

Connie L. Lurie College of Education

Taskstream PACT Student Guide

The Connie L. Lurie College of Education is utilizing Taskstream as the assessment tool for the Performance Assessment for California Teachers (PACT) teaching events. You will be required to submit your PACT teaching event artifacts and commentaries via Taskstream.

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/student-email/index.html>

LOGGING ON TO TASKSTREAM

1. FOR THE FIRST TIME--you will receive a welcome email with a link directly to Taskstream. Click on it.
2. You will be prompted to set your own **password**.
3. Your **username** is the preferred email account listed in MySJSU. Please check MySJSU (my.sjsu.edu) to confirm what that email is.
4. ONCE YOU HAVE YOUR ACCOUNT ACTIVATED AND PASSWORD SET UP--you may connect to Taskstream via your Canvas account (*if your instructor is using Canvas*) OR by logging in directly to www.taskstream.com

CANVAS

1. IF A COURSE INSTRUCTOR IS USING CANVAS--you may go to Modules and click on Taskstream. Since you are logged in to Canvas, you do not have to log in to Taskstream. Your Taskstream account will open in a Canvas page.

DEFINITION OF TERMS

1. DRF: Directed Response Folio (the PACT Teaching Event you are submitting work for)
2. AUTHOR: student
3. EVALUATOR: PACT scorer

SUBMITTING WORK

1. Click on the name of the DRF program for which you want to submit work. You will see the structure of your DRF across the top of the screen.
2. Click on each menu item/requirement. You can view the directions for the requirement by clicking on **Directions**.
3. If you need to complete a form, click the **Complete Form** button
4. When you are ready to add work, click the button from the bottom *Add* toolbar that corresponds with the type of content you wish to add. You can choose to add Attachments, Video, and/or Web links.
5. Select the type of file you wish to add. Name the file and click the **Add File** button when finished.
6. Click **Save and Return** to go back to the main program work area.

ASSISTANCE FROM LURIE COLLEGE OF EDUCATION

1. Access the following web page for links and information: <http://www.sjsu.edu/education/taskstream/>
2. Technical Support: Monday-Thursday, 1:00-5:00pm in Sweeney Hall 446

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