

# Taskstream Handbook

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**Authors  
(Students)**

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*If you have any additional questions, please do not hesitate to contact us at  
[coedassessment@uncc.edu](mailto:coedassessment@uncc.edu)*



### Glossary of Taskstream Terms:

<u>Author:</u>	“Author” is the Taskstream word for “student” ... the student is the author of the work.
<u>Evaluator:</u>	The person who is scoring the work, usually the course instructor.
<u>DRF:</u>	Directed Response Folio. This is the portfolio program that you are working on when you are logged into Taskstream. A person can be enrolled in more than one DRF. All the DRFs you are enrolled in are available from your Taskstream homepage.
<u>Enrollment Code:</u>	Students (and instructors who wish to see the “student view” of the DRF) must use a designated enrollment code to join the correct DRF portfolio. Each DRF has a different enrollment code. To obtain a list of enrollment codes and select the correct one for your program, go to <a href="http://education.charlotte.edu/taskstream">http://education.charlotte.edu/taskstream</a> and click on “Enrollment Codes”
<u>Taskstream:</u>	Taskstream is the designated assessment system for the Cato College of Education at UNC Charlotte.

**To begin using your Taskstream DRF programs, please follow the directions for Authors (students) below.**

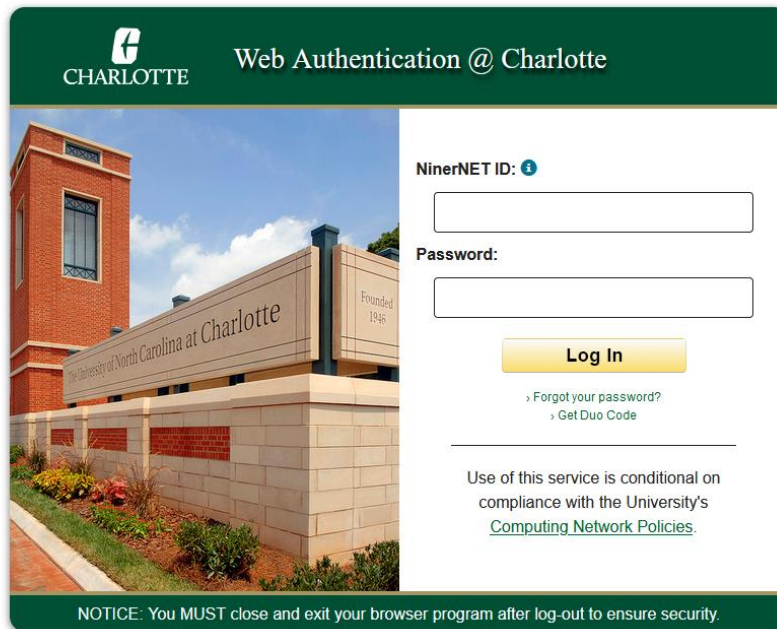
## First Time Login

## Logging in for the first time

Follow the directions below to enroll yourself into a Taskstream program.

### Step 1: Log In

To begin, go to <https://taskstream.charlotte.edu> and log into Taskstream using your assigned NinerNet ID and password. \*



CHARLOTTE Web Authentication @ Charlotte

NinerNET ID:

Password:

**Log In**

[Forgot your password?](#)  
[Get Duo Code](#)

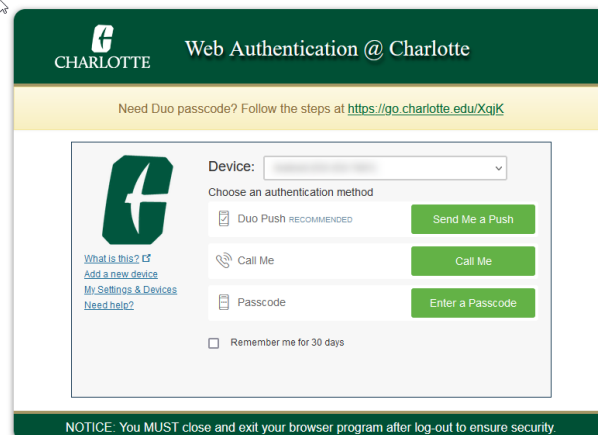
Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

**\*Note:** if you receive an error message saying you do not have a Taskstream account, send an email with your name, UNC Charlotte ID number, Niner Net username and UNC Charlotte email address requesting a Taskstream account to [taskstream@uncc.edu](mailto:taskstream@uncc.edu). DO NOT purchase or renew a membership.

### Step 2: Web Authentication through DUO

Complete the steps to authorize the web authentication through DUO.



CHARLOTTE Web Authentication @ Charlotte

Need Duo passcode? Follow the steps at <https://go.charlotte.edu/XqjK>

Device:

Choose an authentication method

☒ Duo Push RECOMMENDED **Send Me a Push**

☐ Call Me **Call Me**

☐ Passcode **Enter a Passcode**

☐ Remember me for 30 days

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

## Finding your program code

Step 3: Program codes are located on the college website at

<http://education.charlotte.edu/resources/taskstream-information/enrollment-codes>:

education.charlotte.edu/resources/taskstream-information/enrollment-codes

my... Taskstream Planning-Complan... Title II - Welcome CAEP - AIMS... Office of Education... Cato College of Edu... Qualtrics Experienc... Banner Rep

**CATO COLLEGE OF EDUCATION**

ABOUT THE COLLEGE | ACADEMIC PROGRAMS | NC TEACHING FELLOWS | DEPARTMENTS, OFFICES, CENTERS | EQUITY

Home / Resources / Taskstream Information / Enrollment Codes

**Resources**

- Faculty Resources
- Student Resources
- Taskstream Information
  - Enrollment Codes**
  - Taskstream Error - Your login failed
  - Enrolling in your Taskstream Portfolio
  - Submitting work in Taskstream
  - Taskstream Faculty Overview
  - Conceptual Framework
  - Accreditation Information
  - Employment Opportunities
  - Professional Dispositions Plan and Information
  - edTPA Information (Office of Educational Assessment & Accreditation)
  - Literacy Tips

Below is a list of portfolio enrollment codes. If you have questions about the correct code see your instructor, advisor or email [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu).

### ADDITIONAL PORTFOLIO ENROLLMENT CODES

Content Program Area	Portfolio Title	Enrollment Code
Field Experiences - All Major/Degree Areas	Field Experiences Portfolio	FieldExperiences
Read Minor	Read Minor Portfolio	READminor
Social Work	Social Work Portfolio	Please email <a href="mailto:coedassessment@uncc.edu">coedassessment@uncc.edu</a>

### INITIAL LICENSURE EDTPA PRACTICE + DISPOSITIONS PORTFOLIO ENROLLMENT

All Programs; including Counseling, School Administration and Advanced Licensure Programs codes are located at this site. Scroll down to find the Advance programs.

You will need the enrollment code to self-enroll into the correct portfolio. Enrollment codes are in the third column.

## Enrolling and Accessing Your DRF Program(s) (THE PORTFOLIO)

1. To enroll into the portfolio, go to <https://taskstream.charlotte.edu> and log into Taskstream using your assigned NinerNet ID and password and scroll down to the bottom of the homepage to enter the code.

### Don't see your program?

If you have a self-enrollment code, [enter it here](#) to enroll yourself as an author. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.

ENTER CODE

[Read More](#)

**\*Note:** if you receive an error message saying you do not have a Taskstream account, send an email with your name, UNC Charlotte ID number and UNCC email address requesting a Taskstream account to [taskstream@uncc.edu](mailto:taskstream@uncc.edu).

**Note:** All undergraduate and graduate certificate students will use the “edTPA Practice + Dispositions” portfolio for their program. All advanced programs (including PhD, EdD, MeD, MAT, MA, MSA, MS, post-master’s graduate certificate add-on, and all counseling majors) will use the portfolios designated by a bookworm!

2. To access your Directed Response Folio (DRF), **click the name of the DRF program** (portfolio) from the home page. Some portfolios have icons; that’s okay (some examples appear below). **An author(student) can be enrolled in multiple portfolios.** The portfolios may also be listed by name.

### Work on a program

Author

Evaluator

Evaluation Manager

CUSTOMIZE DISPLAY

DRF PROGRAM

(Advanced Programs) AIG CERT & MED >

DRF PROGRAM

edTPA Practice + Dispositions MDLG Math >

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfolio for edTPA Practice Pieces, Dispositions, and Electronic Evidences.

3. Once you click on the portfolio title, you will see the structure of your Directed Response Folio (DRF) in the left frame.

