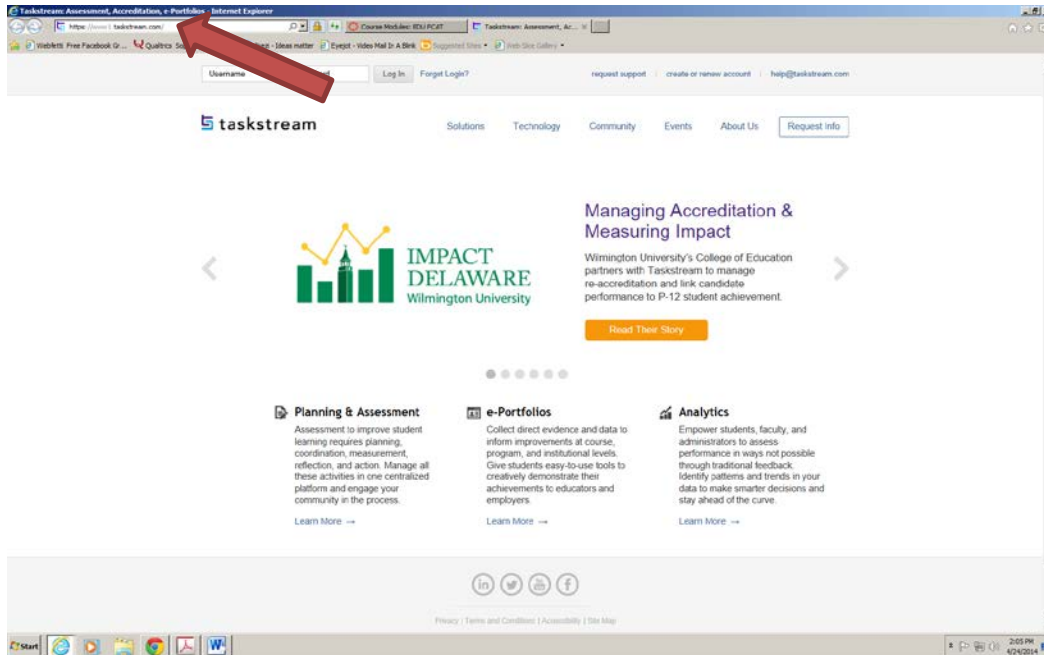# San José State University
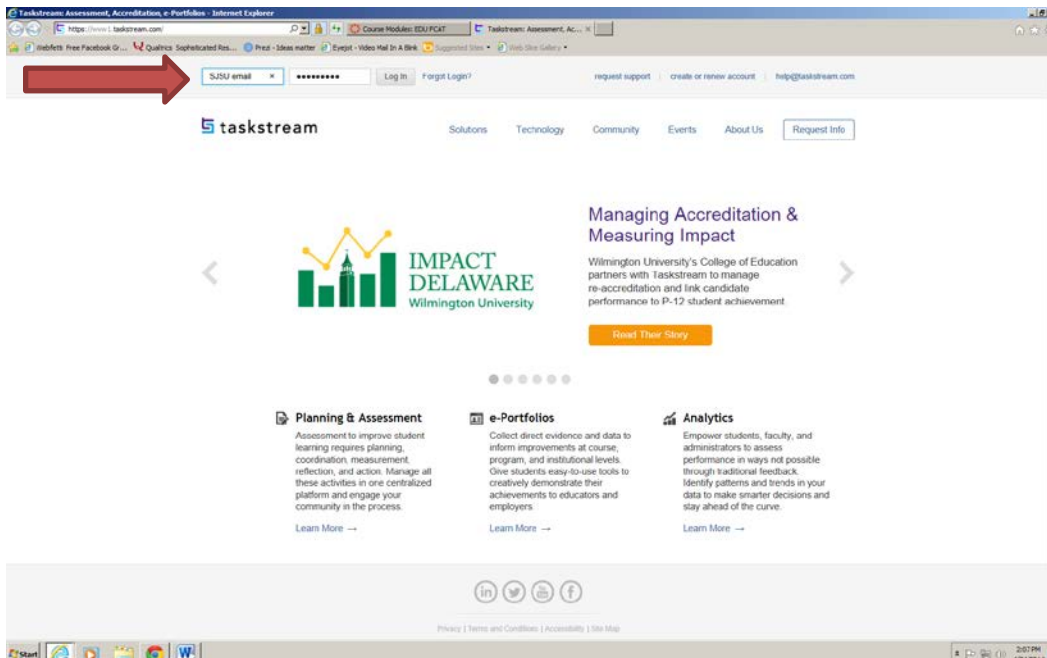## Connie L. Lurie College of Education
Accessing Taskstream for Faculty

The following screen shots reflect the process in which to access Taskstream.

