

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.



○ **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.



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- 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.

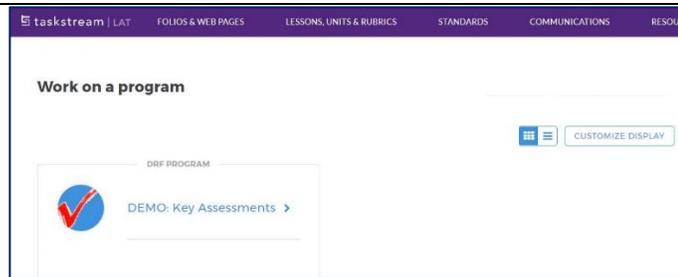
Step 2: DRF Programs (and Author Tab)

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.”

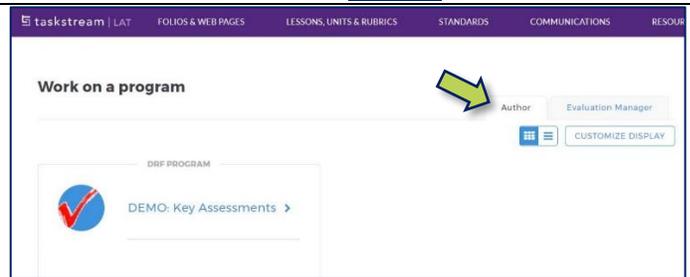
- *TIP: Your home screen will display the DRF Programs that you are an author for. You can customize this display by clicking the “**Customize Display**” button, located in the top right corner.*

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



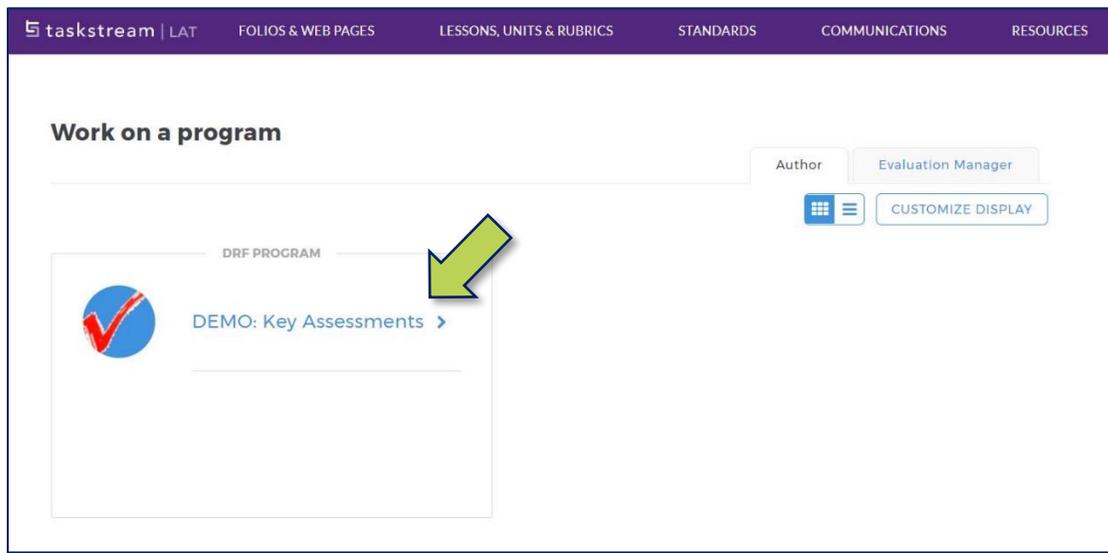
Multiple roles in the system (tabs at the top):
Select the “**Author**” tab



