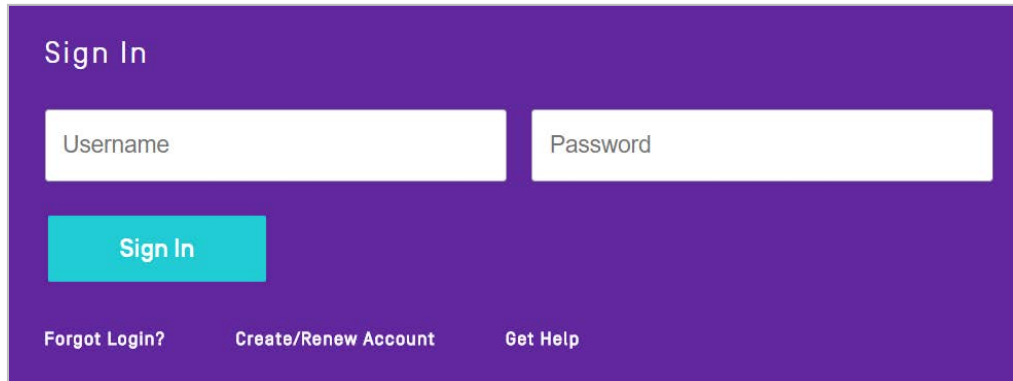


Quick-Start Guide: Authors – Field Experiences

Accessing Your DRF Program(s)

To begin, go to login.taskstream.com and log in using your assigned username and password.

<https://login.taskstream.com/signon/>



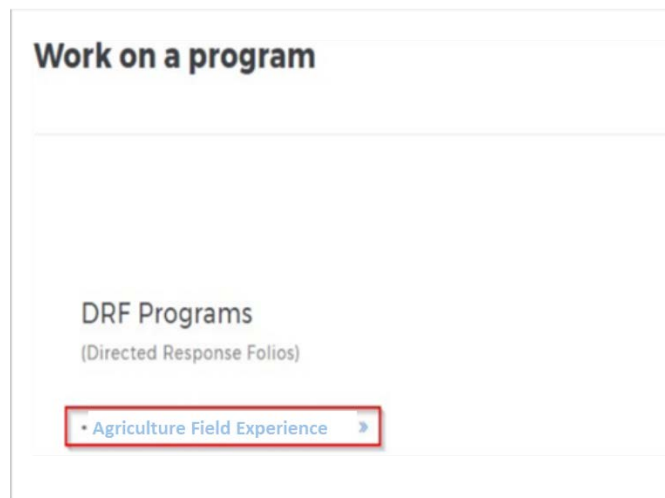
Sign In

Username Password

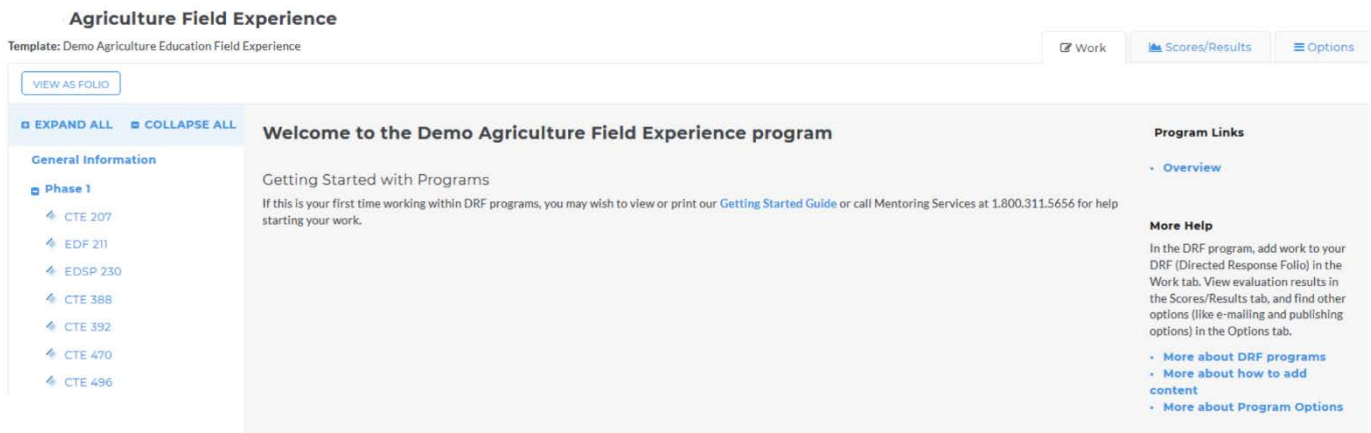
Sign In

Forgot Login? Create/Renew Account Get Help

To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.



