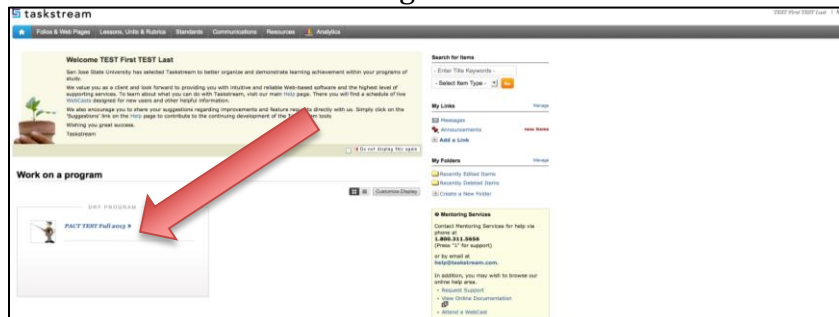
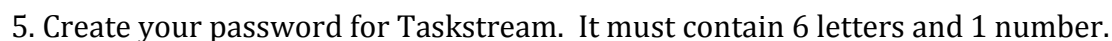
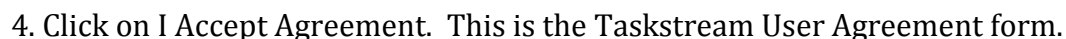
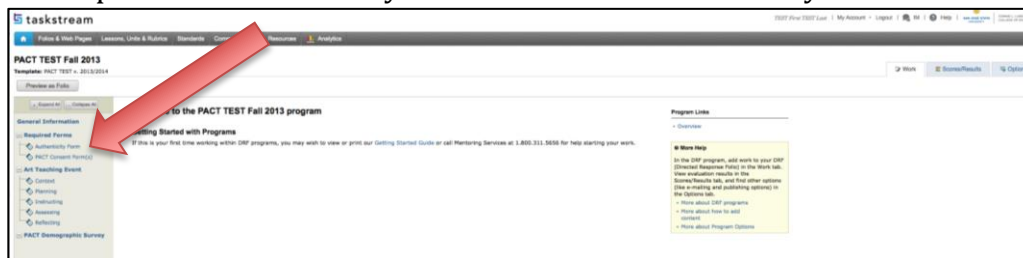


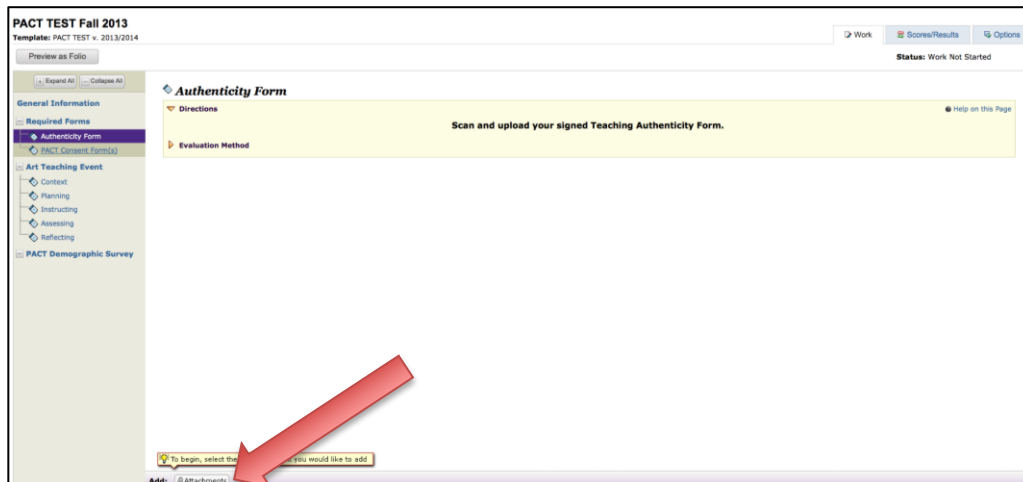
1. You will receive an email from Taskstream. Your username will be included in the email.
2. If you have previously had a Taskstream account, you will not receive an e-mail. Your username and password will be the same as the previous semester.
3. Click on the link to create your password for your Taskstream account.



