

First Semester TPA Students: Creating Your Account in Taskstream

1. Navigate to <http://taskstream.com>. Your screen should look like image.

Taskstream Welcome Screen

The screenshot shows the Taskstream website home page. At the top left is the Taskstream logo with the tagline "Advancing Educational Excellence". To the right of the logo is the contact information: "US: 1.800.311.5656 | learnmore@taskstream.com | [Go to UK Site](#)". Below this is a navigation menu with links for Home, Products & Services, Solutions, Support, Collaborators, Subscribe, About Us, Contact, and a Request a Demo button. On the left side, there is a "Subscriber Login" box with fields for Username and Password, a "Forgot Password" link, and a "Login" button. Below the login box are two links: "Create or Renew Account" and "Subscription Rates". Further down are two news snippets: "TaskStream Launches Faculty Credential Management" and "TaskStream Launches Enhanced Support for Scorer Calibration". The main content area features the heading "Web-Based Solutions for Advancing Educational Excellence" followed by sub-headings "Performance Assessment • e-Portfolios • Accreditation • Outcomes Reporting". A paragraph describes the services provided. At the bottom, there are four colored boxes representing different education sectors: Higher Education, K-12, Continuing Education, and Public Sector.

2. Click on Create or Renew New Account.

This screenshot is a zoomed-in view of the Taskstream website, focusing on the account creation options. The "Create or Renew Account" link in the "Subscriber Login" box is highlighted with a red rectangle. Another red rectangle highlights the "Create or Renew Account" link in the main content area. The "Subscription Rates" link is also visible below it. The rest of the page content, including the navigation menu and news snippets, is visible in the background.

3. Bubble Create a New TaskStream subscription and then enter your registration code (given to you at the orientation).

Create New Taskstream Subscription and Enter Code

Step 1 : Activate Subscription

First select the type of subscription

- Create a new TaskStream subscription
- Renew my TaskStream subscription
- Convert my guest account to paid subscription

Then select a subscription option

Option 1: Credit card purchase (I do not have a key code)
⚠ You will need a credit card to purchase/renew a subscription.

Option 2: I have a TaskStream key code

Enter your TaskStream key code

-

A key code activates an account that is associated with a unique organization, program, or textbook.

Note: You will need to obtain a TaskStream keycode from your organization

First (indicated by a large black arrow pointing to the 'Create a new TaskStream subscription' option)

Second (indicated by a large black arrow pointing to the 'Option 2' section)

4. Click the dropdowns as follows:

- College: College of Education
- Department: Teacher Education
- Group: Students
- Program: MSCP Student Fall 2011 **OR** SSCP Student Fall 2011

| | |
|---|---|
| <p>Step 2 of 4: General Information</p> <p>Please read information below and click 'Continue': <small>The key code you are using is valid for students at CSU, Stanislaus.</small></p> <p>Subscription start date: Today Subscription end date: 9/15/2012 Organization: CSU, Stanislaus</p> <p>Please make a selection from pull-down(s):</p> <p>College: College of Education Department: Teacher Education Group: Students Program: MSCP Student Fall 2011</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> | <p>Step 2 of 4: General Information</p> <p>Please read information below and click 'Continue': <small>The key code you are using is valid for students at CSU, Stanislaus.</small></p> <p>Subscription start date: Today Subscription end date: 9/15/2012 Organization: CSU, Stanislaus</p> <p>Please make a selection from pull-down(s):</p> <p>College: College of Education Department: Teacher Education Group: Students Program: SSCP Student Fall 2011</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> |
| <p>Please make a selection from pull-down(s):</p> <p>College of Education Teacher Education Students MSCP Student Fall 2011</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> | <p>Please make a selection from pull-down(s):</p> <p>College of Education Teacher Education Students SSCP Student Fall 2011</p> <p><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> |

5. Complete the personal information page.

- Use your real first and last name
- Enter your CSU Student ID with the zeros – be accurate or I will not find you in the Database
- If the box asks you if you are a student, then check it; if it asks if you are faculty, do not check it
- Use the email that you will actually check – your scores will be sent to it
- Include phone numbers – sometimes, I do need to call you
- Your password must include 6 characters and one number. It is case sensitive.

