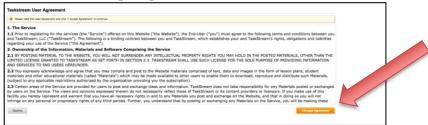
How To Evaluate PACT in Taskstream

- 1. You will receive an email from Taskstream.
- 2. Your username will be included in the email.
- 3. Click on the link to create your password for your Taskstream account.



4. Click on I Accept Agreement. This is the Taskstream User Agreement form.



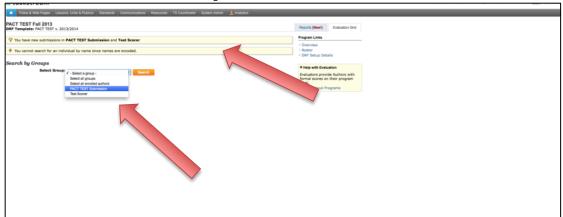
5. Create your password for Taskstream. It must contain 6 letters and 1 number.



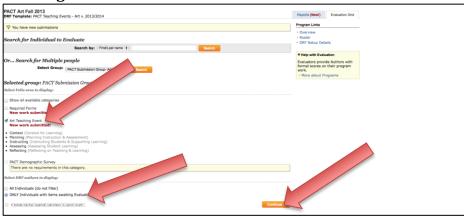
6. Click on the **PACT DRF Program**.



- 7. You will see the message **You cannot search for an individual by name since names are encoded**.
- 8. Click on the **Select Group** dropdown list.
- 9. Select the **Submission Group** and click Search.



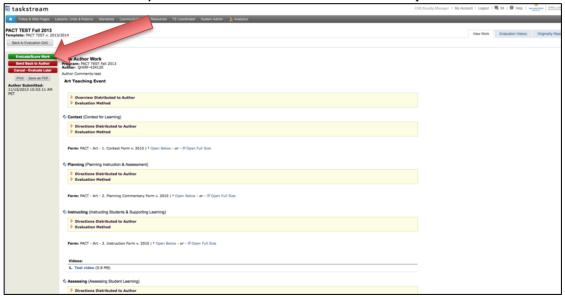
10. Select the <u>(subject area)</u> Teaching Event and ONLY Individuals with items awaiting Evaluation and then click Continue.



11. Select a student to score and click on **Evaluate**.



12. Click on **Evaluate/Score Work.** Two window tabs will open.



13. This is the first window to open. On this screen you will be able to view the videos and documents for scoring the following areas:

Context

Planning

Instructing

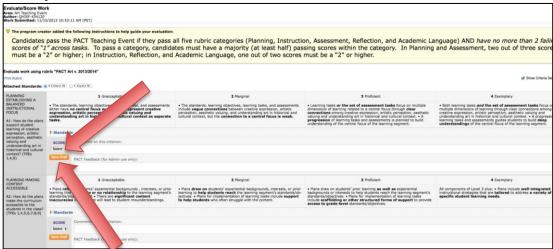
Assessing

Reflecting

Scroll down in order to see all of the documents and videos for each of the scoring areas.

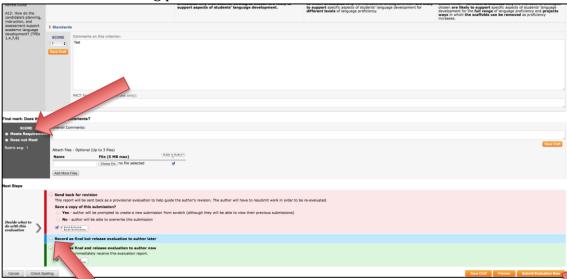


- 14. This is the second window tab to open.
- 15. On this screen you will be able to score the student.
- 16. **Select** the score for each rubric.
- 17. Click **Save Draft** as you scroll down.
- 18. You may type comments for each rubric in the text box called **Comments on this criterion**. The comments will not be released to the students. The comments will only be seen by the PACT Coordinator.



Final Scoring Process:

- 19. Select either **Meets Requirement** or **Does not Meet**.
- 20. Select the blue area Record as final but release evaluation to author later.
- 21. For the final scoring process click on **Submit Evaluation Now**.



- 22. Another window will appear once you have clicked **Submit Evaluation Now**.
- 23. Select the next student to score and repeat steps 11 through 21.