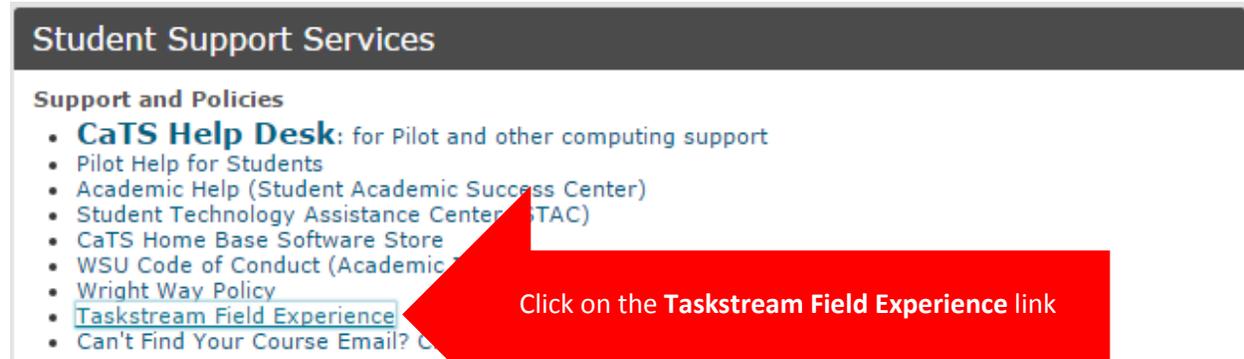


# Completing a Teaching Field Experience Application

1. Sign in to Pilot (<https://pilot.wright.edu>)
2. Click on the link under Student Support Services that says **Taskstream Field Experience**.



**Student Support Services**

**Support and Policies**

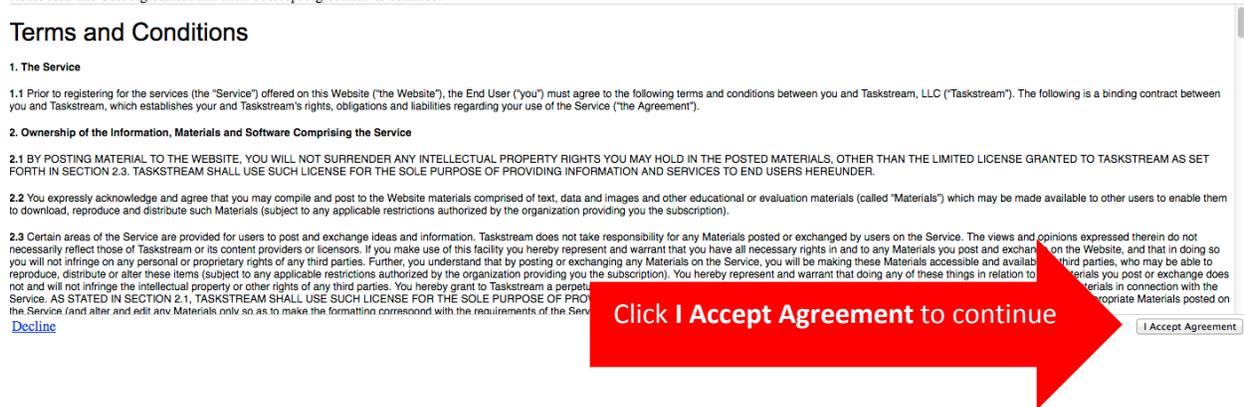
- **CaTS Help Desk:** for Pilot and other computing support
- Pilot Help for Students
- Academic Help (Student Academic Success Center)
- Student Technology Assistance Center (STAC)
- CaTS Home Base Software Store
- WSU Code of Conduct (Academic)
- Wright Way Policy
- **Taskstream Field Experience**
- Can't Find Your Course Email? C

Click on the Taskstream Field Experience link

3. Accept the User Agreement by clicking **I Accept Agreement**. (You will only have to do this once)

## Taskstream User Agreement

Please read this User Agreement and click 'I Accept Agreement' to continue.



**Terms and Conditions**

1. **The Service**

1.1 Prior to registering for the services (the "Service") offered on this Website (the "Website"), the End User ("you") must agree to the following terms and conditions between you and Taskstream, LLC ("Taskstream"). The following is a binding contract between you and Taskstream, which establishes your and Taskstream's rights, obligations and liabilities regarding your use of the Service ("the Agreement").

2. **Ownership of the Information, Materials and Software Comprising the Service**

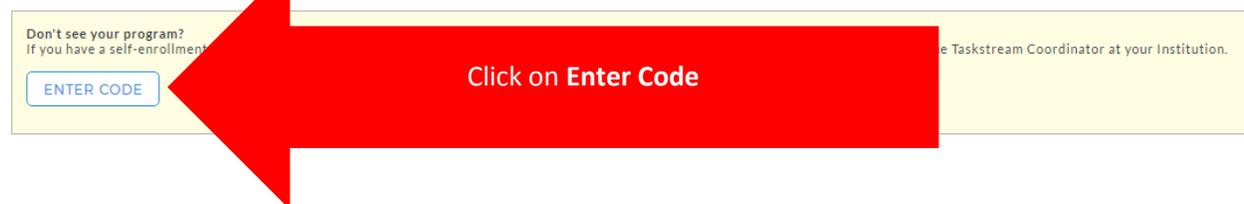
2.1 BY POSTING MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE GRANTED TO TASKSTREAM AS SET FORTH IN SECTION 2.3. TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER.

