Taskstream Handbook

Authors
(Students)

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If you have any additional questions, please do not hesitate to contact us at
coedassessment@charlotte.edu

taskstream

Glossary of Taskstream Terms:

Author: "Author" is the Taskstream word for "student" ... the student is the author of the work.

Evaluator: The person who is scoring the work, usually the course instructor.

DRF: Directed Response Folio. This is the portfolio program that you are working on when you are logged into Taskstream. A person can be enrolled in more than one DRF. All the DRFs you are enrolled in are available from your Taskstream homepage.

Enrollment
Code: Students (and instructors who wish to see the "student view" of the DRF) must use a designated enrollment code to join the correct DRF portfolio. Each DRF has a different enrollment code. To obtain a list of enrollment codes and select the correct one for your program, go to http://education.charlotte.edu/taskstream and click on "Enrollment Codes"

Taskstream: Taskstream is the designated assessment system for the Cato College of Education at UNC Charlotte.

To begin using your Taskstream DRF programs, please follow the directions for Authors (students) below.

taskstream   coedassessment@charlotte.edu

Logging in for the first time

Follow the directions below to enroll yourself into a Taskstream program.

Step 1: Log In

To begin, go to https://taskstream.charlotte.edu and log into Taskstream using your assigned NinerNet ID and password. *
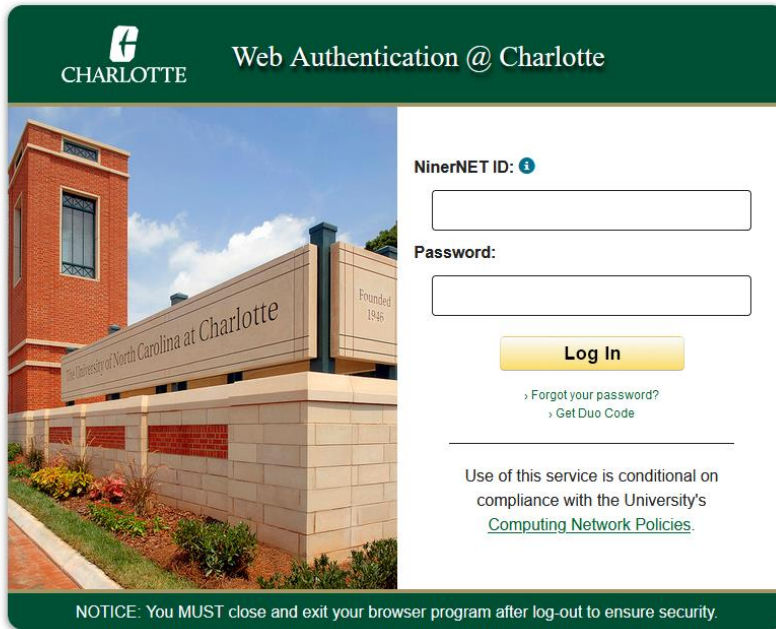
Note: if you receive an error message saying you do not have a Taskstream account, send an email with your name, UNC Charlotte ID number, Niner Net username and UNC Charlotte email address requesting a Taskstream account to taskstream@charlotte.edu. DO NOT purchase or renew a membership.

Step 2: Web Authentication through DUO
Complete the steps to authorize the web authentication through DUO.

taskstream

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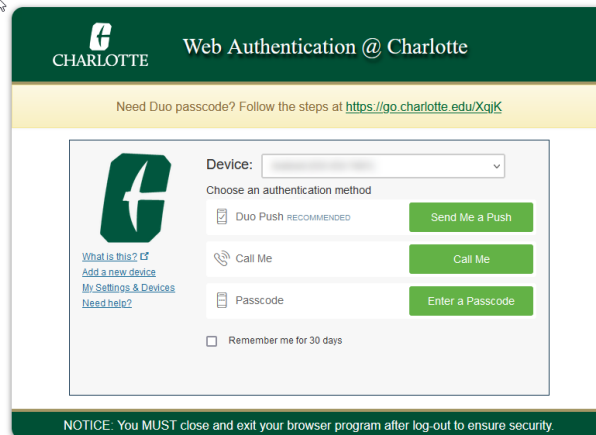
Finding your program code

Step 3: Program codes are located on the college website at

http://education.charlotte.edu/resources/taskstream-information/enrollment-codes:

All Programs; including Counseling, School Administration and Advanced Licensure Programs codes are located at this site. Scroll down to find the Advance programs.

You will need the enrollment code to self-enroll into the correct portfolio. Enrollment codes are in the third column.

taskstream

coedassessment@charlotte.edu

Enrolling and Accessing Your DRF Program(s) (THE PORTFOLIO)

1. To enroll into the portfolio, go to https://taskstream.charlotte.edu and log into Taskstream using your assigned NinerNet ID and password and scroll down to the bottom of the homepage to enter the code.

Don't see your program?
If you have a self-enrollment code, enter it here to enroll yourself as an author. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.

ENTER CODE

❷ Read More

Note: if you receive an error message saying you do not have a Taskstream account, send an email with your name, UNC Charlotte ID number and Charlotte email address requesting a Taskstream account to taskstream@charlotte.edu.

Note: All **undergraduate and graduate certificate students** will use the "edTPA Practice + Dispositions" portfolio for their program.

All **advanced programs (including PhD, EdD, MeD, MAT, MA, MSA, MS, post-master's graduate certificate add-on, and all counseling majors)** will use the portfolios designated by a <u>bookworm</u>!

2. To access your Directed Response Folio (DRF), **click the name of the DRF program** (portfolio) from the home page. Some portfolios have icons; that's okay (some examples appear below). **An author(student) can be enrolled in multiple portfolios**. The portfolios may also be listed by name.

Work on a program

| Author | Evaluator | Evaluation Manager |

⊞ ≡ CUSTOMIZE DISPLAY

DRF PROGRAM

(Advanced Programs) AIG CERT & MEd ›

DRF PROGRAM

edTPA Practice + Dispositions MDLG Math ›

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfolio for edTPA Practice Pieces, Dispositions, and Electronic Evidences.

