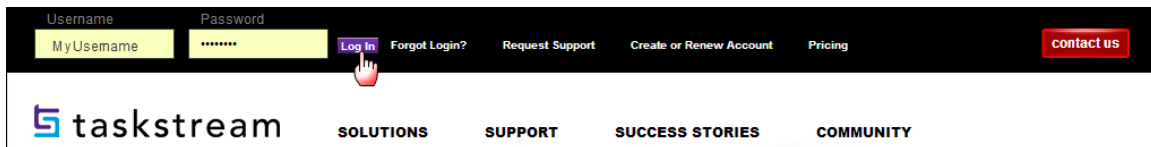


# TaskStream Instructions for Instructor/Evaluators

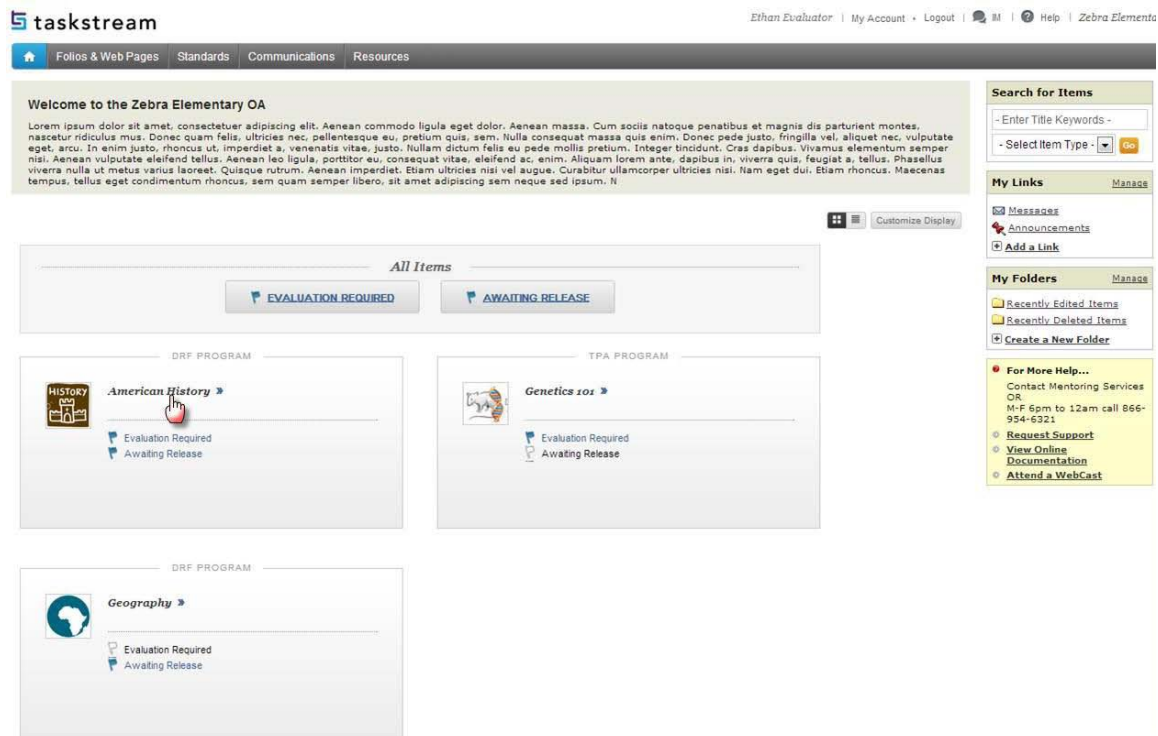
## Quick Start Guide for Evaluators

(These instructions will be used every time you score an assignment)

1. Go to [www.taskstream.com](http://www.taskstream.com) and log in using your username and password  
(If you have lost or forgotten your username or password, please call TaskStream directly at 1-800-311-5656 and ask that it gets re-sent to you.)