| General Information (required by TaskStream) | |
|---|--|
| First name: | <input type="text"/> |
| Last name: | <input type="text"/> |
| Student ID: | <input type="text"/> |
| | <input type="checkbox"/> I am a faculty member |
| Email: | <input type="text"/> |
| Confirm Email: | <input type="text"/> |
| Home/Cell Phone: | <input type="text"/> |
| Alternate Phone: (optional) | <input type="text"/> |
| Username: (minimum 6 characters) | <input type="text"/> |
| Password: (6 characters, must contain at least 1 number) (Please note: passwords are case sensitive) | <input type="text"/> |

6. Complete the rest of the demographic questions. Please check only one item for Subject matter for credential being sought, even though it says otherwise.

- MSCP Students: You will select **12. Liberal Studies**
- SSCP Students: You will select only one content area. If it is missing, then check **19. Other**

| MSCP select 12. Liberal Studies | SSCP select only <u>one</u> content area (Ex. 01. Art) |
|---|---|
| Other Information (required by your organization) | |
| First or Home Language : <ul style="list-style-type: none"> <input type="radio"/> 01. Arabic <input type="radio"/> 02. Assyrian <input type="radio"/> 03. Cantonese <input type="radio"/> 04. English <input type="radio"/> 05. Farsi <input type="radio"/> 06. Filipino <input type="radio"/> 07. Hindi <input type="radio"/> 08. Hmong <input type="radio"/> 09. Khmer <input type="radio"/> 10. Lao <input type="radio"/> 11. Pashto <input type="radio"/> 12. Portuguese <input type="radio"/> 13. Punjabi <input type="radio"/> 14. Russian <input type="radio"/> 15. Spanish <input type="radio"/> 16. Urdu <input type="radio"/> 17. Vietnamese <input type="radio"/> 18. Other | First or Home Language : <ul style="list-style-type: none"> <input type="radio"/> 01. Arabic <input type="radio"/> 02. Assyrian <input type="radio"/> 03. Cantonese <input type="radio"/> 04. English <input type="radio"/> 05. Farsi <input type="radio"/> 06. Filipino <input type="radio"/> 07. Hindi <input type="radio"/> 08. Hmong <input type="radio"/> 09. Khmer <input type="radio"/> 10. Lao <input type="radio"/> 11. Pashto <input type="radio"/> 12. Portuguese <input type="radio"/> 13. Punjabi <input type="radio"/> 14. Russian <input type="radio"/> 15. Spanish <input type="radio"/> 16. Urdu <input type="radio"/> 17. Vietnamese <input type="radio"/> 18. Other |
| Gender: <ul style="list-style-type: none"> <input type="radio"/> 1. Female <input type="radio"/> 2. Male | Gender: <ul style="list-style-type: none"> <input type="radio"/> 1. Female <input type="radio"/> 2. Male |
| Race / Ethnicity: (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> 1. African American <input type="checkbox"/> 2. Asian American <input type="checkbox"/> 3. Hispanic American <input type="checkbox"/> 4. Native American/Pacific Islander <input type="checkbox"/> 5. White <input type="checkbox"/> 6. Decline to state | Race / Ethnicity: (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> 1. African American <input type="checkbox"/> 2. Asian American <input type="checkbox"/> 3. Hispanic American <input type="checkbox"/> 4. Native American/Pacific Islander <input type="checkbox"/> 5. White <input type="checkbox"/> 6. Decline to state |
| Credential being sought (Student): <ul style="list-style-type: none"> <input type="radio"/> 1. Multiple Subjects <input type="radio"/> 2. Multiple Subjects BCLAD <input type="radio"/> 3. Single Subjects <input type="radio"/> 4. Single Subject BCLAD | Credential being sought (Student): <ul style="list-style-type: none"> <input type="radio"/> 1. Multiple Subjects <input type="radio"/> 2. Multiple Subjects BCLAD <input type="radio"/> 3. Single Subjects <input type="radio"/> 4. Single Subject BCLAD |
| Subject matter for credential being sought (Student): (Check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> 01. Art <input type="checkbox"/> 02. Agriculture <input type="checkbox"/> 03. Biology <input type="checkbox"/> 04. Business <input type="checkbox"/> 05. Chemistry <input type="checkbox"/> 06. English <input type="checkbox"/> 07. Geosciences <input type="checkbox"/> 08. Health science <input type="checkbox"/> 09. Home economics <input type="checkbox"/> 10. Industrial and Technology Education <input type="checkbox"/> 11. Languages Other Than English (eg. French) <input checked="" type="checkbox"/> 12. Liberal Studies <input type="checkbox"/> 13. Music <input type="checkbox"/> 14. Mathematics <input type="checkbox"/> 15. Physical Education <input type="checkbox"/> 16. Physics <input type="checkbox"/> 17. Science <input type="checkbox"/> 18. Social science <input type="checkbox"/> 19. Other | Subject matter for credential being sought (Student): (Check all that apply) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 01. Art <input type="checkbox"/> 02. Agriculture <input type="checkbox"/> 03. Biology <input type="checkbox"/> 04. Business <input type="checkbox"/> 05. Chemistry <input type="checkbox"/> 06. English <input type="checkbox"/> 07. Geosciences <input type="checkbox"/> 08. Health science <input type="checkbox"/> 09. Home economics <input type="checkbox"/> 10. Industrial and Technology Education <input type="checkbox"/> 11. Languages Other Than English (eg. French) <input type="checkbox"/> 12. Liberal Studies <input type="checkbox"/> 13. Music <input type="checkbox"/> 14. Mathematics <input type="checkbox"/> 15. Physical Education <input type="checkbox"/> 16. Physics <input type="checkbox"/> 17. Science <input type="checkbox"/> 18. Social science <input type="checkbox"/> 19. Other |

