

# **Quick-Start Guide**

## **Social Work DRF Program for Students (Authors) – Field Experience Year 1**



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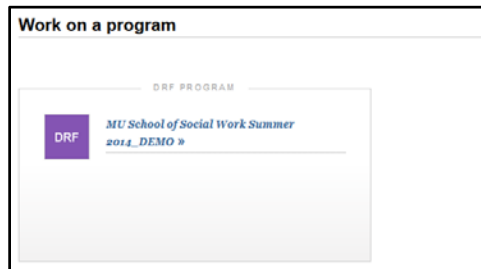
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## Accessing Your DRF Program(s)

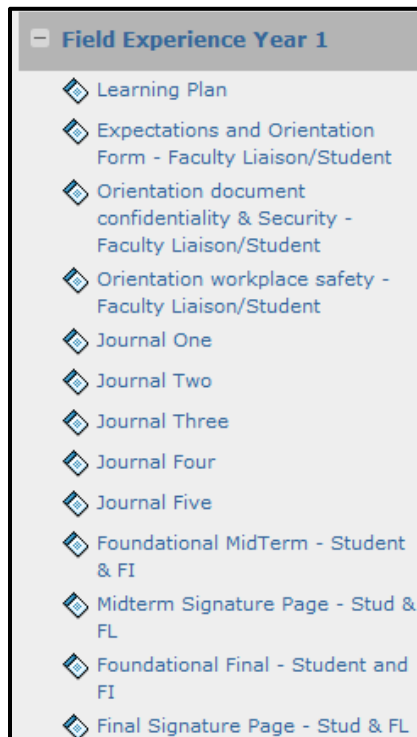
1. To begin, go to [www.Taskstream.com](http://www.Taskstream.com) and log into Taskstream using your assigned username and password.



2. To access your Social Work Directed Response Folio (DRF), click the name of the DRF program from the home page.



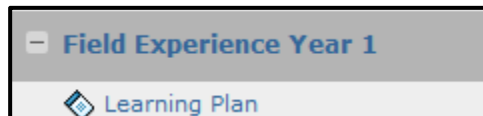
3. You will see the structure of your Directed Response Folio (DRF), for your Field Experience, in the left frame.



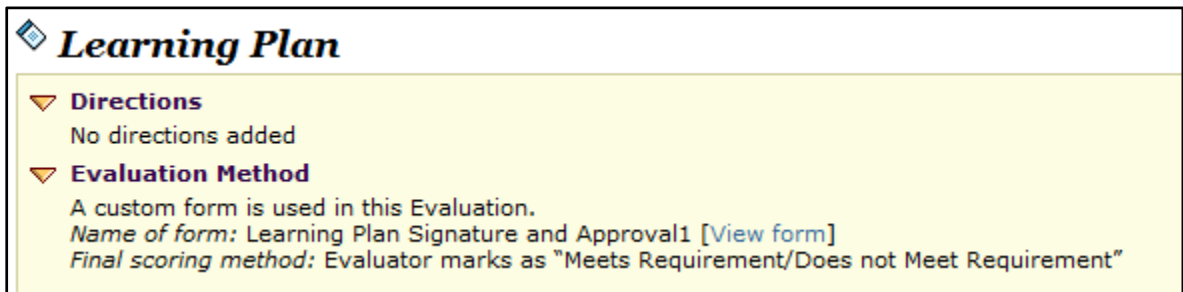
## Navigating Your DRF Program(s)- Learning Plan

1. The first requirement that needs to be completed is the Learning Plan. Upon submitting the Learning Plan form, your Field Instructor will review it; your Faculty Liaison will then evaluate you in the "Learning Plan evaluation" section, which does **NOT** require a separate submission on your part.

To complete the form for the appropriate Learning Plan requirement, select the Learning Plan link on the left-hand structure tree.



2. Next, on the right-hand frame, you will have the ability to review a possible set of instructions and/or the evaluation method. (Note: If the evaluation method is a rubric or a form, you will need to click the View Rubric or View Form link to see it in its entirety.)