3. Once you click on the portfolio title, you will see the structure of your Directed Response Folio (DRF) in the left frame.

edTPA Practice + Dispositions MDLG Math

Template: edTPA PRACTICE - Middle Grades Math (Sept. 2016 rubrics)

VIEW AS FOLIO

⊞ EXPAND ALL   ⊟ COLLAPSE ALL

General Information

⊟ Middle Grades Math

- ✎ Plan for Instruct (Task 1 Practice)
- ✎ Video Analysis (Task 2 Practice)
- ✎ Assessment Portfolio (Task 3 Pract)
- ✎ Remediation Video Analysis
- ✎ Technology Project
- ✎ Focus Practice Self-Assess Initial
- ✎ Focus Practice Self-Assess Final
- ✎ Disposition Self-Assessment 1
- ✎ Dispo Self-Assess 2+ Instruc Eval

Welcome to the edTPA Practice + Dispositions MDLG Math program

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfoli
Electronic Evidences.

Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our **Getting Started Guide** or call Ment
work.

4. Find the appropriate title for your assignment in the left menu section and click the desired requirement (*ask your instructor if you are unsure which submission to click*).

The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on **Directions**. Sometimes in the Directions, you will see an attachment that you need to view or download. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.

5. If you need to complete a form, click the **Complete Form** button. *Note: This will only apply to certain submissions, like the Dispositions Self-Assessment for example.*
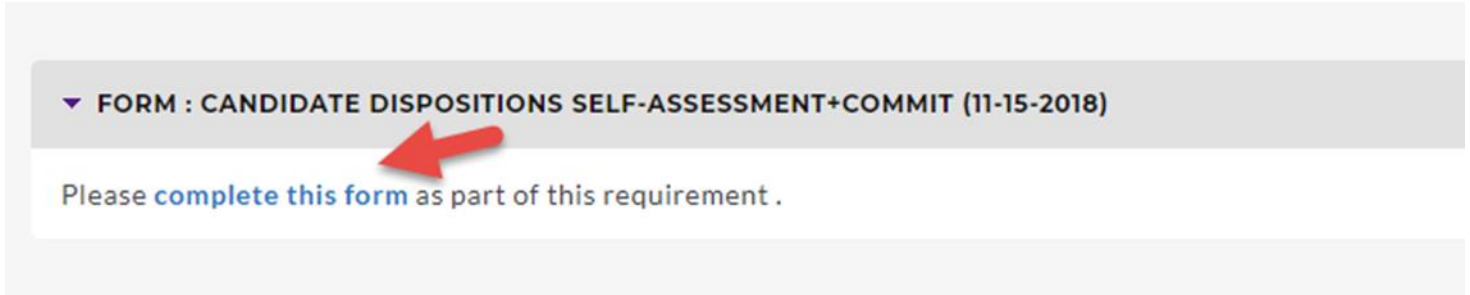

Make sure to follow the directions as sometimes you may need to include attachments as well as complete the form.

6. If you need to add attachments you will see at the top of the page blue buttons that corresponds with the type of content you wish to add. You <u>may</u> be able to choose to add **Text & Image**, **Slideshow**, **Attachments**, **Videos**, and **Embed Media**, depending on your DRF design. **In most cases, students will upload an attachment**. Consult your instructor if you have questions.

Completing a Form

1. Click on complete this form.

2. The form will appear in the same window.
3. Any part marked with a red asterisk is required.

4. Once you complete the entire form, click on Save and Return.
5. Forms normally don't require adding an attachment. You will be able to submit the work.
6. Click on Submit Work in the upper right-hand corner.

7. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

> ⚠ It is not possible to submit "Disposition Self-Assessment 1" for evaluation at this time because you have not filled out one or more required responses on the form, "Candidate Dispositions Self-Assessment+Commit (11-15-2018)"

> CLOSE WINDOW

8. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.

> ▶ **EVALUATION METHOD**
>
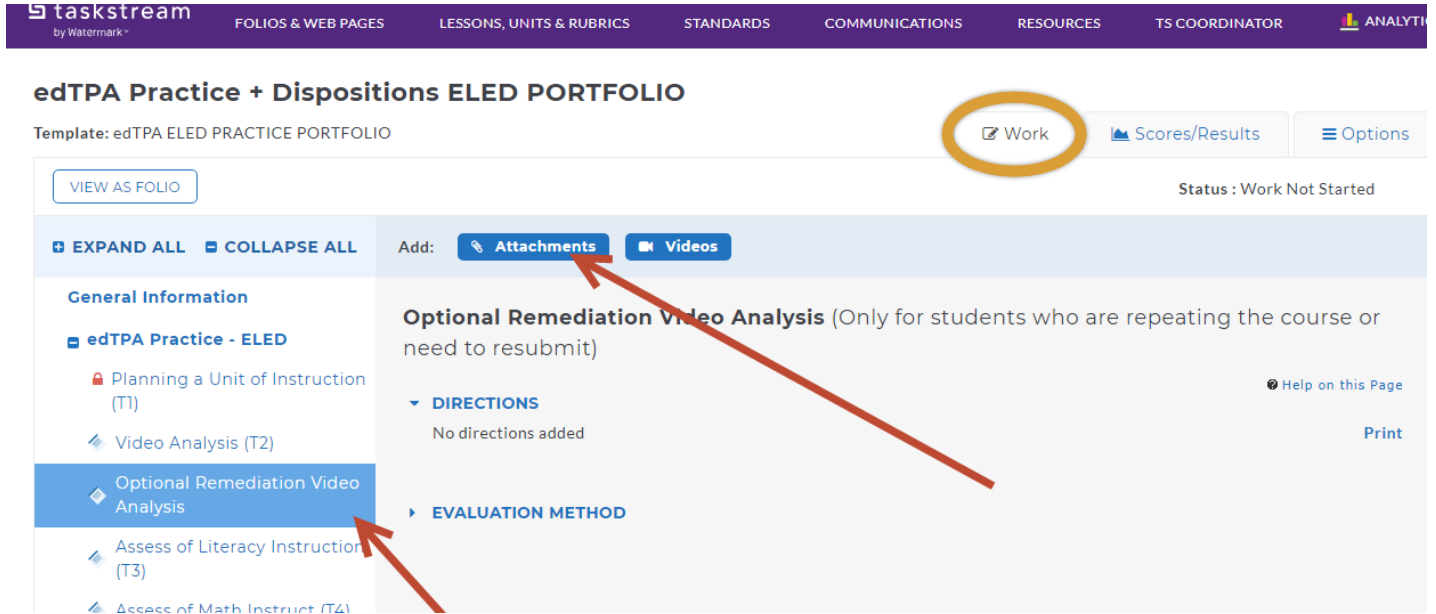> ▼ **FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)**
>
> You have already started completing the form. **View/Edit Your Responses**

When you are ready to submit, you will follow the instructions Submitting the Assignment to Your Instructor

⑤ taskstream   coedassessment@charlotte.edu

Adding Attachments

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

2. If you choose to add a file saved on your computer, select the **Upload form Computer** option, click the Add Files button to find the file you want to attach.

