# INTRODUCTION TO TASKSTREAM

## Student Training

*Updated: 10/20/2025*

# LESSONS

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

| LESSON – TOPICS | SLIDE (S) |
|---|---|
| **LESSON 1: INTRODUCTION** | |
| What is Taskstream | 1 |
| Roles & Responsibilities | 2 |
| Getting Access to Taskstream | 3 - 4 |
| **LESSON 2: HOME PAGE** | |
| Home page Layout | 5 |
| **LESSON 3: PROFESSIONAL EXPERIENCES** | |
| Education Courses with Required Field Hours | 6 |
| Steps to Complete and Submit Professional Experiences Form<br>- Field Observation / Clinical Internship Information and Hours Form | 7 - 8 |
| Taslstream Submission Evaluation Notification | 9 |

| LESSON – TOPICS | SLIDE (S) |
|---|---|
| **LESSON 4: KEY ASSESSMENTS** | |
| Course-Based Assessment<br>- No Taskstream Submission Required | SLIDE 10 |
| **LESSON 5: REQUIRED WORKSHOPS** | |
| Workshops | SLIDE 11 |
| **LESSON 6: PROGRAM FUNCTIONS** | |
| How to Upload a Document | SLIDE 12 |
| How to Cancel a Document Submission | SLIDE 13 |

For questions or assistance regarding Taskstream access, form submissions, or required workshops, please email maria.montaperto@wagner.edu.
Office hours are Mondays from 1 PM to 3 PM in Parker Hall, room 105.
Thank you!

# **LESSON 1:** INTRODUCTION

# WHAT IS TASKSTREAM

LESSON 1:
INTRODUCTION

Taskstream is an assessment management system that uses **Direct Response Folio** (*DRF*) **tools** to define, organize, evaluate and report assessments. Align assessments **with teacher preparation programs, state standards, and accreditation requirements**.

These tools support consistent, standards-based evaluation of student performance across the education program.

- **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.
  - *Subscribers are enrolled as Authors, Reviewers, and, or Evaluators to facilitate how work will be done and scored.*

# ROLES AND RESPONSIBILITIES



**Enrollment in Taskstream defines the roles and functionality that subscribers will use with its tools.**

Students are assigned the role of **AUTHORS.**

- Each term, students must use Taskstream to:
  - ❑ Certificates of CompComplete and submit a Professional Experience Form documenting designated field or clinical internship hours for assigned courses.
  - ❑ Upload letion for Workshops
- Performance in assigned courses will be assessed using state key assessment standards, with additional guidance provided by the instructor during the term.

Faculty members (course instructors) and the Education Department Certification Officer, Ms. Maria Montaperto, are assigned the role of **EVALUATORS** in Taskstream.

- Faculty will assess students' course performance based on state key assessment standards.
- The Ms. Montaperto provides system support, assign user IDs, and also evaluate submitted forms.