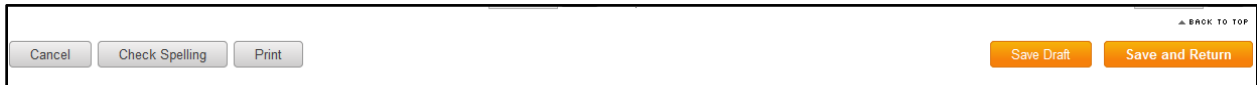
3. To complete the required form for the Learning Plan requirement, click the Form button that appears at the bottom of the right-hand frame.



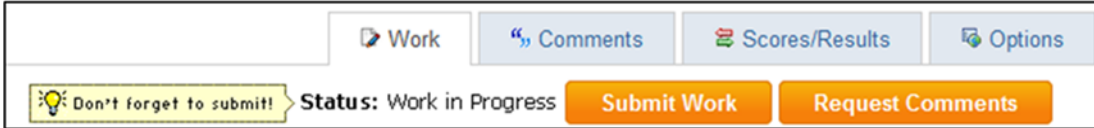
As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go. There is a spell check option at the bottom.



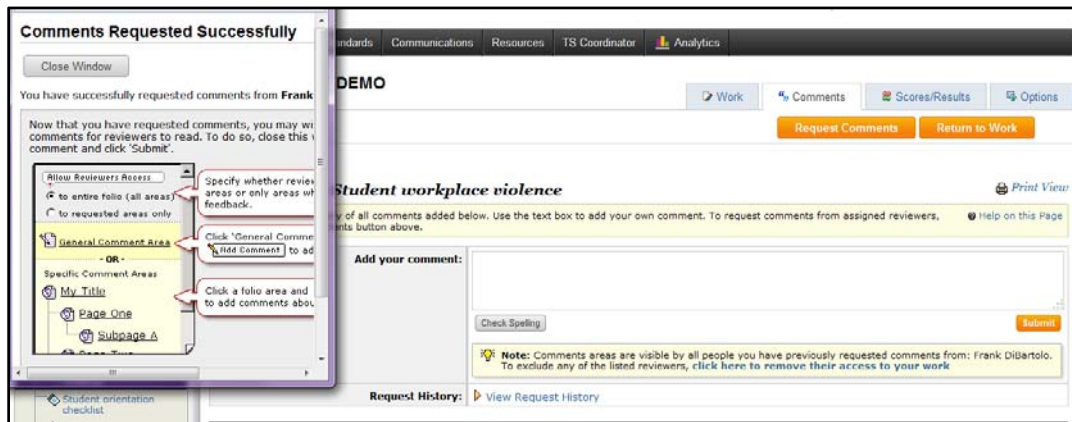
Once you have completed the form, click Save and Return.



4. When you have saved your Learning Plan, you will request informal feedback from your Field Instructor by clicking the **Request Comments** button.



After selecting Request Comments option, a pop-up window will appear, in which you can confirm the requirement on which to obtain feedback and select your Field Instructor **AND** Faculty Liaison. You will even have the opportunity to add a comment of your own, so as to begin a discussion with your Field Instructor **AND** Faculty Liaison.



When you are ready to submit your work for a formal evaluation, be sure to remember to click the **Submit Work** button that appears in the Work tab. These requirements will be evaluated by your Faculty Liaison.

**\*\*Please do not submit this document to your Faculty Liaison until he/she has told you to do so. We are trying to keep this open for you to make additional changes throughout the semester and allow this to be a living document.**

## Navigating Your DRF Program(s)- Confidentiality and Security, Workplace Safety, Practicum Expectations and Orientation

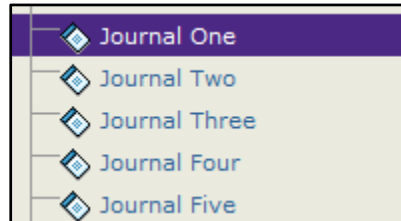
1. When you are ready to begin completing your Confidentiality and Security, Workplace Safety, and/or Practicum and Orient requirements, click the appropriate link on the left-hand side.
2. Next, on the right-hand frame, you can locate the form that you will need to complete and submit via Taskstream for that requirement. To complete the required form, click the Form button that appears at the bottom of the right-hand frame.



