

TaskStream Evaluation Instructions
(for Student Submitted Assignments)

www.taskstream.com

1. Enter your Username and Password in the **Subscriber Login** box, click **Login**.
2. Depending on your current access in TaskStream, once you login, you will either only see links to the specific DRF(s) in which you are an Evaluator OR you may see various tabs (Author, Evaluator and/or Evaluation Manager). If you fall into the latter category, click the **Evaluator tab**. This will then display the specific DRF(s) in which you are an Evaluator.
3. Click on the **DRF Program** that you are evaluating student submitted work for.
4. Under the **Select DRF area to display:** heading (just under the **Or...Search for multiple people** heading) click the bullet point next to the name of the course. Then just below that, under the **Select authors to display:** heading, click the bullet point next to **All Individuals (do not filter)**.
5. Click the yellow **Continue** button.

This will bring up the evaluation grid to include the list of students enrolled into this DRF as Authors. You will then be able to see who has submitted their work to you for evaluation based on the yellow **Evaluate** button cross-listed next to the student name and under the name of the assignment.

6. Click the yellow **Evaluate** button.

This will bring up the work submission screen and you will click on the **File Attachments** to view a student's work (it will open in a separate window – once you have reviewed it, you will need to close the window). If you find that revision is needed, click the **Send Back to Author** button and write any comments in the dialog box.

7. When you are ready to evaluate the assignment, click on the green **Evaluate/Score Work** button to access the evaluation rubric. The evaluation rubric will open in a separate window (you will likely need to expand the window to see the whole rubric).
8. There are four steps to the evaluation screen as you scroll down. **1** Enter your evaluation score in the box under each line item of the rubric that says **Enter Score:**. **2** Allows you to **Attach a file to this evaluation** (THIS IS NOT NEEDED - PLEASE BYPASS THIS STEP). **3** Allows you to **Add overall comment** (feel free to do so - your students will be able to view your comments in the system and via e-mail notification following your evaluation). **4** Asks you to **Decide what to do with this evaluation**. Choose either **Send back for revision** OR **Record as final and send evaluation to author now** (the middle option does not apply).
9. Click the yellow **Submit Evaluation Now** button. This will bring you back to the evaluation grid and you can view what your final score is for that student under that assignment category.

Congratulations! You have successfully evaluated your student's work!

You may log now out of TaskStream.