

8/4/16

Instructions for Taskstream Access

Arkansas State University
Office of Assessment

Step 1

- Log into your MyCampus account



STATE ARKANSAS STATE UNIVERSITY

For additional assistance, phone the Help Desk at 870-972-3933

Login Information:
Your login is the part of your email address before the @ sign.
Do not type @small.astate.edu or @astate.edu in the login box.

Sign In

sdepro

.....

LOGIN

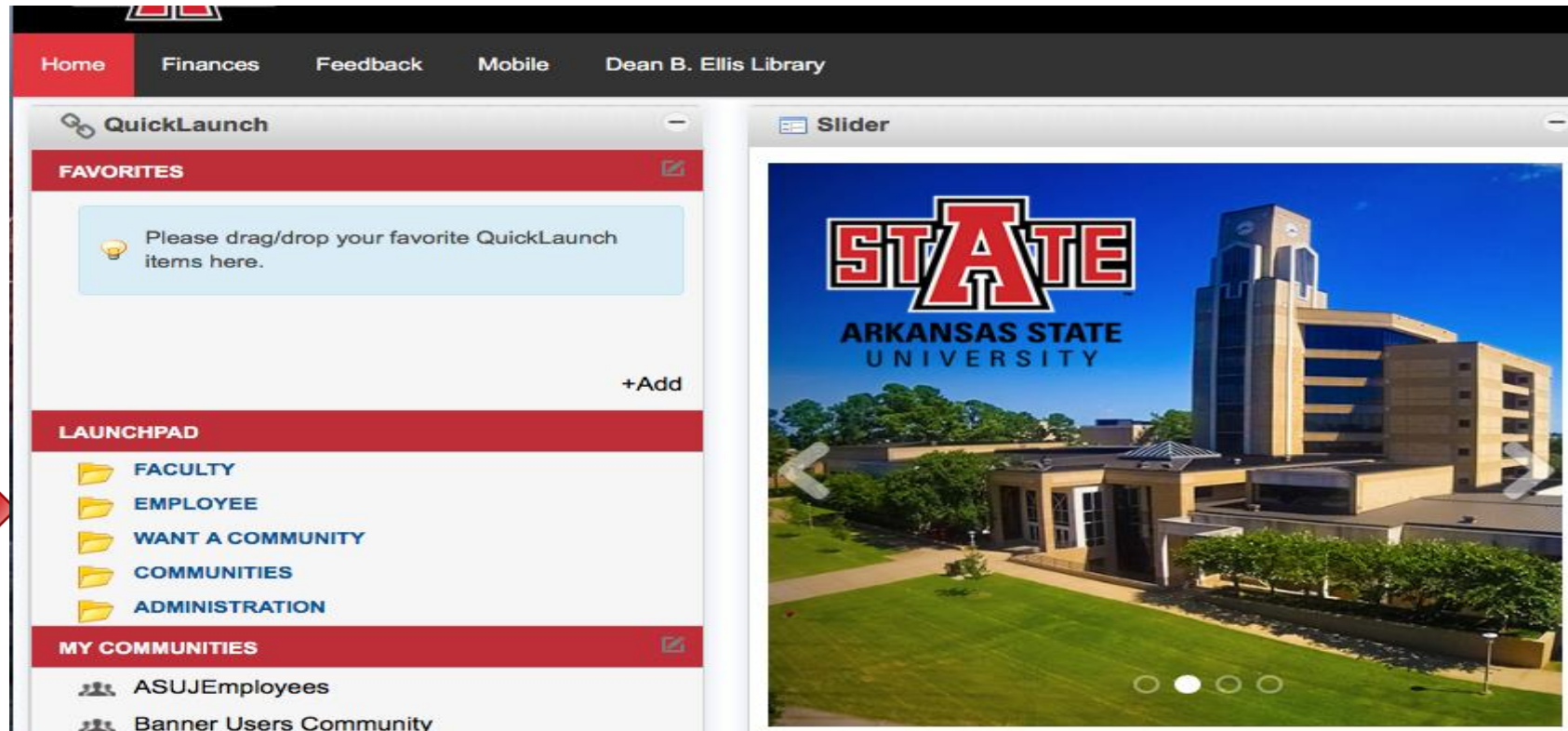
[Reset Password](#) | [Forgot Password](#) | [First Time Users](#)

By signing onto this portal, you agree to abide by its [Terms of Use](#).
Violations could lead to restriction of portal privileges and/or disciplinary action.

