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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- Getting access to Taskstream — SLIDE 2
- Roles & Responsibilities — SLIDE 3
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- Submit Evaluation Score — SLIDE 13

For additional training and/or questions, please email: maria.montaperto@wagner.edu

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.

- **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.*

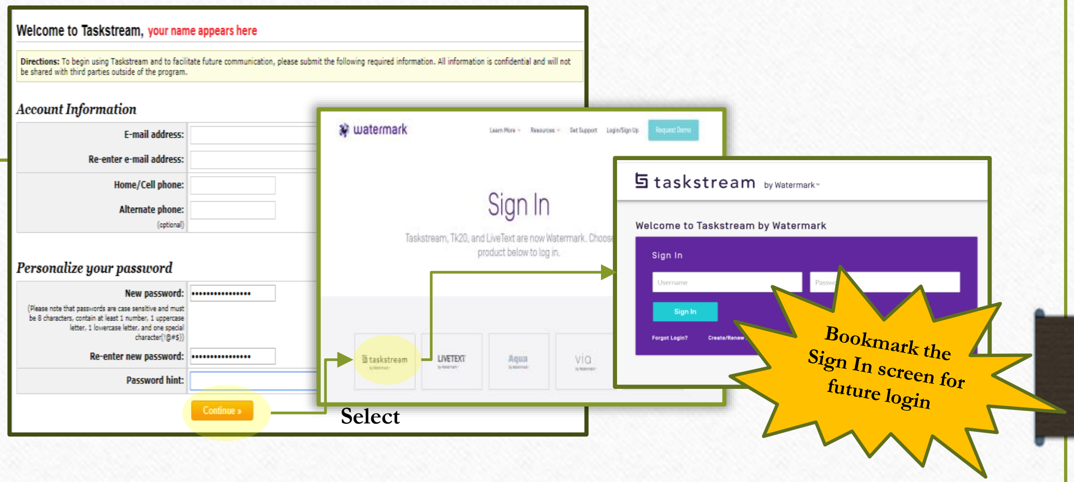
    Example: Education Department – Professional Experiences DRF Program

GETTING ACCESS TO TASKSTREAM

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.

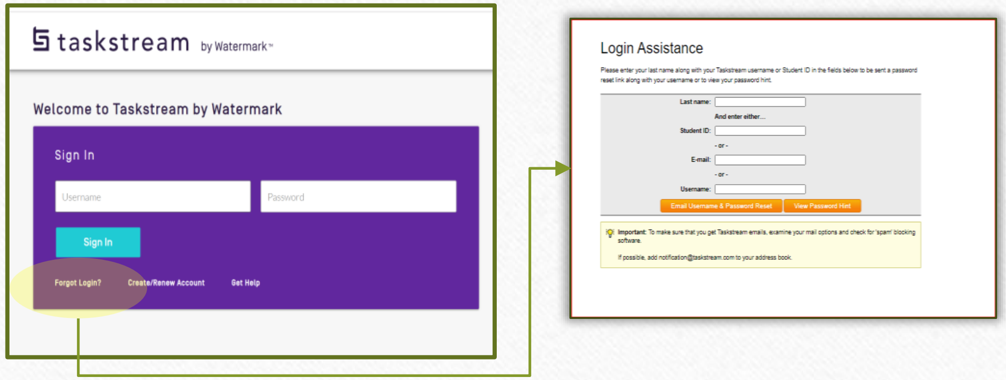
- Also, only students new to Taskstream are sent the Introduction to Taskstream training document and enrolled in Moodle to complete FIVE quizzes. An 80 or higher score on each quiz is required to receive access to Taskstream.



