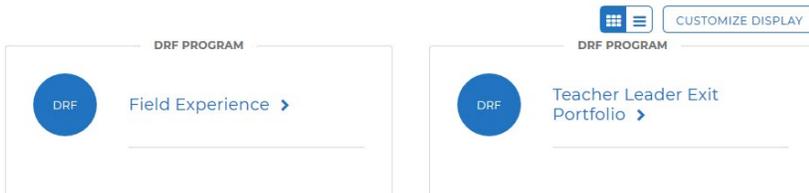


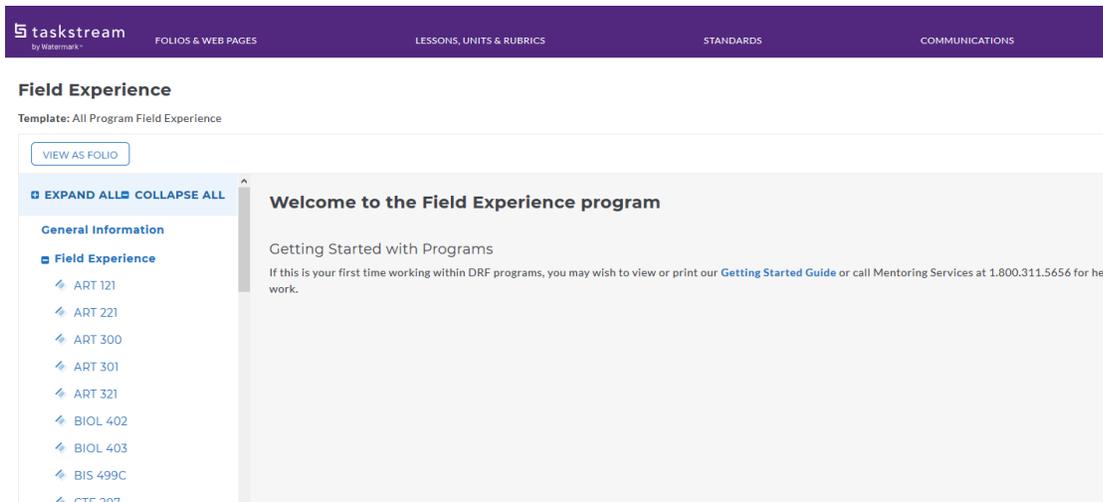
Taskstream LAT by Watermark

1. Log into Taskstream. <https://login.taskstream.com/signon/>
2. Select the program you wish to work on. Click Field Experience.

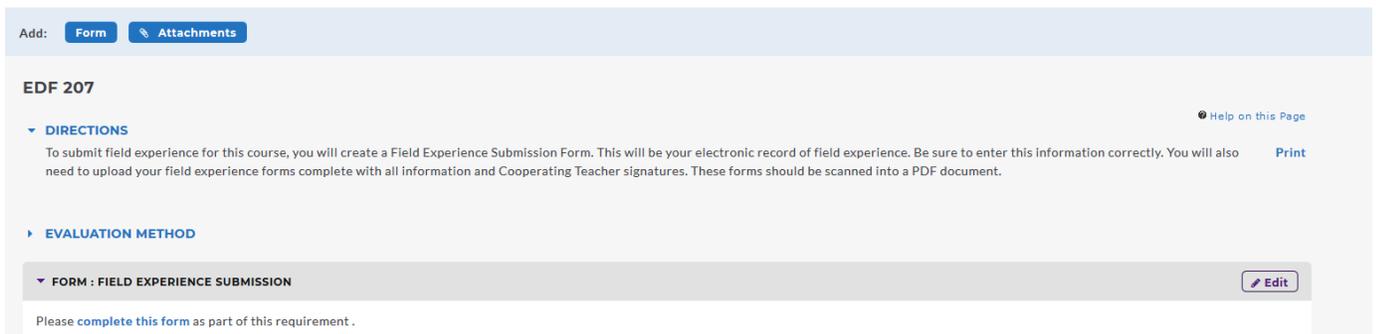
Work on a program



3. You will see the structure of your Directed Response Folio (DRF) in the left frame. All courses requiring field experience within your program will be listed here.



4. Click the course in the left menu to begin submitting field experience information. The screen in the middle section will change to display the information for the course you selected.



5. As the instructions within Taskstream indicate, you are required to upload the completed field experience forms which have been approved by your course instructor. You will also be entering the information from the forms into the Taskstream form.
6. To upload your completed field experience forms approved by your course instructor, click Attachments. Next, click Upload from Computer. Click Add Files and select your document and click Open. You can also drag your file to the

upload area. When your file is listed, click the Start Upload Button. When your file has finished uploading and you see a green checkmark, click Upload and Close.

7. Your file has been successfully uploaded when it is listed. If you have selected the incorrect file, you can edit or delete here. Click Save and Return.

✓ Your file was successfully added and appears on the list below.

Add New Attachment

Select File :

- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Lesson, Folio, etc.)

