

Quick-Start Guide- Social Work DRF Program for Field Instructors

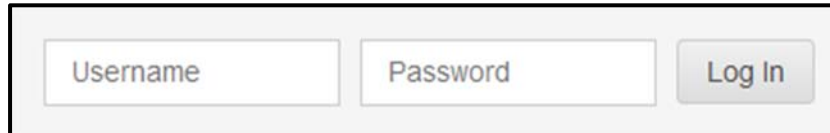


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Accessing Your MU School of Social Work Program

1. To begin, go to www.taskstream.com.
2. Log into Taskstream with your assigned username and password.



A login form with three input fields: 'Username', 'Password', and 'Log In'.

3. To start, click the Reviewer tab; you will be commenting and signing off on the Learning Plan for your assigned student. Then, select the MU School of Social Work program link.



The 'Review a program' interface shows a navigation bar with 'Author', 'Reviewer', and 'Evaluator' tabs. The 'Reviewer' tab is highlighted with a red box. Below the navigation bar, there is a 'DRF PROGRAM' section with a purple 'DRF' icon and a link 'MU School of Social Work DEMO »' highlighted with a red box. A 'Customize Display' button is visible in the top right corner.

How to Locate the Learning Plan as a Reviewer

1. After selecting the appropriate program as a Reviewer, click the orange Continue button that appears on the following screen.

2. You must now click the program title to view the list of feedback requests made by your student.

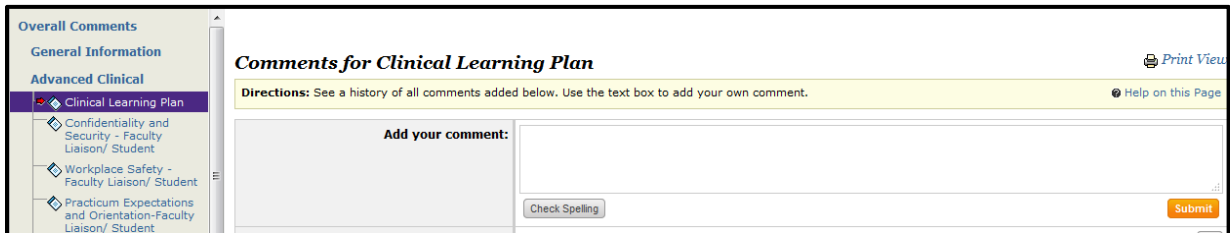
Legend: (Click to set status) ★ = Keep Marked as New ▼ = Followup Needed ✓ = Review Complete

Frank DiBartolo

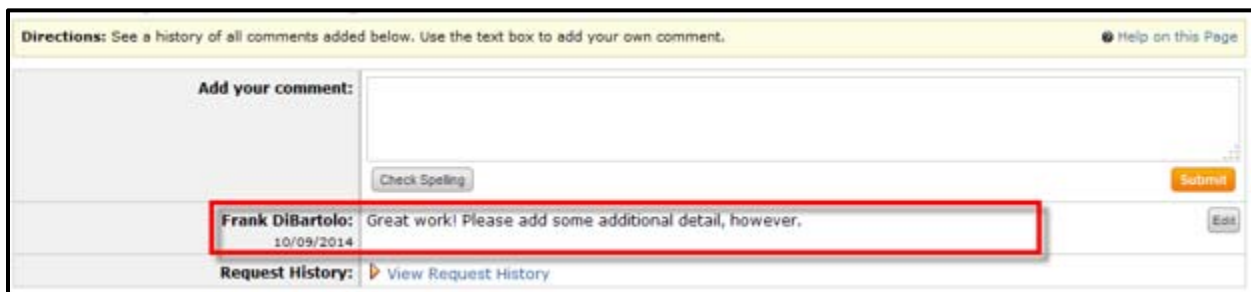
Work Title	Type	Total Comments
MU School of Social Work Summer 2014_DEMO Comments Requested	Directed Response Folio	2 comments

3. The screen to which you are brought lists the requirements of the program on the left-hand side; here, you will also see the requirements for which your student has requested feedback, represented by a red arrow and the text, “New Comment Request”.

- You may provide feedback to your student by first selecting the appropriate requirement on the left-hand side. Then, on the right-hand side, you will see the Add your comment text-entry box where you can insert your commentary and click Submit to release it to the student.



