Getting Started Guide: For Faculty

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This handbook, and companion guide to the Faculty Checklist, is designed to help college/university instructors set up, initiate and manage a TaskStream program. This guide will point you to all detailed help information about the various tools and features of TaskStream found in the Help Index section of www.taskstream.com.

1 Getting into TaskStream

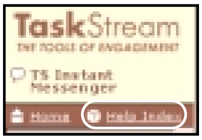
In order to prepare to use TaskStream with your students, you will need to have an active account on TaskStream. There are several ways you can do this:

- TaskStream provides one free faculty account for every 20 students who subscribe. If this ration entitles you to a free account, call Mentoring Services to set yourself up with a gratis account.
- If your institution has already purchased an account on your behalf, please check with your TaskStream coordinator on campus for login information.
- If neither of the above applies to you, you can go to www.taskstream.com to purchase your own account, or you can call TaskStream at 800-311-5656 to speak with a Mentoring Services Representative to purchase accounts for a group of faculty.

2 Initial Preparation

There are a few preparatory measures you can take to ensure your success on TaskStream. These steps are provided to help you have a productive and rewarding experience in your use of TaskStream.

2a. Download the site manuals from the Help Index area.



The Help Index link is found in the top left corner of the TaskStream home page. Use the **Downloadable Site Manuals** tab to access an area which lists the site manuals. Each manual link will display the corresponding manual which can be printed and distributed as necessary.

2b. Schedule a walkthrough. (optional)

While this is not essential, many subscribers find it helpful to have an experienced TaskStream user introduce the tools. Mentoring Services will taylor a walkthrough to suit your program requirements so it is necessary to set up an appointment in advance. A walkthrough will take 30-60 minutes, depending on what areas of TaskStream you would like Mentoring Services to Address.

2c. Discuss customization needs with your organization.

TaskStream provides each organization with 3 default formats which are available to students through TaskStream. Some institutions decide to have customized lesson and unit plan formats. The organization may request up to 4 free custom formats. The custom formats may be used in place of or in addition to the 3 custom formats. If you require formats in addition to the 4 customized formats, there will be a small fee attached. To receive a format customization form, contact Mentoring Services.

3 Preparations for Student Use of TaskStream

In order to use TaskStream with your students, you must require that students register on TaskStream to obtain an active account. This portion of the guide will help you to introduce your students to TaskStream. Use these steps to help them subscribe to and become acquainted with TaskStream.

3a. I have made TaskStream a requirement and prepared for students to register.

There are 2 options you can take in preparation for student registration.

3ai. The University can prepay for the student accounts and either:

- Send a list of students who will require accounts to Mentoring Services at help@taskstream.com. Please use the “New Account Form” which can be obtained from Mentoring Services.
- Have students self-register directly on TaskStream using an assigned key-code

3aii. Student are paying directly.
The students can purchase their own accounts directly on the TaskStream site using a credit card. When a student subscribes, they will receive an Order ID immediately. This Order ID indicates that their credit card has been processed. Students should save the Order ID as a reference number. TaskStream’s policy states that all subscribers will receive their user name and password by email, within 24 hours of the time they subscribed. The username and password will allow students to access TaskStream, but will not give them the ability to share their work. In order to share work, students must

be put into programs. The instructor for the course (or someone assigned by the organization) typically creates these groups using the TS Coordinator.

3b. I have printed out the TS Student Guide to distribute to students in class.

This will guide them through the initial steps of getting started with TaskStream. The TS Student Guide is available upon request from Mentoring Services.

4 Management of TaskStream: The TS Coordinator tools.

The TS Coordinator is a set of tools that provide you with the easy ability to set-up new programs (courses), disseminate resources to participants, design customized templates for web folios and web pages; and manage communications by setting up discussion board threads and posting announcements.

4a. Are you a TS Coordinator?

Some institutions will extend management permissions on TaskStream to all faculty, thus permitting access to the TS Coordinator tools. If you have been assigned to be a TS Coordinator, the TS Coordinator link will appear in the top left corner of the TaskStream navigation bar (once you have logged in). If you not see this link, you must contact your TaskStream Coordinator who will submit a request on your behalf.

For more information about the TS Coordinator tools, download the “Complete Guide” from the TS Coordinator manuals in the Help Index.

4b. I can create programs in TaskStream.

TaskStream offers 2 program types: Collaborative Programs and Folio Assessment Programs. This section will give you a brief explanation of each program type.

4bi. Collaborative Programs:
The Collaborative Program focuses on the use of the Instructional Design and Web Publication Tools as participants share and review each other’s work. Two roles drive the collaborative process: Author and Reviewer. Authors create work and initiate the review process by sharing work with reviewers of their choosing. Reviewers comment on work shared by authors. Online dialog contributes to the collaborative environment during the revision process of shared work.

This program type is most often used to create a collaborative environment as program participants create and review TaskStream lessons, units, web pages, and web folios.

For detailed setup information about Collaborative Programs, please use the Help Index to access the document titled, “Managing Collaborative Programs”. This document can be found in the TS Coordinator Manuals section of the Downloadable Site Manuals area.

4bii. Folio Assessment Programs

The Folio Assessment Program is a data management system used for tracking the progress of participants as they demonstrate proficiency across pre-defined requirements. This type of program focuses on the use of the Directed Response Folio. Through this program, participants can share work for review and evaluation. Participants are enrolled as authors, reviewers, and/or evaluators in collaborative groups. Managers enrolled in the program can assist the evaluators by generating reports and controlling the processing of evaluations. The reviewer role is optional in this program type.

