sign In" in white. At the bottom of the form, there are three white links: "Forgot Login?", "Create/Renew Account", and "Get Help".

Sign In

Username Password

Sign In

[Forgot Login?](#) [Create/Renew Account](#) [Get Help](#)

How do I  
know if a  
student in my  
class has an  
account?

If the student is listed in your DRF, the student has an account.

1. Click on your DRF.
2. Use the Search for Multiple People option.
3. Select **Show all available categories**.
4. Select **All Individuals (do not filter)**.
5. Click **Continue**.

Help! My student says she can't log in, doesn't have an account, or the link in her activation email has expired.

If the student is listed in your DRF, the student has an account.

1. Remind the student that Taskstream is not SSO, so her Elon credentials will not work.
2. Recommend that the student [reset her password](#). Students will need to reset their passwords even if they never logged in or if the link in the activation email has expired. FYI: The link expires after 48 hours!

If the student is NOT listed in your DRF, [email](#) me the student's name and email address.

# Why does it say Work Not Started?

- If you see **Work Not Started** by a student's name, this represents a student submission area.
- Students must submit work to this area for the Evaluate button to appear.

The screenshot displays a software interface for managing student submissions. At the top, there is a 'SHOW' dropdown menu set to 'All Individuals (do not filter)' and an 'Update Display' button. Below this is a checkbox for 'Include inactive (expired) subscribers in search results'. A 'LEGEND' section follows, with icons for 'Work in Progress', 'Submitted', 'Needs Revision', 'Resubmitted', 'Evaluation in Progress', 'Evaluated', and 'Evaluation Released', along with a 'RELEASE SELECTED EVALUATIONS' button. On the left side, there are filters for 'Show All' and 'Go', and checkboxes for 'Show Mouseover Tips', 'Show Area Descriptions', and 'Show Release Options'. The main content area is a table with student names and their submission status. Each student entry includes a 'Release all for author' checkbox and a 'Contact' button. The submission status is shown as either 'Work Not Started' or 'Submitted' with a date. 'Submitted' entries have an 'Evaluate' button.

Student Name	Submission Status	Action
Adair, Meredith	Work Not Started	Release all for author, Contact
Czenczek, Elizabeth	Submitted (11/18/20)	Release all for author, Contact, Evaluate
Farris, Megan	Work Not Started	Release all for author, Contact
Forsterer, Allie	Submitted (11/27/20)	Release all for author, Contact, Evaluate
Garcia, Xiomara	Submitted	Release all for author, Contact, Evaluate

# What about No Access?

No Access can mean two things:

1. The student does not have access to that requirement.
2. It has been less than 24 hours, and a student was recently added to a **no submission requirement**. The student will have access to any **submission requirements** to upload work. However, dispositions, observations, etc., that DO NOT require a submission by the student, will not be visible to the faculty until 24 hours after the student was added.



# My CT entered an evaluation in the wrong spot. What do I do?

If the evaluation has been [released](#) (i.e., submitted)

1. Click **View/Edit**.
2. Click **Cancel Evaluation**.

If the evaluation has not been released, access the DRF from the Evaluation Manager tab.

1. Click **Evaluate**.
2. Click **Cancel Evaluation in Progress**.



# My student uploaded the wrong document. What now?

- If the work has not been selected for review by an evaluator (i.e., you), the student can [cancel the submission](#).
- If an evaluator has selected the work for review (i.e., clicked Evaluate), the student cannot cancel the submission. The evaluator must cancel the submission.
  1. Click Evaluate
  2. Click Send Back to Author

# Can I customize Taskstream for my students or program?

**Absolutely!**

- Want more formative observation or disposition areas, just let me know!
- Want to add requirements specific to your program, no problem!
- Want to align instruments with specialized state or national standards (outside of CAEP or NCPTS), send me the standards!

# Taskstream Help Guides and FAQs

## [Taskstream LAT Help Desk](#)

- [Faculty](#)
- [Students](#)
- [Clinical Teachers](#)

The screenshot shows the Taskstream website interface. At the top, there is a breadcrumb trail: Home > Academics > Education > Taskstream. Below this is the main heading "Taskstream".

On the left side, there is a navigation menu for the "SCHOOL OF EDUCATION" with the following items:

- > Giving to the SOE
- > About the School of Education
- > Majors & Minors
- > Teacher Education Program
- > Teaching Fellows
- > School of Education Center Abroad: New Zealand, Dunedin
- > Diversity, Equity, and Inclusion
- > Graduate Programs
- > Scholarships
- > Office of Education Outreach
- > K-12 Programs for Students
- > Student Resources
- ▼ Taskstream**
  - > Faculty
  - > Students
  - > Clinical Teachers

On the right side, the "Taskstream LAT Help Desk" section is visible. It contains the following text:

**Taskstream LAT Help Desk**

Taskstream Learning Achievement Tools (LAT) by Watermark is a portfolio management system used by the School of Education for documenting and tracking student mastery of program learning outcomes. Taskstream provides a suite of tools for designing and facilitating engaging portfolio experiences for students, faculty, and staff.

The application offers two distinct portfolio types, the web folio and the Directed Response Folio (DRF):

A web folio, commonly known as a presentation or showcase portfolio, is a website about a person, group, or organization, often highlighting the subject's achievements. Anyone with a Taskstream account can create an unlimited number of folios and individual web pages.

A DRF is a highly customizable framework for facilitating portfolio activities within a course or academic program. DRFs consist of a collection of activities or requirements organized into categories. When used for learning outcomes assessment, rubrics aligned with selected learning outcomes are used to assess each student submission. Student submissions to the DRF are formally assessed by assigned evaluators. Assessment results can then be aggregated into reports organized by requirement, rubric criterion, or outcome.

Both DRFs and web folios can be configured to support formative feedback from peers and/or assigned reviewers.

In addition to general purpose portfolio and assessment tools, Taskstream LAT offers specialized modules such as lesson and unit builders and a module for managing field placements for student teachers, internships, externships, and clinical practice.

Taskstream student accounts are available only to students admitted to the School of Education.

At the bottom right of the page, there is a red button labeled "Login to Taskstream".

HELP appears at the top right of every page.

## AY 2019-20 Elementary Education

Template: 2019-20 Elementary Education

Work

Scores/Results

Options

VIEW AS FOLIO

EXPAND ALL COLLAPSE ALL

### General Information

#### 2019-20 EDU 211

- Instructor Disposition
- Clinical Teacher Disposition

#### 2019-20 Junior Methods

- CT Observation 1
- FS Observation 1
- CT Dispositions 1

## Welcome to the AY 2019-20 Elementary Education program

### 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 Mentoring Services at 1.800.311.5656 for help starting your work.

### Program Links

- Overview

### More Help

In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab, and find other options (like e-mailing and publishing options) in the Options tab.

- More about DRF programs
- More about how to add