

TaskStream Frequently Asked Questions

For Instructors/Evaluators

I'm not on TaskStream. What do I do?

Your department chair has instructions and a keycode for a free account. Please contact him/her.

I have a student I can't see on TaskStream or who doesn't show up in the right program and doesn't have access to the DRF

Every student needs to do 2 things in order to have access to the correct programs and DRFs

- 1) Sign up for TaskStream and indicate Roosevelt University as the institution
- 2) Enroll in the correct program using a self-enrollment code.

The steps for how to do both of these things as well as many other helpful hints for students can be found at <http://www.roosevelt.edu/education/TaskStream.htm>

A student's work is "locked" and he/she cannot submit a revised version of the work

Once a student submits work for evaluation, it is considered final and is "locked" unless the evaluator sends it back for revision. Sending it back for revision by the student is the only circumstance in which the student will be able to submit any other work under that particular requirement area of the DRF.

Students have not submitted their whole portfolios to me for evaluation.

Students do not submit whole portfolios, only the various requirement areas (generally artifacts associated with particular courses or phases in the program) of a portfolio. If you want to evaluate the whole portfolio, you must select "overall folio evaluation" when choosing what to evaluate. You, as an evaluator, will only be able to complete overall folio evaluations for authors who have submitted required items to you previously or if the creator of the DRF program has made you an all-access evaluator.



My Programs
 ? Help on this Page | My Programs Home

Overview Program Resources **Respond to Work**

Respond to Work Home > Search Criteria > Results

Search for One Author: Search

Or... Search for multiple people

Select DRF area to display:

- Phase 1: Foundations (Student requirements from foundations course work)
- Phase 2: Methods Course Work (Include lessons and units developed in methods course work) **New work submitted!**
- Phase 3: Student Teaching (Phase 3 (rename))
- Overall Folio Evaluation
- Show all categories

Select what to display:

- Show all Individuals - all items (do not filter)
- Individuals with items awaiting **evaluation**
- Individuals with items awaiting **reconciliation**
- Individuals with evaluations waiting to be **released**
- Include inactive (expired) subscribers in search results

Continue

I cannot find the work of a student whom I previously evaluated. What do I do to find it?

If you want to view all students enrolled in a program who have submitted to you at any point, be sure to check “Show all categories,” “Show all Individuals – all items (do not filter),” and “Include inactive (expired) subscribers in search results.”

Lesson Builder
 Rubric Wizard
 Message Center
 Instant Messenger

Elementary DRF by Course
 Type: Folio Assessment Program
 DRF: ELED Template by Course
 Overview

Work Area/DRF
 Give Feedback
 Evaluate
 Manage Evals

Overall Folio Evaluation

Show all categories

Select what to display:

Show all Individuals - all items (do not filter)

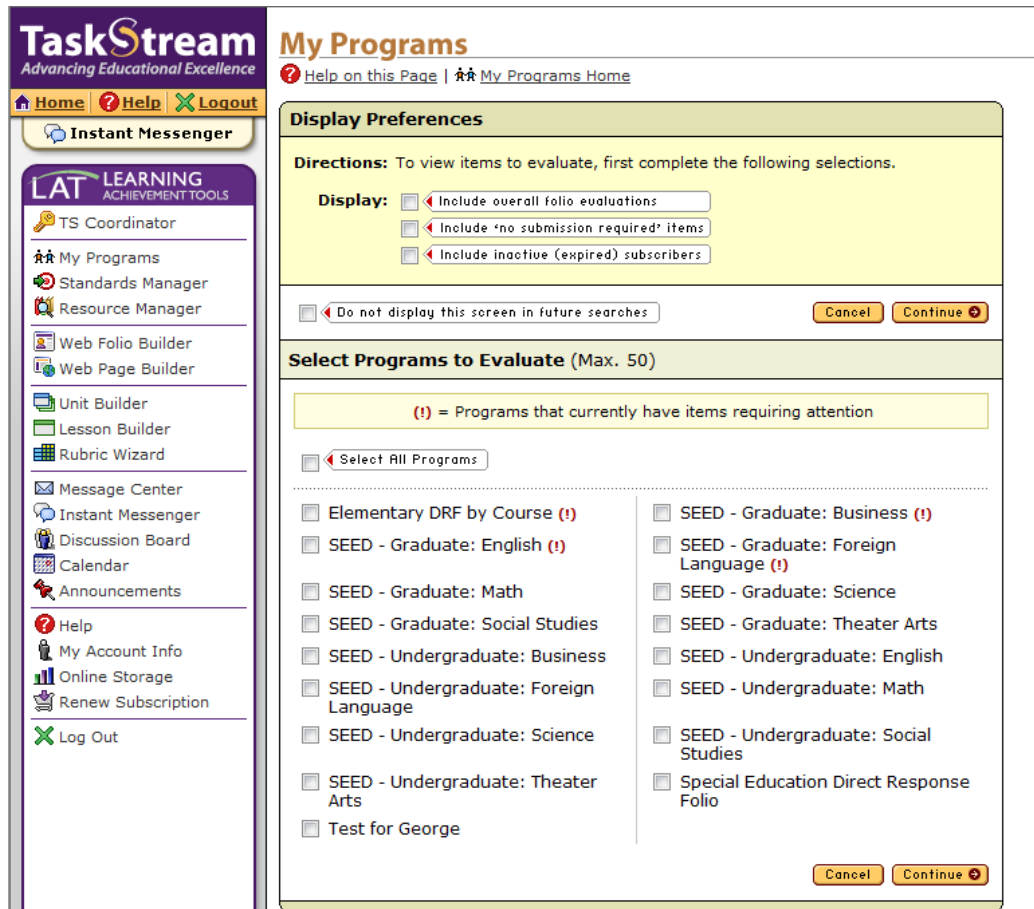
Individual with items awaiting **Evaluation**

