Using Taskstream to Access and Review Student Teachers Lesson Plans

Taskstream is a web-based tool that provides users with the ability to easily design lesson plans, units, and rubrics. It is designed especially for teachers. Our students are very familiar with Taskstream and are asked to use it in all of their coursework. We have set up a new program that allows you, the college supervisor, to access and review students’ lessons created on Taskstream. Please follow the steps below when you are ready to begin reviewing your student teacher’s lesson plans.

Remember- Student teachers are asked, at minimum, to prepare and submit Taskstream lessons for all formal observations conducted by the college supervisor.

Step 1: Begin by going to www.taskstream.com from any Internet browser (**Firefox is not recommended due to issues with pop-up windows.**)

STOP! You must be an active member of Taskstream to do this. If you have not activated an account yet please do so first. Once you have done so, send an email to me, Norma.Boakes@stockton.edu, I will see that you are set up to communicate with your assigned student teachers.

Step 2: Log in using the username and password you set up when joining Taskstream. (If you can’t recall it hit the “Forgot Password” option.)

Step 3: When you successfully log in you will see a screen like the one to the right. In the main page you will see the program that allows you to access your student teacher’s lesson plans that have been submitted for review. You simply click the DRF Program title, “Student Teaching Spring 2011” to get started.

The next steps are possible once your student teacher has submitted work for review. Students must, within the lesson itself, submit the lesson for review by selecting the “Request Feedback” button at the top of the lesson builder template. Remind them to do so if you don’t see their work!
Step 4: This is the default screen. When a student requests work from you, the program tells you what has been submitted and who submitted it. My recommendation is to leave the selections as is and then hit the “Continue” button.

Step 5: The author’s work will show in this window. To access the lesson and start commenting, you click the lesson title you wish to open. If there are several lessons, they will all be listed for you under “Work Title”. (I have one here in the sample.)

Step 6: The lesson plan you select will be active now. You can read it then add comments. There’s also a print view option (gray button at top of lesson) if you wish to print it for reference.

You click “Add Comment” any time you wish to type comments about that part of the lesson.

This is the comment box. Add comments by clicking in the blank box. Type your response then hit submit when done.

Your comment will look like this once you submit it. You can “edit” it if you wish to make any changes too.

Click here

Click here

Click here

Click here
Step 7: After you have made all of your comments on each area of the lesson plan you should “Edit Review Status”. (Button is on top right of screen shown below. This lets the student know you read and commented on it.) Simply pick the option that is appropriate in the pop up window (shown below). Then hit the “Save Status” button. The status shows next to the lesson title (the green check mark in my case).

Step 8: That’s all you have to do. To get to other work you can hit the “Back to Search Results” button at the top of the screen (shown above). If you need to go back again to the main screen, you can hit the “Search Work for Review” link (shown at top of screen again- see step 5 illustration). If in doubt I tell students to just go “home”. (It’s a purple tab at the top of the screen you can’t miss.) That takes you back to the beginning.

If in doubt and you need help don’t be afraid to call Taskstream. They have a mentor service that will help you with any issues you may have. They can even access your account remotely and walk you through the steps. Just call 1-800-311-5656. Every computer system is different and technical issues due occur. Model the behavior we would want to see from students. Be patient. Read instructions. Seek help when needed!

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