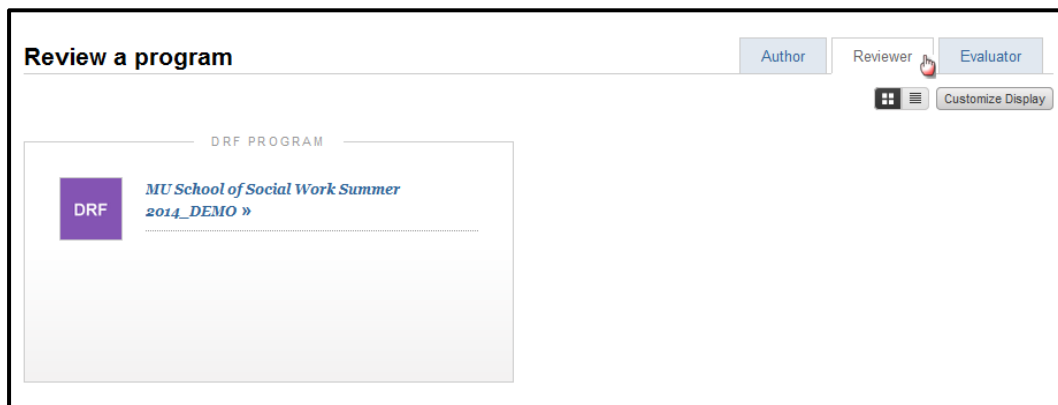
- Once submitted, you will see the comment you just entered appear directly below the comment box; this will be immediately visible to student and will always be visible to you. The student will be sharing the Learning Plan with you at varying points over the course of the semester, and you will be able to see any comments that the student makes in the discussion area below. In addition, you will see any comments made between the student and his/her Faculty Liaison.



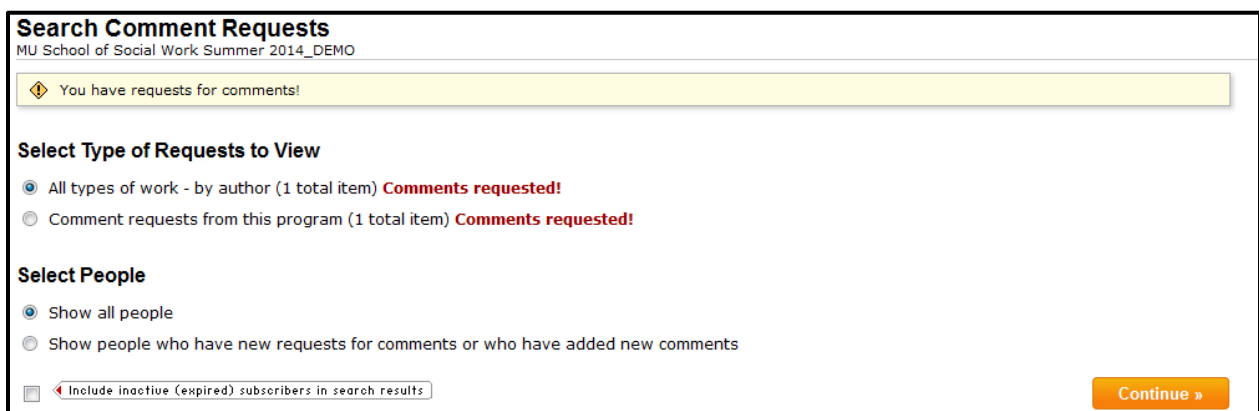
Providing Feedback to Students for Orientation (general, safety, and confidentiality - Faculty Liaison/Student (Single orientation assignment))

1. After you have completed the Learning Plan evaluation for your student, you may be asked to provide feedback (not evaluate) to your student in the following areas:
 - a. Student Expectations Form
 - b. Student Confidentiality & Security
 - c. Student Workplace Violence
 - d. Student Orientation Checklist
 - e. Journal One, Journal Two, Journal Three, Journal Four, and Journal Five

2. If you receive a request for feedback/comments on any of the above requirements, click the Reviewer tab on your homepage. Then, select the program.



3. On the following screen, click the orange Continue button, which appears at the bottom of the screen.



- You must now click the program title to view the list of feedback requests made by your student.

Legend: (Click to set status) ★ = Keep Marked as New ▼ = Followup Needed ✓ = Review Complete

Frank DiBartolo

Work Title	Type	Total Comments
MU School of Social Work Summer 2014_DEMO <small>Comments Requested</small>	Directed Response Folio	2 comments

- The screen to which you are brought lists the requirements of the program on the left-hand side; here, you will also see the requirements for which your student has requested feedback, represented by a red arrow and the text, “New Comment Request”.

Overall Comments

General Information

Field Experience Year 1

- Learning Plan
- Learning Plan evaluation
- Student Expectations Form
- Student confidentiality & Security
- Student workplace violence**
New Comment Request
- Student orientation checklist
- Journal One
- Journal Two
- Journal Three
- Journal Four
- Journal Five

- You may provide feedback to your student by first selecting the appropriate requirement on the left-hand side. Then, on the right-hand side, you will see the Add your comment text-entry box where you can insert your commentary and click Submit to release it to the student.

Comments for Student workplace violence Print View

Directions: See a history of all comments added below. Use the text box to add your own comment. Help on this Page

Add your comment:

Request History: [View Request History](#)

- Comments requested on 09/19/2014 CDT; from Frank DiBartolo
- 09/19/2014 CDT; from Frank DiBartolo

7. Once submitted, you will see the comment you just entered appear directly below the comment box; this will be immediately visible to student and will always be visible to you.

