# Using Taskstream for SoE Students

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.

Each Semester You will Self Enroll in an edTPA Handbook

1. Login to Taskstream by going to http://www.uwlax.edu/taskstream/. Firefox and Chrome are the recommended browsers. The first time you login, you will have to agree to the terms and conditions.

2. Find your edTPA handbook Code. This code is listed on the document the SoE Office emailed each of you and is also found on the http://www.uwlax.edu/taskstream navigation bar.

3. Click on the *Enter Code* button on the bottom left corner of screen.

4. Enter your program code and click the *search* button.

5. Click *enroll*.
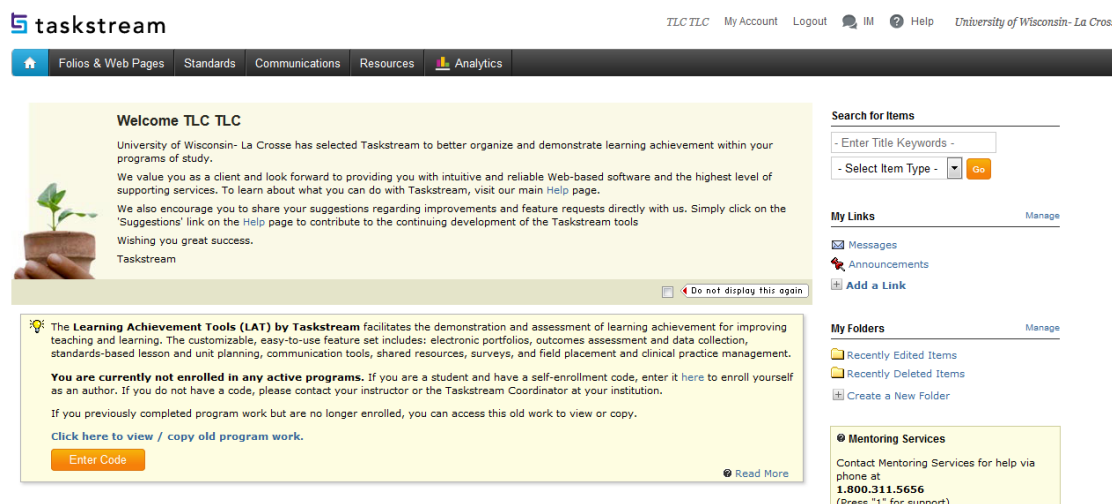
Once you are enrolled in an edTPA program (Taskstream calls it the **TPA program**), the program will appear on your home screen. (You will also be enrolled in the **Field Experience & Student Teaching SIPs DRF Program**, which is where your instructor will complete your observations and SIPs documents. You will be able to view this information once submitted.) Click on your edTPA program to upload items.

Within Taskstream a student is called an author and a faculty member is called an evaluator.
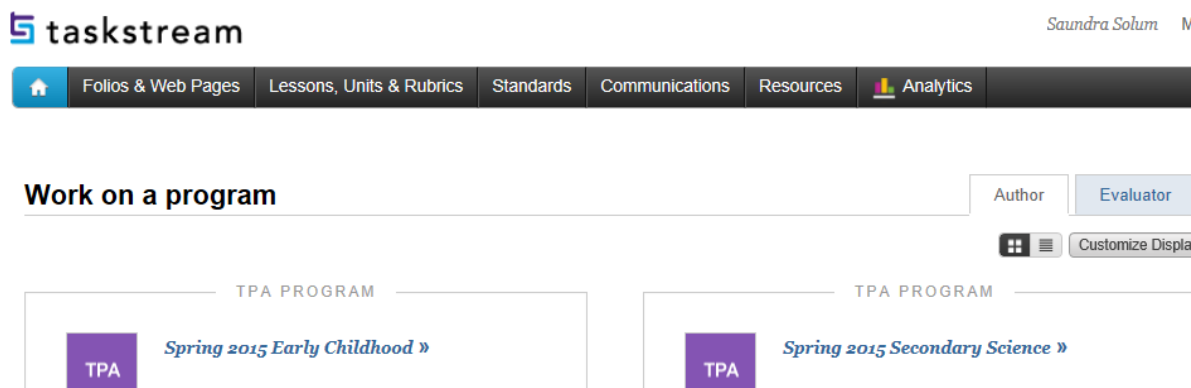
6. **Artifacts, commentaries, and videos** should be uploaded to the correct part of the handbook within Taskstream.

