

Common Core Learning Standards (CCLS) TaskStream Empowerment Mini-Course

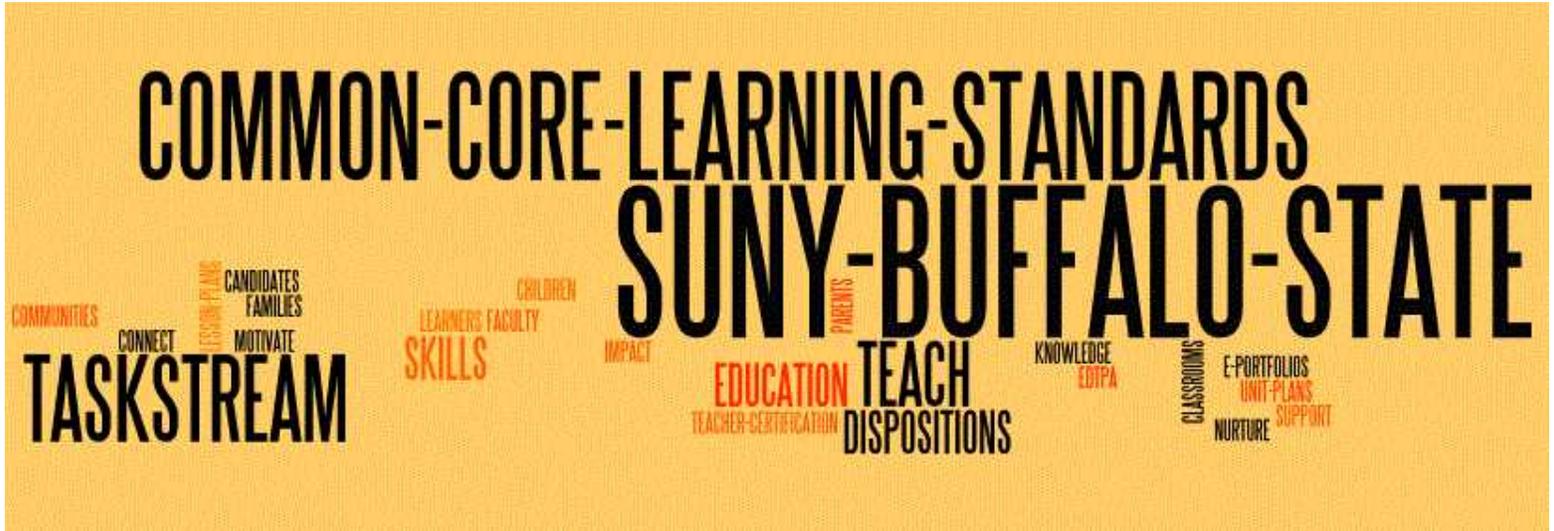
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Common Core Learning Standards (CCLS) TaskStream Empowerment Mini-Course



Introduction



Introduction

Course: CCLS TaskStream Empowerment

Level: Education Candidates and Faculty

- Objectives:**
1. SWBAT locate and explore the introduction, course proposal (syllabus), and this module's course achievement checklist.
 2. SWBAT set up a new TaskStream account, reactivate a previous TaskStream account, and/or log into a current TaskStream LAT account.

Materials and Supplies

Computer, internet access, TaskStream User account (ID and password), Microsoft Word, and printer

Anticipatory Set:

Watch [a short movie about how much teachers make a difference](#)

Welcome to the introduction to our course "CCLS TaskStream Empowerment"!

Through the fun and the challenges of learning the technical ups and downs of embedding Common Core Learning Standards in our curriculum tools, it is important to realize that we learn and grow as educators in order to improve the lives of children.

Some of you will find this course useful right now, while taking education courses and learning to prepare materials in a professional

manner. Others of you currently teaching can use your TaskStream account to support continuous improvement with instructional design, delivery and resources. Education faculty will find TaskStream tools helpful in preparing their own educational resources as well as teaching candidates to use the tools effectively. Ideally, each person will discover the intrinsic, personalized value of using technology tools in a way that makes adopting, using, and thinking with Common Core Learning Standards happen quickly and effectively.

Implementing Common Core Learning Standards in a classroom is sometimes a topic that people fear at first. Not because they don't see value in the Common Core standards, and not because of resistance the intellectual journey – but because especially at first it may seem challenging to feel confident situating best practices in the context of a national model of educational excellence. The CCLS TaskStream Empowerment Course is a preliminary exploration of possibilities that are scripted and set. You will learn to use tools currently available in your TaskStream account. Once you become familiar with the basics, there will be few limits as you continue to develop better and better instructional products. In the lessons, the tools will be demonstrated. And from then on, as lifelong learners, there is little doubt that you will continue with further explorations of many sorts throughout your future career in education.

The goal of our introductory lesson is to locate and familiarize students with the course achievement self-report checklist and make sure an active and valid TaskStream account has been established for each student.

Housekeeping:

In each module, short lessons will be presented in a simple format. The intention is to model logical presentation of instruction that is simple and not too convoluted and confusing. Because the lesson plan format is developed for P-12 environments, at times it may seem awkward. But consistency will help us all to target content rather than process in instruction for the course.

It's important for each lesson to be minimalist as possible in this course. There will be a variety of lessons and course activities that intend to be "lean and mean" without needless clutter or confusion. Students start at different levels of understanding and interest...and consistently need help with the fundamental skeletal pieces of learning. It is the intention that the CCLS TaskStream Empowerment module be both informative and inspirational to your career and culminates in knowledge, skills, dispositions, and the possibilities to impact P-12 student learning for your lifetime.

The Word version of each lesson is fully accessible excepting there are some repeated blank characters so that text could also be placed on the course website. Please do not stop the reader until "End of Document" is heard at the end of every lesson.

