

Taskstream Glossary (LAT tools)

As you begin to learn how to use TaskStream, we thought it might be helpful to provide you with this glossary that defines regularly used terms and tools in TaskStream. For more help, please contact Mentoring Services at 800-311-5665 or via email at help@taskstream.com.

- Announcements:** An area to broadcast messages to all participants in a *program* or all individuals in a group or *learning community*.
- Artifact:** The digital work product and/or resource that is added to a portfolio to provide evidence of competency in a defined area. Artifacts can be Word documents, PowerPoint presentations, TaskStream-created work, and any other electronic products that have been created by an *author* as part of their work requirements.
- Author:** An individual who creates work and shares it in a program. Typically, students are *authors* and faculty members are *reviewers* and *evaluators*; though the *reviewer* role can be given to students for peer review purposes.
- Calendar:** A shared online calendar for posting *program* or *learning community* events and/or deadlines.
- Category:** A defined area within a DRF that contains one or more **requirements**. Categories organize requirements into groups. *Directed Response Folios (DRFs)* can be evaluated at the requirement level or at the *category* level.
- Collaborative Program:** A program that has two roles *author* and *reviewer*. Authors can share folios, web pages, lessons or units and request feedback from their reviewer. Reviewers can then comment on work shared by authors. Online dialog contributes to the collaborative environment during the revision process of shared work. A Collaborative program differs from a DRF program in that it has no formal evaluation workflow associated with it.
- Communications:** The Communications tools include the *Message Center*; *TS Instant Messenger*, *Discussion Board*, *Calendar* and *Announcements*.
- Cybrary:** A shared digital resource library. You can access *lessons*, *units*, *rubrics*, *web folios* and *web pages* created by members of your *learning community* as well as some materials shared by TaskStream users from around the world. Some institution require items to be approved by a designated person at the institution before they can be published to the Cybrary.
- Directed Response Folio (DRF):** The DRF Assessment System is a collection of tools designed to enable an organization to define, organize, evaluate, and report on a folio of work products.
- Preparing to use the DRF Assessment System consists of two steps.

The first step is to design a Directed Response Folio (DRF) Template that defines work requirements and associated methods of evaluation. Once the DRF Template is created, a DRF Program is made to distribute the template and define who participates and how work is performed.

Discussion Board:	A tool to facilitate online conversations and dialogue. Discussions can be linked to specific <i>programs</i> , to a group within the learning community, or to an entire <i>learning community</i> .
DRF Program:	This program allows for all the same features as <i>Collaborative Programs</i> (see <i>Collaborative Programs for description</i>), plus it adds an <i>assessment management system</i> in the form of a <i>Directed Response Folio (DRF)</i> to structure tasks and track and evaluate the progress and performance of <i>authors</i> in the <i>program</i> (students). This type of program also introduces the <i>evaluator</i> role and makes the <i>reviewer</i> role optional.
DRF Templates:	In order to assign authors to a <i>Directed Response Folio (DRF)</i> , a <i>TS Coordinator</i> must build a DRF template that outlines the tasks or requirements to which authors will respond. This DRF template is built using the DRF template builder, which is part of the <i>TS Coordinator</i> tool set. As the DRF template is designed, the coordinator determines the outline or structure for the <i>DRF</i> , adds directions for the <i>author</i> , identifies where evaluation will occur, and links the corresponding assessment tool for each area to be evaluated. To assign a DRF template to authors, the <i>TS Coordinator</i> links the DRF template to the <i>DRF program</i> in which all applicable <i>authors</i> , <i>evaluators</i> , and <i>reviewers</i> are enrolled.
Evaluator:	Provides evaluation of work submitted by an <i>author</i> through a <i>DRF program</i> . Evaluators differ from reviewers in that they have a formal evaluation role (versus a commenting only role). See reviewer role for more information on reviewers.
Folio:	Also referred to as Web Folio. Folios are collections of electronic <i>artifacts</i> that are gathered, organized, and presented via the web. While the word portfolio has come to mean many different things to different people, TaskStream provides three types of Folio tools: 1) the <i>Resource Folio</i> ; 2) the <i>Presentation Portfolio</i> ; and 3) the <i>Directed Response Folio (DRF)</i> .
Folio and Web Page Templates:	Templates are customized formats for building <i>Web Folios</i> and <i>Web Pages</i> . <i>TS Coordinators</i> can create templates and share these templates with <i>authors</i> in their <i>learning community</i> . The advantage of sharing a template is that you can assign a specific format for a <i>web folio</i> or <i>web page</i> requirement, bringing consistency to the <i>web folios</i> and <i>web pages</i> that are created.
Form & Survey Builder:	A <i>TS Coordinator</i> tool that facilitates the creation of online forms and surveys that can be distributed through the <i>Directed Response Folio (DRF)</i> or as a <i>standalone form or survey sent via email</i> .
Instructional Design Tools	See Teaching Productivity ToolPack.