# GETTING ACCESS TO TASKSTREAM

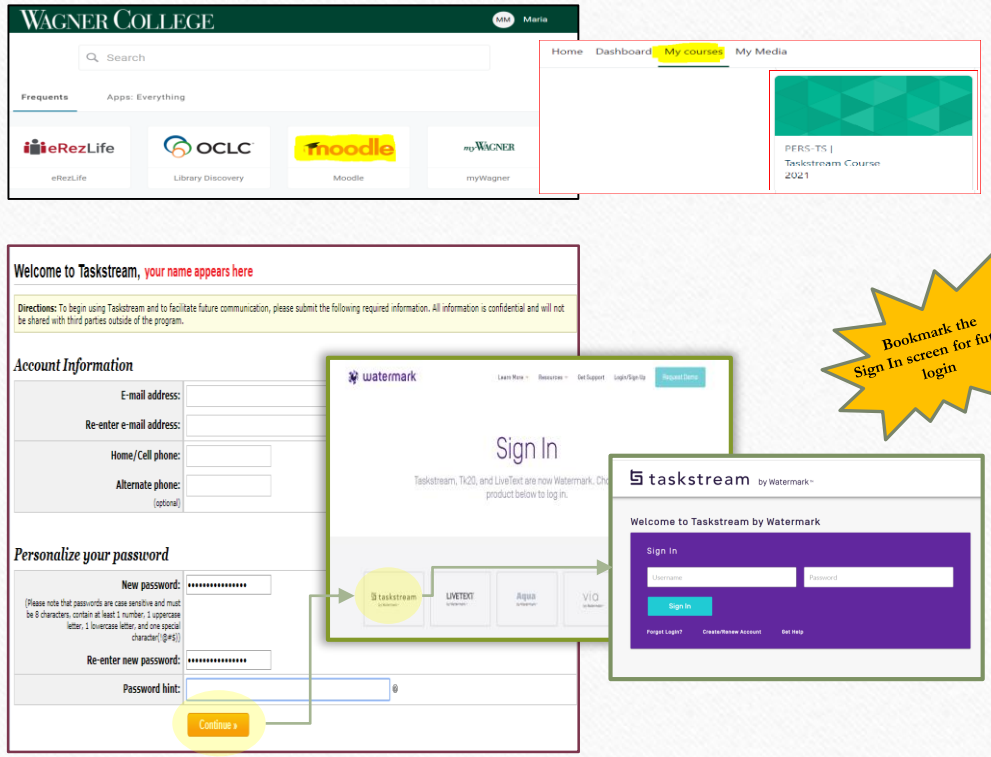
Lesson 1:
INTRODUCTION

## NEW STUDENT SUBSCRIBERS

Are required to familiarize themselves with the information presented in this training document, and complete and pass quizzes on the material in Moodle to access Taskstream.

- COMPLETING QUIZZES
  - ❑ Visit https://wagner.onelogin.com/portal and select Moodle.
  - ❑ Navigate to My Courses and select the PERS-TS (TASKSTREAM COURSE) to complete the required SIX quizzes.
    - An 80% passing grade is required on each quiz to access Taskstream.
  - ❑ If the PERS-TS course is not visible, filter by "All" to view all enrolled courses.
- QUIZZES MEETING SCORE REQUIREMENTS:
  - ❑ A Welcome to Taskstream by Watermark email will be sent containing a Login (USERNAME) and a link to complete account information and to create a PASSWORD.

**Note:** The link provided is time-limited and will expire 24 hours after receiving the email.



# GETTING ACCESS TO TASKSTREAM

LESSON 1:
INTRODUCTION

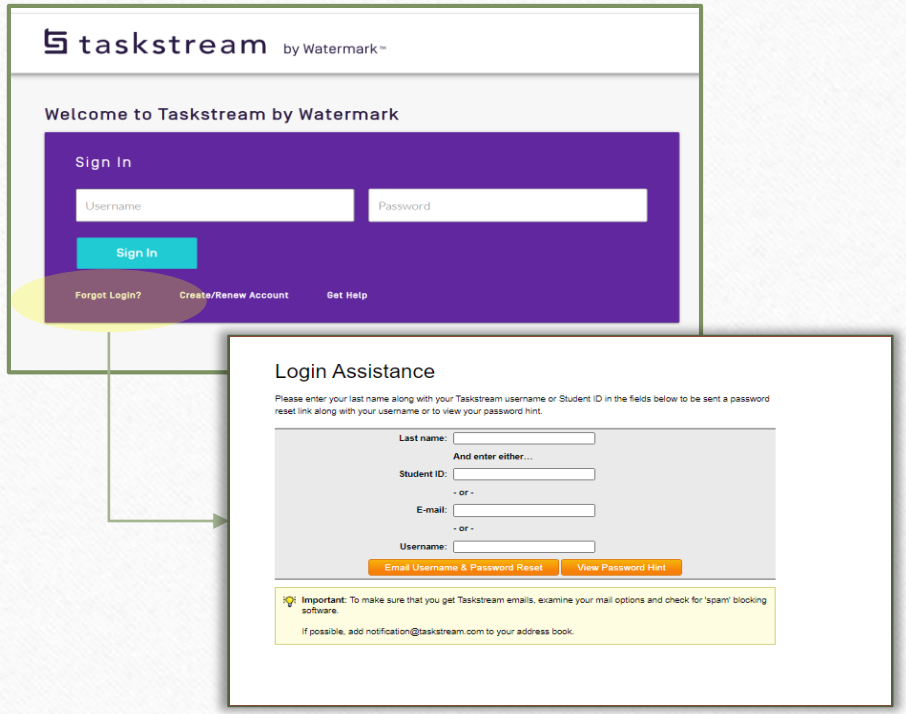
## RETURNING STUDENT SUBSCRIBERS

Are also required to familiarize themselves with the information presented in this training document.

