**STEPS FOR EFFECTIVELY USING TASK STREAM**

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**This is a “step by step” guide to using “Task Stream” to create accounts, submit TPA and other documentation.**

**CREATING YOUR ACCOUNT:**

1. Go to [**http://www.taskstream.com**](http://www.taskstream.com)
2. Below the login area, click the **Subscribe/Renew Today** link.
3. First time subscribers should choose **Create a New Task Stream** option
4. If you are purchasing by credit card, use **Option 1**.
5. In Step 2, you will need to provide information on your university
6. When completing the **Organizational Information** in **Step 3** you will need to identify your program of study from the drop down box prompting the **Department**.
7. In the **Subscription Information** section most candidates select the **1 yr. account ($42)**.
8. From time to time our University is required to present data to the state for accreditation purposes. Please allow us to use your work by accepting the terms that grant us **“Permission to Publish Candidate Work**.”
9. Upon first log in you will complete additional questions required by our University.
10. After accepting the end-user agreement, **Step 4** pertains to **Confirmation of Registration**. You must confirm all information before your account can be created! **Step 5** will prompt you to purchase **Additional Storage** which is optional and not needed. Your Task Stream account grants **500Mb** which is more than enough space for all the documents you will upload during the completion of your program. **Step 6**, **Billing Information**, enables you to pay your subscription using a credit card. **Step 7** will finalize the creation of your Task Stream account.
11. Please ensure that a valid email address has been entered so that Task Stream can send your Task Stream username and password to you. All email addresses are confidential and will not be made available to third parties.
12. You will need to create your account ASAP so that you begin completing the TPA from the Task Stream Website!!!!

Notes:

**ADDING ATTACHMENTS**

1. **Step 1:** Select the type of file you wish to add.
2. If you choose to add a file saved on your computer, select the *A file saved on your computer* option, click the Browse button to find the file you want to attach.
3. If you choose to add a previously uploaded file, select the *Attach a previously uploaded file* option, and then select the category of work and the specific work product where the file is attached.
4. If you choose to add work that you created in Task Stream, select the *An artifact created in Task Stream* option. You will then be able to select the type of work to be added (web page, web folio, etc.), and the specific work you would like to attach.
5. **Step 2:** Name the file.
6. **Step 3:** Add a description of the file, if applicable
7. **Step 4:** Select the checkbox if you would like to specify standards that this attachment addresses.
8. **Step 5:** Click the **Add File** button when finished.
9. **Step 6:** Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

Notes:

**CSUSB Taskstream Video Capturing and Conversion Notes(Created by Thinh)**

**Capturing**

Students are to capture 20 to 25 minutes of video on their classroom instruction time.

Students can capture their Taskstream video on any video format:

Options:

Flip Camera (or similar). **Flip Cameras can be checked out from CE-248 on weekdays.**

Iphone or Smartphone (as long as you can email the file)

Video Camcorder or Similar

 DV Camera (you can check one out from CE-248)

 Hi8 Camera (your personal Hi8 Camera)

 DVD Video Camera (your personal DVD Video Camera)

**Conversion and Uploading Assistance**

Taskstream accepts .mov, .mp4, .avi and .m4v file formats. File size has to be limited to 100 megabytes (100mb).

**CE Tech Services in CE-248 offer Digital Video Conversion and Uploading Services for a fee of $15.00.** We can convert any of your video types (Flip, Iphone, DV Camera, etc.) to the standard 100mb video file that Taskstream accepts for uploading.

**Uploading**

The conversion process typically takes 1 business day (Monday through Friday). After we convert your video type, we will assist you with the upload of your final and finished digital video file to Taskstream.

**(Hours, email, phone numbers)**

**Service Schedule**: Mondays through Thursday, (9:00am-6:00pm) Fridays (9:00am – 5:00pm)

**If you have any questions, concerns, or want to schedule an appointment one of the following technicians can help you:**

Thinh Ly, email tly@csusb.edu, phone 909-537-5624

Michael Ignacio, email mignacio@csusb.edu, phone 909-537-3538

**SUBMITTING TPA’S FOR EVALUATION**

1. Go to <http://www.taskstream.com> and log into Task Stream using your username and password.
2. To access your TPA work space, click the **task title** link associated with your TPA from the home page.
3. You will see the structure tree of your TPA program in the left structure section.
4. Find the Task Form link in the structure section and click its link. The content of the chosen task section will be displayed in the right content area.
5. You can click the “**Directions”** link to view the directions that have been specified.
6. When you are ready to respond to the task form, please click the “**Complete Form”** button.
7. The Form Editor will open. Proceed through the form by responding in typing or by selecting your response to each question.
8. **Remember that there are a maximum of 2000 words for each section. If you go beyond this, Task Stream will not accept this.**
9. Click the **Submit Category** button when you have completed the task.
10. Click the **Submit** button associated with the task you would like to submit.
11. Follow the instructions on the screen to submit your assignment. DO NOT include any comment to your Assessor.
12. **Remember that one you submit your TPA, you will not be able revise it.**

Notes:

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**TO VIEW YOUR HOLISTIC SCORE**

1. Click the **Scores/Results** tab at the top of the work area.
2. Under **Results**, you will see the whole number score given to you by your Assessor. Click the **View Report** button to see the date the assessment was completed.
3. If you received a 3 or 4, you have passed the TPA – Congratulations!!!!
4. If you receive a 1 or 2, it will be necessary for you to sign-up for the “Resubmission Course” in order for your TPA to be assessed again. The fee for this course is $175.
5. This 3-hour course will be offered on a Saturday during the 9th week. You will receive help and guidance with your rewrites from the TPA Coordinator and Lead Assessor.
6. Attendance will not be mandatory but will be encouraged.

Notes: