INTRODUCTION TO TASKSTREAM
- *AND ADDITIONAL REQUIREMENTS*

Student Training

Updated: 11-15-2023

LESSONS

Each underlined LESSON has been setup with a hyperlink. CLICK to access

End of Training, for additional training and/or questions regarding training, New York State tests, certification, college recommendation, or TEACH account, please email: maria.montaperto@wagner.edu, Campus Hall – Room 329.

Thank you!

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

ROLES AND RESPONSIBILITIES

ENROLLMENT to Taskstream defines the roles and functionality subscribers will using tools.

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 field observation.

Faculty (course instructors), cooperating teachers and the system administrator are subscribed as EVALUATORS, and will be responsible for assessing students.

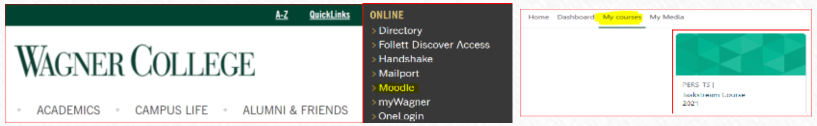
- Course instructors are required to use state standard rubrics to assess and provide feedback on students.
- Cooperating teachers are required to approve and sign field observation time-sheet forms.
- The system administrator is required to evaluate submitted field forms and report to instructors if course requirements were met.

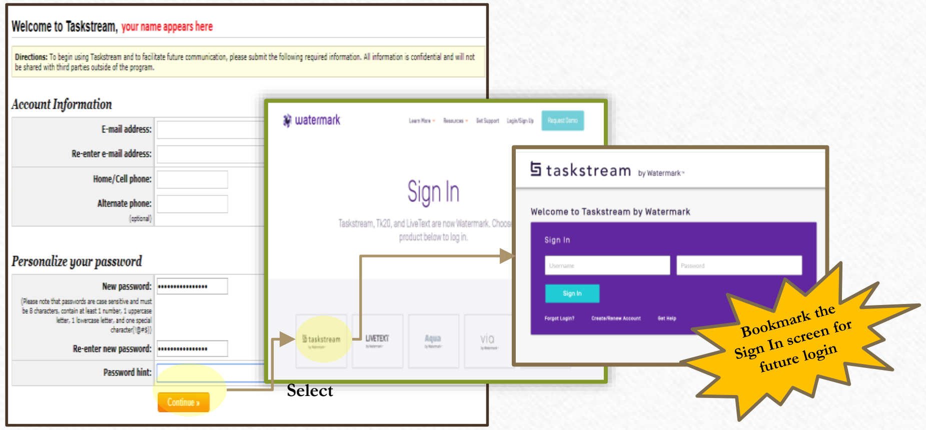
GETTING ACCESS TO TASKSTREAM

SUBSCRIBERS

NEW subscribers…

1. Required to get familiar with the information presented in this training document; and quizzed on the material in Moodle.
2. Accessing Moodle quizzes:
   - On the WAGNER.EDU page, click on QuickLinks and select Moodle.
   - Go to My Courses and select the **PERS-TS** (*TASKSTREAM COURSE*) and complete the required **FIVE** quizzes (*an 80 passing grade is required on each quiz to access Taskstream*).
   - If the **PERS-TS** course is missing, filter by "**All**" to view all enrolled courses.
3. Access to Taskstream:
   - A Welcome to Taskstream by Watermark email is sent containing a Login (USERNAME) and a link to complete the account information form and create a PASSWORD
   - The link is **time limited and expires after 24 hours** of receiving the email.

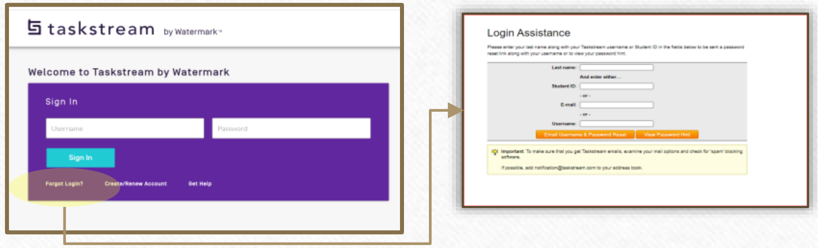




RETURNING subscribers…

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



LESSON 2: HOMEPAGE AND PROGRAMS

TASKSTREAM HOMEPAGE

The Homepage is divided into THREE SECTIONS

Courses are aligned with teacher preparation programs, accreditation and state standards;
the 2013 Danielson Framework or the National Association for the Education of Young Children (NAEYC).

