

Assigning Managers to a Program (Course) in Taskstream

Click on My Programs

Click on Manage or create a folio assessment program

My Programs Home

- [Manage or create a folio assessment program](#)
- [Manage or create a collaborative program](#)
- [Self-enrollment options](#)
- [Customize this page](#)

Create New/Manage Programs TS Coord

➤ [Create new folio assessment program](#)

OR... Manage your existing programs

Select one of your program to manage.

-----Active Programs-----

-----Inactive Programs-----

Pull down on Active Programs
(or Inactive if the program is inactive)

Choose the program you want to add a manager to

Create New/Manage Programs TS Coord

➤ [Create new folio assessment program](#)

OR... Manage your existing programs

Select one of your program to manage.

- ✓ -----Active Programs-----
- ED 225 A S06
- ED 225 A Becoming an Educational Professional
- ED 225 B Becoming an Educational Professional
- ED 225 S06
- ED 300
- ED 300 Fall 2006**
- ED 300 Summer 2006
- ED225 demo
- F06 ED225C Becoming an Educational Professional
- F06 Student Teaching
- Faculty demo
- S06 ED 300
- S06 Student Teachers
- Student Teaching Spring 2006 DEMO

Click on the Enrollment tab

Pull down on Enrollment Options and choose Assign Managers

ED 300 Fall 2006

Se **Enrollment** Grouping Resources DRF (Folio) Status

Enrollment Options

- ✓ Enroll Participants
- Enrollment Preferences
- Assign Managers**
- View Roster

Directions: Use buttons to enroll or click here for more information.

Legend: [Participant] = Participant [Evaluator] = Evaluator [Manager] = Manager

Unenroll **Enroll Authors** **Enroll Evaluators**

Author self-enrollment status: **ON** [Preferences]

click Assign New Managers

The screenshot shows the 'ED 300 Fall 2006' page with tabs for Setup, Enrollment, Grouping, Resources, DRF (Folio), and Status. The 'Enrollment Options' section has a dropdown menu set to 'Assign Managers'. Below it, the 'Directions' section says 'Click "checkmark" icons to add/remove manager permissions.' A blue arrow points to the 'Assign New Managers' button.

click Launch Member Locator

The screenshot shows the 'F06 ED 300' page with tabs for Setup, Enrollment, Grouping, Resources, DRF (Folio), and Status. The 'Assign Managers' section has two steps: '1. Locate those you wish to assign as managers for this program:' and '2. Select permissions:'. A blue arrow points to the 'Launch Member Locator' button.

Type in the last name of the person to add and click Search

The screenshot shows the 'Member Search' interface. The search box contains 'pownell' and the 'Search' button is highlighted with a blue arrow. Below the search box, there are sections for 'Basic Search' and 'Search Results'.

Click the box next to the person and click Save

The screenshot shows the 'Member Search' interface. The search results section shows a list of members with checkboxes. 'David Pownell' is selected, and the 'Save' button is highlighted with a blue arrow.

Click and turn on all the options next to the name

The screenshot shows the 'Assign Managers' page. The '2. Select permissions:' section has a table with columns for 'Manage Evaluations' and 'TS Coordinator Only'. All checkboxes for 'David Pownell' are checked. A blue arrow points to the 'Assign' button.

Click Assign

You are then done with assigning a new manager