Taskstream Terminology

- **Author** = the student
- **Evaluator** = the person grading submitted work or evaluating the author
  - **Internal Evaluators** (e.g., course instructors)
  - **External Evaluators** (e.g., site supervisors, preceptors, internship supervisors)
- **DRF Program (Directed Response Folio)** = The workspace where authors submit work and evaluators evaluate it
  - Set up varies by major and course, so your access to DRF Programs may differ semester-to-semester

Step 1: Login

There are two ways to enter Taskstream:

Option A: Login through Flashline

If your course instructor has not linked his/her Blackboard course to Taskstream:

- Sign into your Flashline account.
- On the left sidebar, click "**Student**," then click "**Resources**," and then click "**Academic Resources**."
- Within the main portion of your window, click on the block that says "**Taskstream**" or "**Watermark (Taskstream)**." A new tab will open and you should be automatically signed into your account. However, if you are asked to sign in, then use your Flashline username and password.
    - o **Spring 2019 and Summer 2019 Classes**: KSU will be updating its single-sign-on system during these semesters. Please be aware that, at some point during the semester, you will no longer be automatically signed in when you click on the "Taskstream" block. Rather, you will…
        - A) Be prompted to enter your email address.
        - B) Then you will be prompted to sign into your account with your Flashline username and password.

Option B: Link through Blackboard

If your course instructor has added a Taskstream folder to his/her course in Blackboard:

- Click on the folder in Blackboard (ask your course instructor for the folder name). Taskstream will open in a new window. If you are asked to sign in, then use your Flashline username and password.
    - o **Spring 2019 and Summer 2019 Classes**: KSU will be updating its single-sign-on system during these semesters. Please be aware that, at some point during the semester, you will no longer be automatically signed in when you click on the "Taskstream" folder. Rather, you will…
        - C) Be prompted to enter your email address.
        - D) Then you will be prompted to sign into your account with your Flashline username and password.

Troubleshooting: If the browser you are using is set to block pop-ups, then Taskstream will not open in a new tab. To fix this, change your pop-up blocker settings to allow pop-ups from Taskstream.
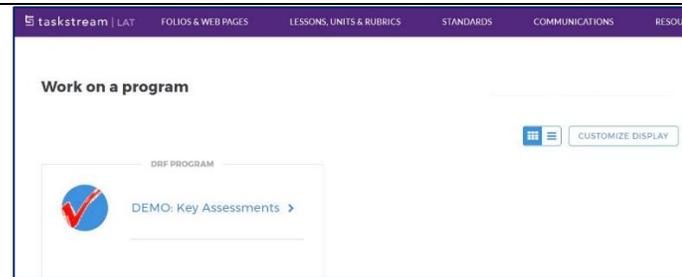
Step 2: DRF Programs (and Author Tab)

The DRF Program(s) that you are enrolled in will appear on your homepage. The below example shows one DRF Program titled "DEMO: Key Assessments."

- *TIP: Your home screen will display the DRF Programs that you are an author for. You can customize this display by clicking the "**Customize Display**" button, located in the top right corner.*

The author view is likely open by default. However, if you have more than one affiliation in the system (e.g., you are a student and a teaching assistant), then you may have multiple tabs available. If this is the case, then click on the "**Author**" tab.

| Student access only (no tabs): The correct view opens by default	Multiple roles in the system (tabs at the top): Select the "**Author**" tab
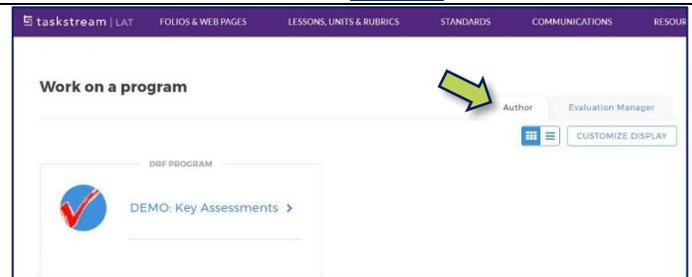
Step 3: Locate the Submission Space

If you are ever struggling to locate the correct submission space, contact your course instructor and ask him/her for the name of the DRF Program, category, and assignment.

