

Introduction to TASKSTREAM

Faculty Training

08-01-23



LESSONS

Each underlined LESSON has been setup with a hyperlink (**click**) directly to the slide.

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For additional training and/or questions, please email:
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LESSON 1: INTRODUCTION

WHAT IS TASKSTREAM

Lesson 1: INTRODUCTION

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.

- **TEMPLATES** tool act like a container and define submission requirements.
 - *Templates are titled using a customized document-type descriptions*
Example: Professional Experience Field Observation Form
- **PROGRAMS** tool is used to distribute the templates and define how participating individuals interact with the program requirements.
 - *Participants are enrolled as Authors, Reviewers, and, or Evaluators to facilitate how work will be done and scored.*
Example: Education Department – Professional Experiences DRF Program

GETTING ACCESS TO TASKSTREAM

Lesson 1: INTRODUCTION

NEW subscribers

Receive a Welcome to Taskstream by Watermark email containing USERNAME (LOGIN) and a time-limited (expires 24 hours after receiving email) link to complete an online account information form and create a PASSWORD.

- Also, only students new to Taskstream are sent the Introduction to Taskstream training document and enrolled in Moodle to complete FIVE quizzes. An 80 or higher score on each quiz is required to receive access to Taskstream.

The image shows a sequence of three screenshots from the Taskstream website. The first screenshot is the 'Welcome to Taskstream, your name appears here' page, which includes a 'Directions' section and an 'Account Information' form with fields for E-mail address, Re-enter e-mail address, Home/Cell phone, and Alternate phone (optional). Below this is a 'Personalize your password' section with fields for New password, Re-enter new password, and Password hint, along with a 'Continue' button. The second screenshot is the 'Sign In' page, which features the Watermark logo, a 'Sign In' heading, and a message stating 'Taskstream, Tk20, and LiveText are now Watermark. Choose product below to log in.' It includes buttons for 'taskstream', 'LIVETEXT', 'Aqua', and 'VIO'. A yellow circle highlights the 'taskstream' button, with a line pointing to the third screenshot. The third screenshot is the 'Welcome to Taskstream by Watermark' page, which has a 'Sign In' section with fields for Username and Password, a 'Sign In' button, and links for 'Forgot Login?' and 'Create/Renew Account'. A yellow starburst graphic with the text 'Bookmark the Sign In screen for future login' points to the 'Sign In' button.

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

The image shows two screenshots from the Taskstream website. The first screenshot is the 'Welcome to Taskstream by Watermark' page, which has a 'Sign In' section with fields for Username and Password, a 'Sign In' button, and links for 'Forgot Login?', 'Create/Renew Account', and 'Get Help'. A yellow circle highlights the 'Forgot Login?' link, with a line pointing to the second screenshot. The second screenshot is the 'Login Assistance' page, which includes a message: '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.' It has fields for Last name, Student ID, Email, and Username, each with a dropdown arrow. Below these fields are buttons for 'Email Username & Password Reset' and 'View Password Hint'. A yellow starburst graphic with the text 'Bookmark the Sign In screen for future login' points to the 'Sign In' button in the first screenshot.

ROLES AND RESPONSIBILITIES

Lesson 1: INTRODUCTION

ENROLLMENT to Taskstream defines the subscriber's roles and functionality and the tools used.



Students are subscribed as **AUTHORS** and will have access to enter information onto online templates linked to programs each term, such as field observation forms listed under the Education Department – Professional Experience program.



Instructors are subscribed as **EVALUATORS** and have access to view submissions and/or assess students using a Rubric Criterion to score students in a course mapped to a standard.

- The system administrator evaluates submitted field forms and reports missing submissions to the instructor leading to an incomplete grade for the course.