CANCEL

Currently Attached Uploaded Files

Spring 2021 Virtual Field experience form.docx	Word Document (Open XML)	View	Edit	Delete	Standards
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SAVE AND RETURN

8. To enter the field experience information into Taskstream, you have two options. Click the blue words “complete this form” under the Form portion of the screen or Click Edit on the right side of the screen under this section.

FORM : FIELD EXPERIENCE SUBMISSION [Edit](#)

Please [complete this form](#) as part of this requirement .

9. Clicking either option in Step 8 opens the field experience submission form in Taskstream. This is your official record of field experience. Please be careful to enter accurate and correct information. This information will be what is listed on your approved field experience form. You can only enter the information that is listed on your approved form.

Respond to form Field Experience Submission for EDEE 327

▸ DIRECTIONS

▸ EVALUATION METHOD

CANCEL CHECK SPELLING PRINT SAVE DRAFT SAVE AND RETURN

Response is required

Course [Save Draft](#)

Please make a selection... ▾

If you select "Other" above, please complete the following:

Section Number [Save Draft](#)

Please make a selection... ▾

Term [Save Draft](#)

Please make a selection... ▾

Placement 1

Placement 1 District [Save Draft](#)

Select the district of your field experience. If not listed, select District Not Listed and enter the full name of the school district. If the field experience was not completed in a school district, select NA and complete the remaining form sections.

Please make a selection... ▾

If you select "District Not Listed" above, please complete the following:

Placement 1 School [Save Draft](#)

Full Name of School

(Max chars : 100) 0 Count

10. The first item is the course. You will select the course from the drop down menu.

11. Section number is next. Be sure you select the correct section number from the drop down menu.
12. The next selection is term. You will select the appropriate semester from the drop down menu.
13. The rest of the form is divided into placements. Placements refer to classrooms or places you completed field experience. If you did all your hours for this course in one classroom, you will complete the information under Placement 1. If you completed field experience in a classroom and at a fall festival, you will have two placements.
14. The first item is the school district. A drop down menu of districts are provided. If the district you completed field experience isn't listed, please select "District Not Listed" from the menu and type in the name of the district. Please use correct capitalization and punctuation. No abbreviations.
15. The next item is school. Type in the full name of the school, no abbreviations and use correct capitalization.
16. Select the appropriate grade level.
17. The next items are cooperating teacher information. Type the name of the cooperating teacher and his/her email address.
18. The next selection are the categories associated with the experience. You will check any categories checked on the approved field experience form you have already uploaded.
19. The next selection is student demographics. You can only select these if you worked with students. School board meetings, site based council meetings, etc. will not have these selections because they are not working with students. Again, the items selected here must be those that are checked on your approved field experience form.
20. Next, select the appropriate socioeconomic group. If this was blank on your approved form, leave this blank also.
21. The last requirement for the placement is total hours. Round to the nearest half hour and use numbers only.
22. If you have other placements to enter, repeat steps 10 – 21.
23. If you have entered all field experience information, click Save and Return. Your screen will now look like this:

The screenshot displays a user interface for a course named EDEE 327. At the top right, there is a yellow notification box that says "Don't forget to submit!!" and a status indicator "Status: Work in Progress" next to a blue "SUBMIT WORK" button. Below this, there are two tabs: "Form" (selected) and "Attachments". The main content area is titled "EDEE 327" and includes a "Reorder Content" button and a "Help on this Page" link. There are two expandable sections: "DIRECTIONS" and "EVALUATION METHOD". The "FORM : FIELD EXPERIENCE SUBMISSION" section is expanded, showing a message: "You have already started completing the form. View/Edit Your Responses" and an "Edit" button. Below it is the "ATTACHMENT SECTION", which is also expanded, showing a list of files with one file named "Spring 2021 Virtual Field experience form.docx". At the bottom right of the attachment section, there are "Edit" and "Delete Section" buttons.

24. If the information is correct, click Submit Work in the top right hand corner.
25. A popup will be displayed asking you to select an evaluator. Select Williams, Kristie. Then click Submit for Evaluation.

Are you sure you want to submit EDEE 327 (of Field Experience) for Evaluation?

Your work will be locked and no further edits will be possible.

Select an evaluator:

CANCEL

SUBMIT FOR EVALUATION

- Manager, School of Education
- Williams, Kristie

CANCEL

SUBMIT FOR EVALUATION

26. You will now see that you have successfully submitted your work and have an option for comments. Comments are not required. Click Skip Sending Comments. You will then get another popup screen showing the submission details.

You have successfully submitted "EDEE 327"

Submitted : 01/13/2021 05:13:26 PM

Submitted To : Kristie Williams

CLOSE WINDOW

PRINT THIS CONFIRMATION

27. Click Close Window. This screen will show you which courses you have submitted and display results once the submission has been evaluated. To go back to the main field experience portfolio, click Work at the top right hand side of the screen.

Field Experience

Template: All Program Field Experience

[Work](#) [Scores/Results](#) [Options](#)

◆ EDEE 321		Edit Work		
◆ EDEE 322		Edit Work		
◆ EDEE 323		Edit Work		
◆ EDEE 327		Submitted : 01/13/2021 05:13:26 PM ⓘ Submitted to : Kristie Williams ⓘ Cancel Submission		History/Comments