3. Once you have completed any of the forms, click Save and Return. When you are ready to submit any of these forms for a formal evaluation, be sure to remember to click the **Submit Work** button that appears in the Work tab. These requirements will be evaluated by your Field Instructor.

# Navigating Your DRF Program(s)- Journals One, Two, Three, Four and Five

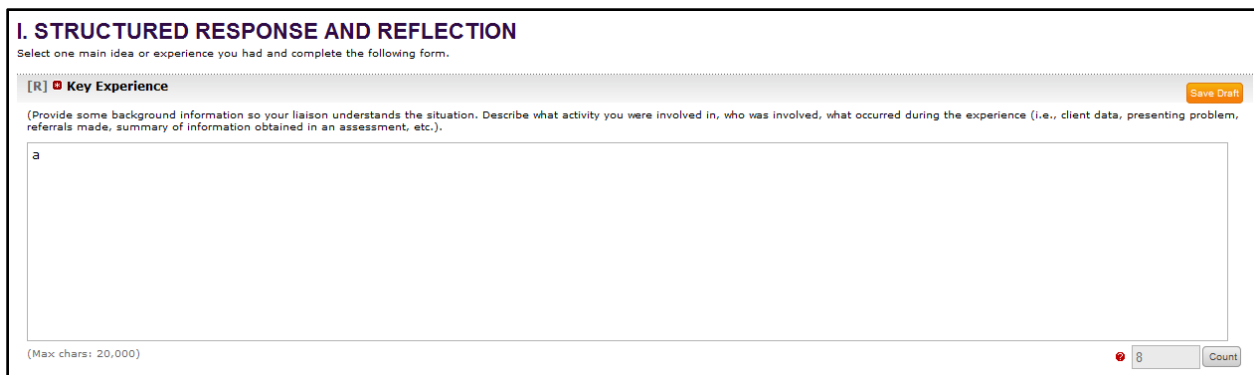
1. The Journal requirements will be completed in a Taskstream form. To complete the form for any of the Journals, select the appropriate Journal instance on the left-hand structure tree.



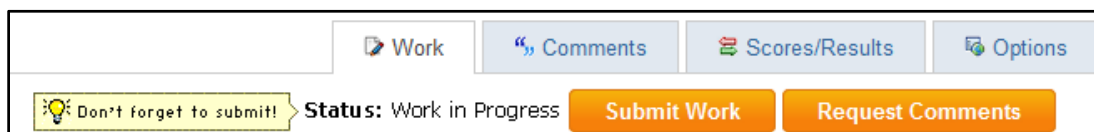
2. Click the Form button that appears at the bottom of the right-hand frame.



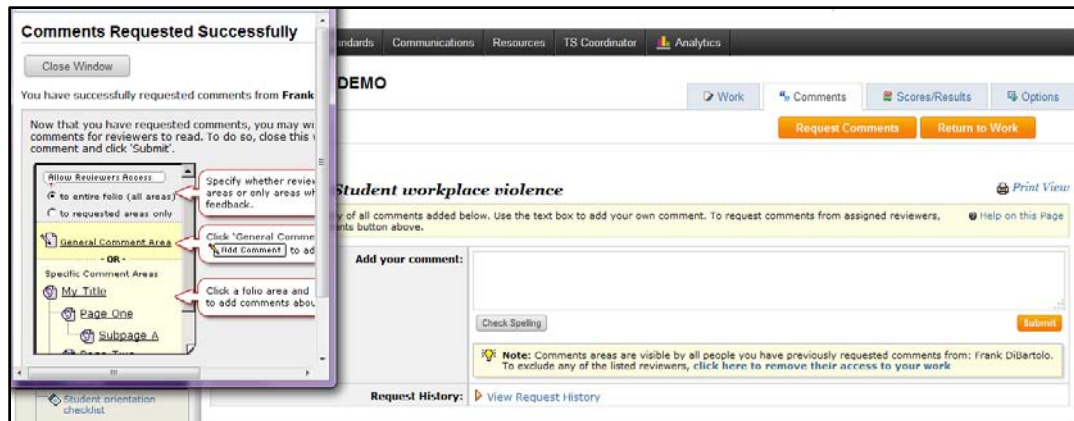
3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.



