

Taskstream Submissions

Fieldwork Demographics, Fieldwork Experience Evaluation and Host Teacher Forms

PLEASE NOTE: Before you start, be sure you know who you are to submit this requirement to for evaluation. Additionally, submission of the Fieldwork Demographics and Fieldwork Experience Evaluation Forms require two steps in Taskstream before submitting your work. These two steps are:

1. **Scan and Upload in Taskstream**
- AND-
2. **Complete the electronic online form in Taskstream**

STEP #1

Fieldwork Demographics Form:

- Following the directions on the Fieldwork Demographics Form you will use the <https://www.caschooldashboard.org/> website and your Host Teacher's guidance to gather the Diversity, Disabilities and Special Programs demographic information.
- Scan and email the completed form to yourself.
- Save the document from your email onto a computer.
- Log into your [Taskstream.com](https://www.taskstream.com) account with your username and password.
- Select the correct DRF program in Taskstream.

Fieldwork Experience Evaluation Form:

- Once you have completed the Attendance Chart, ask your Host Teacher to complete the rest of the Field Experience Evaluation form.
- Scan and email the completed form to yourself.
- Save the document from your email onto a computer.
- Log into your [Taskstream.com](https://www.taskstream.com) account with your username and password.
- Select the correct DRF program you in Taskstream.

A quick video tutorial of the below steps in Taskstream can be found [here](#)

The screenshot shows the Taskstream interface with a purple header. The header contains the Taskstream logo and navigation tabs: FOLIOS & WEB PAGES, LESSONS, UNITS & RUBRICS, STANDARDS, and COMMUNICATIONS. Below the header, there are two DRF program cards. The left card is titled 'DRF PROGRAM' and features a blue circle with 'DRF' inside. The text next to it reads 'MAT - Ed Specialist >'. Below this card, there is a descriptive paragraph: 'The Mild/Moderate Support Needs (MMSN) and Extensive Support Needs (ESN) credentials are offered in a dual credential format only called MAT - Ed Specialist.' The right card is also titled 'DRF PROGRAM' and features a blue circle with 'DRF' inside. The text next to it reads 'MAT - Ed Specialist (INTERN Aug 2022) >'. A red box highlights the 'MAT - Ed Specialist >' card in the left column.

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- Select the Fieldwork Demographic Form for the course in which you are submitting this requirement from the menu on the left of your screen.

- EDU6012 Fieldwork Demographics Form
- EDU 6012 Host Teacher Information
- EDU 6012 Field Experience Eval.
- EDU 6061 Performance Assessment
- EDU6061 Fieldwork Demographics Form**
- EDU 6061 Host Teacher Information
- EDU 6061 Field Experience Eval.
- EDU 6062 Performance Assessment
- EDU6062 Fieldwork Demographics Form
- EDU 6062 Host Teacher Information
- EDU 6062 Field Experience Eval.
- EDU 6063 Performance Assessment
- EDU6063 Fieldwork Demographics Form
- EDU 6063 Host Teacher Information
- EDU 6063 Field Experience Eval.

- Select the Fieldwork Experience Evaluation Form for the course in which you are submitting this requirement from the menu on the left of your screen.

- EDU6012 Fieldwork Demographics Form
- EDU 6012 Host Teacher Information
- EDU 6012 Field Experience Eval.
- EDU 6061 Performance Assessment
- EDU6061 Fieldwork Demographics Form
- EDU 6061 Host Teacher Information
- EDU 6061 Field Experience Eval.**
- EDU 6062 Performance Assessment
- EDU6062 Fieldwork Demographics Form
- EDU 6062 Host Teacher Information
- EDU 6062 Field Experience Eval.
- EDU 6063 Performance Assessment
- EDU6063 Fieldwork Demographics Form
- EDU 6063 Host Teacher Information
- EDU 6063 Field Experience Eval.

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You are now ready to upload and attach the hard copy of this form that you saved to your computer. First, note in the directions where you will submit it. Then choose "Attachments".

Add: [Form](#) [Text & Image](#) [Slideshow](#) [Standards](#) [Attachments](#) [Videos](#) [Links](#) [Embed Media](#)

EDU6061 Fieldwork Demographics Form (Supportive Environments & Plans for Students with Exceptionalities) [Help on this Page](#)

▼ DIRECTIONS [Print](#)

FIELDWORK DEMOGRAPHICS FORM

1. Please scan and attach a PDF version of the Fieldwork Demographics Form and submit to the correct Field Experience Coordinator (not your professor - see the below chart):

If Your Official Platform of Registration is:	Your Field Experience Coordinator in Taskstream is:
Mission Valley Face-to-Face	MV Fieldwork
Online	MV Fieldwork
Bakersfield Face-to-Face	Bakersfield Fieldwork

2. Complete the electronic form below using the information from the Fieldwork Demographics Form you upload. The information on the scanned form and the online form must match or your Field Experience Coordinator will send it back for revision.


3. A hard copy of this form can be found on the [PLNUSOE.COM](#) website.

4. In order to receive credit for fieldwork, this form must be submitted by the due date.

▼ EVALUATION METHOD

▼ FORM : FIELDWORK DEMOGRAPHICS FORM (REVISED 2018) [Edit](#)

Please complete this form as part of this requirement.



You will then upload it from your computer and save and return:

Add/Edit Attachments for EDU6061 Fieldwork Demographics Form

▼ DIRECTIONS

▼ EVALUATION METHOD

Add New Attachment

Select File:

Upload from Computer

Attach a previously uploaded file

An artifact created in Taskstream (Lesson, Folio, etc.)

[CANCEL](#)

No files have been attached yet.

[SAVE AND RETURN](#)

Taskstream Submissions

Fieldwork Demographics, Fieldwork Experience Evaluation and Host Teacher Forms

STEP #2

Select the blue “Complete this form” link:

Add: [Form](#) [Text & Image](#) [Slideshow](#) [Standards](#) [Attachments](#) [Videos](#) [Links](#) [Embed Media](#)

EDU6061 Fieldwork Demographics Form (Supportive Environments & Plans for Students with Exceptionalities)

[Help on this Page](#) [Print](#)

DIRECTIONS

FIELDWORK DEMOGRAPHICS FORM

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4. In order to receive credit for fieldwork, this form must be submitted by the due date.

EVALUATION METHOD

FORM : FIELDWORK DEMOGRAPHICS FORM (REVISED 2018) [Edit](#)

Please complete this form as part of this requirement.

- Complete all portions of the form using the gathered information on your completed Fieldwork Demographics Form.
- Simply place the total number of completed hours on the Field Experience Evaluation Form.

****THE INFORMATION ON BOTH THE ATTACHMENT AND THE ONLINE FORM MUST MATCH AND BE COMPLETE OR THIS FORM WILL BE SENT BACK TO YOU****

Select “Save and Return”:

[Save Draft](#)

0 [Count](#)

[SAVE DRAFT](#) [SAVE AND RETURN](#)

Select “Submit Work” to finalize the submission:

[Work](#) [Scores/Results](#) [Options](#)

[Embed Media](#)

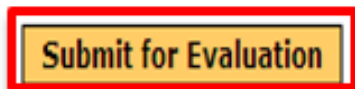
[SUBMIT WORK](#)

Don't forget to submit!

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Lastly, you will be asked to select an evaluator so be sure you read the directions to know which Field Experience Coordinator you are to choose. After you select the correct Field Experience Coordinator select "Submit for Evaluation"



Host Teacher Form:

Once you have completed the Host Teacher Form follow the instructions through step #1 above as you are only required to attach and upload it to Taskstream.