

**DIRECTIONS FOR SUBMITTING
The Field Experience Verification Form
To Professor McEwing Using TaskStream©**

Go to TaskStream© Site below

<http://www.taskstream.com/pub/>

(Note: If you have not already opened a TaskStream© account or if you have not enrolled in the Foundations part of the TaskStream© program, you must to these things first. See instructions on class website for both procedures)

First Screen - Logon by typing your username and password in the blanks at the top left

Second Screen – Select (i.e. click on) “my programs”

Third Screen – You are on the My Programs Home Page (you will see your name on the top right – look on this page and find the link to “Work on DRF” – click on this link

Fourth Screen – You will see a list of courses in a column. Find the section called “Forms”. Under this heading is a menu of different forms. Find the form called “Field Experience”. Click on this “Field Experience” link from the menu; you will be taken to a fifth screen

Fifth Screen – Disregard the “Directions for Field Experience” link and “Evaluation Link” . . . instead note the “add/edit work” Button. Click on this button . . .

. . . note that another smaller screen (your sixth screen) is now layered on top of your larger screen . . . this screen is titled Content Editor . . . on this screen note a dark gray horizontal bar that has the word Form printed on the bar. Click on this bar

. . . up comes a 7th Screen . . . this is, in fact, the Field Experience Verification Form. You will type directly on this form. You may attempt to type everything in at once or you can periodically save your work as you type (Save button) and even save your work to work on at a later time (Save and Close Window).

When you have completed your final editing, Save and Close the Window one last time. You are now back to the Fifth Screen with that “add/edit work” Button. This time, however, you are done with the form and ready to submit it to me.

Look around for the block 5 (sort of top right) with the word Evaluation . . . click on this word.

You will be taken to a list which is your personal evaluation summary of your TaskStream activities. There you should see the form “Field Experience” listed in the forms menu . . . you are now ready to send it to me . . . click on Submit Button related to this form

Find my name - Richard McEwing – on the list of evaluators . . . select me by clicking on the small circle by my name (a green dot appears inside the circle) . . . click on submit now it is on its way to me.

You may be asked if you wish to attach a comment . . . this is not necessary . . . so just close the window and log out of this session.

Give me a few days to look at your work, and then log back on . . . select “My Programs” . . . then select “work on DRF” . . . then select the Evaluation tab. You should see that your assignment has been returned and you can find the comments and results under the evaluation tab.