CANDIDATES GUIDE TO USING TASKSTREAM

Contents:

A. How to set up a Taskstream Account

1. Open a web browser (Internet Explorer, Netscape Navigator).

2. In the Address field or Location bar type in the URL for Taskstream: http://www.taskstream.com

3. You should now see the homepage for **Taskstream**.

4. Underneath the login area, click the **Subscribe Today** button to go to the Taskstream Account subscription page.

5. Select the subscription option that applies to you:

6. **First-time subscribers** should choose the 'Create new Taskstream subscription' option.

7. If you were given a *temporary code* before, then use the 2nd Option – **Renew my Taskstream subscription**.

8. Select '*I am participating in a COLLEGE/UNIVERSITY program that requires Taskstream (student, faculty, etc.*)

9. Click the 'Continue' button to proceed.

10. Step 2 screen: You will now be at Step 2 of the 7 step process. Select your **College/University** information for the next several screens.

11. Click on the arrow to the right to select the state/province. Select **New York** from the list of states in the drop-down menu.

12. Scroll down until you locate the institution you currently attend. Select your college – **City University of New York System - City College**. Click Continue.

13. Step 3 screen: On the screen for Step 3, you would enter some personal information.

14. Click on the arrow to the right of **Categories**, then select ‘City College’. Additional boxes would open requiring you to select more information.

15. Under Department, select your **Department**, for example, ‘Literacy’ from the next drop-down menu that shows several programs.

16. Click on the arrow to the right of the box to reveal more options.

17. Now select the **Group** you represent – E.g. Students

18. Select the subscription rate you choose. Keep in mind when you are expected to graduate. You should take out a subscription for the duration of your program at CCNY.

19. Select the program for which you have registered – E.g. **Literacy**.

20. Note the following before entering your personal information:
    a. Only Visa, Mastercard, and American Express cards can be used.
    b. The ‘Code’ for the credit card is the three-digit number located at the back of your card. If there are two numbers use the three-digit number on the right of the card.
    c. Check the box at the bottom to accept the option given

21. Follow the prompts on the screen and enter the required information:

    i. *If you are changing from a temporary account to subscriber account*
        - You must have your temporary account information
        - If you do not have this information then request that they send your username and password to your email address.

    ii. *If you are paying with a credit card*
        - Inputting your card info
        - Input the three-digit code at the back of your card
        - After inputting all information correctly, your account would be available immediately

    iii. *If you are Paying with a personal check*
        - Use the Alternate Payment form. Ask your instructor for this form.
        - Fill in the form completely and post the form to Taskstream with the check enclosed. Remember, it would take a few days for the account to be ready if this method is used.
        - To shorten the delay to activate the account, you could also drop off the form at the company’s location in Manhattan.

B. How to enroll into your Taskstream course

After purchasing your Taskstream account you must enroll into a course that is using Taskstream. Your instructor will inform you if the course is using Taskstream. Follow the instructions below to self-enroll into a course that is using Taskstream.

1. If you are not yet in Taskstream, open a browser [Internet Explorer or Nagivator] to access the internet.
2. Go to www.taskstream.com and login to your Taskstream account.
3. Click on **My Programs** link from the Home Page or from the Left Menu Bar to access the *My Programs* area.
4. Click the **Self-enrollment** options link from the **My Programs** Home area.
5. Enter the program code provided by your instructor for the course you are required to enroll into and click the *Search* button.
6. The course should now be visible under your "My Programs" area. Click the **Enroll** button to enroll into the course.

   Note: If you enroll yourself into an inactive program, the program will not show up in your **My Programs** area until the Program Manager activates the program.

C. How to use the Direct Response Folio [DRF] template.

The **Directed Response Folio** [**DRF**] is the program template you should use to respond to assignments set up by your instructor. In this section, you input work to be submitted for a course.

1. If you not in Taskstream as yet, go to www.taskstream.com and login to your Taskstream account.
2. Click the **My Programs** link from the Home Page or from the *Left Menu Bar* to access the **My Programs** area.
3. The program [or programs] you enrolled in in Taskstream should now be visible. Click on **Work on DRF** link under the course you wish to work in.
4. Select the Edit Content section by clicking on the **Edit Content** tab link at the top.
5. You should now see the structure tree of your Directed Response Folio (DRF) on the left of the screen. Find the appropriate section you want to work on and click on the desired requirement. The requirement option has a diamond shaped icon in front of it. The contents of the section you selected should now be visible on the right.
6. Click on the **Directions** link to view the directions for the requirement.
7. If your instructor provided a rubric for the assignment, you could click on the **Evaluation Method** link to access the rubric associated with the requirement.
8. When you are ready to add work, click on the 'Add/Edit Work' button to open the Content Editor window.

9. At the top of the *Content Editor Window*, you would see several tabs that would allow you to add text, images, file attachments, video, standards, and web links to your DRF.

10. **Adding Text**: You could add text in two ways:
    a. First, by clicking on the *Text* tab and *typing directly* into the text box provided.
    b. Second, by *copying text from a document* you already have and pasting it into the text box area. There is a 2000 character limit for text added to the text box area, hence, you would be prompted if the information is too much. Use the Attachment feature to attach a document with the text instead.
    c. Click on **Add File** button to save the information you entered.

