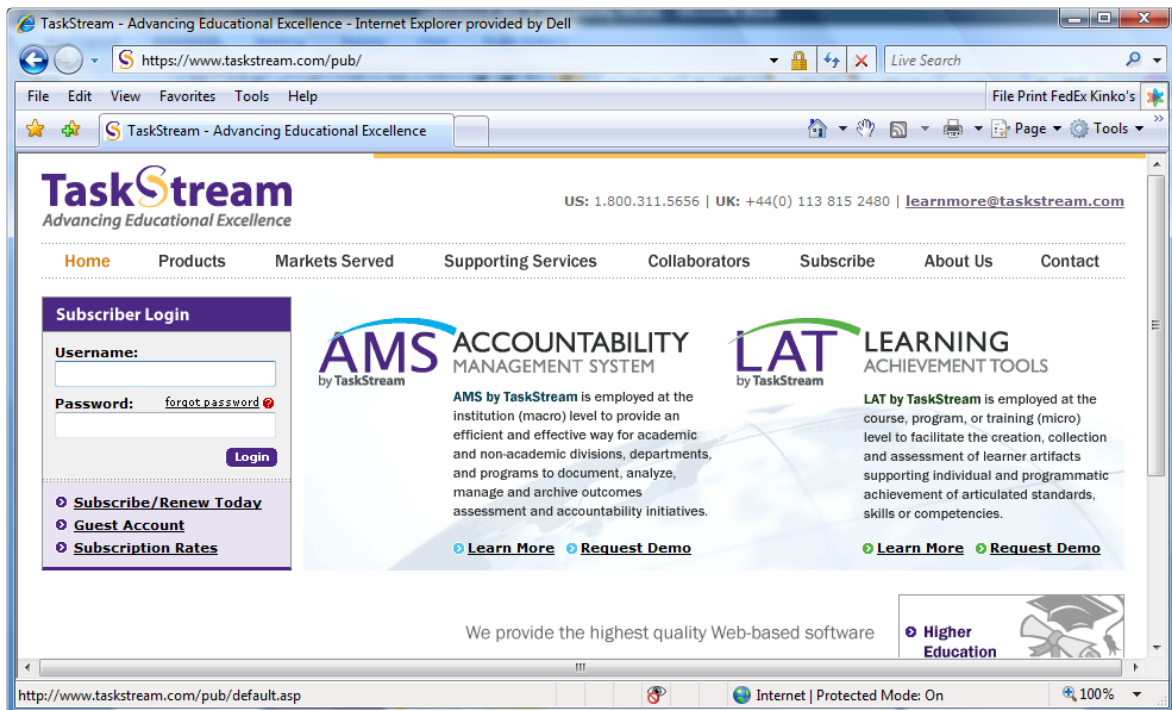


Uploading Work into Taskstream



NYIT School of Education

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AMS ACCOUNTABILITY MANAGEMENT SYSTEM
by TaskStream

AMS by TaskStream is employed at the institution (macro) level to provide an efficient and effective way for academic and non-academic divisions, departments, and programs to document, analyze, manage and archive outcomes assessment and accountability initiatives.




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LAT LEARNING ACHIEVEMENT TOOLS
by TaskStream

LAT by TaskStream is employed at the course, program, or training (micro) level to facilitate the creation, collection and assessment of learner artifacts supporting individual and programmatic achievement of articulated standards, skills or competencies.

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We provide the highest quality Web-based software and supporting services to efficiently plan and manage the **assessment** process, facilitate the demonstration of **learning achievement** and foster **continuous improvement** throughout the education network.

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Go to <http://www.taskstream.com> and log in. Enter your username and password. Then, click **Login**.

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[Author](#) [Reviewer](#) [Evaluator](#) [Evaluation Manager](#) [Customize Program List](#)

Work on a DRF Program
(Directed Response Folios)

- [FACULTY PRACTICE PORTFOLIO](#) 

[View Web Address](#)

Don't see your program?
If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please contact your instructor.

[Read More](#)

What's New in Version 7
[Tour the New Interface!](#)

My Links [Manage](#)

- [Messages](#)
- [Announcements](#)
- [Add a Link](#)

My Folders [Manage](#)

- [Recently Edited Items](#)
- [Recently Deleted Items](#)
- [Create a New Folder](#)

Mentoring Services
Contact Mentoring Services for help via phone at 1.800.311.5656 or by email at help@taskstream.com.