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



ROLES AND RESPONSIBILITIES

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

The Homepage is divided into THREE SECTIONS

1) Top of the HOMEPAGE

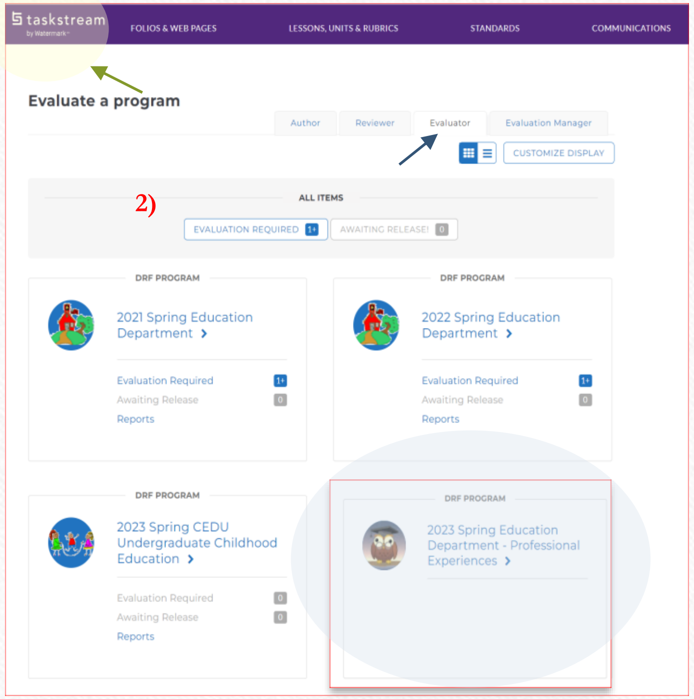
- ❑ Contains Taskstream logo, Username, Online Help, Logout.
  - Selecting the Taskstream logo, directs to the homepage.
  - Username Online Help and Logout are located at the top right of the screen.

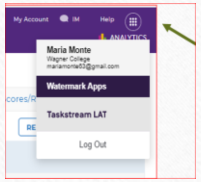
2) Main section, displays PROGRAMS

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

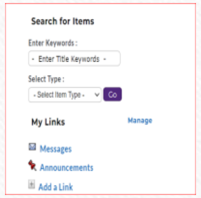
3) Right side of your HOMEPAGE

- Provides quick access links to messages and announcements





3)



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

ESSENTIAL FIELD OBSERVATION INFORMATION

- 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!

