

TaskStream Transition FAQs for Faculty

Will ALL student accounts expire as of August 31, 2015, regardless of when they were originally created?

Yes.

Will ALL faculty accounts expire as of August 31, 2015, regardless of when they were originally created?

Yes, with exception to a designated list of specific faculty (mostly Academic Program Coordinators who will need access after-the-fact for SPA and/or calendar year reporting purposes) who will continue to have access to the live server for six months (all others will be automatically directed to an archive server where faculty can access **read-only copies** of archived scores/work. **Unless faculty are specifically notified by Emily Gibson that their account will be extended for those six months, they should assume that their account will expire as of 8.31.15.** Additionally, Emily Gibson will continue to have access to the live server and can either obtain anything needed or submit the request to TaskStream on your behalf.

How do I access previously evaluated work before my account expires?

If you are enrolled as an Evaluator in a program, you can access work that has already been evaluated by clicking the name of that program on the **Evaluator** tab of your home page.

- You can search for work by a specific author.
- You can search for multiple authors with work in some or all areas of that DRF. To view only previously completed evaluations, select to view "All Individuals (do not filter)."

From the resulting evaluation grid, you can access previously evaluated work by clicking the **View/Edit** link for the appropriate assignment. This link navigates you to a display of tabbed pages of information related to that area, starting with a summary of the **Evaluation/Score**.

- To view your completed evaluation for the selected assignment, click the **Evaluation/Score** tab.
- To view the work previously submitted by the author, click the **Work Submission** tab.
- When applicable, you may also choose to view related **Interactions w/Reviewer(s)**.

What happens to my previously submitted scores after my account expires?

All previously submitted scores in TaskStream will be exported and stored electronically in-house (specific location currently TBD – updates will be provided before the end of August). **If you think you might need to see your previously submitted rubric scores and comments, or copies of any work you may have returned to students with Track Changes/edits, it is **HIGHLY recommended that you login BEFORE August 31, 2015 and download/save and/or print what you seek.****

What about my rubric(s)?

As part of the transition process to Tk20, Emily Gibson will be providing each program with an electronic copy of their most current (as she has it) assessment matrix, a breakdown list of all assessments by course, and each of the most current (as she has them) rubrics in the coming weeks. Program faculty will be encouraged to take the opportunity to review this information and modify any assessments, rubrics and/or standards as needed at that time. Doing so will ensure that all templates in Tk20 are as up-to-date and relevant as possible from the onset.

What about my reports?

All programs should already have all necessary and relevant candidate assessment data reports from TaskStream within each of their Calendar Yearbooks for CY2012, CY2013 and CY2014. Additionally, Emily Gibson has already run all spring 2015 reports and has provided all programs with those. She will also provide all of the summer 2015 reports upon the completion of the summer term.

That said, each of the designated list of specific faculty referenced above that will have account extensions (mostly Academic Program Coordinators who will need access after-the-fact for SPA and/or calendar year reporting purposes) for six months has also be given access to every report Emily Gibson has ever run and saved within TaskStream. They will be able to log in, access, download and provide anyone with any saved report at any time up until February 29, 2016.

Students & Faculty: Who can I contact if I have additional questions about TaskStream access after August 31, 2015?

Please don't hesitate to contact Emily Gibson at tshelp@gmu.edu OR (703) 993-6135 or call TaskStream Mentoring Services at 1-800-311-5656.