If you choose to add a previously uploaded file used for another submission, 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.
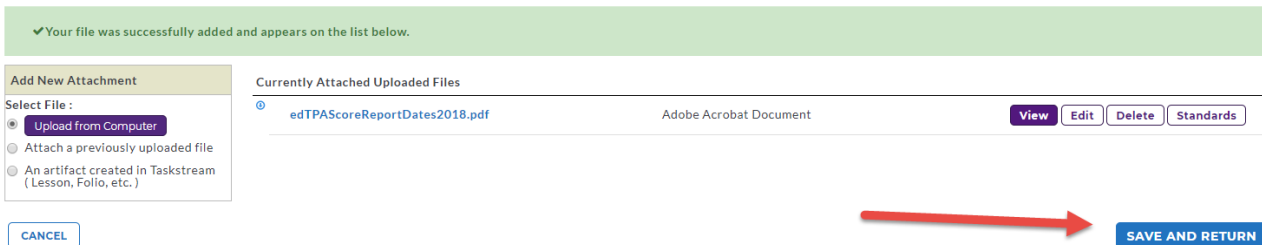

3. Click the **Add File, then click Start Upload and then click Upload and Close** button when finished.
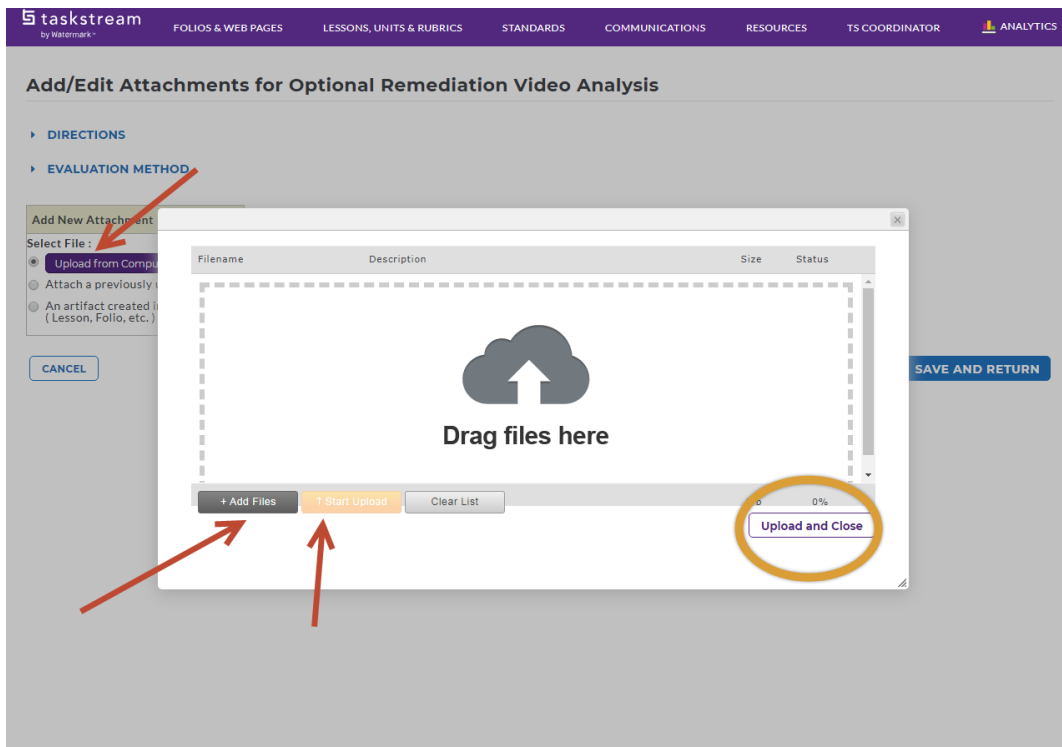
4. Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.
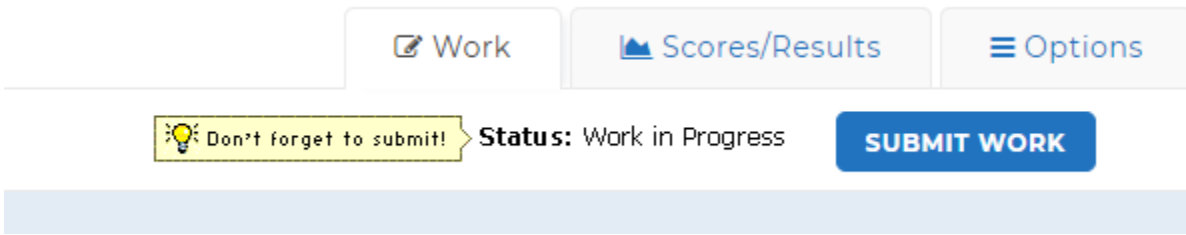

A Note about Videos: Taskstream allows videos up to 500 mb or less to be uploaded. If your video is a larger size, you will need to compress it. There is helpful information on how to compress a video at this [site](#).

You have now successfully attached work to your Directed Response Folio (DRF)!

Submitting the Assignment to Your Instructor
– your work cannot be scored until you submit it to an evaluator.

1. Click **Submit Work** button in the top right-hand corner.

2. Follow the instructions on the screen to **select your course instructor** and **submit your assignment** and add comments, as necessary. **If you do not see your course instructor's name, send an email explaining this problem to coedassessment@charlotte.edu.**

3. You will see a pop up to add comments to the instructor. You can add text, skip or close the window.

4. A screen will appear showing you the submission with a Time Stamp.

<u>Viewing Your Completed Evaluation</u>

1. Click the name of the program from the home page.

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

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

For any questions, email coedassessment@charlotte.edu. Include your UNC Charlotte ID and DRF program.

Cancelling a Submission

Your work submission can only be canceled if your Evaluator has not yet begun the evaluation process.

To cancel your submission:

1. After selecting the DRF program from your homepage, select the Assignment (from the left-hand menu tree) that you need to cancel.

2. Click the **Cancel Submission** button in the upper right corner of the work area.

3. When asked to confirm, click the **Yes Undo Submission and Unlock** button.

4. After making your changes, click the **Submit Work** button to resubmit.

⚠️If the **Cancel Submission** button is not enabled, the evaluation process has begun and you can no longer cancel this submission. In this case, you will need to contact your Evaluator or instructor and ask for your work to be sent back for revision. Once your work is unlocked, you can edit the content and resubmit.