## edTPA Practice + Dispositions MDLG Math

Template: edTPA PRACTICE - Middle Grades Math (Sept. 2016 rubrics)

VIEW AS FOLIO

EXPAND ALL
COLLAPSE ALL

**General Information**

**Middle Grades Math**

- Plan for Instruct (Task 1 Practice)
- Video Analysis (Task 2 Practice)
- Assessment Portfolio (Task 3 Pract)
- Remediation Video Analysis
- Technology Project
- Focus Practice Self-Assess Initial
- Focus Practice Self-Assess Final
- Disposition Self-Assessment 1
- Dispo Self-Assess 2+ Instruc Eval

### Welcome to the edTPA Practice + Dispositions MDLG Math program

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfolio Electronic Evidences.

#### Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Ment work.

4. Find the appropriate title for your assignment in the left menu section and click the desired requirement (*ask your instructor if you are unsure which submission to click*).

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**. Sometimes in the Directions, you will see an attachment that you need to view or download. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.

## edTPA Practice + Dispositions ELED PORTFOLIO

Template: edTPA ELED PRACTICE PORTFOLIO

Work

Scores/Results

Status : Work Not Star

EXPAND ALL COLLAPSE ALL

## General Information

## General Assignments - ELED (All)

Technology Integration Project

Disposition Self-Assessment 1

Dispo Self Assess 2 + Instruct Eval

## edTPA Practice-ELED UG Only

Planning a Unit of Instruction (T1)

Video Analysis (T2)

Optional Remediation Video Analysis

Assess of Literacy Instruction (T3)

Review of Knowledge Instruction (T4)

Add: Form

## Dispo Self-Assess 2 + Instruct Eval

## DIRECTIONS

Candidates complete Dispositions Self-Assessment 2 and then submit their work to their course instructor. Course instructors then evaluate each candidate on their displayed dispositions in the course.

## EVALUATION METHOD

A rubric is used in this Evaluation.

Name of rubric : Candidate Dispositions Assessment\_8-6-16 [ View rubric ]

Final scoring method : Score is computed based on the total cumulative points author has attained

## FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)

Edit

Please complete this form as part of this requirement.

5. If you need to complete a form, click the **Complete Form** button. Note: This will only apply to certain submissions, like the Dispositions Self-Assessment for example.

## FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)

Please complete this form as part of this requirement.

Make sure to follow the directions as sometimes you may need to include attachments as well as complete the form.

6. If you need to add attachments you will see at the top of the page blue buttons that corresponds with the type of content you wish to add. You may be able to choose to add **Text & Image**, **Attachments**, **Videos**, and **Embed Media**, depending on your DRF design. In most cases, students will upload an attachment. Consult your instructor if you have questions.

Add:



Text &amp; Image



Attachments

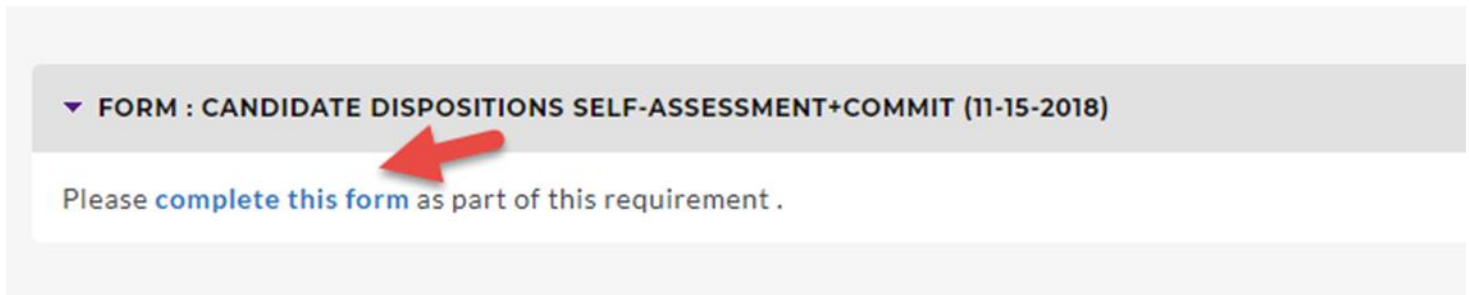


Videos



## Completing a Form

1. Click on complete this form.



2. The form will appear in the same window.
3. Any part marked with a red asterisk is required.

### Respond to form Candidate Dispositions Self-Assessment+Commit (11-15-2018) for Disposition Self-Assessment 1

► DIRECTIONS

► EVALUATION METHOD

CANCEL CHECK SPELLING PRINT

SAVE DRAFT

SAVE AND RETURN

\* Response is required

✖ Disable Rich Text Editor

#### Directions to the Candidate

Please complete this self-assessment of your professional dispositions.

##### \* Name of UNC Charlotte Candidate

Save Draft

Candidate first name

(Max chars: 10,000)

0

Count

Candidate last name

(Max chars: 10,000)

0

Count

▲ BACK TO TOP

##### \* Candidate's UNC Charlotte ID (800 number)

Save Draft

Enter your UNC Charlotte 800 number.

(Max chars: 10,000)

0

Count

▲ BACK TO TOP

##### \* Category of Study

Clear Save Draft

Please select the option that best describes you in your CURRENT program of study.

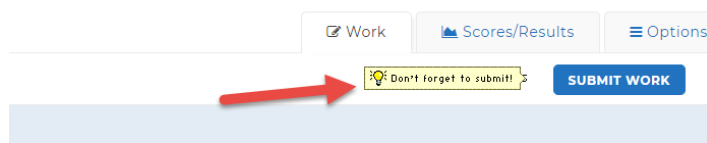
- ☐ Undergraduate candidate (in any area)  
☐ Graduate Certificate Only candidate (not seeking M.A.T.)  
☐ Graduate Certificate-M.A.T. candidate (planning to finish M.A.T.)  
☐ Add-on Graduate Licensure candidate (AIG, Elem Math, Admin, etc.)  
☐ M.Ed., M.A., or M.S.A. candidate  
☐ Ed.D. or Ph.D. candidate  
☐ Other:

▲ BACK TO TOP

\* Major or Primary Program

Save Draft

4. Once you complete the entire form, click on Save and Return.
5. Forms normally don't require adding an attachment. You will be able to submit the work.
6. Click on Submit Work in the upper right-hand corner.



7. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

**⚠** It is not possible to submit "Disposition Self-Assessment 1" for evaluation at this time because you have not filled out one or more required responses on the form, "Candidate Dispositions Self-Assessment+Commit (11-15-2018)"

CLOSE WINDOW

8. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.

► EVALUATION METHOD

▼ FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)

You have already started completing the form. [View/Edit Your Responses](#)

When you are ready to submit, you will follow the instructions [Submitting the Assignment to Your Instructor](#)

# Adding Attachments

1. Select the type of file you wish to add.

taskstream by Watermark

FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOURCES TS COORDINATOR ANALYTICS

## edTPA Practice + Dispositions ELED PORTFOLIO

Template: edTPA ELED PRACTICE PORTFOLIO

VIEW AS FOLIO

Status: Work Not Started

Work Scores/Results Options

EXPAND ALL COLLAPSE ALL

Add: Attachments Videos

**General Information**

- edTPA Practice - ELED
  - Planning a Unit of Instruction (T1)
  - Video Analysis (T2)
  - Optional Remediation Video Analysis**
  - Assess of Literacy Instruction (T3)
  - Assess of Math Instruction (T4)

**Optional Remediation Video Analysis** (Only for students who are repeating the course or need to resubmit)

**DIRECTIONS**  
No directions added

**EVALUATION METHOD**

Help on this Page Print

2. If you

choose to add a file saved on your computer, select the **Upload from Computer** option, click the Add Files button to find the file you want to attach.

If you choose to add a previously uploaded file used for another submission, select the **Attach a previously uploaded file** option, and then select the category of work and the specific work product where the file is attached.

## Add/Edit Attachments for RSCH 6101 - Article Critique

DIRECTIONS

EVALUATION METHOD

Add New Attachment

No files have been attached yet.

