Checking Scores on Taskstream

1. **Go to:** [https://login.taskstream.com/signon/](https://login.taskstream.com/signon/), and click on “taskstream”

2. **Sign in using your user name and password**
   
a. Your user name should be the same as your CSBSJU email address.
   
i. If you do not have a user name and password, please see Tracey Birr in the Education Office (125 HAB; [tbirr@csbsju.edu](mailto:tbirr@csbsju.edu))
   
b. If you cannot remember your password, select “Forgot Login?”, and follow the instructions to reset your password.
   
c. Note that the password reset information will go to your CSBSJU email address, and it might go to your SPAM mailbox.
3. Once you log in, you may be prompted to enter demographic information.
   a. Please answer all questions accurately.
   b. If the questions are already answered, please ensure none of your responses have changed or are left blank. You will be prompted at least yearly to check your demographic responses.

4. Select the DRF Portfolio entitled “CSB|SJU Education Portfolio”
   a. Note: Depending on how you want this screen to display, this screen will look like either of the screens below. You can customize your display by selecting

   ![Customize Display Button]

   ![DRF Program Screen]

   *CSB|SJU Education Portfolio*

   This portfolio will house important requirements for the Education Department, including: 1) Course-Based Signature Assessments 2) Disposition self-assessments and ratings 3) Components of your Application for Admission to the

   ![Work on a program screen]

   b. If you DON’T see the DRF program entitled “CSB|SJU Education Portfolio, then select “Enter Code” and enter the code “CSBSJU”.

   ![Enter Code Button]
5. Click on the “Scores/Results” Tab

6. Here, you will see a list of all of the requirements for the Education Program.
   
a. Once a professor has scored the requirement, the “results” column will show whether you met the requirement.
b. When viewing your Score/Results report:

i. Be sure to scroll down to see scores and comments for each rubric criterion.

ii. You can see the associated standards by clicking on the button next to the word “Standards.”

Be sure to scroll down!

c. When viewing History/Comments:

i. You can see the full history of the requirement.

7. If you have any questions about your scores, please consult with your professor and/or advisor.