



## TaskStream Manual for NAU Faculty

NAU Electronic Portfolio Project  
*Fall, 2007*

### Overview of TaskStream

NAU COE has adopted an electronic portfolio system, TaskStream, to enhance the teaching and learning process, and serve as a data-collection mechanism for program assessment and student advising. TaskStream's primary function is to provide users with the ability to create and publish electronic portfolios which contain their academic or professional work. Portfolios created in TaskStream can be published as a standalone website, submitted to instructors or colleagues for evaluation or review, or kept as a private organizational tool for the subscriber.

Each course which utilizes TaskStream has its own Direct Response Folio, or DRF. Each DRF contains specific assignments, called signature assignments, which students need to submit for evaluation. Each course in a program's DRF typically contains one or two "signature assignments". Using TaskStream's Web Folio Builder, students upload assignments to their DRF and submit them for evaluation. When students submit work for evaluation, they choose their instructor from the list of evaluators in that program. Once students have submitted work for evaluation, instructors can then login to their TaskStream accounts to access and evaluate their students' work.

Users will need to sign up for an account at the TaskStream website. While NAU faculty are eligible for free TaskStream subscriptions, students will need to purchase their TaskStream subscriptions\*. TaskStream subscriptions can be purchased for varying lengths of time; from one semester to six years. Since TaskStream software is web-based, users access the software through a web-browser; this means that students and faculty have access to their TaskStream accounts from any Internet-connected computer in the world.

\* To receive a free faculty TaskStream account, instructors should complete the "Faculty Key-Code Request" form in the "Faculty Resources" section of NAU's Portfolio Project website ([http://portfolio.coe.nau.edu/fac\\_res.html#subscriptions](http://portfolio.coe.nau.edu/fac_res.html#subscriptions)).

For a limited time, NAU Students are eligible to receive a \$10 discount on any length of TaskStream subscription. Students can find more information about the \$10 NAU TaskStream discount by clicking on the yellow \$10 NAU TaskStream Discount link on NAU's Electronic Portfolio Project homepage ([http://portfolio.coe.nau.edu/stud\\_res.html](http://portfolio.coe.nau.edu/stud_res.html))



## Faculty Responsibilities

- **Ensure you are enrolled as an evaluator** in the appropriate course(s) by going to the “My Programs” area of their TaskStream account. If no program, or an incorrect program, is listed, instructors should contact a NAU’s Electronic Portfolio Project to have their enrollment information updated. ([chris.geanious@nau.edu](mailto:chris.geanious@nau.edu))
- **Ensure that students are aware that TaskStream is required in their course(s)**
- **Have students check to see if they are enrolled in the appropriate program** by going to the “My Programs” area of their TaskStream accounts. If students are not enrolled in the appropriate program, send them here: [http://portfolio.coe.nau.edu/stud\\_res.html](http://portfolio.coe.nau.edu/stud_res.html)
- **Ensure students are aware of the directions and evaluation criteria for the signature assignment(s) in their course.** Students can access this information by going to the “My Programs” area of their TaskStream account and clicking on the “Work on DRF” link.
- **Ensure that students submit any signature assignment(s) associated with their class for evaluation.**
- **Evaluate all of their students’ work** submissions using the associated rubric in TaskStream (TaskStream evaluations should be completed by the time grades are submitted).

**NOTE:** In order for an instructor’s name to appear in the list of evaluators for a particular program, that instructor must be enrolled in that course as an evaluator. Instructors should check the “My Programs” area in their TaskStream accounts to ensure they are enrolled in the appropriate program. If your course isn’t listed email or call: [Chris.Geanious@nau.edu](mailto:Chris.Geanious@nau.edu) 928-523-9434

## Student Responsibilities

- **Purchase or maintain a TaskStream subscription**
- **Enroll in the correct TaskStream program/course**
- **Attach a course’s signature assignment(s) to their Direct Response Folio**
- **Submit signature assignment(s) to their instructor for evaluation\***

**\*NOTE:** A common mistake occurs when students upload work to their DRF, but neglect to submit that work for evaluation. In order for instructors to evaluate students’ work in TaskStream, students **MUST** submit that work for evaluation after uploading or attaching it to their DRF.