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:** HOME PAGE LAYOUT

# AFTER LOGGING INTO TASKSTREAM ACCOUNT, YOU WILL BE TAKEN TO YOUR HOME PAGE SCREEN.

LESSON 2:
HOME PAGE

## The HOME PAGE is divided into THREE SECTIONS

### 1) Top of the HOME PAGE

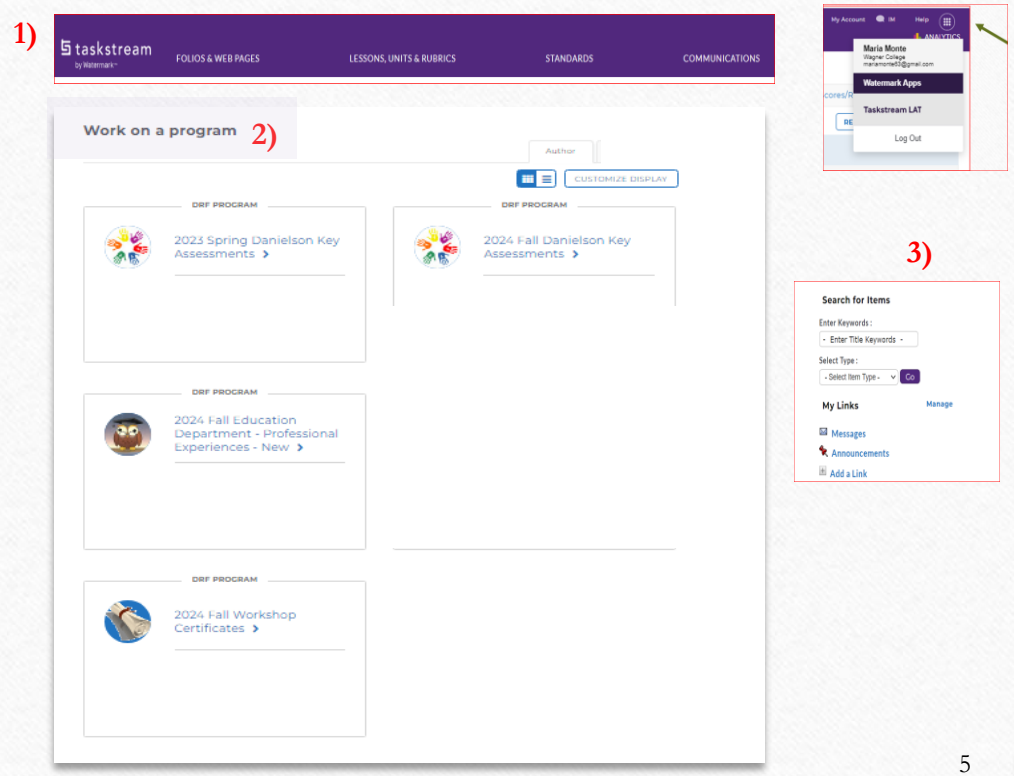
- Includes the Taskstream logo, username, Online Help, and Logout options at the top right.
- Selecting the Taskstream logo at the top left directs users to the home page.

### 2) Main section, "Work on a program" lists programs you have access to.

- Each semester, a set of new programs is posted on the home page under the 'Author' tab, either as tiles or lists. Access to programs is determined by course enrollment.
- Program titles include the current year and term.

### 3) Right side of your HOME PAGE

- Provides quick access links to messages and announcements.