A) Find the DRF Program: Taskstream organizes assessments by workspaces, also known as DRF Programs. Enter the DRF Program associated with your course by clicking on the name of the DRF Program.
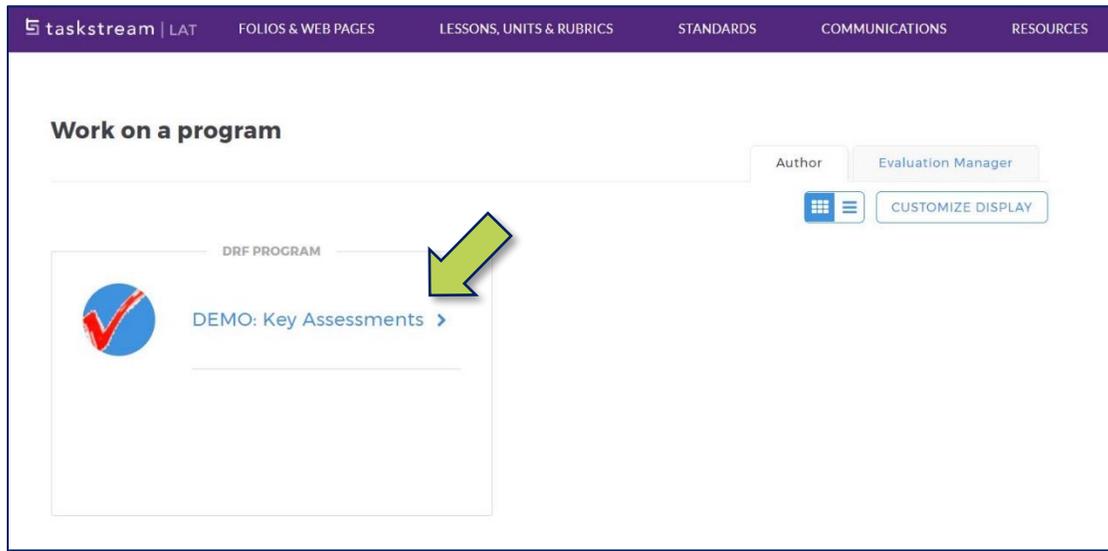
B-C) Find the Category and Assignment: Once you are in the DRF Program workspace, you will see categories and assignments listed along the left sidebar. The name of the category you need to submit assignments to will *typically* be the same as your course number. Assignments are grouped below each category. Click on the assignment name for which you wish to submit work for.

Step-by-Step Instructions for Submitting Work to Taskstream
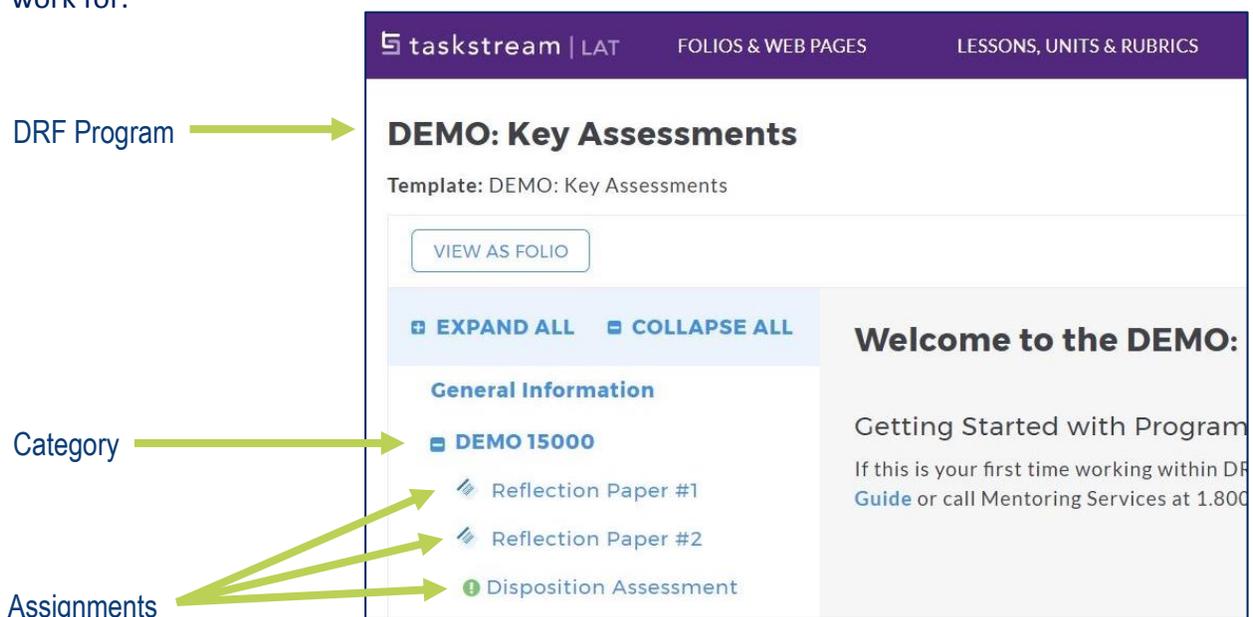
Step 4: Add Work

