



WHAT IS A COMPREHENSIVE PROGRAM REVIEW?

A comprehensive review is the final presentation of your knowledge to a committee. This is required for all graduate students in the College of Education before graduation. The review is scheduled during your last semester and must be scheduled no later than 4 weeks before graduation and passed no later than 3 weeks prior to that date. You should begin work on your e-folio in TaskStream early in your degree program.

Getting Started on your Online Portfolio

The first step to starting an online portfolio is to access TaskStream and create an account.

- Go to www.taskstream.com
- Click on Subscribe/Renew
- TaskStream requires the use of a credit card to purchase an account.
- The current rates for TaskStream are:

1 Semester	1 Year	2 Year	3 Year	4 Year
\$25	\$42	\$69	\$91	\$105

- If you would like to purchase TaskStream for a short period and then extend your membership as needed, that is an option.
- After you have established an account, log on.
- **ENROLL IN YOUR SPECIFIC PROGRAM.**
 1. Type in your enrollment code. Codes are as followed :
 - Guidance Counseling- Counselor**
 - School Administration- Principal**
 - Curriculum & Instruction- Teacher**
 - Education Diagnostics- ASU_ED_Diag**
 - Student Development- student**
- Once you are added, you will see a link under “My Programs/DRFs.” These are usually titled as the degree programs you are enrolled.
- Click the link and you will see a list of links with instructions on how to build your e-folio that was created by your program advisor.
- You also will see tabs that allow you to customize your profile.
- The instructions in TaskStream are very specific and easy to follow.
- You can share your profile with others for review by selecting the “Publish/Share with reviewer” tab.
- Do not select “Submission and Evaluation” until your advisor has reviewed everything, you have made the necessary corrections, and you are submitting your e-folio for the final grade

WHAT GOES INTO MY PORTFOLIO

- Each program is set up specifically for its degree plan.
- Your DRF will have tabs or links that may be listed by course number, standards, competencies or principals.
- Under each tab there is a place to add artifacts.

WHAT IS AN ARTIFACT?

An artifact can be a paper, power point, newsletter, essay, or project you completed during your graduate program.

- The artifact should be related to the course number, standard, competency or principal listed. The point of the artifact is to show that you have mastered the requirement and can apply what you have done as a student to your future career as a professional.
- The best way to save an artifact is as a pdf. These open most easily.
- There is also a space for a **SUMMATIVE REFLECTION**, which is your explanation of how the artifact addresses the requirements of the course, standard or competency.
- During your presentation you will present from your TaskStream account, so make sure it looks GREAT!

TIPS FOR SUCCESS

- Save all your work during your graduate studies.
- When a professor hands back work, go ahead and make the corrections, because when it comes time to create your portfolio you do not want to post work with errors.
- Stay in contact with your advisor and your committee.
- Do not put artifacts in your presentation just to fill the space. Make sure they relate to the course, standard or competency you are addressing.
- Make sure you can explain how the artifact and the education you have gained will relate to your future career as a teacher, counselor, leader, principal, etc.
- Be professional. You are trying to convince your committee that you are competent in your field of study.
- Double check and triple check your work, your deadlines, and your schedule.

CONTACT INFORMATION

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