In addition, you may wish to browse our online help area.

- [Request Support](#)
- [View Online Documentation](#)
- [Attend a WebCast](#)

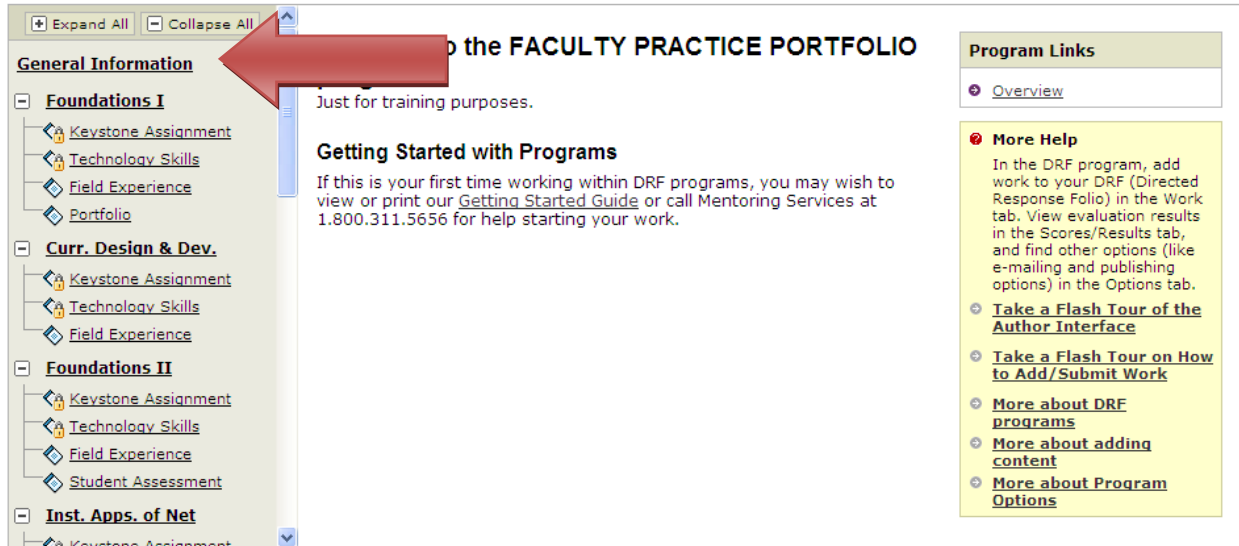
Click on the **Author** tab and select your program portfolio.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

[Work](#) [Comments](#) [Scores/Results](#) [Options](#)

Preview as Folio



Expand All Collapse All

General Information

- Foundations I
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- Curr. Design & Dev.
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 - Field Experience
- Foundations II
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- Inst. Apps. of Net
 - Keystone Assignment

Getting Started with Programs

Just for training purposes.

If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

Program Links

- Overview
- More Help
 - In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab, and find other options (like e-mailing and publishing options) in the Options tab.
 - Take a Flash Tour of the Author Interface
 - Take a Flash Tour on How to Add/Submit Work
 - More about DRF programs
 - More about adding content
 - More about Program Options

Find the course to which you want to submit work.

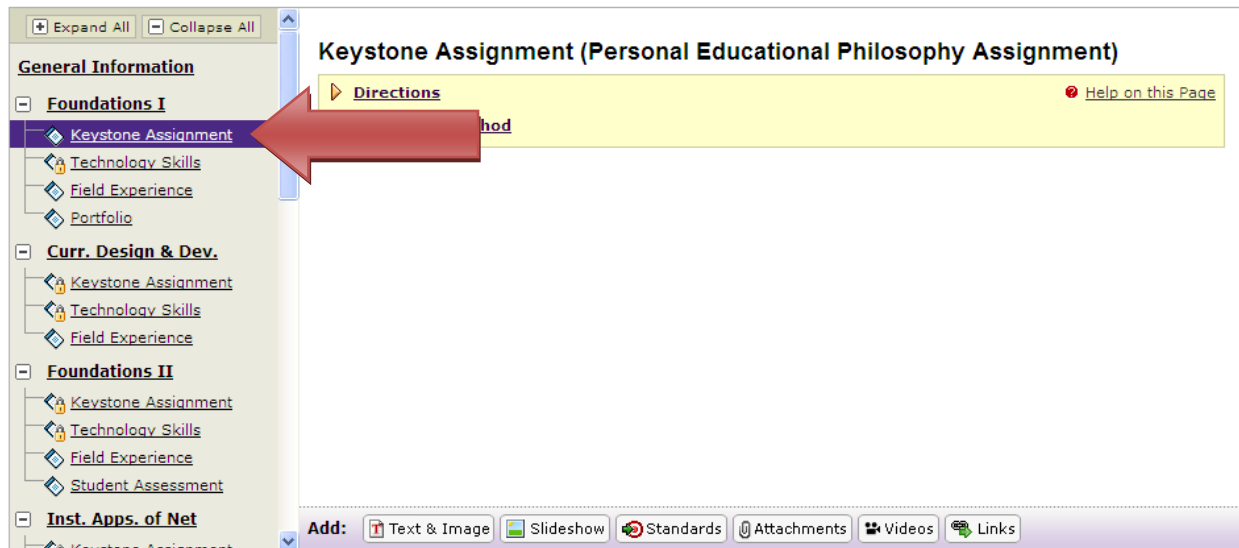
FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