Examples:

- ☐ Field Observation Forms – submission required
- ☐ Danielson Key Assessments – rubric standard assessment

TASKSTREAM HOMEPAGE AND PROGRAMS

Lesson 1: INTRODUCTION

The Homepage is divided into THREE SECTIONS

1) Top of the HOMEPAGE

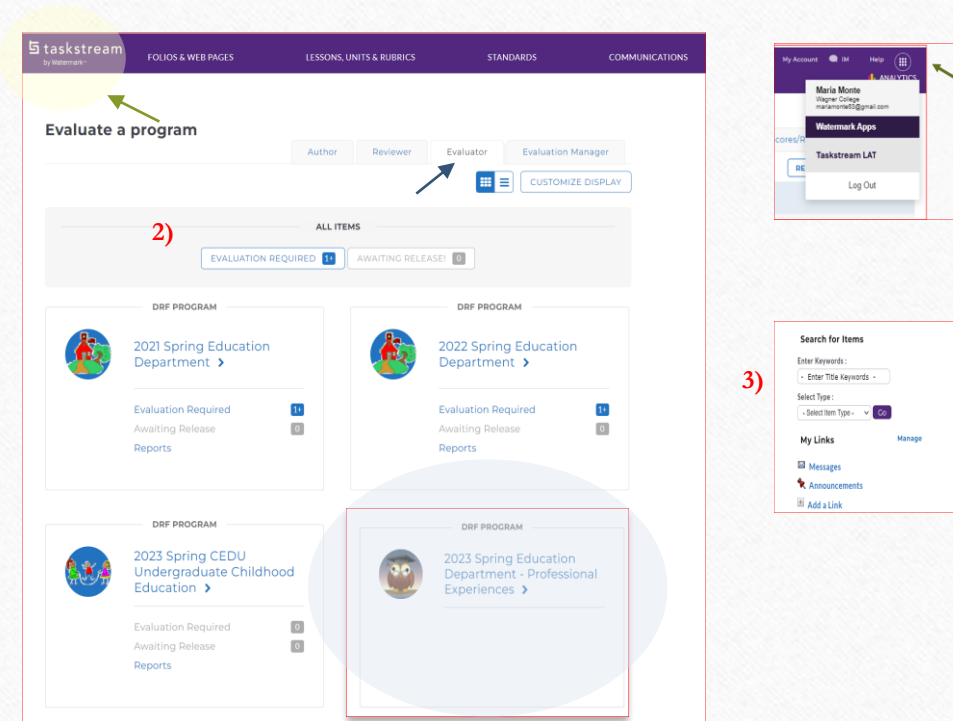
- ❑ Contains Taskstream logo, Username, Online Help, Logout.
 - Selecting the Taskstream logo, directs to the homepage.
 - Username Online Help and Logout are located at the top right of the screen.

2) Main section, displays PROGRAMS

- ❑ Each semester a set of new programs are placed on the homepage.

3) Right side of your HOMEPAGE

- Provides quick access links to messages and announcements





LESSON 2: *HOW TO VIEW SUBMITTED FIELD OBSERVATION FORMS*

ESSENTIAL FIELD OBSERVATION INFORMATION

Lesson 2: HOW TO VIEW SUBMITTED FIELD OBSERVATION FORMS

- Students enrolled in education courses requiring field observation hours are assigned course activities by their instructor 'or' placed at a school to observe a classroom.
 - ❑ Refer to the **CURRICULUM SUMMARY SHEET** on the Education Department webpage / Academic Programs for courses assigned field hours.
- At the end of each observation, information is entered and submitted online onto a template form in Taskstream.

ONE of the two available entry options on the template form is required to be completed:

1. **Student completes SECTION A** only when course activities are assigned instead of classroom observations.



The instructor provides a paragraph of the assigned activities to be entered in the activities field.

2. **Student completes SECTION B** only when assigned school classroom observations.



The cooperating teacher approves and signs the form in the designated field.

- Student uploads the signed form to Taskstream.

- **Instructors** are not responsible for evaluating submitted field observation forms. However, have the option to view the form to finalize course grades.
- **System Administrator** completes the evaluation, enters the final score, and notifies instructor of students not meeting requirements.
 - ❑ Students receive emails of not meeting requirements and are referred to the training document steps to avoid receiving an incomplete grade for the course.

LET'S BEGIN!