Comments for Student workplace violence [Print View](#)

Directions: See a history of all comments added below. Use the text box to add your own comment. [Help on this Page](#)

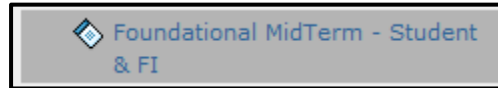
Add your comment:

Frank DiBartolo: Great work! Please add some additional detail, however.
10/09/2014

Request History: [View Request History](#)

Evaluating the Foundational or Advanced Midterm/Final- Student & FI Requirements

Before you can assess and sign off on your student's Foundational or Advanced Midterm/Final, your student will need to have completed the corresponding form in Taskstream. The requirement will be completed in a Taskstream form. To complete the form, the student will select either the appropriate 'Foundational (or Advanced) MidTerm (or Final) – Student & FI' link on the left-hand structure tree (see example below).



The student will click the Form button that appears at the bottom of the right-hand frame.

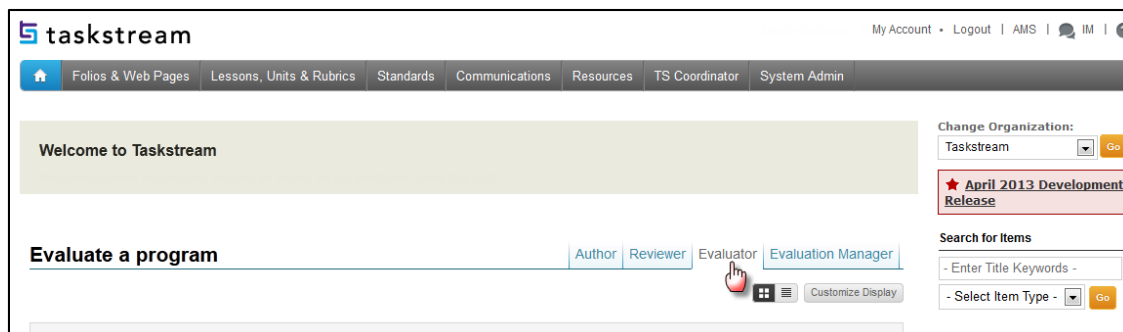


The student will then see and complete the following form.

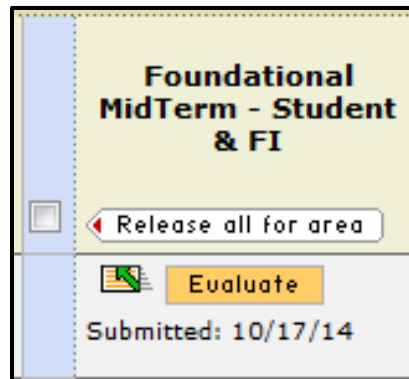
Response is required						
1. Identify as a professional social worker and conduct oneself accordingly						
	1	2	3	4	5	Not Applicable
a) Advocate for client access to the services for social work	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 your student has completed the form, he/she will click Save and Return. This form will then be submitted directly to **you**.

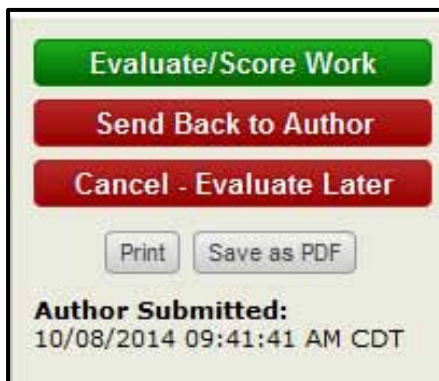
1. At this point, you can assess your student(s) on the Foundational or Advanced Midterm/Final requirements. To do so, you will need to select the **Evaluator tab on your home page** and choose the appropriate program.



2. Click the Continue button at the bottom of the resulting screen.
3. Locate the Foundational or Advanced Midterm/Final – Student & FI requirement in the evaluation grid that appears. Click the Evaluate button that corresponds with the requirement.



4. You will click the green Evaluate/Score Work button



5. A split evaluation screen will appear after selecting Evaluate/Score Work. On the left-hand side, you will see the form that the student completed and submitted to you for evaluation. On the right,

you will see the evaluation form that you will need to complete, along with the signature you need to enter.

6. Once you have completed the evaluation form (on the right-hand side), select whether the student Meets or Does Not Meet the Requirement, at the bottom of the page. You may also upload up to three (3) optional files to include as part of the evaluation.

7. Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:
- Send the form back for revision to the student.
 - Record the evaluation as final, but release it to the student LATER.
 - Record the evaluation as final and release it to the student NOW.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 2 for support.