Welcome!

Introduction to TASKSTREAM

Faculty Training

08/16/2021
Welcome!

I would like to introduce myself. My name is Maria Montaperto and I’m the Assessment Coordinator / Certification Officer for the Education Department.

I am responsible for the New York State tests scores, TEACH recommendations, state certifications, and other tasks to support you throughout the teacher preparation program.

- One of my key roles is also managing the department eportfolio / assessment system, Taskstream.

This training will provide an introduction to TASKSTREAM…
WHAT IS TASKSTREAM

Taskstream is an assessment management system that uses Direct Folio Response (DRF) tools to define, organize, evaluate and report assessments. These tools are aligned with accreditation competencies, state standards, and teacher preparation programs requirements.

The following TWO DRF TOOLS are used throughout the system:

1. **TEMPLATES**: Are tools that act like containers and have defined submission requirements and associated methods of evaluation.
   - Templates are titled using a customized document type descriptions
     - Example: Professional Experience Field Observation Form

2. **PROGRAMS**: Are also tools, however are used to distribute the templates.
   - Programs are titled after teacher preparation program descriptions, department education ‘or’ an assessment
     - Example: Education Department DRF Program
ROLES AND FUNCTIONALITIES

ENROLLMENT to Taskstream defines the roles and the functionality subscribers will have in using DRF TOOLS

- **Students** are enrolled as **AUTHORS**, they will complete and submit required coursework to be assessed by assigned evaluators.

- **Instructors** are enrolled as **EVALUATORS**, and required to assess the following:
  - Professional Field Experience / Observation forms
  - Courses following the Key Assessment state standards
GETTING ACCESS TO TASKSTREAM

SUBSCRIBERS

NEW subscribers…
Receive a Welcome to Taskstream by Watermark email containing USERNAME (LOGIN) and a link to complete an online account information form and create a personalized PASSWORD.

- This link is **time limited and expires after 24 hours** of receiving the email.

RETURNING subscribers…
Continue to use the same USERNAME (LOGIN) and PASSWORD.

- If you do not remember your USERNAME and/or PASSWORD,
  - **SELECT** the FORGOT LOGIN and complete login assistance form
1) Top of the HOMEPAGE
   - Contains Taskstream logo, Username, Online Help, Logout.

2) Main section, displays DRF PROGRAMS
   ‘Evaluate a program’
   - DRF PROGRAMS are displayed as tiles or lists. The title describe the
     year, academic term, a teacher preparation program, department or,
     aligned with an assessment.
     Examples:
     - 2021 Spring Education Department DRF Program
     - 2021 Spring CEDU Childhood Education DRF Program
     - 2020 Fall GECE Graduate Early Childhood Education DRF Program
     - 2021 Fall GAE Graduate Adolescent Education DRF Program
   - Beginning of each term, a set of new DRF Programs are placed on the
     homepage for the semester.

3) Right side of your HOMEPAGE
   - Provides quick access links to messages and announcements
Professional field experience hours will be designated by course. Students will be required to **complete and submit one of the following online template forms** in Taskstream by selecting the Education DRF Program. – **One form per course**

1. Professional Experience Field Observation Form: CEDU, GCE, GAE  
   (Grades 1-6; 7-12)

2. Professional Experience Field Observation Form: GECE B-2 ONLY USE

- **As the (evaluator) instructor of the course, you are required to assess the following information entered on the form by accessing and evaluating it in the Education Department DRF Program located on the homepage.**
  - **Field course activities information:**
    - List activities/goals, webinars, simulations, TED talks, written/discussion-based reflections focusing on these activities, including entering total hours
  - **Field observation information:**
    - If applicable, student completes this section, if classroom observation is remote or in-person, including dates and hours
LET’S BEGIN!

- EVALUATING WORK -
PROFESSIONAL FIELD EXPERIENCE OBSERVATION FORMS

Sign in Taskstream ....

**STEP 1:** SELECT the EDUCATION DRF PROGRAM displayed on the homepage *(MOST RECENT)*
- EVALUATING WORK -
DRF PROGRAM SEARCH SCREEN APPEARS

STEP 2: SEARCH FOR A STUDENT(S)

- TWO search options:

OPTION 1: SEARCHING FOR AN INDIVIDUAL (one student at a time)

• TYPE student name in the Search by First or Last Name BOX
• SELECT Search button
• Student name appears next to Selected Individual

Filter Option Selections:
 SELECT Professional Field Experience (assigned courses are listed)
 CLICK on the CONTINUE button located at the bottom of screen

OPTION 2: SEARCHING FOR MULTIPLE PEOPLE (list of students)

• DO NOT enter a name in the Search by First or Last Name BOX

You can use Filter Options to view work for multiple students.
 SELECT Professional Field Experience (assigned courses are listed)
 SELECT All Individual
 SELECT Any Time Period
 CLICK on the CONTINUE button located at the bottom of screen
STEP 3: Search Results Grid is Displayed…

SCROLL down list of student name(s) on the left of the screen

- SELECT student name

- SCROLL across the grid of assessments (categories) from the student name

- CLICK on the EVALUATE (purple) button to open the assessment.
  