1. Open your browser and type in the following URL: www.taskstream.com

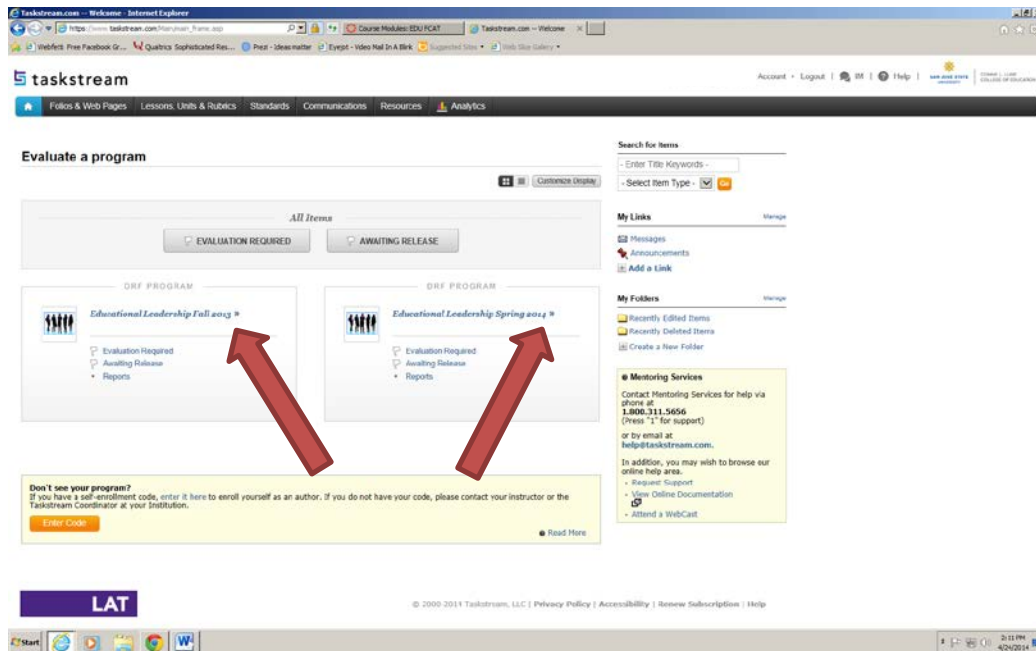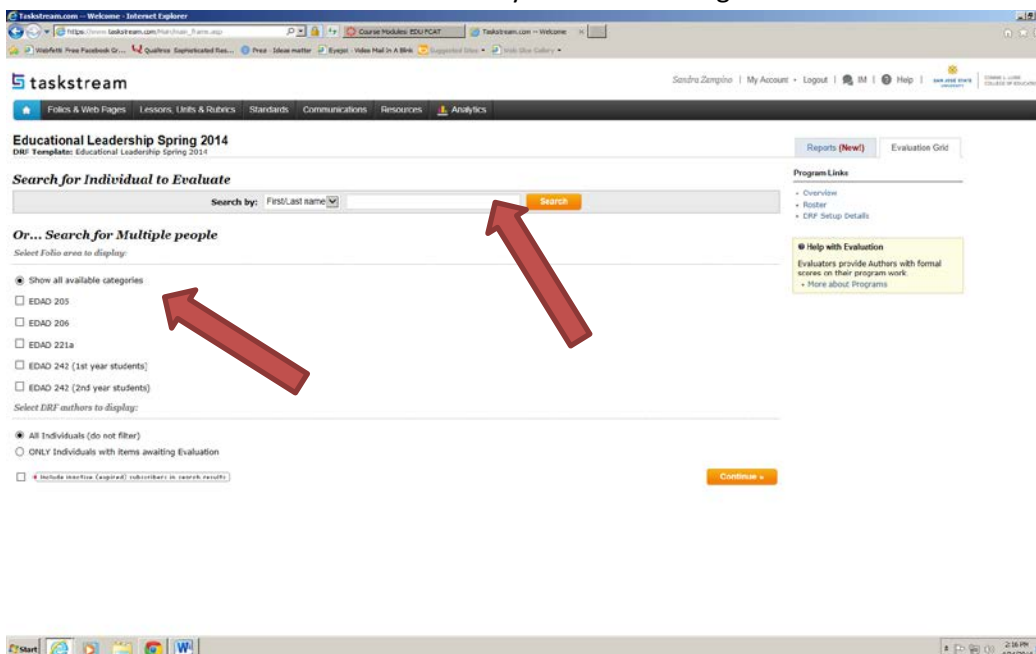2. Type in your username (SJSU email account) and the personal password you set up.

