Taskstream Guide for Students:

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New Students:
For new students, Taskstream accounts will be created a few weeks into the semester. You will receive a Welcome Email from Taskstream to your BSU email address. If you have not received an email 4 weeks into the semester, please contact Amanda Chesley at amanda.chesley@bemidjistate.edu for assistance.

Expired Account:
For students who have an expired Taskstream account, please contact Amanda Chesley at amanda.chesley@bemidjistate.edu for a renewal key code.
Submitting Your Work

1. Taskstream assignments can now be submitted through your course D2L shell. To begin, go to ‘Content’ under ‘Materials’ in the shell (Note: You can still sign in to Taskstream by logging in with your assigned username and password at https://login.taskstream.com/signon/).

2. Locate and select the ‘Taskstream’ link.
3. You will automatically be logged into your Taskstream account:

4. If you receive an error screen, like the one below, please contact Amanda Chesley at amanda.chesley@bemidjistate.edu (Note: If you are new to Taskstream, please wait 4 weeks for your account to be created).

Error Code:
“Thank you for your interest in Taskstream. We are unable to connect you with an existing Taskstream account. Please contact your administrator for assistance.”
5. Once logged into your Taskstream Account, look for the Directed Response Folio (DRF) associated with your program: On-Campus, DLiTE, FasTrack, Natrona, DAPE or Special Education on your home page.

6. Click the DRF program to access your classes.
7. The left hand column shows all the courses listed in the On-Campus Program DRF and the submission links for assignments within each course.

![Structure of courses and submission requirements for each course.](image)

8. Find the appropriate course in the structure section by scrolling up and down on the left hand side of the screen. When you click the desired course, the content of the chosen course will be displayed.

![For example, when you select “ED 3140- Human Relations” three required items display. They include (i) Field Experience Log (ii) Key Assessment, and (iii) Field Experience Demographics Form.](image)
9. Determine which assignment you need to submit, then click the assignment link in the structure tree (on the left hand side). In our case, if we click the “Key Assessment” link, the following window opens up.

10. Select the type of content you would like to add. For now, assume we want to upload our assignment as an attachment. When we select the “Attachment” button, we are taken to a new page to add the file. To select the file:

    Hit the “Upload from Computer” button to find your assignment. A pop-up window will allow you to “Add Files.” Once you have uploaded all desired files, you will then click “Upload and Close.”
11. Once your file is successfully uploaded, you will see the following page:

A confirmation statement appears that your file was added

Your file is listed as a link in Taskstream

When you are done adding attachments, hit the “Save and Return” button to go back to the main program work area (remember that you will still have to Submit Work after this step).

12. When you click the “Save and Return” button, you are brought back to the DRF. Click the “Submit Work” button on the top of the Work tab.

Once you select “Submit Work,” you will not be able to edit or add more files.

Before submitting your work, you can still edit or delete your file(s).
13. When you click the “Submit Work” button from the top of the Work tab, a pop-up window appears asking you to confirm the submission.

Hit the “Yes – Submit My Work” button.

Please note that once you have submitted your work, it will no longer be editable by you.

14. When you hit the “Yes - Submit My Work” button, the following window opens up showing that you have successfully submitted your work.

A confirmation statement indicates that your work has been submitted.

You have the option to print this screen and keep as a record that you have submitted your assignment by selecting the “Print this Confirmation” button.

To close the work area, hit the “Close Window” button.
15. Your work is now locked, which will prevent you from adding additional work, or editing existing work until your instructor has reviewed the submission.

16. If you clicked “Cancel Submission,” the following pop-up window appears:

A lock icon indicates that your submitted work is unable to be edited.

This is your last chance to cancel your submission, if desired. To do this, click “Cancel Submission.”

If you wish to cancel your submission, hit the “Yes-Undo Submission and Unlock Work” button, meaning you will not be submitting the attached work. You can then edit, delete, or submit the file again.

If you do not wish to cancel, hit the “No-Do Not Cancel My Submission” button. Your assignment will remain submitted.

17. If you decide to keep your submission, then Congratulations, you have successfully submitted your assignment!
Viewing Your Completed Evaluation

1. Once your work has been evaluated you will see your assessment results in the “Scores/Results” tab.

2. Click the “Scores/Results” tab and find the work you would like to view.

Select the “Scores/Results” tab

The “Status” column shows “Evaluation Released” for this Key Assessment

The “Results” column will either show “Meets Requirement” or “Does Not Meet”
3. Click the “Score/Results Report” button associated with the assignment for which you wish to view the evaluation.

This is your final score for the assignment

If you have any additional questions or comments, please do not hesitate to contact Amanda Chesley at amanda.chesley@bemidjistate.edu or 218-755-3747, or Mentoring Services at support@watermarkinsights.com or 800-311-5656 for support.