# **LESSON 3:** PROFESSIONAL EXPERIENCES – FIELD OBSERVATIONS

# Education Courses with Required Field Hours



## Assigned as Laboratory Zero-Credit

### Course-Assigned Field Observation Hours

- Students enrolled in education course that require field observation hours will have these hours assigned as laboratory, zero-credit components of designated courses.
  - For details on specific courses requiring field hours, students should refer to the **Program Curriculum Summary Sheets**, available on the **Education Department website** or provided by the course instructor.

### Recording Field Observation Hours

- Once all assigned hours are completed, students must record their hours and related information using the online Field Observation Form.
- This form is linked to the relevant course under the **Education Department – Professional Experiences program** in the "Work on a program" section.

### Instruction & Oversight

Detailed instructions on how to complete this requirement can be found on the next page: Slide 7, **"How to Complete and Submit"** the field form**.**

- Additional guidance will be given by Ms. Maria Montaperto, Certification Officer in the Education Department, at the start of the course and as needed throughout.
- Ms. Montaperto will review each submission and notify both the student and the instructor weather the course requirements have been fulfilled

# STEPS TO COMPLETE & SUBMIT

*the Field Observation / Clinical Internship Form and Hours*

LESSON 3: PROFESSIONAL EXPERIENCES

## Let's Begin!

### Log into Taskstream

**STEP 1: ACCESS THE PROGRAM**

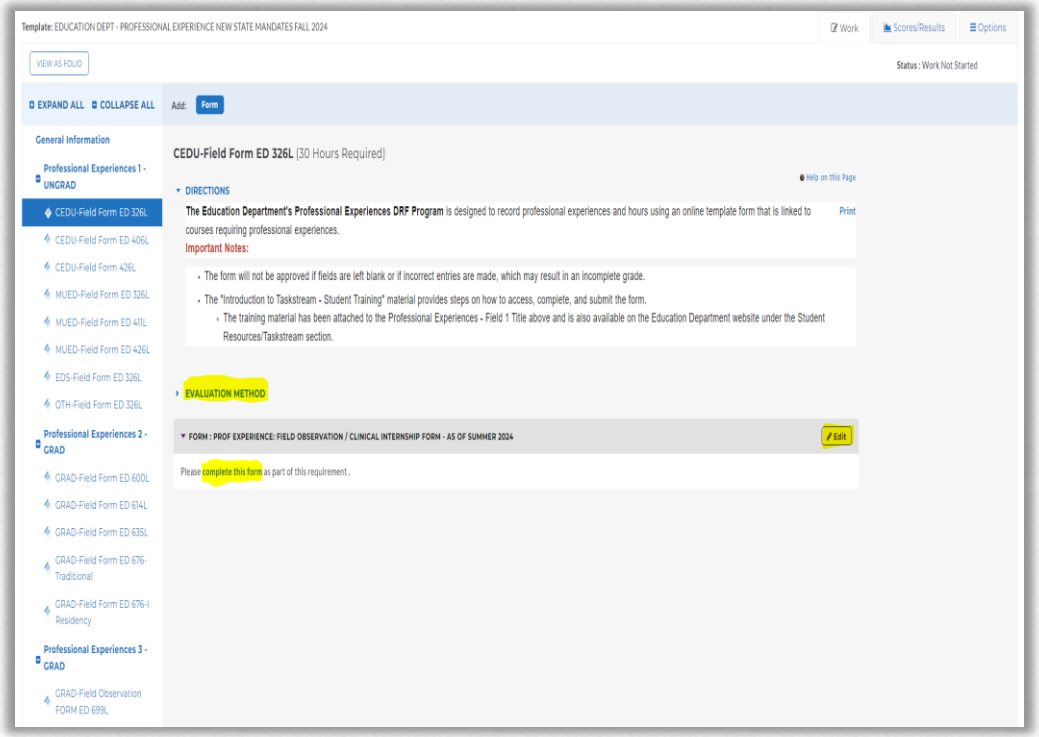
- ❑ From the home page, select the current term's **Education Department – Professional Experiences Program.**

**STEP 2: SELECT COURSE**

- ❑ Scroll down to the **Professional Experiences** category located on the left of the screen to find the course that requires field hours.
- ❑ Click the course name; the course content will appear on the right side of the screen.

