

## Fieldwork Demographics Form

1. Gather the following information from your Host Teacher about the makeup of the classroom:

### Diversity

	Number	Percentage
American Indian or Alaska Native		
Asian		
Filipino		
Native Hawaiian or Pacific Islander		
Hispanic or Latino		
Black or African American		
White		
Two or More Races		
None Reported		

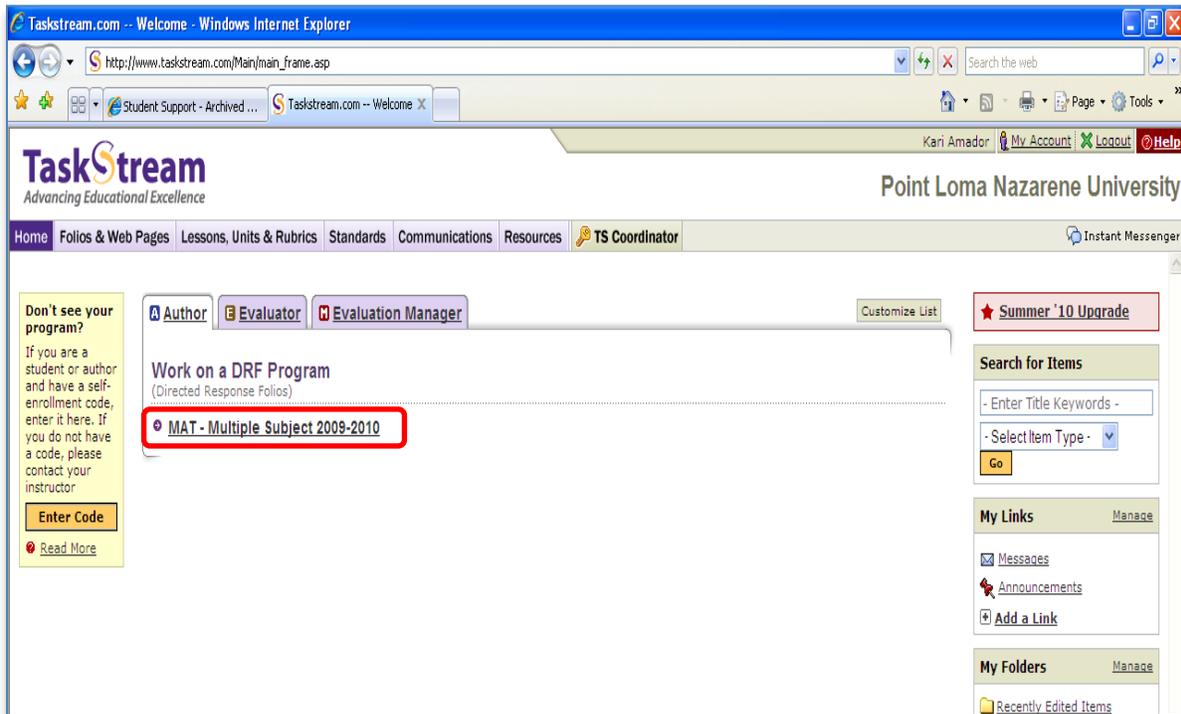
### Special Programs

	Number	Percentage
English Learners		
Free/Reduced Price Meals		
Students with Disabilities		
Students in Gifted & Talented Program		

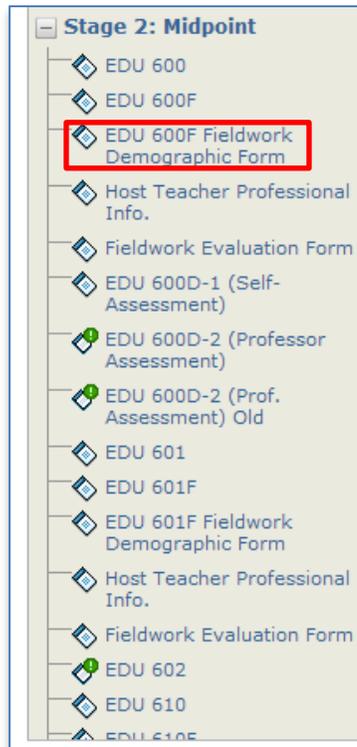
### Disabilities

	Number	Percentage
Autism		
Intellectually Disabled		
Specific Learning Disability		
Language & Communication Disability		
Emotionally Disturbed		
Other Health Impaired		
Traumatic Brain Injury		
Deaf/Hard of Hearing		
Deaf & Blind		
Visually Impaired		
Multiple Disabilities		
Orthopedically Impaired		