When you have completed the form, click Save and Return. You will request informal feedback from your Field Instructor by clicking the **Request Comments** button.



After selecting Request Comments option, a pop-up window will appear, in which you can confirm the requirement on which to obtain feedback and select your Field Instructor. You will even have the opportunity to add a comment of your own, so as to begin a discussion with your Field Instructor.



When you are ready to submit your work for a formal evaluation, be sure to remember to click the **Submit Work** button that appears in the Work tab. These requirements will be evaluated by your Faculty Liaison.



# Navigating Your DRF Program(s)- Foundational MidTerm

1. The Foundational MidTerm requirement will be completed in a Taskstream form. To complete the Foundational MidTerm form, select the 'Foundational MidTerm – Student & FI' link on the left-hand structure tree.



2. Click the Form button that appears at the bottom of the right-hand frame.



3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.

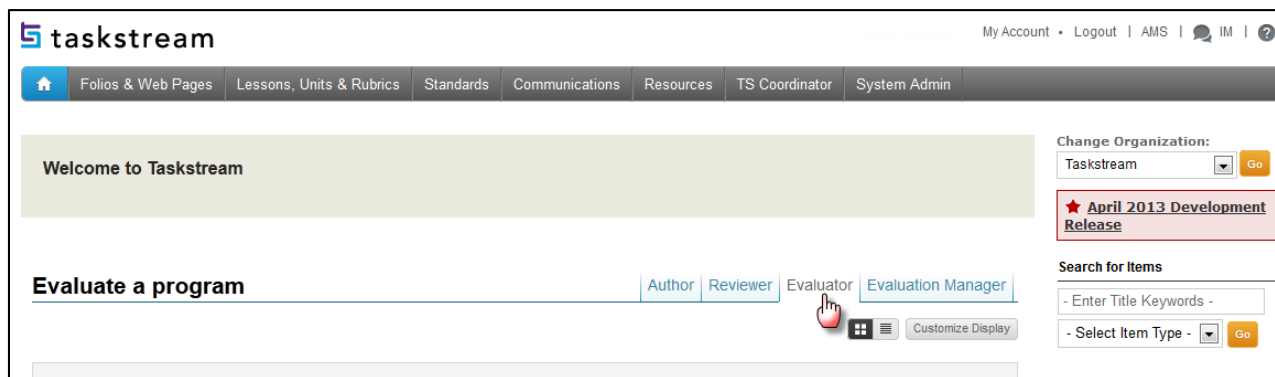
**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly** Clear Save Draft

	1	2	3	4	5	Not Applicable
a) Advocate for client access to the services for social work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Learns to identify, develop and maintain professional roles and boundaries	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Demonstrates professional demeanor in behavior, appearance, and communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Engages in career-long learning through continuing education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Uses supervision and consultation to develop as a social worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

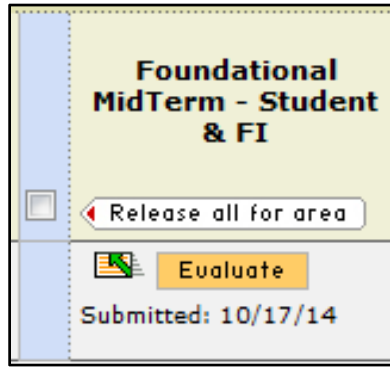
When you have completed the form, click Save and Return. This form will be submitted directly to your Field Instructor. As such, be sure to click the **Submit Work** button to successfully submit the form to your Field Instructor.

Your **Field Instructor** will then log into Taskstream and select the **Evaluator tab** on the home page and choose the appropriate program Foundational or Foundational).



**Field Instructor** will Click the Continue button at the bottom of the resulting screen.

**Field Instructor** will Locate the Foundational or Foundational Midterm/Final – Student & FI requirement in the evaluation grid that appears. Click the Evaluate button that corresponds with the requirement.