1) Top of the HOMEPAGE

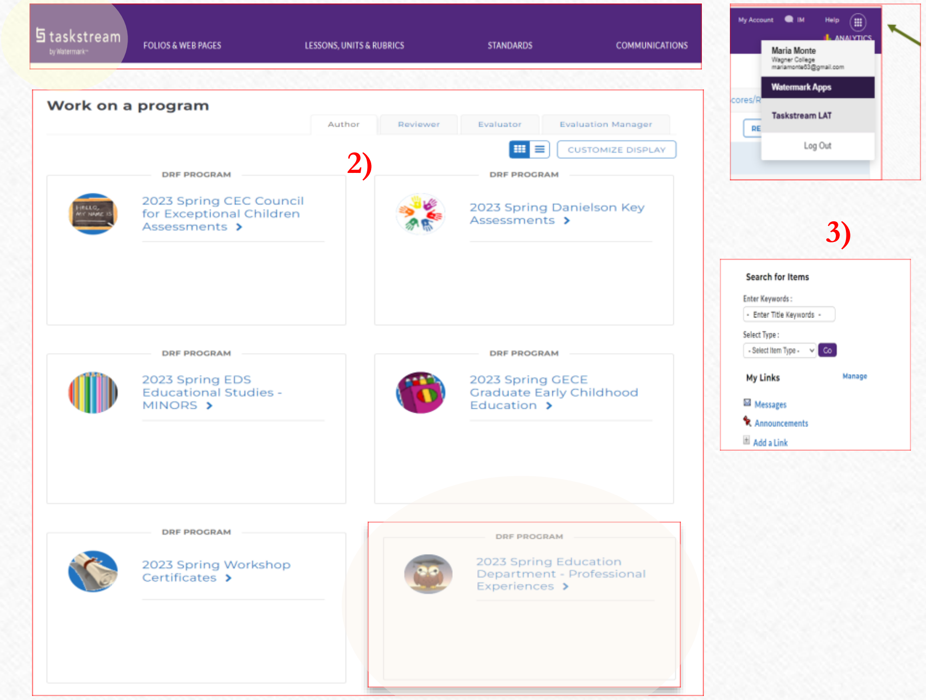
- ❑ Contains Taskstream logo, Username, Online Help, Logout.
- ❑ Selecting the Taskstream logo, directs to the homepage.
- ❑ Username, Online Help and Logout are located at the top right of the screen.

2) Main section, displays PROGRAMS as tiles or lists

- ❑ Each semester a new set of **PROGRAMS** are placed on the homepage.
  - New year and term is added to the program title description.
- ❑ Course enrollment will determine programs added to the homepage.

3) Right side of your HOMEPAGE

- ○ Provides quick access links to messages and announcements.