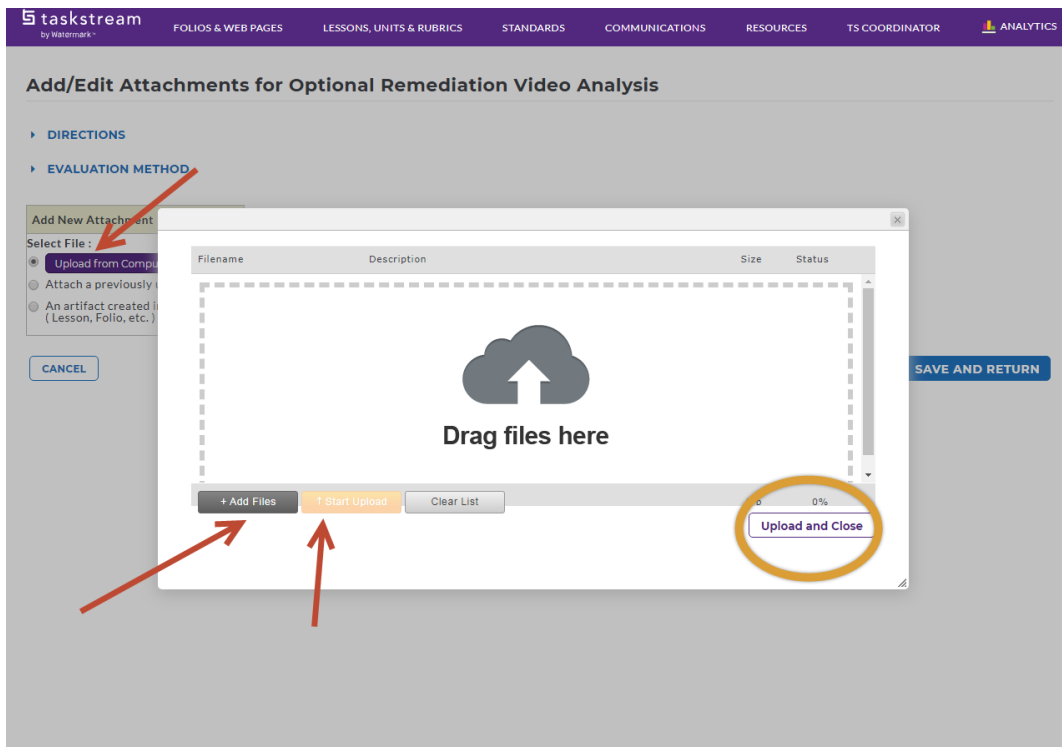
Select File :

- ☒ Upload from Computer
- ☐ Attach a previously uploaded file
- ☐ An artifact created in Taskstream (Lesson, Folio, etc.)

CANCEL

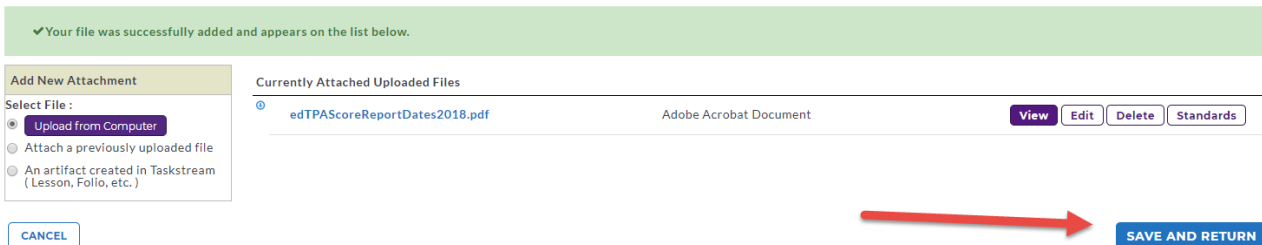
SAVE AND RETURN

3. Click the **Add File**, then click **Start Upload** and then click **Upload and Close** button when finished.



4. Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

► EVALUATION METHOD



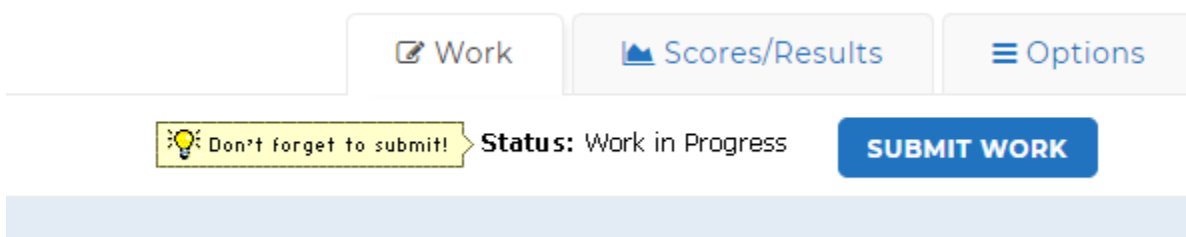
**A Note about Videos:** Taskstream allows videos up to 500 mb or less to be uploaded. If your video is a larger size, you will need to compress it. There is helpful information on how to compress a video at this [site](#).

You have now successfully attached work to your Directed Response Folio (DRF)!

## Submitting the Assignment to Your Instructor

— your work **cannot** be scored until you submit it to an evaluator.

1. Click **Submit Work** button in the top right-hand corner.



Work Scores/Results Options

Don't forget to submit! Status: Work in Progress SUBMIT WORK

2. Follow the instructions on the screen to **select your course instructor** and **submit your assignment** and add comments, as necessary. **If you do not see your course instructor's name, send an email explaining this problem to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu).**

Are you sure you want to submit Leadership Project (of General Assignments) for Evaluation?

Your work will be locked and no further edits will be possible.

Select an evaluator:



CANCEL SUBMIT FOR EVALUATION

☐ Ahlgrim-Delzell, Lynn  
☐ Anderson, Kelly  
☐ Baughan, Cynthia  
☐ Baxter, Janet  
☐ Beach, Kristen

3. You will see a pop up to add comments to the instructor. You can add text, skip or close the window.
4. A screen will appear showing you the submission with a Time Stamp.

Advanced Programs/ AIG CERT & MED

Template: (Advanced Programs) AIG CERT & MED

Work Scores/Results Options

Print View Export to PDF

Area	Status	Actions	Results	History
General Assignments				
Gifted Education Workshop	Submitted	Submitted : 07/23/2019 02:45:46 PM Submitted to : OFE Manager Cancel Submission	Where are my results?	History/Comments
Technology Original Lesson Plan	Evaluation Released	Submitted : 08/29/2017 02:41:11 PM Submitted to : OFE Manager	30.00/30 Score/Results Report	History/Comments

## Viewing Your Completed Evaluation

1. Click the name of the program from the home page.

### Work on a program

Author

Evaluator

Evaluation Manager

CUSTOMIZE DISPLAY

DRF PROGRAM

(Advanced Programs) AIG  
CERT & MED >

DRF PROGRAM

edTPA Practice +  
Dispositions MDLG Math >

Beginning Fall 2014, undergraduate and Graduate Certificate candidates in Middle Grades Math Education use this portfolio for edTPA Practice Pieces, Dispositions, and Electronic Evidences.

2. Click the **Scores/Results** tab and find the work you would like to view.

### (Advanced Programs) CHFD MAT & MED

Template: (Advanced Programs) CHFD MAT & MED

VIEW AS FOLIO

EXPAND ALL

COLLAPSE ALL

General Information

General Assignments

Action Research Proposal

Leadership Project

Welcome to the (Advanced Programs) CHFD MAT & MED program

Getting Started with Programs  
If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

Program Links

Overview

More Help

In the DRF program, add work to your

Work

Scores/Results

Options

3. Click the **View Report** button associated with the assignment for which you wish to view the evaluation.

RSCH 6101 - Article Critique	Evaluation Released	Submitted : 12/17/2018 07:26:49 AM Submitted to : OFE Manager	37.00/45 Acceptable Level (A) / Exemplary Level (E) <div>Score/Results Report</div>	<div>History/Comments</div>
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For any questions, email [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu). Include your UNC Charlotte ID and DRF program.

## Cancelling a Submission

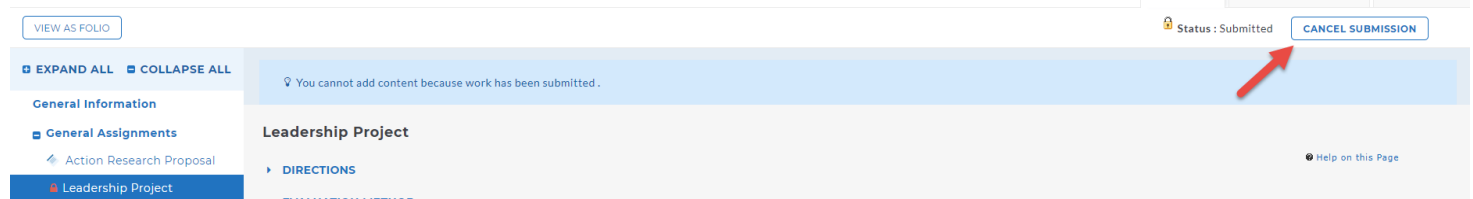
**Your work submission can only be canceled if your Evaluator has not yet begun the evaluation process.**

To cancel your submission:

1. After selecting the DRF program from your homepage, select the Assignment (from the left-hand menu tree) that you need to cancel.