> *If you have any additional questions or comments, please do not hesitate to contact us at coedassessment@charlotte.edu*

# Field Experiences Portfolio (Clinical Documentation)

1. All Clinical Logs, Attendance and Checklists are uploaded into the Field Experiences Log. You must self-enroll into the portfolio which instructions can be viewed on page 6 of this handbook. The enrollment code is FieldExperiences.

2. Once you have enrolled into the portfolio. You will see the following icon on the Taskstream homepage.


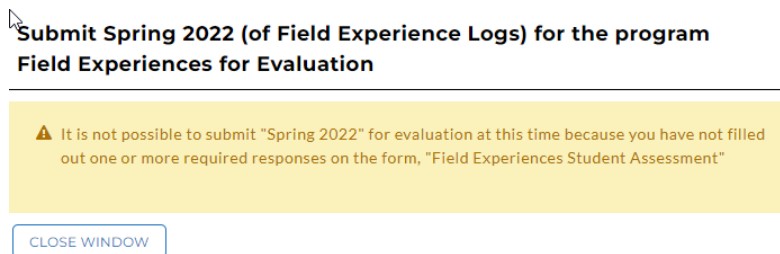3. Click on the Field Experiences Portfolio and you will see on the left menu a list of semesters.
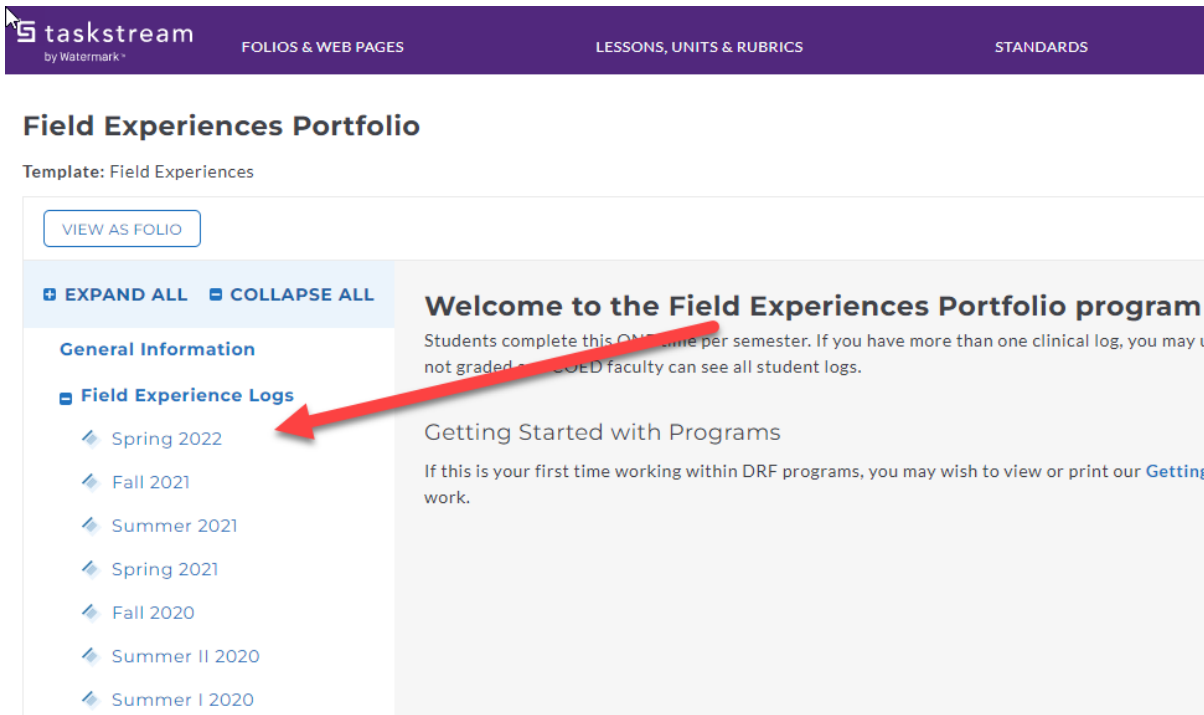
4. Select the Current Semester or Term.

coedassessment@charlotte.edu
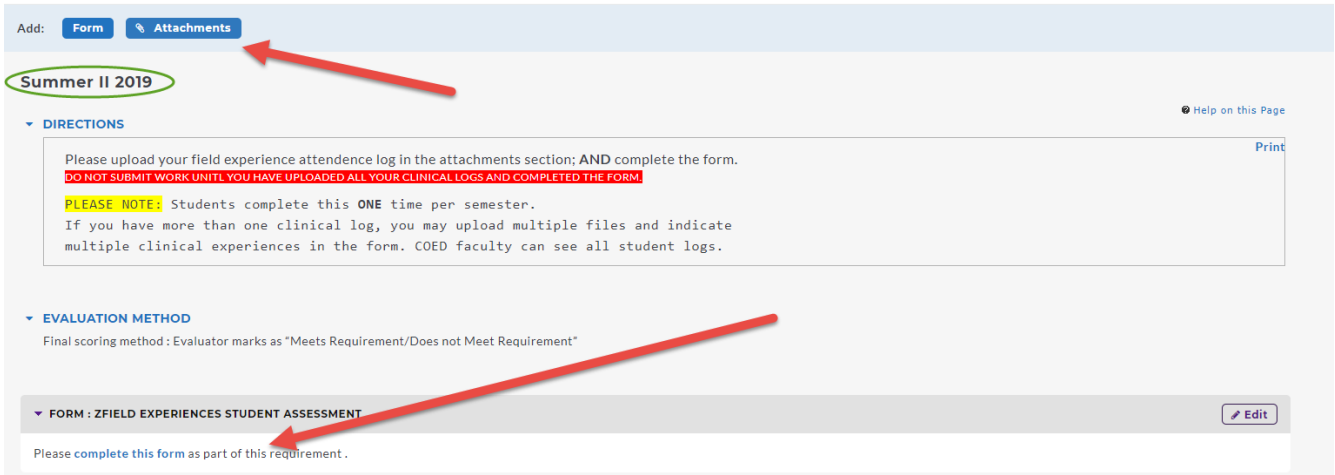
5. You will click on the blue Attachments button to upload **ALL** your logs into one location. Detailed instructions on how to add an attachment are available in this handbook at page 11.

6. Once you have added all the attachments, you will click on complete this form. Detailed instructions are available in this handbook on how to complete a form at page 9.