**STEP 3: OPEN FORM**

- ❑ Scroll to the *EVALUATION METHOD* section.
- ❑ Click the link labeled "**Please complete this form as part of this requirement,**"
  or
- ❑ Click the "**Edit**" button on the right to open the **Professional Experience (Observation) Form.**



# STEPS TO COMPLETE & SUBMIT

*the Field Observation / Clinical Internship Form and Hours*

## STEP 4: **COMPLETE** All Required Fields.

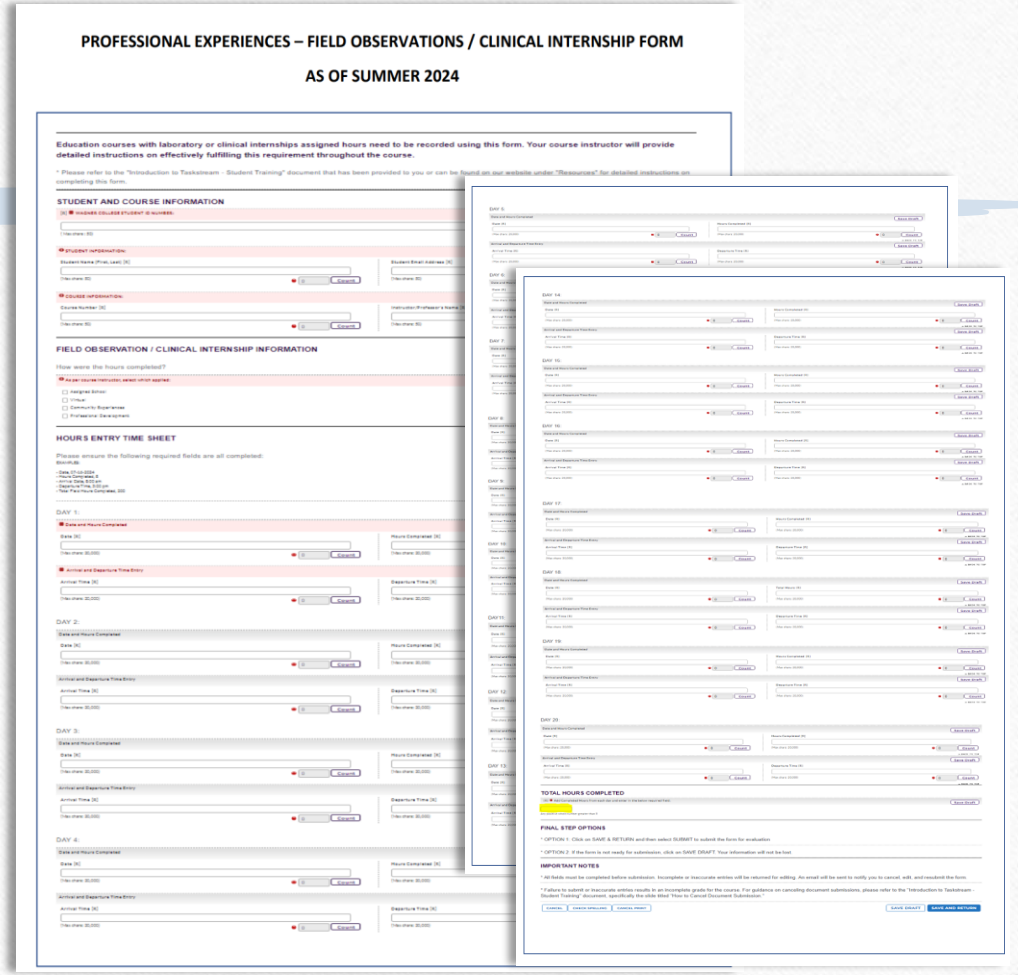
- ❑ **Do Not leave any fields blank.**
- ❑ Enter your **student and course information** accurately**.**
- ❑ Under the **Field Observation / Clinical Internship Information** section**,** use the drop-down menu to select **"How were hours completed?"**
  Options include:
  - Virtual
  - Community Experience
  - Professional Development