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.



Agriculture Field Experience

Template: Demo Agriculture Education Field Experience

VIEW AS FOLIO

EXPAND ALL COLLAPSE ALL

General Information

Phase 1

- CTE 207
- EDF 211
- EDSP 230
- CTE 388
- CTE 392
- CTE 470
- CTE 496

Work Scores/Results Options

Welcome to the Demo Agriculture Field Experience program

Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

Program Links

- Overview

More Help

In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab, and find other options (like e-mailing and publishing options) in the Options tab.

- More about DRF programs
- More about how to add content
- More about Program Options

Click the course to submit field experience. The content of this section will be displayed in the right frame area. Directions are included. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.

Demo Agriculture Field Experience

Template: Demo Agriculture Education Field Experience

Work Scores/Results Options

VIEW AS FOLIO

Status: Work Not Started

EXPAND ALL COLLAPSE ALL Add: Form Attachments

General Information

Phase 1

- CTE 207
- EDF 211
- EDSP 230
- CTE 388
- CTE 392
- CTE 470
- CTE 496

CTE 207

DIRECTIONS

To submit field experience for this course, you will create a Field Experience Submission Form for each placement or classroom. You will also need to upload your field experience forms complete with all information and Cooperating Teacher signatures. [Print](#)

EVALUATION METHOD

FORM : FIELD EXPERIENCE SUBMISSION [Edit](#)

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

To begin, click the **Complete This Form** link. Complete all portions of the form as indicated.

Respond to form Field Experience Submission for CTE 207

DIRECTIONS

EVALUATION METHOD

CANCEL CHECK SPELLING PRINT

SAVE DRAFT SAVE AND RETURN

Response is required

Course

Please make a selection...

Save Draft

BACK TO TOP

Section Number

Please make a selection...

Save Draft

BACK TO TOP

Term

Please make a selection...

Save Draft

BACK TO TOP

District

Save Draft

After all portions are complete, click the **Save and Return** button at the bottom of the form. A pop-up asking if you are ready to submit your work. Click okay to dismiss the pop-up.

Are you ready to submit your work?

Please note, submitting work is a two-step process. If you are done adding content, use the "Submit Work" button to send the work to your evaluator. After sending work, your submission will be locked and no further edits will be available.

To submit work, close this window and click the "Submit Work" button on the Work tab.

Work Comments Scores/Results

Don't forget to submit! **Submit Work**

OK

Do not show this reminder again for this session
(Permanently disable this reminder via the subscription tab on the My Account page.)

Along with this form, you will upload a scanned copy of your field experience form. To do this, you will click the **Attachments** button at the top of the section. From here, you will select your file. Click the **Upload from Computer** option. A pop-up will appear to allow you to drag the file or Add Files. Then click **Upload and Close**. When the pop-up disappears, you will see the file that is attached. Click **Save and Return**.

Add/Edit Attachments for CTE 207

- ▶ DIRECTIONS
- ▶ EVALUATION METHOD

✔ 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.)

Currently Attached Uploaded Files

Spring 2019 Field experience form.docx	Word Document (Open XML)	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Standards"/>
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Submitting a Requirement to Your Evaluator

Click the **Submit Work** button from the top of the Work tab.

Demo Agriculture Field Experience

Template: Demo Agriculture Education Field Experience

The screenshot shows a web interface for submitting a requirement. At the top right, there are tabs for 'Work', 'Scores/Results', and 'Options'. A yellow warning icon says 'Don't forget to submit!' and the status is 'Work in Progress'. A 'SUBMIT WORK' button is visible. The main content area is titled 'CTE 207' and has a 'Reorder Content' button. Under 'General Information', 'Phase 1' is expanded, showing a list of CTE courses: CTE 207, EDF 211, EDSP 230, CTE 388, CTE 392, CTE 470, and CTE 496. The 'Attachments' section is active, showing a 'FORM : FIELD EXPERIENCE SUBMISSION' section with an 'Edit' button and a message: 'You have already started completing the form. View/Edit Your Responses'. Below that is an 'ATTACHMENT SECTION' with 'Edit' and 'Delete Section' buttons. The 'Files' list contains one file: 'Spring 2019 Field experience form.docx'.

Another pop-up will appear. You will select an evaluator for this submission, this will be Kristie Williams, Assessment Administrator. Click **Submit for Evaluation**.

Are you sure you want to submit CTE 207 (of Phase 1) for Evaluation?

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

Select an evaluator:

Instructor, MSU

Manager, School of Education