Student Guide to the General Education Portfolio Software of Taskstream

I. Accessing your Taskstream Portfolio Account

1. Go to www.onu.edu and click on the “information for you” in the upper right-hand corner of the homepage.

2. Click on the “Enter Taskstream Portfolio Software Account”. Enter your ONU username and password.

The first time you log in, you will need to accept the terms of the Taskstream software.
II. General Education Portfolio

When you log in to your Taskstream student account, you will see the various programs set up for your use.

If you joined ONU as a freshman in Fall 2011, you will likely see up to four different portfolios.
1. ONU General Education 2011-12: For any course you took in 2011-12 that was tagged.
2. ONU General Education ABUS-GERM: For any course in 2012-13 or later that was tagged and started with a letter between A and G.
3. ONU General Education HIST-PSYC: For any course in 2012-13 or later that was tagged and started with a letter between H and P.
4. ONU General Education RELG – TREX: For any course in 2012-13 or later that was tagged and started with a letter between R and T.

If you joined ONU as a freshman in Fall 2012 or later, you will likely see only three portfolios.
1. ONU General Education ABUS-GERM: For any course in 2012-13 or later that was tagged and started with a letter between A and G.
2. ONU General Education HIST-PSYC: For any course in 2012-13 or later that was tagged and started with a letter between H and P.
3. ONU General Education RELG – TREX: For any course in 2012-13 or later that was tagged and started with a letter between R and T.

These three portfolios appear in your account as you enroll in subjects that are tagged in the various areas of the alphabet. That is, you may at first only see one or two portfolios. Likely, as you take more and more classes, you will end up seeing all three. Click on one of the general education portfolios (the blue title or the purple DRF box next to the title, which stands for directed response folio) to begin your work.

NOTE: If you are part of the MPPA program or are pursuing a teacher’s license, there are specific portfolios in Taskstream for those specific purposes.

In this example tutorial, I am going to work on my ENGL 1221 course. Thus, it sits in the alphabet between A and G, so I will click on the “ONU General Education ABUS-GERM” portfolio.
II. Working in Taskstream on a particular course

Once you enter a particular portfolio, you should see the courses you are taking this term and those you had in the past on the left-hand side.
Under each course, you will see the general education outcomes that the course is tagged for. When you have completed your submission of an artifact (assignment) to the portfolio, you will see that a padlock icon appears next to the outcome. In this case, the student has submitted work in the ‘EXDS 2001 International Projects: A’ (the software can only display so many characters so this title was clipped). The work was submitted to the outcome “Informed Ethical Responses.”

Let’s work on the ENGL 1221 Writing Seminar course. We will focus on submitting an artifact to the outcome of Effective Communication Writing. Click on the link of “Effective Comm. Writing” under ENGL 1221.
Note that at the bottom of the screen of this particular outcome, there is a menu list marked “Add”. We will be adding an electronic file, so we’ll choose “Attachments.”
Select a file from your computer by clicking on the button “Upload from Computer”.

Add/Edit Attachments for Effective Comm. Writing

No files have been attached yet.
Depending on your browser’s settings, you will either see a box where you can drag and drop files, or you can choose to add files by clicking on the button labeled “+ Add files”. You can upload a Word file, a Powerpoint file, a PDF of a scanned hardcopy quiz or test, or a digital photograph of your work (for example, a .jpg file). If you want to rename the file for your professor, you can rename it within the software portfolio by typing a new filename in the box. (Remember to keep the three letter extension!) The description box is optional.

You can attach multiple files for this one particular outcome of Effective Communication Writing. If you had several hand-written sheets of paper, you could individually scan each page or take a picture of each page. Then attach each electronic file by dragging it to the window or by clicking on “+Add files”. When you have finished uploading all ENGL 1221 files for this outcome, then click on “Start Upload”.

You will see a green check mark next to each file that has been successfully uploaded to Taskstream. Click “close” in the bottom right-hand corner when you are finished.
Then click on “Save and Return” to end the attachment process.

You will now see your work attached as a link under “Effective Comm. Writing.” To finish the submission process, you need to remember one last step. At this point, your file is attached to
your portfolio account in Taskstream. However, until you submit your work, your instructor cannot see it. **Click on the “Submit Work” button to submit your work. (Don’t forget!)**

A confirmation screen will appear. If you wish, you can leave comments for your instructor (optional). **Click on the “Yes – Submit My Work” button.**

**Are you sure you want to submit Effective Comm. Writing (of ENGL 1221 Writing Seminar) for Evaluation?**

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

**Add optional comments for your evaluator**

- [Cancel] [Check Spelling] [Yes - Submit My Work]
If you wish, you can print out the confirmation window that appears. This is not necessary, so simply click on “Close Window.”

IV. Scores/Results Overview Tab

The next screen that appears is the summary of your “Scores/Results.” Previously, we had been working under the “Work” tab. You can switch between these two views by clicking on either tab, as indicated in the figure below.

For this particular student, the ENGL 1221 now indicates that the artifact has been submitted. Until an artifact is evaluated by the university in a random sampling, the student can still cancel the submission if you need to change the attached files. (Hit the cancel submission and then use the portfolio to delete the first attachment and add new attachments. Don’t forget to submit your work when you are finished.) The ENGL 1221 requirement is at this point complete and the student has earned this tag in the portfolio.
Under EXDS 2001, you will see that the student has begun work on the “Critical and Creative Thinking” outcome, but the work has not yet been submitted. You can click on “edit work” to return to viewing the attached files, or if you are confident that is completed to your satisfaction, you can click on “submit work” in this screen as well.

To manage your attachments (delete one, add a new one, delete all, etc.), click on the “Work” tab and select the particular course and its corresponding outcome you wish to work on. On the right-hand side, you will see the “Manage Attachments” box which will allow you to delete and add attachments. The “Delete Section” will delete all of your attachments at once.

Your goal is to have the portfolio indicate that all of your work is submitted (or appropriately resubmitted) by the end of each term. All outcomes will show an icon of a padlock on the “Work” tab, and all items will list in the “Scores/Results” tab as submitted or resubmitted under the Status column.

The university will provide a tracking report for students and advisors prior to advanced registration to help students track their work within the portfolio.

V. Questions About Taskstream?

This portfolio is only for courses that you are currently taking and those that are tagged for general education. If you do not see a particular course when you logged in, please contact Dr. Julie Hurtig and she will look into it. This is an internal function that ONU must address, and thus Taskstream itself cannot investigate. Dr. Hurtig can be reached via email at j-hurtig@onu.edu
However, if you have any additional questions or comments about the software, please do not hesitate to contact Taskstream’s Mentoring Services at help@taskstream.com or at 800-311-5656. They are available Monday through Thursday from 10 a.m. until 11 p.m., and have more restricted hours on Friday, Saturday, and Sunday as well. Feel free to also contact Dr. Hurtig with any questions.

VI. Questions About General Education?

There is a dedicated webpage for general education information on the ONU website.

From onu.edu, click on the “A-Z” index.

![Ohio Northern University](image)

Click on “G” and select “General Education for Students and Faculty”.

On this webpage, you’ll find links for:

1) Locating tagged courses with specific outcomes that are running in the next term. (Schedule/Catalog Search from the registrar’s website)
2) A master list of all tagged courses and their outcomes.
3) A general education checksheet (pdf fill-in format) to help you track your progress.
4) An FAQ of commonly asked questions.