

Quick-Start Guide

Evaluators



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Find Your Program(s)

1. To begin, go to login.taskstream.com.
2. Log into Taskstream with your assigned username and password.

Please sign into your account.

Username

Password

SIGN IN

*If you have multiple roles within a program, click the **Evaluator** tab.*

Evaluate a program

Author Evaluator



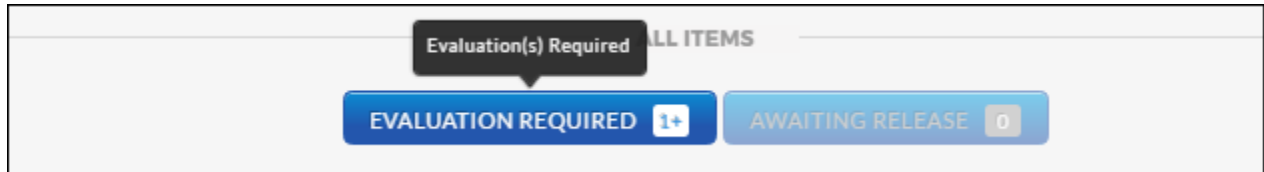


Locating Work that Requires Evaluation

There are 3 different ways to locate work that requires evaluation.

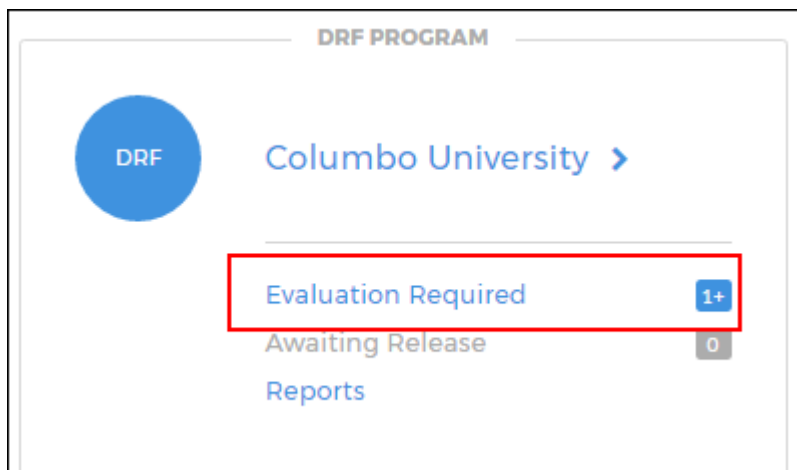
Option A

Click on Evaluation Required in the All Items area to view items from multiple programs that require evaluation.



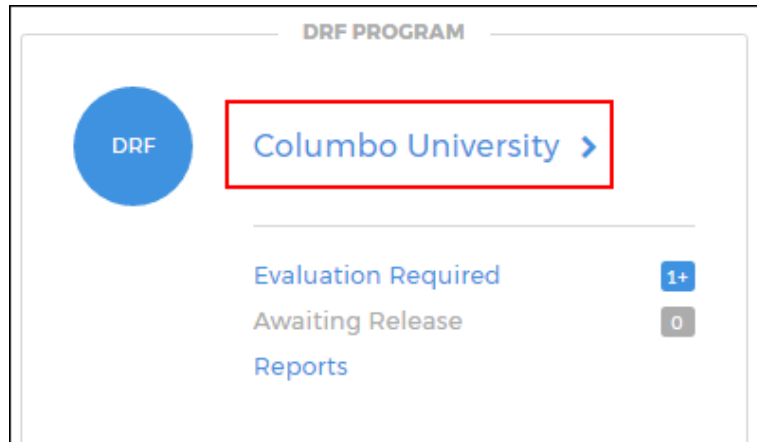
Option B

Click on Evaluation Required under the program for which you want to access work.



Option C

Click on the name of the program in which you'd like to evaluate work.