3.   The Taskstream homepage will appear in the window. Your Directed-Response Folio (DRF/the department you work in) and the semester will be shown. Click on the semester that pertains to the course assignments you will be evaluating.

4.   Another window will open with search options. You can search for a particular student OR select the course that you are evaluating. Click continue.
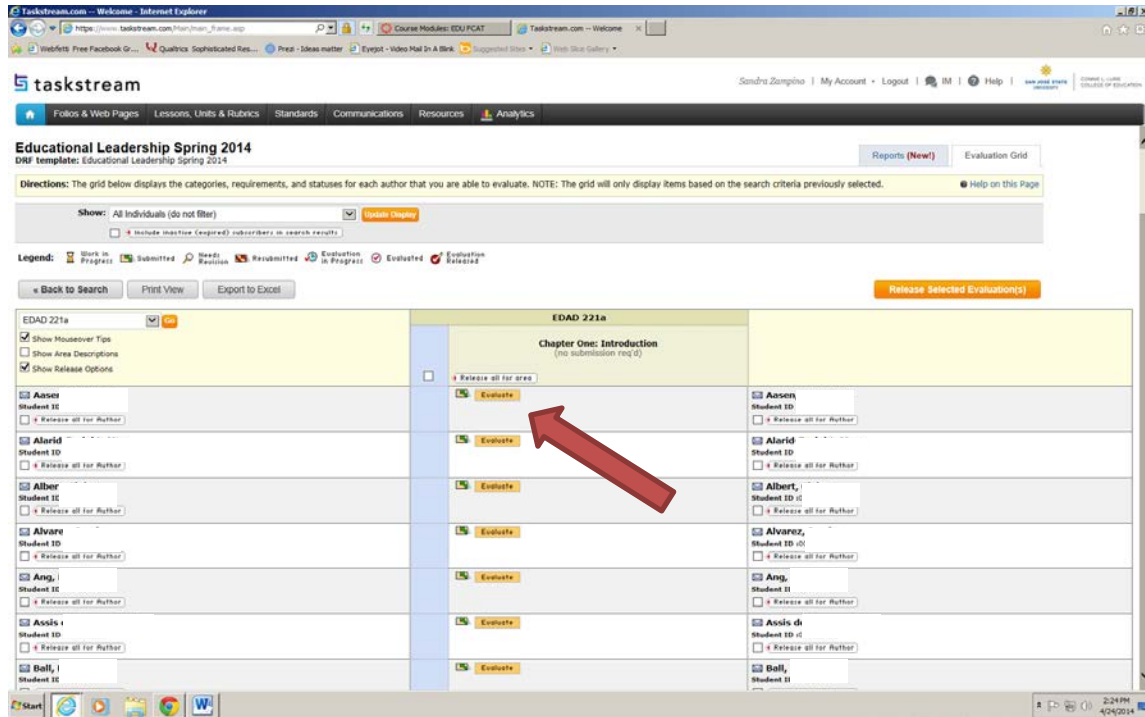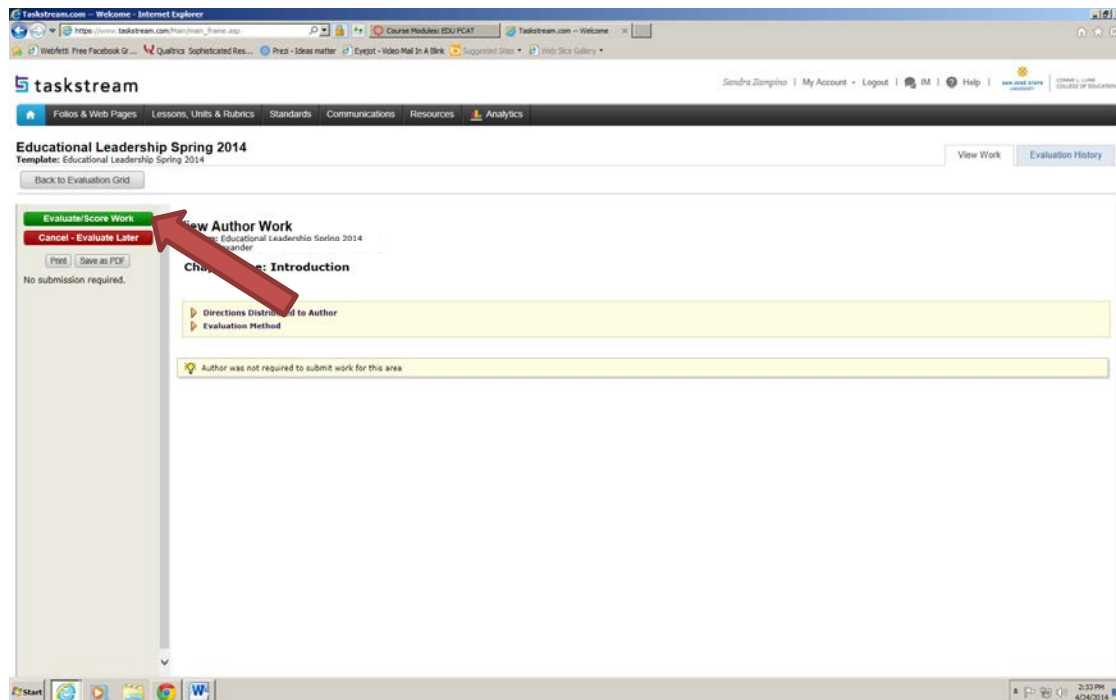
5.   The Evaluation Grid will appear, reflecting your class roster. Click on EVALUATE in the center to begin scoring that student's signature assignment. The students' names appear on both sides of the screen in order to assist you in tracking them across the page.

