

Using Taskstream for SoE Supervisors

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. Supervisors will complete the observation and SIPs documents.

Accessing the Field Experience & Student Teaching SIPs

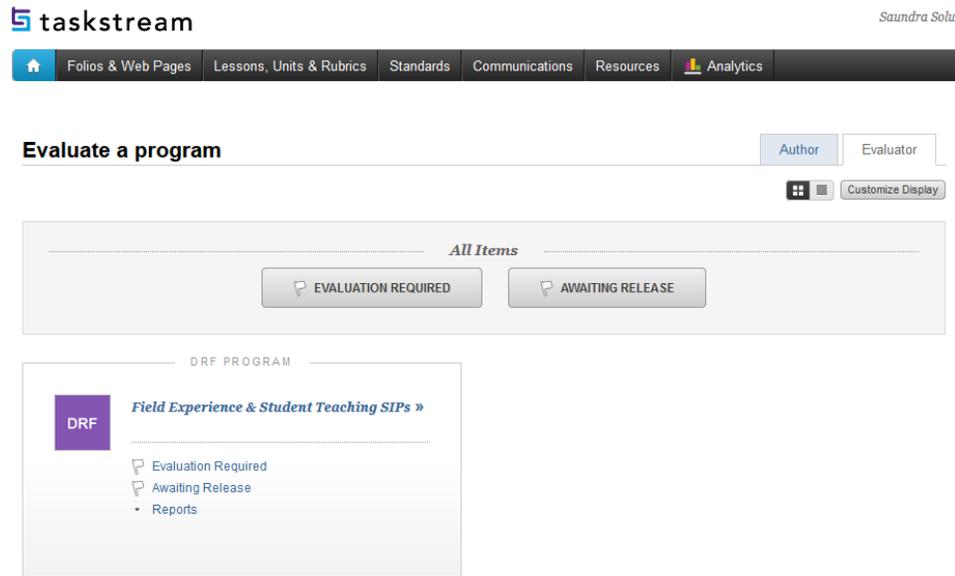
1. Login to Taskstream by going to <http://www.uwlax.edu/taskstream/>
The first time you login, you will have to agree to the terms and conditions.

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

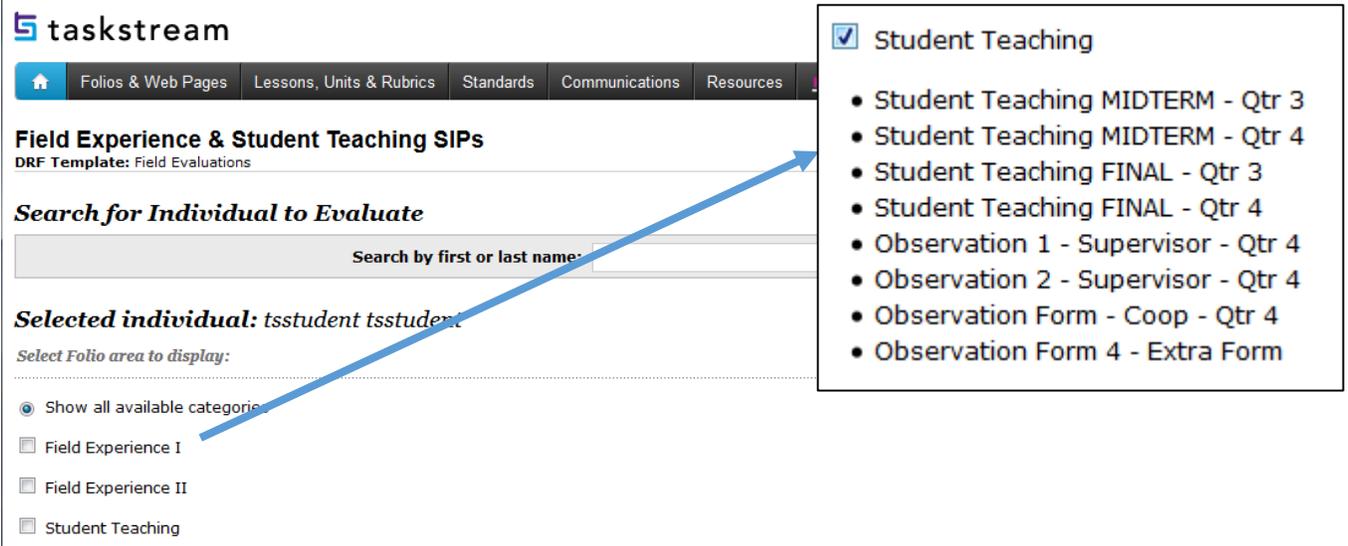
NOTE: Within Taskstream students are called authors and a faculty and supervisors are called evaluators.

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, supervisors will upload the actual file.



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5. Click on **Continue** to show the **Evaluation Grid**.
6. To complete an evaluation, for example Field Experience I SIPs, click on the **Evaluate** icon located below the correct form.
7. Click on green **Evaluate/Score Work**, which will open in a new window. Complete the rubric. Notice you can **Save Draft** whenever you want.

For the SIPs, 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". You will also need to select "Meets Requirement" or "Does not Meet" on the observation form. On the observation form, you will select standards you observed as well as those targeted.

The final step in the 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.

Field Experience & Student Teaching SIPs Reports | Evaluation Grid

DRF template: Field Evaluations

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		
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 Evaluate		<input type="checkbox"/> Release all for area Evaluate	<input type="checkbox"/> Release all for area Evaluate	<input type="checkbox"/> Release all for area Evaluate
<input type="checkbox"/> Release all for Author tsstudent, tsstudent		<input type="checkbox"/> Release all for Author tsstudent, tsstudent		