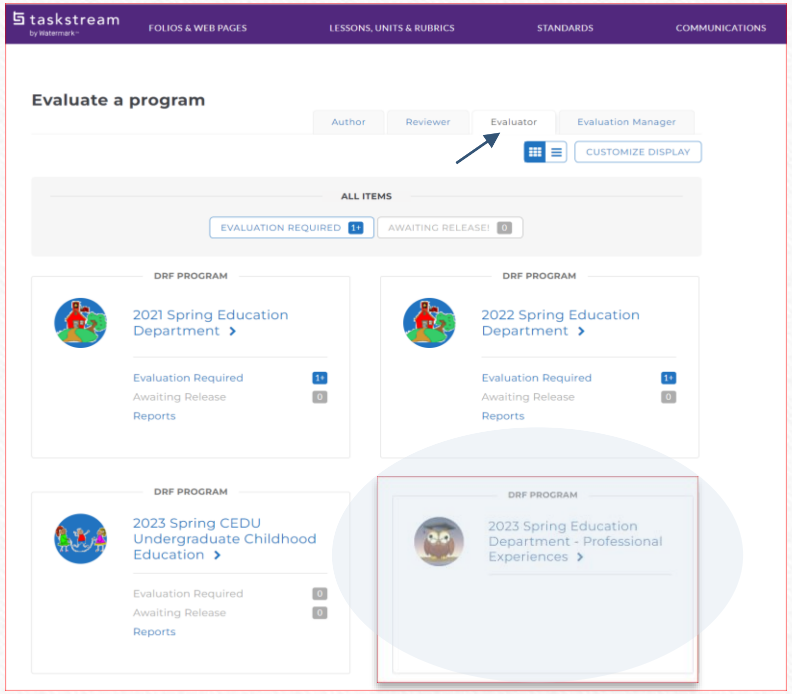
Log into Taskstream, Select a Program

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*

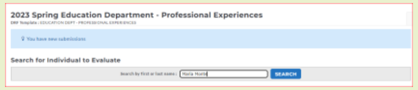


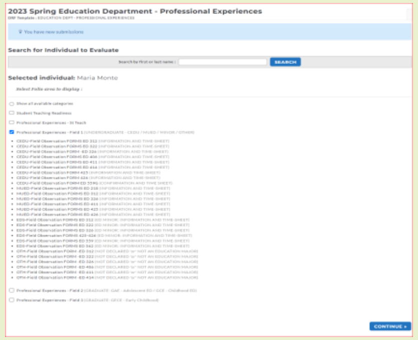
SEARCH OPTIONS

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

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

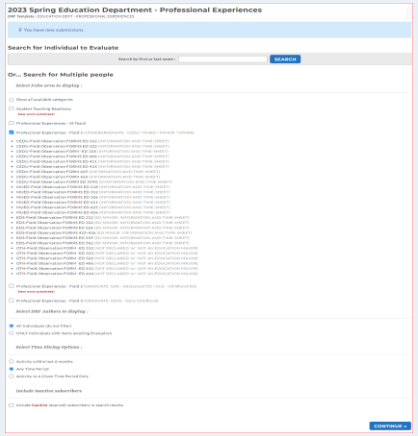
- **TYPE IN** first or last name in the appropriate field
- **CLICK** Search button
  - ❑ Student name appears next to Selected Individual
  - ❑ **SELECT,** from a list of categories
    - *Example, Key Assessment 3*
  - ❑ **CLICK,** Continue button located at the bottom of the screen





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



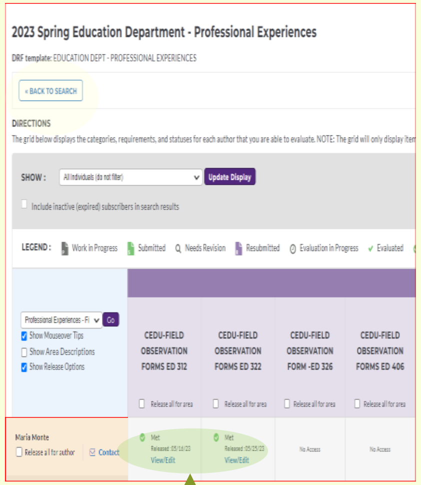
SEARCH RESULTS

OPTION 1: INDIVIDUAL STUDENT

STEP 4:

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

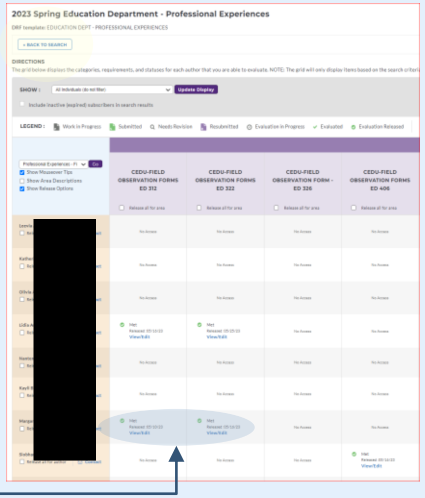
- **SCROLL,** across the grid of assessments (categories)
  - ❑ **CLICK,** View/Edit to access submitted/evaluated form.



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

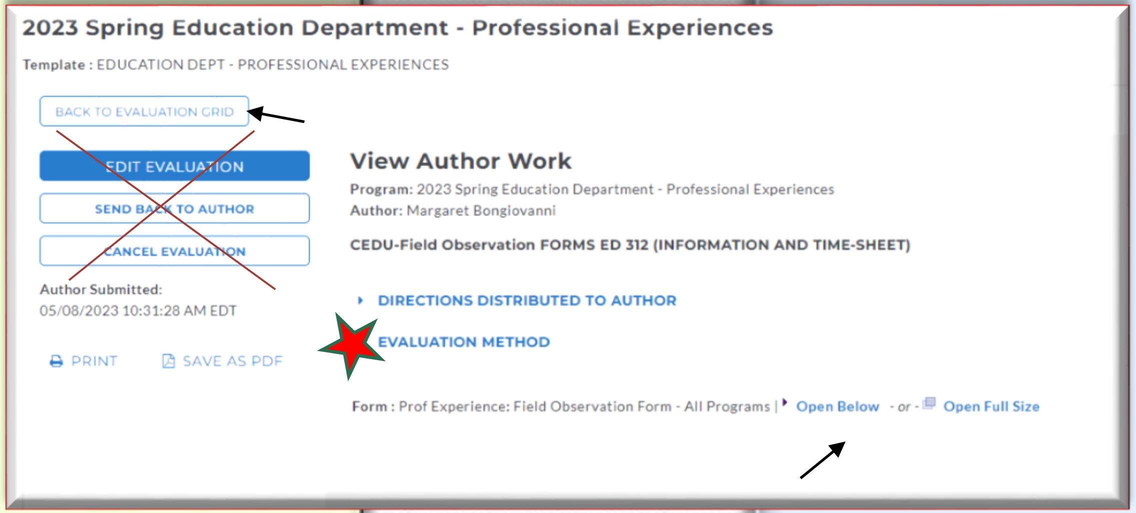


VIEW SUBMITTED FORM

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.



