



ASBURY UNIVERSITY
SCHOOL OF EDUCATION
STUDENT TEACHING CONFERENCE REPORT

DIRECTIONS:

1. Logon to TASKSTREAM (www.taskstream.com) using your username & password
2. Click on the appropriate *Student Teaching Conference Report* link for your particular semester and year.


• **Student Teaching Conference Report "F19"**

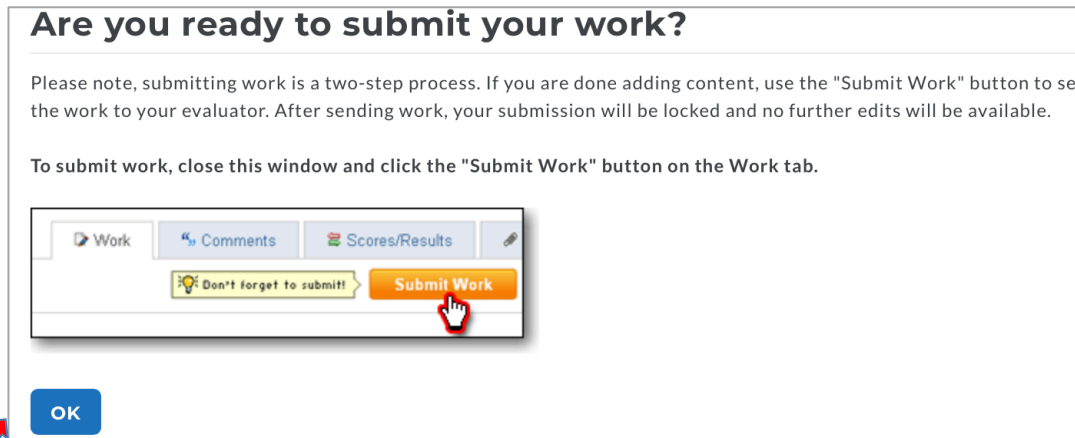
3. At the left of the window, click on appropriate *Conference Report #*.

The screenshot shows the 'Student Teaching Conference Report F19' dashboard. On the left, there is a sidebar with 'EXPAND ALL' and 'COLLAPSE ALL' buttons. Under 'Conference Reports', a list includes 'Conference Report 1' through 'Conference Report 6'. A red arrow points to 'Conference Report 2'. The main content area has a heading 'Welcome to the Student Teaching Conference Report F19 program' and a 'Getting Started with Programs' section. On the right, there are 'Program Links' (Overview) and 'More Help' sections.

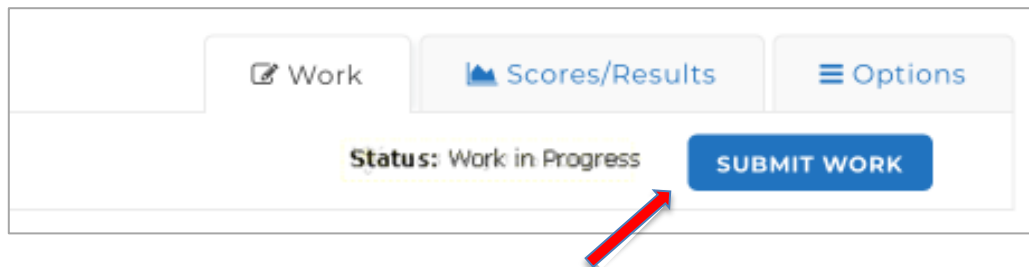
4. Below the gray Student Teaching Conference Report bar, click on **"complete this form."**

The screenshot shows the 'Conference Report 2' form page. The left sidebar is similar to the previous screenshot, but 'Conference Report 2' is selected and highlighted in blue. The main content area has a heading 'Conference Report 2' and a 'DIRECTIONS' section with the text 'Please complete the conference report in the included form.' Below that is an 'EVALUATION METHOD' section with a gray bar containing the text 'FORM : FORM 21 - STUDENT TEACHING CONFERENCE REPORT' and an 'Edit' button. At the bottom, a white box contains the text 'Please complete this form as part of this requirement.' A red arrow points to this text.

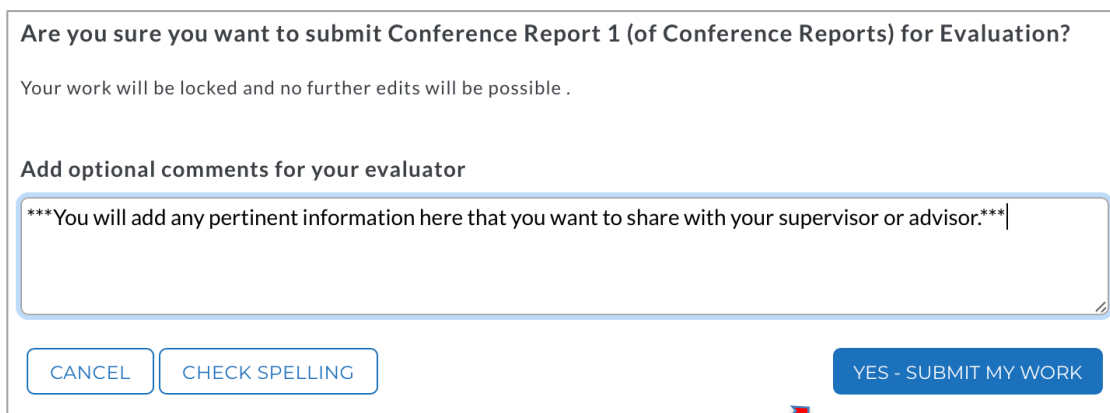
- After completing **items #1-4**, discuss the report with your **Cooperating Teacher** and he/she will complete **items 5, 6** and the **date of completion**.
- After completing the form, click: 
- In the next window, click "OK."



- In the next page's upper right corner on the Work tab, click "SUBMIT MY WORK."



- Add any comments you would like to share with your supervisor and then click, "YES, SUBMIT MY WORK."



- Print the Confirmation" (or take a screen shot) for your records. Close the window.

11. Your completed conference report will be visible as “awaiting evaluation”to your Asbury Supervisor in the “Student Teaching Conference Report F19” group.
12. **Email your Asbury Supervisor** to confirm that the Conference Report has been submitted and is ready for his/her review. The review is marked “*met/ not met,*” and your supervisor may add comments if desired.
13. Be sure to daily complete your “Student Teaching Time Log, which will be uploaded in your Gate 4 portfolio.