Key Code:	A code that allows individuals to self-register into TaskStream. Please contact Mentoring Services if you wish to enable key-code registration.
Learning Community:	Each TaskStream ‘client’ is its own learning community. Sometimes the learning community is a school, a school district, a state, a college, or a university. It can also be a consortium or a specific multi-state project or initiative. The formal name for a learning community in TaskStream is an <i>OA</i> , or <i>Organizational Area</i> .
Lesson Builder:	TaskStream’s lesson building tool. The Lesson Builder links to the <i>Standards Wizard</i> , making it easy to tie in local, state, or national standards. It also makes it easy to upload curricular resources (handouts, tests, etc.) and link to web sites and TaskStream-created rubrics built in the <i>Rubric Wizard</i> . Individual <i>learning communities</i> can work with TaskStream’s <i>Mentoring Services</i> to customize their own lesson formats to ensure that teachers in the <i>learning community</i> will be able to write lessons in the locally preferred style.
Mentoring Services:	TaskStream’s support desk. They can be reached via email at help@taskstream.com or through the toll-free number 800-311-5656.
Message Center:	TaskStream’s internal email system. While this is a closed system, there is a preference to send a copy of the TaskStream message to a specified external email address.
Mybrary	Your personal resource library. This contains access to all of the work you’ve done in TaskStream (<i>web folios</i> , <i>web pages</i> , <i>lessons</i> , <i>units</i> , <i>rubrics</i>) as well as all of the resource collections (<i>web folios</i> and <i>web pages</i>) shared by <i>TS Coordinators</i> in your <i>learning community</i> .
OA / Organizational Area:	See Learning Community.
Pack-it-Up:	Pack-It-Up enables you to create packages of lessons, units, folios, web pages, or DRFs created in TaskStream. These packages can be downloaded and viewed on your computer. Viewing work in a package does not require you to be logged into TaskStream.
Performance Report:	A report that <i>TS Coordinators</i> can generate to determine how authors are performing in a <i>DRF program</i> .
Presentation Portfolio:	The Presentation Portfolio is a showcase or best practice work portfolio. It is the closest model to the traditional idea of a portfolio. The Presentation Portfolio, which ends up as a multi-page web site, can be emailed (either internally, through the TaskStream <i>Message Center</i> , or externally, to a designated email address), shared with a <i>reviewer</i> through a <i>program</i> , or published to the web with a unique URL. The Presentation Portfolio works identically to the <i>Web Page Builder</i> , but it provides the author with access to different types of <i>templates</i> .