Within the workspace for your assignment, you will see buttons along the top. Be aware that you might not see all of the options listed below. Use the options you do see to add work.

- Please note that after adding work, like uploading attachments, a reminder will appear in a new window. This reminder is letting you know that there is still another step that needs to be completed before your submission is final. Be aware that clicking "Ok" on this reminder will *NOT* submit your work.

DEMO: Key Assessments

Template: DEMO: Key Assessments

VIEW AS FOLIO

☑ Work   ☉ Comments   ☒ Scores/Results   ☰ Options

Status: Work Not Started   **REQUEST COMMENTS**

⊞ EXPAND ALL   ⊟ COLLAPSE ALL

Add: 📄 Text & Image   📄 Slideshow   ⏺ Standards   ✎ Attachments   🎥 Videos   🔗 Links   📄 Embed Media

General Information

⊟ DEMO 15000

◆ Reflection Paper #1

✎ Reflection Paper #2

❶ Disposition Assessment

Reflection Paper #1

⦿ Help on this Page

▾ DIRECTIONS

Reflection #1   Print

Overview: Respond to the prompt in 2-4 pages. The prompt will be distributed during the third week of class. Please use APA style.

▾ EVALUATION METHOD

A rubric is used in this Evaluation.
Name of rubric: NHA: Professional Portfolio Project [View rubric]
Final scoring method: Evaluator enters score between 0 and 100 points

Depending on the way your assignment has been organized in Taskstream, you may see directions, documents, and/or the evaluation rubric in the gray workspace.

Example: Upload an attachment from your computer
(e.g., Word document, PDF file, PowerPoint, Excel workbook, etc.)

Add New Attachment

Select File:

⦿   Upload from Computer

- A) Click the blue "**Attachments**" button.
- B) A new window will appear. In this window, select "**Upload from Computer**."
- C) A new window will open and you will need to click the "**+Add Files**" button at the bottom. Select the file(s) you wish to upload, and then click the orange "**Start Upload**" button. Once your files have been uploaded, click "**Upload and Close**."
  - *TIP: If an assignment calls for multiple documents to be uploaded, then you can do that by holding the CTRL key and clicking on each file.*

+ Add Files   ↑ Start Upload   Clear List   Uploaded 1/1 files   62 kb   100%

Upload and Close

- D) When you are done adding attachments, click "**Save and Return**;" a reminder will appear. This is letting you know that there is still another step that needs to be completed before your submission is final. Be aware that clicking "Ok" on this reminder will *NOT* submit your work.

Step 5: Submit Work

If you need to add any other files, then repeat Step 4. Once you are all done adding work, then you must click the "**Submit Work**" button, located in the top right corner, for the submission to be complete.

Don't forget to click this button!

Optional: If you wish to send comments to your instructor/evaluator, then you may do so via this window (which will pop up after you click "Submit Work").

To double check that your assignment has been submitted, look back at the top right corner. The status of your assignment should now read *"Submitted."*

You may cancel your submission up until the work has been evaluated. To do so, click the "**Cancel Submission**" button in the top right corner.

Step-by-Step Instructions for Submitting Work to Taskstream