

TaskStream QuickFacts Handout - Students

Motto: "TaskStream is not hard, just new."

Detailed CEAP TaskStream Information and policies:

<http://www.wcu.edu/3112.asp>

Introduction to TaskStream

TaskStream is an on-line portfolio system. You are required to enter information for certain portfolios developed for your program in teacher education. You can also use TaskStream to create your own portfolios on the web, lesson plans, and more.

Subscribing to TaskStream (do only once)

1. Go to this website: <http://www.taskstream.com>
2. Click on "Subscribe/Renew" in the purple box on the left of the page
3. Select the circle beside "**Create** a new TaskStream Subscription"
4. Under "Option 1" click "Continue"
5. Select the circle beside "I am participating in a **COLLEGE/UNIVERSITY** program that requires TaskStream (student, faculty, etc.)" Click the yellow "Continue" button.
6. Select the state, institution (College/University) and institution (Western Carolina University) from the drop down menus, and click "Continue"
7. Select "College of Education" from the drop-down menu. Wait a moment and select "Students" as your group. Select how much time you wish to purchase now on your TaskStream account (you can renew for more time later). Enter your name and other information. Your Banner Student ID is your 92#. You may select your own userid – the system will inform you if it is already in use. We recommend you select "Yes" to add the Teaching Productivity Tool Pack for free. Carefully fill out the demographics questionnaire to tell us what program you're in. Note that undergraduates should NOT check the items that state "Teacher Certification" under Major. For example, if you are a Middle Grades student, select item #10, not #33.
8. Finally, read the end-user licence agreement and select the box to indicate you have done so. Click "Continue."
9. If there are any problems (e.g., your userid is already in use) you will be given the opportunity to change them.
10. You will be given a chance to confirm your entries. If everything is correct, click "Continue"
11. You can add additional storage on the TaskStream server for an extra fee. You should not need it with our current portfolio requirements at WCU. Make your selection if you wish and click "Continue"
12. You will now be asked for your credit card information. Enter it and click "Continue"
13. Done! You will see a confirmation screen.

Log in to Task Stream

1. Go to this website: <http://www.taskstream.com>
2. Enter your username and password in the Username and Password boxes on the left side of the page.
3. You're in!

Program Enrollment

If you correctly subscribe, you will be automatically enrolled in the portfolios for which you need to submit work. If you are not, contact Dr. Lee Nickles.

What Now?

This website has instructions for the various assignments you must complete in TaskStream:

<http://www.wcu.edu/3112.asp>

I'm Stuck!

1. Don't Panic
2. Contact your course instructor to see if you can work out the issues.
3. If not, contact Dr. Lee Nickles by phone or e-mail (see below).
4. You can contact TaskStream directly by phone or e-mail if you are having trouble with their site, especially if you have trouble logging in (e.g., if you forget your password).

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TaskStream help:

Email: help@taskstream.com

Phone: 1-800-311-5656