# Intern II Taskstream and CPAST Instructions

The following instructions contain important steps for completing required Internship II documentation. Please complete these tasks by the due dates provided in your Internship calendar and by your University Supervisor.

## Accessing the Internship II Portfolio in Taskstream

1. Log into Canvas.
2. Click on the required CPAST assignment in your Internship II course. This will automatically take you into the Taskstream Internship II Portfolio.

Linking to your University Supervisor

1. Click **University Supervisor Introduction Assignment** in Canvas. This will automatically take you into the Taskstream Internship II Portfolio.
2. Select the University Supervisor Introduction menu option.
3. Click **complete this form**.
4. Complete the form, **Save and Return**.
5. You will return to the previous screen, click **Submit Work**.
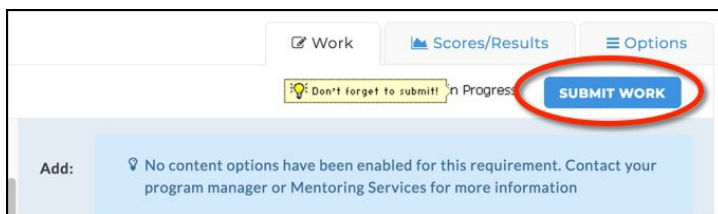
4. Select your University Supervisor's name from the list and click **Submit for Evaluation**.
   NOTE: If you do not see your University Supervisor's name listed, please submit a ticket at coehelp.ecu.edu.
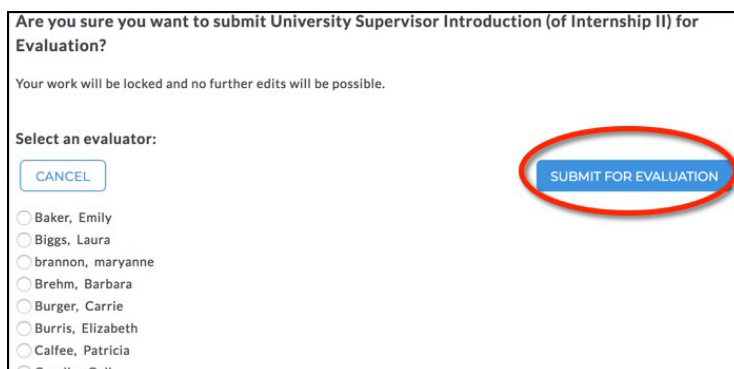
5. You are now linked to your University Supervisor for your initial visit form and progress reports.

CPAST Requirements in Taskstream

1. In your Canvas course, click the Required Viewing CPAST Overview assignment.

2. Click on the corresponding Taskstream portfolio option.
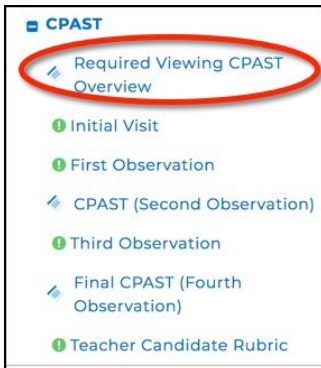
3. Download and view the **CPAST Overview for Interns** presentation. Be sure to review this information carefully and watch the videos linked within the presentation.

4. After viewing the presentation, click **complete this form** within the Evaluation Method section.

5. Check the box and **submit** to confirm that you have viewed the CPAST presentation.

6. Items with a green exclamation such as the *Initial Visit* and *First Observation* will be completed by your University Supervisor. You are not required to complete any work for these components.

7. Your University Supervisor will notify you when it is time to complete your CPAST Self-Evaluation. This is done **prior** to the second and fourth observations. <mark>Note:</mark> You must complete
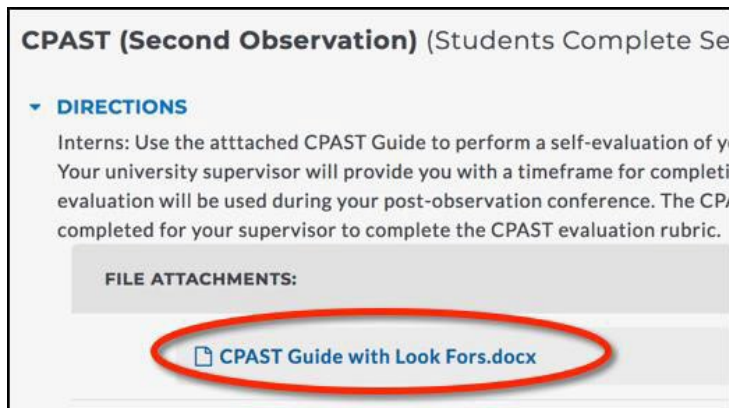
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==**the self-evaluation in order for your supervisor to complete the evaluation in Taskstream.**==

To complete the self-evaluation:

1.In your Canvas course, click the **CPAST (Second Observation) assignment.**

**2. Click on the corresponding Taskstream portfolio option.**

3. Within the *Directions* section, download the **CPAST Guide with Look Fors.**

4. You will use the *CPAST Guide with Look Fors* to complete the self-evaluation. You can refer back to the *CPAST Overview PowerPoint* if you have questions about using this document. Document your self-ratings on this document prior to completing the form in Taskstream.

5. When you are ready, record your self-evaluation ratings in Taskstream.

Click **complete this form** within the **Evaluation Method** section of the *CPAST (Second Observation)* link.
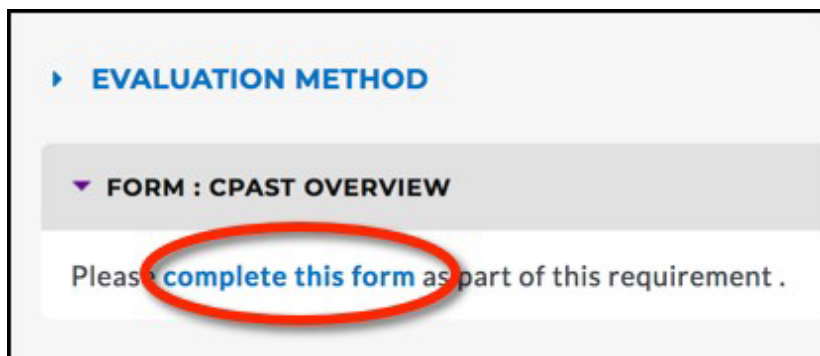
6. Select the appropriate rating for each of corresponding rows of the CPAST. Use the *Comments* section to explain your rating or provide additional evidences as needed.

Response is required

A. Focus for Learning: Standards and Objectives /Targets

- ○ Exceeds Expectations (3 points)
- ○ Meets Expectations (2 points)
- ○ Emerging (1 point)
- ○ Does Not Meet Expectations (0 points)

Comments

7. Click **Save Draft** if you need to save and return later to the CPAST form.
8. When you have completed your self-evaluation, click **Save and Return**.

9. You will be prompted to **Submit Work** on the next screen.

10. Select your *University Supervisor* as your evaluator and click **Submit for Evaluation.**

11. Repeat these steps when your University Supervisor informs you to self-evaluate for the final CPAST.