



TASKSTREAM

Student Teacher – Clinical Placement Training Material

Updated: 11-21-2023



LESSONS

Each underlined
LESSON has been
setup with a
hyperlink.
CLICK to access

■ LESSON 1: INTRODUCTION

- [Accessing Taskstream](#) SLIDE 1
- [Taskstream Programs](#) SLIDE 2
- [Roles and Responsibilities](#) SLIDES 3-4
 - Student Teacher
 - Cooperating Teacher and Wagner College Supervisor

■ LESSON 2: PROFESSIONAL EXPERIENCES

- [How to Search, Complete & Submit](#) SLIDES 5-6
Student Teacher & Cooperating Teacher Template Form
- [How to Search, Complete and Submit](#) SLIDES 7-8
- Student Teacher Time-Sheet Template form

■ LESSON 3: PROGRAM FUNCTIONS

- [How to Upload a Document](#) SLIDE 9
- [How to Cancel a Document Submission](#) SLIDE 10
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LESSON 1: INTRODUCTION

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.

Welcome to Taskstream, your name appears here

Directions: To begin using Taskstream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.

Account Information

E-mail address:

Re-enter e-mail address:

Home/Cell phone:

Alternate phone: (optional)

Personalize your password

New password:

(Please note that passwords are case sensitive and must be 8 characters, contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and one special character (!@#%))

Re-enter new password:

Password hint:

Continue »

watermark

Learn More » Resources » Get Support » Log In/Sign Up » Forgot/Reset »

Sign In

Taskstream, Tk20, and LiveText are now Watermark. Choose product below to log in.

taskstream by Watermark™

Welcome to Taskstream by Watermark

Sign In

Username: Password:

Sign In

Forgot Login? Create/Renew Account Get Help

Bookmark the Sign In screen for future login

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

taskstream by Watermark™

Welcome to Taskstream by Watermark

Sign In

Username: Password:

Sign In

Forgot Login? Create/Renew Account Get Help

Login Assistance

Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint.

Last name:

And enter either...

Student ID: or

E-mail: or

Username:

Email Username & Password Reset View Password Hint

Important: To make sure that you get Taskstream emails, examine your mail options and check for spam blocking software.

If possible, add notification@taskstream.com to your address book.

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*

The following **PROGRAMS** will be placed to the homepage.

- The Education Department – Professional Experiences
- Danielson Key Assessments

ROLE AND RESPONSIBILITIES

Lesson 1: 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 clinical placement information and hours.



Students are subscribed as **AUTHORS**, and will have access to Taskstream programs and templates each term, such as the Education Department – Professional Experience program and online templates; and required to report STUDENT TEACHING CLINICAL PLACEMENT information and hours.



Assigned **cooperating teacher(s) and Wagner College supervisor(s)** are subscribed as **EVALUATORS**, and will be responsible for assessing student teachers.

- **Evaluators** will be responsible for accessing rubrics in Taskstream to be used during narrative observations and complete online formal student teacher Danielson Key Assessments.
 - ☐ The assessments are aligned with our programs, state, and accreditation and is divided into the following areas:
 - Pedagogy
 - Professional Indicators
 - Student Teaching Culturally Responsiveness Form

ROLE AND RESPONSIBILITIES

Lesson 1: INTRODUCTION

Student Teachers are required to complete and submit the following **TWO** forms. Non-submission to Taskstream leads to an incomplete student teaching clinical placement.

1. STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM:

- The student teacher schedules time with the cooperating teacher on the **first day of placement to complete the Student Teacher and Cooperating Information printed form**. The information provided is also entered and submitted on the online form in Taskstream.
- The submitted form provides the cooperating teacher and Wagner College supervisor access to complete the online student teaching Danielson Key Assessment.

2. STUDENT TEACHER TIME SHEET FORM:

- Also, in the **last week of clinical placement**, the student teacher completes and submits the online Student Teacher Time-Sheet form in Taskstream.
- The form is required to be **printed and signed by the cooperating teacher**.
- The signed form gets **uploaded as an attachment** to Taskstream.

The image displays three screenshots of the Taskstream forms. The first screenshot shows the 'STUDENT TEACHER AND COOPERATING TEACHER INFORMATION' form, which includes sections for Student Teacher Information, Cooperating Teacher Information, and Wagner College Supervisor Information. The second screenshot shows the 'STUDENT TEACHER TIME SHEET' form, which includes sections for Student Teacher Information, Classroom Setting, Enter Hours Completed, and Enter Dates and Hours Completed for Each Week. The third screenshot shows the 'COOPERATING TEACHER'S APPROVAL AND SIGNATURE' form, which includes a section for the Cooperating Teacher's Signature and Date.



LESSON 2: PROFESSIONAL EXPERIENCES

- *HOW TO COMPLETE AND SUBMIT
STUDENT TEACHING ONLINE FORMS*

HOW TO SEARCH AND COMPLETE STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM

Lesson 2: PROFESSIONAL EXPERIENCES – FORM 1

Let's Begin...