LESSON 3: PROFESSIONAL EXPERIENCE - OBSERVATION DEVELOPMENT AND FIELD HOURS

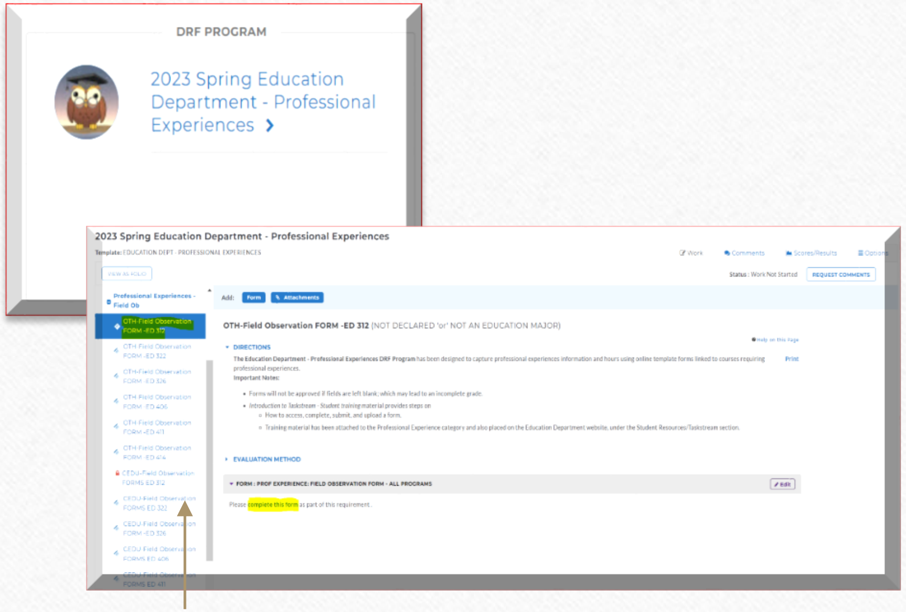
REPORTING OBSERVATION DEVELOPMENT AND FIELD HOURS

Students enrolled in education courses or part of the teacher preparation program are required to complete professional development and fieldwork requirements.

- **Education Department - Professional Experiences Program allows users to report information through online template forms in Taskstream.**

- **ONLINE TEMPLATE FORMS are linked to specific courses assigned hours.** (Click *complete this form* to access the form).

Program Curriculum Summary Sheets are located on the Education Department webpage (Academic Programs) and list courses requiring professional development and field hours.



HOW TO COMPLETE & SUBMIT OBSERVATION DEVELOPMENT AND FIELD INFORMATION AND HOURS

Let's Begin!

Sign in Taskstream

STEP 1: On the homepage…

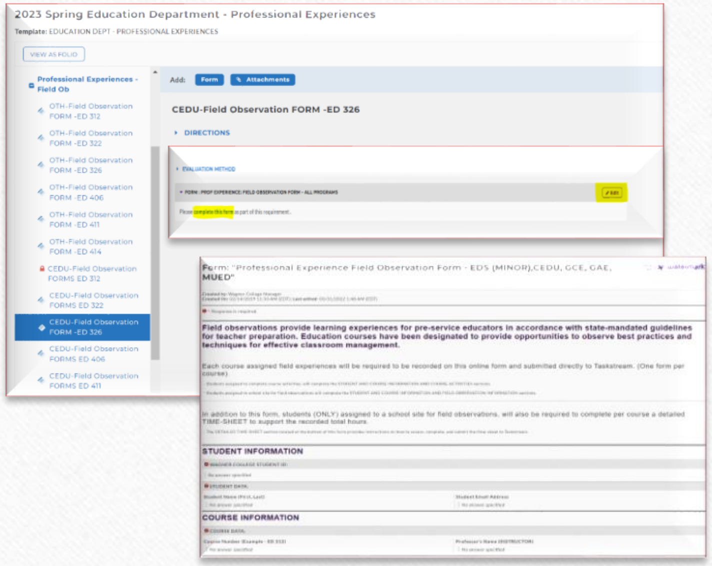
- ❑ **SELECT, EDUCATION DEPARTMENT PROFESSIONAL EXPERIENCES DRF PROGRAM**

STEP 2: SELECT FORM

Sub-heading categories and document types appear in the left frame area of the screen

- ❑ **SCROLL** to the **Professional Field Experience** sub-heading category
  - o **CLICK** on the Field Observation Form with course number *(content appears at the right)*
    - *Example: CEDU-Field Observation FORMS ED 326*

- ❑ **SCROLL** to the *EVALUATION METHOD* section
  - o **CLICK** on link, Please complete this form as part of this requirement, *'or'* EDIT button on the right to open the *Professional Experience Field Observation Form.*



STEP 3: COMPLETE the top portion of the form

- ❑ **ENTER,** Student Information
- ❑ **ENTER,** Course Information

HOW TO COMPLETE & SUBMIT OBSERVATION DEVELOPMENT AND FIELD INFORMATION AND HOURS

STEP 4: **Record information in only ONE of the following sections, and not both:**

- ❑ **SECTION A only,** if you were not assigned to a school, and completed course-related activities. No signature required.
  - ➢ Follow steps on slide 8

- ❑ **SECTION B only,** if you were assigned to a school and observed a classroom. **Requires approval and signature**.
  - ➢ Follow steps on slide 9

FORMS MISSING INFORMATION AND, OR SIGNATURES:

- An email is sent to cancel the submission, and to edit the form or get signatures and required to resubmit.
- Incomplete form or non-submission leads to an incomplete for the course. See slide 11 - How to Cancel Document Submission.

