Introduction to TASKSTREAM

Cooperating Teachers/Supervisors Training
LESSON 1: INTRODUCTION
- What is Taskstream
- Getting access to Taskstream
- Roles & Responsibilities
  - Required Student Teaching & Cooperating Teacher Information Form & Approval of student teacher time-sheet

LESSON 2: HOMEPAGE
- Taskstream Homepage and Programs

LESSON 3: HOW TO COMPLETE STUDENT TEACHER EVALUATIONS ‘ASSESSMENTS’
- How to complete a student teacher evaluation
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  - Search options
  - Search results
  - Evaluate and score
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LESSON 4: DANIELSON KEY ASSESSMENT EVALUATIONS TO BE COMPLETED BY SUPERVISORS ‘ONLY’
- Courses aligned with Key Assessments
- How to evaluate a student teacher using Key Assessments

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- How to select another program
- How to logout
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LESSON 1: INTRODUCTION
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 teacher preparation programs, state standards, and accreditation competencies 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
GETTING ACCESS TO TASKSTREAM

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
ROLES AND RESPONSIBILITIES

Cooperating Teachers and Supervisors are assigned as EVALUATORS

Required to provide information and approval of student teacher clinical placement time-sheet

GETTING ACCESS TO TASKSTREAM RUBRICS AND ASSESSMENTS:

Meet with student teachers during the first week of clinical placement and provide information to be entered on the STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM.

APPROVE AND SIGN STUDENT TEACHER TIME-SHEET

At the end of the clinical placement, cooperating teacher only will also be required to review, approve and sign student teacher's placement (hard copy) STUDENT TEACHING PLACEMENT TIME-SHEET.
ROLES AND RESPONSIBILITIES

Cooperating Teachers and Supervisors

Required Observations

• Provide narrative feedback observations throughout the placement, using rubrics aligned with the teacher preparation programs, state standards, and accreditation competencies requirements.

• Meet with Wagner College supervisor to discuss student teacher observations

• Complete an online summative formal observation in Taskstream, by using the same rubric throughout the placement and report a final placement assessment score for the student.
LESSON 2: HOMEPAGE AND PROGRAMS
The Homepage is divided into THREE SECTIONS

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, an teacher preparation program, department or, aligned with an assessment.
     - Example:
       - 2021 Spring CEDU Childhood 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
LESSON 3: HOW TO COMPLETE A STUDENT TEACHER EVALUATION ‘ASSESSMENT’
**LET’S BEGIN!**

**HOW TO COMPLETE A STUDENT TEACHER EVALUATION**

Sign in Taskstream

**STEP 1:** **SELECT,** one of the following **DRF PROGRAMS** placed on the homepage (current term)

**DRF PROGRAMS:**

- Undergraduate Programs
  - Childhood Education Grades 1-6
  - Music Education Grades Pre K-12

- Graduate Programs
  - Adolescent Education Grades 7-12
  - Childhood Education Grades 1-6
The DRF Program search screen has **TWO AVAILABLE SEARCH OPTIONS**:

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

- **ENTER** student teacher name in the *Search by First or Last Name BOX*
- **SELECT** Search button next to Search by Name BOX
  - A **NEW search** screen appears with the student name
  - **SELECT**, SPA’s filter option ‘or’ Supervisor’s observations
  - **CLICK**, 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*
  - **SELECT**, SPA’s filter option ‘or’ Supervisor’s observations
  - **CLICK**, the **CONTINUE** button located at the bottom of screen
SEARCH RESULTS ARE DISPLAYED:

**STEP 3:** Scroll down list of student name(s) on the left of the screen

- Click, student name
- Scroll, across the grid of assessments (categories) from the student name
- Click, the **Evaluate** (purple) button to open the assessment.
HOW TO COMPLETE A STUDENT TEACHER EVALUATION

EVALUATE ‘SCORE’ SCREEN APPEARS

STEP 4: CLICK, the BLUE ‘SCORE WORK’ button to begin the evaluation

The Evaluate / Score Work assessment is aligned with state standards criterion and description to evaluate and score a student teacher’s performance.

- State standard appears on the left of page
- Rating score rating criteria description appear across the page

- SELECT, the criteria description (rating) that best describes the evaluation.
  (As you scroll across rubric rating it turns yellow. A final selection turns blue)
  - If standard does not apply,
    - CLICK on the (Not Applicable) N/A button, under score rating, next to the Comments on this Criterion
  - ENTER, any feedback for each standard in the Comments on this Criterion
HOW TO COMPLETE A STUDENT TEACHER EVALUATION

COMPLETE REMAINING FIELDS AND SUBMIT EVALUATIONS

STEP 5: Go to **FINAL SCORE** section located at the end of the form

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

- **CLICK**, the *Choose File* button to attach and upload the formal narrative observations completed throughout the placement.

- Go to **NEXT STEPS** located at the bottom of the form
  - **CLICK**, 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 to **MET**
HOW TO SELECT AND EVALUATE ANOTHER STUDENT TEACHER(S)

Select from one of the available THREE OPTIONS:

1. **CLICK**, the BACK TO SEARCH button to search for another INDIVIDUAL student name *or*

2. **SELECT**, another student from the MULTIPLE SEARCH RESULTS *or*

3. **CLICK**, the TASKSTREAM LOGO to navigate back to the HOMEPAGE

- **CLICK**, another DRF PROGRAM,
  - Example Danielson Key Assessments *or*
- **SELECT** LOGOUT when evaluations are completed, slide 13
LESSON 4: DANIELSON KEY ASSESSMENT COMPLETED BY SUPERVISORS ‘ONLY’
ADDITIONAL EVALUATION REQUIRED TO BE COMPLETED BY SUPERVISORS ONLY!

As the supervisor, you will be required to complete online student teaching and professional readiness assessments in Taskstream for student teachers enrolled in any of the following courses aligned with the 2013 DANIELSON KEY ASSESSMENTS.

**STUDENT TEACHING**
- ED 580
- ED 580G
- ED 604

**PROFESSIONAL READINESS**
- ED 580
- ED 580G
- ED 604

Note: Go to the next page, slide 13, and follow steps on how to complete and evaluate a student teacher.
HOW TO EVALUATE A STUDENT TEACHER USING
2013 DANIELSON KEY ASSESSMENTS

STEP 1: CLICK, THE DANIELSON KEY ASSESSMENT DRF PROGRAM from the HOMEPAGE (Select the current term)

STEP 2: FOLLOW ‘search options and results steps’ on slides 7-8

STEP 3: CLICK, Student Teaching assessment

STEP 4: CLICK, the BLUE ‘SCORE WORK’ button to begin the evaluation
  • FOLLOW ‘HOW TO COMPLETE STUDENT TEACHER EVALUATIONS’ steps on slides 9.

STEP 5: Go to FINAL SCORE section located at the end of the form.
  • FOLLOW “Submit Final Score” on slide 10.

STEP 6: The system will navigate back to the SEARCH RESULTS screen, the EVALUATION button displays score

STEP 7: Complete the Professional Readiness assessment
  • CLICK, Professional Readiness Key Assessment and repeat STEPS 4-6

Assessments are to be completed by SUPERVISORS ONLY!
LESSON 5: ADDITIONAL FUNCTIONS
End of Training
Thank you!

For additional training and/or questions, please notify me through email:

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