If at any time during the module you have questions, please email either course developer – Mary Todd toddm@buffalostate.edu or Joanne Ryan at jryan@buffalostate.edu

Sequence of Learning Activities:

1. In the list of course materials which are posted below, **find, open, and review the course proposal**. This outline will orient you to the structure and intention of the CCLS TaskStream Empowerment module.
2. Next in the list of course materials, **find, open, print and review the course achievement self-report checklist**. With each lesson, you will be asked to self-report your successful learning which will entail saving the file on your computer somewhere you can access it repeatedly as you update it.
3. **Go to www.taskstream.com.**
 - a. If you believe you have an active account, type in your ID and password to double check your ability to log in.
 - b. If you have forgotten your ID or password, follow the instructions on the screen to retrieve or reset what you have forgotten. If you get hung up on this step, call 1-800-311-5656 which is TaskStream support direct. With your permission they can access your account and help you reset your access.
 - c. If you don't have an account and have never had one, stop everything and email toddm@buffalostate.edu for the site license candidate or faculty key code and instructions. These can't be posted in the course content materials for security reasons. But sans a TaskStream account, individual experiences will be impossible. So don't hesitate to ask for the enrollment key codes if need be.

Closure:

You'll also see that for all lessons there is a Word document of the lesson, a set of progressive screen shots of the steps suggested, a video in Camtasia format, and also a video demonstration in mp4 format. This helps the course be accessible and also helps learners to us the approach that works best with their learning style. You can progress through the module at your own speed and discretion. Enjoy!

End of document

File Attachments:

1. **CCLS Introduction.docx** (See appendix)
2. **CCLS TaskStream Empowerment Course Achievement Self-Report Checklist.docx** (See appendix)
3. **CCLS_Proposal_Ryan_Todd.docx** (See appendix)

Lesson Plan 1



Lesson Plan 1

- Course:** CCLS TaskStream Empowerment
- Level:** Education candidates and faculty
- Objectives:**
1. SWBAT to access the [NYSED Engage New York](#) Common Core Resource site.
 2. SWBAT engage CCLS into a lesson plan developed in TaskStream.
 3. SWBAT record learning on this lesson.

Materials and Supplies

Computer, internet access, TaskStream User account (ID and password), lesson plan content and course achievement self-report checklist

Anticipatory Set:

<http://animoto.com/play/pj7NvF2rPOP51GA1GJeReA#>

This is only a short clip but acknowledges that at first, using the Common Core Learning standards may be slightly intimidating. With practice and support, you'll come to embrace and appreciate the resultant student learning.

Welcome to our first lesson of the course "CCLS TaskStream Empowerment"!

The goals of this lesson are to explore Common Core resources and learn more about attaching them to lesson plans.

Housekeeping:

Sometimes in TaskStream you'll get an indicator that you need a more recent version of a certain software (e.g. Java) or an indication that you have pop ups blocked. Usually the warning screen will have next steps to take. But if in doubt, call TaskStream Support directly at 1800-311-5656. They can look into your account and help you resolve the dilemma.

Sequence of Learning Activities:

1. Open your browser and type in www.engageny.org. On the top menu, click Common Core Curriculum and Assessments. You'll see an extensive menu guiding you to the New York Common Core Standards and accompanying resources. While you will find and use those standards inside of TaskStream, a first step is familiarizing yourself with their structure, layout and guidelines for their use. You can go straight to the standards easily in the future by **bookmarking this link: <http://www.engageny.org/resource/new-york-state-p-12-common-core-learning-standards>**

2. Add New York State Common Core Standards to a TaskStream lesson plan:

Log into TaskStream.

Click on "Lessons, Units and Rubrics" on the top taskbar.

Click on "Lesson Builder".

Type in the new lesson plan title.

Choose a format from the dropdown menu.

Click "Create New".

Note: Before you proceed, look in the far left column of the template when it opens to make sure there is a button entitled "Standards". If there is not, you cannot append any standards to that template. In this case:

Click the "Return to All Lessons" button and erase the lesson you started (it will be listed by name on the screen) by hitting the delete button next to the lesson name. Proceed from the start, again, but this time choosing a different lesson plan template.

Click on each element of the template to make selections or type in text as needed to build the lesson plan.

To align to Common Core Learning Standards: Click on the "Standards" button in the template. You will see a drop down menu entitled "Browse by Name".

Drop the menu and use the sidebar to scroll down to NY selections.

Highlight and click on New York State Common Core Standards (2011).

Click "Go". You will see the three CCLS categories.

Choose the category you wish to append to the lesson by clicking on "Go to Next Level" beside the category listing. Choose the appropriate grade level by clicking on "Go to the Next Level" beside the grade listing. Choose the appropriate domain by clicking on the "Go to the Next Level" button beside the domain listing. At this point you can Choose an Area by clicking on "Go to the Next Level" beside the area listing OR you can click on the clusters you wish to append. You may choose as many or as few clusters as are appropriate.

If you have chosen an Area, You can select one or more standards to append by clicking on as many or as few boxes beside the listed standards. SOME STANDARDS HAVE AN ADDITIONAL LEVEL OF DETAIL. If so, choose that appropriate standard by clicking on "Go to the Next Level" button beside the listing. At this point, you can choose as many or as few indicators to append to the lesson plan as is appropriate to the lesson content.

You must continue to choose and append levels that represent the detail you require for the lesson. There is no way to attach only the highest level (s) of the NY common core standards in TaskStream. The greatest amount of informative detail is expected to properly use and apply the standards to lesson plans.

Once you have reached the lowest level you will append and use the checkboxes to select items at that level, click the orange "Save and Return to Lesson" on the top right corner of the screen.

At that point, you can repeat the process to add additional domains, area or standards. You may add as many additional standards to the lesson as you choose.

