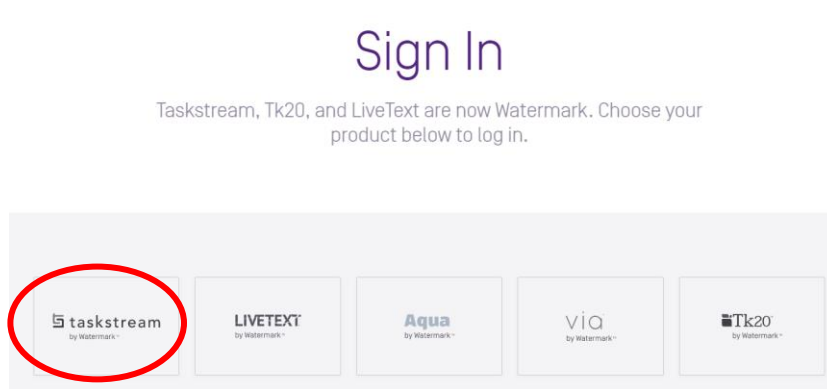


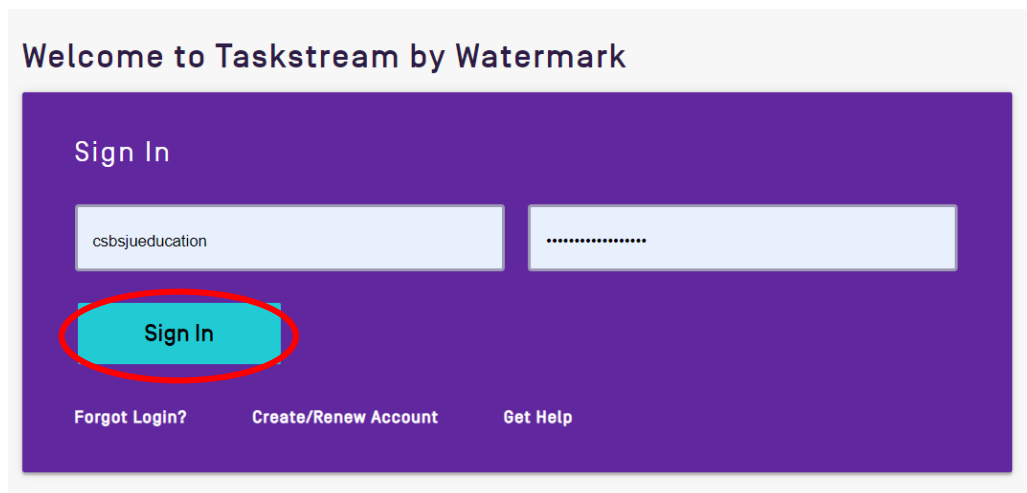
Completing Dispositions in Taskstream

1. Go to: <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)
- 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*.

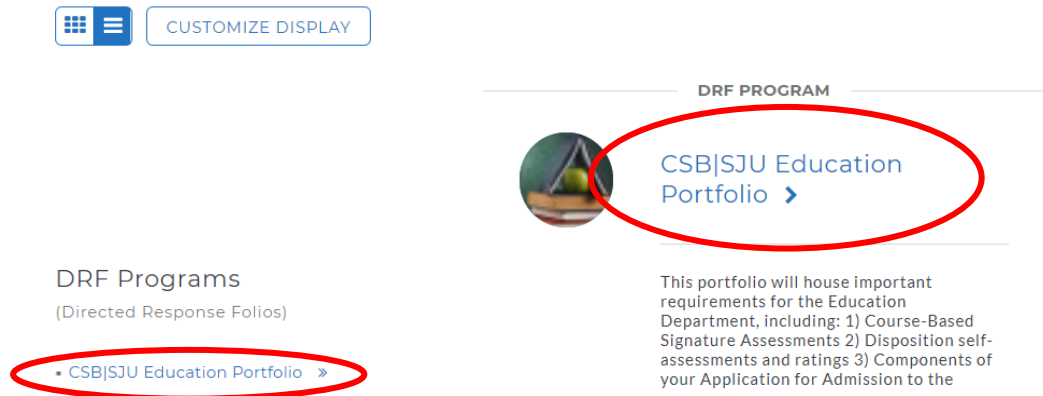


3. Once you log in, you may be prompted to enter demographic information.

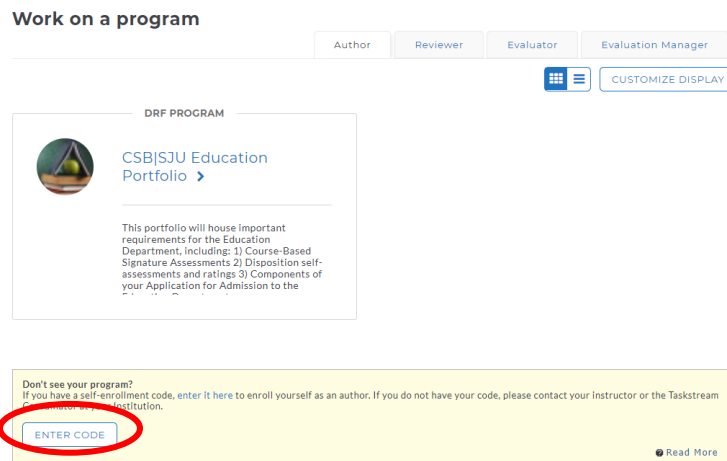
- a. Please answer all questions accurately.
- b. If the questions are already answered, please ensure none of your responses have changed or are left blank. You will be prompted at least yearly to check your demographic responses.

