

# A Supervisor's Guide to Navigating TaskStream



STUDENT TEACHING SUPERVISOR GUIDE  
2011-12

# Getting Started



- Login to TaskStream
- Click on a Student Teaching DRF
- On the right hand side of the page, a navigation box appears listing “Program Links”
- Click on the last link – Resources
- You must click this resources button within Program Links, not the purple “Resources” navigation tab at the top of the TaskStream page
- You are now on the page titled, “Resources for Student Teachers and Practicum Students”
- On the left hand side of the page, click on Supervisor Resources

# Supervisor Resources Page



Within Supervisor Resources you may access:

- Forms
  - Orientation Session Information
  - Sample Observation Forms
  - Attendance Records
  - Leitzell Award Criteria and Nomination Form
  - PDP (Professional Development Plan)
  - Travel Vouchers
- Meetings
- FAQs

# Orientation Session Information



- Click on Forms
- Click on Student Teaching Orientation Information
- Complete each section of the form as instructed – there are four pages including the submission confirmation page
- Your information will not be saved until you reach the page confirming your submission
- If you need to make corrections or changes to your Orientation Information after you have completed the form, email [edAssess@potSDam.edu](mailto:edAssess@potSDam.edu)
- Please email [edassess@potSDam.edu](mailto:edassess@potSDam.edu) with any questions or concerns

# Sample Observation Forms



- Click on each of the five sample observation forms to identify which form works best for you and your observation style
- Utilize the chosen form for your observations
- Include the strengths and specific areas that you would like to see addressed and improved during the next observation
- Please provide a completed copy of the observation form to the teacher candidate

# Attendance Records



- Click on Attendance Record
- Utilize this record to maintain accurate attendance of teacher candidate during student teaching placement

# Leitzell Award



- Click on Leitzell Award Criteria to view a list of skills, attributes, and characteristics desired of Leitzell Award nominees
- Please refer to this criteria prior to making a nomination
- Click on Leitzell Award Nomination Form if choosing to nominate a teacher candidate for this Outstanding Student Teaching award
- Fully complete the form and return to the Office of Field Experiences as indicated

# Professional Development Plan



- In the event a teacher candidate is struggling during the student teaching placement, please refer to the PDP form on TaskStream
- Click on PDP Form
- Fully complete form, closely following instructions listed
- Please make sure to include positives, as well as areas requiring improvement

# Travel Vouchers



- Click on Supervisor Travel Vouchers to access online travel voucher form
- Make sure to submit travel vouchers monthly
- All information requested must be complete: School Name, Street Address, City, State and Zip Code
- Please make sure to list the start and end points of each trip being claimed
- For each SUNY Potsdam trip, the starting point should be your home or the college, whichever is closer to your destination

# Meetings



- You will find the agendas for the Annual Program Review Meeting and the Supervisor's Meetings listed as they become available
- Following the meetings, minutes will be posted

# Accessing TWS and UDL Samples



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- You are now on the page titled, “Resources for Student Teachers and Practicum Students”
- On the left hand side of the page, click on “Student Teaching Requirements”

# Supervisor FAQs



- Frequently Asked Questions are listed with answers
  - How do I have my students use Student Teaching Journals?
  - Why can't I see my students on TaskStream?