The folio assessment program is primarily used for its assessment and reporting capabilities. Directed Response Folios may be assessed by rubric, pass/fail, or meets requirements/does not meet requirements. Reports can be generated on program participants in the areas of portfolio performance, program activity, and standards usage.

For detailed setup information about Folio Assessment Programs, please use the Help Index to access the document titled, “Managing Folio Assessment Programs”. For detailed setup information about the DRF Templates, please use the Help Index to access the document titled, “DRF Template Builder”. These documents can be found in the TS Coordinator Manuals section of the Downloadable Site Manuals area.

What Type of Program is Best For You?

If your students will be creating a portfolio and you want to formally score parts of the portfolio, then the folio assessment program would work well for you. This program type allows you to create a portfolio template (the Directed Response Folio) which can be distributed to students through the folio assessment program. Once students begin adding work to the DRF, they can submit it for evaluation. An evaluator may score the DRF according to the established scoring system. The instructor may then generate reports based on student portfolio performance, the amount of work completed within the portfolio, and the standards addressed in the portfolio.

You may also use the folio assessment program if your students create lessons, units, web folios, and web pages in addition to the DRF. It is not necessary to create an additional program. Authors may request feedback in folio assessment programs as long as the program was created with the reviewer role.

If your students will be working primarily with lessons, units, web folios, web pages, and not Directed Response Folios, then you may want to create a collaborative program. The collaborative program is ideal for setting up a review process using the commenting and request feedback functionality. Work shared with reviewers in a collaborative program will not be evaluated.

4c. Create templates, share resources, post discussions and announcements

As a TS Coordinator, you may create web folio and web page templates for use by your students. When your students create a new web folio or web page, they may use the template that you have shared with them.

You may also post discussions, announcements, and calendar items for your students. For more information on all of these administrative functions available to the TS Coordinator, please see the “Curriculum, Account, and Communication Management: The Complete Guide” in the TS Coordinator manual section.

5 Rolling Out TaskStream

You should now be ready to implement TaskStream in your course. Here are some additional steps you can take to facilitate the process.

5a. Distribute the TS Student Guide
This guide provides a procedure for purchasing a TaskStream account. They also learn how to access mentoring services.

5b. Help other faculty members get started (where applicable).

Accessing Your Students’ Work (Requests for Feedback)

If you have created a Collaborative Program or a Folio Assessment Program with reviewers, you will need to use the My Programs area to access your students’ shared work. Anytime students request feedback on their TaskStream work, their requests appear in your My Programs area.

To learn about the reviewer role in a Collaborative Program, use the Help Index to access the document titled, “Participant’s Guide”. This document can be found in the Program Participants Manuals/Collaborative Programs section of the Downloadable Site Manuals area. The “Reviewer’s Guide” portion begins on page 5.2.8.

To learn about the reviewer role in a Folio Assessment Program, use the Help Index to access the document titled, “Participant’s Guide”. This document can be found in the Program Participants Manuals/Folio Assessment Programs section of the Downloadable Site Manuals area. The “Reviewer’s Guide” portion begins on page 5.1.17.

Evaluating Your Students' Directed Response Folios

If you have created a Folio Assessment Program, you will have to evaluate your students' Directed Response Folios. When they submit their DRF's for evaluation, these requests appear in your My Programs area.

To learn about the evaluator role in a Folio Assessment Program, use the Help Index to access the document titled, "Participant's Guide". This document can be found in the Program Participants Manuals/Folio Assessment Programs section of the Downloadable Site Manuals area. The "Evaluator's Guide" portion begins on page 5.1.22.

Getting Started with TaskStream: A Faculty Checklist

✓

1. Getting into TaskStream

☐ **1.a** I have an active account on TaskStream.

2. Initial Preparation

☐ **2.a** Scheduled / had a walkthrough with Mentoring Services (optional).

☐ **2.b** Printed out / Reviewed all relevant help pages and user manuals.

☐ **2.c** Discussed lesson and unit format customization(s) with Mentoring Services (optional).

3. Preparations for Student Use of TaskStream

☐ **3.a** I have made TaskStream a requirement and prepared for students to register (see below).

☐ **3.a.i:** The **<u>institution is prepaying</u>**.	☐ **3.a.ii:** The **<u>students are paying directly</u>**.
If 3.a.i is true, complete below:	***If 3.a.ii is true, complete below:***
☐ We have submitted our check or purchase order to TaskStream.	☐ I have distributed the self-registration guidelines to students.

3.a.iii: Will you require a key code for registration? (optional) ***Yes*** ☐ ***No*** ☐

☐ **3.b** I have printed out the getting started guide to distribute to students in class.

4. Management of TaskStream: The TS Coordinator Tools

☐ **4.a** Are you a TS Coordinator? ***Yes*** ☐ ***No*** ☐

If ***Yes*** go to **4.bi** *<u>or</u>* **4.b.ii**. If ***No*** go to **5.a**

☐ **4.b** I can create programs in TaskStream.

☐ **4.b.i:** I will create a **<u>collaborative program</u>**	☐ **4.b.ii:** I will create a **<u>portfolio assessment program</u>**
If 4.b.i is true, complete below:	***If 4.b.ii is true, complete below:***
☐ I can set up and activate this collaborative program.	☐ I can set up and activate this collaborative program, including creating a DRF template to assign to this program.
☐ All program participants have been enrolled and grouped accordingly.	☐ All program participants have been enrolled and grouped accordingly.

☐ **4.c** I can create templates, share resources, post discussions and announcements, and complete other management functions.

5. Rolling out TaskStream

☐ **5.a** Distribute getting started guides to students.

☐ **5.b** Help other faculty members get started (where applicable).