## STEP 5: COMPLETE DAILY INFORMATION AND HOURS.

- ❑ **ENTER** the following details for each day of your field experience:
  - Date
  - Arrival Time
  - Departure Time
  - Total Hours Completed

## STEP 6: SAVE or SUBMIT FIELD FORM.

- ❑ If the form **IS NOT READY** to be submitted, click **"SAVE DRAFT"** button to complete it later. (***Your entries will be saved and not lost***).
- ❑ If the form is **READY** to be submitted, click the **"SAVE AND RETURN"** button.
  - Then, click the **"SUBMIT WORK"** button located at the top right of page.
  - Be sure to answer all pop-up questions to initiate the evaluation process.



# TASKSTREAM SUBMISSION EVALUATON NOTIFICATON



**STEP 7:** The submitted FIELD form is reviewed and evaluated by the Education Department Certification Officer, Maria Montaperto.

## If the Form Meets Requirements

- Taskstream automatically sends an email to the student confirming that the submission meets requirements.
- The Education Certification Officer also notifies the course instructor that the form was successfully submitted and that the student has completed the field observation task requirements.

## If the Form DOES NOT Meet Requirements

- The Education Certification Officer sends an email to the student with instructions on how to proceed.
  - The student is required to cancel the submission as outlined on Slide 13, "How to Cancel a Submission" and make the necessary edits, and resubmit the form for evaluation.

Failure to make the required edits and resubmit may result in receiving an incomplete grade for the course.

# **LESSON 4:** KEY ASSESSMENTS

# COURSE-BASED ASSESSMENT

*No Taskstream Submission Required*

LESSON 4: KEY ASSESSMENTS

**Student performance is the designated courses listed below will be assessed by the course instructor according to state key assessment standards.**

- **Submission to Taskstream are not required for these courses. All assignments should be submitted in class or via Moodle, as directed.**
- **The course instructor will provide additional details about the assessment and course submissions during the term.**

**UNDERGRADUATE COURSES**
**KEY ASSESSMENTS**

**2013 Danielson Key Assessment Framework & Council for Exceptional Children**

- **Annual Review/IEP:** ED 312,
- **Lesson Planning:** ED 326L, ED 426L,
- **Micro Teaching:** ED 406, ED 411 (MUED)
- **Student Teaching:** ED 560B, ED 561B

**GRADUATE COURSES**
**KEY ASSESSMENTS**

**2013 Danielson Key Assessment Framework & Council for Exceptional Children**

- **Annual Review/IEP:** ED 601
- **Lesson Planning:** ED 635, ED 676
- **Micro Teaching:** ED 614, ED 680.
- **Student Teaching:** ED 560A, ED 570A.

# **LESSON 5:** REQUIRED WORKSHOPS

# WORKSHOPS

**The three required workshops must be completed before a student begins their first field observation placement.**

**These workshops are part of the first education course and are required for the overall program.**

**Workshops must be completed through an approved provider, as listed on TEACH (NYSED.gov) or the Education Department website, where a direct link is provided.**

LESSON 5:
REQUIRED
WORKSHOPS

1

CHILD ABUSE
(Second Update)
Identification and
Reporting

2

DASA
Dignity for All
Students Act

3

S.A.V.E.
School Violence
Prevention and
intervention


Schedule the workshop through a provider listed on the Education Department website or in the TEACH website /workshop category.

The provider is responsible for electronically transmitting the workshop certificates of completion data to the student's TEACH account.

However, if the workshop(s) is not posted within 5-10 days of completion, the student is required to contact, email the provider and request to be posted to their TEACH account.


It is **recommended** that students upload their **workshop certificates of completion** to Taskstream as a backup. **See Slide 12, "How to Upload a Documents."**

# **LESSON 6:** PROGRAM FUNCTIONS

# HOW TO UPLOAD A DOCUMENT:

## Example: Workshop Certificate of Completion



### STEP 1: ACCESS THE WORKSOP CERTIFICATE PROGRAM

- From the home page, select **Workshop Certificates Program**.
- Scroll to select the appropriate **document type**.
- Click the **Attachment** button located at the top of the page, next to **Add**.