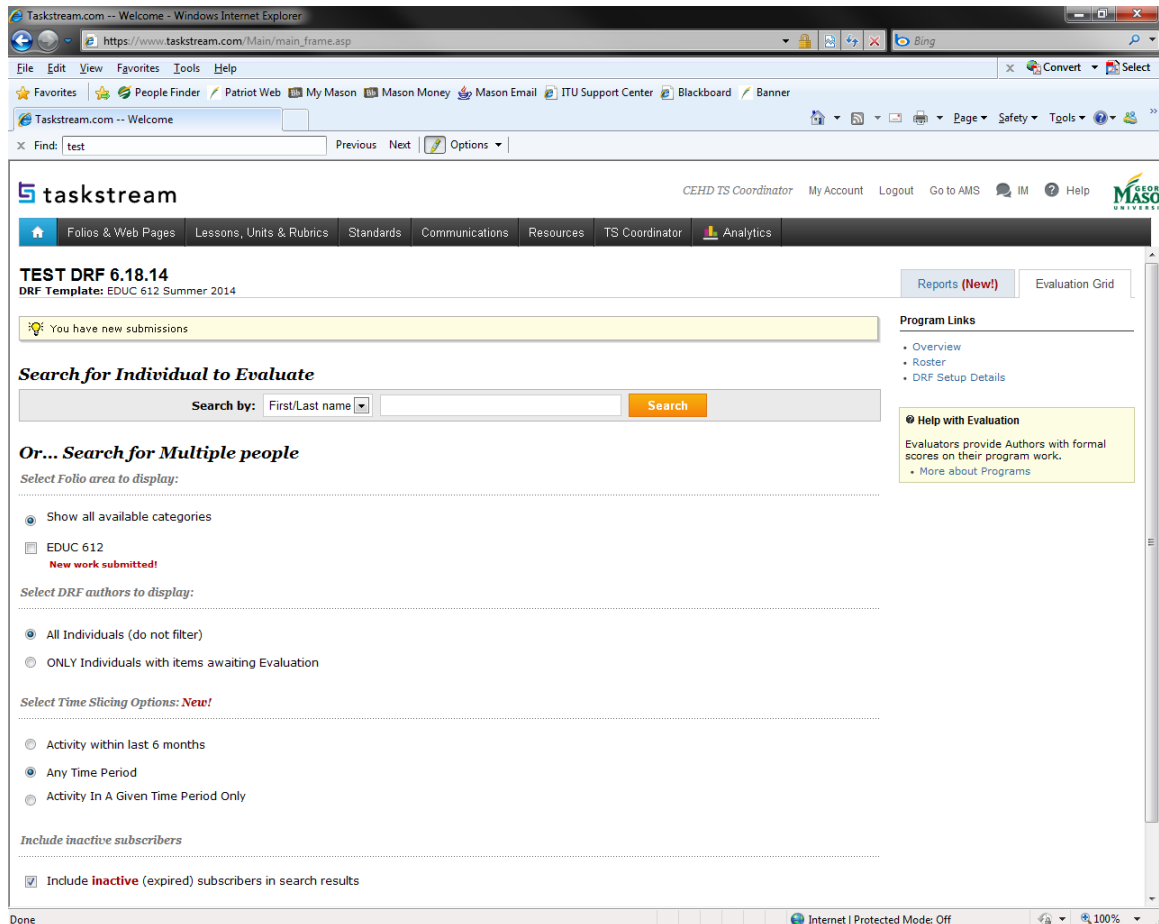


This will bring you to your home page:



2. On the home page, you will see all DRF Programs (courses) that you are enrolled into as an Evaluator. Click the name of the DRF Program (course) in which you wish to complete evaluations. If you have multiple roles within a program, you will need to click the **Evaluator** tab at the top of the screen.

This will bring you to the search screen where you can either search for an individual or choose to view your entire roster.



3. To search for a particular author (student), type the first or last name in the appropriate field, and click **Search**.

To view your entire roster, proceed with the following under the **Or... Search for Multiple people** heading:

- Under the *Select Folio area to display*: area, select **Show all available categories**
- Under the *Select DRF authors to display*: area, select **All Individuals (do not filter)**
- Under the *Select Time Slicing Options*: area, select **Any Time Period**
- Under the *Include inactive subscribers*: area, select **Include inactive (expired) subscribers in search results**

Click **Continue**

This will bring you to your evaluation grid and your course roster:

Course 1		
	Assignment 1 [25 Points]	Assignment 2 [50 Points]
<input type="text" value="Show All"/> <input type="button" value="Go"/> <input type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options	<input type="checkbox"/> <input type="button" value="Release all for area"/>	<input type="checkbox"/> <input type="button" value="Release all for area"/>
<input checked="" type="checkbox"/> <b>Bellingeri, Joseph</b> <input type="checkbox"/> <input type="button" value="Release all for Author"/>	<input checked="" type="checkbox"/> <b>Score=3.50</b> (21.88/25) <a href="#">[View/Edit]</a> Released: 1/10/13	<input checked="" type="checkbox"/> <input type="button" value="Evaluate"/>

4. To access the work that has been submitted in each column under each assignment heading, click the yellow **Evaluate Evaluate** button next to the student's name.