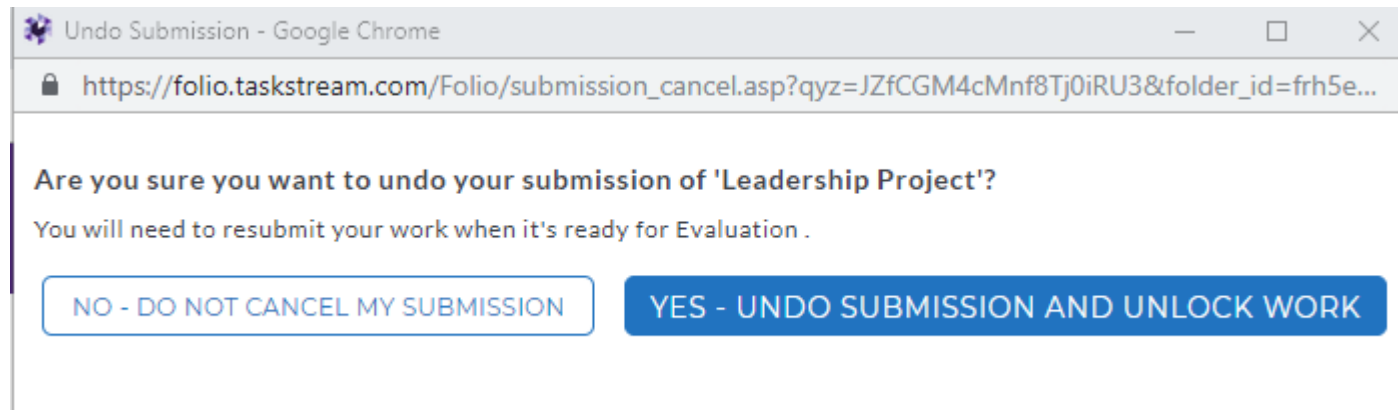
(Advanced Programs) CHFD MAT & MED

Template: (Advanced Programs) CHFD MAT & MED



2. Click the **Cancel Submission** button in the upper right corner of the work area.

3. When asked to confirm, click the **Yes Undo Submission and Unlock** button.



4. After making your changes, click the **Submit Work** button to resubmit.

**⚠️** If the **Cancel Submission** button is not enabled, the evaluation process has begun and you can no longer cancel this submission. In this case, you will need to contact your Evaluator or instructor and ask for your work to be sent back for revision. Once your work is unlocked, you can edit the content and resubmit.

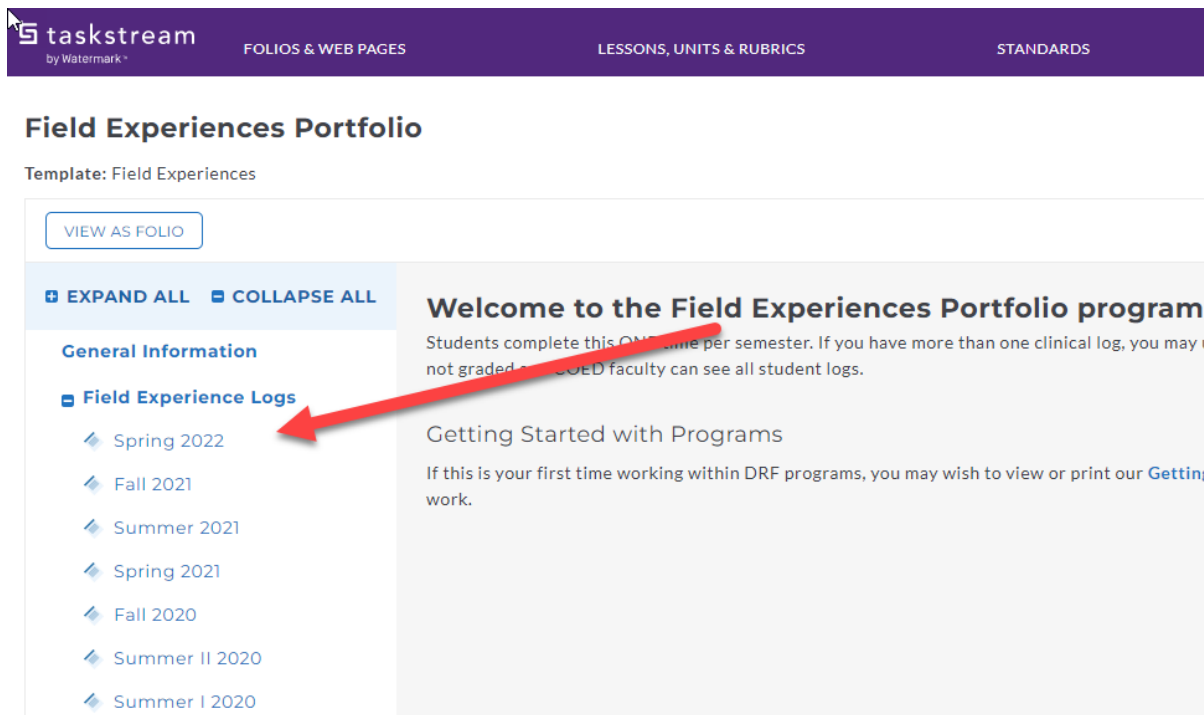
*If you have any additional questions or comments, please do not hesitate to contact us at [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu)*

## Field Experiences Portfolio (Clinical Documentation)

1. All Clinical Logs, Attendance and Checklists are uploaded into the Field Experiences Log. You must self-enroll into the portfolio which instructions can be viewed on page 6 of this handbook. The enrollment code is FieldExperiences.
2. Once you have enrolled into the portfolio. You will see the following icon on the Taskstream homepage.



3. Click on the Field Experiences Portfolio and you will see on the left menu a list of semesters.



4. Select the Current Semester or Term.



Add: **Form** **Attachments**

**Summer II 2019**

**DIRECTIONS**

Please upload your field experience attendance log in the attachments section; **AND** complete the form.  
**DO NOT SUBMIT WORK UNTIL YOU HAVE UPLOADED ALL YOUR CLINICAL LOGS AND COMPLETED THE FORM**

**PLEASE NOTE:** Students complete this **ONE** time per semester.  
 If you have more than one clinical log, you may upload multiple files and indicate multiple clinical experiences in the form. COED faculty can see all student logs.

**EVALUATION METHOD**

Final scoring method : Evaluator marks as "Meets Requirement/Does not Meet Requirement"

**FORM : ZFIELD EXPERIENCES STUDENT ASSESSMENT** **Edit**

Please [complete this form](#) as part of this requirement.

5. You will click on the blue Attachments button to upload **ALL** your logs into one location. Detailed instructions on how to add an attachment are available in this handbook at [page 11](#).
6. Once you have added all the attachments, you will click on complete this form. Detailed instructions are available in this handbook on how to complete a form at [page 9](#).
7. When you are ready to submit, you will click on the Submit Work button in the upper right-hand corner.

**Work** **Scores/Results** **Options**

**Don't forget to submit!** **Status: Work in Progress** **SUBMIT WORK**

8. Remember, if you receive an error message similar to this one, then there is a required part of the form that has not been completed. You will need to view/edit responses on the form to complete those parts.

**Submit Spring 2022 (of Field Experience Logs) for the program Field Experiences for Evaluation**

**⚠** It is not possible to submit "Spring 2022" for evaluation at this time because you have not filled out one or more required responses on the form, "Field Experiences Student Assessment"

**CLOSE WINDOW**

9. PLEASE NOTE: When submitting your field experiences upload, you **WILL NOT** select an evaluator. All instructors are able to access the Field Experiences Portfolio to view the submissions so you will not see a list of instructors when submitting. You will click on YES-SUBMIT MY WORK.