7. When you are ready to submit, you will click on the Submit Work button in the upper right-hand corner.
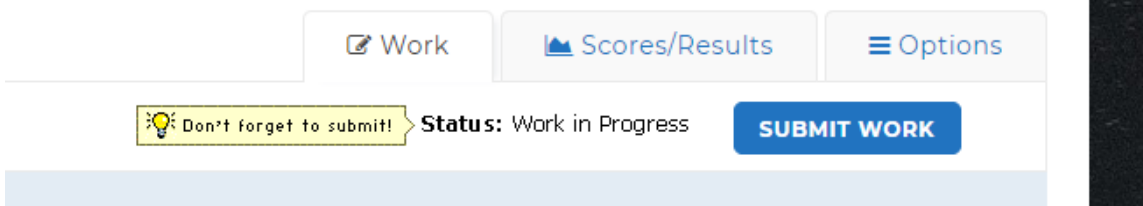
8. Remember, if you receive an error message similar to this one, then there is a required part of the form that has not be completed. You will need to view/edit responses on the form to complete those parts.
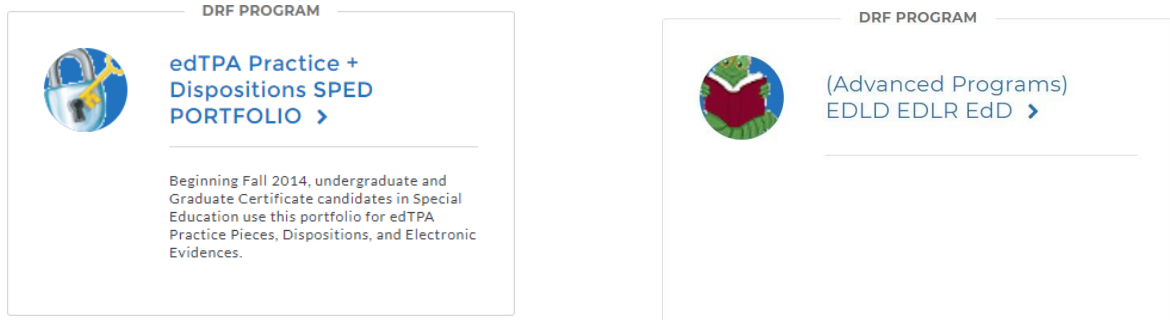

9. PLEASE NOTE: When submitting your field experiences upload, you **WILL NOT** select an evaluator. All instructors are able to access the Field Experiences Portfolio to view the submissions so you will not see a list of instructors when submitting. You will click on YES-SUBMIT MY WORK.

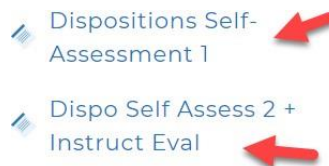taskstream   coedassessment@charlotte.edu
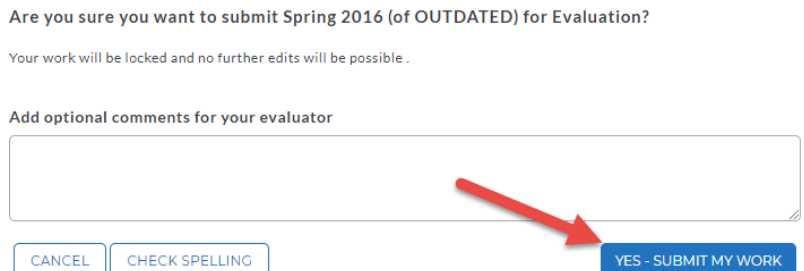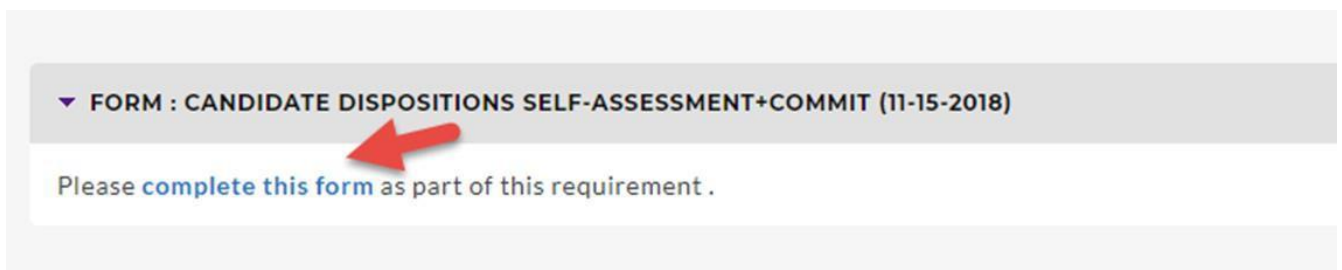
Completing Disposition Self-Assessments

1. Click on portfolio associated with the program you are currently completing at COED (if you don't see this portfolio, then you need to self-enroll into the portfolio using an enrollment code available at this link)

DRF PROGRAM

edTPA Practice + Dispositions SPED PORTFOLIO ›

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Special Education use this portfolio for edTPA Practice Pieces, Dispositions, and Electronic Evidences.

DRF PROGRAM

(Advanced Programs) EDLD EDLR EdD ›

2. Then you will click on either Disposition Self-Assessment 1 or Dispos Self-Assess 2 + Instruc Eval in the left menu. **NOTE:** **Dispositions Self-Assessment 1** is the entry dispositions where the student completes a self-assessment and the instructor indicates as met or not met in evaluation. **Dispos Self Assess 2 + Instruct Eval** is the mid-point disposition where the student completes a self-assessment and the instructor completes a numeric evaluation.

Dispositions Self-Assessment 1

Dispo Self Assess 2 + Instruct Eval

3. Click on complete this form.

▼ FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)

Please **complete this form** as part of this requirement.

4. The form will appear in the same window.
5. Any part marked with a red asterisk is required.

Respond to form Candidate Dispositions Self-Assessment+Commit (11-15-2018) for Disposition Self-Assessment 1

▸ **DIRECTIONS**

▸ **EVALUATION METHOD**

[CANCEL] [CHECK SPELLING] [PRINT]   [SAVE DRAFT] [**SAVE AND RETURN**]

🔲 Response is required   ✨ Disable Rich Text Editor 🕮

Directions to the Candidate

Please complete this self-assessment of your professional dispositions.

