TASKSTREAM

Student Teacher – Clinical Placement Training
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- Templates and Programs
- Student Teacher Policies
- Getting Access to Taskstream
- Roles & Responsibilities
  - Student Teacher
  - Cooperating Teacher and Wagner College Supervisor

LESSON 2: PROFESSIONAL EXPERIENCES
- How to Search, Complete & Submit
  - Student Teacher & Cooperating Teacher Template Form
- How to Search, Complete and Submit
  - Student Teacher Time-Sheet Template form

LESSON 3: ADDITIONAL PROGRAMS ADDED TO THE HOMEPAGE
- Key Assessments

LESSON 4: PROGRAM FUNCTIONS
- How to Upload a Document 'Artifact'
- How to Cancel a Document 'Artifact' Submission

Contact Information
LESSON 1: INTRODUCTION
The following DRF programs will be added to the Taskstream homepage during student teaching placement.

- The Education Department – Professional Experiences
- A Teacher Preparation Program:
  - CEDU – Undergraduate Childhood Education
  - MUED – Undergraduate Music Education
  - GCE – Graduate Childhood Education
  - GAE – Graduate Adolescent Education
- Danielson Key Assessments

As a reminder, 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 Student Teaching Online forms
2. **PROGRAMS**: Are also tools, however are used to distribute the templates.
   - Programs are titled with a year, term and description

**INTRODUCTION**

As a subscriber to Taskstream and familiar with the functions of the system, you will continue to use the tools learned to record student teaching placement information and hours.
Student Teaching Policies – Clinical Placements

All Methods and Content of education courses must be completed and student must have participated in the mandatory student teaching Teacher Preparation Day to enter classes in this portion of the program. Students must hold a 3.0 GPA overall and in both dual majors to qualify for the assessment day. All clinical practice courses are taken in the same semester, fall or spring, in the Senior year.

Prerequisites:
• Completion of all required Education courses and required workshops
• Fingerprint has been transferred to the state
• Taken and passed the Praxis (Reading, Writing and Mathematics) exams to measure academic skills and content knowledge
• Taken all the New York State Certification Exams

Refer to the Student Teaching Manual for further policies.
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.
  o 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.
  o If you do not remember your USERNAME and/or PASSWORD,
    ▪ SELECT the FORGOT LOGIN and complete login assistance form
Student Teacher: Roles and Responsibilities

During clinical placements, you will be assigned to cooperating teachers(s) and a Wagner College supervisor. You will also be required to complete the following professional experience student teaching online forms in Taskstream.

**STUDENT TEACHING & COOPERATING TEACHER INFORMATION FORM:**

- **The first week of clinical placement**, meet with cooperating teacher(s) and Wagner College supervisor and enter their information in the student teaching & cooperating teacher information online form listed under the Education Department – Professional Experiences program and submit to Taskstream.

**STUDENT TEACHING TIME-SHEET FORM:**

- **The last week of clinical placement**, completed hours are recorded in the student teaching time-sheet online form and also listed under the Education Department – Professional Experiences program.
- This form will be required to be printed, approved and signed by cooperating teacher; and uploaded to Taskstream for evaluation.
Cooperating Teachers & Wagner College Supervisors: Roles and Responsibilities

• GETTING ACCESS TO TASKSTREAM ASSESSMENTS
  ○ Information entered on the **STUDENT TEACHNG & COOPERATING TEACHER INFORMATION FORM** will be used to give cooperating teachers and Wagner College supervisors access to Taskstream.
    ○ They will be assigned as Clinical Placement Evaluators and required to complete the following:
      ▪ **Access to rubrics in Taskstream which are aligned with a teacher preparation programs, state standards, and accreditation competencies requirements.**
      ▪ **Use the rubrics to observe and provide narrative feedback of their student teacher throughout the placement.**
      ▪ **Complete an online summative formal observation in Taskstream, by using the same rubric throughout the placement and summarizing and reporting a final placement assessment score.**

**APPROVE AND SIGN STUDENT TEACHER TIME-SHEET**

**Cooperating Teacher’s only** will also be required to review, approve and sign student teacher’s placement (hard copy) time-sheet at the end of placement.
How to Search and Complete Student Teacher & Cooperating Teacher - Information Form

Let’s Begin…

Sign in Taskstream

STEP 1: On the homepage…
- SELECT EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM

STEP 2: SELECT FORM (Student Teaching & Cooperating Teacher Information Form)
- SCROLL to the Professional Experiences category
  - CLICK on the (+) to expand view of all listed document types
  - CLICK on the Student Teacher & Cooperating Teacher Information Form, document type (content appears at the right)
- SCROLL to the EVALUATION METHOD section on the right side of screen
  - CLICK on the link, Please complete this form as part of this requirement, ‘or’ EDIT button on the right

STEP 3: COMPLETE THE ENTIRE FORM
- ENTER Student Information
- ENTER Cooperating Teacher(s) & Wagner College Supervisor Information

STEP 4: SAVE AND SUBMIT FORM
- CLICK SAVE DRAFT button, if you’re not ready to submit (entries will not be lost)
- SELECT SAVE AND RETURN button, when ready to submit
- SELECT, SUBMIT WORK button, and answer pop-pop questions to begin the evaluation.
At the end of clinical placements, the online **TIME-SHEET** form is ALSO REQUIRED to be completed, printed signed by cooperating teacher and uploaded to the Education Department – Professional Experiences DRF program.

