



TASKSTREAM

Student Teacher – Clinical Placement Training



LESSONS

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

■ LESSON 1: INTRODUCTION

- [Templates and Programs](#) SLIDE 1
- [Student Teacher Policies](#) SLIDE 2
- [Getting Access to Taskstream](#) SLIDE 3
- [Roles & Responsibilities](#) SLIDES 4-5
 - Student Teacher
 - Cooperating Teacher and Wagner College Supervisor

■ LESSON 2: PROFESSIONAL EXPERIENCES

- [How to Search, Complete & Submit](#) SLIDE 6
 - Student Teacher & Cooperating Teacher Template Form
- [How to Search, Complete and Submit](#) SLIDE 7
 - Student Teacher Time-Sheet Template form

■ LESSON 3: ADDITIONAL PROGRAMS ADDED TO THE HOMEPAGE

- [Key Assessments](#) SLIDE 8

■ LESSON 4: PROGRAM FUNCTIONS

- [How to Cancel a Document 'Artifact' Submission](#) SLIDE 9

- [Contact Information](#) SLIDE 10



LESSON 1: INTRODUCTION

Templates and Programs

As a subscriber to Taskstream and familiar with the functions of the system, you will continue to use the tools learned to record student teaching placement information and hours.

As a reminder, the following **TWO DRF TOOLS** are used throughout the system:

1. **TEMPLATES:** 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 Student Teaching Online forms

2. **PROGRAMS:** Are also tools, however are used to distribute the templates.

□ *Programs are titled with a year, term and description*

The following DRF programs will be added to the Taskstream homepage during student teaching placement.

- The Education Department – Professional Experiences
- Danielson Key Assessments

Student Teaching Policies – Clinical Placements

*All Methods and Content of education courses must be completed and student must have participated in the mandatory student teaching **Teacher Preparation Day** to enter classes in this portion of the program. Students must hold a 3.0 GPA overall and in both dual majors to qualify for the assessment day. All clinical practice courses are taken in the same semester, fall or spring, in the Senior year.*



Prerequisites:

- Completion of all required education program courses
- Fingerprints have been received and transferred to TEACH account
- Workshops completed and submitted to TEACH and Taskstream
- Taken all the New York State Certification Exams



Refer to the Student Teaching Manual for further policies.

Getting Access to Taskstream

SUBSCRIBERS

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: (optional)

Personalize your password

New password:

(Please note that passwords are case sensitive and must be 8 characters, contain at least 1 number, 1 uppercase letter, 1 lowercase letter, and one special character (!@#%))

Re-enter new password:

Password hint:

[Continue >](#)

Sign In

Taskstream, Tk20, and LiveText are now Watermark. Choose product below to log in.

[taskstream](#) [LIVETEXT](#) [Aqua](#) [VIO](#)

Select

taskstream by Watermark

Welcome to Taskstream by Watermark

Sign In

Username: Password:

[Sign In](#)

[Forgot Login?](#) [Create/Renew Account](#) [Get Help](#)

Bookmark the Sign In screen for future login

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](#)

[Forgot 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: or

E-mail: or

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@taskstream.com to your address book.

Student Teacher: Roles and Responsibilities

INTRODUCTION

During clinical placements, you will assigned to cooperating teachers(s) or mentor and a Wagner College supervisor.

You will also be required to complete the following professional experience student teaching online forms in Taskstream.

STUDENT TEACHING & COOPERATING TEACHER INFORMATION FORM:



The first week of clinical placement, meet with cooperating teacher(s) and Wagner College supervisor and enter their information in the student teaching & cooperating teacher information online form listed under the **Education Department – Professional Experiences program** and submit to Taskstream.

STUDENT TEACHING TIME-SHEET FORM:



The last week of clinical placement, completed hours are recorded in the student teaching time-sheet online form and also listed under the **Education Department – Professional Experiences program.**

The screenshot shows the 'STUDENT TEACHING & COOPERATING TEACHER INFORMATION FORM' in Taskstream. The form is divided into several sections:
1. **STUDENT TEACHER INFORMATION**: Fields for Student Teacher Name (ID), Wagner Email Address (ID), and Phone Area (ID).
2. **COOPERATING TEACHER(S) INFORMATION**: Fields for Cooperating Teacher Name (ID), Wagner Email Address (ID), and Phone Area (ID).
3. **WAGNER COLLEGE SUPERVISOR INFORMATION**: Fields for Wagner Email Address (ID) and Phone Area (ID).
4. **STUDENT TEACHING HOURS**: A section for recording hours, with a 'SAVE DRAFT' button.
5. **CLASSROOM SETTING**: A section for selecting the classroom setting, with a 'SAVE DRAFT' button.
6. **ENTER HOURS COMPLETED**: A section for entering hours completed, with a 'SAVE DRAFT' button.
7. **ENTER DATES AND HOURS COMPLETED FOR EACH WEEK**: A section for entering dates and hours completed for each week, with a 'SAVE DRAFT' button.
The form also includes a 'NOTES' section and a 'SAVE DRAFT' button at the top right.