HOW TO COMPLETE & SUBMIT OBSERVATION DEVELOPMENT AND FIELD INFORMATION AND HOURS

STEP 4: Complete SECTION A only, *if you were NOT ASSIGNED TO A SCHOOL, and COMPLETED COURSE-RELATED ACTIVITIES.*

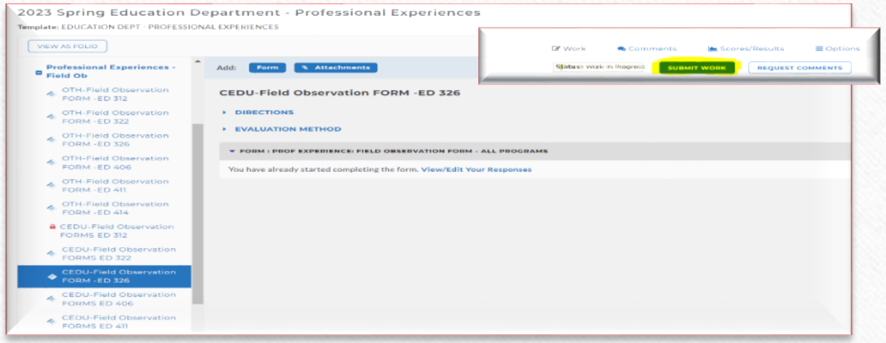
❑ **SCROLL down, to SECTION A**

- **ENTER,** Course Activities (*a paragraph will be provided by your instructor to enter in this field*)
- **ENTER,** Total Hours completed for course activities.
  - This field is required for this section. **If left blank, form will not be approved.**

- **CLICK, SAVE DRAFT** button if you're not ready to submit, entries will not be lost

'or'

- **CLICK, SAVE AND RETURN** button when form is ready to be submitted.
- **CLICK, SUBMIT WORK** button, located top right of page.
  - Answer all pop-up questions to begin the evaluation process.



HOW TO COMPLETE & SUBMIT OBSERVATION DEVELOPMENT AND FIELD INFORMATION AND HOURS

STEP 4: **Complete SECTION B only, if you were assigned to a school and observed a classroom.**
- Requires approval and signature by cooperating teacher.

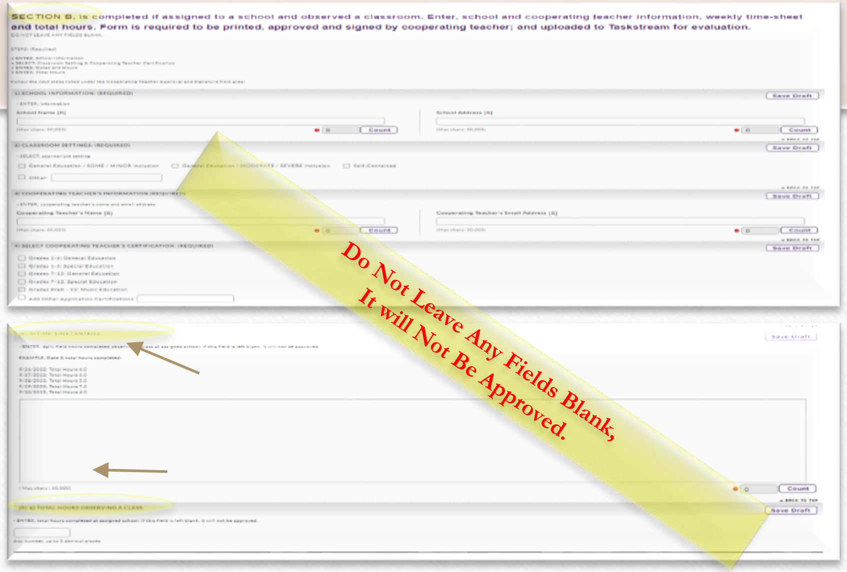
- ❑ **SCROLL, down to SECTION B, and complete all fields.**
  - o **ENTER**, School Information, **SELECT**, Classroom Setting
  - o **ENTER**, Cooperating Teacher Information, **SELECT**, Certification

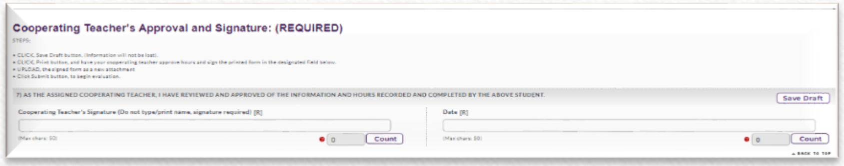
Also complete TIME-SHEET entry section.
DO NOT LEAVE ANY FIELD BLANK.