2.2 You expressly acknowledge and agree that you may compile and post to the Website materials comprised of text, data and images and other educational or evaluation materials (called "Materials") which may be made available to other users to enable them to download, reproduce and distribute such Materials (subject to any applicable restrictions authorized by the organization providing you the subscription).

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[Decline](#) **Click I Accept Agreement to continue**

4. Click on the **Enter Code** button.



Don't see your program?  
If you have a self-enrollment code, please enter it here.

**Click on Enter Code**

Taskstream Coordinator at your Institution.

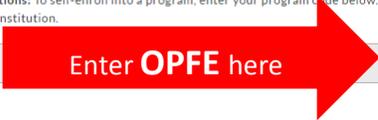
5. The first time you access the applications for an academic year (ie. 2017-2018, 2018-2019), enter **OPFE** as the program code in the search box, then click the **Search** button.

### Self Enrollment

[Home](#) » [Self Enrollment](#)

Directions: To self-enroll into a program, enter your program code below. Program codes are created by your institution. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.

Enter program code:



6. Click the **Enroll** button

### Self Enrollment

[Home](#) » [Self Enrollment](#) » [Program Information](#)

Directions: Confirm your program selection below

[Help on this Page](#)

If this is the correct program, click the 'Enroll' button to complete the enrollment process.

Program: Application for Teacher Candidate Field Experiences  
DRF used in program: Application for Field Experiences  
Program Status: **Active**  
Program Description:



7. Click the **Start working on your new program** button.

### Self Enrollment Confirmed

[Home](#) » [Self Enrollment](#) » [Confirmation](#)

You have successfully enrolled into the following program: Application for Teacher Candidate Field Experiences

#### What Would You Like to Do?



8. On the left hand side of the screen, you will find a list of programs and the field courses in those programs. Find your program in the list, then click on the field experience course you are applying to take.

taskstream | LAT FOLIOS & WEB PAGES STANDARDS COMMUNICATIONS RESOURCES Greg Webb My #

### Application for Teacher Candidate Field Experiences

Template: Application for Field Experiences

VIEW AS FOLIO

EXPAND ALL COLLAPSE ALL

**General Information**

- Art Education
  - ED 2650.03
  - ED 2750.03
- Computer Information Science (K-12)
  - ED 2650.03
  - ED 2750.03
  - ED 6475/6575
- Early Childhood Education (PreK-3)
  - ED 2650.01
  - ED 2750.01
  - ECE 3210
  - ECE 3230
  - ECE 4210/4900
- Endorsements
  - ISC 7500 - Gifted
  - EDS 6270 - Pre-K Special Needs
  - ED 6610 - TESOL

**Welcome to the Application for Teacher Candidate Field Experiences program**

Getting Started with Programs

If this is your first time working within DRP programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

9. Click **DIRECTIONS** to view information regarding the field experience. Then click the **Add Form** button.

Add: **Form**

**ED 2650.01** (Phase I - First Field Experience)

▼ DIRECTIONS

Course Information for ED 2650.01

**Attendance Requirements**  
7 - 7.5 Hours per Week (100 hours total)

**Requirements to take this Field Experience Course**

- GPA of 2.0 or higher
- Current Ohio BCI and FBI Background Check
- Register on Wings Express for the course and any needed corequisite courses

**Note:** Failure to meet these requirements will result in your request for this field experience being cancelled.

**How to complete your application form**

- Click the **complete this form link**
- Enter your responses
  - NOTE:** Fields that have a red star next to them are required fields. As such, they need to have responses before you can submit the form for evaluation.
- When you have finished entering your responses, click **Save and Return**
  - NOTE:** Taskstream will timeout after 90 minutes of inactivity. To ensure that your work will not be lost after a timeout, there is a Save Draft button to the right hand side of the screen.

**How to attach your resume**

- Click the **Attachments** button in the Add toolbar at the bottom of your work area. This will open the attachments area where you will be able to upload your attachment.
- Click **Upload from Computer** to open the file attachments window that will allow you to add your files directly from your computer.
- Click **Add Files** to locate your file within your computer. Make sure your file is named using the following format: "First Name" "Last Name" resume "Term of Application" (ex. Jane Doe resume Fall 2017).
- To select multiple files, hold down the CTRL button on your keyboard as you select each file.
- After you have selected your file(s), click **Open**.
- Back in the attachments window, click the **Start Upload** button.
- Once the upload is complete, close the attachments area. Then click **Save and Return**.