🔲 Name of UNC Charlotte Candidate   [Save Draft]

Candidate first name   Candidate last name

[   ]   [   ]

(Max chars: 10,000)   ⓧ [0] [Count]   (Max chars: 10,000)   ⓧ [0] [Count]

                                                               ▲ BACK TO TOP

🔲 Candidate's UNC Charlotte ID (800 number)   [Save Draft]

Enter your UNC Charlotte 800 number.

[   ]

(Max chars : 10,000)   ⓧ [0] [Count]

                                                                  ▲ BACK TO TOP
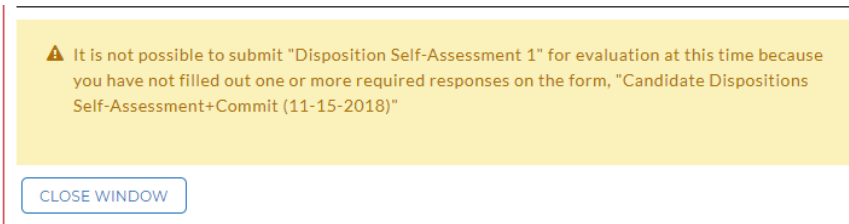
🔲 Category of Study   [Clear] [Save Draft]

Please select the option that best describes you in your CURRENT program of study.

○ Undergraduate candidate (in any area)

○ Graduate Certificate Only candidate (not seeking M.A.T.)

○ Graduate Certificate-M.A.T. candidate (planning to finish M.A.T.)

6. Once you complete the entire form, click on Save and Return.
7. Click on Submit Work in the upper right-hand corner.

         ☑ Work   📊 Scores/Results   ≡ Options

                                 💡 Don't forget to submit!   [**SUBMIT WORK**]

8. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

> ⚠ It is not possible to submit "Disposition Self-Assessment 1" for evaluation at this time because you have not filled out one or more required responses on the form, "Candidate Dispositions Self-Assessment+Commit (11-15-2018)"

[CLOSE WINDOW]
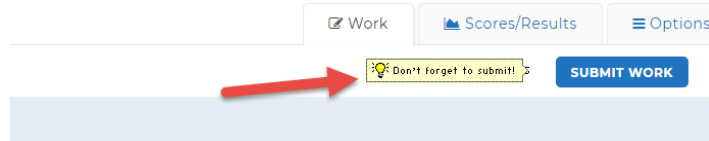
9. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components and Resubmit.

EVALUATION METHOD

▼ **FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)**

You have already started completing the form. **View/Edit Your Responses**

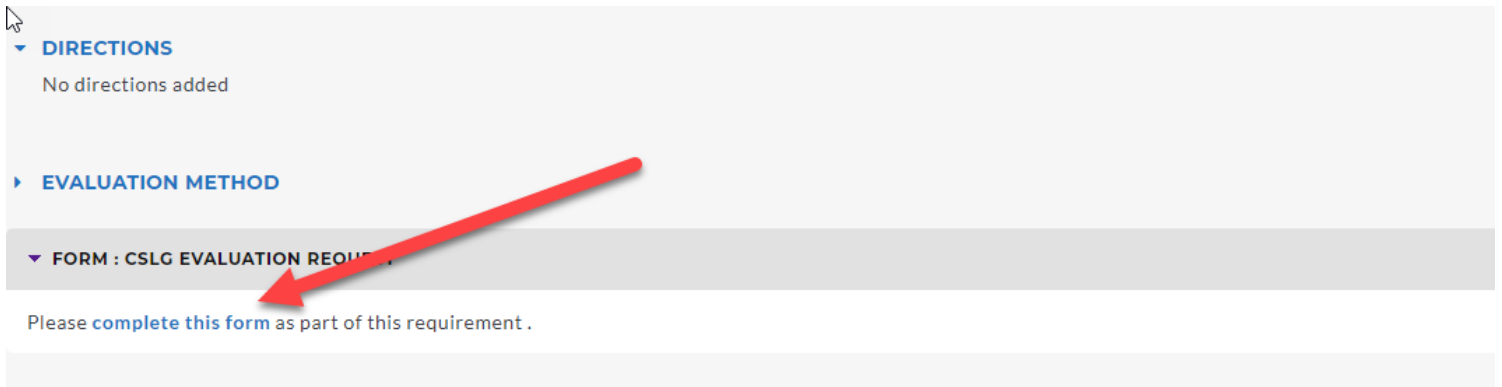# Counseling – Request an Evaluation

1. Click on portfolio associated with the program you are currently completing at COED (if you don't see this portfolio, then you need to self-enroll into the portfolio using an enrollment code available at this link)
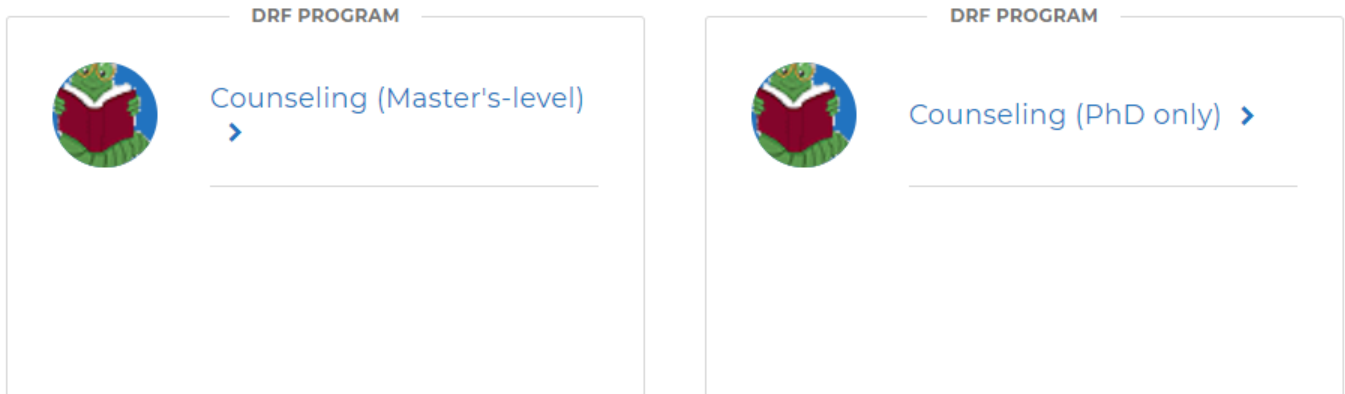
2. In the left menu, click on the assignment that you need to request an evaluation.

3. Once you open the assignment, you will see a under the Evaluation Method a form "CSLG Evaluation Request". Click on the complete this form.