- o **ENTER,** Dates and Hours for each day. *Example*: 9/26/23: Total Hours 6.0
- o **ENTER,** Total Hours completed for the course in the designated field.
- o **CLICK, SAVE DRAFT** <u>button</u>, entries will not be lost
- o **CLICK, PRINT** <u>button</u>, at the top of the page for approval.

<u>Have cooperating teacher</u> **SIGN AND DATE** the form in the designated fields.

- **SCAN** the signed form and send it to your email address
- **DOWNLOAD** and **SAVE** the form as a **PDF**.
  - ➢ <u>NO other application will be accepted.</u>
- **UPLOAD and SELECT the SUBMIT** <u>button</u>.
  See slide 10, **How to Upload a Document.**





LESSON 4: PROGRAM FUNCTIONS

HOW TO UPLOAD A DOCUMENT:

Even though PROGRAMS are designed with different categories and document types, attaching and uploading documents process is exacting the same no matter which program has been selected.

STEP 1: SELECT a Program from the homepage
- Sub-heading categories and document types appear in the left frame of the screen

- ❑ **SCROLL, and SELECT** the document type
- ❑ CLICK, ATTACHMENT button, located at the top of the page, next to ADD

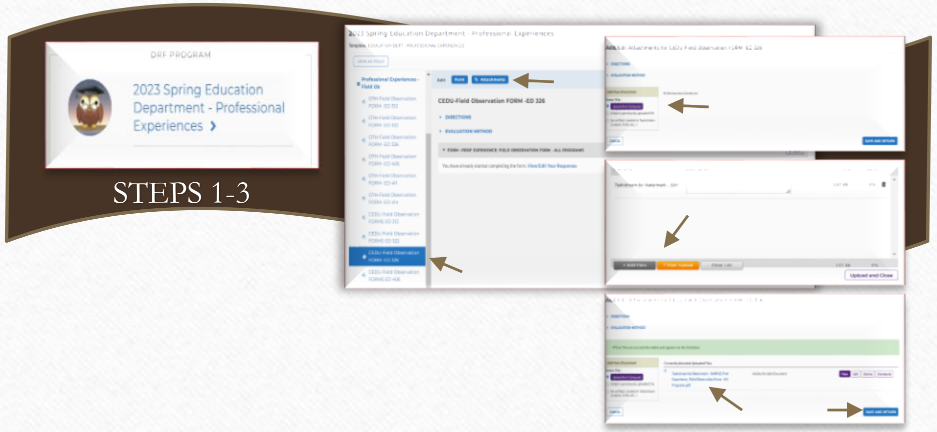
STEP 2: SEARCH for SAVED/SCANNED document

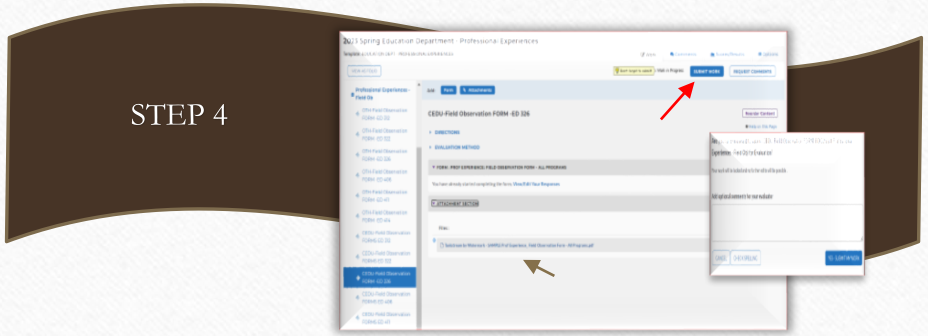
- ❑ **CLICK,** Open button
- ❑ **CLICK,** Upload from computer
- ❑ **CLICK,** Add File

STEP 3: UPLOAD document

- ❑ **CLICK,** Start Upload
- ❑ **CLICK,** Upload and Close after 100% uploaded
- ❑ **CLICK,** Save & Return

STEP 4: CLICK, SUBMIT WORK button and answer pop-up questions to begin the evaluation





HOW TO CANCEL A DOCUMENT SUBMISSION:

DRF Programs are designed with different categories and document types, however the process of cancelling submissions are exacting the same no matter which program has been selected.