### STEP 2: SELECT THE FILE

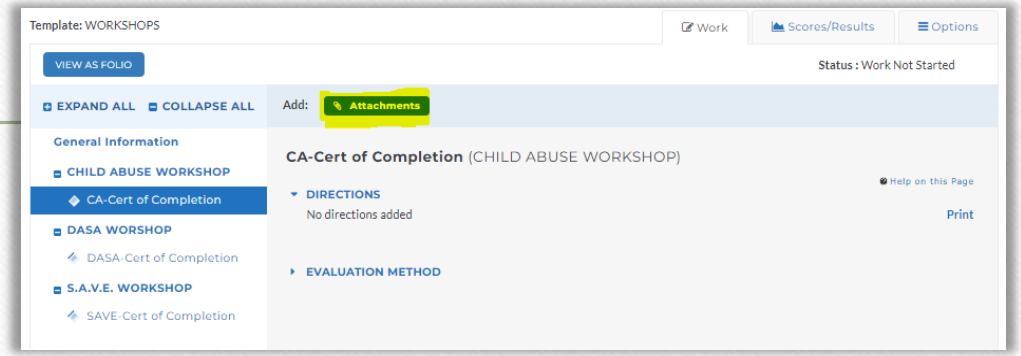
- Click the **Upload from Computer** button.
- Browse your device, find the file you want to upload, and select it.

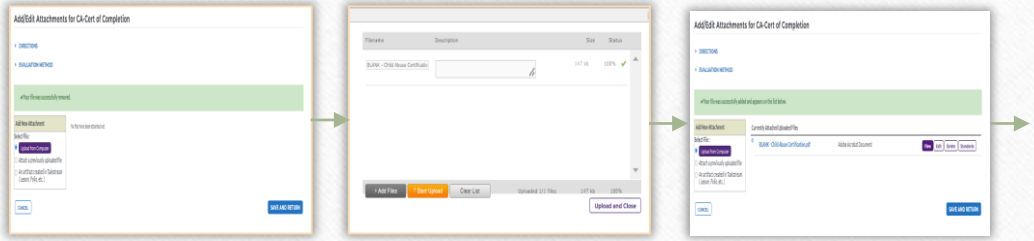
### STEP 3: UPLOAD AND CLOSE

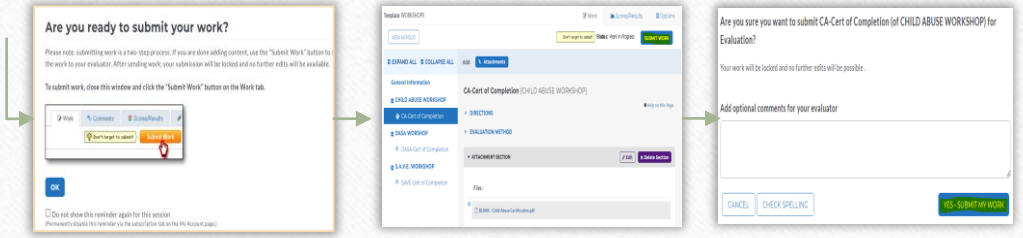
- Click the **Add File** button.
- Select your file again if needed, then click **Open**.
- Click **Start Upload** to begin the upload process.
- Once the upload reaches 100%, click **Upload and Close.**
- Finally, click **Save & Return** button

### STEP 4: SUBMIT YOUR WORK

- Answer any pop-up questions by clicking **OK**.
- **Click** the **Submit Work** button located at the top right of the screen.
- Confirm by clicking **Yes Submit My Work** prompt button.





# HOW TO CANCEL SUBMISSION:

## Example: Workshop Certificate of Completion



### STEP 1: ACCESS THE PROGRAM, EXAMPLE – WORKSHOP CERTIFICATES PROGRAM

- From the home page, select **Workshop Certificates Program.**
- The Workshop Certificates page will appear.