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



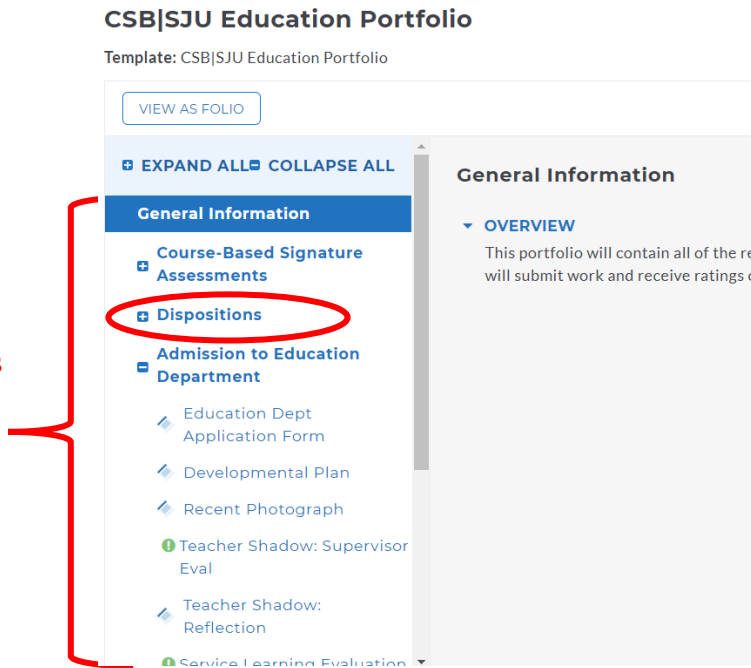
- b. If you DON'T see the DRF program entitled “CSB|SJU Education Portfolio”, then select “Enter Code” and enter the code “CSBSJU”.




5. On the left, you will see the list of requirements.


- a. Note: There are 3 categories of requirements:
 1. Course-Based Signature Assessments
 - 2. Dispositions**
 3. Admission to the Education Department
- ii. You may need to scroll down to see the “Dispositions” category.


List of Requirements



Notes

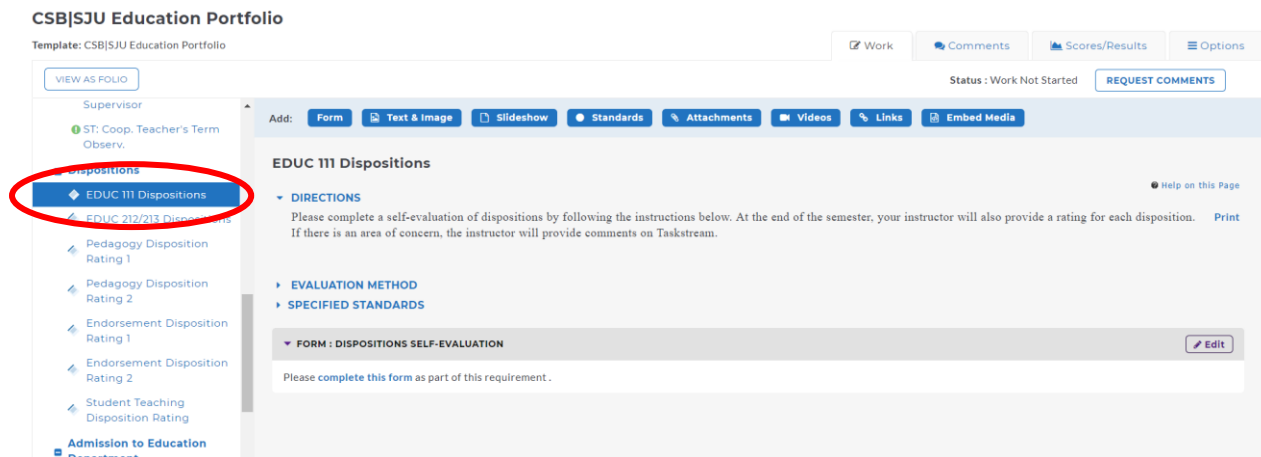
If you see a  next to a requirement, it means you do not need to submit anything, but rather an Education Faculty/Staff member will enter a score for you. Everything else will require a submission from you at the appropriate point in your program.

To minimize a category, simply click the  sign next to it.