  - However, if EVALUATE button isn’t displayed, coursework was not submitted and Work not Started ‘or’ Work in Progress is displayed.
- EVALUATING WORK -
OPEN AND REVIEW SUBMITTED FIELD EXPERIENCE FORM

• **STEP 4:** Go to the **EVALUATION METHOD** section

- **OPEN BELOW** ‘or’ **OPEN FULL SIZE** option to review form:

  - **OPEN BELOW** offers to scroll, expand and collapse the form with **SCORE WORK** button on the same screen
  - **OPEN FULL SIZE** offers a full view of the form with a navigation **BACK TO WORK** button located at top left to **SCORE WORK** screen

  **IF THE FORM DOES NOT MEET REQUIREMENTS…**
  - Do not continue with evaluation
  - **SELECT CANCEL – EVALUATION LATER** button and notify student by email explaining why the form does not meet requirements
  - Student will be required to cancel submission and update the form and resubmit again for evaluation
STEP 5: CLICK on the BLUE ‘SCORE WORK’ button to begin evaluation

Evaluate / Score Work screen appears…

- Go to FINAL MARK: *Does this work meet requirements?*
  - SELECT Meets Requirements
  - ADD summary of evaluation ‘or’ comments in Overall Comments section

- Go to NEXT STEPS, located at the bottom of screen
  - SELECT Record as a final and release evaluation to author now

- CLICK on the SUBMIT EVALUATION NOW button
  (located at the bottom right corner) to complete the evaluation

The system will navigate back to the SEARCH RESULTS screen
- The EVALUATE button for the completed assessment changes to MET requirement
- Follow the next steps options on page 11
NEXT STEPS

Select any of the FOUR options

OPTION 1
CLICK on the BACK TO SEARCH button to search for another INDIVIDUAL student name

OPTION 2
SELECT another student from the MULTIPLE SEARCH RESULTS

OPTION 3
CLICK on the TASKSTREAM LOGO located at top left of screen to navigate back to the HOMEPAGE and SELECT the square dotted icon located at the top right to LOGOUT

OPTION 4
CLICK on the TASKSTREAM LOGO located at top left of screen to navigate back to the HOMEPAGE and SELECT another DRF Program

• Example: Danielson Key Assessments (Go to pages 12-14 for steps on how to assess a student using a rubric)
OPTION FOUR: SELECT ANOTHER DRF PROGRAM

STEP 1: SELECT THE DANIELSON KEY ASSESSMENT DRF PROGRAM
FROM THE HOMEPAGE (MOST RECENT)

- Initial programs and associated courses use Danielson Framework for Teaching KEY ASSESSMENTS to measure student knowledge, skills, and disposition.

- Advanced programs and associated courses also use KEY ASSESSMENTS aligned to the National Association for the Education of Young Children (NAEYC) and the Council for Exceptional Children (CEC).

Annual Review:
- IEP: ED 312, ED 601

Lesson Planning:
- ED 426, ED 635, ED 676

Micro Teaching:
- ED 411, ED 614, ED 680

Student Teaching:
- ED 580, ED 580G, ED 604

Professional Experiences:
- ED 580, ED 580G, ED 604
- EVALUATING STUDENT COURSEWORK –
USING KEY ASSESSMENT RUBRIC

STEP 2: FOLLOW search steps on pages 7-8

STEP 3: CLICK on the BLUE ‘SCORE WORK’ button to begin the evaluation.

Standards appear on the left and score rating and description across the page

- SELECT the score rating by hovering over the rubric ‘or’ clicking on the score tile
  (As you scroll across score rating it turns yellow. A final selection turns blue) ‘or’

- SELECT the N/A button (if standard does not apply), next to the Comments on this Criterion
  - TYPE IN any feedback for each standard in the Comments on this Criterion field.
STEP 4: Go to **FINAL SCORE** section located at the end of the form

- **ENTER** comments ‘or’ a summary of the evaluation in **Overall Comments** section

- Go to **NEXT STEPS** located at the bottom of the form
  - **SELECT** Record as a final and release evaluation to author now *(student teacher)*

- **CLICK** on the **SUBMIT EVALUATION NOW** button *(located at the bottom right corner)* to complete the evaluation.
  - The system will navigate back to the **SEARCH RESULTS** screen
  - The **EVALUATION** button for the completed assessment changes from **EVALUATE** to an **AVERAGE score**