STEP 1: SELECT, Program from the homepage

- ❑ **SCROLL DOWN, CLICK** on **Document Type**

STEP 2: CLICK, CANCEL SUBMISSION button, located top right

- ❑ **ANSWER** pop-up question 'Are you sure you want to undo your submission'
  - o **SELECT, YES – Undo Submission and Unlock Work**

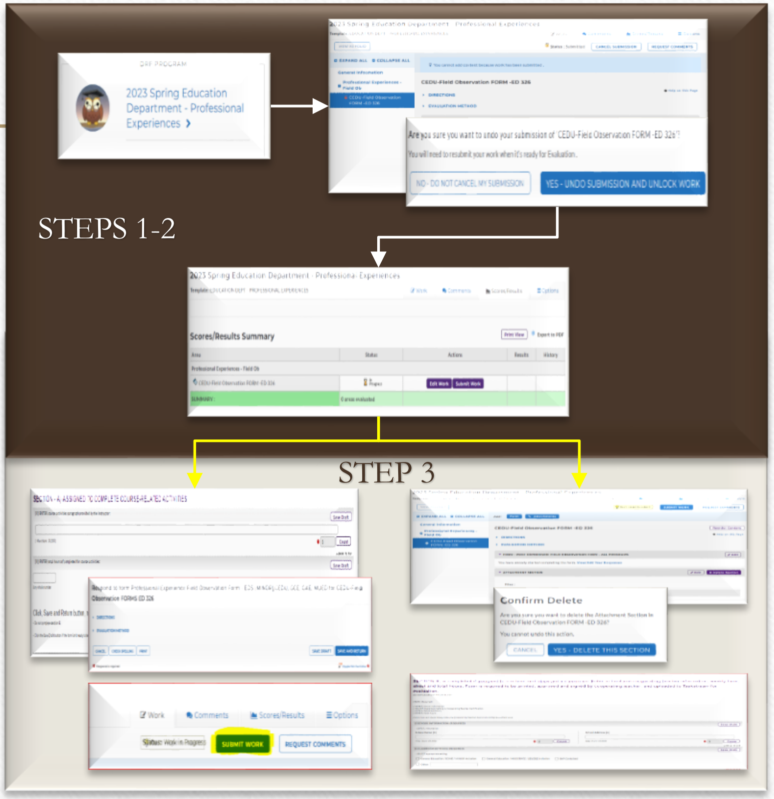
STEP 3: EDIT FORM AND RESUBMIT (Section A 'or' B)

<u>SECTION A option cancellation:</u>

- ❑ **CLICK, Edit Work below the Action tab to be returned to work page**
  - o **SCROLL** down to the Evaluation Method area
  - o **CLICK**, Edit button and update form
  - o **CLICK**, Save & Return button
  - o **CLICK**, Submit button
  - o **CLICK**, YES – SUMBIT MY WORK

<u>SECTION B option cancellation:</u>

- ❑ **CLICK, Edit Work** below the **Action tab** to be returned to work page
  - o **SCROLL** down to the Attachment Section
  - o **CLICK, DELETE SECTION**, to remove attached document
  - o **CLICK**, YES – Delete This Section to confirm deletion
  - o **CLICK**, Edit to update or print form if missing signature
  - o **CLICK**, Save Draft button
  - o **CLICK**, Cancel button
  - o **UPLOAD form**, see slide 10, steps 2-4, How To Upload a Document



If the system doesn't CANCEL THE SUBMISSION, the evaluation process has started; contact the Taskstream System Administrator, Maria Montaperto for assistance.

LESSON 5: IRB THESIS – ASSIGNED TO GECE STUDENTS ONLY

ASSIGNED TO GECE STUDENTS ONLY

Students enrolled in the Graduate Early Childhood advanced program, will also be required to complete and submit the online IRB – Thesis Application – Cover Page in Taskstream.