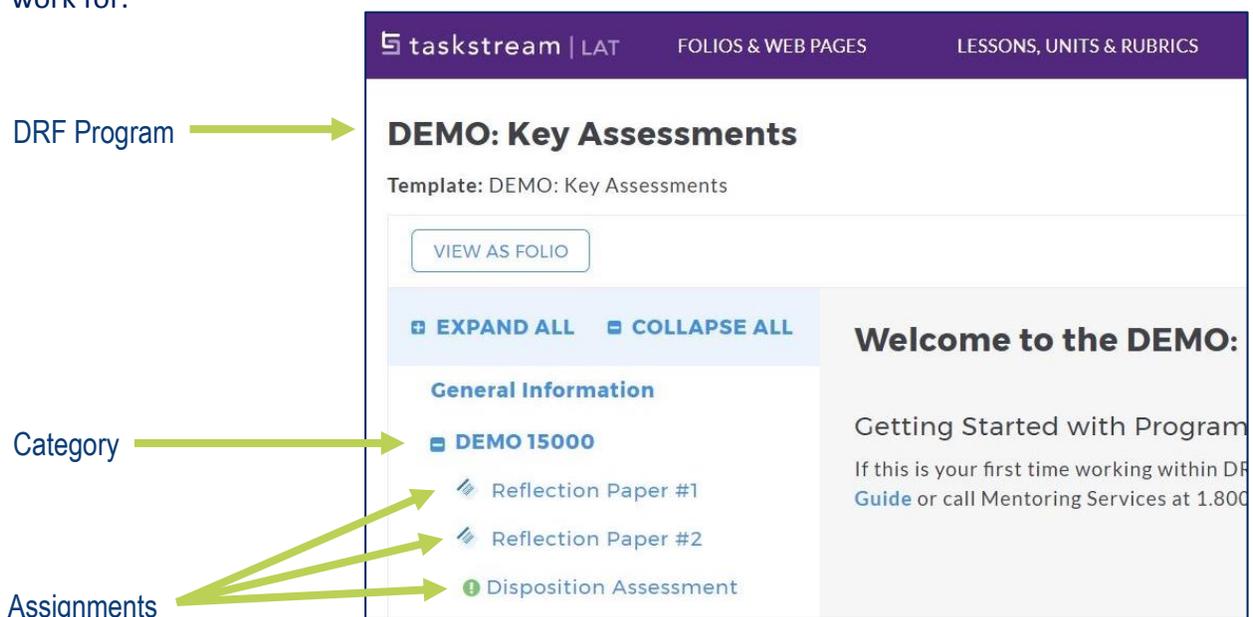
Step 3: Locate the Submission Space

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.



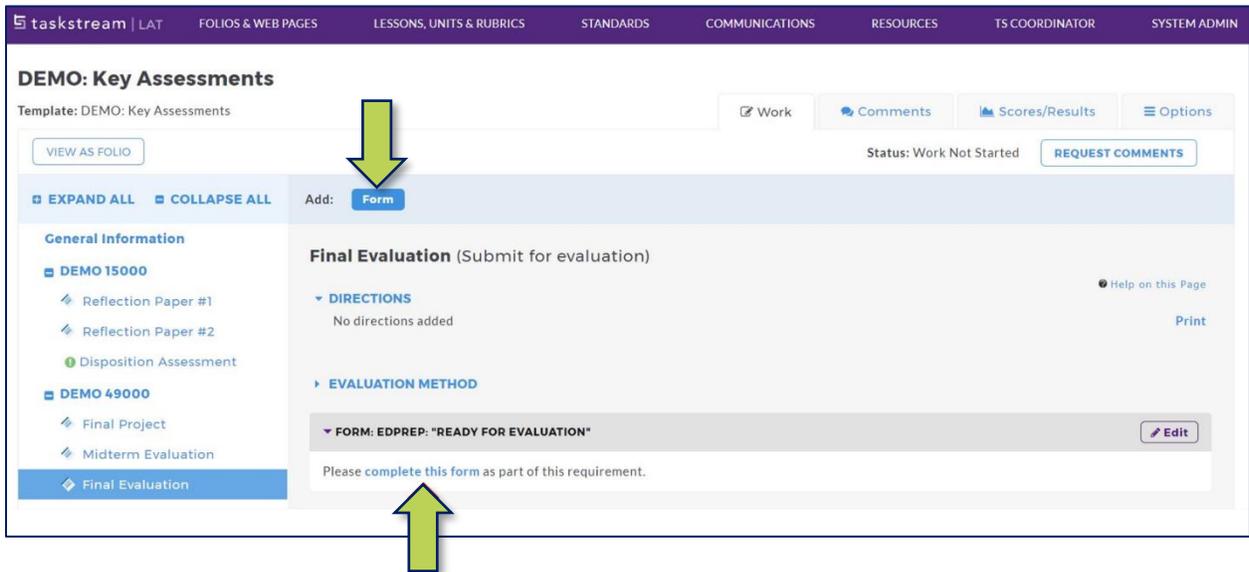
B-C) Find the Category and Assignment: Once you are in the DRF Program workspace, you will see categories and assignments listed along the left sidebar. The name of the category you need to submit assignments to will *typically* be the same as your course number. Assignments are grouped below each category.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



