Teacher Candidate – Taskstream Evaluation Guide

Your field experience evaluations will be submitted online through Taskstream by Watermark.

If you have already set up an account in Taskstream, please use your previous login. If you need to reset your password, you can select the “Forgot Login?” button on the bottom left of the purple login box. You will be directed to enter your full cmich email and you will be sent a reset link. If you experience any issues logging in, please contact the Center for Clinical Experiences: ehsce@cmich.edu or 989-774-7662.

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

Once you are logged into Taskstream/Watermark, you will need to select the DRF (Direct Response Folio) labeled, “2019-2020 EDU Student Teaching Clinical Experiences.”

Teacher Candidates will be able to view the Directions to Author and the Evaluation Method within each evaluation assignment. In Taskstream, teacher candidates are referred to as “Author.”

The evaluation assignments that you are expected to initiate & submit over the course of the semester are:

1. **Lesson Observations 1-4**
   Teacher Candidates submit their Lesson Plan to their University Coordinator at least 24 hours prior to their scheduled observation. The University Coordinator will score each section of the observation rubric by indicating either “Distinguished”, “Proficient,” “Basic” or “Unsatisfactory.”

2. **Professionalism Evaluation 1 & 2**
   Teacher Candidates submit their self-evaluation to their Cooperating Teachers at two different points in the semester. The Cooperating Teacher will evaluate through a list of professionalism traits by selecting “Exceeds Expectations,” “Meets Expectations” or “Needs Improvement” as appropriate. *Once completed by the Cooperating Teacher, Teacher Candidates are responsible for downloading a PDF of the results and emailing to their University Coordinator.*

3. **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. Cooperating Teachers will score their candidate in each section by indicating either “Distinguished”, “Proficient” or “Basic” or Unsatisfactory.”

4. **MDE Survey Receipt**
   Teacher Candidates submit a screenshot of the MDE response after completing their end of experience survey to their University Coordinators.

Teacher Candidate (Authors) will initiate the submission process for these evaluations in Taskstream. Their Cooperating Teachers and University Coordinators receive notification via email when there is a submission ready for evaluation.

If necessary, authors may edit, cancel, and resubmit their work by selecting the “Scores/Results” tab at the upper right corner of the page, under the main purple heading. Within that tab, they will see an overview of work submitted.

If you have any questions regarding any process for these evaluations, please email the Center for Clinical Experiences: ehsce@cmich.edu. You may also contact: Taskstream Mentoring Services at help@taskstream.com or 800-311-5656.