TaskStream Process Diagram (Updated 5/14/2012)

1. Students purchase and create their TaskStream account early in the semester

2. Students must be manually enrolled in the correct program

- Self Enroll - provide code to students (see enrollment code map)
- Contact E-Portfolio Coordinator to enroll students

3. Once enrolled, students select their program by clicking the program name in the list (instructors provide this to students)

4. Students locate and click the name of the assignment they need to submit

5. While submitting work, students are prompted to locate the name of their instructor to whom they are submitting the work

6. Students submit their work to their instructor for evaluation

7. At this point, after work has been submitted to them, instructors can see student work waiting to be evaluated

8. The instructor must evaluate the student work before the end of the semester!