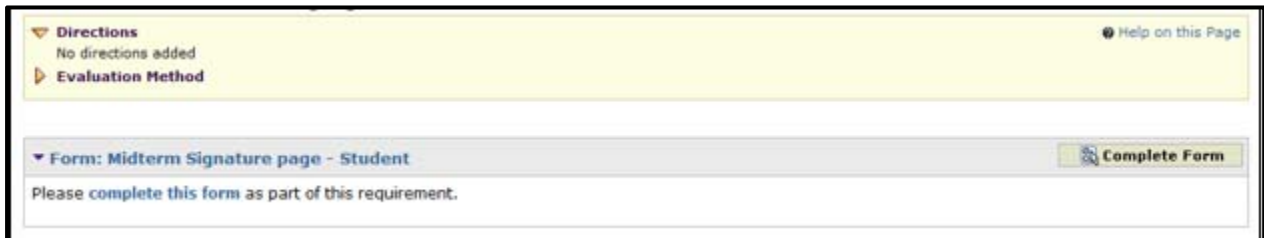
**Field Instructor** will click the green Evaluate/Score Work button and see a split screen. On the left-hand side, the FI you will see the form that the student completed and submitted to FI for evaluation. On the right, you will see the evaluation form that the FI will need to complete.

4. Once your Field Instructor has completed and released this evaluation to you, you may review his/her ratings and comments by visiting the Scores/results tab within your DRF program.



## Navigating Your DRF Program(s)- Midterm Signatures

After reviewing the ratings and/or comments that your Field Instructor has provided you, you will return to the Work tab and complete the signature page which exists in the 'Foundational Midterm Sig Pg – Stud & FL' requirement. This page is intended to serve as the student acknowledgement that the evaluation has been reviewed and offers the student the opportunity to respond to the evaluation.

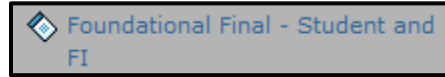


The screenshot displays a software interface with a yellow header area containing two sections: 'Directions' (with a sub-item 'No directions added') and 'Evaluation Method'. A 'Help on this Page' link is visible in the top right of the header. Below the header is a grey bar with a dropdown menu showing 'Form: Midterm Signature page - Student' and a 'Complete Form' button. The main content area below the grey bar contains the text: 'Please complete this form as part of this requirement.'

When you have completed the form, click Save and Return. This form will be submitted directly to your Faculty Liaison. As such, be sure to click the Submit Work button to successfully submit the form to your Faculty Liaison.

# Navigating Your DRF Program(s)- Foundational Final

1. The Foundational Final requirement will be completed in a Taskstream form. To complete the Foundational Final form, select the 'Adv Final-FI and Student' link on the left-hand structure tree.



2. Click the Form button that appears at the bottom of the right-hand frame.



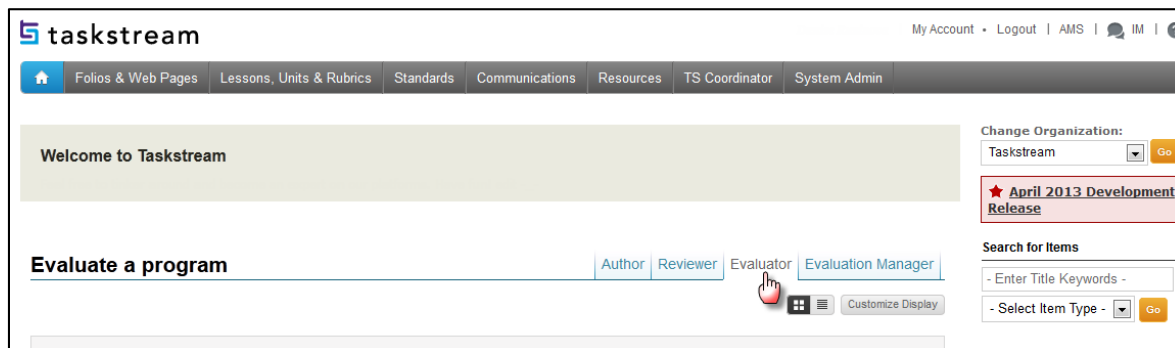
3. As you complete the form, be sure to click a Save Draft button as often as possible, to ensure that your work is being saved as you go.