4a. To document when a student fails to meet the TaskStream submission requirement, scroll to the right and click the yellow **Evaluate Evaluate** button under the **Candidate Failed to Submit to TaskStream** heading to access a checkbox form. *Please note that this form is set up as an Administrative Category in TaskStream – students do not see it/cannot access it. If students DO submit their work, then the "Candidate Failed to Submit to TaskStream" form does not apply and it is to be disregarded.*

If you see any of the following instead of the yellow **Evaluate Evaluate** button next to the student's name in the evaluation grid, please note:

- **Work Not Started** = Work has not yet been uploaded and submitted by the student. There is no action you can take until this has been done by the student.
- **Work in Progress Hourglass Icon** = The student has uploaded the work, but has yet to complete the process by actually submitting it for evaluation. As a result, the assignment is sitting in "limbo" and only the student can access it from their account to either remove it for revision or submit it. The student will need to be contacted and asked to return to their submission instructions, pick them up at Step 5 and follow them through to the end.
- **Needs Revision Call Back** = The work has been successfully uploaded and submitted for evaluation but returned to the student for revision by the Instructor/Evaluator. The revised work must be uploaded and resubmitted by the student for scoring. There is no action you can take until this has been done by the student.
- **Evaluation in Progress** Evaluation in Progress = The Instructor/Evaluator has started the evaluation process but has yet to complete it. This will need to be done before the scores can be recorded and reported.
- **Evaluated** Evaluated = The work has been successfully scored within the system, but it has not been released so that the student can access the score report and any feedback/comments provided by the instructor.
- **Evaluation Released** Evaluated = The work has been successfully scored within the system and has been released so that the student can access the score report and any feedback/comments provided by the instructor. **(This is the preferred outcome – details below on how to release evaluations after they've been done).**

This will bring you to the screen that gives you access to the submitted work and to the scoring rubric or Candidate Failed to Submit form (if applicable):

**DRF Program**  
Template: DRF Template\* [View Work](#) [Interactions w/Reviewer\(s\)](#) [Evaluation History](#)

[Back to Evaluation Grid](#)

**Evaluate/Score Work**  
**Send Back to Author**  
**Cancel - Evaluate Later**

[Print](#) [Save as PDF](#)

**Author Submitted:**  
03/29/2013 01:28:03 PM EST

**View Author Work**  
Program: DRF Program  
Author: Joseph Bellingeri

**Assignment 2**

[Directions Distributed to Author](#)  
[Evaluation Method](#)

5. To view the submitted work, click on the work link(s) in the middle of the page. The work will open in a separate window for review.

6. To access the rubric for the work or the Candidate Failed to Submit form (if applicable), click the green **Evaluate/Score Work** button. This will open the scoring rubric/form in a separate window.

Separate instructions for completing both the rubric and the Candidate Failed to Submit to TaskStream form follow.

### **To Complete the Rubric:**

For each Rubric Criterion (each rubric line), enter the appropriate score in each score area throughout the entire rubric. You can enter whole numbers or fractional values (e.g. 2.5) as needed in each line. You can also add feedback/comments if you wish to. Be sure to scroll all the way to the bottom of the rubric to ensure you've completed it in its entirety.

### **Evaluate work using rubric**

[Print Rubric](#)  Show Criteria Descriptions

Criterion 1: Content (Standard 4)	1: Poor	2: Good	3: Better	4: Best

**SCORE (0-4):**  [Save Draft](#)

Comments on this criterion (optional):

At the bottom of the rubric, select one of the three *Next Steps* (see full descriptions below the screen shot) and click **Submit Evaluation Now**.