At the bottom of the screen you'll see buttons that allow you to print, export, email, or generate a link to the lesson plan you have created. In the print view, there is a place in the upper right corner where you can save the file as a .pdf. If you email the lesson, the email can be sent to someone within TaskStream or an external email address. A link is sent (not a file). If a link is generated, that link can be embedded on a webpage, in an electronic portfolio, in a Word document....in a curriculum planning document.....anywhere having access to the lesson via internet would be helpful.

3. Take out the course achievement self-report checklist and **indicate whether you have successfully learned how to append standards to lesson plans.**

Closure:

Lesson Plans constructed in TaskStream are saved in student accounts and CAN be directly submitted as assignments in the regular program folders (Direct Response Folios) by clicking the attachment button and choosing "artifact created in TaskStream" to submit.

End of document

File Attachments:

1. **CCLS Lesson Plan 1.docx** (See appendix)
2. **Lesson 1 - Lesson Plan Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 1 Lesson Plan.camrec** (See appendix)

Lesson Plan 2



Lesson Plan 2

Course: CCLS TaskStream Empowerment

Level: Education candidates and faculty

Objectives:

1. SWBAT engage CCLS into a unit plan developed in TaskStream.
2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), unit plan content, and course achievement self-report checklist

Anticipatory Set:

<http://chronicle.com/article/Use-the-Common-Core-Use-It/147007/>

This is an article about using the Common Core co-authored by Nancy Zimpher, Chancellor of the SUNY system. She is a strong advocate for teacher education and in the Power of SUNY 2010 and beyond, has embraced a system-wide agenda intended to strengthen a seamless education pipeline supporting full implementation of the New York State Regents reform agenda.

Learning to make application of Common Core Learning standards easy by using a technology tool will help educators become proficient at applying and understanding them.

The primary goal of this lesson is to learn how to attach common core standards to unit plans developed in TaskStream.

Housekeeping:

Often when using the tools, you must make a choice from a drop down menu. Unless you have been directed by someone which choice is most appropriate, you'll have to explore each option in order to find the template which will work best to suit your needs. For example, there is currently only one lesson plan template which tries to match the format required for edTPA lessons. It is labeled CTE BME because those programs developed the template to be embedded in our system. But anyone can use the template. For unit planning, the templates available now are very limited.

If you have ideas of ways that a template could be improved, or something better added – suggest that to your course instructor – or email Mary Todd toddm@buffalostate.edu, directly. Ideas that will help improve the way the system works for all are welcome!

Sequence of Learning Activities:

1. Add New York State Common Core Standards to your TaskStream unit plan:

Log into TaskStream.

Click on "Lessons, Units and Rubrics" on the top taskbar.

Click on "Unit Builder".

Type in the new unit plan title.

Choose a format from the dropdown menu.

Click "Create New".

Click on each element of the template to make selections or type in text as needed to build the unit plan.

To align to Common Core Learning Standards: Click on the "Standards" button in the template. You will see a drop down menu entitled Browse by Name.

Drop the menu use the sidebar to scroll down to NY selections.

Highlight and click on New York State Common Core Standards (2011).

Click "Go". You will see the three CCLS categories.

Choose the category you wish to append to the unit plan by clicking on "Go to Next Level" beside the category listing. Choose the appropriate grade level by clicking on "Go to the Next Level" beside the grade listing. Choose the appropriate domain by clicking on the "Go to the Next Level" button beside the domain listing. At this point you can Choose an Area by clicking on "Go to the Next Level" beside the area listing OR you can click on the clusters you wish to append. You may choose as many or as few clusters as are appropriate.

If you have chosen an Area, You can select one or more standards to append by clicking on as many or as few boxes beside the listed standards. SOME STANDARDS HAVE AN ADDITIONAL LEVEL OF DETAIL. If so, choose that appropriate standard by clicking on "Go to the Next Level" button beside the listing. At this point, you can choose as many or as few indicators to append to the unit plan as is appropriate to the content.

You must continue to choose and append levels that represent the detail you require for the lesson. There is no way to attach only the highest level (s) of the NY common core standards in TaskStream.

Once you have reached the lowest level you will append and use the checkboxes to select items at that level, click the orange "Save and Return to Unit Plan" on the top right corner of the screen.

At that point, you can repeat the process to add additional domains, area or standards. You may add as many additional standards to the unit plan as you choose.

At the bottom of the screen you'll see buttons that allow you to print, export, email, or generate a link to the unit plan you have created. In the print view, there is a place in the upper right corner where you can save the file as a .pdf. If you email the unit plan, the email can be sent to someone within TaskStream or an external email address. A link is sent (not a file). If a link is generated, that link can be embedded on a webpage, in an electronic portfolio, in a Word document....in a curriculum planning document.....anywhere having access to the unit plan via internet would be helpful.

2. Take out the course achievement self-report checklist and indicate whether you have successfully learned how to append standards to unit plans.

Closure:

The unit plan is a general outline for a series of related lessons. The greatest amount of mapping to common core learning standards would usually occur within individual lessons. It may be that you'll append all standards addressed within the unit to the unit plan or that you'll build the detail in lesson plans. How you decide to map to standards will depend on the assignment, directions, and or needs.

End of document

File Attachments:

1. **CCLS Lesson Plan 2.docx** (See appendix)
2. **Lesson 2 - Unit Plan Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 2 Unit Plan.camrec** (See appendix)

Lesson Plan 3



Lesson Plan 3

- Course:** CCLS TaskStream Empowerment
- Level:** Education Candidates and Faculty
- Objectives:**
1. SWBAT add common core learning standards to a rubric created in TaskStream
 2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), rubric content, and course achievement self-report checklist

Anticipatory Set:

<http://search.dilbert.com/comic/Project%20Requirements>

Educators use rubrics to evaluate student work. Evaluative rubrics are shared with students before they begin an assignment to guide expectations. Rubrics are a valuable way for educators to communicate expectations to learners and for learners to provide feedback about additional scaffolding that may be needed. A well designed rubric distinguishes higher and lower quality candidate performances and provides thorough and detailed feedback to students on where they may improve

their work in the future.