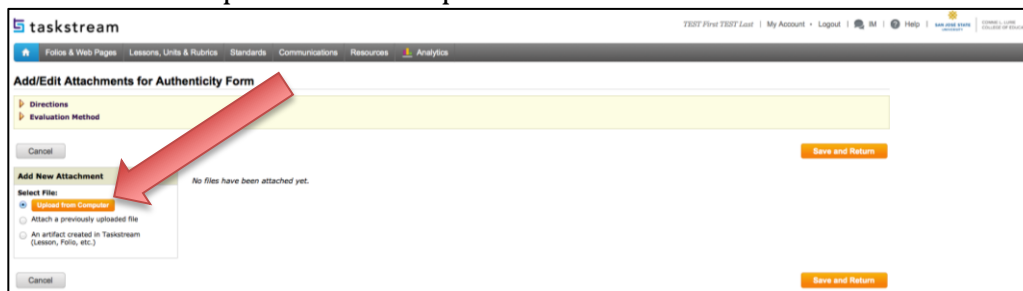
7. To upload the Authenticity Form click on the Authenticity Form link.



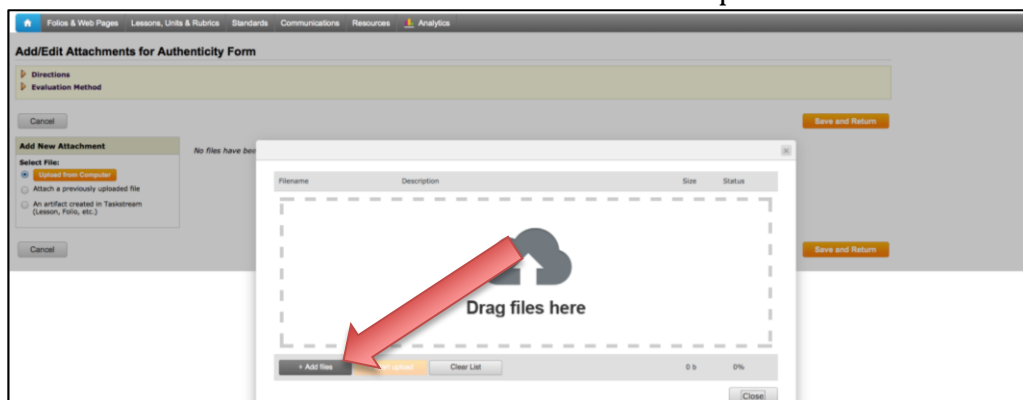
8. Click on the Attachments button.



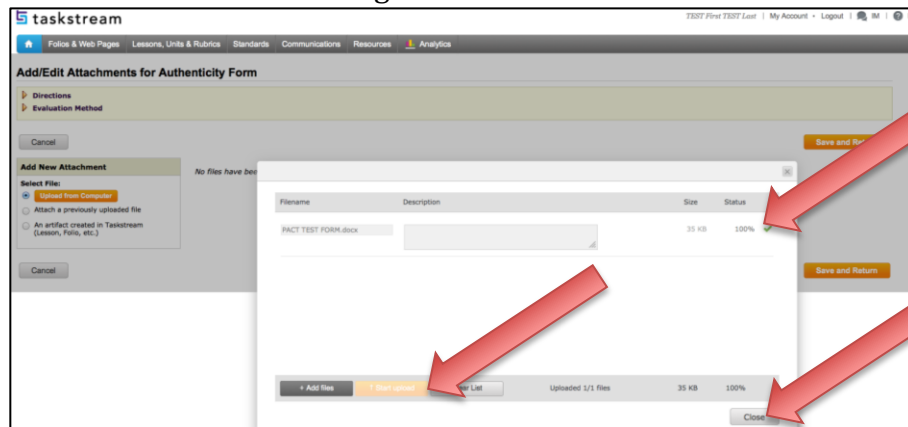
9. Click on the Upload from Computer button.