## TaskStream Tips for Faculty

Here are some simple tips which can help avoid time consuming problems:

- Go here: [http://portfolio.coe.nau.edu/fac\\_res.html](http://portfolio.coe.nau.edu/fac_res.html) and look through the “getting started” resources.
- Go here: <http://www.taskstream.com> , login, and see if your course(s) are listed. If they’re not, call: 928-523-9434 and tell Chris.
- Indicate in your syllabus that TaskStream is required.
- Have your students check to make sure they are associated with the correct course(s) in TaskStream. Self-enrollment codes are here: [http://portfolio.coe.nau.edu/stud\\_res.html](http://portfolio.coe.nau.edu/stud_res.html)
- Don’t wait until the last week, or weeks, in the semester to have students submit their signature assignments for evaluation.
- The TaskStream signature assignment should be worth a significant portion of the course grade so that students are compelled submit their work for evaluation in TaskStream.
- Check your TaskStream account after the due-date of your signature assignment to ensure that all students have submitted their work for evaluation. Click the “Evaluate All” link in the “My Programs” area of your TaskStream account to see.

## Technical Support Options

### On The Web

[http://portfolio.coe.nau.edu/fac\\_res.html](http://portfolio.coe.nau.edu/fac_res.html)

<http://www.taskstream.com>

Login and click on “help”

[help@taskstream.com](mailto:help@taskstream.com)

1-800-311-5656

### On Campus

Chris Geanious

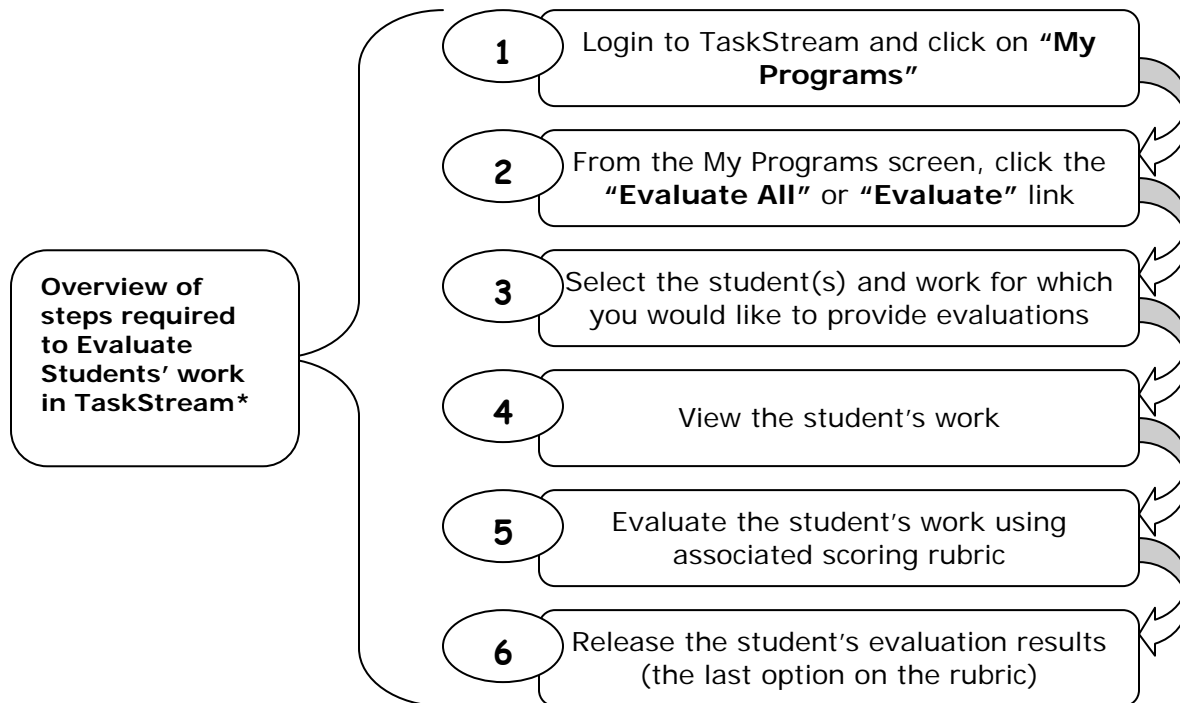
[Chris.Geanious@nau.edu](mailto:Chris.Geanious@nau.edu)

928-523-9434

## How to Evaluate Student Work

**Student's must submit their work for evaluation for the instructor to view and evaluate it.**

Access and evaluate students' work by clicking on the **"Evaluate"** or **"Evaluate All"** links in the **"My Programs"** area of their TaskStream account. After selecting the student(s) whose work needs to be evaluated, faculty will view that work, and then click the "Evaluate" button to access the scoring rubric associated with that particular signature assignment. After the instructor completes the evaluation rubric for a student's work submission, they will release the results of the evaluation to the student\*.



\*NOTE: For more detailed instructions and resources to help evaluate students' work in TaskStream, go here: ([http://portfolio.coe.nau.edu/fac\\_res.html](http://portfolio.coe.nau.edu/fac_res.html))