The screenshot shows a user interface for a 'DRF PROGRAM'. At the top, the text 'DRF PROGRAM' is centered. On the left, there is a blue circular icon containing the text 'DRF'. To the right of this icon, the text 'Columbo University' is displayed in blue, followed by a right-pointing chevron '>'. This text is enclosed in a red rectangular box. Below this, there is a horizontal line. Underneath the line, the text 'Evaluation Required' is shown in blue, with a small blue box containing '1+' to its right. Below that, the text 'Awaiting Release' is shown in grey, with a small grey box containing '0' to its right. At the bottom, the text 'Reports' is shown in blue.



(1) In the Evaluation area, to search for a particular author, type the first or last name in the appropriate field, and click **Search**.

(2) You can use the available filter options to view work for multiple authors. After you make your selections, click **Continue**.

(3) You can use the Time Slicing Option to search for work submitted during a certain time period. After you make your selections, click **Continue**.

You can also search for students whose accounts have expired by checking the Include **inactive** subscribers box at the bottom of the screen.

Search for Individual to Evaluate

Search by: First/Last name **SEARCH**

Or... Search for Multiple people

Select Folio area to display:

- Show all available categories
- English 101
New work submitted! 2/1

Select DRF authors to display:

- All Individuals (do not filter)
- ONLY Individuals with items awaiting Evaluation

Select Time Slicing Options:

- Activity within last 6 months
- Any Time Period
- Activity In A Given Time Period Only

Include inactive subscribers

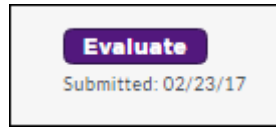
- Include **inactive** (expired) subscribers in search results

Red arrows and numbers 1, 2, and 3 point to the search input field, the DRF authors filter, and the Time Slicing Options respectively.