Lesson 2: HOW TO VIEW SUBMITTED FIELD OBSERVATION FORMS

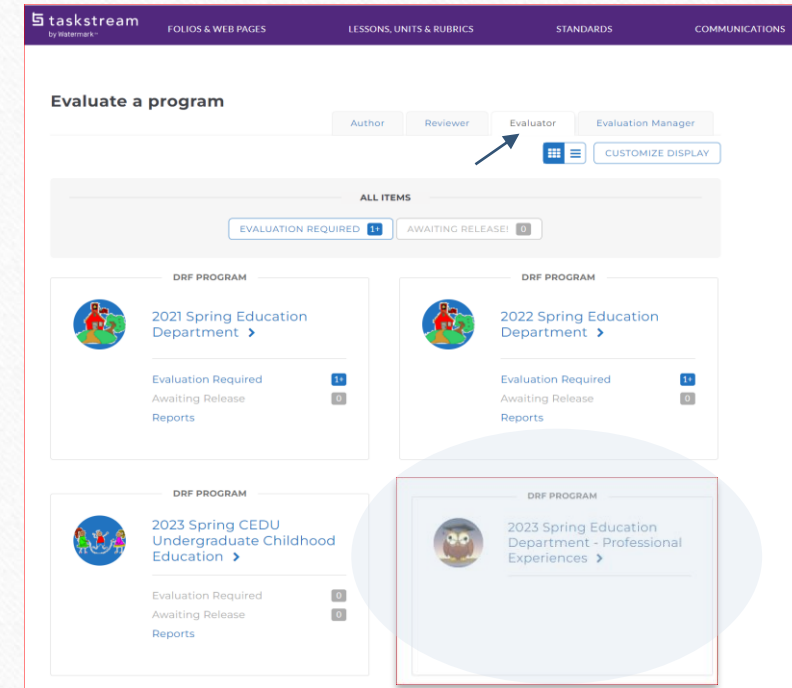
Log into Taskstream, Select a Program

STEP 1: SELECT, the EVALUATOR tab

- A list of assigned **PROGRAMS** appear on the **Evaluate a program** homepage.
- ❑ *The field observation forms are submitted to the Education Department – Professional Experiences program.*

STEP 2: CLICK, on the name of the current program

- *Example: 2023 Spring Education Department – Professional Experiences*



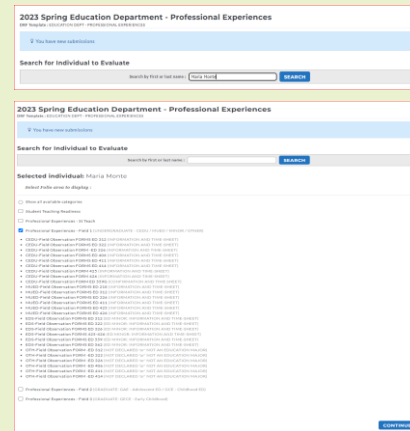
SEARCH OPTIONS

Lesson 2: HOW TO VIEW SUBMITTED FIELD OBSERVATION FORMS

STEP 3: SEARCH FOR A STUDENT 'or' MULTIPLE STUDENTS

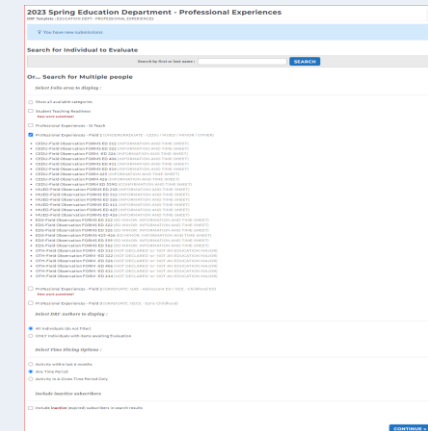
OPTION 1: You can search for AN INDIVIDUAL STUDENT (with available filter options)

- **TYPE IN** first or last name in the appropriate field
- **CLICK** Search button
 - ☐ Student name appears next to Selected Individual
 - ☐ **SELECT**, from a list of categories - Example, Key Assessment 3
 - ☐ **CLICK**, Continue button located at the bottom of the screen



OPTION 2: You can search for MULTIPLE STUDENTS (with available filter options)

- **Leave the Search for Individual to Evaluate field blank**
 - ☐ **SELECT**, from a list of categories - Example, Key Assessments 3
 - ☐ **CLICK**, Continue button located at the bottom of the screen



SEARCH RESULTS

Lesson 2: HOW TO VIEW SUBMITTED FIELD OBSERVATION FORMS

OPTION 1: INDIVIDUAL STUDENT

STEP 4:

The student's name appears on the left of the screen

- **SCROLL**, across the grid of assessments (categories)
- ❑ **CLICK**, View/Edit to access submitted/evaluated form.

