

## How to Evaluate Non-Submission Requirements

In your TaskStream account, under the Evaluator tab on the home page, click the DRF Program (your course) link.



You will be searching for multiple people. Select the filters, "Show all available categories," and "All Individuals (do not filter)" and click the Continue button. You will proceed to the evaluation grid.

The screenshot shows the 'Search for Individual to Evaluate' form. The search criteria are set to 'First/Last name'. Below the search bar, there is a section titled 'Or... Search for multiple people'. Under 'Select DRF area to display:', the option 'Show all available categories' is selected. Under 'Select authors to display:', the option 'All Individuals (do not filter)' is selected. There is also an unchecked option 'Include inactive (expired) subscribers in search results'. A 'Continue >>' button is located at the bottom right of the form.

In the evaluation grid, students' names will appear on the left side of the table and the assessment names will appear across the top of the table. Click the Evaluate button for the student/assessment you wish to evaluate to open the evaluation screen.

Show All <input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options <input type="checkbox"/> Release all for Author	Assessments			
	Homework Assignments [10 Points] (no submission req'd)	Data Analysis Project [30 Points] (no submission req'd)	Midterm Examination [25 Points] (no submission req'd)	Final Examination [30 Points] (no submission req'd)
<input type="checkbox"/> Release all for area <b>Arias, Meghan</b> <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate
<input type="checkbox"/> Release all for area <b>Chirinos, David</b> Student ID :G00629032 <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate
<input type="checkbox"/> Release all for area <b>Coleman, Asa</b> Student ID :G00673652 <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate
<input type="checkbox"/> Release all for area <b>Day, Tiffany</b> Student ID :G00618397 <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate
<input type="checkbox"/> Release all for Author <b>Einhorn, Lauren</b> <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate
<input type="checkbox"/> Release all for Author <b>Gillmarten, Charles</b> Student ID :G00632066 <input type="checkbox"/> Release all for Author	No Access	Evaluate	Evaluate	Evaluate

Because these are non-submission requirements, you will not see any student work in the next screen. Instead, you can simply click the green Evaluate/Score Work button on the left side of the page to open the rubric.

**Evaluate/Score Work**

**Cancel - Evaluate Later**

Print
Save as PDF

No submission required.

In the rubric screen, you should enter a score for each criterion in the text box provided. You can enter comments for each criterion if you wish. If you are working in the rubric for an extended period of time, it is recommended that you click the Save Draft button regularly to secure your work.

Discussion/Conclusions_a: Conclusions drawn from the results (Weight: 16.67%)	Exceeds expectations.	Meets expectations.	Does not meet expectations.
Comments on this criterion:			
Enter Score (0-3):		<input style="width: 50px;" type="text" value="3"/>	<input type="button" value="Save Draft"/>
3 Exceeds expectations      2 Meets expectations      1 Does not meet expectations			
Discussion/Conclusions_b: Statement of limitations (Weight: 6.67%)	Exceeds expectations.	Meets expectations.	Does not meet expectations.
Comments on this criterion:			
Enter Score (0-3):		<input style="width: 50px;" type="text" value="2"/>	<input type="button" value="Save Draft"/>
3 Exceeds expectations      2 Meets expectations      1 Does not meet expectations			
Discussion/Conclusions_c: Recommendations for future research (Weight: 3.33%)	Exceeds expectations.	Meets expectations.	Does not meet expectations.
Comments on this criterion:			
Enter Score (0-3):		<input style="width: 50px;" type="text" value="3"/>	<input type="button" value="Save Draft"/>
<b>Average for all criteria scored so far: 0.83</b>			

**3 Attach a file to this evaluation (Optional)**

Name	File	Visible to Author?	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/> <input type="button" value="Browse..."/>	<input checked="" type="checkbox"/>	

**4 Add overall comment**

**5 Decide what to do with this evaluation**

**Final evaluation/score**

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.

Close
Spelling
Save Draft
Preview
Submit Evaluation Now

At the bottom of the rubric, you have the option to attach a file (such as a Word document) and to enter an overall comment. When you are finished with the rubric, select, "Record as final and release evaluation to author now," **uncheck "Send External Email Notification"**, then click the gold Submit Evaluation Now button.

This will take you back to the evaluation grid where you can repeat the steps above for another student/assessment.