The slide features a light green background with a white rectangular frame. A dark brown horizontal bar spans the width of the slide, passing behind a large, light blue oval. The oval contains the title and subtitle text. The text is in a black, serif font. The title 'Introduction to TASKSTREAM' is on the top line, and the subtitle 'Cooperating Teachers/Supervisors Training' is on the bottom line.

Introduction to TASKSTREAM

Cooperating Teachers/Supervisors Training

11-08-23

LESSONS

Each underlined
LESSON has
been set up with a
hyperlink directly
to the slide(s).

■ LESSON 1: INTRODUCTION

- [What is Taskstream](#) SLIDE 1
- [Getting access to Taskstream](#) SLIDE 2
- [Roles & Responsibilities](#) SLIDE 3
 - Completing Student Teacher(s) Observations
 - Completing Student Teacher and Cooperating Teacher Information Form
 - Approving Student Teacher(s) Time-sheet

■ LESSON 2: HOMEPAGE

- [Taskstream Homepage and Programs](#) SLIDE 4

■ LESSON 3: HOW TO COMPLETE STUDENT TEACHER EVALUATIONS 'ASSESSMENTS'

- [How to complete a student teacher evaluation](#) SLIDES 5-9
 - 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](#) SLIDE 10
- [Contact information](#) SLIDE 10
- [Navigating back to the homepage](#) SLIDE 10



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.

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:

Personalize your password

New password:

Re-enter new password:

Password hint:

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

Forget Login? Create/Renew Account

Bookmark the Sign In screen for future login

Select

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

Forget 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:

E-mail:

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@watermark.com to your address book.

ROLES AND RESPONSIBILITIES

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



TASKSTREAM 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.

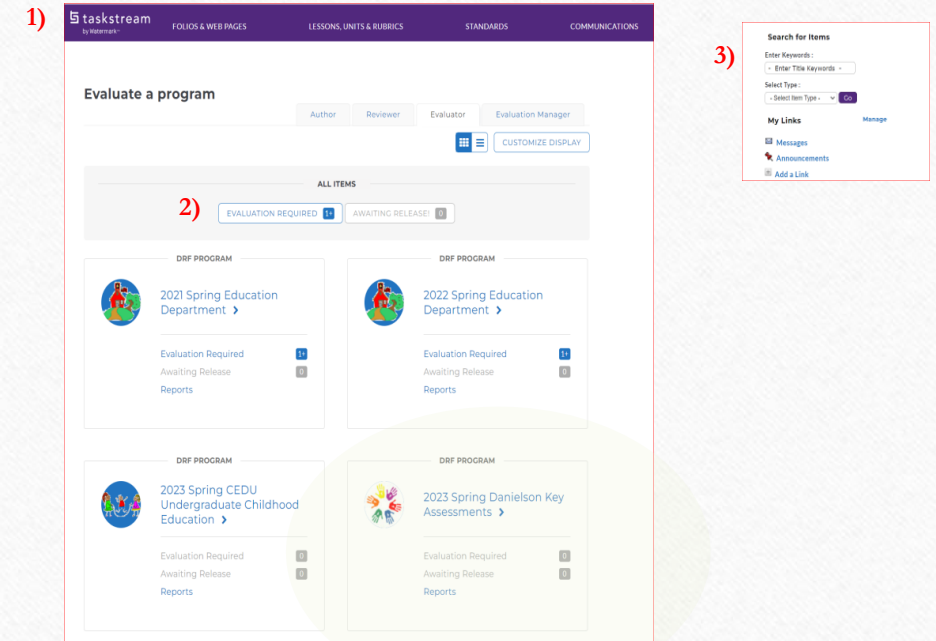
Example:

- 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





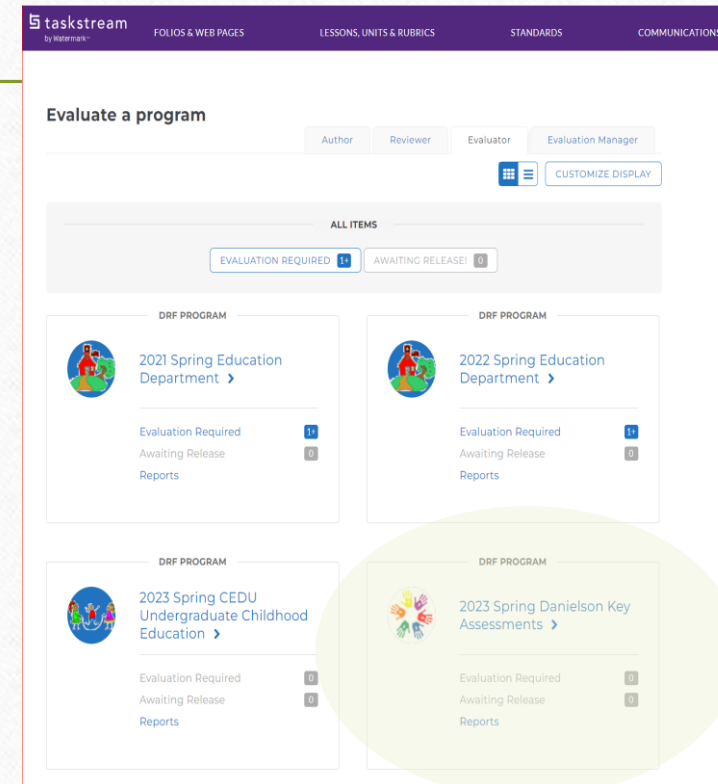
LESSON 3: HOW TO COMPLETE A STUDENT TEACHER EVALUTION 'ASSESSMENT'

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:**

Search for Individual to Evaluate

Search by first or last name:

Or... Search for Multiple people

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

2023 Spring Delany Elementary Key Assessments

BWV Template - UNCLASSIFIED - No Assessment

Search for Individual to Evaluate

Search by first or last name SEARCH

Selected individual: Maria Monte

Select FullList entry to display :

- ☒ Show all available categories
- ☐ All Assessments 5 - No Subtestion Required
 - 2023 Annual Review - GP - 2 No Subtestion Required
 - 400 Annual Review - GP - 2 No Subtestion Required
 - 400 Lesson Planning - 2 No Subtestion Required
 - 400 Lesson Planning - 2 No Subtestion Required
 - 400 Lesson Planning - 2 No Subtestion Required
 - 400 Lesson Planning - 2 No Subtestion Required
 - 400 ELA Literacy Teaching - 2 No Subtestion Required
 - 400 Music Teaching - 2 No Subtestion Required
 - 400 Music Teaching - 2 No Subtestion Required
 - 400 Student Teach Assessment - WEDD Middle Education Prob 12 Undergrad
 - 400 Student Teach Assessment - CEDD Child Education & Ungraduat
 - 500 Student Teach Assessment - GCE Childhood Education 1-6 Graduate
 - 400 Student Teach Assessment - GAE Advanced Education 7-12 Graduate
 - 500 Student Teaching - 2 No Subtestion Required
 - 500 Student Teaching - 2 No Subtestion Required
 - 500 Professional Readiness - 2 No Subtestion Required
 - 500 Professional Readiness - 2 No Subtestion Required
 - 500 Professional Readiness - 2 No Subtestion Required
- ☐ All Assessments 5 - With Subtestion 2023-2020
- ☐ All Assessments 5 - With Subtestion

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

[illegible]

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 the following assessment.
 - ☐ 580 MUED: Music Education Undergraduate
 - ☐ 580 – CEDU: Childhood Education Undergraduate
 - ☐ 580G – GCE: Graduate Childhood Education
 - ☐ 604 – GAE: Graduate Adolescent Education

taskstream
by Watermark™

FOLIOS & WEB PAGES


LESSONS, UNITS & RUBRICS

STANDARDS

COMMUNICATIONS

RES

KEY ASSESSMENTS 3 - NO SUBMISSION

Key Assessments 3 - No Subm  Go

☒ Show Mouseover Tips

☐ Show Area Descriptions

☒ Show Release Options


☐ Release all for area

☐ Release all for area


☐ Release all for area

☐ Release all for area

Paul Martuccio

☐ Release all for author  Contact


No Access

 Evaluate
0 of 4 evals done

No Access

No Access

Thomas Masella

☐ Release all for author  Contact


No Access

No Access


No Access

No Access

Gabriella Menendez

☐ Release all for author  Contact


No Access

 Evaluate
0 of 4 evals done

No Access

No Access

Isabella Michaels

☐ Release all for author  Contact


No Access

No Access


No Access

No Access

Victoria Miller

☐ Release all for author  Contact


No Access

 Evaluate
Score = 0
0 of 4 evals done
1 eval in progress

No Access

No Access

Christopher Neville

☐ Release all for author  Contact


No Access

No Access

No Access

No Access

Amanda Nicoletta

☐ Release all for author  Contact

No Access

No Access

No Access

No Access

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.

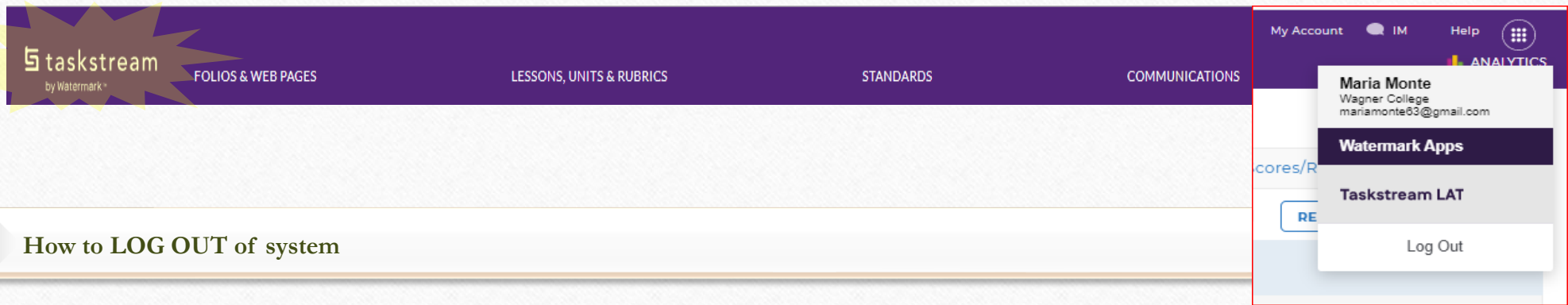
- The system will navigate back to the **SEARCH RESULTS** screen
- The **EVALUATION** button for the completed assessment changes to MET.
- Repeat the STEPS 1-5 for any additional student teachers.

The screenshot shows the 'Final Score' section of the evaluation form. It includes a 'SCORE' field, a 'Rubric Average' field, and an 'Overall Comments' section. Below this is an 'Attach files' section with a table for file uploads. The table has columns for 'NAME', 'FILE (5 MB MAX)', and 'VISIBLE TO AUTHOR?'. There is a 'Choose File' button and a checkbox for 'VISIBLE TO AUTHOR?'. At the bottom, there are buttons for 'CANCEL', 'CHECK SPELLING', 'SAVE DRAFT', 'PREVIEW', and 'SUBMIT EVALUATION NOW'.

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	<input checked="" type="checkbox"/>



LESSON 4: HOW TO LOGOUT / CONTACT INFORMATION



How to LOG OUT of system

- Go to the top right 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:

maria.montaperto@wagner.edu

End of Training
Thank you!