[Work](#) [Comments](#) [Scores/Results](#) [Options](#)

Preview as Folio

Status: Needs Revision [Re-submit Requirement](#) [Request Comments](#)



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- Inst. Apps. of Net
 - Keystone Assignment

Keystone Assignment (Personal Educational Philosophy Assignment)

Directions [Help on this Page](#)

Add: [Text & Image](#) [Slideshow](#) [Standards](#) [Attachments](#) [Videos](#) [Links](#)

Select the Folder (Keystone Assignment, Field Experience, etc.) where you want to upload work.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

Work Comments Scores/Results Options

Preview as Folio

Status: Needs Revision

Re-submit Requirement

Request Comments

Expand All Collapse All

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Keystone Assignment (Personal Educational Philosophy Assignment)

Directions Help on this Page

Evaluation Method

Add: Text & Image Slideshow Standards Attachments Videos Links

You can check the **Directions** or view the **Evaluation Method** by clicking on the link.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

Work Comments Scores/Results Options

Preview as Folio

Status: Needs Revision

Re-submit Requirement

Request Comments

Expand All Collapse All

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 - Keystone Assignment

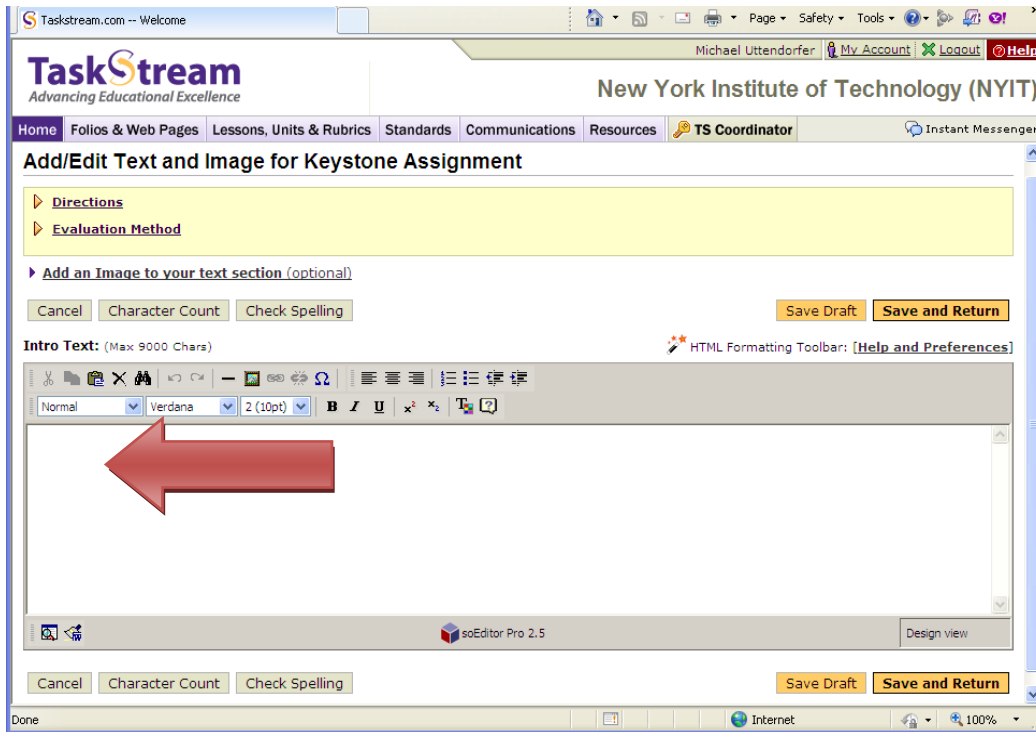
Keystone Assignment (Personal Educational Philosophy Assignment)

