

Initiating a Direct Response Folio (DRF) Program in Taskstream LAT

Overview

Faculty and staff can use LAT as a tool for gathering and evaluating student artifacts. DRF templates are highly flexible and customizable, which means there are many design decisions to make.

If you're ready to start the process of building a project, you should schedule an **initial call** with Taskstream Mentoring Services. The LAT implementation specialists below consult with UA faculty/staff, providing training and support at all stages of the process via virtual meeting and email:

- Jamie MacLean jmaclean@taskstream.com
- Frank DiBartolo fdibartolo@taskstream.com

Before you get started

Timeline: A program/project can take several weeks to build, so plan accordingly. If you want to use LAT in your Fall course, for example, we recommend getting started during Spring semester.

Scheduling: Begin by providing Jamie/Frank with some specific days/times when you're available—say, 1-2 weeks out. They will then respond based on their availability (note: They're in the Eastern time zone). About a day before each scheduled meeting, you'll receive an email/calendar invitation with instructions on joining the Zoom virtual meeting. Typically, at the end of each LAT call you'll be asked if you want to schedule the next one. If your timeline is tight, you should be prepared with your available days/times.

What to expect along the way

Initial Call (1 hour): This will essentially be a phone interview. You'll be asked a series of detailed questions that will help the implementation specialists understand what you hope to accomplish with LAT. It's okay if you don't know all the answers yet—one of the benefits of the call is that you'll recognize what details you still need to think through.

Getting Started Call (1 hour): During this call, the LAT specialists will demo an existing DRF program with features similar to what you have in mind. As they walk you through the project workspace, they'll provide an overview of the various areas and options. At the end of the call, they'll give you training guides and TS Coordinator access so that you can begin building your program (project).

Subsequent Calls/Emails: The implementation specialists can provide support, technical help, and advice as needed as you continue to work in LAT.