

A Teacher Candidate's Guide to Navigating TaskStream



OFFICE OF FIELD EXPERIENCES
AND TEACHER CERTIFICATION
2011-12

Getting Started



- Login to TaskStream
- Click on your 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 you will find important information within Teacher Candidate Resources and Student Teaching Requirements

NOTE: Also at the end of this Guide you will find important information regarding your Student Teaching DRF and Student Teaching Materials needed for TaskStream

Teacher Candidate Resources



- Click on Teacher Candidate Resources
- Within this page you may access:
 - Student Teaching Orientation Information
 - Forms

Orientation Information



- Click on Student Teaching Orientation Information
- Locate your supervisor by name; supervisors are listed in alphabetical order by last name
- Review and read the orientation information carefully
- Take note of orientation date, time, location, as well as supervisor's contact information
- Make sure you attend this very important meeting
- If your supervisor is not listed, please contact him/her directly using information provided in your placement email

Forms



- Click on Forms
- You will find important information for your student teaching experience including:
 - Health Fee Waiver Form
 - Reference File Release Form - for letters of recommendation
 - Student Teaching Schedule - to be completed and returned to your supervisor
 - SOEPS Outstanding Supervisor Nomination Form and Criteria

Student Teaching Requirements



- Click on Student Teaching Requirements
- Within this page you may access:
 - TaskStream Information
 - Disposition Frameworks
 - Form 5s
 - Teacher Work Sample (TWS) Information and Examples
 - Universal Design for Learning (UDL) Information and Examples

Student Teaching DRF Template



- Your Student Teaching Directed Response Folio (DRF) defines your student teaching requirements and allows you to demonstrate your skills in a simple, easy to navigate electronic portfolio structure
- Within your DRF you will find instructions on how to properly complete each item, as well as important deadlines
- When all of your student teaching assignments have been completed, your college supervisor will record the final grade for the placement (satisfactory/unsatisfactory/incomplete)
- All student teaching assignments must be submitted and evaluated on TaskStream to receive a satisfactory or unsatisfactory

Accessing Resources within DRF



- Click on DRF
- Within this page you may access:
 - General Information
 - Pre-Student Teaching Evaluations
 - Student Teaching Materials
 - Professional Development Plans (PDP)
 - Teacher Work Sample (TWS)
 - Evidence of Planning
 - Placement I Evaluations
 - Placement II Check-In
 - Universal Design for Learning Project (UDL)
 - Placement II Evaluations
- Follow instructions within each section as provided on TaskStream