Program Activity Report:	A report that <i>TS Coordinators</i> can generate for a <i>DRF program</i> to determine how <i>authors</i> are progressing through a program.
Program Self-Enrollment Code:	A code <i>authors</i> use to self-enroll into a DRF <i>program</i> .
Programs:	A grouping together of authors, reviewers, and/or evaluators for sharing portfolios and other work and getting feedback and/or evaluation. A program in TaskStream could be synonymous with traditional programs or courses (e.g., elementary education certification program, or psychology 101), or it can specify a unique grouping (e.g., middle school social studies teachers). There are two types of programs: a <i>Collaborative Program</i> (with only <i>authors</i> and <i>reviewers</i>) and a <i>DRF program</i> (with <i>authors</i> , <i>reviewers</i> (optional), and <i>evaluators</i>).
Requirement:	A defined area within a DRF where <i>authors</i> submit work. The requirement can be a task, an assignment, or a specified collection of <i>artifacts</i> . <i>Directed Response Folios (DRFs)</i> can be evaluated at the requirement level or at the <i>category</i> level.
Resource Folio:	The Resource Folio is TaskStream's working portfolio or digital archive system. Used more for organizational rather than presentational purposes, the Resource Folio makes it easy to upload all of an author's work and/or <i>artifacts</i> for later reference, organizing them into online folders. The Resource Folio can be emailed (either internally, through the TaskStream <i>Message Center</i> , or externally, to a designated email address), shared with a <i>reviewer</i> through a <i>program</i> , or published to the web with a unique URL.
Resources:	This area of the site contains the <i>Cybrary</i> , the <i>Mybrary</i> , file management, and the ability to <i>pack-it-up</i> .
Reviewer:	Reviewers can comment on work shared by <i>authors</i> in either a <i>collaborative program</i> or a <i>DRF program</i> .. Authors can share folios, web pages, lessons or units for review. Typically reviewers provide formative assessment or feedback . Reviewers differ from evaluators in that they do NOT have a formal evaluation role. See evaluator role for more information on evaluators.
Rubric:	A rubric is an explicit set of criteria used for assessing a particular type of work or performance. A rubric usually includes levels of potential achievement for each criterion. Levels of achievement are often given numerical scores. A summary score for the work being assessed may be produced by adding the scores for each criterion. The rubric may also include space for the <i>evaluator</i> to describe the reasons for each judgment or to make suggestions for the author.
Rubric Wizard:	The Rubric Wizard facilitates the creation of <i>rubrics</i> . Individuals can build their own rubrics from scratch, or import rubric criteria from sample rubrics provided by TaskStream and/or the <i>learning community</i> . Rubrics can be printed, emailed, linked to a <i>lesson</i> or <i>unit</i> plan, or used as an evaluation method with a DRF program.
Standards Manager:	TaskStream's Standards Manager contains a comprehensive database of public domain international, national, and state standards. In addition, TaskStream will include local standards at the request of a <i>learning community</i> . The Standards

Manager is used to customize, streamline, and manage the process of planning and implementing standards-based teaching and learning. This includes the ability to: create **Target Sets**; generate reports that summarize standards addressed, and/or compares standards aligned to a **target set**.

Target Sets:	A target set is an individualized subset of standards, tailored by an individual or group of individuals to include only the standards and benchmarks they need to address.
Teaching Productivity Tool Pack	These tools include the Lesson Builder, Unit Builder, and Rubric Wizard. This tool pack can be enabled or disabled for students using TaskStream.
Templates:	See also Folio and Web Page Templates and DRF templates .
Tool Packs:	A grouping of tools in TaskStream. These include the Basic Tool Pack (Folios & Web Pages, Communications, and Resources) and the Teaching Productivity Tool Pack (Lesson Builder, Unit Builder, Rubric Wizard, and Standards).
TS Coordinator:	This is the level of access in the TaskStream site that provides administrative privileges and access to a set of tools for setting-up new programs , disseminating resources to participants, designing customized templates for folios and web pages ; and managing communications by setting up discussion board threads and posting announcements. There are two types of TS Coordinators: a site coordinator and a group coordinator. A group coordinator has the ability to administer resources, content, templates, and communications as well as generate reports within programs that they manage. A site coordinator has all of these abilities, plus the ability to manage all of the above for their entire administrative domain.
TS Instant Messenger:	A live chat tool in TaskStream that makes it easy to see who is online from your learning community and enter into a back and forth synchronous exchange with that person.
Unit Builder:	TaskStream's unit building tool. Units are collections of lessons grouped around a theme or time frame. The Unit Builder links to the Standards Wizard , making it easy to tie in local, state, or national standards. It also makes it easy to upload curricular resources (handouts, tests, etc.) and link to web sites and TaskStream-created lessons built in the Lesson Builder as well as rubrics built in the Rubric Wizard . Individual learning communities can work with TaskStream's Mentoring Services to customize their own unit formats to ensure that teachers in the learning community will be able to write unit plans in the locally preferred style.
Web Folio / Web Page Templates:	TS Coordinators can design a format, or structure, for Web Folio and Web Pages by creating a template and sharing it with authors in their learning community . DRF templates are created and shared in a unique way (see DRF Templates), but Resource Folios , Presentation Portfolios , and Web Pages are all done in the same manner by converting a web folio or web page into a template and then sharing it through the TS Coordinator tool set. Authors have access to these shared templates when they are in step one of creating a web folio or web page . Selecting this template will automatically provide them

with the established structure.

Web Folio:

See Folio.

Web Pages

Web pages, created in the Folio & Web Page Builder contains content that you would like to publish to the web, email either internally, through the TaskStream *Message Center*, or externally, to a designated email address, share with a **reviewer** or **evaluator** through a DRF or Collaborative *program*.