Directions Help on this Page

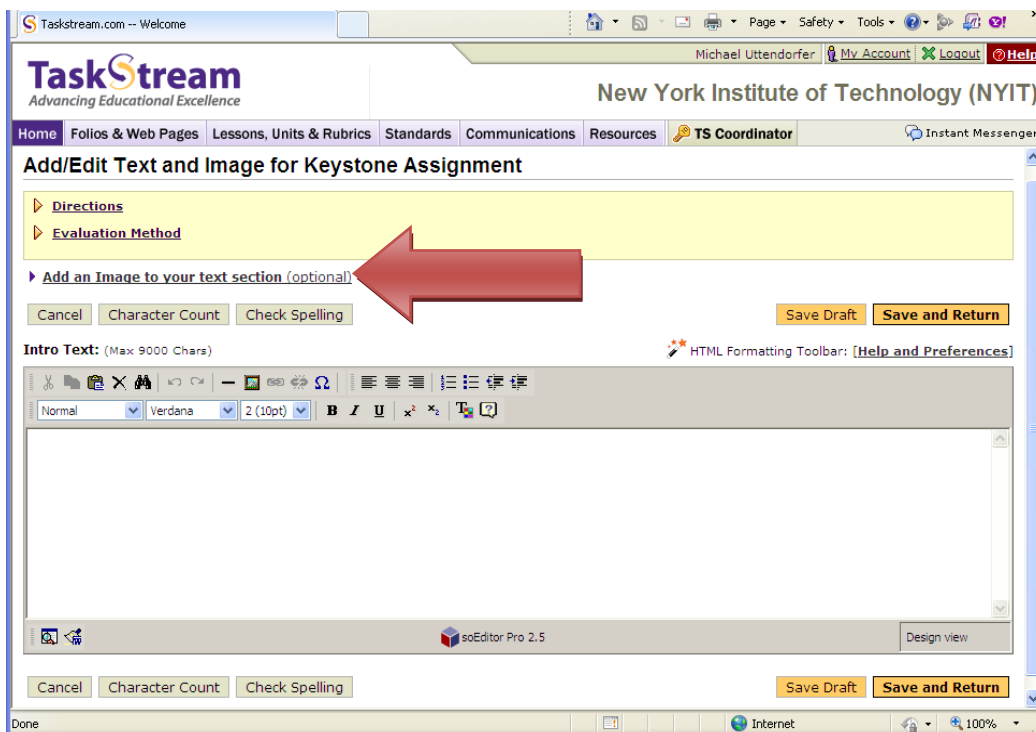
Evaluation Method

Add: Text & Image Attachments Videos Links

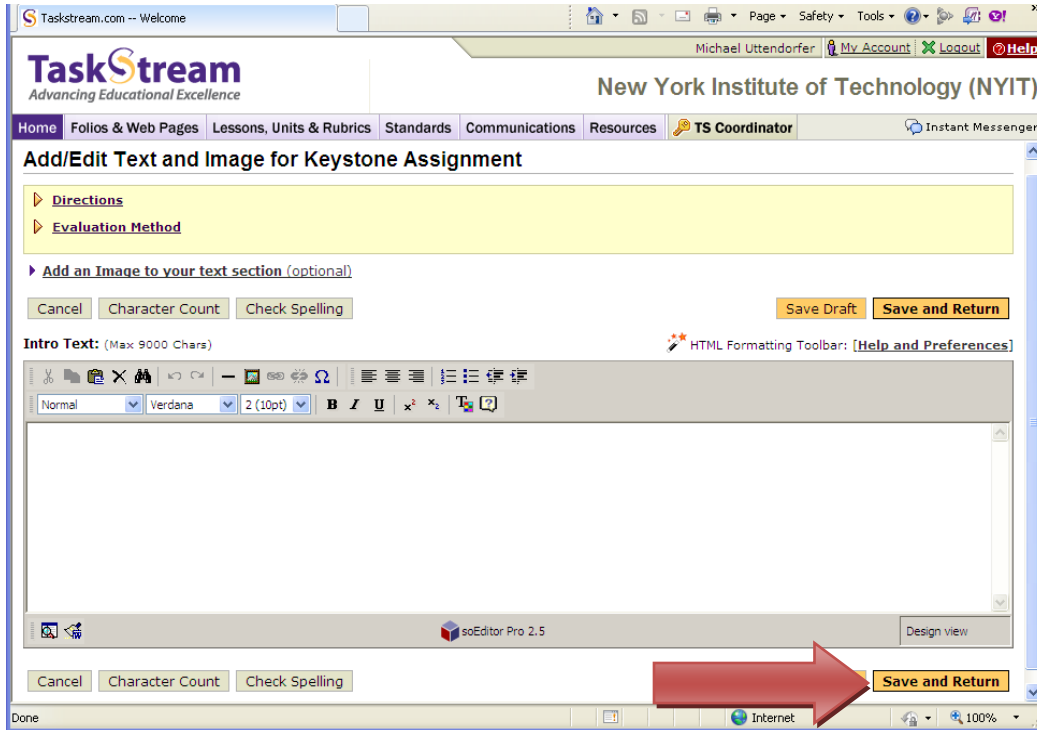
Click the **Text & Image** link to enter text or upload an image file.