The goal of this lesson is to add common core learning standards to rubrics – not so much for learner review or use but rather to guide our own curriculum development. If a lesson plan is aligned to certain common core learning standards, it is likely the evaluative rubric should reflect the same student learning outcomes. Rubrics help provide evidence of candidate performances including how successfully the teacher has actually helped candidates to learn the desired standards.

Housekeeping:

The TaskStream rubric builder has a somewhat amazing ability to import Word or text files directly into the rubric builder. If you would like additional documentation on any of the TaskStream tools, click on the question mark in the upper right corner of the screen. You'll be led to a list of resources and/or you can click to look at downloadable help manuals only. A warning if you do download the .pdf files – some have purple cover sheets which will rob your printer of all its red and blue. If you see the cover page is solid purple, you may want to delete the first page or print pages 2 and on.

Sequence of Learning Activities:

1. Add New York State Common Core Standards to your TaskStream rubric:

Log into TaskStream.

Click on "Lessons, Units and Rubrics" on the top taskbar.

Click on "Rubric Wizard".

Click on "New blank rubric".

Type in the new rubric title.

Type in the number of columns.

Click "Create Rubric".

Build the new rubric by labeling the levels and entering text for each item and descriptors for each level of performance.

To align to Common Core Learning Standards: Click on the "Standards" button at the bottom of each item. You will see a drop down menu entitled Browse by Name.

Drop the menu use the sidebar to scroll down to NY selections.

Highlight and click on New York State Common Core Standards (2011).

Click "Go". You will see the three CCLS categories.

Choose the category you wish to append to the unit plan by clicking on "Go to Next Level" beside the category listing. Choose the appropriate grade level by clicking on "Go to the Next Level" beside the grade listing. Choose the appropriate domain by clicking on the "Go to the Next Level" button beside the domain listing. At this point you can Choose an Area by clicking on "Go to the Next Level" beside the area listing OR you can click on the clusters you wish to append. You may choose as many or as few clusters as are appropriate.

If you have chosen an Area, You can select one or more standards to append by clicking on as many or as few boxes beside the listed standards. SOME STANDARDS HAVE AN ADDITIONAL LEVEL OF DETAIL. If so, choose that appropriate standard by clicking on "Go to the Next Level" button beside the listing. At this point, you can choose as many or as few indicators to append to the rubric as is appropriate to the item.

Once you have reached the lowest level you will append and use the checkboxes to select items at that level, click the orange "Save and Return to Rubric" on the top right corner of the screen.

At that point, you can repeat the process to add additional domains, area or standards. You may add as many additional standards to each item as you choose.

Add standards to each item in the rubric. This mapping clarifies exactly what standards are being assessed.

When you return each time to the rubric, a blue label will be visible for each item that has coded standards. Click the arrow on the right of the word to get the standards to expand so you can review what is included. At any time, the appended standards can be edited by clicking on the "Edit Standards" button beneath each rubric item.

At the bottom of the screen you'll see buttons that allow you to print, export, email, or generate a link to the rubric you have created. In the print view, there is a place in the upper right corner where you can save the file as a .pdf. If you email the rubric, the email can be sent to someone within TaskStream or an external email address. A link is sent (not a file). If a link is generated, that link can be embedded on a webpage, in an electronic portfolio, in a Word document....in a curriculum planning document.....anywhere having access to the unit plan via internet would be helpful. If you wish the rubric to be applied to a TaskStream course assignment, email it to Buffalo State Manager along with a prompt explaining where it should be applied. It will not be available to evaluate students in the system until the Manager has activated it within the system.

2. Take out the course achievement self-report checklist and **indicate whether you have successfully learned how to append standards to rubrics.**

Closure:

The first two lessons were very similar and quite easy. Adding standards to rubrics is also easy in TaskStream but to be most effective, will occur in the context of previous mapping of the lessons and possibly units. While many choose not to code rubrics to standards, doing so is an easy system of checks and balances that students have learned what was intended. When mapped rubrics are used within TaskStream to evaluate candidate work, specialized reports can be generated indicating average performance across every standard and help serve as evidence of teaching effectiveness.

End of document

File Attachments:

1. **CCLS Lesson Plan 3.docx** (See appendix)
2. **Lesson 3 - Rubric Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 3.camrec** (See appendix)

Lesson Plan 4



Lesson Plan 4

Course: CCLS TaskStream Empowerment

Level: Education Candidates and Faculty

Objectives:

1. SWBAT attach New York State Common Core Learning Standards to an e-portfolio created in TaskStream
2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), candidate artifacts, course achievement self-report checklist

Anticipatory Set:

Kid President

The True Story of Kid President

There are many types of e-portfolios the most common of which is a working portfolio – a collection of products and evidences of one’s experiences, knowledge, skills, dispositions, and impact on learners.

Often times TaskStream presentation portfolios are created electronically in order to showcase best practices particularly for job interviews or promotions. Videos, links, picture, files, and standards can all become part of the portrait. E-portfolios created in TaskStream can be published to a password protected website or burned onto a stand-alone CD that can be left for review before or after a job interview. E-portfolios are an effective forum to help people best represent themselves.

Housekeeping:

If you've been creating lesson plans, unit plans, and rubrics in TaskStream and also have a record of submitting assignments for evaluation in program folders, your TaskStream account already has a strong starting point to build an e-portfolio. First step may be to ask whether your department has any specific expectations for portfolio organization. This will help establish a structure to use that will meet expectations. Once the template is set up, it is easy enough to upload artifacts and evidences. The pre-established templates to choose from as a starting point in TaskStream may or may not have to be manipulated or have sections renamed in order to meet departmental needs. So check for guidance before building a fabulous e-portfolio that may not meet evaluation requirements.

