

TaskStream by Watermark

Submitting your Professional Program Application

Enter TaskStream via Blackboard Learn in Central Pipeline

The screenshot shows the top navigation bar of the Central Connecticut State University website. The main navigation includes links for Admissions, Academics, Student Life, Campus Activities, and Apply. Below this is the 'CENTRAL Pipeline' logo. A secondary navigation bar contains 'Additional Utilities/Services' with sub-links for 'Students' and 'Faculty & Staff'. Below the navigation are several service tiles: 'WebCentral Banner Web' (with links for Register for Classes, Class Schedule, Blue Chip Deposits, Grades & Transcripts, Financial Aid, and Pay e-Bill), 'Blackboard learn+' (with links for Course Materials, Discussions, Projects, Tests & Quizzes, Assignments, and Resources), 'Central Email Student & Faculty' (Powered by Microsoft Office 365), and 'Central Events' (Find out what's happening on campus, Today @CCSU). Below these tiles are tabs for 'Students' and 'Faculty & Staff', with 'Students' selected. A red arrow points to the 'Blackboard learn+' tile. To the right, there are sections for 'Upcoming' and 'Resources', with the latter featuring an 'Enhance Campus Safety' banner for the CCSU LiveSafe App.

The screenshot shows the Blackboard Learn interface. At the top is the 'Central Connecticut State University' header with the 'MyC' logo. Below the header is a dark grey bar with the text 'Add Module'. The main content area is divided into two columns. The left column contains a 'MyCoursEval' module with the text 'This is where you can access your course evaluations. If no evaluations appear for you, then your course is not using CourseEval.' and a 'Launch MyCoursEval' link. Below this is a 'Taskstream' module with a 'Launch Taskstream LTI Tool' button. A red arrow points to this button. Below the button is the text 'Last updated: Apr 18 3:46 PM'. The right column contains a 'Course List' module with the text 'You are not currently enrolled in any courses.'


Click on your DRF-if you do not see it, enter the correct code, see chart below

Work on a program

Author Evaluator Evaluation Manager

CUSTOMIZE DISPLAY

DRF PROGRAM

 Elementary Education - Due 9-10-2018 >

OR

Don't see your program? If you have a self-enrollment code, enter it here to enroll yourself as an author. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your institution.

ENTER CODE

Read More

Program	DRF Code
Art	APPART
Elementary Education	APPELED
English	APPENG
History	APPHIST
Math	APPMATH
Music	APPMUS
Physical Education including dance	APPPE
Science (Biology, Chemistry, Earth Science, General Science, Physics)	APPSCI
Special Ed	APPSPED
Technology Education	APPTECH
TESOL	APPTES
Modern Language	APPLANG

Once in your DRF, you will see tabs in the left side bar. Click on each item to see what required. Some provide you with information, some require you to complete and submit a form and others require you to attach and submit documents. You must complete each task and SUBMIT WORK for each item individually.

Elementary Education - Due 9-10-2018

Template: Elementary Education DRF 9-10-2018

Work

Scores/Results

Options

VIEW AS FOLIO

EXPAND ALL COLLAPSE

General Information

GPA Requirements and Appeals

Professional Program Application

- Application
- Program Specific Requirements
- Letter of Recommendation 1
- Letter of Recommendation 2
- Statement of Understanding
- Official Transcripts

General Information

OVERVIEW

Please click on each item in the left hand column and follow directions for each. **You must submit each item individually.** You can submit work as it is done, you do not need to wait until all work is complete.

Timed Essay and Interview Information:

Please mark your calendar today, interviews and timed essays will be conducted on **Thursday, September 20, 2018**. There will be two sessions: 4:30pm to 5:30 pm and 6:00pm to 7:00pm.

Students will be notified via CCSU email after the September 10th deadline about where to report. You will report to either the interview or timed essay between 4:30pm-5:30pm. From 5:30pm to 6:00pm they will switch and report to either the interview or timed essay (6:00pm-7:00pm).

Please look for additional information using your **my.ccsu.edu email address**. If you should have any questions, please contact Lisa Michaud at: Lisa.Michaud@ccsu.edu.

Please submit items as a PDF when possible.

Help on this Page

Print



When completing the application, the items in pink with the red asterisk are required, you will not be able to submit unless you complete the pink items. If it does not apply (example: home phone), please type NA in the appropriate box.

The screenshot shows a web form with several sections highlighted in pink, indicating required fields. Each section has a 'Count' button with a red asterisk and a 'Save Draft' button. The sections are: 'Apartment Number (if applicable)' (0 count), 'City & State' (11 count for City, 2 count for State), 'Zip Code' (5 count), 'Telephone' (12 count for Cell, 2 count for Home), and 'Date of Birth' (8 count). The form also includes a 'BACK TO TOP' link and a 'Format: MM/DD/YYYY' instruction for the date field.

