INTRODUCTION TO TASKSTREAM

Student Training
LESSON 1: INTRODUCTION
- What is Taskstream
- Getting Access to Taskstream
- Roles & Responsibilities - All Users
  - Required to complete quizzes in Moodle for students enrolled in ED 326 course or new to the Education Teacher Preparation

LESSON 2: HOMEPAGE
- Taskstream Homepage Set-up
- Programs and Courses

LESSON 3: PROFESSIONAL EXPERIENCES
- Professional Experiences and Template Forms
- How to Search, Complete Field Observation Template Form
- Where to Enter Detail Field Observation
  - Information and Hours
- How to Enter Field Observation
  - Course Activities Information and Hours in Section A
- How to Complete and Submit Field Observation
  - School Site Classroom Information and Hours in Section B

LESSON 4: ADDITIONAL PROGRAMS ADDED TO THE HOMEPAGE
- Workshops
- Danielson Key Assessments
  - Students enrolled in courses aligned with Key Assessments are evaluated using standards
- Education Department
  - Fingerprints OSPRA 104 form
  - Praxis Core / New York State Teachers Certification Exams (NYSTCE) Scores
- Graduate Early Childhood Education Students Only
  - IRB Thesis

LESSON 5: PROGRAM FUNCTIONS
- How to Upload a Document ‘Artifact’
- How to Cancel a Document ‘Artifact’ Submission
- How to Select a Different Program ‘or’ Logout

Contact Information
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 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
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

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.

INTRODUCTION

Getting Access to Taskstream
Roles and Responsibilities

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

**Students** are subscribed as **AUTHORS**, and will be responsible for completing online template forms created in Taskstream and assessed during professional experiences by their cooperating teacher and Wagner College supervisor; and by instructors of assigned courses.

Students enrolled in ED 326 ‘or’ new to an Education Teacher Preparation Program are also **REQUIRED** to complete Taskstream training (with quizzes) in Moodle.

**Faculty, staff, cooperating teachers, and Wagner College supervisors** are subscribed as **EVALUATORS**, and will be responsible for assessing students in Taskstream during professional experiences, and assigned courses.
LESSON 2: HOMEPAGE AND PROGRAMS
1) **Top of the HOMEPAGE**
   - Contains Taskstream logo, Username, Online Help, Logout.

2) **Main section, displays DRF PROGRAMS**
   - *Work on a program*
     - DRF PROGRAMS are displayed as tiles or lists.
     - Each semester a set of DRF Programs will be placed on your homepage, with the year and term added to the program title description.

3) **Right side of your HOMEPAGE**
   - Provides quick access links to messages and announcements
Enrollment in a teacher preparation program or course will determine which (DRF) program will be placed on the homepage each term.

MISCELLANEOUS:
- Education Department
- Education Department – Professional Experiences
- Danielson Key Assessments
- Workshop Certificates

UNDERGRADUATE:
- CEDU – Undergraduate Childhood Education – Grades 1-6
- MUED – Music Education – Grades PreK-12

GRADUATE:
- GCE – Graduate Childhood Education – Grades 1-6
- GAE – Graduate Adolescent Education – Grades 7-12 (which also includes content area DRF Programs: NCTE (English), NCSS (Social Student), NCTM (Mathematics))
- GECE – Graduate Early Childhood Education – Grades B-2

Note: Courses are aligned to teacher preparation programs; New York State certification; accreditation; or the 2013 Danielson Framework; Council for Exceptional Children (CEC); the National Association for the Education of Young Children (NAYCE) standards, and requirements for teaching.
LESSON 3: PROFESSIONAL EXPERIENCES
Are completed throughout the progression of the teacher preparation program

- The Education Department – Professional Experiences DRF Program has been designed to capture the following required professional experiences information and hours.
  - FIELD OBSERVATIONS
  - STUDENT TEACHING CLINICAL PLACEMENTS

ONLINE TEMPLATE FORMS have been created in the Education Department – Professional Experiences program and linked to courses to record field observations and student teaching clinical placement information and hours.

Program Curriculum Summary Sheet (located on Education Department webpage/Academic Programs) lists courses requiring professional experience hours.

