

Using Taskstream for SoE Instructors

The Learning Achievement Tools (LAT) by Taskstream facilitates the demonstration and assessment of learning achievement for improving teaching and learning. LAT by Taskstream includes: electronic portfolios, outcomes assessment and data collection, standards-based lesson and unit planning, communication tools, shared resources, surveys, and more. Students will use Taskstream to share their edTPA documents, which include all documents, commentaries, and videos. Students will enroll in TPA programs within Taskstream. Instructors will use Taskstream to give feedback to students within their program and by completing the observation and SIPs documents.

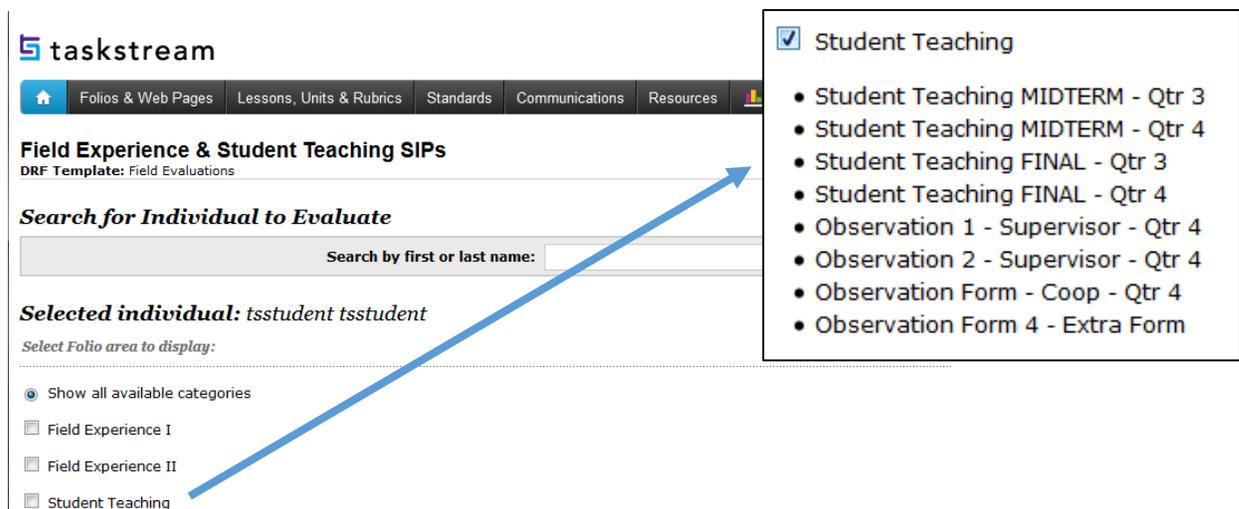
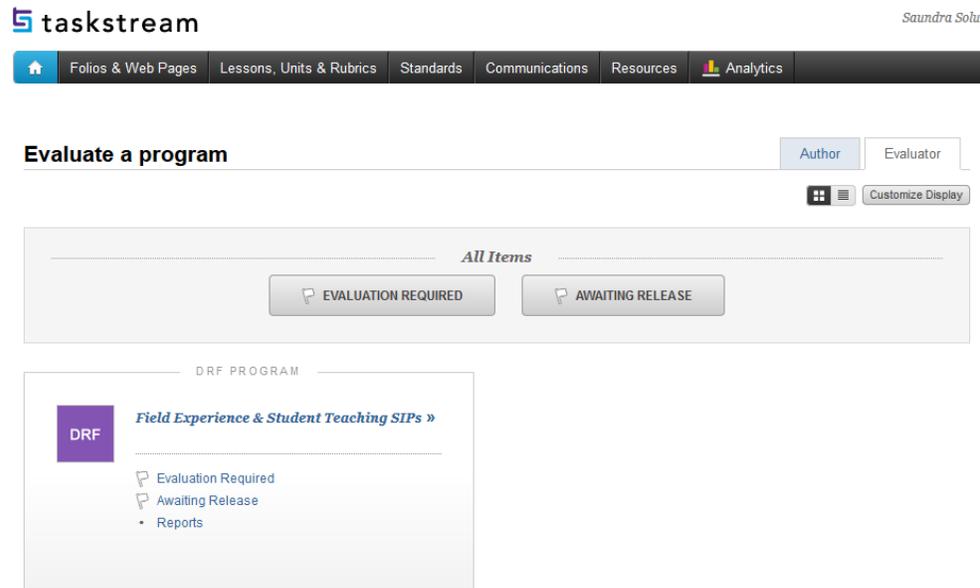
Step 1: Accessing the Field Experience & Student Teaching SIPs

1. Login to Taskstream by going to <http://www.uwlax.edu/taskstream/>
The first time you login, you will have to agree to the terms and conditions.

