Introduction to TASKSTREAM

Cooperating Teachers/Supervisors Training
LESSON 1: INTRODUCTION
- What is Taskstream
- Getting access to Taskstream
- Roles & Responsibilities
  - Completing Student Teacher(s) Observations
  - Completing Student Teacher and Co-teacher Information Form
  - Approving Student Teacher(s) Timesheet

LESSON 2: HOMEPAGE
- Taskstream Homepage and Programs

LESSON 3: HOW TO COMPLETE STUDENT TEACHER EVALUATIONS ‘ASSESSMENTS’
- How to complete a student teacher evaluation
  - Sign-in and select program
  - Search options
  - Search results
  - Evaluate and score student teacher
  - Submit evaluation – final score

LESSON 4: LOGOUT/CONTACT
- How to logout
- Contact information
- Navigating back to the homepage
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 align with teacher preparation programs, state standards, and accreditation competencies requirements.

The following TWO DRF TOOLS are used throughout the system:

1. **TEMPLATES**: These 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**: These are also tools used to distribute templates.
   - Programs are titled after teacher preparation program descriptions, department education ‘or’ an assessment
     - Example: Danielson Key Assessment 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
Cooperating Teacher and Wagner College Supervisor are assigned as evaluators

Responsibilities include:

Completing Observations:
- The cooperating teacher and Wagner College supervisor are responsible for the following:
  - Schedule time together to discuss student teacher(s) observation.
  - Schedule time to meet with the student teacher and provide narrative feedback.
  - Complete a formal evaluation in our assessment system, Taskstream.
    - The assessment is aligned with our programs, state, and accreditation and is divided into the following THREE areas:
      1. Pedagogy
      2. Professional Indicators
      3. Student Teaching Culturally Responsiveness Form
         – Require a fill-in response.

Completing the Student Teacher and Cooperating Teacher Information form:
- The cooperating teacher meets with student teacher(s) during the first week of clinical placement and provides contact, school and license information to be added to the Student Teacher and Cooperating Teacher Information form.

Approving Student Teacher Time sheet:
- The cooperating teacher will also be required to approve and sign student teacher's clinical placement time sheet during the last week of placement.
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 describes the year, academic term, program title-assessment.
     - Example:
       - 2023 Spring Danielson Key Assessments
     - 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,** the current Danielson Key Assessments **DRF PROGRAM** placed on the homepage (current term)
HOW TO COMPLETE A STUDENT TEACHER EVALUATION

STEP 2: SEARCH FOR YOUR STUDENT TEACHER

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**, the Student Teach Assessment
  - **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
HOW TO COMPLETE A STUDENT TEACHER EVALUATION

OPTION 2 SEARCH RESULTS 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 one of the following assessment.
  - 580 MUED: Music Education Undergraduate
  - 580 – CEDU: Childhood Education Undergraduate
  - 580G – GCE: Graduate Childhood Education
  - 604 – GAE: Graduate Adolescent Education
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 aligned with state standard criteria and description assists in evaluating and scoring a student teacher’s performance.

- Complete the Pedagogy and Professional Indicators
  - State standard appear on the left of page
  - 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

- Complete the Cultural Responsiveness Entry form – Do not leave any field blank.
HOW TO COMPLETE A STUDENT TEACHER EVALUATION

SUBMIT EVALUATION

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

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

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

- 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.
  - Repeat the STEPS 1-5 for any additional student teachers.
LESSON 4: HOW TO LOGOUT / CONTACT INFORMATION
How to LOG OUT of system

- Go to the top left of the screen to navigate back to the homepage screen.
- Select the dotted square icon on the top right to exit system.

☐ CLICK on LOG OUT.

For additional training and/or questions, please notify me through email:
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End of Training
Thank you!