TASKSTREAM

Student Teacher – Clinical Placement Training Material

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**

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■ **Contact Information**   **SLIDE 11**

LESSON 1: INTRODUCTION

ACCESSING 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.

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

Bookmark the Sign In screen for future login

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

TASKSTREAM PROGRAMS

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

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

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ROLE AND RESPONSIBILITIES

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.

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LESSON 2: PROFESSIONAL EXPERIENCES

- HOW TO COMPLETE AND SUBMIT STUDENT TEACHING ONLINE FORMS

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

2023 Fall Education Department - Professional Experiences

Template: EDUCATION DEPT - PROFESSIONAL EXPERIENCES   ☑ Work   💬 Comments   📖 Scores/Results   ☰ Options

VIEW AS FOLIO   Status : Work Not Started   REQUEST COMMENTS

⊞ EXPAND ALL   ⊟ COLLAPSE ALL   Add: Form   ✎ Attachments

General Information

Student Teaching Readiness

St Teacher-Cooperating Teacher Form (Information - As of Fall 2022)
✎ 2 Letters of Recommendation
✎ New York City Verification   ⊠ Help on this Page
✎ New York State Verification

▾ DIRECTIONS
Please complete all required fields in each section and submit to Taskstream.   Print
✎ Disposition Sheet

Professional Experiences - St Teach   ▸ EVALUATION METHOD

St Teacher-Cooperating Teacher Form   ▾ FORM : PROF EXPERIENCE: STUDENT TEACHER AND COOPERATING TEACHER INFORMATION FORM   ✎ Edit

✎ St Teacher TIME-SHEET   Please complete this form as part of this requirement .

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

STEP 3: **COMPLETE THE FOLLOWING SECTIONS.**

   - *Do Not Leave Any Fields Blank!*

❑ **ENTER** Student Information
❑ **ENTER** Cooperating Teacher(s) & Wagner College Supervisor Information

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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

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
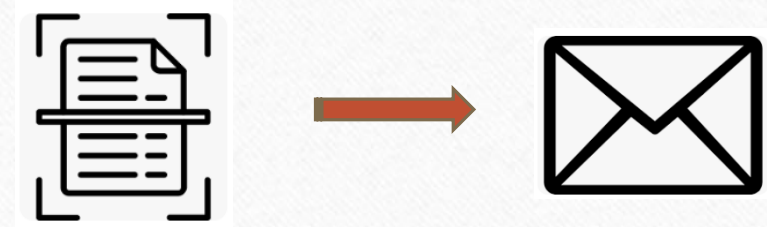
HOW TO SEARCH AND COMPLETE STUDENT TEACHER TIME-SHEET FORM

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).

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.
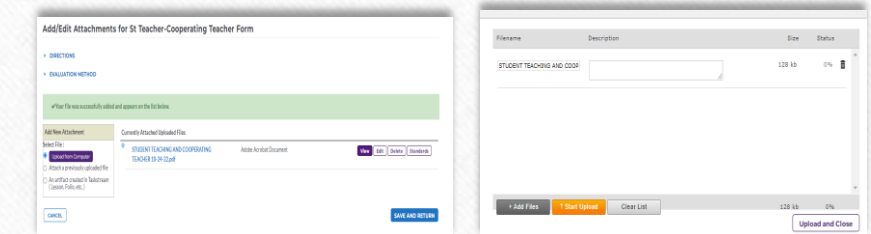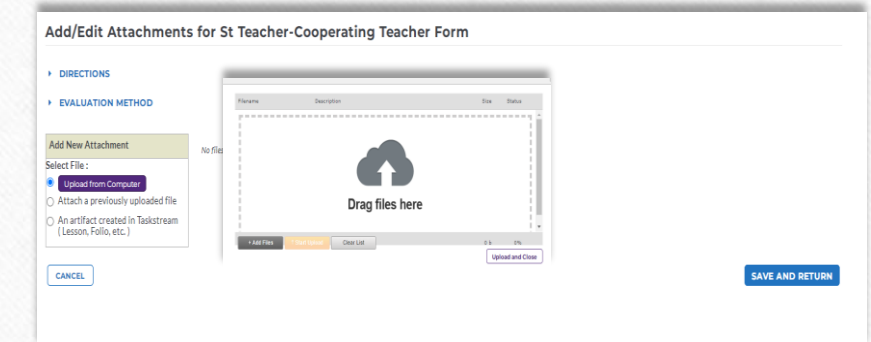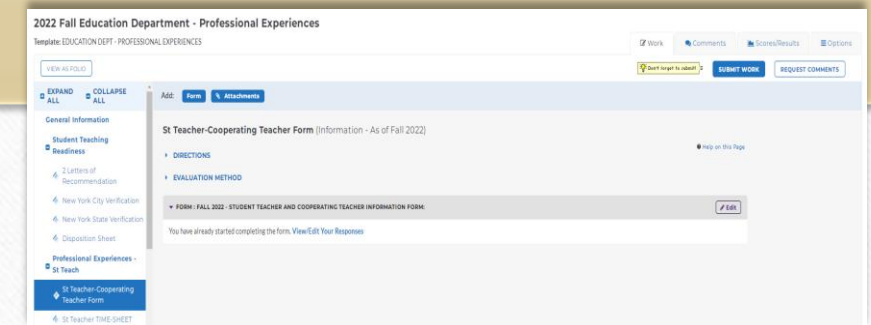*Examples: Student Teacher and Cooperating Teacher Information Form*

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:

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**

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!