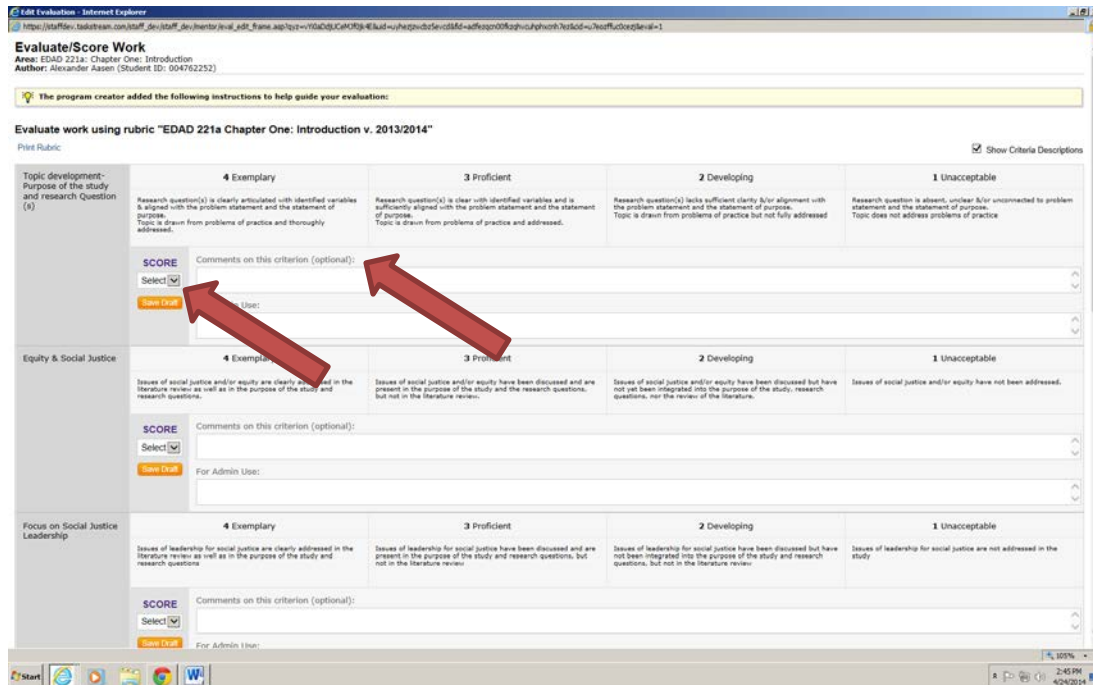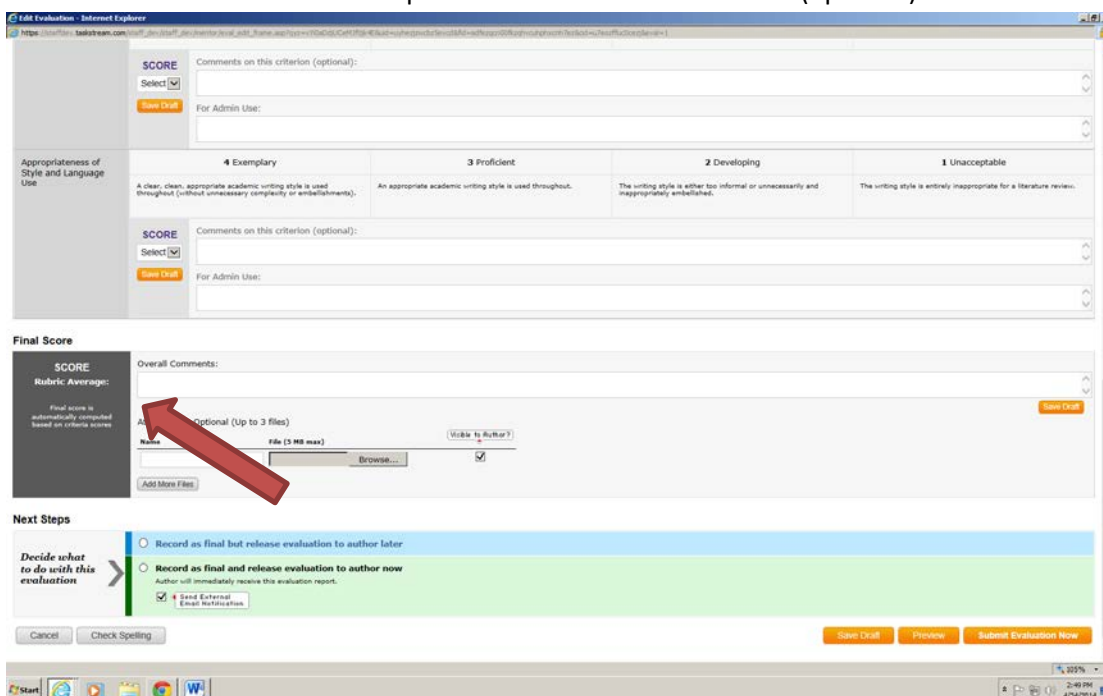6.   Click on the green button on the left-hand side, EVALUATE/SCORE WORK.

7. The rubric for the signature assignment for the student you selected will open. Score each criterion by using the drop down box (SELECT) under SCORE. You may also leave comments which are optional. Click SAVE DRAFT as you go along.

8. At the bottom of the EVALUATION/SCORE WORK screen, you will find the average score already calculated. However, if there is a numeric score for your specific rubric, you will have to manually input that score. You may also provide additional overall comments or upload files for the student to see (optional).

9.   The final step is to record the score as final. There are two options: RECORD AS FINAL BUT RELEASE EVALUATION TO AUTHOR LATER in the blue box, and RECORD AS FINAL AND RELEASE EVALUATION TO AUTHOR NOW in the green box. Choose one option only. Click on SUBMIT EVALUATION NOW.

10.   Once you click on SUBMIT EVALUATION NOW, you will be taken back to the Evaluation Grid to select the next student.