Cooperating Teachers & Wagner College Supervisors: Roles and Responsibilities

- **GETTING ACCESS TO TASKSTREAM ASSESSMENTS**

- ☐ Information entered on the **STUDENT TEACHING & COOPERATING TEACHER INFORMATION FORM** will be used to give cooperating teachers and Wagner College supervisors access to Taskstream.
 - They will be assigned as Clinical Placement Evaluators and required to complete the following:
 - Access to rubrics in Taskstream which are aligned with a teacher preparation programs, state standards, and accreditation competencies requirements.
 - Use the rubrics to observe and provide narrative feedback of their student teacher throughout the placement
 - Complete an online summative formal observation in Taskstream, by using the same rubric throughout the placement and summarizing and reporting a final placement assessment score.



LESSON 2: PROFESSIONAL EXPERIENCES

- *HOW TO RECORD AND SUBMIT
STUDENT TEACHING ONLINE FORMS*

How to Search and Complete Student Teacher & Cooperating Teacher Information Form



EDUCATION DEPARTMENT - PROFESSIONAL EXPERIENCES DRF PROGRAM

Let's Begin...

Sign in Taskstream

STEP 1: On the homepage...

- ☐ SELECT EDUCATION DEPARTMENT – PROFESSIONAL EXPERIENCES DRF PROGRAM

STEP 2: SELECT FORM (*Student Teaching & Cooperating Teacher Information Form*)

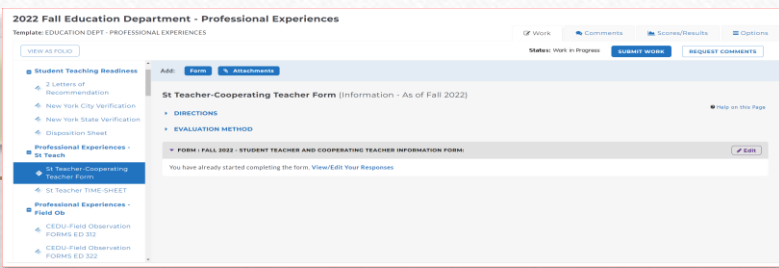
- Sub-heading categories and document types appear in the left frame area of the screen
- ☐ SCROLL to the **Professional Experiences** category
 - CLICK on the (+) to expand view of all listed document types
 - CLICK on the **Student Teacher & Cooperating Teacher Information Form**, document type (*content appears at the right*)
 - ☐ SCROLL to the **EVALUATION METHOD** section on the right side of screen
 - CLICK on the link, **Please complete this form as part of this requirement**, 'or' **EDIT** button on the right.

STEP 3: COMPLETE THE ENTIRE FORM

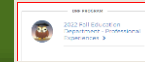
- ☐ ENTER Student Information
- ☐ ENTER Cooperating Teacher(s) & Wagner College Supervisor Information

STEP 4: SAVE AND SUBMIT FORM

- ☐ CLICK **SAVE DRAFT** button, if you're not ready to submit (entries will not be lost)
 - ☐ SELECT **SAVE AND RETURN** button, when ready to submit
 - ☐ SELECT, **SUBMIT WORK** button, and answer pop-pop questions to begin the evaluation.
- ★ If the form does not meet requirements, an email will be sent to cancel submission, make corrections and resubmit the form (**See slide 9 – on how to cancel submission**).



How to Search and Complete Student Teaching Time-Sheet Form



EDUCATION DEPARTMENT - PROFESSIONAL EXPERIENCES DRF PROGRAM

At the end of clinical placements, the online **TIME-SHEET** form is **ALSO REQUIRED** to be completed and submitted to the Education Department – Professional Experiences DRF program.

STEP 5: REPEAT STEPS 1 and 2 of the Student Teacher and Cooperating Teacher Information however, **SELECT, *St. Teach Time-sheet form*** document type.