Enter or paste your text into the text window.



Click on the Add an Image link if you want to attach an image.



Click Save and Return when you are finished adding text and/or images.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

[Work](#) [Comments](#) [Scores/Results](#) [Options](#)

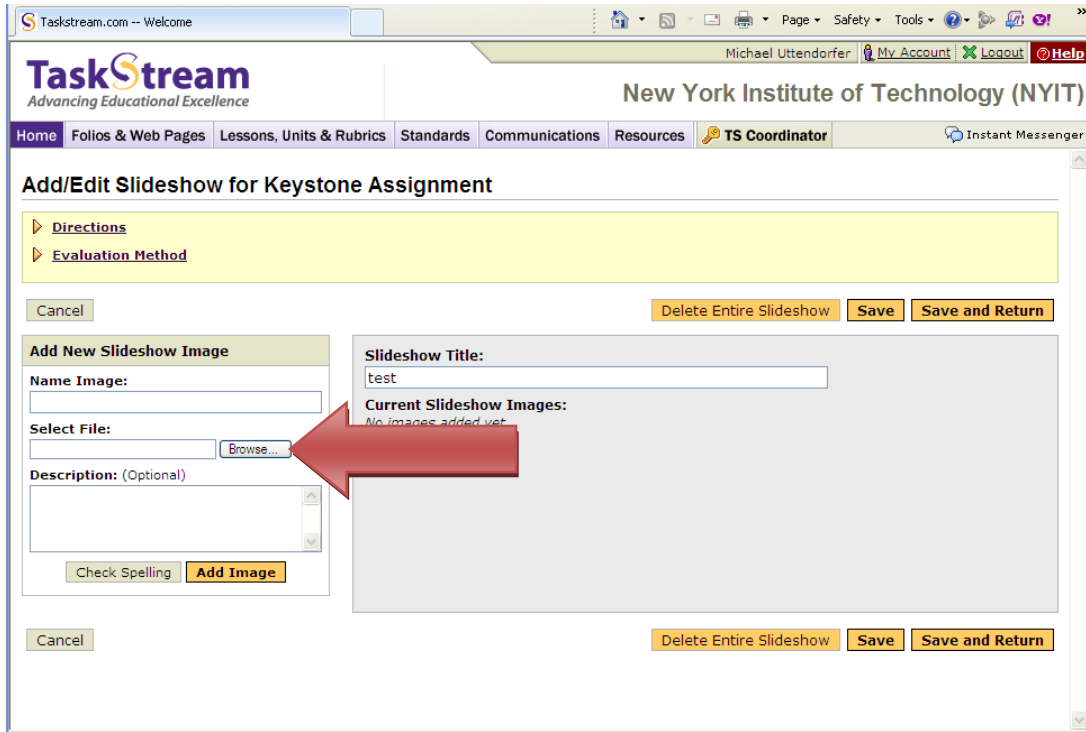
Preview as Folio

Status: Needs Revision

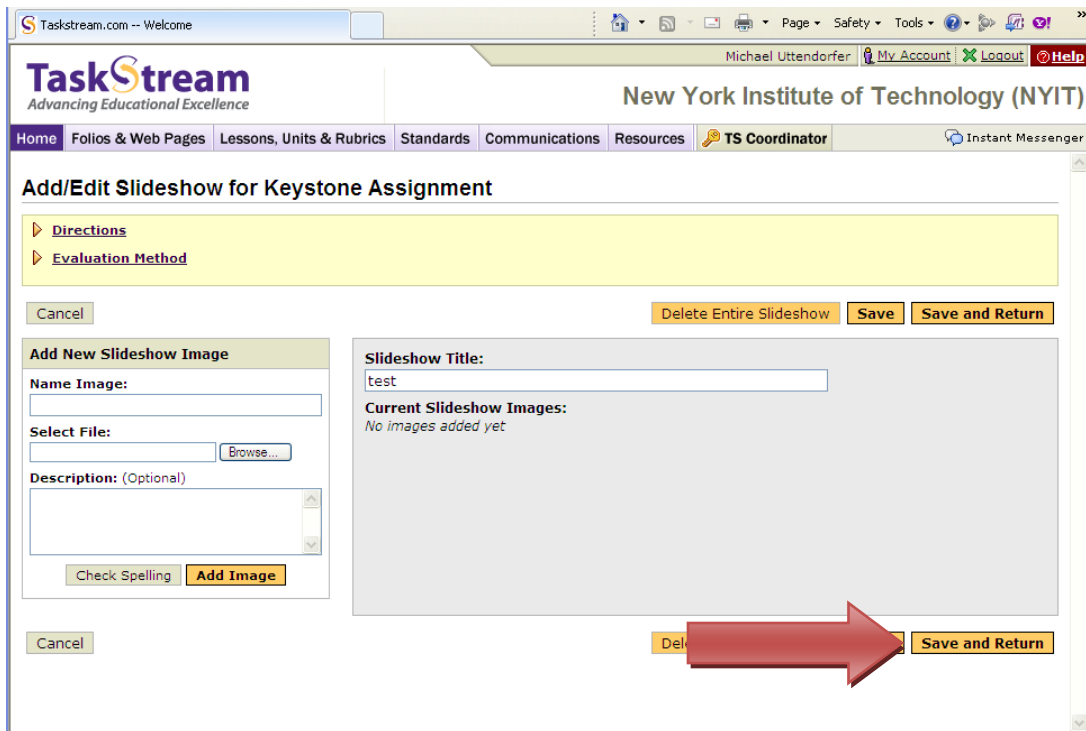
[Re-submit Requirement](#)

[Request Comments](#)

Click the **Slideshow** link to create a slideshow and upload multiple images into the slideshow.



Create the Slideshow and Browse to select and upload your images.



Click **Save and Return** when you have finished uploading images to the Slideshow.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

Work Comments Scores/Results Options

Preview as Folio

Status: Needs Revision

Re-submit Requirement

Request Comments

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Keystone Assignment (Personal Educational Philosophy Assignment)

Directions [Help on this Page](#)

Evaluation Method

Add: Text & Image Slideshow Standards Attachments

Click the **Attachments** to upload a file (such as a Word document or PowerPoint).

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Home Folios & Web Pages Lessons, Units & Rubrics Standards Communications Resources TS Coordinator Instant Messenger

Add/Edit Attachments for Keystone Assignment

Directions

Evaluation Method

Cancel Save and Return

Add New Attachment *0 files have been attached yet.*

Select File:

- A file saved on your computer
- Attach a previously uploaded file
- An artifact created in TaskStream (Lesson, Folio, etc.)

Name File:

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this file

Check Spelling Add File

Cancel Save and Return

You can upload a new file (by clicking browse), attach a previously uploaded file, or attach an artifact such as a lesson, unit, or folio that you previously created in Taskstream.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

Work Comments Scores/Results Options

Preview as Folio

Status: Needs Revision

Re-submit Requirement

Request Comments

Expand All Collapse All

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Keystone Assignment (Personal Educational Philosophy Assignment)

Directions Help on this Page

Evaluation Method

Add: Text & Image Slideshow Standards Attachments **Videos**

Click the **Videos** link to upload a video file.

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Add/Edit Video for Keystone Assignment

Directions

Evaluation Method

Cancel Save and Return

Add New Video No files have been attached yet.