Sequence of Learning Activities:

1. **Add New York State Common Core Standards to pages in your TaskStream e-portfolio:**

Log into TaskStream.

Click on "Folios and Webpages" on the top taskbar.

Type in the new e-portfolio title.

Click the General Purpose Template radio button and then use the drop down menu to choose the type of e-portfolio you wish to build.

Choose a theme and click "Apply".

Click "Create New".

Click on each element of the template to add content to that page. If in doubt about how it will look, click on "Web View" at any time and the web view will open into a separate browser tab.

Note: you can add, delete, move, or copy template elements as well as rename them. Use the buttons at the top of the template to make changes.

It will likely be easiest for you to start organizing and uploading content before you try to decide what Common Core Learning standards may be appropriate to include in the e-portfolio. As each tab will provide a variety of evidences, much of your alignment to standards is going to be based on the organization and content. Too many standards are going to clutter the efficiency of the e-portfolio message while entirely omitting them may miss an opportunity to call attention to proficiency.

Mapping to standards in an e-portfolio can only be to a page of the e-portfolio – it can't be done to individual files or products (although it is possible to do mapping within them using a separate tool).

At the point when you're ready to add standards to certain pages:

In the left template, click on the page where the mapping will be displayed.

To align to Common Core Learning Standards: Click on the "Standards" button in the template. You will see a drop down menu entitled Browse by Name.

Drop the menu use the sidebar to scroll down to NY selections.

Highlight and click on New York State Common Core Standards (2011).

Click "Go". You will see the three CCLS categories.

Choose the category you wish to append to the e-portfolio page by clicking on "Go to Next Level"

beside the category listing. Choose the appropriate grade level by clicking on "Go to the Next Level" beside the grade listing. Choose the appropriate domain by clicking on the "Go to the Next Level" button beside the domain listing. At this point you can Choose an Area by clicking on "Go to the Next Level" beside the area listing OR you can click on the clusters you wish to append. You may choose as many or as few clusters as are appropriate.

If you have chosen an Area, You can select one or more standards to append by clicking on as many or as few boxes beside the listed standards. SOME STANDARDS HAVE AN ADDITIONAL LEVEL OF DETAIL. If so, choose that appropriate standard by clicking on "Go to the Next Level" button beside the listing. At this point, you can choose as many or as few indicators to append to the e-portfolio as is appropriate to the content.

You must continue to choose and append levels that represent the detail you require for the lesson. There is no way to attach only the highest level (s) of the NY common core standards in TaskStream.

Once you have reached the lowest level you will append and use the checkboxes to select items at that level, click the orange "Save and Return" on the top right corner of the screen.

At that point, you can repeat the process to add additional domains, area or standards. You may add as many additional standards to the e-portfolio as you choose.

If you view your selection any time during the process of adding standards, you may want to click on the "Show Full Descriptors" radio button right above the standards listing - in order to read the text of the standards you have chosen. If you can't see the text, it is likely the "Show Condensed Descriptors" button is clicked. You will still see the full text of the chosen standards when you return to the e-portfolio itself.

Once you are finished adding standards, click on "Web View" to see how they will appear when the e-portfolio is published electronically.

When you're finished with the e-portfolio, click on the "Publish/Share" tab to determine how you want to save and distribute the e-portfolio.

2. Take out the course achievement self-report checklist and indicate whether you have successfully learned how to put standards onto pages of an e-portfolio.

Closure:

Aligning specifically or globally to Common Core Learning Standards helps inform curriculum development and improvement and provides evidence of teaching effectiveness. But it also demonstrates familiarity and comfort as well as proficiency working with and directly applying these standards. A person who can demonstrate their teaching corresponds to student learning of Common Core standards will be a credible and effective educator.

End of document

File Attachments:

1. **CCLS Lesson Plan 4.docx** (See appendix)
2. **Lesson 4 - E-Portfolio Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 4 E-Portfolio.camrec** (See appendix)

Lesson Plan 5



Lesson Plan 5

- Course:** CCLS TaskStream Empowerment
- Level:** Education Candidates and Faculty
- Objectives:**
1. SWBAT add Common Core Learning Standards to a webpage created and posted in TaskStream.
 2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), webpage content, and course achievement self-report checklist

Anticipatory Set:

<http://www.voki.com/pickup.php?scid=10046580&height=267&width=200>

Web pages offer a plethora of opportunity to open communications with students, peers, stakeholders, and community members including

parents. A variety of formats make web pages personalized to individual taste and needs. Web pages created in TaskStream are hosted in TaskStream eliminating the need to pay for a third party host once the page is developed. When the web page is published it can be password protected or not and a unique URL is generated to be shared with constituents. Some people put the URL on a business card that can be distributed while others email the link to interested parties. Web pages are a particularly effective forum for classroom newsletters, homework assignments, curricular pages, or other educator news updates.

Housekeeping:

Food for thought as you learn to develop and present webpages is how to best manage both content and distribution. If you have one webpage and update it regularly by deleting information and adding new, you will lose the old webpage information. Once you change the webpage, the old structure or content will no longer be readily available to you via the webpage. If you create a new web page each time you update information, the website address will be different which could be challenging to distribute. How you work with web pages is at your discretion to best meet needs but it may be a good idea to save files posted in your TaskStream account and/or in an associated flash drive folder....to build a cumulative record of products. Also, screen shots or copying and pasting web pages into Word record the order of files shared or the standards used. While a running record of ongoing web change may not be needed, think about those needs in advance and formulate a plan so that not retaining files in web page updates does not become problematic.

Some schools have policies about teacher websites so it is best to check before you begin to publish public web pages.