Click SAVE AND RETURN



If your work is complete, click SUBMIT WORK – you will need to click SUBMIT WORK for each item! Please do it as you complete each item-no need to wait until you have everything required.

Elementary Education - Due 9-10-2018

Template: Elementary Education DRF 9-10-2018

The screenshot shows the application interface for 'Elementary Education - Due 9-10-2018'. The 'SUBMIT WORK' button is highlighted with a red arrow. The interface includes a 'Work' tab, a 'Scores/Results' tab, and an 'Options' menu. The main content area shows the 'Application' section with a 'Due : 09/10/2018' date. The 'Application' section is expanded to show 'DIRECTIONS' and 'EVALUATION METHOD'. The 'EVALUATION METHOD' section is expanded to show 'FORM : PROFESSIONAL PROGRAM APPLICATION SPRING 2017'. The form is titled 'FORM : PROFESSIONAL PROGRAM APPLICATION SPRING 2017' and has an 'Edit' button. A message states: 'You have already started completing the form. View/Edit Your Responses'. A 'Don't forget to submit!' notification is also visible.

Some items require you to attach a file-just click on ATTACHMENTS

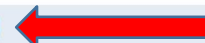
Elementary Education - Due 9-10-2018

Template: Elementary Education DRF 9-10-2018

VIEW AS FOLIO Status: Work Not Started

Professional Program Application

- Application
- Program Specific Requirements
- Letter of Recommendation 1
- Letter of Recommendation 2
- Statement of Understanding
- Official Transcripts
- Statement of Experience
- Basic Skills Testing Requirement
 - Basic Skills Test Score Submission

Add: **Attachments** 

Basic Skills Test Score Submission Due : 09/10/2018

DIRECTIONS

Please submit proof of meeting the basic skills testing requirement here.

Students must submit credible evidence of the basic skills test(s) taken, the testing date(s), and the scores earned. This evidence must be submitted by the application deadline as part of the Taskstream application to the professional program. We will accept any combination of the following forms of evidence:

1. official test score report(s) showing test, score(s) earned, and date of testing;
2. a Banner web printout showing SAT or ACT scores and test date; or
3. a copy of the high school transcript showing SAT or ACT scores and test date.

Please note, the CT State Department of Education is no longer issuing Praxis Core Waivers as of 2/1/2017.

EVALUATION METHOD

Final scoring method : Evaluator marks as "Meets Requirement/Does not Meet Requirement"

At this point, you will decide where to find the attachment. If this is your first time submitting this item, you will **UPLOAD FROM COMPUTER**. If this is a reapplication, you may have some items already stored in TaskStream, if that is the case, click **ATTACH A PREVIOUSLY UPLOADED FILE**. You must click **SAVE AND RETURN** when you are done and click **SUBMIT WORK** on the next page.

Add/Edit Attachments for Basic Skills Test Score Submission

Due : 09/10/2018

DIRECTIONS

EVALUATION METHOD

Add New Attachment

No files have been attached yet.

Select File:

- Upload from Computer
- Attach a previously uploaded file
- An artifact created in Taskstream (Lesson, Folio, etc.)

CANCEL

SAVE AND RETURN 

Remember, all application requirements are due by midnight on the due date (February 10th or September 10th) – **NO EXCEPTIONS**. It is imperative that you click **SUBMIT WORK** for each item, you will receive confirmation of successful submission.

Confirmation - Google Chrome

Secure | https://folio.taskstream.com/Folio/submission_confirm.asp?qyz=JjPLIi2CN3GHK19ZgdD&folder_id=ui...

You have successfully submitted "Application"

Submitted : 08/21/2018 01:33:04 PM

CLOSE WINDOW **PRINT THIS CONFIRMATION**

You can also tell if you submitted an item if CANCEL SUBMISSION shows on the “scores/results” tab. If it still shows EDIT WORK, you did not submit the item.

Elementary Education - Due 9-10-2018

Template: Elementary Education DRF 9-10-2018

[Work](#)

[Scores/Results](#)

[Options](#)

Scores/Results Summary

[Print View](#)

[Export to PDF](#)

Area	Status	Actions	Results	History
GPA Requirements and Appeals				
Professional Program Application				
Application Due 09/10/2018	Submitted	Submitted : 08/21/2018 01:33:04 PM Cancel Submission	Where are my results?	History/Comments
Program Specific Requirements Due 09/10/2018		Edit Work		
Letter of Recommendation 1 Due 09/10/2018		Edit Work		
Letter of Recommendation 2 Due 09/10/2018		Edit Work		
Statement of Understanding Due 09/10/2018		Edit Work		
Official Transcripts Due 09/10/2018		Edit Work		

The item will also show a lock if it has been submitted

Professional Program Application

- Application
- Program Specific Requirements
- Letter of Recommendation 1

If you are missing something or there is a problem, we will be in touch via your CCSU email.

If you have further questions about submission, contact Lorraine Petro lpetro@ccsu.edu