

TASKSTREAM

Candidates are required to purchase a TaskStream account which will be utilized throughout their educational program. TaskStream serves two purposes in the Beeghly College of Education. First, TaskStream is a part of the BCOE assessment system for accreditation and continuous improvement purposes. Candidates are required throughout their program to submit specific course requirements to their instructors/professors on TaskStream to be evaluated. For the BCOE candidate though, TaskStream is a comprehensive resource with online file storage, instructional design tools such as lesson and unit builders as well as providing web page and e-portfolio publication abilities. For more information, go to www.taskstream.com.

Technical Requirements for TaskStream

Optimal Browser:

- Internet Explorer 5.0 and above (PC)
- Firefox 1.0 and above (PC)
- Safari 1.3 (MAC)
- AOL 9.0 and above (PC)
- AOL 10.3 (MAC)

RAM:

- 512 MB recommended

Internet Connection:

- Broadband Recommended

Operating System:

- Windows 98/ME
- Windows 2000
- Windows XP
- Sun Solaris 2.6 or later
- Linux
- AIX
- HPUX
- Mac OSX

Microsoft 2007 Users:

As Microsoft upgraded Word to version 2007, a technical glitch has occurred that will prevent you and/or the evaluator from being able to open documents if a lower version of Word is used. These files will show with an (x) at the end of the file extension (i.e. docx) and could be any type of file i.e. Word, Excel. A solution is available - a patch that you download to your desktop to correct the problem.

To install:

Go to www.microsoft.com

Select *Downloads and Trials*, then *Download Center*

Select *Microsoft Compatibility Pack for Word, Excel, and Powerpoint 2007 file formats*

Click *Download*, choose save as and save to desktop

Double click *FileFormatConverters.exe* icon on desktop

Accept the license by clicking in the small box in the bottom left hand corner

The converter should install automatically.

Save the file on your desktop (FileFormatConverters.exe) to your My Documents folder in case something goes wrong later.

Contacting TaskStream:

Hours: Monday-Friday 8:00am - 7:00pm (Eastern Time)

Phone: 1-800-311-5656

Email: help@taskstream.com