**Are you sure you want to submit Spring 2016 (of OUTDATED) for Evaluation?**

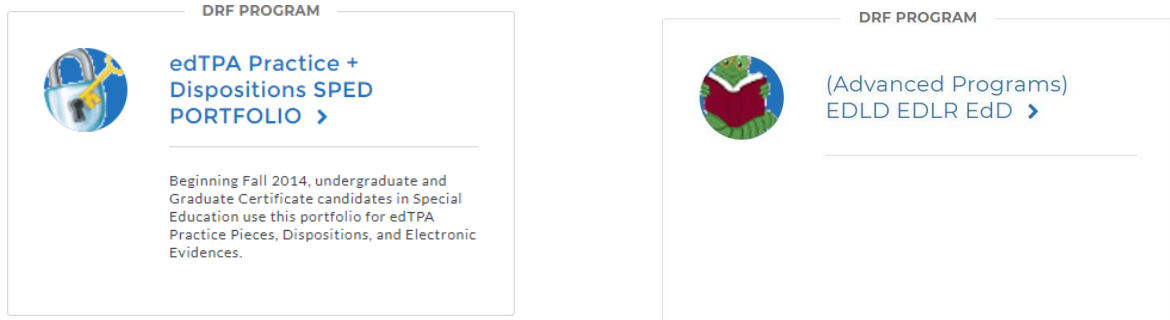
Your work will be locked and no further edits will be possible.

Add optional comments for your evaluator

**CANCEL** **CHECK SPELLING** **YES - SUBMIT MY WORK**

## Completing Disposition Self-Assessments

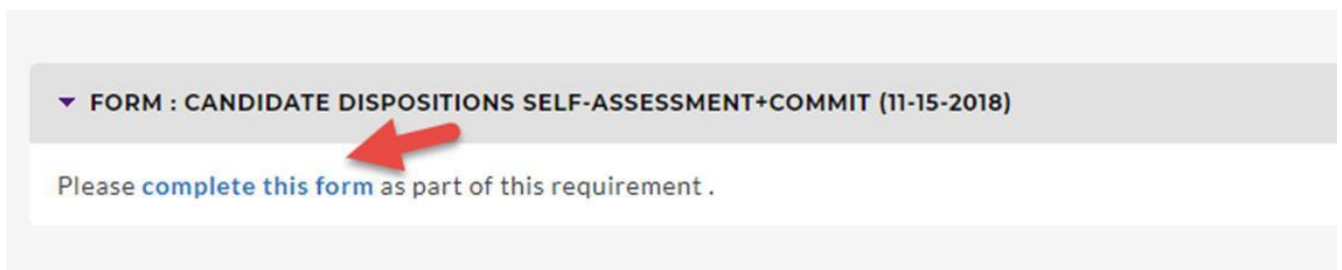
1. Click on portfolio associated with the program you are currently completing at COED (if you don't see this portfolio, then you need to self-enroll into the portfolio using an enrollment code available at this [link](#))



2. Then you will click on either Disposition Self-Assessment 1 or Dispos Self-Assess 2 + Instruc Eval in the left menu. **NOTE:** **Dispositions Self-Assessment 1** is the entry dispositions where the student completes a self-assessment and the instructor indicates as met or not met in evaluation. **Dispos Self Assess 2 + Instruct Eval** is the mid-point disposition where the student completes a self-assessment and the instructor completes a numeric evaluation.



3. Click on complete this form.



4. The form will appear in the same window.
5. Any part marked with a red asterisk is required.

## Respond to form Candidate Dispositions Self-Assessment+Commit (11-15-2018) for Disposition Self-Assessment 1

## DIRECTIONS

## EVALUATION METHOD

CANCEL CHECK SPELLING PRINT

SAVE DRAFT

SAVE AND RETURN

Response is required

Disable Rich Text Editor

## Directions to the Candidate

Please complete this self-assessment of your professional dispositions.

## Name of UNC Charlotte Candidate

Save Draft

Candidate first name

(Max chars: 10,000) 0 Count

Candidate last name

(Max chars: 10,000) 0 Count

## Candidate's UNC Charlotte ID (800 number)

Save Draft

Enter your UNC Charlotte 800 number:

(Max chars: 10,000) 0 Count

## Category of Study

Clear Save Draft

Please select the option that best describes you in your CURRENT program of study:

- ☐ Undergraduate candidate (in any area)
- ☐ Graduate Certificate Only candidate (not seeking M.A.T.)
- ☐ Graduate Certificate-M.A.T. candidate (planning to finish M.A.T.)

6. Once you complete the entire form, click on Save and Return.

7. Click on Submit Work in the upper right-hand corner.

Work Scores/Results Options

Don't forget to submit!

SUBMIT WORK

8. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.

It is not possible to submit "Disposition Self-Assessment 1" for evaluation at this time because you have not filled out one or more required responses on the form, "Candidate Dispositions Self-Assessment+Commit (11-15-2018)"

CLOSE WINDOW

9. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components and Resubmit.

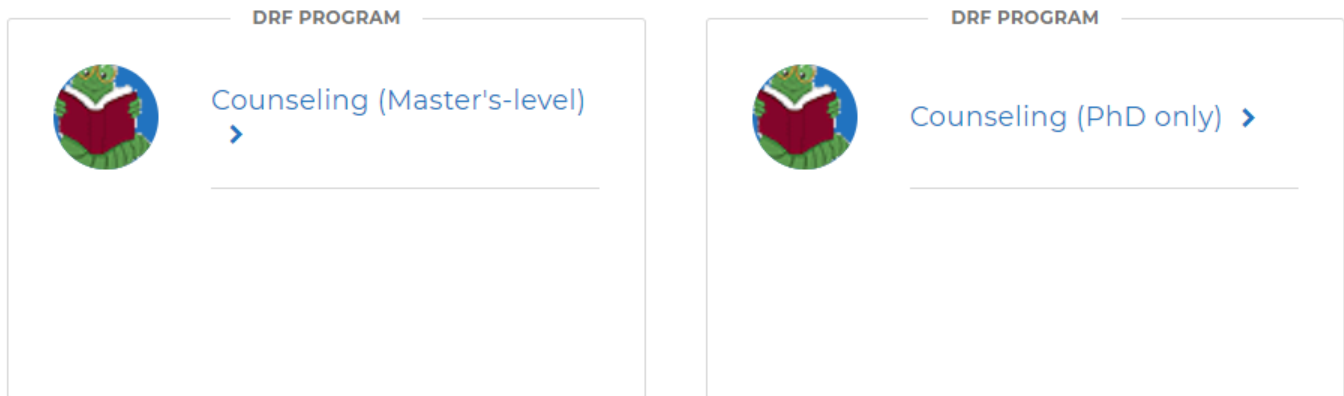
## EVALUATION METHOD

## FORM : CANDIDATE DISPOSITIONS SELF-ASSESSMENT+COMMIT (11-15-2018)

You have already started completing the form. [View/Edit Your Responses](#)

## Counseling – Request an Evaluation

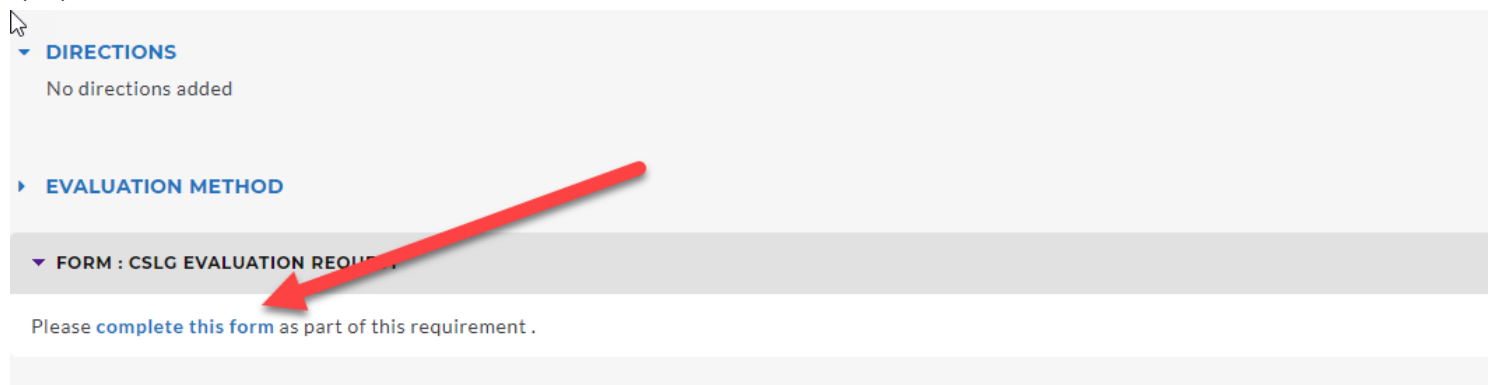
1. Click on portfolio associated with the program you are currently completing at COED (if you don't see this portfolio, then you need to self-enroll into the portfolio using an enrollment code available at this [link](#))



2. In the left menu, click on the assignment that you need to request an evaluation.



3. Once you open the assignment, you will see a under the Evaluation Method a form “CSLG Evaluation Request”. Click on the complete this form.



