

TaskStream Quick Guide for Authors

As part of the University of Idaho's, College of Education, Health and Human Sciences, state and national accreditation process, this course requires the use of TaskStream. TaskStream is a web-based system used to capture and connect University data while supporting student success, with a holistic view of student performance and progress toward core requirements. Purchasing a TaskStream keycode to activate an account is no longer required for students. Please follow the directions below to gain access to your TaskStream account:

If you have an active TaskStream account:

- Go to <https://login.taskstream.com/signon> and enter your previous username and password to login.
- Once logged into your active TaskStream account, you will need to self-enroll in your courses. All self-enrollment codes are course specific and can be found at: <https://www.uidaho.edu/ed/resources/taskstream> in the table under general support. Self-enrollment code(s) can then be entered into the "Enter Code" section of the TaskStream Welcome screen.
- You will then be able to view your current courses and signature assignments in TaskStream, to submit your work.

If you are new to TaskStream or your TaskStream account has expired:

- Email taskstream@uidaho.edu to request TaskStream account activation. Please provide the following information in this account activation request:
 - First and Last Name
 - Vandal Email Address
 - Vnumber
 - List of courses you are currently enrolled in that require the use of TaskStream.
- Once your TaskStream account has been activated, the University of Idaho TaskStream Support Team will send you further directions to access your account.

All other general TaskStream support can be found at:

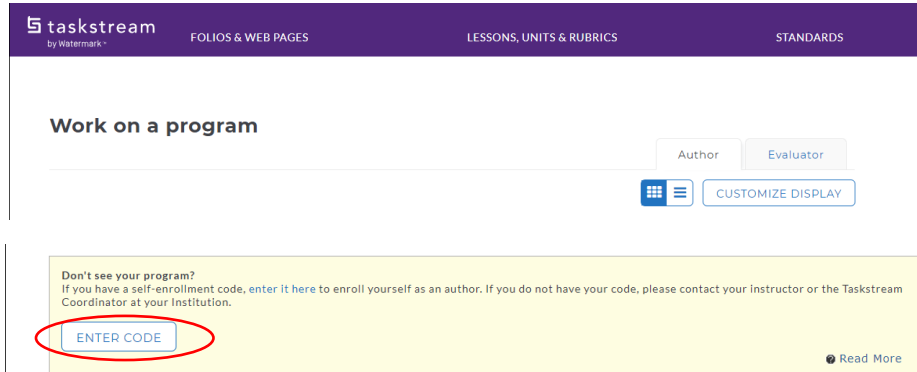
<https://www.uidaho.edu/ed/resources/taskstream>, and any other questions can be directed to taskstream@uidaho.edu.

TaskStream Author View

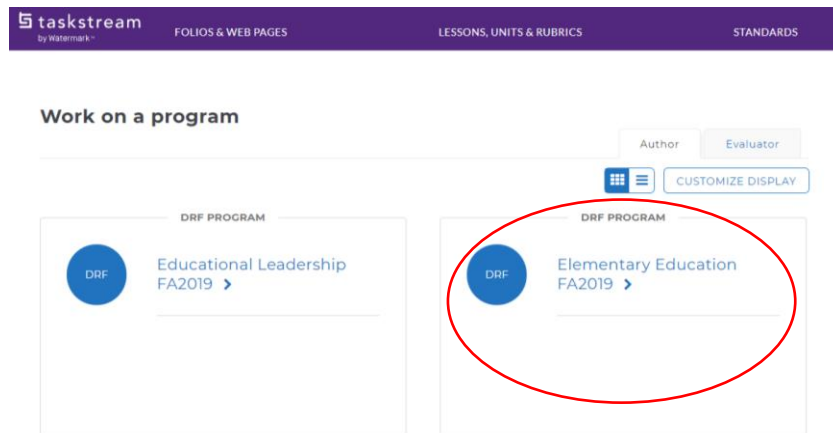
- Once logged into your TaskStream account, you will need to Self-Enroll in your current courses by selecting “Enter Code”.

All Self-Enrolment codes can be found at:

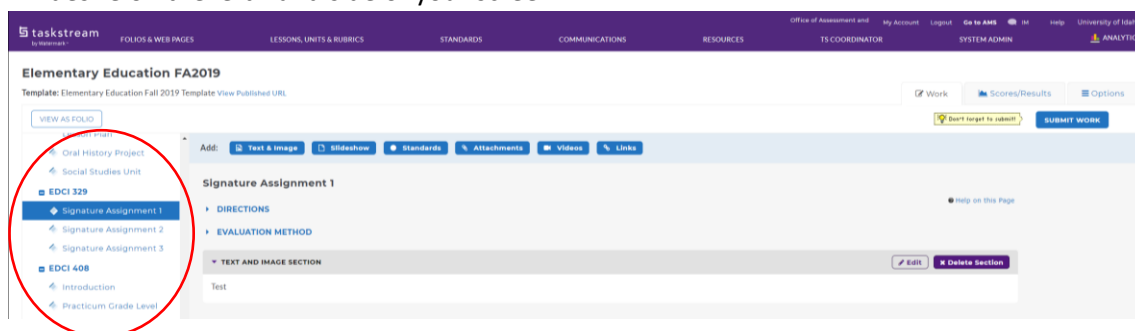
<https://www.uidaho.edu/ed/resources/taskstream> in the table under general support.



