Creating and Submitting a lesson plan to your Program Supervisor

Read the following instructions for submitting a lesson plan to your Program Supervisor using the Critical Components of Lesson Design template within TaskStream.

1. Request that your Program Supervisor link you up within TaskStream.
2. Once your Program Supervisor has confirmed that you are linked follow the below steps to submit a lesson plan successfully.

3. Click Lessons, Units and Rubrics in TaskStream:

4. Click Lesson Builder:

5. To create a new lesson for submission you will type the title of your lesson and then select the format....this will be RS: Critical Components of Lesson Design:

6. Click on each of the lesson components to enter in your entire lesson requirements. Do not leave any blank.
Lesson Builder

Test Lesson

**Directions:** Click the each element buttons to complete your Lesson Builder. As you enter information, your changes will be saved automatically.

**Date created:** 09/23/2015 9:54 PM (MDT); **Date modified:** 09/23/2015 9:54 PM (MDT)

**Format:** RS: Critical Components of Lesson Design

- [Print/Export]
- [Email]
- [Generate Link (URL)]

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**Planning**

<table>
<thead>
<tr>
<th>Author</th>
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<tbody>
<tr>
<td>Subject(s)</td>
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<tr>
<td>Topic or Unit of Study</td>
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<td>Grade Level</td>
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<td>Materials and Media</td>
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<td>Standards</td>
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<td>Measurable Objective</td>
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<tr>
<td>Summary</td>
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7. Once you click on each of the lesson components read the directions for the specific instructions.

**Measurable Objective**

**Directions:** Measurable objectives identify what the student will know and be able to do by the end of the lesson. Objectives include references to expected performance/better and specific criteria for mastery. The measurable objectives should be aligned to the standards selected.

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8. To add an assessment to your lesson plan click on **Assessments/Rubrics**:

**Assessment**

- [Pre Assessment Data (if applicable)]
- Post Assessment

**Assessment/Rubrics**

The standards need to match with your lesson objectives.
9. Utilize Rubric Wizard by clicking on rubric at the top of the screen.

![Assessment/Rubrics](image)

10. Put a checkmark next to the rubric that you created to go with the lesson plan and click **Save and Close Window**. If you have not created a rubric click on **Lessons, Units and Rubrics from the TaskStream homepage**.

11. Once your lesson plan is complete, click **Request Comments**.

12. You will select your Program Supervisor’s name to Review your lesson plan.

![Rio Cadre Preparation](image)

13. Click on Submit for Review:

![Select Reviewer](image)

14. Once complete, email the instructor to find your lesson plan in TaskStream.

15. If this lesson plan is being submitted for a performance evaluation once the Program Supervisor has reviewed your lesson plan they will discuss the feedback on a pre-conference call prior to coming out or videotaping (if distance) for your performance evaluation.

16. After you have received feedback on your submitted lesson plan make any revisions necessary prior to submitting for the “final” grade.

17. Once revisions are complete follow the steps below to upload your lesson plan to the DRF.
Submitting your Lesson Plan to the DRF for a Performance Evaluation

1. Once you log into Taskstream click on your program link in the center of your screen (elementary, secondary, special education, dance, dramatic arts, fine arts, music).

2. Click on the student teaching course you are currently enrolled on the left hand side of your screen. If you are unsure of which course you are enrolled for student teaching go to your RioLearn website to see which course you are enrolled.

3. Once you click on the course all of the requirements will be listed. Click on each specific assignment for more information and instructions for submitting. *Requirements are different each semester. Below is an example (see your specific course for requirements):
4. When you click on Evaluation Lesson Plan you will follow the directions for submitting your lesson plan.

5. Click on **Attachments**:

   ![To begin, select the type of content you would like to add]

   - Text & Image
   - Slideshow
   - Standards
   - Attachments
   - Videos
   - Links

6. Check **An artifact created in Taskstream (lesson, folio, etc.)**, then select Lessons and the lesson plan you would like to submit. Make sure to click Save and Return and then Submit Work.

   *If you have any problems along the way don’t hesitate to ask your Program Supervisor.*