The screenshot shows the '2023 Spring Education Department - Professional Experiences' search results page. The title is 'DRF template: EDUCATION DEPT - PROFESSIONAL EXPERIENCES'. Below the title is a 'BACK TO SEARCH' button. The 'DIRECTIONS' section states: 'The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display form'. The 'SHOW' dropdown is set to 'All Individuals (No Filter)' with an 'Update Display' button. The 'LEGEND' section includes: 'Work in Progress', 'Submitted', 'Needs Revision', 'Resubmitted', 'Evaluation in Progress', and 'Evaluated'. The 'Professional Experiences - P' dropdown is set to 'Co'. The 'Show Mouseover Tips', 'Show Area Descriptions', and 'Show Release Options' checkboxes are all checked. The grid displays four columns of assessments: 'CEDU-FIELD OBSERVATION FORMS ED 332', 'CEDU-FIELD OBSERVATION FORMS ED 332', 'CEDU-FIELD OBSERVATION FORM-ED 326', and 'CEDU-FIELD OBSERVATION FORMS ED 406'. The first row shows 'Maria Monte' with a 'View Edit' link highlighted by a green circle and an arrow pointing to it.

OPTION 2: MULTIPLE STUDENTS

STEP 4:

- **SCROLL**, down the list of student names on the left of the screen,
- **SCROLL**, across the grid of assessments (categories)
- ❑ **CLICK**, View/Edit to access submitted/evaluated form

The screenshot shows the '2023 Spring Education Department - Professional Experiences' search results page. The title is 'DRF template: EDUCATION DEPT - PROFESSIONAL EXPERIENCES'. Below the title is a 'BACK TO SEARCH' button. The 'DIRECTIONS' section states: 'The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display form based on the search criteria'. The 'SHOW' dropdown is set to 'All Individuals (No Filter)' with an 'Update Display' button. The 'LEGEND' section includes: 'Work in Progress', 'Submitted', 'Needs Revision', 'Resubmitted', 'Evaluation in Progress', and 'Evaluated'. The 'Professional Experiences - P' dropdown is set to 'Co'. The 'Show Mouseover Tips', 'Show Area Descriptions', and 'Show Release Options' checkboxes are all checked. The grid displays four columns of assessments: 'CEDU-FIELD OBSERVATION FORMS ED 332', 'CEDU-FIELD OBSERVATION FORMS ED 332', 'CEDU-FIELD OBSERVATION FORM-ED 326', and 'CEDU-FIELD OBSERVATION FORMS ED 406'. The first row shows 'Maria Monte' with a 'View Edit' link highlighted by a green circle and an arrow pointing to it.

VIEW SUBMITTED FORM

Lesson 2: HOW TO VIEW SUBMITTED
FIELD OBSERVATION FORMS

OPTION 1: INDIVIDUAL STUDENT

STEP 5: ACCESSING FORM

- **DO NOT SELECT EDIT 'or' CANCEL EVALUATION** buttons
- ❑ **CLICK**, View Work tab
- ❑ **SCROLL**, down to the **EVALUATION METHOD** area
- ❑ **CLICK**, Open Below 'or' Open Full Size to view form
- ❑ **CLICK**, BACK TO EVALUATION GRID to return to previous page
- ❑ **CLICK**, BACK TO SEARCH button to search for another student and repeat steps 3-5 'or' **SELECT**, Taskstream logo at top left to return to the homepage.