Some parents WILL NOT want photos of their children posted on an open or password protected web page. Please ask permission before assuming you may post photos or videos of anyone (adult or child).

Sequence of Learning Activities:

2. Add New York State Common Core Standards to a webpage created with TaskStream:

Log into TaskStream.

Click on "Folios and Web Pages" on the top taskbar.

Type in the new webpage title.

Click "Create New".

Choose a format from the Select General Purpose Template dropdown menu.

Choose a theme and click on "Apply"

Edit the template using the editing buttons above the template in the left column. Areas can be added, deleted, moved, copied, and renamed.

Add content to sections by uploading text and image, slideshows, main text, attachments, videos, links, reports, sample work or embedded media.

To align to Common Core Learning Standards: Click on the "Standards" button in the template. You will see a drop down menu entitled "Browse by Name".

Drop the menu and use the sidebar to scroll down to NY selections.

Highlight and click on New York State Common Core Standards (2011).

Click "Go". You will see the three CCLS categories.

Choose the category you wish to append to the web pages by clicking on "Go to Next Level" beside the category listing. Choose the appropriate grade level by clicking on "Go to the Next Level" beside the grade listing. Choose the appropriate domain by clicking on the "Go to the Next Level" button beside the domain listing. At this point you can Choose an Area by clicking on "Go to the Next Level" beside the area listing OR you can click on the clusters you wish to append. You may choose as many or as few clusters as are appropriate.

If you have chosen an Area, You can select one or more standards to append by clicking on as many or as few boxes beside the listed standards. SOME STANDARDS HAVE AN ADDITIONAL LEVEL OF DETAIL. If so, choose that appropriate standard by clicking on "Go to the Next Level" button beside the listing. At this point, you can choose as many or as few indicators to append to the webpage as is appropriate to the content.

You must continue to choose and append levels that represent the detail you require for the web page. There is no way to attach only the highest level (s) of the NY common core standards in TaskStream. The greatest amount of informative detail is expected to properly use and apply the standards.

Once you have reached the lowest level you will append and use the checkboxes to select items at that level, click the orange "View Selections". When ready, click on "Save and Return" which will show how the standards look on your webpage.

To edit (add or subtract) standards, click on the "Manage Standards" button in the Standards box on the webpage.

To see how the standards will look on the page, click "Web View".

When the webpage is finalized, use the "Publish/Share" tab and follow directions to make the page active.

2. Take out the course achievement self-report checklist and indicate whether you have successfully learned how to append standards to web pages.

Closure:

TaskStream individual subscriptions are purchased by many current teachers in order to have one technology solution with a multitude of tools (lesson plan, unit plan and rubric builder, e-portfolios, and web pages). Faculty TaskStream accounts at SUNY Buffalo State don't expire. And candidate accounts are active through 6 months following program completion. Should a recent graduate want to access their TaskStream account and continue to use it, the account can be renewed for an annual fee by using a credit card and following the instructions on the website for renewal. The same account created and used at Buffalo State with all its products and evaluations can be used and kept active indefinitely. Some have asked whether candidate accounts are erased or if there is a need to start from scratch in TaskStream after graduation. Student accounts do expire after graduation but can be purchased individually and continue to be used cumulatively.

End of document

File Attachments:

1. **CCLS Lesson Plan 5.docx** (See appendix)
2. **Lesson 5 - Webpage Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 5 Webpages.camrec** (See appendix)

Lesson Plan 6



Lesson Plan 6

- Course:** CCLS TaskStream Empowerment
- Level:** Education Candidates and Faculty
- Objectives:**
1. SWBAT access and post instructional materials in TaskStream
 2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), developed TaskStream materials, and course achievement self-report checklist

Anticipatory Set:

<https://www.youtube.com/watch?v=VUPzr2MGKMs>

Housekeeping:

This lesson opens the door to accessing other student products that have been shared publically within TaskStream. A word of warning is that just because someone has chosen to share something does not

necessarily mean what they have shared is of best quality. Work shared represents learning and development across a spectrum from novice to expert authors. Sometimes products can be used as examples or inspiration...good ideas are possibilities are shared. But some may be poorly developed or non-examples showing what to avoid in your own work.

If someone has shared a product, they have chosen to share the work for others reference and possibly classroom use. However it is never professional or ethical to plagiarize anyone's work especially for evaluation. Please give credit where credit is due for authorship.

The body of shared products is always growing across the system and you can choose to share your work with others in the Buffalo State community.

Sequence of Learning Activities:

1. **Access the Mybrary:**

Log into TaskStream.

Click on "Resources" on the top taskbar.

Click on "Go to Mybrary".

You will see all products you have created in TaskStream. For each, you can click on the name to go to the actual product or click the link to go to the tool where the product is housed. This is a very convenient place to quickly see and have access to all of your products and saves having to get into each individual tool to see files.

2. **Access the Cybrary:**

Log into TaskStream.

Click on "Resources" on the top taskbar.

Click on "Go to Cybrary"

Click the radio button beside "Browse resources shared by other TaskStream users"

Use the search box if you want to limit the search to certain parameters.

Use the drop down menu to show all items, lesson plans, unit plans, rubrics, web folios, or web pages.

Click "Search".

You'll see the resources shared by other users.

Click on the blue title of the resources to see the actual resource.

In the right yellow box on the Cybrary resources page there is additional detail in the yellow box entitled "Help with the Cybrary". Topics include "accessing the Cybrary", "Advanced Search", and "Copying Published Work".

3. **Share your own products with the Buffalo State TaskStream community:**

Log into TaskStream.

Click on the tool where the product you want to share is stored. For this example, click on "Lessons, Units, and Rubrics" on top taskbar.

Click on "Go to the Lesson Builder"

Find the filename of the lesson plan you wish to share in the Cybrary. Click on the filename and the lesson plan will open.

Click on the "Publish" tab.