Select File:

- A video saved on your computer
- Attach a previously uploaded video

Name File:

Play Length: (Optional) minutes

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this video

Check Spelling Add File

Cancel Save and Return

Click Browse to upload a video from your computer or you can attach a previously uploaded video.

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Add/Edit Video for Keystone Assignment

Directions
 Evaluation Method

Add New Video No files have been attached yet.

Select File:

A video saved on your computer


Attach a previously uploaded video

Name File:

Play Length: (Optional)
 minutes

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this video



Click Save and Return when you finish adding videos.

FACULTY PRACTICE PORTFOLIO

Template: MSIT PortfolioView Published URL

Preview as Folio

Status: Needs Revision


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Keystone Assignment (Personal Educational Philosophy Assignment)

Directions [Help on this Page](#)
 Evaluation Method

Add:



Click on the **Links** button to add external links.

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Add/Edit Web Links for Keystone Assignment

▶ Directions

▶ Evaluation Method

Cancel Save and Return

Add New Web Link

No links have been attached yet.

Name link:

Select Link:
Link to an external website (URL):
 Test

OR... Link to existing page:
Select (optional)

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this link

Check Spelling Add Link

Cancel Save and Return

Enter the URL or click on an existing link.

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Add/Edit Web Links for Keystone Assignment

▶ Directions

▶ Evaluation Method

Cancel Save and Return

Add New Web Link

No links have been attached yet.

Name link:

Select Link:
Link to an external website (URL):
 Test

OR... Link to existing page:
Select (optional)

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this link

Check Spelling Add Link

Cancel Save and Return

Click **Save and Return** when you have finished adding links.

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FACULTY PRACTICE PORTFOLIO
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Work Comments Scores/Results Options


Preview as Folio **Submit Requirement** Request Comments

Expand All Collapse All

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Text and Image Section Edit Text & Image Delete Section



Attachment Section Manage Attachments Delete Section

Files:

- Creating an Interactive PowerPoint Lesson for the Classroom.pdf
- Strategic Plan for the Support and Growth of the OLC.doc

Units:

- Integrating Math, Science and Technology

Add: Text & Image Slideshow Standards Attachments Videos Links

When all your work is uploaded for the assignment folder, click **Submit Requirement**.

Submit work for evaluation - TaskStream.com - Microsoft Internet Explorer provided by OIT

http://folio.taskstream.com/Folio/submission_start.asp?qyz=000W9I9j9H7KhI7MEgl&folder_id=fhfyhqzifvcnzmb&ID=fshozqz7e2cuhk

Are you sure you want to submit Portfolio (of Foundations I) for Evaluation?

Your work will be locked and no further edits will be possible.

Select an evaluator:

Cancel **Submit for Evaluation**

- David Arneson
- Laura Asaro
- Srilata Bhattacharyya
- John Blaser
- Joel Brooks
- Dolores Burton
- Brian Collins
- Kathleen Corbett
- Marguerite Costello
- Arlene Crandall
- Carol Dahir
- Donna Dannenfeler
- Lucy DiMatteo
- Malka Edelman
- Robert Farrell
- Mike Gallo
- Zedenko Gega

Click on the name of your Evaluator (Course Instructor) and click **Submit for Evaluation**.


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FACULTY PRACTICE PORTFOLIO
 Template: MSIT PortfolioView Published URL

 Scores/Results Options

Scores/Results Summary Print View

Area	Status	Actions	Results	History
Overall Folio Evaluation		This area does not need to be submitted	Not scored yet	
Foundations I				
Keystone Assignment	Needs Revision	Edit Work Resubmit Work	Needs Revision View Report	History/Comments
Technology Skills 	Evaluation Released	Submitted: 12/09/2008 03:55:29 PM Submitted to: Michael Uttendorfer	2.50/3 View Report	History/Comments
Field Experience	Needs Revision	Edit Work Resubmit Work		History/Comments
Portfolio	In Progress	Edit Work Submit Work		
Curr. Design & Dev.				
Keystone Assignment 	Evaluation Released	Submitted: 08/05/2009 03:20:07 PM Submitted to: Michael Uttendorfer	2.40/3 View Report	History/Comments
Technology Skills 	Evaluation Released	Submitted: 09/07/2006 04:38:24 PM Submitted to: Michael Uttendorfer	2.50/3 View Report	History/Comments
Field Experience		Edit Work		
Foundations II				

Internet 100%

After your work has been submitted and evaluated, you can see your scores and get your results by clicking on the Scores/Results tab.