Include inactive (expired) subscribers in search results

Continue

I would like to see all work awaiting evaluation by me or evaluations awaiting release by me for all DRF programs to which students may have submitted work

Use the “Evaluation Shortcuts” on the upper right of the “My Programs” page and select the desired options.



I need to view and possibly evaluate required artifacts/assignments that were submitted to someone other than me

The creator of the DRF program will have to give you “Oversee Evaluations” and/or “All-Access Evaluator” status. To do this, he/she will have to follow these steps.

- 1) Click on TS Coordinator
- 2) Click on Folio Assessment (DRF) Programs
- 3) Select a program from the dropdown list of active programs
- 4) Click on the Enrollment tab
- 5) Click the Managers button
- 6) Click Assign New managers
- 7) Assign a New Manager
- 8) Make sure “Oversee Evaluations” and “All Access Evaluator” are checked

For DRF Program Creators/Managers

I want instructors to view and possibly evaluate required items that were submitted to someone other than them

You will have to give the instructors “Oversee Evaluations” and/or “All-Access Evaluator” status. To do this, follow these steps.

- 1) Click on TS Coordinator
- 2) Click on Folio Assessment (DRF) Programs
- 3) Select a program from the dropdown list of active programs
- 4) Click on the Enrollment tab
- 5) Click the Managers button

- 6) Click Assign New managers
- 7) Assign a New Manager
- 8) Make sure “Oversee Evaluations” and “All Access Evaluator” are checked

I want there to be more than one evaluator for individual requirement or for the Overall Folio.

- 1) Click on TS Coordinator
- 2) Click on Folio Assessment (DRF) Programs
- 3) Select a program from the dropdown list of active programs
- 4) Click on the DRF Template table
- 5) Click “Edit” under desired areas of the DRF under the “Number of evaluators per submission” column.

Elementary DRF by Course

Setup | Enrollment | Grouping | Resources | **DRF Template** | Status

Directions: The DRF template selected for this program appears below. Use the options on this page to edit, view, or remove the DRF template from this program, or to select/edit the number of evaluators for any single submission.

DRF template associated with this program: "ELED Template by Course"

Preferences | Edit DRF Template | Web View | Remove

DRF Area	Number of evaluators per submission
Overall Folio Evaluation	2 [Edit]
Phase 1: Foundations	
About Me	1 [Edit]
Philosophy of Education	1 [Edit]
Educational Autobiography	1 [Edit]
Conceptual Framework Paper	1 [Edit]
Reflection One	1 [Edit]
Phase 2: Methods Course Work	
ELED 321/421	1 [Edit]
READ 320/420	1 [Edit]
ELED 325/426	1 [Edit]
Reflection Two	1 [Edit]
Phase 3: Student Teaching	
Unit of Instruction	1 [Edit]
Behavior Management Plan	1 [Edit]
Reflection Three	1 [Edit]