TaskStream Lesson Plan Submission

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

- Email the instructor that you have a current subscription so they can link you up within TaskStream. Once the instructor has confirmed that you are linked follow the below steps to submit a lesson plan successfully.

- Click **Lessons, Units and Rubrics** in TaskStream:

  ![TaskStream](image)

- Click **Lesson Builder**:

  ![Lesson Builder](image)

- 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**:

  ![Lesson Form](image)

- 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 in information:

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

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

- Print/Export  Email  Generate Link (URL)

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**Planning**

- Author
- Subject(s)
- Topic or Unit of Study
- Grade Level
- Materials and Media
- Standards
- Measurable Objective
- Summary

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- 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 behavior and specific criteria for mastery. The measurable objectives should be aligned to the standards selected.

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- Check Spelling  Save Draft  Save & Close Window

- To add an assessment to your lesson plan click on **Assessments/Rubrics:**
• Utilize Rubric Wizard by clicking on rubric at the top of the screen.

• 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.

• Once your lesson plan is complete, click **Request Feedback**

• You will select your Instructor’s name to Review your lesson plan.

• Click on Submit for Review:
Once complete, email the instructor to find your lesson plan in TaskStream. If you have any problems along the way don't hesitate to ask your instructor. If you have a Signature Assignment that requires lesson plans and rubrics you will submit them with these instructions; however all Signature Assignments will be submitted through the DRF within TaskStream.