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

Go to the homepage

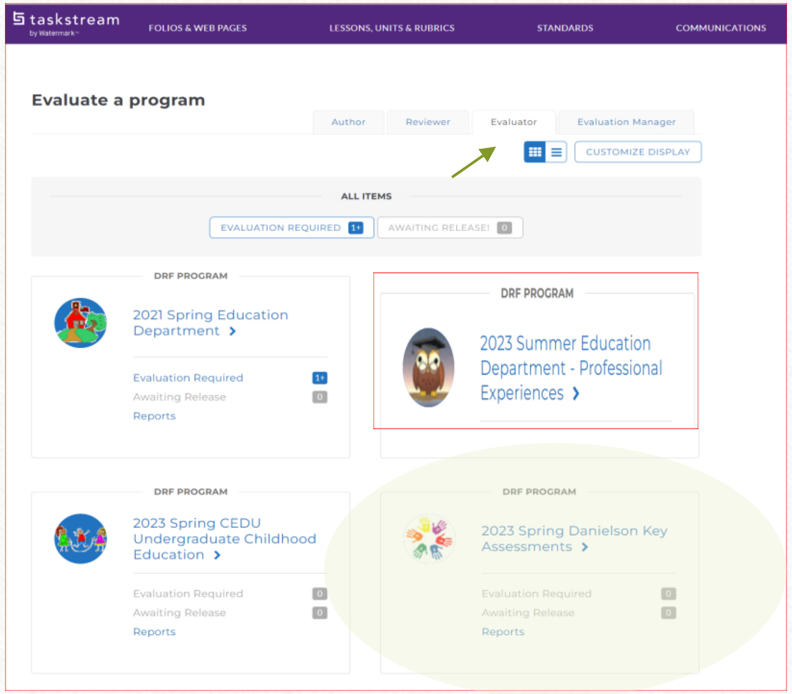
STEP 1: **SELECT**, the **EVALUATOR** tab

- 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



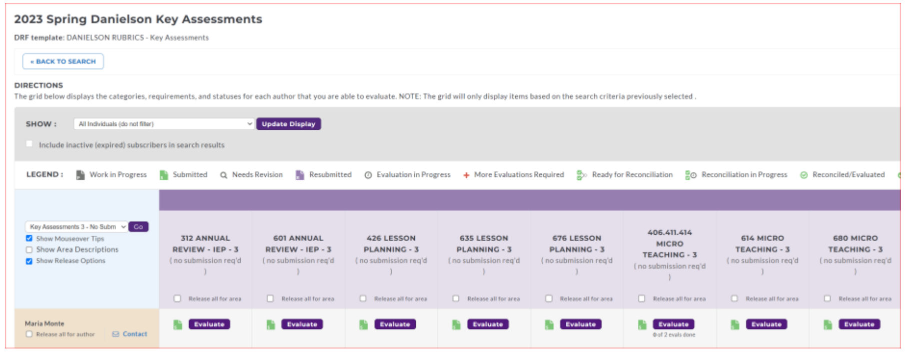
SEARCH RESULTS

STEP 4:

OPTION 1: INDIVIDUAL STUDENT RESULTS

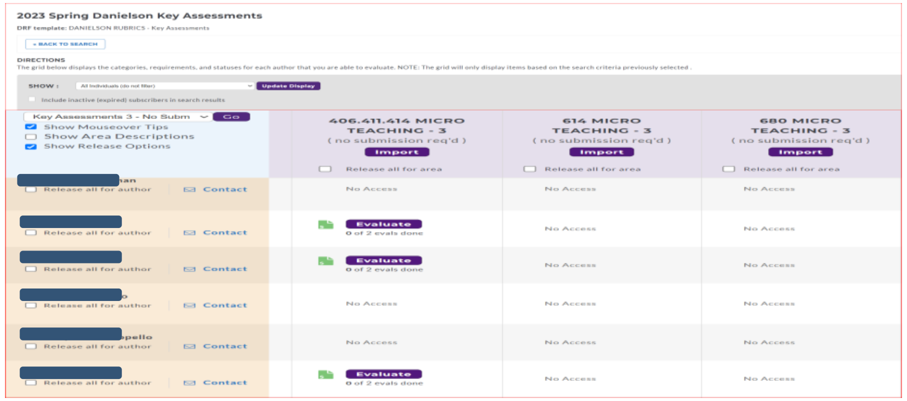
The student's name appears on the left of the screen