2. Click on the DRF Program – **Field Experience & Student Teaching SIPs**. Make sure you click on the name.

NOTE: Within Taskstream students are called authors and a faculty and supervisors are called evaluators. Make sure you are using the **Evaluator** tab, it may be the only tab you have.

3. Type the first or last name of a student in the search box and click on **Search**. If more than one student is listed, click on correct student.
4. Select the item to complete, Field Experience I, Field Experience II, or Student Teaching. For example, select Student Teaching to see the forms to complete. The SIPs documents are an online form and for all Observations, instructors will upload the actual file.



5. Click **Continue** to show the **Evaluation Grid**.

- To complete an evaluation, click the **Evaluate** icon located below the correct form.
- Click on green **Evaluate/Score Work**, which will open in a new window. That student's name is listed on the top left of the *Evaluate/Score Work* window.

SIPs: Complete the rubric for all SIPs documents. Notice you can **Save Draft** whenever you want. Click on a rating box for each standard and category, comments are located next, and you must type in or select the following: cooperating teacher's name, program, certification area, and select "Meets Requirement" or "Does not Meet".

Observations: Click on the **Add More Files** and locate the electronic copy of the observation form to attach. Also select "Meets Requirement" or "Does not Meet" for the final score. **Meets Requirement indicates the observation was completed for Observations.**

The final step for each evaluation is to either "Record as final but release evaluation to author later" or "Record as final and release evaluation to author now". If you do not release to author (student) now, you will need to make sure to release it later so the student can see the information. Make sure to Submit Evaluation Now, which closes this window. **It is important to close this window before moving to next student.**

Field Experience & Student Teaching SIPs
DRF template: Field Evaluations

Reports Evaluation Grid

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. Help on this Page

Show: All Individuals (do not filter) Update Display

Include inactive (expired) subscribers in search results

Legend: Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

« Back to Search Print View Export to Excel Release Selected Evaluation(s)

Field Experience I	Field Experience I			
<input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options	Field Experience I SIPs (no submission req'd)	FE I - Observation Form (no submission req'd)	FE I Observation Form - Coop (no submission req'd)	
<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	
tsstudent, tsstudent <input type="checkbox"/> Release all for Author	Evaluate	Evaluate	Evaluate	tsstudent, tsstudent <input type="checkbox"/> Release all for Author

Step 2: Accessing Students' Submitted edTPA Files

- Login to Taskstream by going to <http://www.uwlax.edu/taskstream/>
- Click on **Evaluation Required**, the flag will be blue if there are evaluations ready. If you click on the *Evaluation Required* in the course, it will show you the student submissions.

All Items

EVALUATION REQUIRED AWAITING RELEASE

DRF PROGRAM

DRF **Field Experience & Student Teaching SIPs »**

- Evaluation Required
- Awaiting Release
- Reports

TPA PROGRAM

TPA **Spring 2015 Early Childhood »**

- Evaluation Required
- Awaiting Release
- Reports

Submitted	Author	Status	Category	Requirement	Program	DRF template
1. 04/07/2015 3:35 pm (CDT)	tsstudent, tsstudent	Submitted Evaluate	Early Childhood	Not applicable	Spring 2015 Early Childhood	edTPA Assessment - Early Childhood (CURRENT v. SP 2015)

3. Click on the *Evaluate* icon to evaluate your students. You can look at each item and complete the final rubric. To complete the rubric, click on the green *Evaluate/Score Work*, which opens in a new window. Give scores or mark as N/A for each row in the rubric and give the final score in the gray box on the bottom left. Finally check to either:

- Send back for revision (If this is chosen, make sure to select **No** to save a copy and check box to send *External Email Notification*.)
- Record as final but release to author later
- Record as final and release evaluation to author now (and check to send *External Email Notification*.)

Planning Rubrics – Rubric 1: Planning for the Whole Child Planning Commentary prompt 1, plans, instructional materials, context information
How do the candidate’s plans support the active and multimodal nature of young children’s development of language and literacy?

Candidate’s plans for instruction developmentally inappropriate **OR** one modality for learning. **OR** The **content inaccuracies** that will lead to misunderstandings. **OR** Standard Learning experiences, and materials do not connect with each other.

SCORE

Select ▼

N/A

Save Draft

Next choose *Submit Evaluation Now*.

Final mark: Does this work meet requirements?

SCORE

Meets Requirement

Does not Meet

Overall Comments:

Save Draft

Next Steps

Decide what to do with this evaluation ➔

Send back for revision

This report will be sent back as a provisional evaluation to help guide the author’s revision. The author will have to resubmit work in order to be re-evaluated.

Save a copy of this submission?

Yes - A snapshot of this submission will be saved for both author and evaluator records, and the author will be prompted to create a new submission from scratch (although they will be able to view their previous submission for reference).

No - A snapshot of this submission will NOT be saved to either the author or evaluator records, but the author will be able to overwrite this submission rather than start from scratch.

Send External Email Notification

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