▼ DIRECTIONS

No directions added

► EVALUATION METHOD

▼ FORM : CSLG EVALUATION REQUIREMENT

Please [complete this form](#) as part of this requirement .

4. The form will appear in the same window.
5. Click in the box beside the Yes, I request my evaluation and then click on Save and Return



► DIRECTIONS

► EVALUATION METHOD

CANCEL CHECK SPELLING PRINT

SAVE DRAFT SAVE AND RETURN

Response is required

**Request Formative Evaluation**

Request Evaluation

Please select ☒ Yes, I request my evaluation. You will select your instructor when you submit your request.

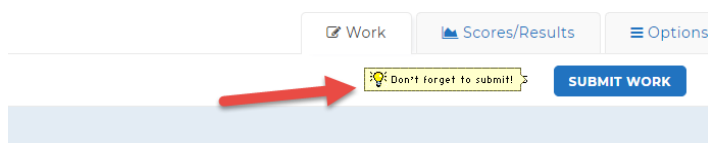
Save Draft

CANCEL CHECK SPELLING CANCEL PRINT

SAVE DRAFT SAVE AND RETURN

BACK TO TOP

6. You will be able to submit the work.
7. Click on **Submit Work** in the upper right-hand corner.



Work Scores/Results Options

Don't forget to submit!

SUBMIT WORK

8. Select the evaluator and submit for evaluation. If you do not see your course instructor's name, send an email explaining this problem to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu).

Are you sure you want to submit Prospectus Design Project (of PhD CSLG Assignments) for Evaluation?

Your work will be locked and no further edits will be possible.

Select an evaluator:

CANCEL

SUBMIT FOR EVALUATION

- ☐ Abrams, Lyndon
- ☐ Benitez, Elba
- ☐ Bobb, Travis
- ☐ Branscome, Roderick
- ☐ Cash, Anne
- ☐ Culbreth, John
- ☐ Dika, Sandra
- ☐ Furr, Susan
- ☐ Harris, Henry
- ☐ Hart, Laura
- ☐ Lassiter, Pamela
- ☐ Lim, Jae Hoon
- ☐ Littlejohn, Lisa
- ☐ MacLeod, Bailey
- ☐ Manager, OFE
- ☐ Merlin, Clare
- ☐ Miller, Ryan
- ☐ Nance, John
- ☐ Opiola, Kristie
- ☐ Parikh, Sejal
- ☐ Post, Phyllis
- ☐ Prioleau, Brittany

9. A screen will appear showing you the submission with a Time Stamp.

### Counseling (PhD only)

Template: Counseling (PhD only)

Work

Scores/Results

Supervision Internship Course		Edit Work		
Case Conceptualization		Edit Work		
Prospectus Design Project	Submitted	Submitted : 01/10/2022 02:54:26 PM ⓘ Submitted to : OFE Manager ⓘ Cancel Submission	Where are my results?	History/Comments
Theoretical Integration Paper		Edit Work		
Dissertation Final Defense		Edit Work		
Disposition Self-Assessmt 1 (Entry)		Edit Work		
Disposition Self-Assessment 2 (Mid)	Submitted	Submitted : 05/14/2018 06:58:37 AM ⓘ Submitted to : OFE Manager ⓘ Cancel Submission	Where are my results?	History/Comments
Exit Survey & Exit Dispositions		Edit Work		

# Counseling – Submitting Hourly Logs for Clinical Evaluations

1. Click on Counseling (Master's-level) portfolio (if you don't see this portfolio, then you need to self-enroll into the portfolio. The enrollment code is Counseling. There are instructions on how to use the code and enroll into the portfolio at this [link](#))



2. Then you will click on Practicum: Faculty Sup Final Eval, Internship I: Faculty Sup Final Eval or Internship II: Faculty Sup Final Eval in the left menu.



3. Read the directions.

DIRECTIONS

Below you will find a copy of the log sheet used for documentation of clinical hours. Download this file and complete. [Print](#)

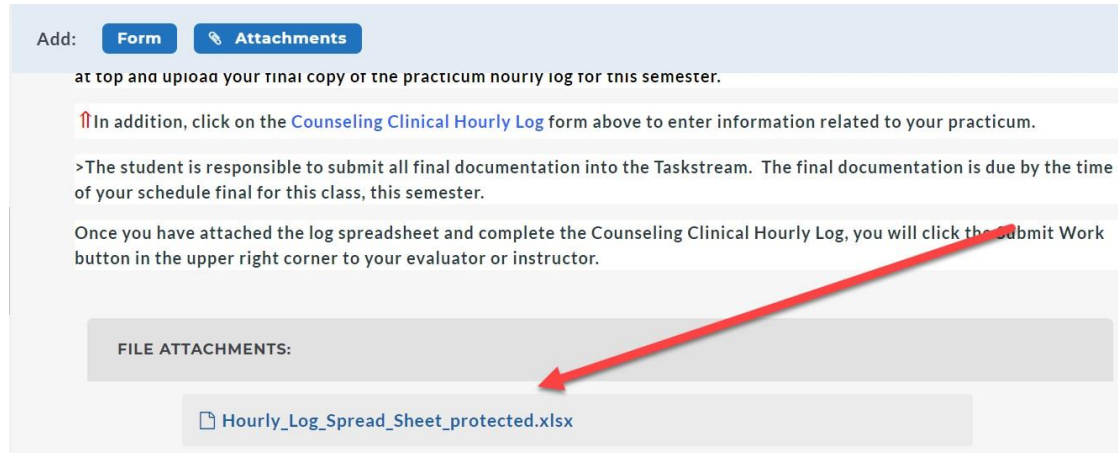
You must have the site supervisor signature, campus instructor signature, as well as your signature. Once the signatures are obtained on the hard copy, please submit a scanned copy to this assignment. You will click on the blue **ATTACHMENTS** button at top and upload your final copy of the practicum hourly log for this semester.

In addition, click on the [Counseling Clinical Hourly Log](#) form above to enter information related to your practicum.

>The student is responsible to submit all final documentation into the Taskstream. The final documentation is due by the time of your schedule final for this class, this semester.

Once you have attached the log spreadsheet and complete the Counseling Clinical Hourly Log, you will click the Submit Work button in the upper right corner to your evaluator or instructor.

- Download the Hourly\_Log\_Spread\_Sheet\_protected Spreadsheet. You must complete this form and have it signed by your site supervisor and campus instructor.



Add: **Form** **Attachments**


at top and upload your final copy of the practicum hourly log for this semester.

↑ In addition, click on the [Counseling Clinical Hourly Log](#) form above to enter information related to your practicum.

> The student is responsible to submit all final documentation into the Taskstream. The final documentation is due by the time of your schedule final for this class, this semester.

Once you have attached the log spreadsheet and complete the Counseling Clinical Hourly Log, you will click the **Submit Work** button in the upper right corner to your evaluator or instructor.

**FILE ATTACHMENTS:**

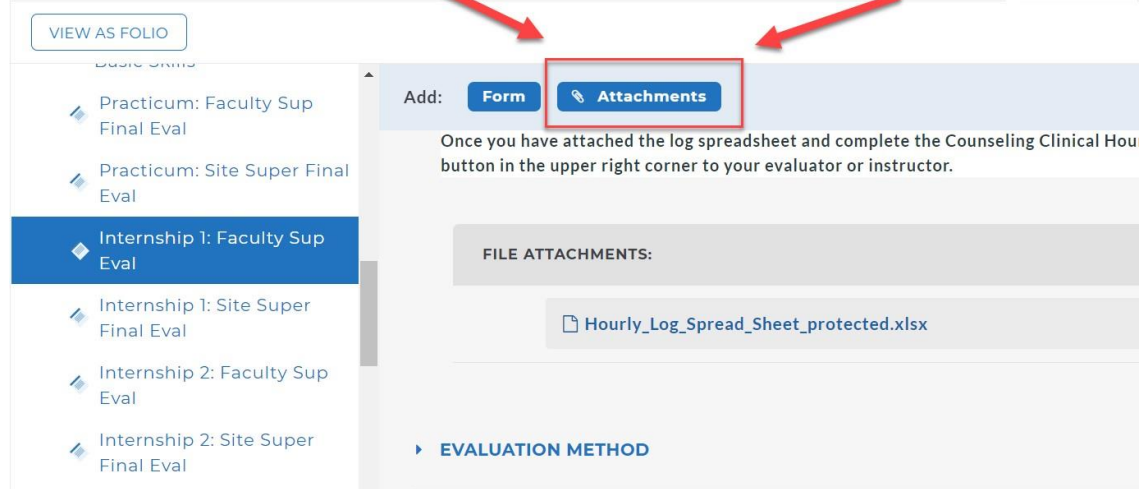
 Hourly\_Log\_Spread\_Sheet\_protected.xlsx

- Once you have the log signed, you will upload it this same area. Click on the blue Attachments button.