On the first day of clinical placement meet with cooperating teacher to complete the Student Teaching and Cooperating Teacher Information form.

STEP 1: On the homepage...

- ❑ SELECT EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM

STEP 2: SELECT FORM (*Student Teaching & Cooperating Teacher Information Form*)

Sub-heading categories and document types appear in the left frame area of the screen.

- ❑ **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

The screenshot shows a web application interface for the '2023 Fall Education Department - Professional Experiences'. The top navigation bar includes 'Template: EDUCATION DEPT - PROFESSIONAL EXPERIENCES', 'Work', 'Comments', 'Scores/Results', and 'Options'. Below this, there's a 'VIEW AS FOLIO' button and a 'Status: Work Not Started' indicator with a 'REQUEST COMMENTS' button. The main content area is divided into two panels. The left panel, titled 'EXPAND ALL' and 'COLLAPSE ALL', lists categories like 'General Information', 'Student Teaching Readiness', and 'Professional Experiences - St Teach'. Under 'Professional Experiences - St Teach', the 'St Teacher-Cooperating Teacher Form' is highlighted. The right panel, titled 'Add: Form Attachments', shows the 'St Teacher-Cooperating Teacher Form (Information - As of Fall 2022)'. It includes sections for 'DIRECTIONS' (Please complete all required fields in each section and submit to Taskstream.) and 'EVALUATION METHOD' (FORM : PROF EXPERIENCE: STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM). An 'Edit' button is visible next to the form title. A 'Print' button is also present in the top right corner of the form area.

HOW TO SEARCH AND COMPLETE STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM

Lesson 2: PROFESSIONAL EXPERIENCES – FORM 1

STEP 3: COMPLETE THE FOLLOWING SECTIONS.

- **Do Not Leave Any Fields Blank!**

- ☐ 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.

Form is completed and submitted to Taskstream
on the first day of student teaching
clinical placement

HOW TO SEARCH AND COMPLETE STUDENT TEACHER TIME-SHEET FORM

Lesson 2: PROFESSIONAL EXPERIENCES – FORM 2

Also, at the end of clinical placements, the online **TIME-SHEET** form is **REQUIRED** to be completed, printed signed by a cooperating teacher and uploaded to the Education Department – Professional Experiences DRF program.

STEP 1: REPEAT STEPS 1 and 2 from slide 7; however, SELECT, *St. Teach Time-sheet form* document type.

STEP 2: COMPLETE THE ENTIRE FORM

- ☐ **ENTER** Student Teacher, Classroom Setting Information and Total Hours Completed

STEP 3: 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 4: COOPERATING TEACHER APPROVAL AND SIGNURE

- ☐ Have cooperating teacher approve and sign form in the designated field located at the bottom of the form

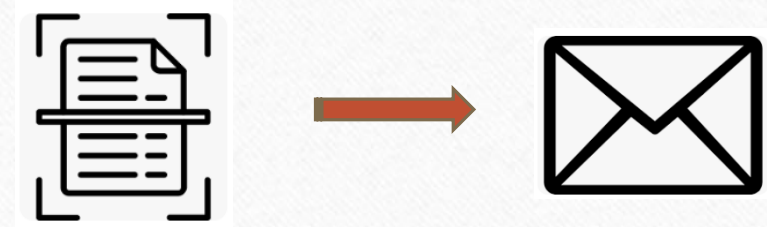
The screenshot shows the 'St. Teach TIME-SHEET - FALL 2022 (FORM)' interface. It includes a sidebar with navigation options like 'EXPAND ALL', 'COLLAPSE ALL', and 'Add: Form'. The main content area is divided into sections: 'General Information' (with 'St. Teach TIME-SHEET - FALL 2022 (FORM)' selected), 'STUDENT TEACHER INFORMATION' (with fields for Student Teacher Name, ID, and Email), 'CLASSROOM SETTING' (with checkboxes for Self-Directed, General Education, and ICT - Integrated Co-Teaching), 'ENTER HOURS COMPLETED' (with a table for entering dates and hours for each week), and 'COOPERATING TEACHER'S APPROVAL AND SIGNATURE' (with fields for Signature, Date, and Email). The form also includes buttons for 'CANCEL', 'CHECK SPELLING', 'PRINT', 'SAVE DRAFT', and 'SAVE AND RETURN'.

HOW TO SEARCH AND COMPLETE STUDENT TEACHER TIME-SHEET FORM

Lesson 2: PROFESSIONAL EXPERIENCES – FORM 2

STEP 5: SCAN AND UPLOAD SIGNED FORM

- ❑ **SCAN**, signed time-sheet and send it directly to your email address.