    Videos cannot be over 500MB. There is also a length limit dependent on the edTPA handbook. If you need to trim the video, edit the video with either iMovie or Windows Movie Maker. You can also trim on an iPad, which saves time. **Note:** If you are using iMovie or Windows Movie Maker, make sure to *Save Movie* for computer. Do **NOT** save as a project. (**PETE pre student teachers** are video recording an entire lesson, which means you will still use UW-L Mymedia for all pre student teaching videos due to file length. See information at end of this document for loading your videos. Your student teaching videos will all be in Taskstream.)

    Click on the task within your edTPA program, and select the *Attachment* button on the bottom of the screen. You can choose one of the following and can upload more than one file at a time:

    - Upload from Computer
    - Attach a previously uploaded file
    - An artifact created in Taskstream

    Student Teachers are required to complete all tasks. Field 1 and 2 students will complete partial tasks, which are determined by your field instructor.

7. **Submitting your work** is done when you are all ready to submit your files. For Student Teachers, you will submit to your seminar leader; for Field 1 and 2 students, you will submit to your field faculty. Click on *Submit Work*, and on the next screen select your seminar leader/field faculty and *Submit for Evaluation*.
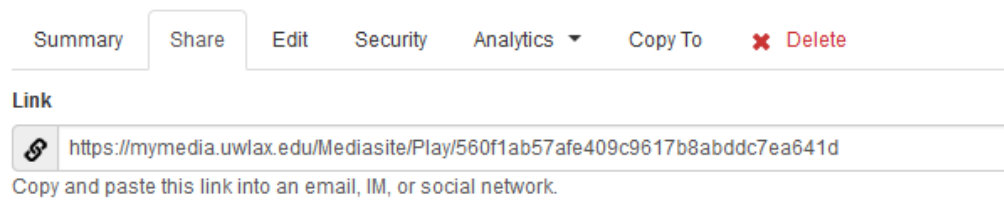
8. **View feedback** is found on the Scores/Results tab (located above the *Submit Work* icon).

This section is only for <mark>PETE pre student teaching</mark> videos. Your videos should be uploaded to mymedia.uwlax.edu.

1. Copy your video to a local computer that is connected to the internet (preferably not wireless). You can send a file directly from an iPad to Mymedia, however, it is strongly recommended to go to a computer first. **Also you can trim the video first on the iPad to save even more time.** Make sure to save to a new file. All SoE iPads should have the Wifi Transfer App or another free one is Simple Transfer.

2. Edit your video with either iMovie or Windows Movie Maker to trim to the correct length. You can also trim on an iPad, which saves time. **Note:** If you are using iMovie or Windows Movie Maker, make sure to *Save Movie* for computer. Do **NOT** save as a project for Mymedia. (**Note**: Importing to the editing software and saving to the movie format takes almost as long as playing your video.)

3. Connect to mymedia.uwlax.edu and choose Create Presentation. Choose your video and submit it to mymedia.uwlax.edu. This process is very fast, but can take time depending on the length of your video. It is much faster than step b. Once submitted, it will take time to process. However, once the transfer is done you can move to the next step. **However, make sure you keep a copy of your video until it has processed on the mymedia.uwlax.edu server.** Either leave it on the iPad, camera, or copy to your google drive.

   Note: If you have a red outlined box in mymedia.uwlax.edu after 24 hours, there is a problem with the video and you need to send it again. Make sure you are not importing a project file, it must be saved as a Movie for Computer.

4. Click on the video and select the share button. Copy the Link address to your Taskstream task using the following steps.

Summary	Share	Edit	Security	Analytics ▾	Copy To	✖ Delete

   Link

   🔗 https://mymedia.uwlax.edu/Mediasite/Play/560f1ab57afe409c9617b8abddc7ea641d

   Copy and paste this link into an email, IM, or social network.

   Go to your Video Task within your edTPA program in Taskstream. Click on *Links*, enter the video name and copy the Website URL. You can add this link before the video has been process, however, make sure to set the video to viewable see step 6 below.

   Add: 🎥 Videos 🔗 Links

5. Make sure the security in mymedia.uwlax.edu does not show everyone. **Note:** Click on the Security tab. If *Everyone* is listed, please email twirkus@uwlax.edu to have the public access removed.

   Add New Web Link

   Name link:

   Lesson Plan Video

   Website URL:

   https://mymedia.uwlax.edu/Medias ✖ Test

   Description: (Optional)

   Attach Standards: (Optional)
   ☐ Attach standards to this link

   Check Spelling **Add Link**

6. Once the video is processed in Mymedia (check back the next day), change the status from private to **viewable.** It must be set to viewable for your faculty to view.