### Counseling (Master's-level)

Template: Counseling (all Master's-level programs)

 Work



**VIEW AS FOLIO**


Basic Forms

- Practicum: Faculty Sup Final Eval
- Practicum: Site Super Final Eval
- Internship 1: Faculty Sup Eval**
- Internship 1: Site Super Final Eval
- Internship 2: Faculty Sup Eval
- Internship 2: Site Super Final Eval

Add: **Form** **Attachments**

Once you have attached the log spreadsheet and complete the Counseling Clinical Hourly Log button in the upper right corner to your evaluator or instructor.

**FILE ATTACHMENTS:**

 Hourly\_Log\_Spread\_Sheet\_protected.xlsx

**EVALUATION METHOD**

- You will upload the signed hourly log to Taskstream.
- Then you will click on complete this form under the Form: Counseling Clinical Hourly Log or Form: Counseling Dispositions Self-Assess + Practicum Hourly Log.



## Counseling (Master's-level)

Template: Counseling (all Master's-level programs)

Work

[VIEW AS FOLIO](#)

**Basic Skills**

- Practicum: Faculty Sup Final Eval
- Practicum: Site Super Final Eval
- Internship 1: Faculty Sup Eval**
- Internship 1: Site Super Final Eval
- Internship 2: Faculty Sup Eval
- Internship 2: Site Super Final Eval

Add: [Form](#) [Attachments](#)

**FILE ATTACHMENTS:**

Hourly\_Log\_Spread\_Sheet\_protected.xlsx

**EVALUATION METHOD**

▼ **FORM : COUNSELING CLINICAL HOURLY LOG**

Please **complete this form** as part of this requirement .

8. The form will pop up for you to complete. All fields with a red asterisk must be completed. Make sure you have on-hand your site supervisor information and clinical hours. **NOTE:** The form for the Practicum: Faculty Sup Final Evaluation includes a Disposition Self-Assessment and the Clinical Hourly Log. This is your 2<sup>nd</sup> disposition.

### Respond to form Counseling Clinical Hourly Log for Internship 1: Faculty Sup Eval

► DIRECTIONS

► EVALUATION METHOD

[CANCEL](#) [CHECK SPELLING](#) [PRINT](#)

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

Response is required

#### Information for Verification of Graduate Counseling Experience

The information entered into this form will be used by the UNC Charlotte Department of Counseling faculty member verifying graduate counseling experience.

Please indicate which field experience you are uploading the clinical log for:

[Clear](#) [Save Draft](#)

- ☐ Practicum
- ☐ Internship I
- ☐ Internship II

[BACK TO TOP](#)

Please select the semester you completed these clinical hours:

[Clear](#) [Save Draft](#)

- ☐ Spring 2021
- ☐ Fall 2021

**Clinical Site Information** Save Draft

Clinical Site Name (Max chars: 20,000) 0 Count

Clinical Site Full Address (Max chars: 20,000) 0 Count

**Clinical Site Contact Information** Save Draft

Business Phone Number (Max chars: 20,000) 0 Count

Business Email Address (Max chars: 20,000) 0 Count

**Total hours of individual clinical supervision received during this graduate counseling experience.** Save Draft

(Max chars: 20,000) 0 Count

**Total hours of Group clinical supervision received during this graduate counseling experience.** Save Draft

(Max chars: 20,000) 0 Count

Clinical Hours

9. Once you complete the entire form, click on Save and Return.

**SAVE AND RETURN**

10. Make sure you have attached your signed clinical hourly log and you have completed the form.

el)

grams)

Work Scores/Results Options

Don't forget to submit! Status: Work in Progress **SUBMIT WORK**

Add: **Form** Attachments

**FORM : COUNSELING CLINICAL HOURLY LOG** Edit

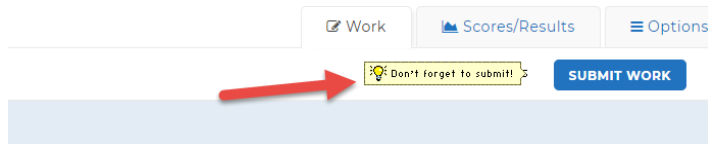
You have already started completing the form. [View/Edit Your Responses](#)

**ATTACHMENT SECTION** Edit Delete Section

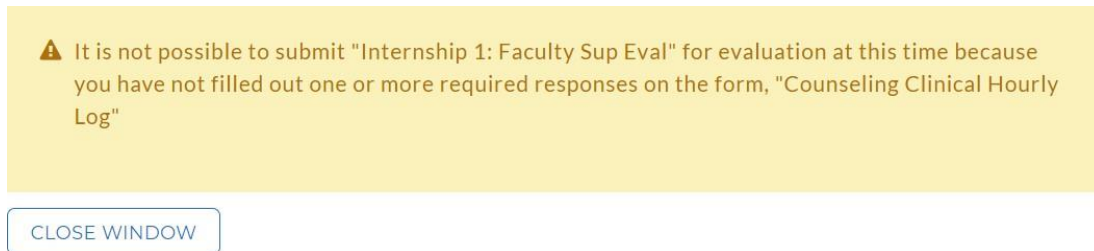
Files :

Hourly\_Log\_Spread\_Sheet\_protected.xlsx

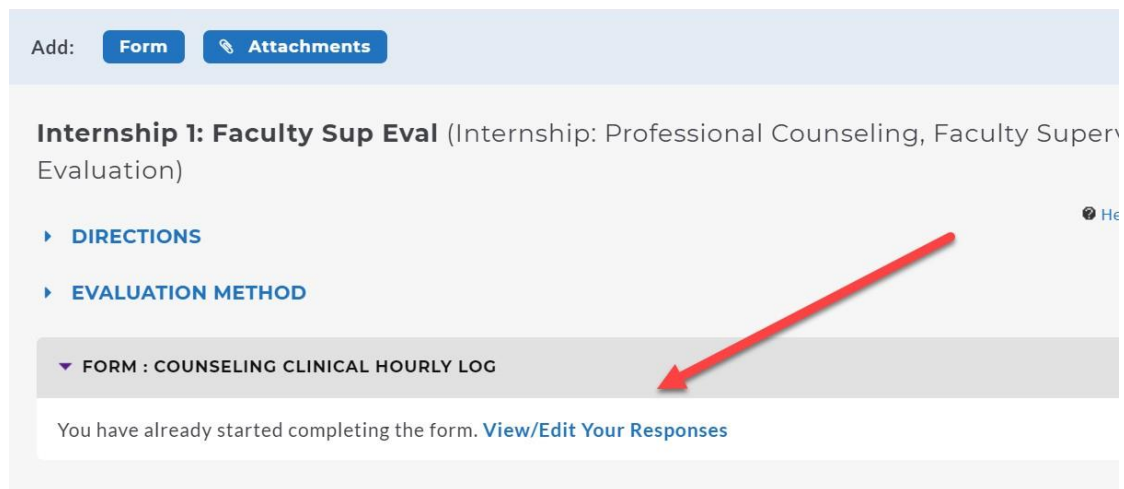
11. Click on Submit Work in the upper right-hand corner.



12. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.



13. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.



When you are ready to submit, you will follow the instructions [Submitting the Assignment to Your Instructor](#)

## Counseling -Submitting Site Supervisor Final Evaluation

1. Click on Counseling (Master's-level) portfolio (if you don't see this portfolio, then you need to self-enroll into the portfolio. The enrollment code is Counseling. There are instructions on how to use the code and enroll into the portfolio at this [link](#))



2. Then you will click on Practicum: Site Super Final Eval, Internship I: Site Super Final Eval or Internship II: Site Super Final Eval in the left menu.