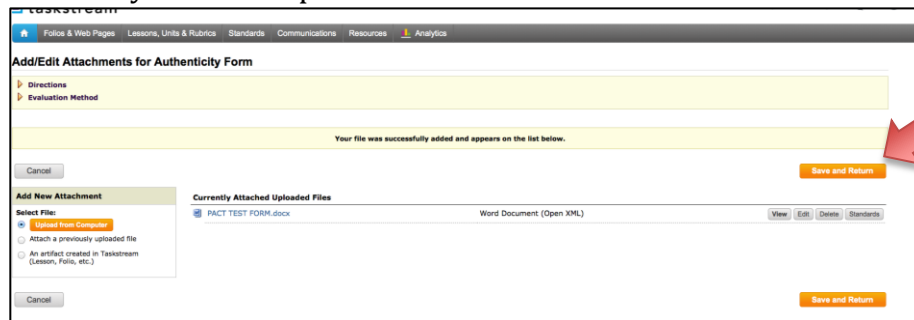
10. Click on the Add files button to select the file to upload.



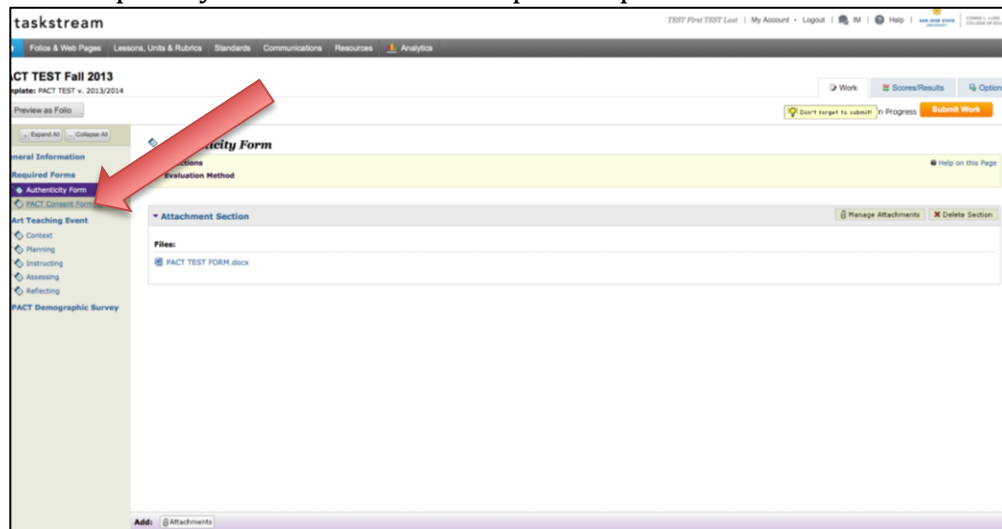
11. Once your file has been selected then click the Start upload button.
12. Wait for the Status to signal 100% then click close.



13. Once your file is uploaded then click Save and Return.



14. To upload your Consent Forms repeat steps 7 to 13.



15. For the Context requirement please follow the instructions in the yellow area.

taskstream

TEST First TEST Last | My Account | Logout | IM | Help | View and print | Download of document

PACT TEST Fall 2013

Template: PACT TEST v. 2013/2014

Preview as Folio

Expand All Collapse All

General Information

Required Forms

- Authenticity Form
- PACT Consent Form(s)
- Art Teaching
- Context**
- Planning
- Instructing
- Assessing
- Reflecting

PACT Demographic Survey

Context (Context for Learning)

Task 1. Context for Learning

What Do I Need to Do?

See the Candidate Handbook for complete instructions.

In TaskStream:

- To complete the Form and to respond to the Commentary prompts, click on the "Form" button at the bottom of the screen to open the form. When finished, click the "Save and Return" button.

Evaluation Method

Form: PACT - Art - 1. Context Form v. 2010

Please complete this form as part of this requirement.

To begin, select the type of content you would like to add

Add: Form | Attachments

16. For the Planning requirement please follow the instructions in the yellow area.

taskstream

TEST First TEST Last | My Account | Logout | IM | Help | View and print | Download of document

PACT TEST Fall 2013

Template: PACT TEST v. 2013/2014

Preview as Folio

Expand All Collapse All

General Information

Required Forms

- Authenticity Form
- PACT Consent Form(s)
- Art Teaching
- Context
- Planning**
- Instructing
- Assessing
- Reflecting

PACT Demographic Survey

Planning (Planning Instruction & Assessment)

Task 2. Planning Instruction & Assessment

What Do I Need to Do?