STEP 1: SELECT the **GECE Graduate Early Childhood Education DRF Program** from the homepage - Sub-heading categories and document types appear in the left frame of the screen

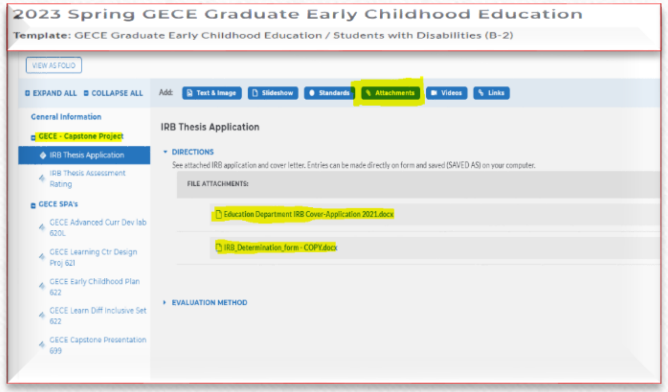
- ❑ **SCROLL,** to the GECE Capstone Project sub-heading category
- ❑ **CLICK,** on the IRB Thesis Application (*Content appears on the right frame area of the screen)*

- ❑ **SELECT,** the attached Education Department IRB Cover Application
- ❑ **ENTER and SAVE** document onto your computer

STEP 2: FOLLOW attached instructions to create your application document. Have your department chair review the documents, then upload both to the IRB section in Taskstream.

STEP 3: SELECT, ATTACHMENTS button located at the top of the page ADD menu, to upload application document. **See slide 10 - How to Upload a Document**

STEP 4: SCORING of the IRB Thesis will be rated in the IRB Thesis Assessment Rating document type under the GECE – Capstone Project sub-category



Follow any documentation and/or communications with suggestions and guidelines for IRB Thesis Application by Dr. Gonzalez.

LESSON 6: ADDITIONAL REQUIREMENTS

- Fingerprints and Background Clearance / OSPRA 104
- Workshops
- New York State Certification Exams – Majors Only

FINGERPRINTS AND BACKGROUND CLEARANCE
IMPORTANT INFORMATION

Any individual who has direct contact with the New York City Department of Education (NYC DOE) students are subject to a fingerprint-supported background check to determine security clearance.

- **Before participating in any professional development or field hours fingerprint background investigation and clearance is REQUIRED by the end of the first week of the term.**
  - **Refer to the How to Get Fingerprinted to Access Schools document for detailed process placed on the Education Department webpage under the Student Resources category.**

The NYC Department of Education (DOE) uses Personnel Eligibility Tracking System (PETS) to verify security clearance.

- The Education Department nominates a student in PETS and notifies the student of the nomination with fingerprints instructions.
  - Within 24-48 hours of the nomination, the student receives a congratulations confirmation nomination email from NYC DOE with a link to create an Applicant Gateway Account and to complete fingerprints information and background questionnaire. All forms must be completed fully to avoid nomination cancellation.

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Once Applicant Gateway account and all information and forms completed:

- The NYC DOE emails student FINGERPRINTS INSTRUCTIONS with the following **SERVICE CODE:** 1588JG and a direct link with IdentoGO (a fingerprints portal) to schedule fingerprints appointment.
  - The IdentoGO **link** must only be used to schedule appointment and enter the SERVICE CODE.
  - The student has 5-7 days to complete the entire fingerprint process to avoid nomination cancellation.

→

The **New York State Department of Education** requires an **OSPRA 104 form to be completed** by individuals who completed fingerprints by the New York City Board of Education to authorize to forward criminal history to the New York State Education Department TEACH account.

- The form can be found on TEACH or on the Education Department webpage, under Student Resources.

WORKSHOPS

The three workshops are required to be completed in your first education course:

Examples:
ED 326 or ED 600

1

CHILD ABUSE – Identification and Reporting

2

DASA – Dignity for All Students Act

3

S.A.V.E.

School Violence Prevention and intervention

Schedule workshop through a provider listing on the Education Department website or TEACH/workshop category

The provider electronically transmits the certificate to your TEACH account or provides a signed certificate, document.

Send signed certificate to WorkshopsOti@nysed.gov. Also email certificate or confirmation from TEACH to Certification Officer to receive credit.

REQUIRED NEW YORK STATE TEACHER CERTIFICATION EXAMS (NYSTCE) FOR DECLARED EDUCATION MAJORS

Declared Education Majors are required to take and pass all the NYSTCE for certification.

- Refer to the program **CURRICULUM SUMMARY SHEETS** placed on the Education Department website under the Academic Programs category for required exams and schedule.
- Following exams require a 520 or higher score:
  - CST - Content
  - CST - Multi-subjects
  - Students with Disabilities
  - The EAS – Educating All Students has a safety net passing score: (500-519).
- TEACH or NYSED.gov websites provide additional information on test codes, costs, location, and sample tests.