2023 Spring Education Department - Professional Experiences

Template : EDUCATION DEPT - PROFESSIONAL EXPERIENCES

[BACK TO EVALUATION GRID](#)

[EDIT EVALUATION](#)

[SEND BACK TO AUTHOR](#)

[CANCEL EVALUATION](#)

View Author Work

Program: 2023 Spring Education Department - Professional Experiences

Author: Margaret Bongiovanni

CEDU-Field Observation FORMS ED 312 (INFORMATION AND TIME-SHEET)

Author Submitted:
05/08/2023 10:31:28 AM EDT

[PRINT](#) [SAVE AS PDF](#)

EVALUATION METHOD

Form : Prof Experience: Field Observation Form - All Programs | [Open Below](#) - or - [Open Full Size](#)

OPTION 2: MULTIPLE STUDENTS

STEP 5: ACCESSING FORM

- **DO NOT SELECT EDIT 'or' CANCEL EVALUATION** buttons
- ❑ **CLICK**, View Work tab
- ❑ **SCROLL**, down to the **EVALUATION METHOD** area
- ❑ **CLICK**, Open Below 'or' Open Full Size to view form
- ❑ **CLICK**, BACK TO EVALUATION GRID to select another student 'or' **SELECT**, Taskstream logo at top left to go back to homepage.



LESSON 3: HOW TO EVALUATE A STUDENT USING A RUBRIC CRITERION

SELECT A PROGRAM

Lesson 3: HOW TO EVALUATE A STUDENT USING A RUBRIC CRITERION

Go to the homepage

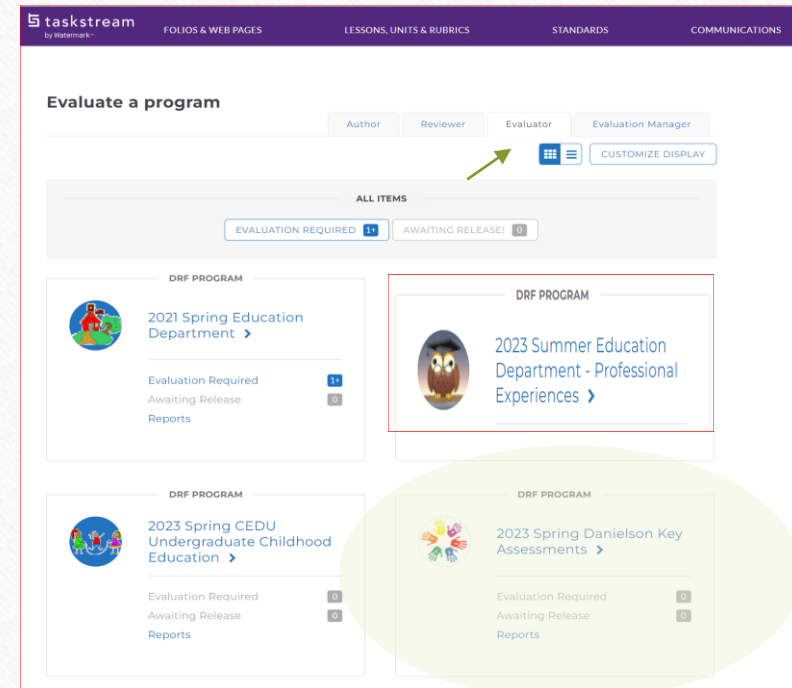
STEP 1: SELECT, the **EVALUATOR** tab

- A list of assigned **PROGRAMS** appear on the **Evaluate a program** homepage.

STEP 2: CLICK, on the name of the program where you would like to evaluate. *Example: 2023 Spring Danielson Key Assessments*

STEP 3: Search for a student(s), follow the same steps as on slide 7.

- **SELECT**, from a list of categories, *Example, Key Assessment 3*
- **CLICK**, Continue button located at the bottom of the screen



SEARCH RESULTS

Lesson 3: HOW TO EVALUATE A STUDENT USING A RUBRIC CRITERION

STEP 4:

OPTION 1: INDIVIDUAL STUDENT RESULTS

The student's name appears on the left of the screen

- **SCROLL**, across the grid of assessments (categories)
- **CLICK**, **EVALUATE** purple button to access assessment.