See the Candidate Handbook for complete instructions.

In TaskStream:

- To attach documents, click on the "Attachments" button at the bottom of the screen. Browse for the relevant document on your computer. When you have located the appropriate document, click the "Add File" button. You may consider using the "Describe File" text area to provide appropriate citations. Repeat the process for each file you wish to add. (NOTE: if you are attaching copies of textbook pages or other such materials, you will need to scan them first to convert them to a digital file).
- To complete the Form and to respond to the Commentary prompts, click on the "Form" button at the bottom of the screen to open the form. When finished, click the "Save and Return" button.

Evaluation Method

Form: PACT - Art - 2. Planning Commentary Form v. 2010

Please complete this form as part of this requirement.

Complete Form

To begin, select the type of content you would like to add

Add: Form | Attachments | Links

17. For the Instructing requirement you are required to upload your PACT video.
18. Click on the Video button.

taskstream

PACT TEST Fall 2013

Template: PACT TEST v. 2013/2014

Preview as Folio

Expand All Collapse All

General Information

Required Forms

- Authenticity Form
- PACT Consent Form(s)

Art Teaching Event

- Contact
- Planning
- Instructing**
- Assessing
- Reflecting

PACT Demographic Survey

Instructing (Instructing Students & Supporting Learning)

Directions

Task 3. Instructing Students & Supporting Learning

What Do I Need to Do?

See the Candidate Handbook for complete instructions.

In TaskStream:

- To attach video clip(s), click on the "Videos" button at the bottom of the screen.
- To attach other documents, click on the "Attachments" button at the bottom of the screen. Browse for the relevant document on your computer. When you have located the appropriate document, click the "Add File" button. You may consider using the "Describe file" text area to provide appropriate citations. Repeat the process for each file you wish to add. (NOTE: if you are attaching textbook pages or other such materials, you will need to scan them first to convert them to a digital file).
- To complete the Video Label Form and respond to the Commentary prompts, click on the "Form" button at the bottom of the screen to open the form. When finished, click the "Save and Return" button.

Evaluation Method

Form: PACT - Art - 3. Instruction Form v. 2010

Please complete this form as part of this requirement.

To begin, select the type of content you want to add

Add: Forms Attachments **Videos**

19. Click on the Browse button and search for your video file.
20. Name the file.
21. Click Add File.

Add/Edit Video for Instructing

Directions

Evaluation Method

Cancel Save and Return

Add New Video

Select File:

A video saved on your computer

Browse... No file selected.

Attach a previously uploaded video

Name File:

Play Length: (Optional)

minutes

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this video

Check Spelling Add File

Cancel Save and Return

22. Once your video has been uploaded click Save and Return.

Add/Edit Video for Instructing

Directions

Evaluation Method

Your file was successfully added and appears on the list below.

Cancel Save and Return

Add New Video

Select File:

A video saved on your computer

Browse... No file selected.

Attach a previously uploaded video

Name File:

Play Length: (Optional)

minutes

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this video

Check Spelling Add File

Cancel Save and Return

Currently Attached Uploaded Videos

Test video	View	Edit	Delete	Standards

23. The second part for the Instructing requirement is to complete the Video Label Form.
24. Click on the complete this form link.

The screenshot shows the taskstream interface for the 'PACT TEST Fall 2013'. The left sidebar lists various sections, with 'Instructing' selected. The main content area shows the 'Instructing (Instructing Students & Supporting Learning)' section. Under 'Evaluation Method', there is a link for 'Form: PACT - Art - 3. Instruction Form v. 2010'. A red arrow points to this link. Below it, there is a 'Video Section' with a 'Test video' link.