11. **Adding Images**: To add an image to the DRF, click on the Images tab at the top. Under Images you could:
    a. *Upload an image*. Click on the Browse button to locate the image file stored on your hard drive or another location. Select the file then click on Add Image.
    b. *Select an image* from the Image Library: Click on the Arrow to the right of Category to reveal the categories available. Click on a category to select it.
    c. Then click on an appropriate image suitable for your DRF. View the image in the Preview box to see if it is appropriate.

12. **Adding Attachments**: When you click on Attachments you would be given three options, (a) New file, (b) Previously Uploaded File, and (c) My Taskstream Work.
    a. **Select New File** if you are attaching a file located on your hard drive or another location external to Taskstream.
    b. **Select Previously Uploaded File** if the file was previously uploaded and saved in Taskstream. This might occur after you have used taskstream for awhile.
    c. **Select Work Created in Taskstream** if you created documents using Taskstream templates, such as Lesson Plans, Unit Plans, web folios, etc.
        i. **For (b) and (c) above** you would be given four or five options:
        ii. **First select the category**, click on the arrow to the right to reveal a drop down menu of a list of the category options. Choose a appropriate category for the file
        iii. **Second, select the file** the file name should be visible when the correct category is selected.
        iv. **Third, rename the file (optional),** rename the file if you choose to do so. Leave the name as is if this is not necessary.
        v. **Fourth, describe the file (optional)** by writing a brief description for the file. You could omit this option if so choose.
        vi. **Fifth, select standards** if you want to associate standards with this attachment, then click on the second radio button. The standards option would be made available in order that standards could be selected to attach to this work. Otherwise, leave the default 'Do Not Show Standards' checked.
        vii. Make sure to click on 'Add File' to save the work you attached.
    d. After adding your work, click on **Save and Close Window** to exit the Content Editor Window.

D. How to Submit Work to Instructor for Review and Comments

Accessing your work in Taskstream.

1. Access Taskstream by typing in www.taskstream.com then login to your taskstream account.
2. Click on '*My Programs*.'
3. Look for your current class and click on '*Work on DRF*.'

Submitting work to Instructor for Review

1. You must be in your DRF (Direct Response Folio) in order to submit your work to your instructor.
2. With your DRF open, click on the requirement section you want to submit to your instructor for review. [This is usually the section with a ◊]. Do not submit the entire folio for review.
3. Then click on the '*Publish/Share*' [Step 4] tab at the top of the screen.
4. Now click on the '*Request Feedback (share with your reviewer)*' tab seen on the top right side of the screen.
5. On the 'Request Feedback/Share with Reviewer' screen, ALWAYS select the second option, '*Specific Areas of the Folio.*' Now click on '*Continue*.'
6. The next screen allows you to select the specific section of the DRF that you want feedback on. Click on the checkbox next to the assignment you are submitting for review, then click on *Continue*.
7. On the next screen, select the person [instructor] who should be reviewing the work, and click on '*Share with Reviewer'*.
    - Your work is now submitted for feedback. As confirmation that the work was submitted for Feedback/Review, a red arrow would appear next to the requirement/assignment section of the DRF.

Viewing comments made by the Instructor

1. After accessing Taskstream, click on *My Programs* to access your work.
2. If you have more than courses that are using Taskstream, select the course you wish to view your instructor's comments and click on "View My DRF".
3. Now click on the 'Requirement' tab of the section you submitted to your instructor for review.
4. Click on *Step 4*, '*Publish/Share*'. Your instructor's comments to the work you submitted should now be visible above your request for your instructor's comments.
5. Read your instructor's comments and follow the directions given.

E. How to submit work for Evaluation or Grading

1. You must be in your DRF (Direct Response Folio) in order to submit your work to your instructor.

2. Under the Course Code of the your DRF, click on the Requirement section (the specific assignment) [it has a ‘<>’ icon in front of it] that you want to submit to your instructor.

3. Now click on the ‘*Submission & Evaluation Tab’ [Step 5]* at the top right of the screen.

4. On the ‘Evaluation Summary’ screen, click on the ‘Submit’ button to the right of the assignment you are submitting

5. On the screen that says ‘Please select an Evaluator’, click on the check mark box next to the course instructor’s name. Now click on the Submit button.

6. Write a comment in the Comment Box for your instructor to know what assignment you are submitting. Click on the ‘Send Comment’ button to submit the comment to your instructor.

7. The Status box should now indicate a) the date the assignment was submitted, b) the name of the instructor to whom the assignment was submitted, and c) a Cancel button.

    - The Cancel button is active as long as the instructor does not access the file you submitted. If you forwarded an assignment in error, then you could re-enter the ‘Submission & Evaluation’ screen and cancel the submission. However, if the instructor opens the file then the Cancel button would be Inactive and would be ghosted out.
    - After submitting an assignment for Evaluation, you would not be able to continue editing your document because it has been forwarded to your instructor. If you would like access to the document you would need to contact your instructor and ask him/her to ‘release’ your file (send it back to you electronically), in order that you could continue editing it.