

Field Experience Guide Sheet

This guide was created to assist students in how to navigate to the Field Experience Survey Forms within their respective programs in TaskStream.

1. Ensure that you are enrolled in the appropriate TaskStream Evaluation Portfolio Program.
 - a. If you haven't purchased a subscription, then do so by going to www.taskstream.com.
 - b. Login to TaskStream.
 - c. Under the Author tab, you should see your program of study listed. I.e., Elementary Evaluation Portfolio, History Evaluation Portfolio or the program you are currently working under. If you have PECAP, that is incorrect and you will need to enroll in the correct program.
 - d. In order to enroll in a program you will need the program code. On the menu bar at the top of the page, click on Resources -> Cybrary -> Search -> Portfolio Materials -> TaskStream Enrollment Codes. Locate the appropriate code for your program.
 - e. Return to the Home page and click on Enter Code on the left side of the page. Enter the code and click Search. Verify your program and select it.
2. Once you have enrolled in the correct program, open it.
 - a. Click on the first Field Experience artifact available for editing.
 - b. Click Complete Form. Fill out the form and click Save and Return.
 - c. Click on the Submit Requirement button when you are ready for it to be evaluated.
 - d. Select the appropriate evaluator and click the Submit for Evaluation button.

You are finished.

Should you use all 12 Field Experience artifacts, email Daryl.Six@eku.edu.