

Connie L. Lurie College of Education

Taskstream Faculty Guide

HELP WITH YOUR SJSU EMAIL ACCOUNT

1. To activate or reset your SJSU email account, please go to the following web site (you will have to know your SJSU nine-digit ID number): <http://its.sjsu.edu/resources/faculty-staff-email/>

LOGGING ON TO TASKSTREAM

1. THE FIRST TIME—you will receive a welcome email with a link to Taskstream.
2. You will be setting your own **password** after you click on the link in your welcome email.
3. Your **username** is your SJSU email account.
4. From now on you can access Taskstream via www.taskstream.com and Canvas.

CANVAS

1. Taskstream is now able to be integrated with Canvas for log on purposes.
2. **Create a Module** and name it, Taskstream. **Add Module.**
3. Click on the dropdown menu and choose **Add Content.**
4. Add, choose **External Tool.**
5. Click on Taskstream.
6. Click **Add Item.**

DEFINITION OF TERMS

1. DRF: Directed Response Folio (your department)
2. AUTHOR: student
3. EVALUATOR: course instructor

EVALUATING WORK

1. Click on the name of the DRF program for which you want to evaluate work.
2. You are navigated to a **Search** area. You can search for an individual author or search for work in specific DRF categories (where you can further choose to view all individuals in that DRF or only those awaiting evaluation).
3. Once you have made your selections, click the **Continue** button. You are navigated to an evaluation grid that will display the name(s) of the author(s) you selected.
4. The evaluation grid lists the requirements in this DRF. For each selected author, the work status is displayed for each related submission. When work is awaiting evaluation, you can click an **Evaluate** button.
5. You are navigated to the specific evaluation area for that author's work for this requirement. Work is presented on the **View Work** tab.
6. Once you are ready to evaluate the work submission click the green **Evaluate/Score Work** button. A pair of side-by-side pop-up windows opens, one with the work submission and the second with the evaluation method.
7. Please note that **not** all courses will have author submissions. Confer with your Assessment Team member for details.

ASSISTANCE FROM LCOE

1. Access the following web page for links and information: <http://www.sjsu.edu/education/taskstream/>
2. Schedule an individual or small group session with Dr. Sandra J. Zampino by contacting her at sandra.zampino@sjsu.edu or at (408) 924-3615.
3. If there are issues with your class roster on Taskstream, please contact Sarah Arreola: sarah.arreola@sjsu.edu

ASSISTANCE FROM TASKSTREAM

1. Contact Mentoring Services at 1 (800) 311-5656 or at help@taskstream.com
2. Use the help link at the top of the Taskstream screen
 - a. Browse by topic area
 - b. Download a guide
 - c. Register for a Mentoring Services WebCast