1. Log into Taskstream. https://login.taskstream.com/signon/
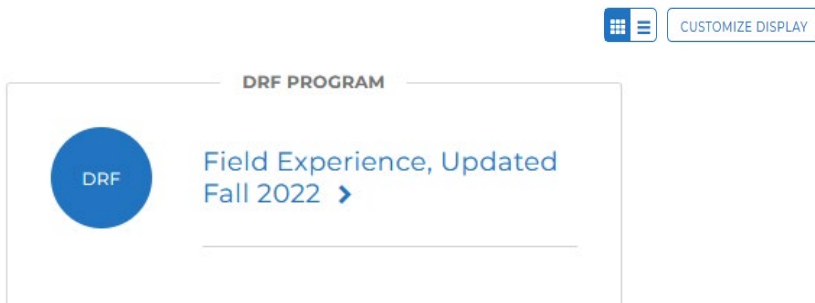
2. Select the program you wish to work on. Click Field Experience, Updated Fall 2022 (as seen below).

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

3. 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.

4. 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.

5. 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.

6. 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.

7. To enter the field experience information into Taskstream, click the blue words "complete this form" under the Form portion of the screen.

8. This is your official record of field experience. Please be careful to enter <u>accurate and correct information</u>. This information is what is listed on your approved field experience form. **You can only enter the information that is listed on your approved form.**

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

10. Section number is next. Be sure you select the correct section number from the drop-down menu.

11. The next selection is term. You will select the appropriate semester from the drop down menu.

12. 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 place or classroom, you would complete the information under Placement 1. If you completed field experience in a classroom and at a fall festival, you will have two placements.

13. The first item is the school district. A drop-down menu of some districts is 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. <u>No abbreviations</u>.

14. The next item is school. Type in the **<u>full name of the school</u>**, <u>no abbreviations and use correct capitalization</u>.

15. Select the appropriate grade level.

16. The next items are cooperating teacher information. Type the full name (first and last) of the cooperating teacher and his/her email address.

17. The next selections are the categories associated with the experience. You will check all categories checked on the approved field experience form you have already uploaded, **<u>only the categories checked on your approved form</u>**.

18. The next selection is student demographics. **<u>You can only select these if you worked with students</u>**. 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.

19. The last requirement for the placement is total hours. Round to the nearest half hour and use numbers only.

20. If you have other placements (places where you completed field experiences) to enter, repeat steps 10 – 21.

21. If you have entered all field experience information, click Save and Return. Your screen will now look like this:

22. If the information is correct, click Submit Work in the top right-hand corner.

23. A popup will show up that looks like the one below. Comments are not necessary. Click Yes-Submit My Work.

Are you sure you want to submit EDF 207 (of Field Experience) for Evaluation?

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

Add optional comments for your evaluator

| CANCEL | CHECK SPELLING | | YES - SUBMIT MY WORK |

24. 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 "EDF 207"

Submitted : 08/02/2022 09:37:47 AM

| CLOSE WINDOW | | PRINT THIS CONFIRMATION |

25. 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.

EDEM 330		Edit Work		
EDF 207 🔒	Submitted	Submitted : 08/02/2022 09:37:47 AM Cancel Submission	❷ Where are my results?	History/Comments
EDF 211		Edit Work		