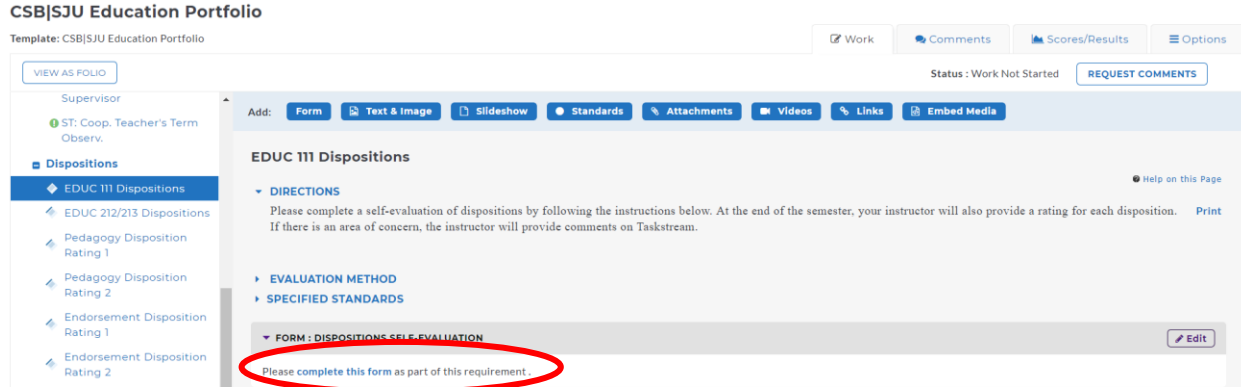
To maximize a category, simply select the  sign next to it.

b. Under the Dispositions category, click on the appropriate requirement associated with your course.

- i. Select the appropriate Dispositions requirement for your course.

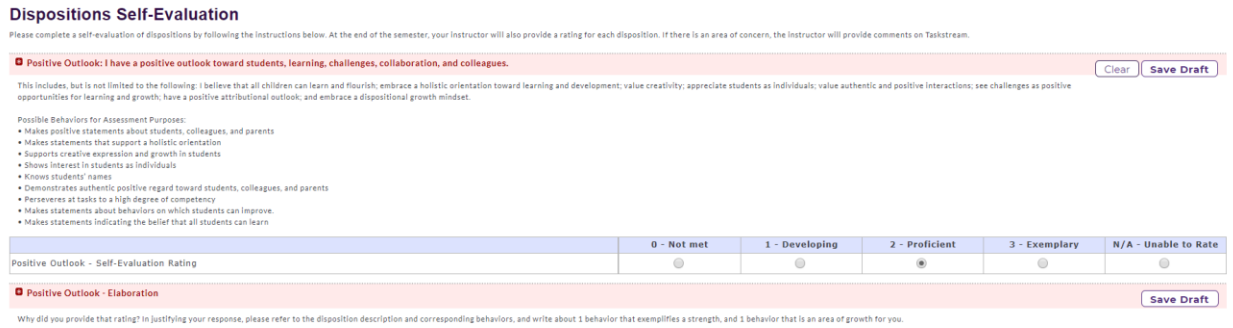


6. After you clicked on the correct Dispositions requirement, read the directions. To begin your self-reflection, click on “complete this form.”

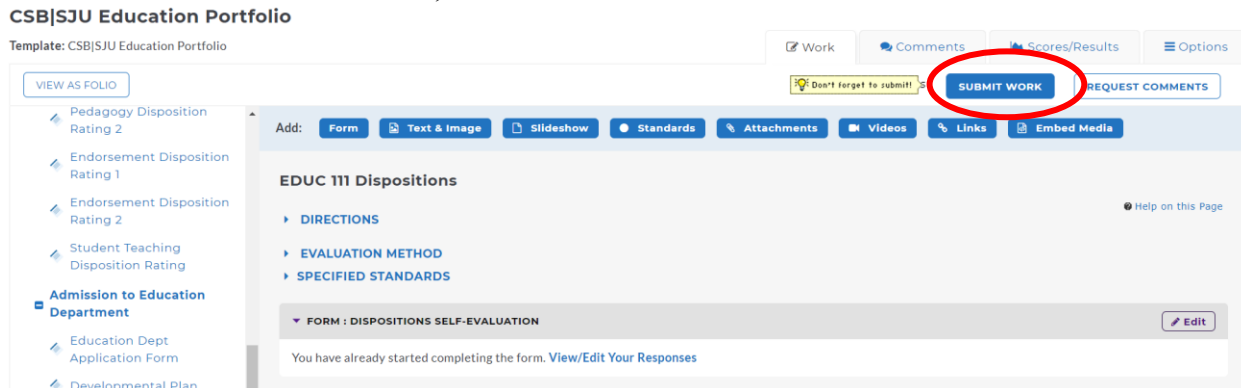


7. Respond to every question. When you are finished, select “Save and Return” at either the top or bottom of the screen.

Respond to form Dispositions Self-Evaluation for EDUC 111 Dispositions



8. Back on the main screen, click “Submit Work”.



- 9. Another pop-up window will appear asking if you want to add additional comments (this is not required.). Be sure to click “Yes - Submit My Work”.**

Are you sure you want to submit EDUC 111 Dispositions (of Dispositions) 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

- 10. You should see a confirmation screen that looks like this. You can either close the window or print your confirmation. You're all done!**

You have successfully submitted "EDUC 111 Dispositions"

Submitted : 07/30/2019 11:56:28 AM

CLOSE WINDOW

PRINT THIS CONFIRMATION