▾ **DIRECTIONS**

No directions added

▸ **EVALUATION METHOD**

▾ **FORM : CSLG EVALUATION REQU...**

Please complete this form as part of this requirement .

4. The form will appear in the same window.
5. Click in the box beside the Yes, I request my evaluation and then click on Save and Return

▸ **DIRECTIONS**

▸ **EVALUATION METHOD**

CANCEL | CHECK SPELLING | PRINT   SAVE DRAFT | **SAVE AND RETURN**

🔴 Response is required

Request Formative Evaluation

🔴 Request Evaluation   Save Draft

Please select below to formally request your evaluation. You will select your instructor when you submit your request.

☑ Yes, I request my evaluation.

                                                                ▲ BACK TO TOP

CANCEL | CHECK SPELLING | CANCEL PRINT   SAVE DRAFT | **SAVE AND RETURN**

6. You will be able to submit the work.
7. Click on **Submit Work** in the upper right-hand corner.

☑ Work | 📊 Scores/Results | ☰ Options

💡 Don't forget to submit!   **SUBMIT WORK**
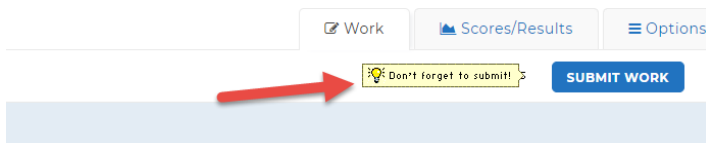
8. Select the evaluator and submit for evaluation. If you do not see your course instructor's name, send anemail explaining this problem to coedassessment@charlotte.edu**.**

⑤ t a s k s t r e a m   coedassessment@charlotte.edu

Are you sure you want to submit Prospectus Design Project (of PhD CSLG Assignments) for Evaluation?

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

Select an evaluator:

[CANCEL]   [SUBMIT FOR EVALUATION]

○ Abrams, Lyndon
○ Benitez, Elba
○ Bobb, Travis
○ Branscome, Roderick
○ Cash, Anne
○ Culbreth, John
○ Dika, Sandra
○ Furr, Susan
○ Harris, Henry
○ Hart, Laura
○ Lassiter, Pamela
○ Lim, Jae Hoon
○ Littlejohn, Lisa
○ MacLeod, Bailey
○ Manager, OFE
○ Merlin, Clare
○ Miller, Ryan
○ Nance, John
○ Opiola, Kristie
○ Parikh, Sejal
○ Post, Phyllis
○ Prioleau, Brittany
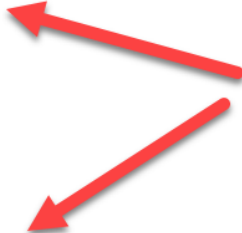
9. A screen will appear showing you the submission with a Time Stamp.

Counseling (PhD only)

Template: Counseling (PhD only)				🖉 Work	📊 Scores/Results
◈ Supervision Internship Course		Edit Work			
◈ Case Conceptualization		Edit Work			
◈ Prospectus Design Project 🔒	📩 Submitted	Submitted : 01/10/2022 02:54:26 PM ⓘ Submitted to : OFE Manager ⓘ Cancel Submission	● Where are my results?	History/Comments	
◈ Theoretical Integration Paper		Edit Work			
◈ Dissertation Final Defense		Edit Work			
◈ Disposition Self-Assessmt 1 (Entry)		Edit Work			
◈ Disposition Self-Assessment 2 (Mid) 🔒	📩 Submitted	Submitted : 05/14/2018 06:58:37 AM ⓘ Submitted to : OFE Manager ⓘ Cancel Submission	● Where are my results?	History/Comments	
◈ Exit Survey & Exit Dispositions		Edit Work			

Counseling – Submitting Hourly Logs for Clinical Evaluations

1. Click on Counseling (Master's-level) portfolio (if you don't see this portfolio, then you need to self-enroll into the portfolio. The enrollment code is Counseling. There are instructions on how to use the code and enroll into the portfolio at this link)

DRF PROGRAM

Counseling (Master's-level)
>

2. Then you will click on Practicum: Faculty Sup Final Eval, Internship I: Faculty Sup Final Eval or Internship II: Faculty Sup Final Eval in the left menu.

Practicum: Faculty Sup Final Eval

Practicum: Site Super Final Eval

Internship 1: Faculty Sup Eval

Internship 1: Site Super Final Eval

Internship 2: Faculty Sup Eval

Internship 2: Site Super Final Eval

3. Read the directions.

▼ DIRECTIONS

⇓ Below you will find a copy of the log sheet used for documentation of clinical hours. Download this file and complete.   Print
You must have the site supervisor signature, campus instructor signature, as well as your signature. Once the signatures are obtained on the hard copy, please submit a scanned copy to this assignment. You will click on the blue ATTACHMENTS button at top and upload your final copy of the practicum hourly log for this semester.

⇑In addition, click on the Counseling Clinical Hourly Log form above to enter information related to your practicum.

>The student is responsible to submit all final documentation into the Taskstream. The final documentation is due by the time of your schedule final for this class, this semester.

Once you have attached the log spreadsheet and complete the Counseling Clinical Hourly Log, you will click the Submit Work button in the upper right corner to your evaluator or instructor.

4. Download the Hourly_Log_Spread_Sheet_protected Spreadsheet. You must complete this form and have it signed by your site supervisor and campus instructor.

5. Once you have the log signed, you will upload it this same area. Click on the blue Attachments button.

6. You will upload the signed hourly log to Taskstream.

7. Then you will click on complete this form under the Form: Counseling Clinical Hourly Log or Form: Counseling Dispositions Self-Assess + Practicum Hourly Log.

8. The form will pop up for you to complete. All fields with a red asterisk must be completed. Make sure you have on-hand your site supervisor information and clinical hours. <mark>NOTE:</mark> The form for the Practicum: Faculty Sup Final Evaluation includes a Disposition Self-Assessment and the Clinical Hourly Log. This is your 2nd disposition.

Clinical Hours

9. Once you complete the entire form, click on Save and Return.

10. Make sure you have attached your signed clinical hourly log and you have completed the form.

11. Click on Submit Work in the upper right-hand corner.

12. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

13. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.

