

## University Coordinator Taskstream Instructions

We have created an account for you in Taskstream. If you are new to Taskstream, you have been temporarily assigned a password in Taskstream. To login go to [taskstream.com](https://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.

In Taskstream, you will be entered into a Direct Response Folio (DRF) for Student Teaching. You will need to select this DRF when you log into Taskstream. 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.

You 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 Evaluations that University Coordinators are expected to be completed for each Teacher Candidate are the following:

1. **Lesson Observations 1-4:** Teacher Candidates submit to their Lesson Plan to their **University Coordinator** 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. **Mid-Progress & Final Student Teaching Evaluation (UC Evaluation Feedback): University Coordinators** complete their evaluation at two different points in the semester. University Coordinators will score their candidate in each section by indicating either “Distinguished,” “Proficient,” “Basic,” or “Unsatisfactory.”
5. **MDE Survey Receipt:** Teacher Candidates submit a screenshot of the MDE response after completing their end of experience survey to their **University Coordinators**.

Teacher Candidates (Authors) will initiate the submission process for these evaluations in Taskstream. University Coordinators will be notified via email there is a submission ready to be evaluated. Evaluators will simply select the purple “evaluate” button to begin an evaluation.

If you have any questions regarding any process for these evaluations, please contact me [kunik1sj@cmich.edu](mailto:kunik1sj@cmich.edu)

You may also contact:  
Taskstream Mentoring Services  
[help@taskstream.com](mailto:help@taskstream.com)  
800-311-5656