1. What is TaskStream and why are we using it?

TaskStream (www.taskstream.com) is a customizable, electronic portfolio, assessment management and performance based instruction tool. For National Council of Accreditation of Teacher Education (NCATE) college accreditation, as well as Special Education Student Portfolio evaluation purposes, specific student assignments (Signature Assignments) are to be evaluated based on a faculty developed rubric associated with the CEC Standard(s) addressed by each assignment.

The electronic submission of the Signature Assignments to TaskStream serves two purposes. First, it serves as a college accreditation data collection and storage site, as instructors evaluate each student’s Signature Assignment in connection with the NCATE performance based outcomes. The NCATE outcomes incorporate the CEC standards for special education teachers. George Mason University’s College of Education and Human Development (CEHD) must collect this data every semester. Therefore, EVERY student taking an EDSE course IS REQUIRED to upload and submit their assignment to TaskStream for evaluation (even if only one or two courses is being taken for professional recertification, as an elective, or part of an undergraduate minor).

Second, it provides a platform for those Special Education students seeking their M.Ed. degree and/or licensure to build an electronic portfolio for EDSE 791 (Midpoint Portfolio) and EDSE 792 (Final Portfolio).

After each student submits their Signature Assignments to TaskStream, instructional faculty will use a 3 point rubric, separate from their individual grading rubrics (viewable on TaskStream), to jury individual electronic submissions.

2. Which instructor receives and evaluates which assignment(s)?

Any student taking an EDSE course during the current semester is required to submit their Signature Assignment and the Pre-developed Artifact Entry Form (already completed for the student by the Special Education faculty and provided in TaskStream) to that course’s instructor via TaskStream for evaluation.

3. When taking Midpoint Portfolio:

Any student taking Midpoint or Final Portfolio during the current semester is required to submit their Student Selected Artifacts, the Generic Artifact Entry Forms (students must complete these themselves), and Intro Narrative to the Midpoint or Final Portfolio instructor via TaskStream for evaluation.

In addition, students must at that time ensure that they have Signature Assignments and Pre-developed Artifact Entry Forms posted to TaskStream for all EDSE courses that they have taken.
Signature Assignments (or approved alternatives) and Pre-developed Artifact Entry Forms completed prior to the implementation of TaskStream (Fall 2007) will be submitted to the student’s Midpoint Portfolio instructor for evaluation.

Signature Assignments (or approved alternatives) and Pre-developed Artifact Entry Forms completed after the implementation of TaskStream (Fall 2007) should be submitted to the instructor of that course for evaluation, not to the Portfolio instructor.

4. Following Midpoint Portfolio and prior to Final Portfolio:

Students will continue to submit their Signature Assignments and the Pre-developed Artifact Entry Forms to the instructor of those courses in which they complete the assignment.

Students may continue to upload Student Selected Artifacts and Generic Artifact Entry Forms to TaskStream, but will not be able to submit them to an instructor for evaluation until they have determined who their instructor for Final Portfolio will be. Once they are successfully registered in Final Portfolio, students can go in and finish the process by submitting the uploaded Student Selected Artifacts and Generic Artifact Entry Forms to their Final Portfolio instructor for evaluation.

5. When taking Final Portfolio:

Any student who completed Midpoint Portfolio prior to the implementation of TaskStream (Fall 2007) may choose to complete their portfolio on paper (3 ring binder format) or electronically on TaskStream. However, regardless of their choice, for NCATE data collection purposes, students are still required to submit all Signature Assignments and the Pre-developed Artifact Entry Forms for any EDSE course taken from Fall 2007 forward (this also includes their Intro Narratives for Midpoint and Final Portfolio).

Any student who completes Midpoint Portfolio from Fall 2007 forward must complete their portfolio electronically. By the time they get to Final Portfolio, student’s portfolios should contain a minimum of 15 assignments (Signature Assignments and Student Selected Artifacts and all designated Artifact Entry Forms) that have already been evaluated by their course instructors as well as their Midpoint Portfolio instructor.

Students will submit an additional 15 Student Selected Artifacts and Generic Artifact Entry Forms, as well as their completed Intro Narrative, via TaskStream to their Final Portfolio instructor. The Final Portfolio instructor will evaluate these 15 Student Selected Artifacts and Generic Artifact Entry Forms, the Intro Narrative, and will review the student’s portfolio as a whole to complete the Portfolio Evaluation process.
6. **What happens if a student submits their assignment to the wrong instructor for evaluation?**

If a student submits their work the wrong instructor/evaluator by mistake, they will need to contact the instructor/evaluator that it was submitted to directly and request that it is returned to them for resubmission to the proper instructor/evaluator.

7. **Where can students find the most up-to-date information and usage instructions for TaskStream?**

All of the most up-to-date usage instructions for TaskStream are here on the Special Education website (below under “Condensed TaskStream Instructions for Student/Authors”).

Additionally, this same information is on the Cohort Blackboard site: [http://blackboard.gmu.edu/](http://blackboard.gmu.edu/) (Login: cohort, Password: cohort)

It is also distributed via the Special Education listserv to your Mason e-mail account every semester (details on locating your Mason e-mail address are below under item Number 8).

Or feel free to contact Emily Gibson, TaskStream Administrator for the Special Education Program, with any problems or questions at egibson5@gmu.edu.

Lastly, you may contact the TaskStream Help Desk for assistance at any time at 1-800-311-5656.

8. **Glossary of Common TaskStream Terms & Mason E-mail/G Number Info.:**

**DRF:** Direct Response Folio (aka Special Education Portfolio in TaskStream). This is where students find their courses and will upload and submit their assignments for evaluation in TaskStream.

**Author:** Student submitting assignments via TaskStream for evaluation.

**Evaluator:** Instructor evaluating submitted assignments via TaskStream.

**Signature Assignment (aka Required Artifacts):** A specific required assignment, presentation or project, determined by the Mason Special Education Faculty, which best demonstrates one or more of the ten Council for Exceptional Children (CEC) standard(s) connected to each course. While used as part of a student’s Midpoint and/or Final Portfolio, it serves a dual purpose for NCATE data collection.

**Pre-developed Artifact Entry Form:** These are Artifact Entry Forms that have been created for students by the Special Education faculty. They are found under the
“Directions” link in the work area next to each chosen Signature Assignment in the Special Education Portfolio in TaskStream. Nothing is required of the student other than uploading and submitting it along with their Signature Assignment for evaluation.

Student Selected Assignments/Artifacts: These are assignments freely chosen by the student (as opposed to being the specific required assignment or “Signature Assignment” above) for their Midpoint and/or Final Portfolio that best demonstrate one or more of the ten CEC standards connected to each course.

Generic Artifact Entry Form: These are the Artifact Entry Forms that students learn how to complete and utilize during their Midpoint and Final Portfolio courses. They are to be completed in a certain format using specific criterion (as demonstrated to them by their Portfolio course instructors) and submitted via TaskStream for evaluation along with the Student Selected Artifacts that they pertain to.

To Find Mason E-mail Address and/or G Number: Click on the link below to you’re your Mason e-mail address and/or G Number (aka Mason student ID number). You will login using your social security number and 6-digit PIN. The 6-digit PIN is initially set as the MMDDYY of your birthday. If further assistance is needed with finding your Mason e-mail or G Number, contact the ITU Support Center directly at 703-993-8870.

http://chimera.gmu.edu/gnum/prod/index.cgi