### STEP 2: CANCEL SUBMISSION

- Click the Cancel Submission button in the upper right corner.
- *A pop-up question appears: "Are you sure you want to undo your submission?"*
- Click **YES - Undo Submission and Unlock Work**.

### STEP 3: EDIT YOUR SUBMISSION

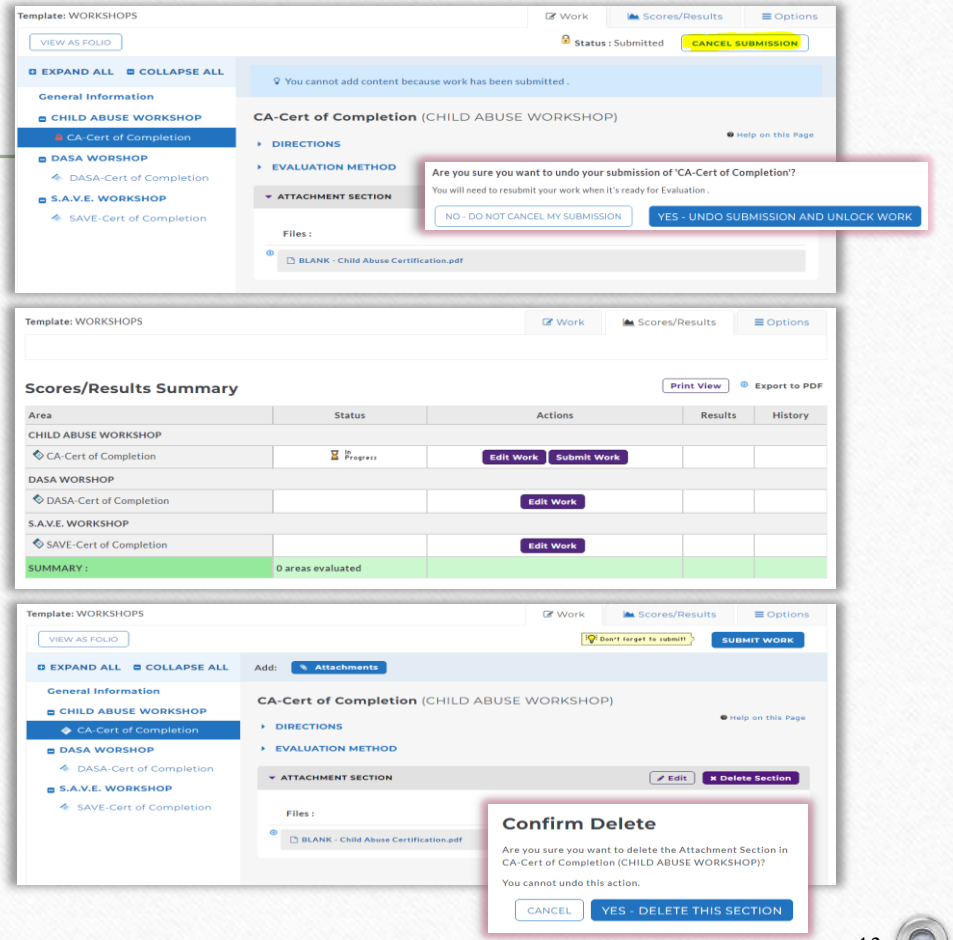
- The **Scores / Results** page will appear.
- Navigate to the **Action Tab** and click **Edit Work** button.
- This will redirect you back to the Workshop Certificates page.

### STEP 4: DELETE THE ATTACHMENT

- Click the **Delete Section** button to remove the current attachment.

### STEP 5: RESUBMIT YOUR CERTIFICATE (DOCUMENT)

- Make any necessary corrections
- Follow the steps outlined on Slide 13, **"How to Upload a Document"** to resubmit.



# FINAL STEP REMINDER!

**Accessing Taskstream**

- To gain access to Taskstream, you must complete the six quizzes in Moodle that correspond to the lessons in this document.

- Once you achieve a score of **80 or higher on each quiz**, you will receive an email with your **Taskstream username** and a **direct link** to complete your account setup and create a password.

**NOTE:** This link is **time-limited** and will **expire 24 hours** after you receive it.