

2-7-12

Educator Program Leader Forum

TaskStream training for reports - John

Reports from DRF (Direct Response Folio)

You are TaskStream Coordinator - go to TS Coordinator

Main Menu

DRF Program Reports

(Dispositions are in Form & Survey Builder)

Report menu for DRFs

Category, Standards, or Rubric Criteria are 3 options

Category - goes by each element of DRF

Can search by program or DRF template (our choice)

Select DRF you want

Select on whom to run report - several choices - usually All

authors (these are students)

Filter by evaluation date

Demographic data is not yet in as TaskStream said it would be by Jan.

many choices here

IF faculty are listed as authors, take that off before running reports

Then get summary report - can break down different ways

Can also drill down to student level - NCATE likes this.

Can export to Excel - Wendy to upload

If you put standards in, can also evaluate by standards

John has put in ASU Graduate and Undergraduate Learning Goals. (SACS)

Students can access these to include in their work.

Can also include TExES standards in the same rubric.

Save and add another set of standards.

To change a rubric, such as to add standards - go into Rubric Wizard

You can edit and attach standards.

Then it will change the rubric that has been used in the past with the changes to run reports

Will be running report against the rubric for evaluating candidates.

Report starts with a rubric or form to report from.
Dispositions are on a form/survey Chris has shared so all programs can use it.

Change of ownership for a faculty member that left. John can do this, because you have to contact TaskStream.