

Cooperating Teacher Taskstream Instructions

We have created an account for you in Taskstream. If you have previously used Taskstream, please use your previous login. Your username is always your full school email. If you have forgotten your password, you may reset it by selecting the "Forgot Login?" button on the bottom left of the purple login box. You will be prompted to provide your email address and a new reset link will be sent to you.

If you are new to Taskstream, you have been temporarily assigned a password. To login go to taskstream.com. Your username is your **full school email** (lower case) and your password is **CMUclinicalF19** (case sensitive.) Once you are logged in, you will be able to personalize your password.

In Taskstream, you will be entered into a Direct Response Folio (DRF) for Student Teaching for the 2019-2020 academic year. You will need to select this DRF when you log into Taskstream. Also, you will not be able to see any students until they initiate the process, by submitting an assignment to you. Once your students submit their first assignment to you, you will see a grid of assignments upon your login.

Within each evaluation assignment. You will be able to view the *Directions to Author* and the *Evaluation Method*. In Taskstream, teacher candidates are referred to as "Author."

The Evaluations that the Cooperating Teachers are expected complete for each Teacher Candidate are the following:

1. **Professionalism Evaluation 1 & 2:** Teacher Candidates submit their self-evaluation to their **Cooperating Teachers** at two different points in the semester (around weeks 4 and 12.) The Cooperating Teacher will evaluate through a list of professionalism traits by selecting "Exceeds Expectations," "Meets Expectations" or "Needs Improvement" as appropriate.
2. **Mid-Progress & Final Student Teaching Evaluation (TC & CT Evaluation Feedback):** Teacher Candidates submit their self-evaluation to their **Cooperating Teachers** at two different points in the semester. The *Mid Progress* should be completed around week 8 and the *Final* around week 14. Cooperating Teachers will score their candidate in each section by indicating either "Distinguished," "Proficient," "Basic," or "Unsatisfactory."

Teacher Candidates (Authors) will initiate the submission process for these evaluations in Taskstream. Their Cooperating Teachers and University Coordinators will be notified via email when the submission is ready to be evaluated. Evaluators will simply select the purple "evaluate" button to begin an evaluation.

Common Technical Issues

- Taskstream opens up windows on top of each other. When you first click on the purple “evaluate” button, you will be on the *View Author Work* page. From there, you will need to click on the blue “Score Work” button. It then brings up the same *View Author Work* page in a new window (you can view the Teacher Candidates self-evaluation in this window.) To evaluate, you actually need to close that window and the “Evaluate/Score Work” window will be behind it. Once you complete the evaluation, be sure to complete the *Final Score* section and the *Next Steps* section before you click on the blue “Submit Evaluation Now” button.
- If you are not seeing any windows, you may have to change it in your browser settings to allow pop-ups. Since Taskstream opens a new window for everything, the pop-up blocker must not be checked.
- Also, if you are using a MAC, the windows may be blinking on your bottom toolbar and they have to be clicked from there.

If you have any issues or questions regarding the process for these evaluations, please contact Sarah Kunik at kunik1sj@cmich.edu

You may also contact:
Taskstream Mentoring Services
help@taskstream.com
800-311-5656