



# TaskStream



## Information for Graduate Literacy Students

### The quick and easy way to sign up for an account...

- Go to [www.taskstream.com](http://www.taskstream.com)
  - On the left side of the web page you will see **Subscribe**
  - Click on **Subscribe Today**
  - You will need to enter a credit card number and then follow the prompts to create a user name and password
  - Rates:           1 semester - \$25     1 year - \$39  
                      2 years - \$65       3 years - \$85
- If you plan to be at Canisius for more than 3 years, you can get a keycode for a special Canisius extended graduate account for 5 years at the \$85 rate. Email Dr. Henry at [henry1@canisius.edu](mailto:henry1@canisius.edu) to sign up for this keycode.
- After your account has been created you can login to TaskStream using your user name and password

***IMPORTANT!!! Self enroll in your program.  
There are two graduate literacy programs. The code for  
Graduate Literacy (Birth – Grade 6) is MDS8ND. The code  
for Graduate Literacy (Grades 5-12) is SBX38M.***

### Submitting work for evaluation:

- After logging in click on **My Programs**
- Under Author options click **Work on DRF**
- You may need to choose **Tab 3 Edit Content** at the top of the page
- On the left, you will see a list of common assignments for your program
- Click on the assignment you wish to submit work for
- Click on **Add/Edit work**
- A smaller screen will pop up, click on **Attachments**
- If you are submitting a lesson or rubric that you made on TaskStream, click on **My TaskStream Work**. Select a category (Lessons, etc.)
- If you are submitting a document from your hard drive, Browse to select file
- Click on **Add File**
  - Work is now attached but not submitted
  - Close this box.
- To submit, click on **Tab 5 Evaluation (Skip Tab 4 in most cases)**
- Under the **Submit Work** column, find that assignment, click **Submit**
- Choose the appropriate evaluator and click **submit** – Work is now sent.

If you run in to any problems, **TaskStream** is available to help:

Email: [help@taskstream.com](mailto:help@taskstream.com)

Phone: 1-800-311-5656 Hours: M-F 8:00am - 7:00pm (EST)

## TaskStream Plans for Graduate Literacy Fall 2007



Starting in spring of 2007, the following graduate literacy common assignments need to be posted in the electronic portfolio on TaskStream for new candidates only. **Candidates who begin the program in spring 2007 or later** must purchase accounts and submit work by the dates specified by your instructors. These candidates will NOT keep a paper portfolio, but will substitute the electronic portfolio on TaskStream. Any questions about TaskStream can be submitted to Dr. Julie Henry, 888-3729, [henry1@canisius.edu](mailto:henry1@canisius.edu).

### Literacy Birth-Grade 6

Course	Assignment(s) Submitted on TaskStream
EDR 501	Dual Lesson Plan
EDR 502	Guided Reading Lesson Plan
EDR 508	Running Record with Analysis Observation Report
EDR 509	Instructional Unit
EDR 510	Choice Assignment A,B,C, or D Essay question from midterm exam (scan or type in and attach)
EDR 600	Leadership Project
EDR 601	Case Study Report Diagnostic Narratives
EDR 603	Practicum Competencies Rubric Field Case Study Integrated Portfolio Reflection

### Literacy Grades 5-12

Course	Assignment(s) Submitted on TaskStream
EDR 502	Guided Reading Lesson Plan
EDR 503	Survey of Professional Literature
EDR 504	Mini-Paper III with PowerPoint
EDR 509	Instructional Unit
EDR 510	Choice Assignment A,B,C, or D Essay question from midterm exam (scan or type in and attach)
EDR 602	Clinical Case Study Diagnostic Narratives
EDR 604	Practicum Competencies Rubric Field Case Study Integrated Portfolio Reflection