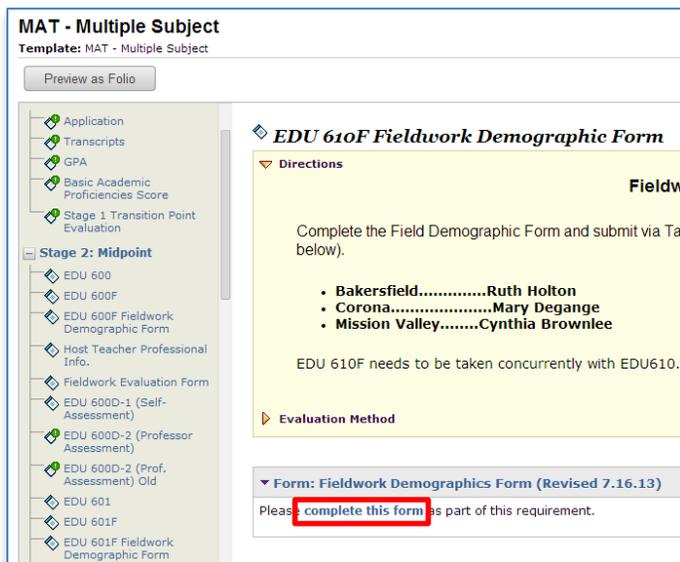
2. Log on to Taskstream.com using your personal username and password.
3. Select the program you are pursuing (Multiple Subject, Single Subject, or Special Education)



4. Select the Fieldwork Demographic Form for the course in which you are enrolled in the left-hand column.

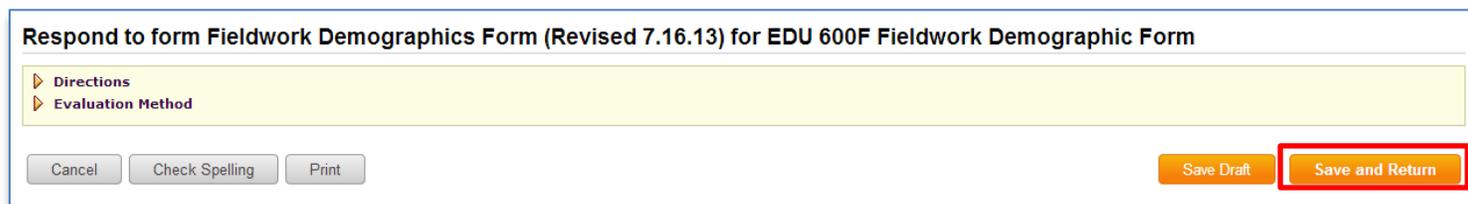


5. Select 'complete this form'.

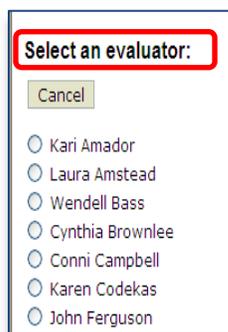
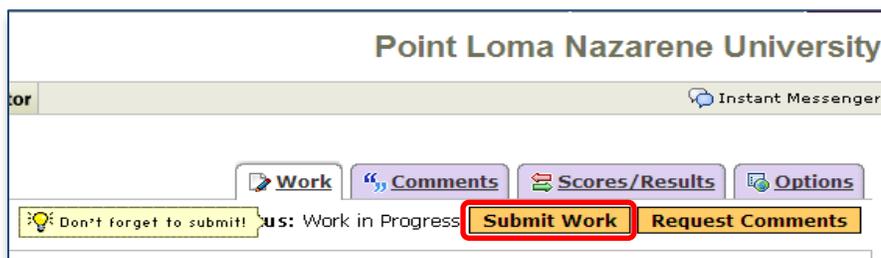


6. Complete all portions of the form using the information gathered from the Host Teacher.

7. Select 'Save and Return.'



8. Select 'Submit Work' to finalize the application information.



9. Select the Field Experience Coordinator at your center to submit the application. Choose the radial button to the left of the name.



10. Select 'Submit for Evaluation.'  
\* If you are enrolled in two fieldwork courses in the same quad, you will need to complete and submit two Fieldwork Demographic Forms.

## Uploading Documents to Taskstream

Candidates will scan and upload both the **Host Teacher Information Form** and the **Fieldwork Experience Evaluation Form** into their personal Taskstream accounts.

### Host Teacher Information Form

- Ask your Host Teacher to complete the Host Teacher Professional Information form (found in the Fieldwork Handbook and in the Observation Packet).
- Scan and email the completed form to yourself. *If you do not have access to a scanner, you may bring in the form to have us scan it for you in the office.*
- Save the document from your email onto a computer.
- Log in to your Taskstream account with your username and password.
- Select the program you are pursuing.