This training material will only cover the FIELD OBSERVATION process. - Student Teaching Clinical Placement is presented separately.
LESSON 3: PROFESSIONAL EXPERIENCES

– FIELD OBSERVATIONS

Courses requiring field observations are required to be recorded and submitted before the last week of the term.

Course activities ‘or’ school-classroom observations are recorded on the online Field Observation template form listed in the Education Department – Professional Experiences program and submitted to Taskstream.
Let’s Begin!

How to Search, Complete & Submit Field Observation Form

Sign in Taskstream

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

**STEP 2: SELECT FORM**

Sub-heading categories and document types appear in the left frame area of the screen
- **SCROLL** to the Professional Field Experience sub-heading category
  - **CLICK** on the Field Observation Forms with course number document type (content appears at the right)
    - Example: CEDU-Field Observation FORMS ED 326

- **SCROLL** to the EVALUATION METHOD section
  - **CLICK** on link, Please complete this form as part of this requirement, 'or' EDIT button on the right to open the Professional Experience Field Observation Form.

**STEP 3: COMPLETE** the top portion of the form
- ENTER, Student Information
- ENTER, Course Information
Once the top portion of the Field Observation Information form has been completed

**STEP 4:** Record field observations in ONE of the following sections:

- **Complete SECTION A only,** if you were not assigned to a school, and completed course-related activities.
  - Follow steps on slide 9

- **Complete SECTION B only,** if you were assigned to a school and observed a classroom.
  - Follow steps on slides 10-12
STEP 4: SECTION A

RECORD and SUBMIT Field Observation Course-related Activities and Hours

- ENTER, Course Activities (a paragraph will be provided by your instructor to enter in this field)
- ENTER, Total Hours completed for course activities.
  - This field is required for this section, do not leave blank.

- CLICK, SAVE DRAFT button if you're not ready to submit, entries will not be lost 'or'
- CLICK, SAVE AND RETURN button when form is ready to be evaluated.

- CLICK, SUBMIT WORK button, and answer pop-up questions to begin the evaluation.
  - An email is sent after form has been evaluated; if it MEETS 'or' DOES NOT MEET REQUIREMENTS
  - If the form does not meet requirements, the email will also read to cancel submission, make corrections and re-submit the form. (See example, slide 18 – How to Cancel Document ‘Artifact’ Submission)

Notes:

- All assignments need to be evaluated and approved by course instructor; prior to completing and submitting form to Taskstream. A list of students confirming completed assignments is generated to begin field form evaluations.
- Form not fully completed will not be approved. An email will be sent to cancel submission, update and resubmit it.
- If the form doesn’t meet requirements, it may lead to an incomplete grade.
How to Search, Complete & Submit Field Observation Form

STEP 4: SECTION B

RECORD Field Observation School and Classroom Information and Hours

- ENTER, School Information
- SELECT, Classroom Setting

- ENTER, Cooperating Teacher Information
- SELECT, Cooperating Teacher’s Certification

COMPLETE TIME-SHEET ENTRIES

- ENTER, Dates and Total Hours for each week.
  - EXAMPLE, Date & total hours completed:
    - 9/26/2022; Total Hours 6.0
    - 9/27/2022; Total Hours 6.0
    - 9/28/2022; Total Hours 5.0
    - 9/29/2022; Total Hours 7.0
    - 9/30/2022; Total Hours 6.0
    - 10/03/2022; Total Hours 7.0

- ENTER, Total Hours Observing a class
  - This field is required for this section, do not leave blank.

