

How To: Document Service Learning Hours

Pre-Approval

1. Log in to TaskStream
2. Click on “Special Ed and Inclusive Ed Initial Licensure”
3. Scroll down in the menu on the left side for the “Service Learning” header
4. Click on the first Pre-approval item you have not used (e.g., “Pre-approval 1” if you have not done the pre-approval process before).
5. Click on the “IE ServiceLearning Preapproval.pdf” file to open it. Print this file.
6. Complete the form, obtain the required signature, and scan the form (which you can do on a PawPrint printer) back to a PDF document.
7. Return to the Pre-approval slot in TaskStream (steps 1-4 above) and click the “Attachments” button at the bottom.
8. Each web browser has a slightly different interface at this point. In general, you will upload your file, then click the orange “Save and Return” button.
9. Click the orange “Submit Work” button and send this item to “Master, CEAP”

Documentation of Service

1. Log in to TaskStream
2. Click on “Special Ed and Inclusive Ed Initial Licensure”
3. Scroll down in the menu on the left side for the “Service Learning” header
4. Click on the Documentation item matching the Pre-approval item you submitted for this event (e.g., if you submitted Pre-approval 1 for this one, use “Documentation 1”).
5. Click on the “IE ServiceLearning Documentation.pdf” file to open it. Print this file.
6. Complete the form, obtain the required signature, and scan the form (which you can do on a PawPrint printer) back to a PDF document.
7. Return to the Documentation slot in TaskStream (steps 1-4 above) and click the “Attachments” button at the bottom.
8. Each web browser has a slightly different interface at this point. In general, you will upload your file, then click the orange “Save and Return” button.
9. Click the orange “Submit Work” button and send this item to “Master, CEAP”
10. Next, under the “Service Learning” header, click on “Service Log/Final Reflection”
11. Click on the “Form” button at the bottom OR the “Complete Form” button on the right side of the screen.
12. For the service event, complete the section of the form matching that event (e.g., if you submitted in slot Documentation 1, you should enter data in section “Service Event 1”).
13. When done entering data for this event, click the orange “Save and Return” button.
14. Do NOT click “Submit Work” until you have completed all your service hours.

On Completing All Service Hours

(You must have submitted all Pre-approval and Documentation items before completing this step)

1. Log in to TaskStream
2. Click on “Special Ed and Inclusive Ed Initial Licensure”
3. Scroll down in the menu on the left side for the “Service Learning” header
4. Click on “Service Log/Final Reflection”
5. Follow directions 10-13 in the section above to add data on any of your service events you have not included yet.
6. Write your final reflection document in Word according to the directions.
7. Upload that document through the “Attachments” button at the bottom.
8. Click the orange “Submit Work” button and send this item to “Master, CEAP”