**STEP 5:** REPEAT STEPS 1 and 2, however, SELECT, *St. Teach Time-sheet form* document type.

**STEP 6:** COMPLETE THE ENTIRE FORM
- ENTER Student Teacher, Classroom Setting Information and Total Hours Completed

**STEP 7:** SAVE AND PRINT
- CLICK, SAVE DRAFT button, entries will not be lost
- CLICK, PRINT button, at the top of the page and then then CANCEL button, after form has been printed

**STEP 8:** COOPERATING TEACHER APPROVAL AND SIGNURE
- Have cooperating teacher approve and sign form in the designated field located at the bottom of the form

**STEP 9:** SCAN AND UPLOAD SIGNED FORM
- SCAN, signed document and send it directly to your email address and save onto electronic device
- CHOOSE, EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM again
- CLICK, on the Professional Experiences/Time-Sheet form document type again
- CLICK ATTACHMENTS button, located on top of the page and upload signed form (See slide 9 - on how to upload)

**STEP 10:** SELECT, SUBMIT WORK button, and answer pop-up questions to begin the evaluation.
- If form does not meet requirements, an email will be sent to cancel submission, make corrections and re-submit the form. (See slide 10 - on how to cancel submission).
LESSON 3: ADDITIONAL PROGRAMS
- Key Assessments
### ASSIGNED ADDITIONAL PROGRAMS

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**KEY ASSESSMENTS**

Student teachers enrolled in any of the courses below, will be evaluated on **KEY ASSESSMENTS** aligned with the 2013 Danielson Framework of Teaching

<table>
<thead>
<tr>
<th>Student Teaching</th>
<th>Professional Readiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Undergraduate Childhood Education - ED 580</td>
<td>• Undergraduate Childhood Education - ED 580</td>
</tr>
<tr>
<td>• Undergraduate Music Education – ED 580</td>
<td>• Undergraduate Music Education – ED 580</td>
</tr>
<tr>
<td>• Graduate Childhood Education - ED 580G</td>
<td>• Graduate Childhood Education - ED 580G</td>
</tr>
<tr>
<td>• Graduate Adolescent Education - ED 604</td>
<td>• Graduate Adolescent Education - ED 604</td>
</tr>
</tbody>
</table>
LESSON 4: PROGRAM FUNCTIONS
STEP 1: SELECT a DRF Program from the homepage. Example: Education Department – Professional Experience
- Sub-heading categories and document types appear in the left frame of the screen
- SCROLL, and SELECT the document type.
  Examples: Professional St Teacher – Cooperating Teacher Form 'or' St Teacher Time-Sheet Form

STEP 2: SEARCH for SAVED/SCANNED document 'artifact'
- CLICK, ATTACHMENT button, at the top of the workshop screen, next to ADD
- SEARCH, on your computer-electronic device for the saved document
- CLICK, Open button

STEP 3: UPLOAD document ‘artifact’
- CLICK, Start Upload
- CLICK, Upload and Close after 100% upload completed
- CLICK, Save & Return

STEP 4: CLICK, SUBMIT WORK button and answer pop-up questions to begin the evaluation
PROGRAM FUNCTION - HOW TO CANCEL A DOCUMENT
‘ARTIFACT’ SUBMISSION:

Example: Field Observation Form

STEP 1: SELECT DRF program from the homepage. Example, EDUCATION DEPARTMENT – Professional Experiences

- SCROLL DOWN, CLICK on the Document Type

STEP 2: CANCEL SUBMISSION

- CLICK, CANCEL SUBMISSION button, located top right
- ANSWER pop-up question ‘Are you sure you want to undo your submission’
- SELECT, YES – Undo Submission and Unlock Work

STEP 3: EDIT DOCUMENT ‘ARTIFACT’

- CLICK, EDIT WORK button, next to the document type
- CLICK DELETE SECTION, below the Attachment Section
- SELECT, YES – Delete This Section to confirm deletion

STEP 4: EDIT FORM AND RESUBMIT

- FOLLOW STEPS on slide 9, On How To Upload

Note:

If the system doesn’t CANCEL THE SUBMISSION, the evaluation process has started; contact the Taskstream System Administrator, Maria Montaperto for assistance.
CONTACT INFORMATION

For additional training and/or questions regarding training, New York State tests, certification, college recommendation, or TEACH account, please notify me through email:

maria.montaperto@wagner.edu
Campus Hall – Room 329

End of Training
Thank you!