Step 4: Fill out the Form

Within the workspace for your assignment, you will see buttons along the top. Be aware that you might see more options than the one shown in the below example.

- To access the form, click on either the **“Form”** button or the **“complete this form”** link.



The screenshot shows the Taskstream interface for a 'DEMO: Key Assessments' workspace. The top navigation bar includes 'taskstream | LAT', 'FOLIOS & WEB PAGES', 'LESSONS, UNITS & RUBRICS', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', 'TS COORDINATOR', and 'SYSTEM ADMIN'. The main content area is titled 'DEMO: Key Assessments' and includes a 'Template: DEMO: Key Assessments' label. A 'VIEW AS FOLIO' button is visible. The 'Add:' menu is open, showing a 'Form' button highlighted with a green arrow pointing down. The 'Final Evaluation' form is displayed, with a 'Form: EDPREP: "READY FOR EVALUATION"' section highlighted by a green arrow pointing up. The form contains sections for 'DIRECTIONS' (No directions added) and 'EVALUATION METHOD'. A 'Please complete this form as part of this requirement.' message is shown at the bottom of the form. Other buttons like 'Work', 'Comments', 'Scores/Results', 'Options', 'Status: Work Not Started', and 'REQUEST COMMENTS' are also visible.

- Fill out the form and click **“Save and Return.”**
- Remember, your work will not be submitted until you complete Step 5 (see next page for details).

If you need instructions on how to submit other types of work, please see the “Step-by-Step Instructions for Submitting Work to Taskstream” document.

Step 5: Submit Work

Once you are all done, then you must click the **“Submit Work”** button, located in the top right corner, for the submission to be complete.

The screenshot shows the Taskstream interface for a 'DEMO: Key Assessments' assignment. The top navigation bar includes 'taskstream | LAT', 'FOLIOS & WEB PAGES', 'LESSONS, UNITS & RUBRICS', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', and 'TS COORDINATOR'. Below the navigation, there are tabs for 'Work', 'Scores/Results', and 'Options'. A yellow callout box with a lightbulb icon says 'Don't forget to submit!'. A prominent blue button labeled 'SUBMIT WORK' is highlighted with a green arrow pointing to it from the right. The main content area shows 'Final Evaluation (Submit for evaluation)' with sections for 'DIRECTIONS' (No directions added) and 'EVALUATION METHOD' (FORM: EDPREP: "READY FOR EVALUATION"). A 'Print' link is visible on the right side.

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”).

The dialog box has a title 'You have successfully submitted your work'. Below the title is the text 'Send comments to EHHS Manager (Optional)'. There is a large text input field for comments. At the bottom, there are three buttons: 'SKIP SENDING COMMENTS', 'CHECK SPELLING', and 'SEND COMMENTS'.

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.”**

The screenshot shows the top right corner of the Taskstream interface. The 'Work' tab is active. The status is shown as 'Status: Submitted' with a lock icon. A blue button labeled 'CANCEL SUBMISSION' is highlighted with a green arrow pointing to it from the bottom left. Below the status bar, a blue message box says 'You cannot add content because work has been 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.