The Taskstream Homepage

taskstream

71 WEST 23RD STREET, NEW YORK, NY 10010 · T 1.800.311.5656 · e help@taskstream.com

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ABOUT THE HOME PAGE

Your home page provides access to all the tools and information you need to use Taskstream. Looking at the home page, you will notice that it is divided into three main sections:

What you'll find at the top of your home page

The top of the page contains navigation and account-related links.

Wherever you go in Taskstream, these links remain visible at the top of your screen.

- The very top of the page displays your User Name, as well as the name of the learning community in which you are enrolled (often referred to as an "Organizational Area"). Links provide access to My Account, the Taskstream Instant Messenger and the online Help system, as well logging out of Taskstream.
- The top navigation bar includes links you will use to navigate to various tools in Taskstream. When you click on one of these links, you are navigated to a home page for the related group of tools.

In addition, you may find a Home Page Message at the top of the page. The top of your home page may display a concise message with important information that is relevant to you. This message is created and edited by your organization's Taskstream System Administrator, to facilitate inter-organizational communication.

For more frequent announcements, Coordinators may use the Announcements feature. This feature allows the TS Coordinator to post announcements to everyone or to specific groups of people in your organization. Upon login, the members of the selected group(s) receive the message on their home page. You may occasionally notice announcements from Taskstream, such as a message calling your attention to recently-released new or enhanced features.

Announcements display at the top of the right-hand panel of your home page.

What you'll find in the main section of your home page

The main section of the home page displays all the Programs in which you are enrolled. If you are enrolled in Programs with more than one (1) role, the system displays a tab for each role: ***Author***[1], ***Reviewer***[2], ***Evaluator***[3] and/or ***Evaluation Manager***[4].

Each role performs different functions within a Program. Click on a tab to view the Programs for which you are enrolled in that particular role.

1An 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.

2Reviewers can comment on work shared by authors in either a collaborative program or a DRF program. 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"

3Provides evaluation of work submitted by an author through a DRF program. Evaluators differ from reviewers in that they have a formal evaluation role (versus a commenting-only role). See "Reviewer"

4Responsible for management of various aspects of DRF evaluations. When multiple evaluations are required, the Evaluation manager performs the reconciliation process.

For more information, the online Help includes chapters related to each specific role.

Taskstream also provides downloadable QuickStart Guides to get you started. To access guides for Authors, Reviewers and Evaluators, click the Help point ( ) in the account information bar at the top of your Taskstream page, then select the **Downloadable Guides** link

Use the button to toggle between tile and list views of Programs.

The tile view presents each program in a separate tile that contains the program name. The top of the tile references the program type (e.g. DRF, TPA, PACT or Collaborative). The icon in the tile might contain a custom image selected for this program by the Coordinator.

Depending on your role in this program, the tile may also include a program description, other information and/or task links.

The list view is a list of program names. Each name is a link to role-related tasks and information for this program. Different types of programs (e.g. DRF, TPA, PACT and Collaborative) are organized in separate columns.

If you have multiple role tabs, note that your choice of view (tile or list) is applied to all of them.

You can **Customize Display** to hide programs or to show programs you have previously hidden. Use this feature to hide programs you no longer need and declutter your home page.

The **Self-enrollment code** option at the bottom of the (scrolling) page enables you to enroll yourself into a Program in the role of Author or student. In order to self-enroll, you must have been provided with a program code by your instructor or organization.

You CANNOT self-enroll into a Program as a Reviewer or Evaluator. These roles can only be assigned when you are enrolled by a Program Manager.

What you'll find on the right side of your home page

A panel on the right side of your home page provides quick access to Taskstream work and some informational material.

If you are affiliated with multiple organizations, the top of this panel displays the option to **Change Organization** (OA). This option enables you to change the display of the organizational area (OA) and the Programs associated with the OA.

1. Select an OA from the pull-down list.
2. Click **Go**. The body of the home page refreshes to display the DRF/TPA/PACT Programs associated with the selected OA.

Search for Items

Use the **Search for Items** feature to search for Taskstream work by name and type.

1. In the field provided, enter all or part of the item name.

2. Select an item type from the pull-down menu. Available items will vary based on your role.

   Item types may include *some or all* of the following:

   - DRF work (Author)
   - Folios and Web pages
   - Uploaded files
   - Videos
   - Lessons, Units, and Rubrics (if you have chosen to enable this tool pack in My Account)

   And, if you are a TS Coordinator:

   - DRF Templates
   - Programs (DRF/TPA/PACT/Collaborative)
   - Forms
   - Surveys
   - Reports

3. Click **Go**. A *Search Results* list displays any items matching your search criteria. The selection of the item type dictates whether you are able to View, Edit, or Delete these items.

4. *(Optional)* Click **View** *OR* the name of the item. A Print Preview pop-up window opens to reveal the item detail.

5. *(Optional)* Click **Edit** to exit the home page and navigate to the edit page of the item in question.

6. *(Optional)* Click **Delete**. The system displays a prompt to advise you about the deletion. It provides the option to cancel out of the action.

My Links

The **My Links** section enables you to can customize your home page to provide quick access to the features you use most.

By default, *My Links* contains hotlinks to Taskstream Messages and Announcements. f there are new messages awaiting review, a **new items** message displays. If you are participating in course-related field placement activities (such as student teaching, internship, practica, etc.), this area *automatically* (if enabled by your program coordinator) includes additional link(s) for access to related real-time information.

You cannot remove access to the Message Center, Announcements or Field Placement Summaries.

To create links to other frequently used tools

1. Click **Manage**.

2. Select the appropriate checkboxes to indicate the tools you want to include.

3. Click **Apply Changes** to save these settings. The selected tools appear on your home page.

4. *(Optional)* To quit the action, click **Cancel**.