Click "Publish to Cybrary".

Type in a summary and enter key words others may use to locate your file. Click the radio button next to "Any Buffalo State College subscriber".

Click "Publish"

You will receive notification that you have successfully updated the publication information.

To unpublish, click on the "Publish" tab and then click "Unpublish".

There is a Cybrary share option in the Publish tab of all product-types.

4. Take out the course achievement self-report checklist and indicate whether you have successfully learned how to access and share instructional materials.

Closure:

While there is no need to share work with anyone in TaskStream. If you have a product that you feel is exceptional it may be of use to let peers see the work. It is also a great place for faculty to place exemplars.

End of document

File Attachments:

1. **CCLS Lesson Plan 6.docx** (See appendix)
2. **Lesson 6 - Access and Sharing Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 6 Access and Share.camrec** (See appendix)

Lesson Plan 7



ANNE GEDDES

Lesson Plan 7

Course: CCLS TaskStream Empowerment

Level: Education Candidates and Faculty

Objectives:

1. SWBAT create a personalized subset of New York State Common Core Learning standards.
2. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), course achievement self-report checklist

Anticipatory Set:

http://38.media.tumblr.com/tumblr_llnp3fP08W1qi3ir5o1_500.jpg

A target set is an individualized subset of standards, tailored by an individual or group of individuals to include only the standards and benchmarks they need to address. Not everyone will consistently use all the Common Core Learning Standards as most educators are focused on a particular specialty content area and/or grade level. Creating a subset of the common core learning standards makes working with those most important to you a bit faster. Once a subset is created, you can access and use it within your own account any time. However all the more global sets of standards are also available.

Housekeeping:

If you are creating teaching tools in TaskStream for an assignment, check with your faculty member about exactly which standards should be addressed/included before completing your product – so that you'll be on target with those standards most appropriate to your major and future certification grade range. Once you create a target set that reflects your major, you will likely use that same target set for all products.

If faculty want to make a target set and distribute it to all users in the Buffalo State TaskStream community, this must occur through the TaskStream manager account so contact toddm@buffalostate.edu.

Sequence of Learning Activities:

1. Create a personalized subset of the New York State Common Core Learning Standards:

Log into TaskStream.

Click on "Standards" on the top taskbar.

Click on "Create and Edit Target Sets"

Click on "Create New Target Set"

Type in the Title and purpose of the new target set and then select New York State Common Core Learning Standards (2011) from the drop down menu or click "Select from Map", click on the state of New York, and choose the New York State Common Core Learning Standards (2011).

Click "Create Target Set".

At any level, you can choose "Add all" and then "Save" and that will be the new target set. Very likely at the Subject level, you will choose "Go to the Next Level". At the grade level, it may be possible to "Add all" for multiple grade levels and end the selection of the target set at this point. This is the level where selection for most individualized target sets occurs. However if desired, click "Go to the next level" to explore further subsets of New York State Common Core Standards.

When all desired standards have been selected, click on "View Selection" to see the complete target set as chosen. If the standards aren't showing up, be sure to click on "Show Full Descriptions" radio tab next to "Display" just above the standards listing. Add more standards if need be but no need to use the Save As/Copy button at all. Your subset has already been saved and if you click the Save As/Copy button, you'll be asked to provide another name for your copy of the target set.

To view your final target set, Go to home and click on "Standards". Click on "Create and Edit Target Sets". The name of your target set will appear in the list of files and can be edited, browsed, renamed or deleted.

2. Use the personalized target set in a product:

Log into TaskStream.

Click on the tool where you will create a new product or a previous one is stored. For example, click on "Lessons, Units, and Rubrics" on top taskbar.

Click on "Go to the Lesson Builder"

Create new or find the filename of the lesson plan you wish to share annotate with standards. Click on the filename and the lesson plan will open.

Follow all previous directions for adding standards to a lesson plan EXCEPT this time, instead of selecting from state, national or local standards and searching for New York State Common Core Learning Standards (2011) from the drop down menu, go down to "Browse or Select from your Target Sets (sets you plan to address). Use the dropdown menu to find the title of your target set. Choose it and click "Go". Resume the mapping to standards as usual. By using the target set, there will be only the limited subset of standards to choose from.

When finished selecting the standards, click "Save and Return to Lesson". The standards you have added to the lesson plan will be saved.

There is an option to use a target set for each product created in TaskStream.

3. Take out the course achievement self-report checklist and **indicate whether you have successfully learned how to append standards to create and apply a target set.**

Closure:

Creating and using a target set is not mandatory, but it may make your work appending New York State Common Core Learning standards to your curricular products a bit faster.

End of document

File Attachments:

1. **CCLS Lesson Plan 7.docx** (See appendix)
2. **Lesson 7 - Target Set Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 7 Target Set.camrec** (See appendix)

Lesson Plan 8



Lesson Plan 8

Course: CCLS TaskStream Empowerment

Level: Education Candidates and Faculty

- Objectives:**
1. SWBAT generate a frequency report reflecting use of the New York State Common Core Learning Standards target set.
 2. SWBAT generate a gap and analysis report reflecting use of the New York State Common Core Learning Standards target set.
 3. SWBAT record learning on this lesson.

Materials and Supplies:

Computer, internet access, TaskStream User account (ID and password), TaskStream curricular products mapped to the New York State Common Core Learning Standard target set, and course achievement self-report checklist

Anticipatory Set:

<http://www.jibjab.com/view/WDw0icXrPdBOOzJsi8N3>

This is the final lesson. Reports generated will reflect cumulative lesson and unit planning where those

products have been mapped to New York State Common Core Learning Standards. Candidates able to generate and use these reports have reached the apex of curriculum development based on New York State Common Core Learning Standards.

