

Directions for Specific components in the DRFs

Seeing the Complete DRF from the Evaluator tab in Taskstream: Some of you have asked to see the DRF and what it involves from the student's view. Here are the directions to allow you to see the Author view (which is a student view...they are considered authors).

Click on Evaluator Tab

Click on any DRF name

Far Right of the screen find box titled 'Program Links'

Click DRF Setup Details

Here is the complete DRF framework that is similar to what students see. You can see the directions they have for all submissions and the rubrics for each assignment.

If you need any further information on this area, feel free to ask.

Directions for Disposition Submission:

Students will have a self-evaluation of their professional dispositions. This is a submission under EDU/ECE/MST 492/692. Students need to complete the self-evaluation. You may remind them to do this during their second quarter placement at any time. You will then review their evaluation and have an opportunity to give them some qualitative feedback. System will ask you to give them an overall review of either Meet Requirement (meaning they have completed the self-evaluation in a competent and thorough manner) or Does Not Meet Requirement (meaning they have not completed the form with thought or consideration of what their disposition qualities are). You may return it for edit if you prefer.

There is also a Department Disposition form. At this time, this is not a requirement for supervisors but if you do a paper disposition with your student teachers and you feel inclined to record that data in the Taskstream system you may. Student teachers will have access to this when it is completed.

Directions for Final Portfolio Submission:

Students will be show casing their portfolios on EIT day. This presentation will be similar to their presentations given during EDU 379 and EDU 479, except now they should have added work from student teaching. Students should be sure the home page has a 'Professional' portfolio display. They should have updated their resume to include student teaching in their teaching experience and they should be sure every standard is complete with an electronic artifact.

Sometime near the end of their second quarter of student teaching, they must submit their final portfolio to the Taskstream system under the EDU/ECE 492 or MST 692. When this is done, the portfolio will be locked and added to our department archive of student work. A five criteria rubric needs to be completed. IF you feel uncomfortable, looking at the portfolio and completing this rubric let Renee Potter or Chris Widdall know and they will assist. NOTE: Old Program Students will not have this requirement in Childhood/Early Childhood/MST.

Directions for Completion of NAEYC Student Teaching Evaluation for all Early Childhood or Early Childhood with Childhood Certificate. You will find under the ECE 490/491 submission area in these two DRFs an item marked 'NAYEC Student Teaching Evaluation'. This is to be completed only by the supervisor and it does not require a submission by the student.

You will go to the Evaluator Tab Pick either [Early Childhood EDE Program DRF #1](#) (Early Childhood Only including old and new program majors) or [Early Childhood/Childhood EDD Program DRF #1](#) (Early Childhood with Childhood Certificate only) and

then click on ECE 490/491 Submission Benchmark,

then Select all authors to display: ALL Individuals and

then check mark "Include inactive subscribers in search results" and

then click continue.

Then scroll through students (they are in alphabetical order) and select the students you need to evaluate. The NAEYC Student Teaching Evaluation is the third column over.

Completing Your Evaluations

Students must first submit the required Lesson Plans, Unit Assignment, Assessment Assignment or Disposition for evaluation to occur. Once they have submitted and have identified you as the evaluator you will have access to the evaluation tools.

Log in to Taskstream

Go to Evaluator Tab

You may use the "All Items Requiring Evaluation" tab or select a specific DRF to complete evaluations. Dependent on which tab you select you will be lead to an area where you can see evaluations need attention or pending. Click on Evaluate, fill in evaluation tool, save your work as you go, and when done submit completed evaluation back to student. If the student did not add correct attachments you may send back to student for further edit to fix, or if you get interrupted you can save the evaluation and come back to finish. If you have questions contact Chris Widdall or Renee Potter or Taskstream.