My Folders

The **My Folders** section provides links to recently edited items, recently deleted items, and custom folders. These items are accessible via the Mybrary, a centralized collection of all your Taskstream work. From your home page, you can choose to create folders in the Mybrary or manage existing ones. If you click on any folder name (link) in the *My Folders* section, you navigate directly to that folder in the Mybrary.

Once you navigate to the Mybrary page, you can create, manage or delete custom folders. You can also access the Mybrary via the Resources link in the top navigation bar.

Create a Folder

1. When you click the **Create a New Folder** link from the right panel of your Taskstream home page, you are navigated to the *Mybrary>Create Folder* page.
2. Enter a **Folder Name**. *maximum of 80 characters.*
3. Click **Create New Folder**.
4. *(Optional)* To quit the action, click **Cancel**.

Manage Contents or Delete Folder

When you click the **Manage** link in the My Folders section of the right panel of your Taskstream home page, you are navigated to the Mybrary. Various types of items can appear in the Mybrary: uploaded files and videos, lessons, units, rubrics, presentation folios, resource folios, web pages, and DRF Program work.

From the Mybrary, you can manage the contents of your folders and delete folders you no longer need.

For more information on the management of custom folders, please visit the Mybrary section of Help.

Customize the Programs Display

By default, your home page displays a list of all the Programs into which you are enrolled.

To help declutter your home page and regain valuable real estate, customize your list by hiding older programs you no longer need to access. You can use this same feature to show "hidden" programs again, should you need to use them in the future.

When you choose to hide a program, the decision impacts every role you might be assigned for that program:

- Hidden programs no longer appear on home page lists.
- All Evaluation and Evaluation Management shortcuts ignore hidden programs.
- Work submitted for evaluation, evaluations awaiting release, work requiring outside evaluation and work requiring reconciliation are NOT available once the Program is hidden.

To customize the display of Programs on your home page

1. Click the **Customize Display** button that appears to the right side of the list of programs on the home page.
2. You are navigated to a list of programs in which you are enrolled. The *Display* column indicates any Programs that are currently Hidden.

3. Click the **Hide** button to hide a Program that is currently visible.
   a. You are prompted to confirm (by clicking the **OK** button) that you want to continue the action.
4. Click the **Show** button to reveal a Program that is currently Hidden.
5. Click the **Home** button to return to the home page. Your Program list immediately reflects your changes.

About Programs

After you've logged into Taskstream, the main section of your home page displays every TPA, PACT or ***DRF Program***[5] and/or ***Collaborative Program***[6] in which you are enrolled.

In most cases, authors will see only one *Programs* page. However, if your organization has assigned you multiple roles in a single program, or if your roles vary from program to program, the system displays a tab for each role. Each role (Author, Reviewer, Evaluator and Evaluation Manager) performs different functions within the program and not all programs require all roles.

For example:

- An author who is participating in a Program that includes peer review may see a Reviewer tab as well as an Author tab.
- An instructor who serves as a Reviewer in one Program and an Evaluator in another will see separate tabs for each role, as will an instructor who provides both these roles in a single Program.

On each tab, programs may be displayed in a tile view or as a list. Use the button to toggle between these two views.

You can choose to hide or show programs on your home page through the use of the Customize Display button that appears at the top of the program section of the home page.

If your home page does not include a program or course in which you believe you are enrolled, contact your instructor/academic counselor/advisor, or the department at your school that administers this program/course.

If you have been given a self-enrollment code by your educational institution, you can also self-enroll into your Program as an Author.

From any role tab:

To access a particular Program, click the name

- The Program details load, including associated information and resources.
- Depending on the type of Program and your role, you will be able to either add related work (Authors) or access shared work for feedback and/or evaluation (Reviewers; Evaluators).

From the Author tab:

Programs that you have published are annotated with (and, when applicable, an associated password).

- Click **View Web Address** to open a pop-up window from which you can copy the published URL.

5This program allows for all the same features as Collaborative Programs (See Collaborative Programs for description), plus it adds an assessment management system in the form of a Directed Response Folio (DRF) to structure tasks and track and evaluate the progress and performance of authors in the program (students). This type of program also introduces the evaluator role and makes the reviewer role optional.

6A 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.

From the Evaluator or Evaluation Manager tab:

In the tile view, programs for which there is work awaiting your attention (e.g. submissions to evaluation, release or reconcile) display flagged messages informing you of this fact and links that enable you to navigate to the related work.

Self-Enrollment

If you have been provided with a self-enrollment code, you have the option to self-enroll into a Program in the Author role. Access to self-enrollment appears in a yellow advisory box at the bottom of your home page, beneath the display of programs in which you are currently enrolled.

You CANNOT self-enroll into a Program as a Reviewer or Evaluator. These roles can only be assigned when you are enrolled by a Program Manager.

1. Log into LAT
2. (*If necessary*) Scroll to the bottom of your home page.
3. Click the **Self-enrollment code** button. *If you are already enrolled in a number of programs, you may need to scroll to see this*.
4. In the field provided, type your Program code *(issued to you by your instructor, or organization, or both)*.
5. Click **Search**. The next page allows you to review the Program information that corresponds to the code that you entered.
6. To be enrolled in the Program, click **Enroll**. You can now begin to add work to any DRF Program in which you are enrolled.
7. *(Optional)* If you do not want to be enrolled in the Program at this time, click **Do Not Enroll**.

If you enroll yourself into an inactive Program, the Program does not show up in your My Programs area until the Program Manager activates the Program. If you do not have a self-enrollment code, contact your Instructor or the Program manager.