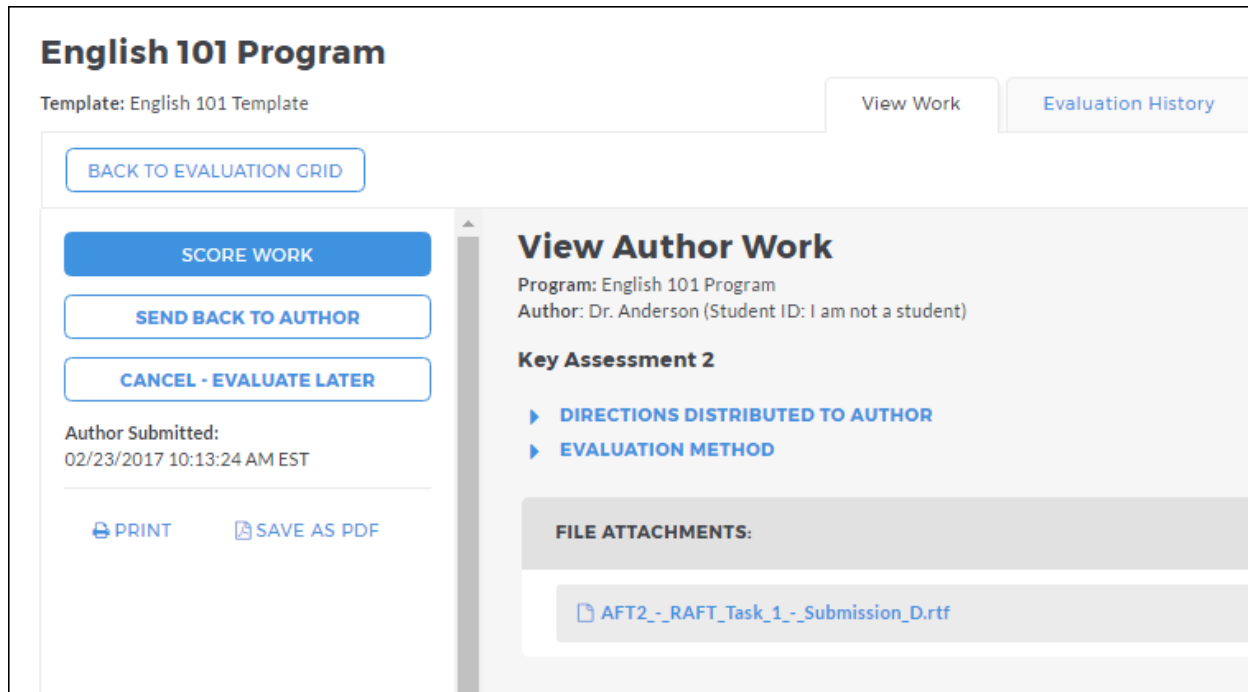


Evaluating Work

When items are ready to be evaluated, you can access them by clicking the Evaluate button.



To access the evaluation for the work, click **Score Work**. Depending on the setup of the DRF program, your evaluation type may differ. Evaluation methods in Taskstream include: pass/fail, meets/does not meet requirement, a write in score, an evaluation form, and/or a rubric.

A screenshot of the Taskstream interface for the "English 101 Program". The page title is "English 101 Program" and the template is "English 101 Template". There are two tabs: "View Work" (active) and "Evaluation History". A "BACK TO EVALUATION GRID" button is at the top left. On the left sidebar, there are three main buttons: "SCORE WORK" (highlighted in blue), "SEND BACK TO AUTHOR", and "CANCEL - EVALUATE LATER". Below these are "Author Submitted: 02/23/2017 10:13:24 AM EST" and "PRINT" and "SAVE AS PDF" icons. The main content area is titled "View Author Work" and shows "Program: English 101 Program" and "Author: Dr. Anderson (Student ID: I am not a student)". Under "Key Assessment 2", there are two expandable sections: "DIRECTIONS DISTRIBUTED TO AUTHOR" and "EVALUATION METHOD". A "FILE ATTACHMENTS:" section shows a file named "AFT2_-_RAFT_Task_1_-_Submission_D.rtf".

*If you need to immediately unlock the author's **work** without an evaluation, click **Send Back to Author**.*



USING A RUBRIC

(Based on the evaluation method selected, you may see a different screen)

1. For each Rubric Criterion, enter the appropriate score. (1) Evaluators can select the score by hovering over or clicking the score tile. If the rubric is set up to allow fractional scores, then (2) evaluators can select a fractional score by using the slide bar.

PEDAGOGICAL STRATEGIES	1 EMERGENT	2 DEVELOPING	3 PROFICIENT	4 ACCOMPLISHED
	The author's explanation of how each theory can be implemented into the classroom lacks clarity, or specific strategies are missing	The author implies how each theory can be implemented into the learning environment or does not explicitly articulate how each theory can be implemented into the learning environment	Author articulates clearly how each theory can be implemented into the learning environment using specific strategies or pedagogical techniques	Author clearly and comprehensively articulates how each of the theories presented can be implemented into the learning environment using specific strategies or pedagogical techniques.
	2.25			
SCORE (0-4):	COMMENTS ON THIS CRITERION:			
<input type="text" value="2.25"/>	<input type="text"/>			
<input type="button" value="Save Draft"/>				

2. Evaluators have the optional ability to add a file to their evaluations. The file can be shared with the Authors and become a permanent part of the evaluation history and reports. The file size is limited to 5 MB, but NOT limited to any one format.



ADDING A FILE

- To add a file, In the Evaluation page, click **Browse**. The Browse File pop-up window loads.
- Locate your file and click **Open**. The file populates the file field in the evaluation page.
- In the Name field, enter a meaningful description (*maximum 100 characters*). If you do not enter a name, the file name displays as the default.
- (*Optional*) To hide the file from the Author, uncheck **Visible to Author**.

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>



- From the bottom of the rubric, select one of the three Next Steps 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.
 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

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 1 for support.