2023 Spring Danielson Key Assessments

DRF template: DANIELSON RUBRICS - Key Assessments

[← BACK TO SEARCH](#)

DIRECTIONS
The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected.

SHOW : [Update Display](#)

☐ Include inactive (expired) subscribers in search results

LEGEND : Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress More Evaluations Required Ready for Reconciliation Reconciliation in Progress Reconciled/Evaluated

Key Assessments 3 - No Subm [Go](#)

☒ Show Mouseover Tips ☐ Show Area Descriptions ☒ Show Release Options

	312 ANNUAL REVIEW - IEP - 3 (no submission req'd)	601 ANNUAL REVIEW - IEP - 3 (no submission req'd)	426 LESSON PLANNING - 3 (no submission req'd)	635 LESSON PLANNING - 3 (no submission req'd)	676 LESSON PLANNING - 3 (no submission req'd)	406.414.414 MICRO TEACHING - 3 (no submission req'd)	614 MICRO TEACHING - 3 (no submission req'd)	680 MICRO TEACHING - 3 (no submission req'd)
Maria Monte	Evaluate	Evaluate	Evaluate	Evaluate	Evaluate	Evaluate	Evaluate	Evaluate

OPTION 2: MULTIPLE STUDENTS RESULTS

- List of student names appear on the left of screen
- **SCROLL**, across the grid of assessments (categories)
- **CLICK**, **EVALUATE** purple button to access assessment.

2023 Spring Danielson Key Assessments

DRF template: DANIELSON RUBRICS - Key Assessments

[← BACK TO SEARCH](#)

DIRECTIONS
The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected.

SHOW : [Update Display](#)

☐ Include inactive (expired) subscribers in search results

Key Assessments 3 - No Subm [Go](#)

☒ Show Mouseover Tips ☐ Show Area Descriptions ☒ Show Release Options

	406.414.414 MICRO TEACHING - 3 (no submission req'd)	614 MICRO TEACHING - 3 (no submission req'd)	680 MICRO TEACHING - 3 (no submission req'd)
[Name] Release all for author Contact	Evaluate 0 of 2 evals done	No Access	No Access
[Name] Release all for author Contact	Evaluate 0 of 2 evals done	No Access	No Access
[Name] Release all for author Contact	No Access	No Access	No Access
[Name] Release all for author Contact	No Access	No Access	No Access
[Name] Release all for author Contact	Evaluate 0 of 2 evals done	No Access	No Access

COMPLETE STUDENT ASSESSMENT

Lesson 3: HOW TO EVALUATE A STUDENT USING A RUBRIC CRITERION

EVALUATE 'SCORE' SCREEN APPEARS

STEP 5: CLICK, the **BLUE 'SCORE WORK'** button to begin the evaluation

The Evaluate / Score Work assessment is aligned with state standards criterion and description to evaluate and score.

- ☐ State standard appears on the left of page
- ☐ Rating 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

2023 Spring Danielson Key Assessments
Template: DANIELSON RUBRICS - Key Assessments

[BACK TO EVALUATION GRID](#)

0 of 2 evaluations have been completed.
1 evaluations in progress.

[SCORE WORK](#)

[CANCEL - EVALUATE LATER](#)

No submission required.

[PRINT](#) [SAVE AS PDF](#)

View Author Work
Program: 2023 Spring Danielson Key Assessments
Author: [REDACTED]
406.411.414 Micro Teaching - 3 (No Submission Required)

[DIRECTIONS DISTRIBUTED TO AUTHOR](#)

[EVALUATION METHOD](#)

Author was not required to submit work for this area

Evaluate/Score Work
Area: Key Assessments 3 - No Submission: 406.411.414 Micro Teaching - 3 (No Submission Required)
Author: [REDACTED]

The program creator added the following instructions to help guide your evaluation:

Evaluate work using rubric "Danielson-Micro Teaching Assessment (411.614.680)"

Print Rubric [Show Criteria Description](#)

