TaskStream Tutorial for Faculty
By Dr. Koay

If you have questions please email Dr. Koay at stkoay@pvamu.edu

1. Type http://ecourses.pvamu.edu on the internet browser

2. Use your email username and password to login (on the upper right hand corner)

3. Once login, a list of your courses appears. Click on the course you want to look into.
4. Click on **taskstream** on the following screen.

5. Click **evaluator** then **electrical engineering** on the following screen.
6. On *Select Group*, drag down to select a course you want, then click *search*

**Electrical Engineering**

DRF Template: Electrical Engineering Course Based

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*You have new submissions in Fall 2013 ELEG1021 P01 and Spring 2014 ELEG1021 P01*

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**Search for Individual to Evaluate**

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**Or... Search by Groups**

Select Group:  
- Select a group -
- Select a group -
Select all groups
Fall 2013 ELEG1021 P01
Fall 2013 ELEG1021 P02
Fall 2014 ELEG2011P02-1510-10267
Fall 2014 ELEG3021P01-1510-10336
Fall 2014 ELEG3021P02-1510-12518
Fall 2014 ELEG3063P01-1510-10439
Fall 2014 ELEG3063P02-1510-10466
Spring 2014 ELEG1021 P01

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7. The selected course with outcomes assignment appears, then scroll down to select continue.

**Selected group:** Fall2014_ELEG2011P02-1510-10267

*Select Folio area to display:*

- [ ] Show all available categories
- [x] ELEG 2011 (Electric Circuit Lab)
  - New work submitted!
  - Assignment 1 (Outcome "b")
  - Assignment 2 (Outcome "b")
  - Assignment 1 (Outcome "d")
  - Assignment 2 (Outcome "d")
  - Assignment 1 (Outcome "g")
  - Assignment 2 (Outcome "g")

- [ ] ELEG 3021 (Logic Circuits Lab)

*Select DRF authors to display:*

- [ ] All Individuals (do not filter)
- [x] ONLY Individuals with items awaiting Evaluation

*Select Time Slicing Options: New!*

- [ ] Activity within last 6 months
- [ ] Any Time Period
- [x] Activity In A Given Time Period Only

*Include inactive subscribers*

- [ ] Include inactive (expired) subscribers in search results
8. Finally, the selected course with *students' names, outcomes, and assignments* appear. Here is where the students will come in to complete their part of the taskstream requirements.

In the next few days, I plan to learn how to use Taskstream to navigate to where I want to get done.

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