### Next Steps

*Decide what to do with this evaluation* ➔

**Send back for revision**  
This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.

**Save a copy of this submission?**

**Yes** - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)

**No** - author will be able to overwrite this submission

Send External Email Notification

**Record as final but release evaluation to author later**

**Record as final and release evaluation to author now**  
Author will immediately receive this evaluation report.

Send External Email Notification

Cancel Check Spelling Save Draft Preview **Submit Evaluation Now**

If you need to send the work back to the student for revision with comments:

- Click the first radio button next to **Send back for revision**
- Under **Save a copy of this submission?** click **Yes – author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)**
- Keep the box checked next to the *Send External Email Notification* option so that students will be notified that their work has been returned to them and that they can login to TaskStream to review their scores and comments if they choose to.
- Click the yellow **Submit Evaluation Now** button

If revisions are not needed/required and you are ready to complete the process, but are not ready to share your scores and comments with your student yet:

- Click the second radio button next to **Record as final but release evaluation to author later**
- If you do not wish for students to receive notification of your evaluation, uncheck the box next to the *Send External Email Notification* option below the third radio button.
- Click the yellow **Submit Evaluation Now** button

If revisions are not needed/required and you are ready to complete the process AND share your scores and comments with your student (**most recommended!**):

- Click the third radio button next to **Record as final and release evaluation to author now**
- Keep the box checked next to the *Send External Email Notification* option so that students will be notified that their evaluation has been completed and that they can login to TaskStream to review their scores and comments if they choose to.
- Click the yellow **Submit Evaluation Now** button

## To Complete the Candidate Failed to Submit to TaskStream Form:

For the Candidate Failed to Submit work form, click the appropriate box next to the applicable reason the student failed to submit. Add notes as needed in the text box.

The screenshot shows a web browser window titled "Edit Evaluation - Windows Internet Explorer". The address bar shows the URL: [https://staff.dev.taskstream.com/staff\\_dev/staff\\_dev/mentor/eval\\_edit\\_frame.asp?qyz=M3KddFWFVB6gH4Ulop&uid=k6e2c2c1hmfzuce&fid=fshezqc00fwh](https://staff.dev.taskstream.com/staff_dev/staff_dev/mentor/eval_edit_frame.asp?qyz=M3KddFWFVB6gH4Ulop&uid=k6e2c2c1hmfzuce&fid=fshezqc00fwh). The browser menu includes File, Edit, View, Favorites, Tools, and Help. A yellow instruction box at the top reads: "The program creator added the following instructions to help guide your evaluation: Evaluators, please complete the Candidate Failed to Submit to TaskStream form so that you can keep track of the reason candidates may have failed to submit their PBA to TaskStream for evaluation. Please choose the Does Not Meet Requirement option at the end of the form. This information can be edited as needed (as often as needed) after the assignment is submitted to TaskStream and evaluated - this is just meant as a convenient way for you to keep all information in one place." Below this, the form title is "Evaluate work using the form 'Candidate Failed to Submit to TaskStream'". A red icon indicates "Response is required" and a blue icon says "Disable Rich Text Editor". The form section is titled "Candidate Failed to Submit to TaskStream" and includes a "Check the Reason that Applies:" section with a "Save Draft" button. The reasons listed are: WD - Candidate withdrew/dropped course following proper procedures. Should be removed from TaskStream roster. SA - Candidate stopped attending. Should be removed from TaskStream roster. IP - In Progress. Candidate will submit work to TaskStream by the program's predetermined submission date. Work will be evaluated in TaskStream at that time. IN - Incomplete. Candidate will submit work to TaskStream by the date indicated in the consequent semester's academic calendar. INF - Incomplete converted to a final grade of F. Candidate never submitted by the deadline and final grade converted to an F. DNS - Candidate simply failed to submit despite repeated requests by instructor. (If you choose this option, please also complete the following section). F - Candidate earned an F in the course. A - Candidate auditing course - not required to submit to TS. O - Other. (If you choose this option, please also complete the following section). Below the reasons is an "Additional Notes" section with a "Save Draft" button and a text area for notes. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and "100%".

At the bottom of the form, in the dark shaded **SCORE** box under the **Final mark: Does this work meet requirements?** heading, click the radio button next to **Does not Meet**. Then click the yellow **Submit Evaluation Now** button.

This screenshot shows the bottom portion of the form. The "Additional Notes" section is visible at the top. Below it is the "Final mark: Does this work meet requirements?" section. It features a dark shaded "SCORE" box with two radio buttons: "Meets Requirement" (which is selected) and "Does not Meet". Below the radio buttons are "Cancel" and "Check Setting" buttons. At the bottom right of the form are three buttons: "Save Draft", "Print", and "Submit Evaluation Now". The browser status bar at the bottom shows "Internet | Protected Mode: Off" and "100%".