TaskStream Instructions for Students

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Revised: 11/29/2012
Activate Your TaskStream Subscription

1. Point your web browser to the following URL: http://www.taskstream.com. You should now see TaskStream’s Home Page.

2. Below the login area, click the Create or Renew Account link.
3. Select the option that applies to you. First time subscribers should select the **Create a new TaskStream subscription** option.

4. Use **Option 1** to Purchase or Renew your Subscription.

![TaskStream subscription activation page](image)

**Note:** If you are an existing TaskStream subscriber you do not need to create a new account. You may use/renew your existing one. If you are using an existing account, be sure to supply your 900 Student ID number, and update other personal information through ‘My Account’ once you are logged in.

*If you don’t have a credit card, call the TaskStream Help Desk at 1-800-311-5656, and they will send you a form to let you pay the more traditional way (check).
5. Select “I am participating in a COLLEGE/UNIVERSITY program that requires TaskStream (student, faculty, etc.)” and click Continue.

**Step 2 of 7: General Information**

You have successfully started the registration process. Please read information below and click 'Continue'.

If you require further assistance or have questions, contact TaskStream:
Phone: 1-800-311-5656
Email: LearnMore@taskstream.com

6. Specify ‘Indiana’ for the State field, ‘College/University’ for type of institution, and pick ‘Indiana University System: Indiana University/Purdue University at Fort Wayne’ for institution field. Click ‘Continue’.

**Step 2 of 7 (Cont.): College/University Information**

In which state or province is your college/university or institution?
Indiana

What type of institution are you attending?
College/University

What college/university or institution are you affiliated with?
Indiana University System: Indiana University/Purdue University at Fort Wayne

If you require further assistance or have questions, contact TaskStream:
Phone: 1-800-311-5656
Email: help@taskstream.com

7. Follow Directions for the remaining 5 steps to complete your registration.
Self-Enrollment into Programs

1. Go to www.taskstream.com and log into your TaskStream account.

2. Find the Self-Enrollment Area; From the home page, click Enter Code.
3. Enter your program code. Click **Search**.

**Note:** A current list of program codes is available through TaskStream Home Page or IPFW TaskStream Information Page

You are able to review the program information that corresponds to the code that you entered.

4. To be enrolled in the program, click **Enroll**. If you do not want to be enrolled in the program at this time, click Cancel - Do Not Enroll.

*If you enroll yourself into an inactive program, the program will not appear on your home page until the Program Manager activates the program.

**If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.
Accessing Your DRF Program

To begin, go to www.taskstream.com and log into TaskStream using your assigned username and password.

To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.
You will see the structure of your Directed Response Folio (DRF) in the left frame.

Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the Directions for the requirement. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.

When you are ready to add work, click the button from the bottom Add toolbar that corresponds with the type of content you wish to add. You can choose to add Text & Image, Slideshow, Standards, Attachments, Videos, and Links.
Adding Attachments

Step 1: Select the type of file you wish to add.

If you choose to add a file saved on your computer, select the “A file saved on your computer” option, click the Browse button to find the file you want to attach.

If you choose to add a previously uploaded file, select the Attach a previously uploaded file option, and then select the category of work and the specific work product where the file is attached.

If you choose to add work that you created in TaskStream, select the An artifact created in TaskStream option. You will then be able to select the type of work to be added (web page, web folio, etc.), and the specific work you would like to attach.

Step 2: Name the file.
Step 3: Add a description of the file, if applicable.
Step 4: Select the checkbox if you would like to specify standards that this attachment addresses.

Click the Add File button when finished.

Click Save and Return to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

You have now successfully attached work to your Directed Response Folio (DRF)!
To submit a requirement to your Evaluator

Click the **Submit Requirement** button from the top of the Work tab.

Follow the instructions on the screen to submit your assignment and add comments, as necessary.

**Are you sure you want to submit Requirement 1 (of Category 1) for Evaluation?**

Your work will be locked and no further edits will be possible.

**Add optional comments for your evaluator**

Please take a look at my thesis and let me know what you think.

[Cancel] [Check Spelling] [Yes - Submit My Work]
To view a completed evaluation

Click the name of the program from the home page.

Click the Scores/Results tab and find the work you would like to view.

Click the View Report button associated with the assignment for which you wish to view the evaluation.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.