7. Your program starting term is the term where you intend to complete all of your TPAs. It should be Fall 2011, just like your registration.

| | | |
|---|--|---|
| Program Starting Term (student): | <input type="radio"/> 1. Summer 2008 <input type="radio"/> 2. Fall 2008 <input type="radio"/> 3. Spring 2009 <input type="radio"/> 4. Fall 2009 <input type="radio"/> 5. Spring 2010 | <input type="radio"/> 6. Fall 2010 <input type="radio"/> 7. Spring 2011 <input checked="" type="radio"/> 8. Fall 2011 <input type="radio"/> 9. Spring 2012 |
|---|--|---|

8. Your TPA Starting Term is critical – it is how I load you into your tasks. If you make a mistake here and you are not careful, then please expect to have problems when you try to turn in your tasks. You have been warned.

- MSCP selects 11. MSCP Student Fall 2011
- SSCP selects 12. SSCP Student Fall 2011

| | | | |
|------|---------------------------|--|---|
| MSCP | TPA Starting Term: | <input type="radio"/> 01. MSCP Student Fall 2008 <input type="radio"/> 02. MSCP Student Fall 2009 <input type="radio"/> 03. MSCP Student Fall 2010 <input type="radio"/> 04. MSCP Student Spring 2010 <input type="radio"/> 05. MSCP Student Spring 2011 <input type="radio"/> 06. SSCP Student Fall 2008 <input type="radio"/> 07. SSCP Student Fall 2009 | <input type="radio"/> 08. SSCP Student Fall 2010 <input type="radio"/> 09. SSCP Student Spring 2010 <input type="radio"/> 10. SSCP Student Spring 2011 <input checked="" type="radio"/> 11. MSCP Student Fall 2011 <input type="radio"/> 12. SSCP Student Fall 2011 <input type="radio"/> 13. MSCP Spring 2012 <input type="radio"/> 14. SSCP Spring 2012 |
| SSCP | TPA Starting Term: | <input type="radio"/> 01. MSCP Student Fall 2008 <input type="radio"/> 02. MSCP Student Fall 2009 <input type="radio"/> 03. MSCP Student Fall 2010 <input type="radio"/> 04. MSCP Student Spring 2010 <input type="radio"/> 05. MSCP Student Spring 2011 <input type="radio"/> 06. SSCP Student Fall 2008 <input type="radio"/> 07. SSCP Student Fall 2009 | <input type="radio"/> 08. SSCP Student Fall 2010 <input type="radio"/> 09. SSCP Student Spring 2010 <input type="radio"/> 10. SSCP Student Spring 2011 <input type="radio"/> 11. MSCP Student Fall 2011 <input checked="" type="radio"/> 12. SSCP Student Fall 2011 <input type="radio"/> 13. MSCP Spring 2012 <input type="radio"/> 14. SSCP Spring 2012 |