	1 Unsatisfactory	2 Basic	3 Proficient	4 Distinguished
1a: Demonstrating Knowledge of Content and Pedagogy	In planning and practice, the teacher makes content errors or does not correct errors made by students. The teacher displays little understanding of prerequisite knowledge important to student learning of the content. The teacher displays little or no understanding of the range of pedagogical approaches suitable to student learning of the content.	The teacher is familiar with the important concepts in the discipline but displays a lack of awareness of how these concepts relate to one another. The teacher indicates some awareness of prerequisite learning, although such knowledge may be inaccurate or incomplete. The teacher's plans and practice reflect a limited range of pedagogical approaches to the discipline or to the students.	The teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another. The teacher demonstrates accurate understanding of prerequisite relationships among topics. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the subject.	The teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines. The teacher demonstrates understanding of prerequisite relationships among topics and concepts and understands the link to necessary cognitive structures that ensure student understanding. The teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline and the ability to anticipate student misconceptions.
SCORE (0-4): <input type="text"/> COMMENTS ON THIS CRITERION: <input type="text"/>				
Save Draft				
1c: Designing Coherent Instruction	Learning activities are poorly aligned with the instructional outcomes, do not follow an organized progression, are not designed to engage students in active intellectual activity, and have unrealistic time allocations. Instructional groups are not suitable to the activities and offer no variety.	Some of the learning activities and materials are aligned with the instructional outcomes and represent moderate cognitive challenge, but with no differentiation for different students. Instructional groups partially support the activities, with some variety. The lesson or unit has a recognizable structure, but the progression of activities is uneven, with only some reasonable time allocations.	Most of the learning activities are aligned with the instructional outcomes and follow an organized progression suitable to groups of students. The learning activities have reasonable time allocations; they represent significant cognitive challenge, with some differentiation for different groups of students and varied use of instructional groups.	The sequence of learning activities follows a coherent sequence, is aligned to instructional goals, and designed to engage students in high-level cognitive activity. These are appropriately differentiated for individual learners. Instructional groups are varied appropriately, with some opportunity for student choice.
SCORE (0-4): <input type="text"/> COMMENTS ON THIS CRITERION: <input type="text"/>				
Save Draft				

SUBMIT EVALUATION

Lesson 3: HOW TO EVALUATE A STUDENT USING A RUBRIC CRITERION

STEP 6: Go to **FINAL SCORE** section located at the bottom of the form

☐ **ENTER**, a summary of the evaluation in *Overall Comments section*

☐ Go to **NEXT STEPS**
○ **CLICK**, Record as a final but release evaluation to author later

☐ **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 **STEPS 4-6**, on slides 11-13 'or'
- **CLICK**, Taskstream logo to return to homepage to select another program 'or' logout.

The screenshot shows the 'Final Score' section of the evaluation form. It includes a 'SCORE' section with a 'Rubric Average' of 3.86 and a 'Final score' field that is automatically computed. Below this is an 'Overall Comments' section with a text area and a 'Save Draft' button. The 'Attach files - Optional (Up to 3 files)' section contains a table with columns for 'NAME', 'FILE (5 MB MAX)', and 'VISIBLE TO AUTHOR?'. A file is currently attached, and the 'VISIBLE TO AUTHOR?' checkbox is checked. Below the table is an 'Add More Files' button. The 'Next Steps' section has a sidebar with 'Decide what to do with this evaluation' and two options: 'Record as final but release evaluation to author later' (selected) and 'Record as final and release evaluation to author now'. The 'Record as final and release evaluation to author now' option has a sub-option 'Send external email notification' which is also checked. At the bottom are buttons for 'CANCEL', 'CHECK SPELLING', 'SAVE DRAFT', 'PREVIEW', and 'SUBMIT EVALUATION NOW'.

Final Score

SCORE

Rubric Average : 3.86

Overall Comments :

Final score is automatically computed based on criteria scores

Attach files - Optional (Up to 3 files)

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

Add More Files

Next Steps

Decide what to do with this evaluation

☒ Record as final but release evaluation to author later

☐ Record as final and release evaluation to author now
Author will immediately receive this evaluation report.

☒ Send external email notification

CANCEL CHECK SPELLING SAVE DRAFT PREVIEW **SUBMIT EVALUATION NOW**