

Supervisors: follow directions below to create your Orientation Session schedule(s).

- Go to: <http://bit.ly/PotsdamStudentTeachingOrientationInfoFall2011>
- Enter last and first name
- Enter email address (required), as well as other methods by which you wish to have your students communicate with you
- Indicate whether you will be having one orientation session for ALL of your students, or separate orientation sessions for your first placement and second placement students
- On the next page, enter the information for your single session or multiple sessions
- After completing information, you may go back and review it; when accurate **click submit (must do this)** to save information
- You will receive a confirmation after you click submit
- This information will be uploaded to the TaskStream Student Teaching Resources section and will be available for all supervisors and Student Teaching students to access once they are enrolled in the Student Teaching DRF program for Fall 2011
- You should see your updates reflected on TaskStream within one week; if not, or have any other concerns please contact Marshall Hughes, Graduate Assistant at edassess@potdam.edu or 315-267-3293