Go to the next slide, cooperating teacher’s approval and signature; and submitting to Taskstream.
How to Search, Complete & Submit Field Observation Form

STEP 4: SECTION B

SAVE AND PRINT Field Observation to be approved and signed by cooperating teacher

- CLICK, SAVE DRAFT button, entries will not be lost.
  - CLICK, PRINT button, at the top of the page
  - CLICK, CANCEL button, ‘or’ close form, after form has been printed

- COOPERATING TEACHER APPROVAL AND SIGNATURE
  - Have your cooperating teacher approve and sign form in the designated field

- SCAN signed form and SEND it to your email address
  - SAVE form onto your computer - electronic device
How to Search, Complete & Submit Field Observation Form

STEP 4: SECTION B

UPLOAD and SUBMIT Signed Field Observation Form to Taskstream

- SIGN-IN, Taskstream again
  - SELECT, EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM

- SCROLL to the Professional Field Experience sub-heading category
  - CLICK, on the same Field Observation Forms with course number document type
  - CLICK, ATTACHMENTS button, located on top of the page, next to ADD

- SEARCH, on your computer-electronic device for the saved Field Observation form
  - CLICK, Open button
  - CLICK, Upload from computer
  - CLICK, Add File

- UPLOAD SELECTED SCANNED FIELD OBSERVATION FORM
  - CLICK, Start Upload
  - CLICK, Upload and Close after 100% upload completed
  - CLICK, Save & Return

- SUBMIT WORK
  - CLICK, SUBMIT WORK button, and answer pop-up questions to begin the evaluation

Notes:

- Form(s) not fully completed and/or not signed will not be approved. An email will be sent to cancel submission, update and resubmit it. (See slide 18 - on How to Cancel Document ‘Artifact’ Submission)
- If the form doesn’t meet requirements, it may lead to an incomplete grade.
LESSON 4: ADDITIONAL PROGRAMS

- Workshop
- Danielson Key Assessments
- Education Department – Fingerprint, New York State Tests
- Advanced Program – Early Childhood Students Only
The WORKSHOPS below are required for the education teacher preparation program completions and for New York State Education certification.

- Workshops are also required to be completed a semester prior to Student Teaching.
  - Dignity for All Students (DASA)
  - Child Abuse
  - School Violence Prevention and Intervention (S.A.V.E.)
  - Autism Awareness*

Where to go to complete workshops:

- Training/workshops are available only from a provider approved by the New York State Education Department.
  * Autism workshop TBD (provider or Wagner College)

- A list of providers are available in TEACH website, https://www.highered.nysed.gov/tcert/teach/ or uploaded to our Wagner College/Education Department website, under Student Resources.

Completed workshop:

- Some providers of the workshop transmit the Certificate of Completion to the Office of Teaching Initiatives electronically.
  - Check with the provider to find out it’s transmitted electronically
  - Check your TEACH account / Workshops sections to confirm entry

- Notify the Education Department of the completion.
  - If the provider doesn’t transmit the certificate of completion electronically, notify the department to generate a certificate for your records.
  - To add to your transcript as “P” for passing/completed
  - To confirm or upload to your TEACH account.

It’s also recommended to upload the certificate to the Workshops Certification DRF Program in Taskstream.

- See slide 17, How to Upload
- See slide 19, How to Select a Different Program
Students enrolled in the courses below will be evaluated on **KEY ASSESSMENTS** aligned to the 2013 Danielson Framework of Teaching, National Association for the Education of Young Children (NAYCE) or Council for Exceptional Children (CEC) standards.

- The Danielson Key Assessment ‘or’ the Advanced Graduate Early Childhood programs will be assigned and placed on the homepage.

<table>
<thead>
<tr>
<th>Danielson Program</th>
<th>Key Assessment – Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Review-IEP</strong></td>
<td>ED 312, ED 601</td>
</tr>
<tr>
<td><strong>Lesson Planning</strong></td>
<td>ED 426, ED 635, ED 676</td>
</tr>
<tr>
<td><strong>Micro Teaching</strong></td>
<td>ED 411, ED 614, ED 680</td>
</tr>
<tr>
<td><strong>Student Teaching</strong></td>
<td>ED 580, ED 580G, ED 604</td>
</tr>
<tr>
<td><strong>Professional Experiences</strong></td>
<td>ED 580, ED 580G, ED 604</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Early Childhood Program</th>
<th>- Key Assessment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Micro Teaching</strong></td>
<td>ED 620</td>
</tr>
<tr>
<td><strong>Early Childhood Planning</strong></td>
<td>ED 622</td>
</tr>
<tr>
<td><strong>Observation - Lesson Planning Implementation</strong></td>
<td>ED 694</td>
</tr>
<tr>
<td><strong>Individualized Family Service Plan</strong></td>
<td>ED 622</td>
</tr>
<tr>
<td><strong>Learning Center Dyadic Project</strong></td>
<td>ED 618, ED 621</td>
</tr>
<tr>
<td><strong>Professional Field Reflection</strong></td>
<td>ED 694</td>
</tr>
</tbody>
</table>

**Note:** All assignments will be uploaded to Moodle. Only assessments will be completed in Taskstream by instructor.
ASSIGNED ADDITIONAL PROGRAMS

It’s recommended to upload the following documents ‘artifacts’ to the Education Department DRF Program.