Response is required						
1. Identify as a professional social worker and conduct oneself accordingly						
	1	2	3	4	5	Not Applicable
a) Advocate for client access to the services for social work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Learns to identify, develop and maintain professional roles and boundaries	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Demonstrates professional demeanor in behavior, appearance, and communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Engages in career-long learning through continuing education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Uses supervision and consultation to develop as a social worker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

When you have completed the form, click Save and Return. This form will be submitted directly to your Field Instructor. As such, be sure to click the Submit Work button to successfully submit the form to your Field Instructor.

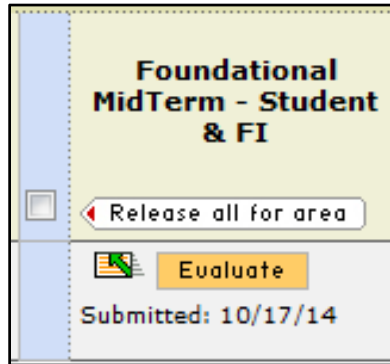
When you have completed the form, click Save and Return. This form will be submitted directly to your Field Instructor. As such, be sure to click the **Submit Work** button to successfully submit the form to your Field Instructor.

Your **Field Instructor** will then log into Taskstream and select the **Evaluator tab** on the home page and choose the appropriate program Foundational or Foundational).



**Field Instructor** will Click the Continue button at the bottom of the resulting screen.

**Field Instructor** will Locate the Foundational or Foundational Midterm/Final – Student & FI requirement in the evaluation grid that appears. Click the Evaluate button that corresponds with the requirement.



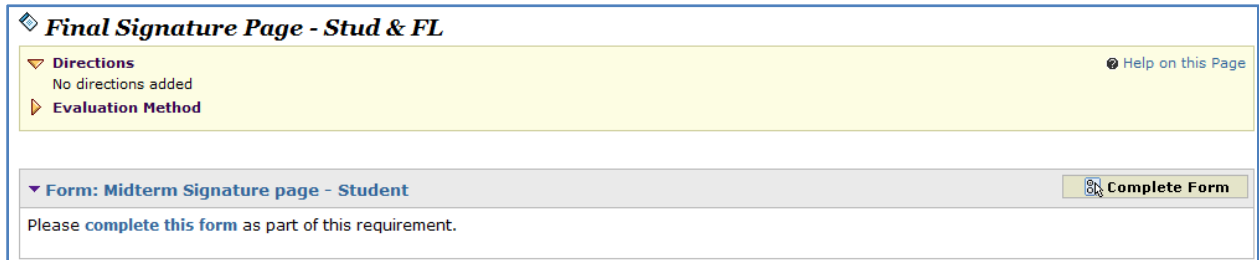
**Field Instructor** will click the green Evaluate/Score Work button and see a split screen. On the left-hand side, the FI you will see the form that the student completed and submitted to FI for evaluation. On the right, you will see the evaluation form that the FI will need to complete.

4. Once your Field Instructor has completed and released this evaluation to you, you may review his/her ratings and comments by visiting the Scores/results tab within your DRF program.



## Navigating Your DRF Program(s)- Final Signatures

After reviewing the ratings and/or comments that your Field Instructor has provided you, you will return to the Work tab and complete the same form, which exists in the 'Adv Final Sig Page – Stud & FL' requirement.



**Final Signature Page - Stud & FL**

**Directions**  
No directions added [Help on this Page](#)

**Evaluation Method**

**Form: Midterm Signature page - Student** [Complete Form](#)

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

When you have completed the form, click Save and Return. This form will be submitted directly to your Faculty Liaison. As such, be sure to click the Submit Work button to successfully submit the form to your Faculty Liaison.

## Surveys

Your Student Evaluation of Agency/Field Instructor will be sent to you via an email link. Please complete the survey and submit it.