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



OPTION 2: MULTIPLE STUDENTS RESULTS

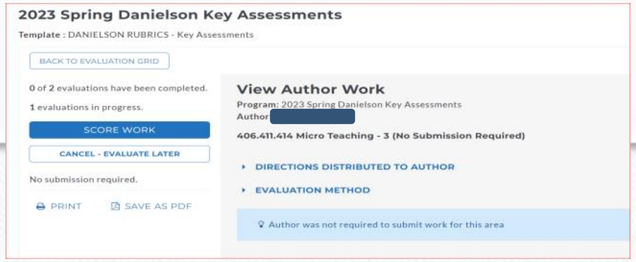
- List of student names appear on the left of screen
- SCROLL, across the grid of assessments (categories)
- **CLICK,** EVALUATE purple button to access assessment.



COMPLETE STUDENT ASSESSMENT

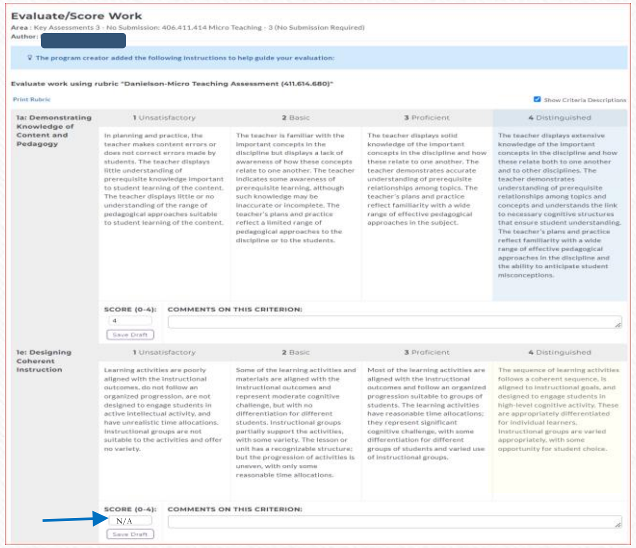
EVALUATE 'SCORE' SCREEN APPEARS

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

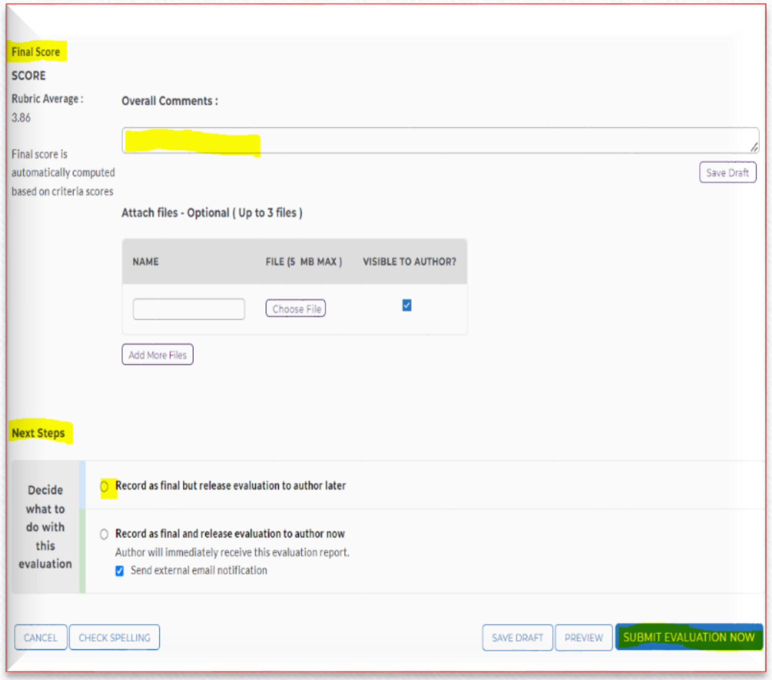


- **SELECT,** the criteria description (rating) that best describes the evaluation. *(As you scroll across rubric rating it turns yellow. A final selection turns blue)*
  - If standard does not apply,
    - ❑ **CLICK on the (Not Applicable) N/A** button, under score rating, next to the *Comments on this Criterion*
  - **ENTER,** any feedback for each standard in the *Comments on this Criterion*

SUBMIT EVALUATION

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.