Creating Coaching Plans in TaskStream

1. Go to www.TaskStream.com

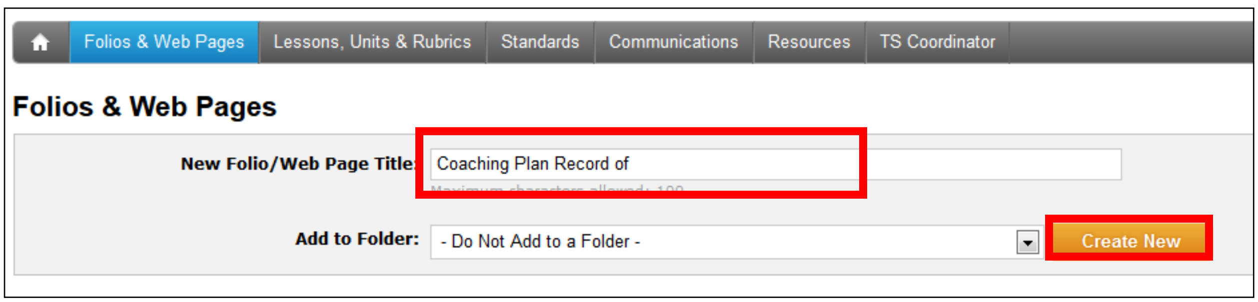
Log in to TaskStream with your **username** and **password** you designated when you created your TaskStream account.

2. Folios & Web Pages

Click on '**Folios & Web Pages**' on the top menu bar.

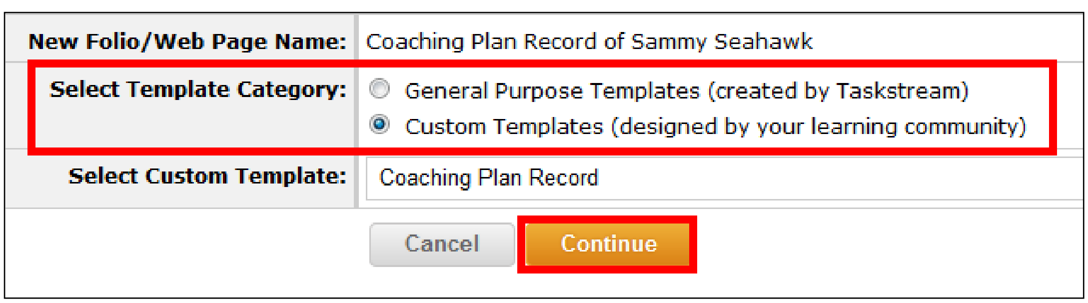
3. Create your Record

You will be creating a New Folio/Web Page. Title this **Coaching Plan Record of (<u>Your Name)</u>** and then click the **Create New** button.



4. Custom Template

On the next screen, click in the radio button for **Custom Templates (designed by your learning community)**. From the drop down menu next **to Select Custom Template**, choose **Coaching Plan Record**. Click **Continue**.



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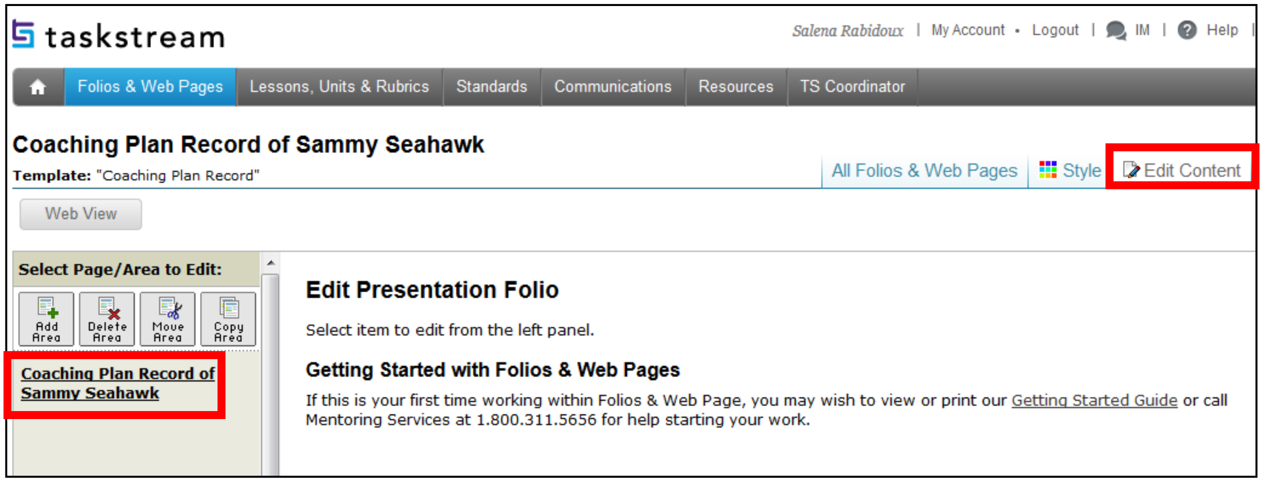
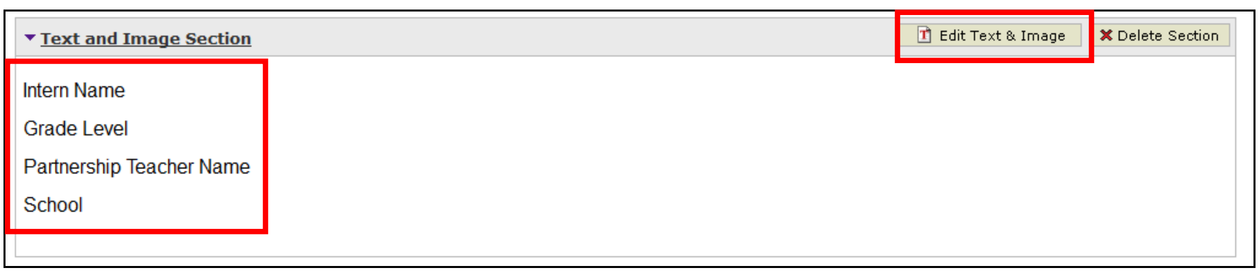
5. Access your Record

On the next screen, click on the **Edit Content** tab, then in the left column click on the title of your folio **Coaching Plan Record of <u>Your Name</u>**



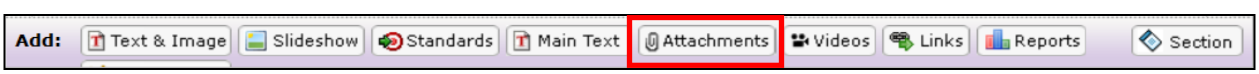
6. Edit Text & Image

In the 'Text and Image Section' that has sub categories of 'Intern Name, Grade Level, etc.' click on the '**Edit Text & Image'** button in the top right corner. Fill in your information, after your information is typed in click the '**Save and Return'** button.



7. Attachments

After your demographic information is entered, scroll to the bottom of your Coaching Plan Record. Click on the '**Attachments'** button.



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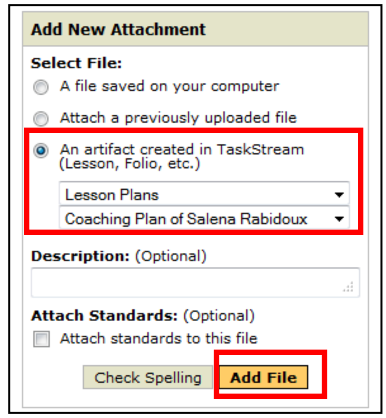
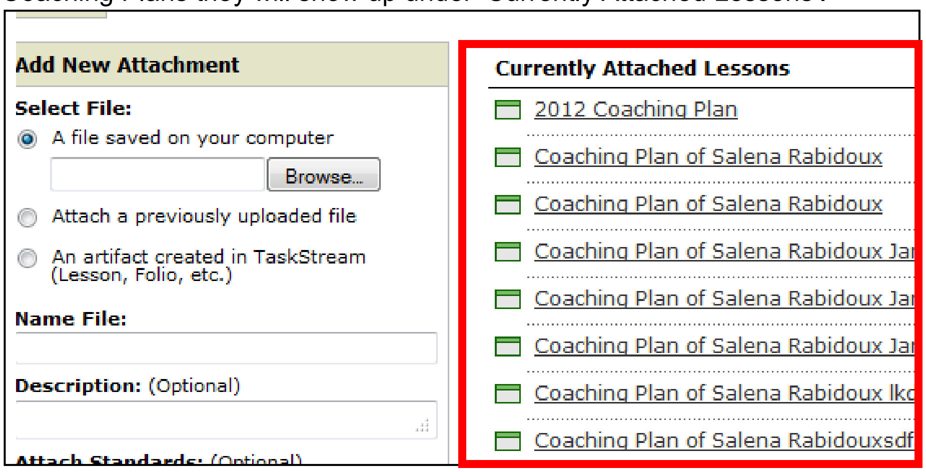
8. Adding Artifacts

On the next screen, you will begin to add your Coaching Plans into this Coaching Plan Record. To add a new attachment, under Select File click the radio button next to **An artifact created in TaskStream**. Two drop-down menus will appear. Choose **Lesson Plans** for the category and then **select your specific Coaching Plan** that you want to add. Click the '**Add File**' button.



