

**University of Alaska Anchorage  
College of Education**

## **Student Information on TaskStream Subscriptions**

TaskStream is a comprehensive web-based resource and storage system for students to collect, store and post work that will form the basis for an electronic portfolio, which is an exit requirement for most College of Education programs. In addition TaskStream has other tools and resources that may be helpful to you in your program. One example is the comprehensive Standards Bank which includes national standards from all major specialized professional associations.

Students are responsible for purchasing a subscription to TaskStream just as you would purchase a textbook for a course. Instructors in your program will tell you when you need to make your purchase. For most programs, if not the first course, it will be early on.

Subscriptions to TaskStream can be purchased by students directly from TaskStream. As of January 2009 the subscription rates directly from TaskStream are:

1 semester	\$25	(one semester is 5 months)
1 year	\$42	(365 days from the date of purchase)
2 years	\$69	(730 days from the date of purchase)

The UAA Bookstore is stocking only a limited number of 1 year subscriptions for \$50. This is considered a textbook purchased and is primarily designed for students using their financial aid to make this purchase.

To subscribe online, go to [www.taskstream.com](http://www.taskstream.com), click on "subscribe" (across the top). Then choose "Create a new TaskStream subscription" and follow the instructions using your credit card to make the purchase. Please make a note of the **username** and **password** that you choose!

As part of the subscription information, you will need to enter your name and other information. When asked for your email address, be sure and use an address that you use on a regular basis.

After you have subscribed, you will then login in using the user name and password that you just created. Next you will need to self enroll in the specific program that you are in. There is no cost to do this.

For the **Special Education Program**, the program code is: **JAYNEK**  
See the 2<sup>nd</sup> handout for specific information about using the program code.

More instructions will follow on the 3<sup>rd</sup> handout about how to post work to TaskStream.

# Using your TaskStream Program Code

You have been selected to participate in a TaskStream program. The program code that has been issued to you is intended for your use only. Follow the directions below to enroll yourself into a TaskStream program.

1. Go to [www.taskstream.com](http://www.taskstream.com) and login to your TaskStream account.

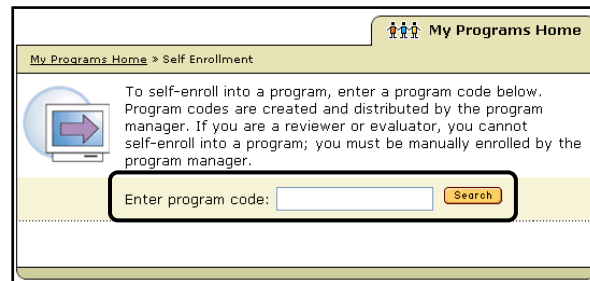


2. From either the home page or the My Programs page, you can simply click the **Self-Enroll** button.

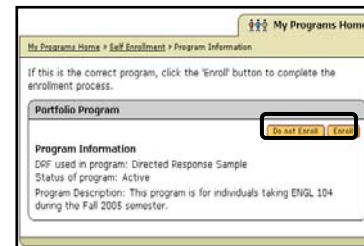
If you have a self-enrollment code, click here: [Self-Enroll](#)

3. Enter the program code specified below in the appropriate field and click the **Search** button.

Program Code: **JAYNEK**



4. You will be able to review the program information that corresponds to the code that you entered. To be enrolled in the program, click the **Enroll** button. If you do not wish to be enrolled in the program at this time, click the **Do Not Enroll** button.



5. See handout #3 for specifics as to how to post your work on TaskStream.

# Student Instructions to Post Work on TaskStream

Updated March 5, 2009

(This assumes that you already signed up for TaskStream (and paid the subscription fee) and enrolled in your program on TaskStream (ex. UAA Special Education.)

1. Go to [www.taskstream.com](http://www.taskstream.com) (Suggest that you Bookmark it.)
2. Enter **user name** and **password**. (Write this information down in a secure location that you can access 1 month from now when you forget your username and password!)
3. On the left side, choose "**My Programs**" (After you become more familiar with TS you will discover other ways to get to where you are going.)
4. Your program is "**UAA Special Education**".
5. Click on "**Work Area/DRF**" which is right next to the letter "A" (which stands for author. All students are "authors".) (Note: DRF is short for "Direct Response Folio. We refer to it simply as "Portfolio". In essence, these two terms are synonymous.)
6. The 5 tabs across the top will guide you. (Tab 3 & Tab 5 are the most important ones initially!)
7. Tab 1 (**Overview**) gives a quick snapshot of the remaining 4 tabs allow you to do. Most likely you will read this information just once – now!
8. Tab 2 (**Choose Style**) allows for a little personalization in how you want your work to appear. This can be ignored for now if you want. The style can be changed anytime throughout the portfolio process (i.e. anytime during the next 12 months).
9. **Tab 3 (Edit content)** is where you will actually be posting work!
10. Once you are in the Edit Content section, you will see a structural outline of the required assignments in a column on the left side. Click on the particular area that you will be posting work. (Example: EDSE 622 Strategies "**Intervention Project**".)
11. If the directions don't appear, click on "**Directions**" and they should appear. These instructions should be the same that you were given in class. Then click on the bar "**Add/Edit Work**" (located on the right).
12. A new window (Content Editor) opens up with 7 tabs across the top. For now, you will probably be using the tab "**Attachments**". Select that tab. (The other tabs are fairly self-explanatory because of their names. You might want to explore them on your own at your leisure.)
13. You are ready, finally, to actually post your work! Click in the box "**Name File**" and give your file a name. Be as descriptive as possible as it helps faculty when they are grading your work. Example: *Jim Seitz 622 Intervention Project*.
14. To the right of "**Select File**" click **Browse**.... You will then locate on your computer's hard drive (or maybe jump drive) where your document is located. Follow the steps to add your work. (On a PC you will click on "open". It really doesn't open the document but it puts information about where it is located in the window.)

15. There is a section where you can "**Describe File**". This is optional. You can also add specific notes to your instructor. (Example: *Here is my Intervention Project. I learned a lot about my students by completing this paper.*) The "**Standards**" section is something we will address later. Unless instructed differently by your instructor, for now select "Do not show standards that this artifact addresses".

16. Click on "**Add File and Close Window**". If you watch carefully you will see the process of the upload. If your document is small, this will go fast! Your document is now housed on TaskStream's server.

16. For now we will skip Tab 4 "**Publish/Share with Reviewer**". This is used if you want to have someone else read and/or comment on your work. This step is generally optional.

17. Either click on **Tab 5 (Submission & Evaluation)** or click on "**Go to Submission Area**". (You will find that there are several ways to do the same thing on TaskStream. This is just one example of 2 routes that take you to the same place.)

18. Your work currently is posted to TaskStream but you have yet to submit it to your Professor for evaluation. Your Professor cannot "see" your work until you complete this step. From the Evaluation Summary that is now visible, simply click on "**Submit**" for the particular assignment you are working on. From the list of evaluators, select the appropriate person. Generally it will be the instructor for your class. (You can only select one evaluator.) If you wish to make any parting comments, there is a text box available. You can click on either "**Close Window**" or "**Send Comment**" to complete the process.

19. Congratulations! You have successfully posted your first assignment on TaskStream!

TaskStream is actually quite intuitive with several hints and status indicators along the way. Ex. Work not started; Work in Progress; Submitted; Cancel (comes in handy if you have submitted the wrong document!); Add/Edit Work; Previous Step; Next Step; etc.