- Once you have self-enrolled in your current semester courses, select your desired DRF (Direct Response Folio) or TPA (Teaching Performance Assessment) program.

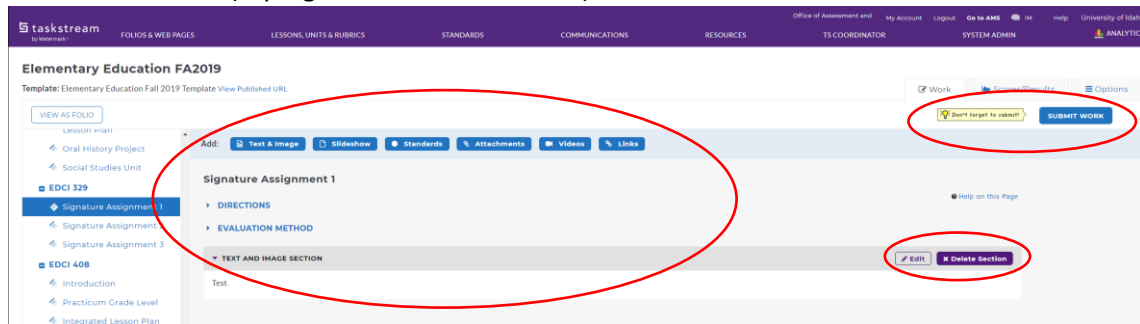


- Once in your desired DRF or TPA program, select the course and Signature Assignment you desire on the left-hand side of your screen.

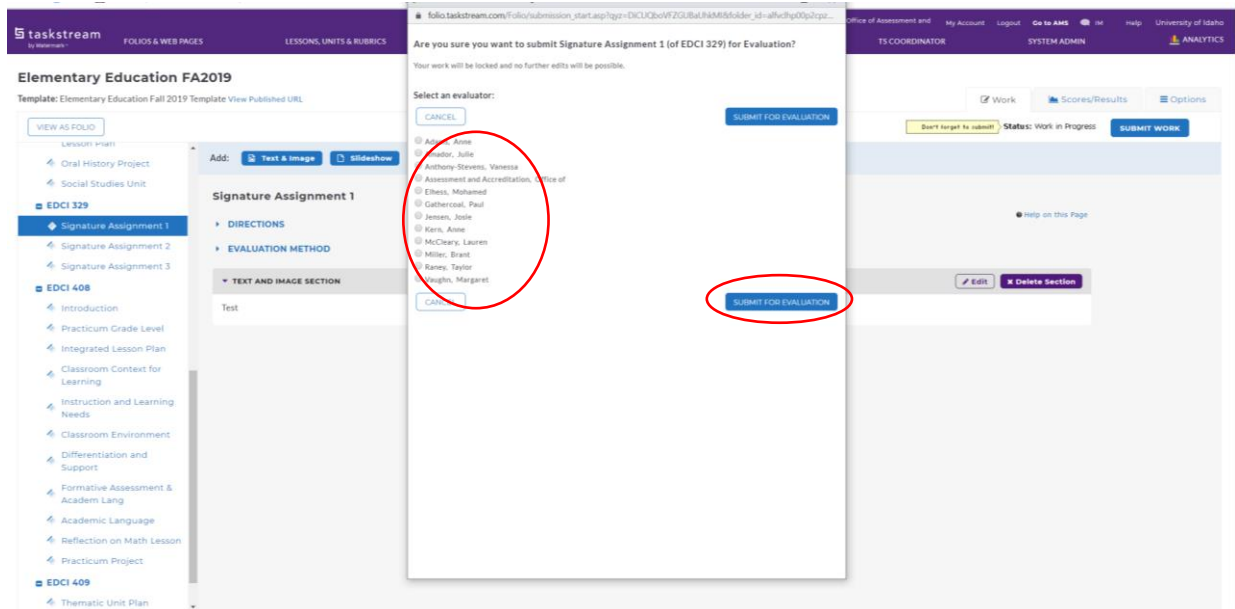


TaskStream Author View

- Once you have selected your course Signature Assignment you will be able to view the Signature Assignment instructions, attachments, and standards-based rubric.
 - Select “Directions” to view the Signature Assignment instructions.
 - Select “Evaluation Method” to view the Signature Assignment rubric.
 - Select an “Add” option to attach your submission artifacts.
 - You can begin work and leave TaskStream at any time.
 - When you return to complete work, select “Edit” (bottom right-hand side of screen).
 - When you are ready to submit your Signature Assignment for evaluation, select “Submit Work” (top right-hand side of screen).



- Once you have selected to “Submit Work”, you will see a pop-up that requires you to select your current course instructor or Teaching Assistant, who will be evaluating your Signature Assignment. Make the appropriate selection and select “Submit for Evaluation”.



- This will then prompt a pop-up for a confirmation of submitted work and you will be able to exit TaskStream with confidence your Signature Assignment has been submitted successfully.
 - If you would like to view the status of your submitted work in the evaluation process, select the “Scores/Results” tab along the top right-hand side of screen.