9. If you have completed all of the items, then you will **click continue** to move to the next screen. If Taskstream does not let you proceed, then you have to **correct any items it says are missing or incorrect**.

10. Review your information on the next screen and click continue.

Step 4 of 4: Confirm Registration Information

You must confirm all information before your account can be created!
Click the "Continue" button to activate your account.

1. Verify your information
2. Click Continue or Edit
3. Login to Taskstream.com

Name: CN Boosalis
Student ID: 990000000
Email: cnboosalis@gmail.com
Home phone: 209.613.5836
Username: cnboosalis
Password: *****
Affiliation: CSU, Stanislaus
College: College of Education
Department: Teacher Education

Subscription start date: Today
Subscription end date: 9/15/2012

[Edit](#) [Continue](#)

If you require further assistance or have questions, contact TaskStream:
Phone: 1-800-311-5656
Email: LearnMore@taskstream.com

11. If you have any problems with your registration, call Taskstream at 1.800.311.5656

12. Login to Taskstream using your username and password at <http://taskstream.com>

13. Proceed to the TPA Orientation site listed in the banner. The password is listed in the box but obscured here. Enter it when prompted after following the link.

TaskStream
Advancing Educational Excellence

TPA Manager2 [My Account](#) [Logout](#)

CSU, Stanislaus

[Home](#) [Folios & Web Pages](#) [Lessons, Units & Rubrics](#) [Standards](#) [Communications](#) [Resources](#) [TS Coordinator](#)

TPA Orientation [Click the link.](#)

Click here to enter the TPA Orientation site. Your views are tracked carefully, so be sure to use this site to obtain the instructions, materials, and benchmarks necessary for your TPAs.

When prompted, enter password: ori... [Enter the Password](#)

Search for Items

- Enter Title Keywords -
- Select Item Type - [Go](#)

My Links [Manage](#)

[Messages](#)
[Announcements](#)

[Don't see your program?](#) [Evaluator](#) [Evaluation Manager](#) [Customize List](#)

14. You are now ready to begin the orientation for completing your TPAs and using Taskstream.

| TPA - Start Here | |
|---|---|
| Home | |
| What is the TPA? | |
| What are the tasks? | Welcome |
| Where are the tasks? | This site contains information for both first and second semester MSCP and SSCP students regarding how to complete the all four tasks contained in the Teaching Performance Assessments (TPAs) . It is important for you to watch all of the videos to understand the requirements of each TPA. |
| How do I submit the tasks? | All of the orientations for first and second semester students are here. Rather than creating separate pages and multiple links, this single location contains (or will contain) everything that you need to know about completing the TPA. |
| When do I submit the TPAs? | |
| Where are the benchmarks? | Read through all of the tabs on the left sequentially (unless you have completed a given TPA) and be sure to read the TPA Candidate Handbook carefully. The TPA Candidate Handbook can be found here: http://www.ctc.ca.gov/educator-prep/TPA-California-candidates.html |
| Task One Procedures | Pay special attention to the Task Procedure Tabs as they contain additional material and information specific to completing a given task. |
| Task Two Procedures | Please contact my_tpa@csustan.edu with questions or concerns. |
| Task Three Procedures | |
| Task Four Procedures | |
| Remediation Process & Emergency Scoring | |
| | All Contents of this Website are Subject to Change |
| | File Attachments: |
| | 1. 2011 MSCP TPA Orientation - 2nd Sem |