When you are ready to submit, you will follow the instructions Submitting the Assignment to Your Instructor

taskstream   **coedassessment@charlotte.edu**
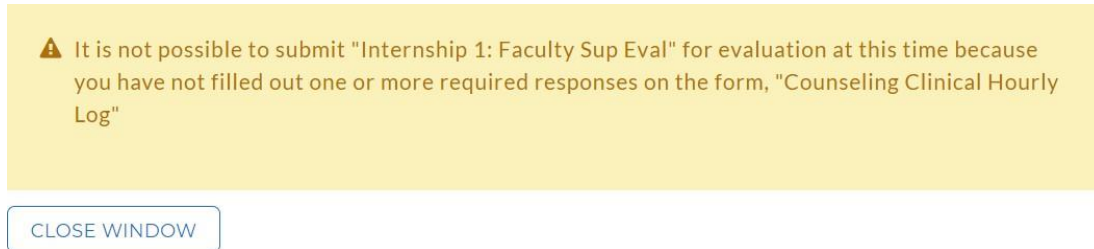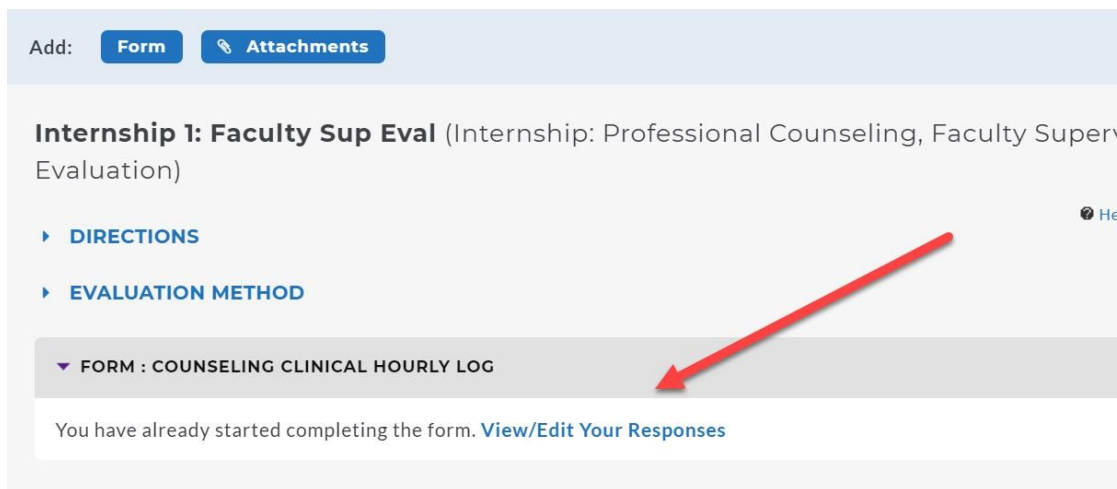
Counseling -Submitting Site Supervisor Final Evaluation

1. Click on Counseling (Master's-level) portfolio (if you don't see this portfolio, then you need to self-enroll into the portfolio. The enrollment code is Counseling. There are instructions on how to use the code and enroll into the portfolio at this link)

DRF PROGRAM

Counseling (Master's-level)
›

2. Then you will click on Practicum: Site Super Final Eval, Internship I: Site Super Final Eval or Internship II: Site Super Final Eval in the left menu.

Practicum: Faculty Sup Final Eval

Practicum: Site Super Final Eval

Internship 1: Faculty Sup Eval

Internship 1: Site Super Final Eval

Internship 2: Faculty Sup Eval

Internship 2: Site Super Final Eval

3. Read the directions.

Add: **Form** **Attachments**

Practicum: Site Super Final Eval (Practicum: Professional Counseling, Site Supervisor's Final Evaluation)

▾ **DIRECTIONS**
Help on this Page

⇧A copy of your site supervisor evaluation of your performance must be uploaded. You will click on the blue ATTACHMENTS button at top and upload your site supervisor evaluation for this semester so the instructor/faculty member can enter your scores.

Print

⇧In addition, click on the Counseling Student Evaluation of Site and Site Supervisorlink opens in new window form above to complete an evaluation of the site and site supervisor.

>The student is responsible to submit all final documentation into the Taskstream. The final documentation is due by the time of your schedule final for this class, this semester.

Once you have attached your site supervisor's evaluation of your performance and completed the counseling student evaluation of site/site supervisorform, you will need to submit the documentation to your evaluator or instructor.

4. Upload the Site Supervisor's Evaluation of your performance by clicking the blue Attachments button.
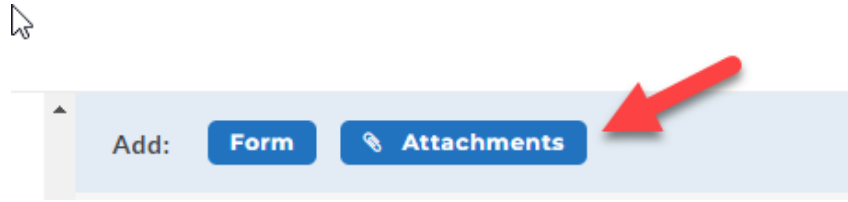
5. Then you will click on complete this form under the FORM: COUNSELING STUDENT EVALUATION OF SITE AND SITE SUPERVISOR
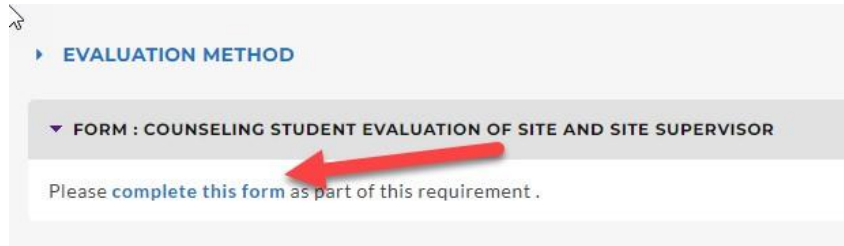
6. The form will pop up for you to complete. All fields with a red asterisk must be completed. Make sure you have on-hand your site supervisor information. This form is your evaluation of the site supervisor and site.

7. Once you complete the entire form, click on Save and Return.

8. Make sure you have attached the site supervisor's evaluation of your performance and you have completed the counseling student evaluation of site and site supervisor form before you click submit.

9. Click on Submit Work in the upper right-hand corner.

10. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

11. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.

When you are ready to submit, you will follow the instructions Submitting the Assignment to Your Instructor

If you have a question about portfolio enrollment codes, submitting an assignment, using the correct portfolio, field experiences logs, or any other non-technical issue, contact the COED Office of Assessment by sending an email to **coedassessment@charlotte.edu**. In this email, please include your student id number and the nature of the issue.