Housekeeping:

While these reports are quite helpful providing evidence of standards taught in lesson plans and units, they aren't of significant use until students have created many curricular products within TaskStream. The reports will only reflect standards mapped to products created in TaskStream so newer faculty or candidates won't have much to look at until more products have been developed. As you create additional curricular tools, don't forget about this option and eventually your patience will be rewarded with meaningful standards reports.

Sequence of Learning Activities:

1. Generate a frequency analysis for a New York State Common Core Learning Standards target set:

Log into TaskStream.

Click on "Standards" on the top taskbar.

Click on "Generate Reports".

Click on "Lessons and/or Units"

Take a look at all the different options for reporting. Reports can be filtered in many different ways in order to characterize information as needed. For this example, click the radio button next to "All Lessons and Units" in the row labeled "Choose Items from which to track standards".

You'll see a listing of all lesson and unit plans created in your account. Check the buttons next to each to select only some or check the "Select All" button to generate a report across all reports. If you are a dual major, for example, you may only want to report on standards used in lessons pertaining to one of the majors. However most people will "Select All". Click on "Continue to Next Step".

Click the radio button next to "Frequency Analysis".

Click "Generate Report".

You'll see a report on ALL standards you have coded into lesson or unit plans. For information on the common core standards that are covered look for the table entitled NY-New York State Common Core Standards (2011).

Each table shows the standards addressed and the number of lessons/units. Click on the small magnifying glass next to the number to drill down to the actual products.

To save the report, copy and paste it into Word or click on "Print View" and then save as a .pdf file. Additionally, Click on the "Report Options" tab to view alternatives.

2. Generate a gap and frequency analysis for a New York State Common Core Learning Standards target set:

Log into TaskStream.

Click on "Standards" on the top taskbar.

Click on "Generate Reports".

Click on "Lessons and/or Units"

Take a look at all the different options for reporting. Reports can be filtered in many different ways in order to characterize information as needed. For this example, click the radio button next to "All Lessons and Units" in the row labeled "Choose Items from which to track standards".

You'll see a listing of all lesson and unit plans created in your account. Check the buttons next to each to select only some or check the "Select All" button to generate a report across all reports. If you are a dual major, for example, you may only want to report on standards used in lessons pertaining to one of the majors. However most people will "Select All". Click on "Continue to Next Step".

Click the radio button next to "Gap and Frequency Analysis".

Use the drop-down menu to select the correct target set.

Click "Generate Report".

You'll see a report on all the target set standards.

Each table shows the standards addressed and the number of lessons/units. Click on the small magnifying glass next to the number to drill down to the actual products.

To save the report, copy and paste it into Word or click on "Print View" and then save as a .pdf file. Additionally, Click on the "Report Options" tab to view alternatives.

This type of report helps identify standards that are covered and those which are not or not equally covered in current lesson and unit plans.

3. Take out the course achievement self-report checklist and indicate whether you have successfully learned how to generate reports on target set application.

Closure:

Reports that summarize your use of standards in curricular products created in TaskStream will be most meaningful as you explore your individual performance reporting needs. Only lesson plans and unit plans can be reflected in the report which is direct evidence of learning objectives being addressed within instruction.

End of document

File Attachments:

1. **CCLS Lesson Plan 8.docx** (See appendix)
2. **Lesson 8 - Target Set Reports Screenshots.docx** (See appendix)
3. **Video CCLS Lesson 8 Reports.camrec** (See appendix)

Appendix

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- A. **CCLS Introduction.docx** (Word Document (Open XML))
 - B. **CCLS TaskStream Empowerment Course Achievement Self-Report Checklist.docx** (Word Document (Open XML))
 - C. **CCLS_Proposal_Ryan_Todd.docx** (Word Document (Open XML))
 - D. **Video CCLS Lesson 1 Lesson Plan.camrec** (Unknown File)
 - E. **CCLS Lesson Plan 1.docx** (Word Document (Open XML))
 - F. **Lesson 1 - Lesson Plan Screenshots.docx** (Word Document (Open XML))
 - G. **CCLS Lesson Plan 2.docx** (Word Document (Open XML))
 - H. **Video CCLS Lesson 2 Unit Plan.camrec** (Unknown File)
 - I. **Lesson 2 - Unit Plan Screenshots.docx** (Word Document (Open XML))
 - J. **CCLS Lesson Plan 3.docx** (Word Document (Open XML))
 - K. **Video CCLS Lesson 3.camrec** (Unknown File)
 - L. **Lesson 3 - Rubric Screenshots.docx** (Word Document (Open XML))
 - M. **CCLS Lesson Plan 4.docx** (Word Document (Open XML))
 - N. **Video CCLS Lesson 4 E-Portfolio.camrec** (Unknown File)
 - O. **Lesson 4 - E-Portfolio Screenshots.docx** (Word Document (Open XML))
 - P. **CCLS Lesson Plan 5.docx** (Word Document (Open XML))
 - Q. **Video CCLS Lesson 5 Webpages.camrec** (Unknown File)
 - R. **Lesson 5 - Webpage Screenshots.docx** (Word Document (Open XML))
 - S. **CCLS Lesson Plan 6.docx** (Word Document (Open XML))
 - T. **Lesson 6 - Access and Sharing Screenshots.docx** (Word Document (Open XML))
 - U. **Video CCLS Lesson 6 Access and Share.camrec** (Unknown File)
 - V. **CCLS Lesson Plan 7.docx** (Word Document (Open XML))
 - W. **Lesson 7 - Target Set Screenshots.docx** (Word Document (Open XML))
 - X. **Video CCLS Lesson 7 Target Set.camrec** (Unknown File)

- Y. **CCLS Lesson Plan 8.docx** (Word Document (Open XML))
 - Z. **Lesson 8 - Target Set Reports Screenshots.docx** (Word Document (Open XML))
 - AA. **Video CCLS Lesson 8 Reports.camrec** (Unknown File)
-