STEP 6: COMPLETE THE ENTIRE FORM

☐ **ENTER**

- Student Teacher (your information)
- Classroom Setting Information
- Total Hours Completed
- Dates and Hours Completed for Each Week
- Cooperating Teacher(s) or Mentor(s) Information (Name and Email Address)
 - If you have two cooperating teachers or mentors, please enter both.

STEP 7: SAVE AND SUBMIT FORM

- ☐ **CLICK SAVE DRAFT** button, if you're not ready to submit (entries will not be lost)
 - ☐ **SELECT SAVE AND RETURN** button, when ready to submit
 - ☐ **SELECT, **SUBMIT WORK**** button, and answer pop-pop questions to begin the evaluation.
- ★ If form does not meet requirements, an email will be sent to cancel submission, make corrections and re-submit the form. (See slide 9 - on how to cancel submission).



LESSON 3: ADDITIONAL PROGRAMS

- Key Assessments

ASSIGNED ADDITIONAL PROGRAMS

**Student teachers enrolled in any of the courses below, will be evaluated on
KEY ASSESSMENTS
aligned with the 2013 Danielson Framework of Teaching**

Student Teaching

- Undergraduate Childhood Education - ED 580
- Undergraduate Music Education – ED 580
- Graduate Childhood Education - ED 580G
- Graduate Adolescent Education - ED 604

Professional Readiness

- Undergraduate Childhood Education - ED 580
- Undergraduate Music Education – ED 580
- Graduate Childhood Education - ED 580G
- Graduate Adolescent Education - ED 604



LESSON 4: PROGRAM FUNCTIONS

PROGRAM FUNCTION - HOW TO CANCEL A DOCUMENT 'ARTIFACT' SUBMISSION:

SAME PROCESS STEPS FOR ALL DOCUMENT 'ARTIFACT' TYPES

Example: Field Observation Form

STEP 1: SELECT DRF program from the homepage. Example, EDUCATION DEPARTMENT – Professional Experiences

- ❑ SCROLL DOWN, CLICK on the Document Type

STEP 2: CANCEL SUBMISSION

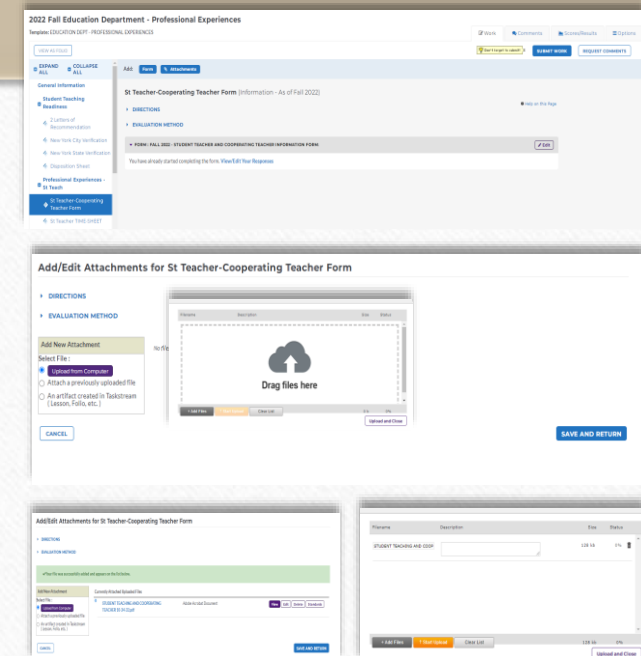
- ❑ CLICK, CANCEL SUBMISSION button, located top right
- ❑ ANSWER pop-up question 'Are you sure you want to undo your submission'
- ❑ SELECT, YES – Undo Submission and Unlock Work

STEP 3: EDIT DOCUMENT 'ARTIFACT'

- ❑ CLICK, EDIT WORK button, next to the document type
- ❑ CLICK **DELETE SECTION**, below the Attachment Section
- ❑ SELECT, YES – Delete This Section to confirm deletion

STEP 4: EDIT FORM AND RESUBMIT

- ❑ FOLLOW STEPS on slide 9, On How To Upload



Note:

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

CONTACT INFORMATION

For additional training and/or questions regarding training, New York State tests, certification, college recommendation, or TEACH account, please notify me through email:

maria.montaperto@wagner.edu

Campus Hall – Room 329

End of Training
Thank you!