

Connie L. Lurie College of Education

Taskstream Student Guide

The Connie L. Lurie College of Education is utilizing Taskstream as an assessment tool to improve teaching and learning. You **may** be required to upload an assignment to Taskstream for a specific course(s), in addition to submitting it to your instructor. Please note that not all of your courses require you to submit an assignment via Taskstream. **Check with your instructor.**

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): [jwr <llku0iluwQf wluqtxlegulgo cknlpf gzQ vo n](http://www.sjsu.edu/it/helpdesk/faq/faq_email.htm)

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 YOUR 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 department you are enrolled in)
2. AUTHOR: student
3. EVALUATOR: course instructor

SUBMITTING WORK

1. Please note that **not** all of your courses require you to submit an assignment. **Check with your instructor.**
2. Click on the name of the DRF program for which you want to submit work.
3. Find the appropriate course in the structure section and click the desired requirement. ***You must know the four-letter course subject and the three-number course number (e.g., ABCD 123).*** The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on **Directions**.
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.
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/>

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