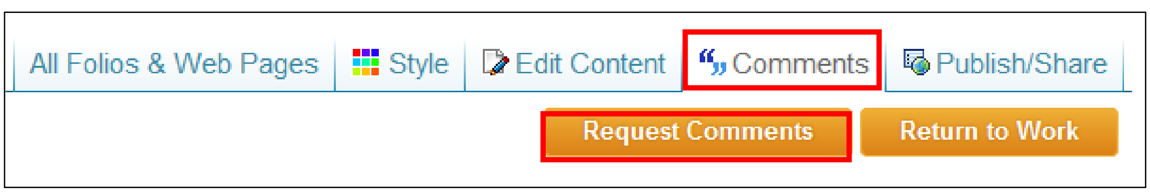
9. End of Semester Review

You can add all of your Coaching Plans at the end of the semester or during the semester. As you add your Coaching Plans they will show up under 'Currently Attached Lessons'.



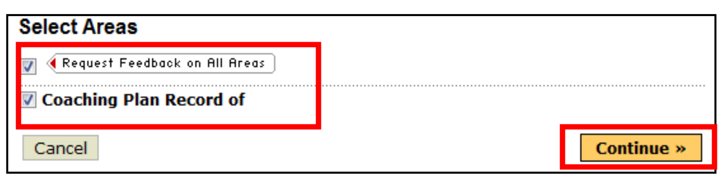
10. Request Comments

At the end of the semester, and after all of your Coaching Plans have been attached to this portfolio, go to the '**Edit Content**' tab in your Coaching Plan Record and click on the '**Request Comments**' button at the top of your screen.



11. Request Feedback on All Areas

A pop-up box will appear. Place a check mark in the box next to '**Request Feedback on All Areas**' and then click the '**Continue**' button.



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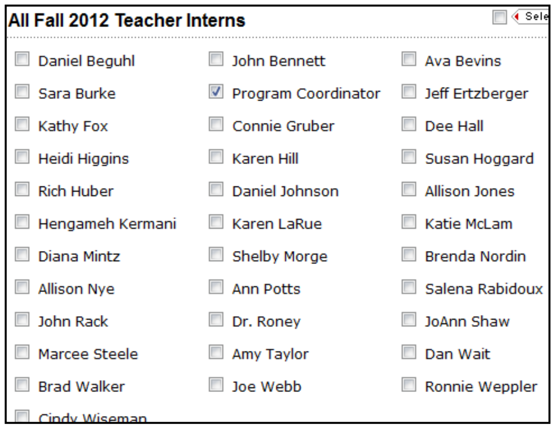
12. Select Supervisor and Program Coordinator

On the next screen, place a checkmark in the box next to the name '**Program Coordinator'** and another checkmark in the box next to the name of your **Supervisor**.


All Fall 2012 Teacher Interns

☐ Daniel Beguhl	☐ John Bennett	☐ Ava Bevins
☐ Sara Burke	☑ Program Coordinator	☐ Jeff Ertzberger
☐ Kathy Fox	☐ Connie Gruber	☐ Dee Hall
☐ Heidi Higgins	☐ Karen Hill	☐ Susan Hoggard
☐ Rich Huber	☐ Daniel Johnson	☐ Allison Jones
☐ Hengameh Kermani	☐ Karen LaRue	☐ Katie McLam
☐ Diana Mintz	☐ Shelby Morge	☐ Brenda Nordin
☐ Allison Nye	☐ Ann Potts	☐ Salena Rabidoux
☐ John Rack	☐ Dr. Roney	☐ JoAnn Shaw
☐ Marcee Steele	☐ Amy Taylor	☐ Dan Wait
☐ Brad Walker	☐ Joe Webb	☐ Ronnie Weppler
☐ Cindy Wiseman		

By the end of your internship there should be a minimum of 8 Coaching Plans attached within this Coaching Plan Record.

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