WSC WAI-A WSC WAI-AA
NCAG 2.0 NCAG 2.0

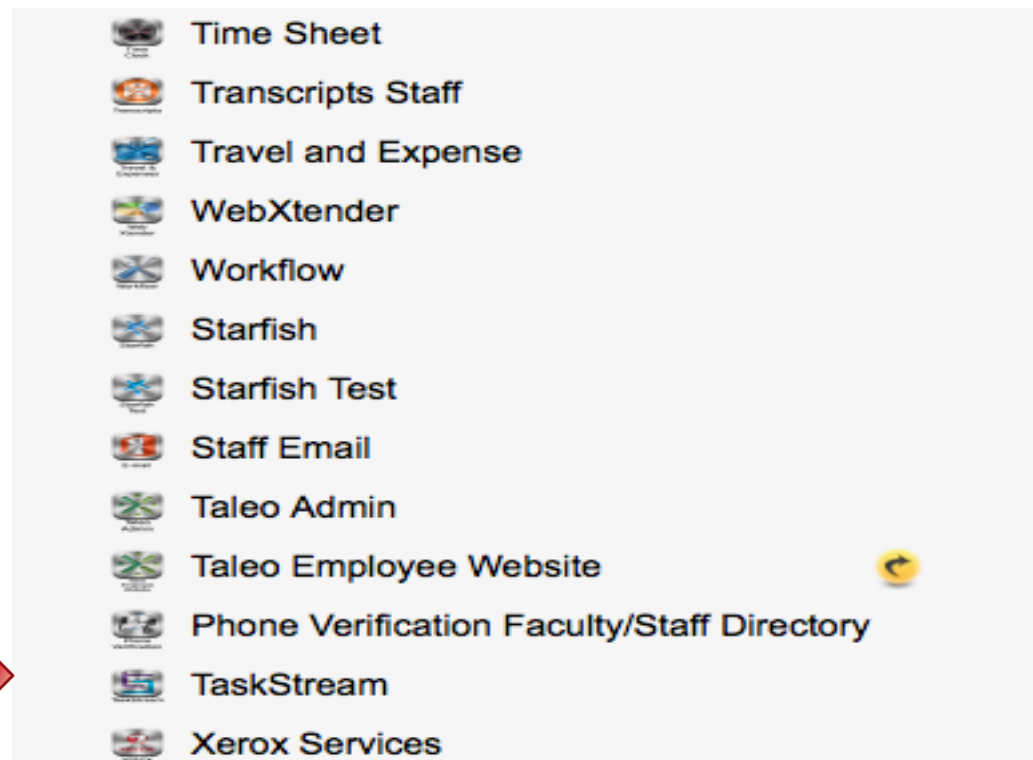
Step 2

- Click the “Employee” folder (also in the “Faculty” folder)



Step 3

- Locate and click the Taskstream Icon



Step 4



- You will be directed to the Taskstream website and you will complete the following information:

Welcome to Taskstream, Mary Jane Bradley!

Directions: To begin using Taskstream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.

Account Information

Title:	
E-mail address:	
Re-enter e-mail address:	
Home/Cell phone:	
Alternate phone: (optional)	

Personalize your password

New password: (At least 6 characters and one number)	
Re-enter new password:	
Password hint:	<image001.gif>

Step 5

- Click on the workspace link to input data



Welcome

Arkansas State University has selected Taskstream AMS to provide an effective way to document, analyze, manage and archive the outcomes assessment and accountability initiatives at all levels of the institution.

We look forward to providing you with intuitive and reliable Web-based software and the highest level of supporting services. To learn about what you can do with Taskstream, visit our main Help page.

Workspaces

Faculty credentials

Chancellor » VC Academic Affairs/Provost » College of Business » Accounting

- select report -

Go

BS Accounting

Academic Assessment Workspace >>

Chancellor » VC Academic Affairs/Provost » College of Business » Accounting

- select report -

Go

M of Accountancy

Academic Assessment Workspace >>

Communications

Messages

Need Assistance?

Contact Taskstream
Email: help@taskstream.com
Online: [Request Support](#)

Visit the Taskstream Blog
Phone: 1.800.311.5656

Privacy | ©Taskstream 2000-2016



Step 6

- This is the initial screen you will see



Shanmukha Priya
Narendranath

My Account

Logout

? Help

taskstream

Home Shared Resources Locator Messages Resource Tools

Edit Content

Discussion

Submission & Read Reviews

Publish

Options & Info

BS Accounting (Workspace: Academic Assessment Workspace)

Preview

+ Expand All - Collapse All

General Information

Standing Requirements

- Mission Statement
- Learning Outcomes
- Curriculum Map

2015-2016 Assessment Cycle

- Assessment Plan
- Assessment Findings
- Action Plan
- Status Report

2016-2017 Assessment Cycle

- Assessment Plan
- Assessment Findings

2017-2018 Assessment Cycle

- Assessment Plan
- Assessment Findings

Edit Content:

A number of options are available in this workspace:

- To view, add or edit content, select the item from the panel on your left, and then click "Check Out"
- To initiate discussion topics or add comments about the content added to these requirements, click the Discussion tab
- Once work is completed, submit items to your designated reviewer via the Submission and Review tab (if this tab does not appear, then review is not required for this Workspace).
- You can also use the 'Share' feature located at the top of each requirement content page to make items visible to others at any time

For more information on any of these options simply click the ? Help icon at the top of the AMS site.

Contact Information

- Please contact the Office of Assessment if you have problems.
- Extension 2989
- sdeprow@astate.edu