### Fieldwork Experience Evaluation Form

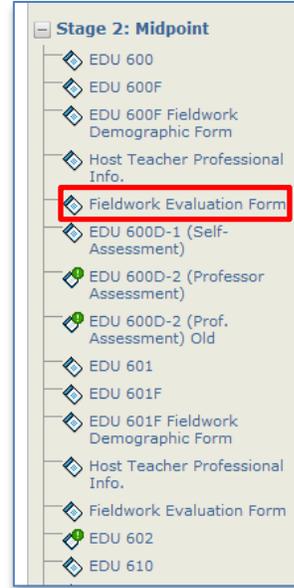
- Once you have completed the Attendance Chart, ask your Host Teacher to complete the rest of the Field Experience Evaluation form (found in the Fieldwork Handbook and in the Observation Packet).
- Scan and email the completed form to yourself. *If you do not have access to a scanner, you may bring in the form to have us scan it for you in the office.*
- Save the document from your email onto a computer.
- Log in to your Taskstream account with your username and password.
- Select the program you are pursuing.

The screenshot shows the Taskstream website interface in a Windows Internet Explorer browser. The address bar displays the URL [http://www.taskstream.com/Main/main\\_frame.asp](http://www.taskstream.com/Main/main_frame.asp). The page header includes the Taskstream logo with the tagline "Advancing Educational Excellence" and the name of the institution, "Point Loma Nazarene University". The user's name, "Kari Amador", and navigation links for "My Account", "Logout", and "Help" are visible. A navigation menu contains links for "Home", "Folios & Web Pages", "Lessons, Units & Rubrics", "Standards", "Communications", "Resources", and "TS Coordinator". The main content area features tabs for "Author", "Evaluator", and "Evaluation Manager". Below these tabs, the text "Work on a DRF Program (Directed Response Folios)" is displayed, with a red box highlighting the selected program "MAT - Multiple Subject 2009-2010". A "Customize List" button is located to the right of the tabs. On the left side, a yellow box contains a message: "Don't see your program? If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please contact your instructor." Below this message is an "Enter Code" button and a "Read More" link. On the right side, there is a "Search for Items" section with input fields for "Enter Title Keywords" and "Select Item Type", a "Go" button, and a "Summer '10 Upgrade" notification. Below the search section are "My Links" and "My Folders" sections, each with a "Manage" link. The "My Links" section includes links for "Messages", "Announcements", and "Add a Link". The "My Folders" section includes a link for "Recently Edited Items".

- Select 'Host Teacher Professional Info' from the bar on the left.

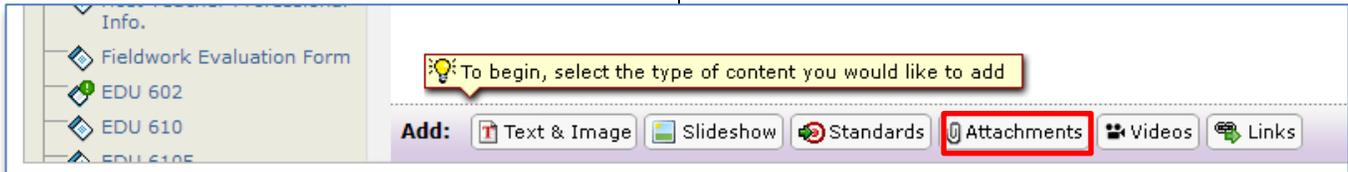


- Select 'Fieldwork Evaluation Form' from the bar on the left.



- On the bottom bar, select 'Attachments'.

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- Upload your saved form. Then, click 'Save and Return'.

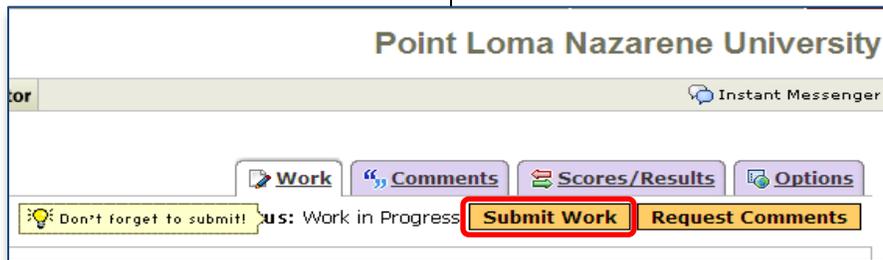
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**Add/Edit Attachments for Host Teacher Professional Info.**



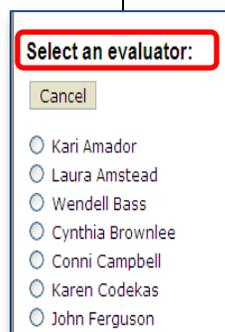
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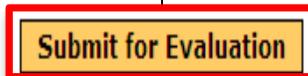
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