25. Complete the Video Label Form and then click Save and Return.

The screenshot shows the 'Video Label Form' for 'Respond to form PACT - Art - 3. Instruction Form v. 2010 for instructing'. The form includes a 'Candidate ID #' field, a 'Clip #1' section with a 'Lesson from which clip came: Lesson #' dropdown and a 'Focus of Clip: Context' text area, and a 'Clip #2' section with a 'Lesson from which video came: Lesson #' dropdown and a 'Focus of Clip: Demonstration and use of knowledge/skills demonstrated in producing an artwork' text area. There are also 'Save Draft' and 'Save and Return' buttons. A red arrow points to the 'Save and Return' button.

26. For the Assessing requirement please follow the instructions in the yellow area.
27. You will use the Attachments link to upload the rubric and other documents you created.

The screenshot shows the TaskStream interface for the 'Assessing' requirement. The left sidebar has a menu with 'Assessing' highlighted. The main content area is titled 'Assessing (Assessing Student Learning)' and contains a yellow box with instructions. A red arrow points from the 'Assessing' menu item to the yellow box. Another red arrow points from the 'Attachments' link in the bottom toolbar to the 'Attachments' button in the main content area. The bottom toolbar also includes 'Form', 'Text & Image', and 'Links'.

28. For the Reflecting requirement please complete the Reflection Commentary Form by click on the complete this form link. Then click Save and Return.
29. Upload other documents if needed by using the Attachments button.

The screenshot shows the TaskStream interface for the 'Reflecting' requirement. The left sidebar has a menu with 'Reflecting' highlighted. The main content area is titled 'Reflecting (Reflecting on Teaching & Learning)' and contains a yellow box with instructions. A red arrow points from the 'Reflecting' menu item to the yellow box. Another red arrow points from the 'Complete Form' link in the main content area to the 'Complete Form' button in the bottom toolbar. The bottom toolbar also includes 'Form', 'Text & Image', and 'Attachments'.

30. Once you have completed uploading your documents, videos and the online forms click on the Submit Work button.

The screenshot shows the taskstream interface for the PACT TEST Fall 2013. The main content area displays the 'Reflecting (Reflecting on Teaching & Learning)' section. The left sidebar shows the 'Required Forms' list, with 'Reflecting' selected. The top right corner features a 'Submit Work' button, which is highlighted by a red arrow. The status bar at the bottom indicates 'Status: Work in Progress'.

31. If you are missing any of the requirements you will see the following window:

The screenshot shows an error message window titled 'Submit Art Teaching Event for the program PACT TEST v. 2013/2014 for Evaluation'. The window contains a table listing required forms and their names. The table has two columns: 'Form included in:' and 'Name of form'. The rows are:

Form included in:	Name of form
Requirement: "Context"	PACT - Art - 1. Context Form v. 2010
Requirement: "Planning"	PACT - Art - 2. Planning Commentary Form v. 2010
Requirement: "Instruction"	PACT - Art - 3. Instruction Form v. 2010
Requirement: "Assessing"	PACT - Art - 4. Assessment Commentary Form v. 2010
Requirement: "Reflecting"	PACT - Art - 5. Reflection Commentary Form v. 2010

The window also includes a 'Close Window' button at the bottom left.

You will then need to go back and fill in the appropriate tasks and click Submit Work.

32. Once your submission is complete, you will need to complete and submit the PACT Demographic Survey. Follow the instructions in the yellow area.

The screenshot shows the taskstream interface for the PACT TEST Fall 2013. The main content area displays the 'PACT Demographic Survey' section. The left sidebar shows the 'Required Forms' list, with 'PACT Demographic Survey' selected. The main content area features a yellow box with instructions: 'Once your submission is complete, please click on the link below to fill out the required Demographic Survey. Congratulations on submitting your PACT!'. A red arrow points to the 'PACT Demographic Survey' link in the left sidebar. Another red arrow points to the 'PACT Demographic Survey' link in the main content area. The status bar at the bottom indicates 'Status: Work Not Started'.

Helpful Hints

1. Remember to keep saving your work as you are going through uploading your documents and completing your forms.
2. You can upload multiple attachments, documents and videos in each section.
3. If you find you have accidentally submitted the wrong document after submitting your PACT before the final deadline, click on Cancel Submission, edit your upload and resubmit.
4. Start early to allow ample time to complete the forms and to upload your documents.