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Accessing Your Clinical Practice Program Module

1. **The very first time you access Taskstream**, please do so through the link provided in the automated email sent to your Ramapo email account from notification@taskstream.com. You will likely receive this email near or on the day of in-person training. Please follow the link provided in the automated email to reset your password.

   **If you did not receive an automated email from notification@taskstream.com**, please check your Spam folder. If you still cannot locate this automated email, or the email link has expired, you can reset your password from the Taskstream login home page: login.taskstream.com. Click on the **Forgot Login?** link beneath the blue Sign In button. On the next page that opens, provide your last name and your Ramapo email address. You will receive an automated email prompting you to reset your password.

   **It is recommended that your password is the same as your Ramapo email account password** so it’s easy to remember. Once you have completed this step, you can skip to step 2 each time you sign in to your Taskstream account.

2. **To begin**, go to login.taskstream.com and log in to Taskstream using your Ramapo email address and the password you created the very first time you logged in. (Please bookmark login.taskstream.com to your web browser for quick and easy access.)
3. **To access your Clinical Practice Program Module**, click on the name of the program module from the home page.

4. You will see the **structure of your program module** in the left frame.
5. Click on the appropriate observation or evaluation that requires completion. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on Directions. If you would like to view the rubric being used to evaluate your work for the requirement, click on Evaluation Method and View Rubric.
6. When you are ready to upload the required work detailed in the directions (i.e., a lesson plan or a reflection), click on the Attachments button located within the Add toolbar at the top of the main frame area.
Adding Attachments

1. Within the Add New Attachment box, select the first Select File option: Upload from Computer.

2. Select a file saved on your computer by selecting the +Add Files button to browse.
3. Click on the **Upload and Close** button once you have selected the correct file. You may add more than one attachment, if needed.

4. When you are done adding attachments, click on the **Save and Return** button to go back to the main frame area.
Submitting the Requirement to Your Evaluator

1. A notification box will pop up asking you if you are ready to submit your work. Click on the OK button to close this message and proceed.

2. Click on the Submit Work button from the top right of the Work tab. There is a yellow moving box to the left of the Submit Work button prompting you to do so.
3. Another notification box will pop up asking you to select an evaluator for your work. **Carefully select the appropriate evaluator** listed in the left column – either yourself (only if completing a CCI self-evaluation) or your clinical supervisor or your cooperating teacher – and click on the Submit for Evaluation button on the top or bottom of the window.

4. Another notification box will pop up informing you that you have successfully submitted your work. Please feel free to add comments for your evaluator, if necessary. Next, you may either click on the Skip Sending Comments button or the Send Comments button.
5. A final notification box will pop up confirming that you have successfully submitted your work. You may print this confirmation for your records and/or close the window.

6. From the Scores/Results tab, you will see the status of your work in the Status column. In the Actions column, you can cancel submissions and resubmit work up until the time your evaluator scores your work. Once the evaluator has scored your work, you will be able to view your scores in the Results column from this Scores/Results tab.
Viewing Your Completed Evaluation

1. Once your evaluator has completed scoring your work, you will receive an email notification prompting you to review your completed evaluation.

2. Log in to your Taskstream account (login.taskstream.com) using your Ramapo email address and the password you created the very first time you logged in.

3. To access your completed evaluation, first click on the Clinical Practice Program Module from the home page.
4. Next, select the **Scores/Results** tab from the top right of your main program work area.

5. Find the scored work you would like to view and click on the **Score/Results Report** button.
6. Scroll through the completed evaluation report/rubric to view your scores.