



TaskStream Overview for *Students*
Northern Arizona University
College of Education

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A TaskStream subscription is required in many College of Education courses:

Students enrolled in courses at NAU's College of Education may be required to purchase a subscription to TaskStream, a web-based electronic portfolio application. Consult your syllabus or course instructor to determine if TaskStream is required for a particular course.

Please note that, for a limited time, NAU students are eligible for a \$10 discount on their TaskStream subscriptions or renewals. More information about purchasing a TaskStream subscription and enrolling into a TaskStream Program is available in the "Student Resources" section of the portfolio project website (Go to <http://portfolio.coe.nau.edu> and then click on the "Student Resources" link in the left hand menu).

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Students must be enrolled the appropriate TaskStream program:

In order to access your program portfolio and submit work for evaluation, you will need to self-enroll into the TaskStream program which corresponds to your program of study. Students can locate information about self-enrolling into TaskStream programs in the "Student Resources" section of the portfolio project website (Go to <http://portfolio.coe.nau.edu> and then click on the "Student Resources" link in the left hand menu).

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Students in courses which require TaskStream will upload one signature assignment to their program portfolios, and submit that assignment for evaluation.

Directions for completing the assignment will be provided by your instructor, but are also available in your TaskStream program portfolio. More information such as tutorials, guides, and technical support options are available in the "Student Resources" section of the Portfolio Project website (Go to <http://portfolio.coe.nau.edu> and then click on the "Student Resources" link in the left hand menu).

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TaskStream can be a useful "tool of the trade" for educators:

NAU's College of Education strives to model real-world educational tools that future teachers can continue to use well into their professional careers. TaskStream provides a comprehensive suite of education-specific "trade tools" that are being utilized throughout our academic programs, all Arizona state teacher preparation programs, and education communities nationwide. TaskStream has unique education-specific features such as the ability to track formative and summative assessment activities, facilitate collaboration on standards-based lesson plans, and provide a simple means of web-publishing standards-based lesson and rubric development.



There are several options for receiving TaskStream technical support:

When it comes to getting technical assistance with TaskStream, students have several options from which to choose.

Web-Based Technical Support:

- The [Student Resources](#) section of NAU's Portfolio Project website provides tutorials and guides which include information about signing up for TaskStream, how to take advantage of the \$10 discount available to NAU students, self-enrolling into TaskStream programs, and other how-to's associated with TaskStream's suite of portfolio and instructional design tools. The Student Resources section is also where students can locate their program's self-enrollment codes.
- The **Help** section of [TaskStream's website](#) provides comprehensive resources on just about every aspect of using TaskStream. There are several online support options including F.A.Q.'s, downloadable guides, and a web-based technical support system. To access TaskStream's **Help** section, login to your TaskStream account and click on the "Help" link in the left-hand menu.

Email and Phone Technical Support:

- TaskStream's Mentoring Services is available to all subscribers to support the use of TaskStream's tools and resources. Students can contact Mentoring Services by phone, email, or by completing a support request form.

Email: help@taskstream.com

Phone: 1-800-311-5656

TaskStream Support Hours (Eastern Time):

January 1 - January 9 (Off-peak): M-F: 8:00am - 7:00pm ET
January 10 - May 31 (Peak): M-Th: 8:00am - 9:00pm; F: 8:00am - 7:00pm ET
June 1 - September 9 (Off-peak): M-F: 8:00am - 7:00pm ET
September 10 - December 15 (Peak): M-Th: 8:00am - 9:00pm; F: 8:00am - 7:00pm ET
December 16 - December 31 (Off-peak): M-F: 8:00am - 7:00pm ET

- In addition to dedicated company support from TaskStream, Paul Alley is able to assist any student with technical questions they may have about using TaskStream. Paul is usually able to respond to students within one business day, but response times vary depending on scheduling issues. Feel free to provide Paul's information if needed:
email: paul.alley@nau.edu
phone: (928) 523 – 9434