STEP 6: SELECT PROGRAM AND UPLOAD SIGNED FORM

- ❑ **CHOOSE, EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM** again.
- ❑ **CLICK**, on the Professional Experiences/Time-Sheet form document type again
- ❑ **CLICK ATTACHMENT** button, located on top of the page and upload the signed form (See slide 9 - on how to upload)

STEP 7: SELECT, **SUBMIT WORK** button, and answer pop-up questions to begin the evaluation.

- ❑ An email score of meets or does not meet requirements is sent.
- ❑ If the form does not meet requirements, the submission is required cancellation and corrected.
- ❑ The updated form gets re-submitted to Taskstream.
(See slide 10 - on how to cancel submission).

A screenshot of the 'Student Teacher Time-Sheet Form' interface. The form is divided into several sections: 'STUDENT TEACHER INFORMATION' with fields for name and college ID; 'CLASSROOM SETTING' with radio buttons for different teaching environments; 'ENTER HOURS COMPLETED' with a table for weekly hours; and 'COOPERATING TEACHER'S APPROVAL AND SIGNATURE' with fields for the teacher's signature and date. The interface includes navigation buttons like 'CANCEL', 'CHECK SPELLING', 'PRINT', 'SAVE DRAFT', and 'SAVE AND RETURN'.



LESSON 3: PROGRAM FUNCTIONS

PROGRAM FUNCTIONS - HOW TO UPLOAD A DOCUMENT:

Lesson 3: PROGRAM FUNCTIONS

Example: Student Teaching Time-Sheet

STEP 1: SELECT a 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: Student Teacher and Cooperating Teacher Information Form

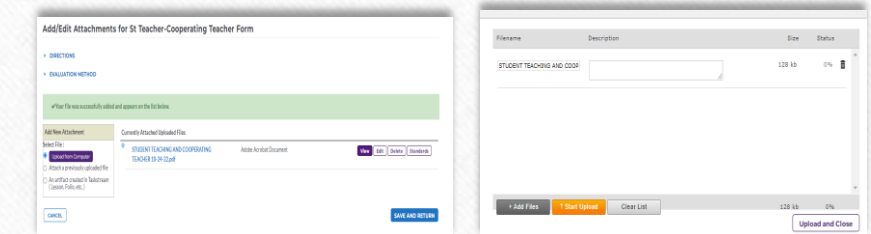
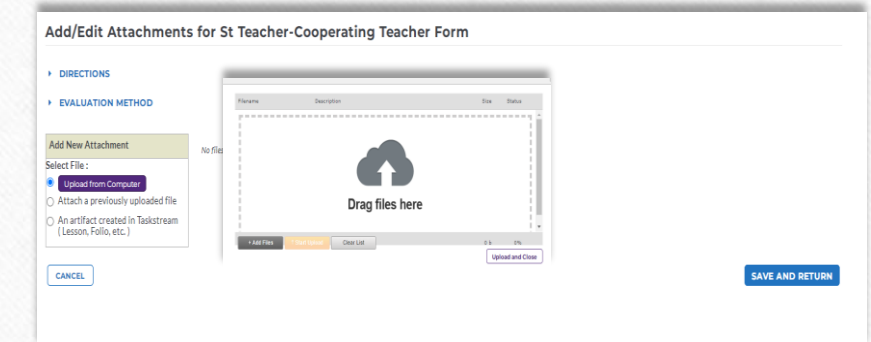
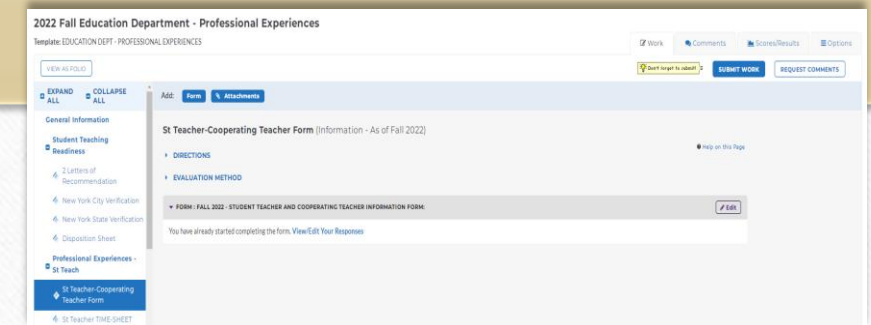
STEP 2: SEARCH for SAVED/SCANNED document ‘artifact’

- ☐ **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:

Lesson 3: PROGRAM FUNCTIONS

Example: Student Teacher and Cooperating Teacher Information 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**

The first screenshot shows the '2022 Fall Education Department - Professional Experiences' page. It has a sidebar with 'Expand All' and 'Collapse All' buttons. The main content area shows the 'St Teacher-Cooperating Teacher Form' with a 'Cancel Submission' button in the top right corner. The second screenshot shows the 'Add/Edit Attachments for St Teacher-Cooperating Teacher Form' page. It has a 'Cancel' button in the bottom left corner. The third screenshot shows the 'Delete Section' confirmation dialog with a 'Yes' button in the bottom right corner.

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!