10. Fill out the application, then click **Save and Return**.

**Respond to form Phase I/II Field Experience Application for ED 2650.01**

[DIRECTIONS](#)

[CANCEL](#) [CHECK SPELLING](#) [PRINT](#) [SAVE AND RETURN](#)

Response is required [Disable Rich Text Editor](#)

**Student Information**

Please be aware that field experience school site locations are arranged within a 30-mile radius of WSU's campus (NOT a 30-mile radius of your residence).  
Priority for field experience placements is also given in accommodating our partnership districts (Denton Public, Fairbairn City, Milam-Union Exempted Village, Belbrook-Sugar Creek, Tresswood-Madison City, Troy City, West Carrollton City, and Ripley-Union-Lewis-Huntington school districts).  
YOU ARE RESPONSIBLE FOR YOUR OWN TRANSPORTATION.

University ID Number (UID)

[Save Draft](#)

(Max chars: 30)  0 [Count](#) [BACK TO TOP](#)

WSU Email Address

[Save Draft](#)

(Max chars: 100)  0 [Count](#) [BACK TO TOP](#)

During this field experience, I will be traveling from the following address:

Address [Save Draft](#)

[Count](#) [BACK TO TOP](#)

(Max chars: 100)

Address 2 [Save Draft](#)

[Count](#) [BACK TO TOP](#)

(Max chars: 100)

City [Save Draft](#)

[Count](#) [BACK TO TOP](#)

(Max chars: 100)

State [Save Draft](#)

[Count](#) [BACK TO TOP](#)



11. Click the **Add Attachments** button.

Add: [Form](#) [Attachments](#)

**ED 2650.01 (Phase I - First Field Experience)**

[DIRECTIONS](#) [Help on this Page](#)

**FORM: PHASE I/II FIELD EXPERIENCE APPLICATION** [Edit](#)

You have already started completing the form. [View/Edit Your Responses](#)



12. Click the **Upload from Computer** button.

## Add/Edit Attachments for ED 2650.01

### ▶ DIRECTIONS

**Add New Attachment** No files have been attached yet.

Select File:

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

**CANCEL**

13. Drag and drop the file containing your resume into the box or click **+ Add Files** to search for the file on your computer. When finished adding the file(s), click **Upload and Close**.

1. Drag files into box or click here

F	Description	Size	Status
 <b>Drag files here</b>			

2. When finished adding files, click here

**+ Add Files** **↑ Start Upload** **Clear List** **0 b** **0%** **Upload and Close**

14. Click **Save and Return**.

✓ Your file was successfully added and appears on the list below.

**Add New Attachment**

Select File:

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

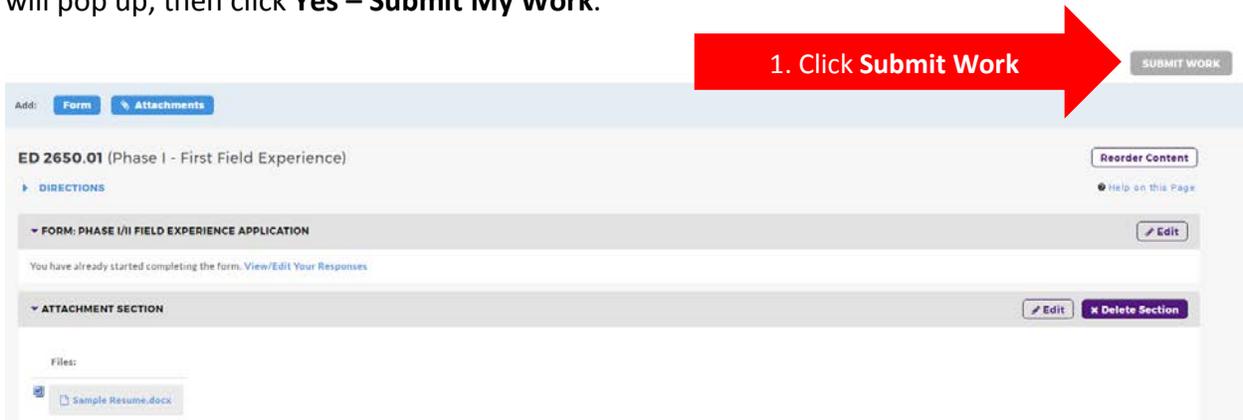
**CANCEL**

**Currently Attached Uploaded Files**

 <b>Sample Resume.docx</b>	Word Document (Open XML)	<b>View</b> <b>Edit</b> <b>Delete</b> <b>Standards</b>
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**Click Save and Return** **SAVE AND RETURN**

15. After completing the application and attaching your resume, click **Submit Work**. A screen will pop up, then click **Yes – Submit My Work**.



Are you sure you want to submit ED 2650.01 (of Early Childhood Education (PreK-3)) for Evaluation?

Your work will be locked and no further edits will be possible.

Add optional comments for your evaluator



After submitting your application for review, you are still responsible for meeting all other OPFE requirements for this field experience. These include a current FBI and BCI background check and registering for the course and any needed corequisite courses on Wings Express. **Failure to meet these requirements and any other OPFE requirements will result in your application for the field experience being cancelled.**

## Application Deadlines

Semester you plan to take a field experience course	Application Due Date
Fall	January 15
Spring	September 15