3. Read the directions.

Add: [Form](#) [Attachments](#)

**Practicum: Site Super Final Eval** (Practicum: Professional Counseling, Site Supervisor's Final Evaluation) [Help on this Page](#)

▼ DIRECTIONS

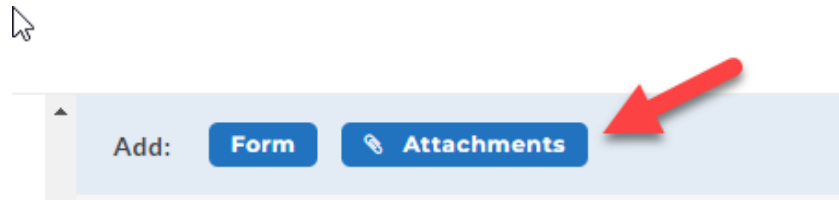
↑ A copy of your site supervisor evaluation of your performance must be uploaded. You will click on the blue **ATTACHMENTS** button at top and upload your site supervisor evaluation for this semester so the instructor/faculty member can enter your scores. [Print](#)

↑ In addition, click on the [Counseling Student Evaluation of Site and Site Supervisor](#) link opens in new window form above to complete an evaluation of the site and site supervisor.

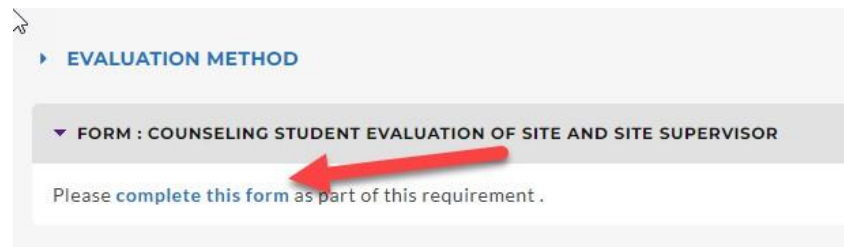
> The student is responsible to submit all final documentation into the Taskstream. The final documentation is due by the time of your schedule final for this class, this semester.

Once you have attached your site supervisor's evaluation of your performance and completed the counseling student evaluation of site/site supervisor form, you will need to submit the documentation to your evaluator or instructor.

4. Upload the Site Supervisor's Evaluation of your performance by clicking the blue Attachments button.



5. Then you will click on complete this form under the FORM: COUNSELING STUDENT EVALUATION OF SITE AND SITE SUPERVISOR



6. The form will pop up for you to complete. All fields with a red asterisk must be completed. Make sure you have on-hand your site supervisor information. This form is your evaluation of the site supervisor and site.

Taskstream LAT Homepage - Outer Structure

### Respond to form Counseling Student Evaluation of Site and Site Supervisor for Practicum: Site Super Final Eval

[DIRECTIONS](#)
[EVALUATION METHOD](#)

[CANCEL](#)
[CHECK SPELLING](#)
[PRINT](#)
[SAVE DRAFT](#)
[SAVE AND RETURN](#)

Response is required
 [Disable Rich Text Editor](#)

This evaluation is completed by the Counseling Student. It is based on the performance of the Site Supervisor as well as an evaluation of the Site that worked with the Counseling student during the practicum or internship. All responses are confidential and de-identified when aggregated for review.

**Counseling Student Name** [Save Draft](#)

Please enter your name.

Counseling Student First Name [R] (Max chars: 1,000) 0 [Count](#)

Counseling Student Last Name [R] (Max chars: 1,000) 0 [Count](#)

[BACK TO TOP](#)

**[R] Name of University Supervisor** [Save Draft](#)

Please enter the name of your University Supervisor. Ex: Dr. John Nance

(Max chars: 20,000) 0 [Count](#)

[BACK TO TOP](#)

**[R] Name of School/Agency/Site** [Save Draft](#)

Please enter the name of the location the internship or practicum was completed.

(Max chars: 20,000) 0 [Count](#)

[BACK TO TOP](#)

**Name of Site/Agency/School Supervisor** [Save Draft](#)

Please enter the name of the site/agency/school supervisor you worked with during the practicum or internship.

Site Supervisor First Name [R]

Site Supervisor Last Name [R]

What semester did you complete the practicum or internship at this site? Clear Save Draft

☐ Spring 2022  
☐ Summer 2022  
☐ Fall 2022  
☐ Spring 2023  
☐ Summer 2023  
☐ Fall 2023

What course was being completed for this practicum/internship? Clear Save Draft

☐ Practicum CSLG 7430  
☐ Internship CSLG 7435

▲ BACK TO TOP

**PART I: SITE SUPERVISOR EVALUATION**  
This section relates to the site supervisor.

My Supervisor... Clear Save Draft

	1 - Poorly	2 - Average	3 - Strong	4 - Excellent	N/A
My supervisor explained his/her role as a supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor helped me to feel at ease with supervisory process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor gave me feedback about my role as a counselor which was accurate and usable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor helped me clarify issues which my client brought to the session.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor assisted me in understanding my own feelings about the client and his/her issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor encouraged me to develop a plan to work with specific clients.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor modeled appropriate counseling techniques when necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor helped promote my professional identity by encouraging membership in professional organizations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My supervisor helped promote legal and ethical practice by discussing and by modeling appropriate ethical behaviors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I felt... Clear Save Draft


	1 - Poorly	2 - Average	3 - Strong	4 - Excellent	N/A
I felt confident of my supervisor's skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my supervisor respected me and was concerned with my professional growth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my supervisor was committed to his/her role as a supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my supervisor motivated and encouraged me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my supervisor served as an appropriate professional role model.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my supervision sessions allowed for both personal and professional growth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Once you complete the entire form, click on Save and Return.

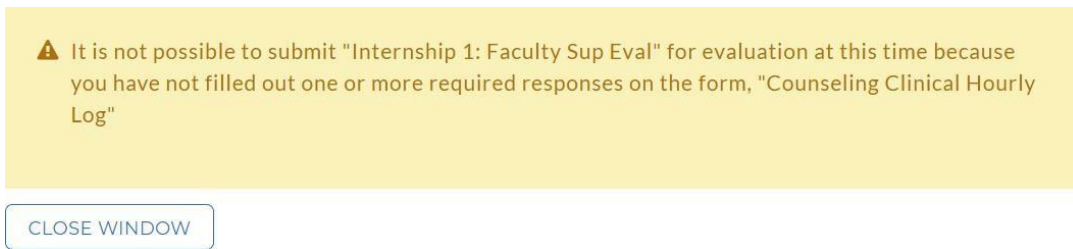
**SAVE AND RETURN**

8. Make sure you have attached the site supervisor's evaluation of your performance and you have completed the counseling student evaluation of site and site supervisor form before you click submit.
9. Click on Submit Work in the upper right-hand corner.

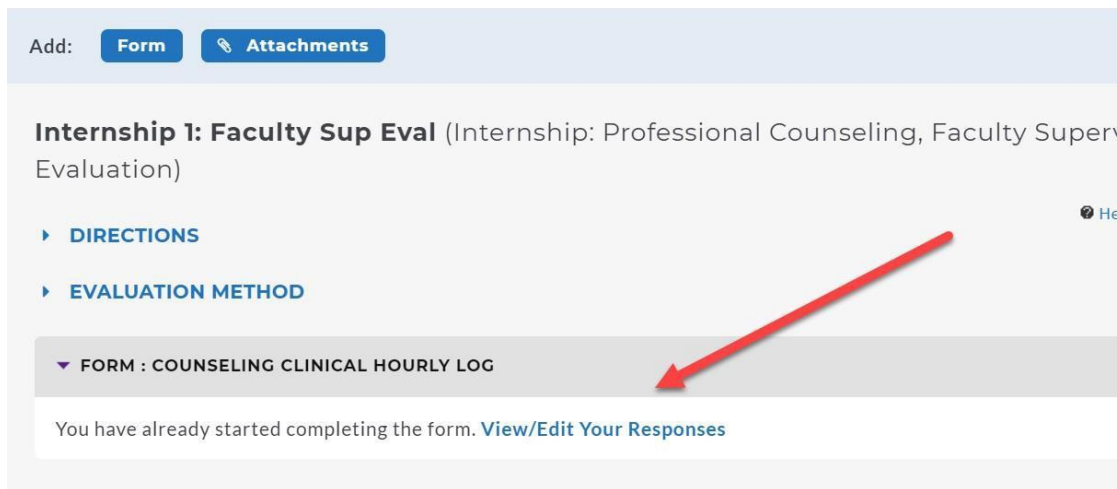
Work
Scores/Results
Options


Don't forget to submit!
**SUBMIT WORK**

10. If you receive the following error message, then you need to edit your form. This means a requirement was not completed.



11. Click on the View/Edit Your Responses under the Form. This will reopen the form so you can check for the missing components.



When you are ready to submit, you will follow the instructions [Submitting the Assignment to Your Instructor](#)

If you have a question about portfolio enrollment codes, submitting an assignment, using the correct portfolio, field experiences logs, or any other non-technical issue, contact the COED Office of Assessment by sending an email to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu). In this email, please include your student id number and the nature of the issue.