- **Fingerprints receipt:** Fingerprint and security clearance are required by New York State law prior to any professional experiences and certification.
- **Fingerprints OSPRA 104 form:** It’s used to transfer fingerprints from city to state and required for certification.
- **Praxis Core Exam Test Scores:** Required passing scores in (Reading, Writing & Mathematics) prior to student teaching.
- **New York State Teachers Certification Exams (NYSTCE) scores:** Required passing scores for program and certification.

**STEP 1:**
- **SIGN-IN TASKSTREAM**
  - CLICK, EDUCATION DEPARTMENT DRF PROGRAM

**STEP 2:**
- **SCROLL, down the screen to any of the following categories:**
  - Fingerprints, TPP, NYSTCE

**STEP 3:**
- **CLICK** on any of the following document types:
  - PETS – Field/Student Teaching – upload fingerprints receipt
  - EAS (Educating All Students), SWD (Students with Disabilities), Multi-subjects, Content, the Fingerprinting, TPP or NYSTCE category
- **CLICK, ATTACHMENTS** button, located at the top of the page, next to Add

(See slide 17 - On How to Upload)
ASSIGNED ADDITIONAL PROGRAM: ADVANCED

Graduate Early Childhood (GECE) B-2 Advanced Graduate Program

Students enrolled in the Graduate Early Childhood advanced program, will be required to complete and submit the online IRB – Thesis Application – Cover Page in Taskstream.

**STEP 1:** SELECT the GECE Graduate Early Childhood Education DRF Program from the homepage - Sub-heading categories and document types appear in the left frame of the screen

- SCROLL, to the GECE Capstone Project sub-heading category
- CLICK, on the IRB Thesis Application (Content appears on the right frame area of the screen)

- SELECT, the attached Education Department IRB Cover Application
- ENTER and SAVE document onto your computer

**STEP 2:** FOLLOW attached instructions to create your application document. Have your department chair review the documents, then upload both to the IRB section in Taskstream.

**STEP 3:** SELECT, ATTACHMENTS button located at the top of the page ADD menu, to upload application document. (See slide 17 - On How to Upload)

**STEP 4:** SCORING of the IRB Thesis will be rated in the IRB Thesis Assessment Rating document type under the GECE – Capstone Project sub-category

Follow any documentation and/or communications with suggestions and guidelines for IRB Thesis Application by Dr. Gonzalez.
LESSON 5: PROGRAM FUNCTIONS
STEP 1: SELECT a DRF Program from the homepage
- Sub-heading categories and document types appear in the left frame of the screen
  - SCROLL, and SELECT the document type

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 the EDUCATION DEPARTMENT DRF Program from the homepage
- 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 17, On How To Upload

SAME PROCESS STEPS FOR ALL DOCUMENT ‘ARTIFACT’ TYPES

Note:
If the system doesn’t CANCEL THE SUBMISSION, the evaluation process has started; contact the Taskstream System Administrator, Maria Montaperto for assistance.
PROGRAM FUNCTION - HOW TO SELECT A DIFFERENT PROGRAM ‘or’ LOGOUT

**STEP 1: SELECT ANOTHER**
- Go to the top left of any screen
  - SELECT, the TASKSTREAM logo
- It will take you directly to the HOMEPAGE
  - SELECT, any of the DRF programs

**STEP 2: LOGOUT OF TASKSTREAM**
- Go to the HOMEPAGE
  - SCROLL, to the top right of the screen
  - SELECT, the dotted square icon
  - CLICK, LOGOUT
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!