

Quick-Start Guide

Evaluators



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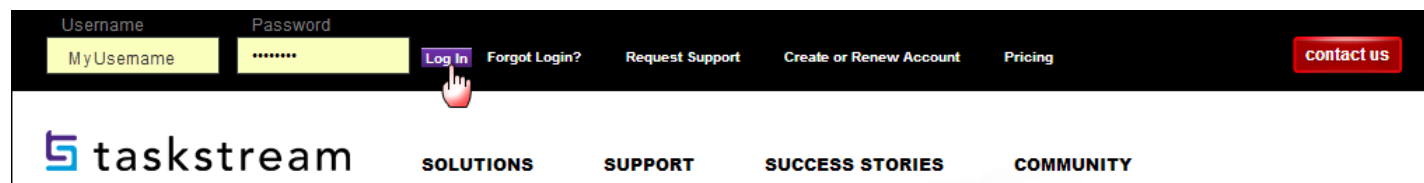
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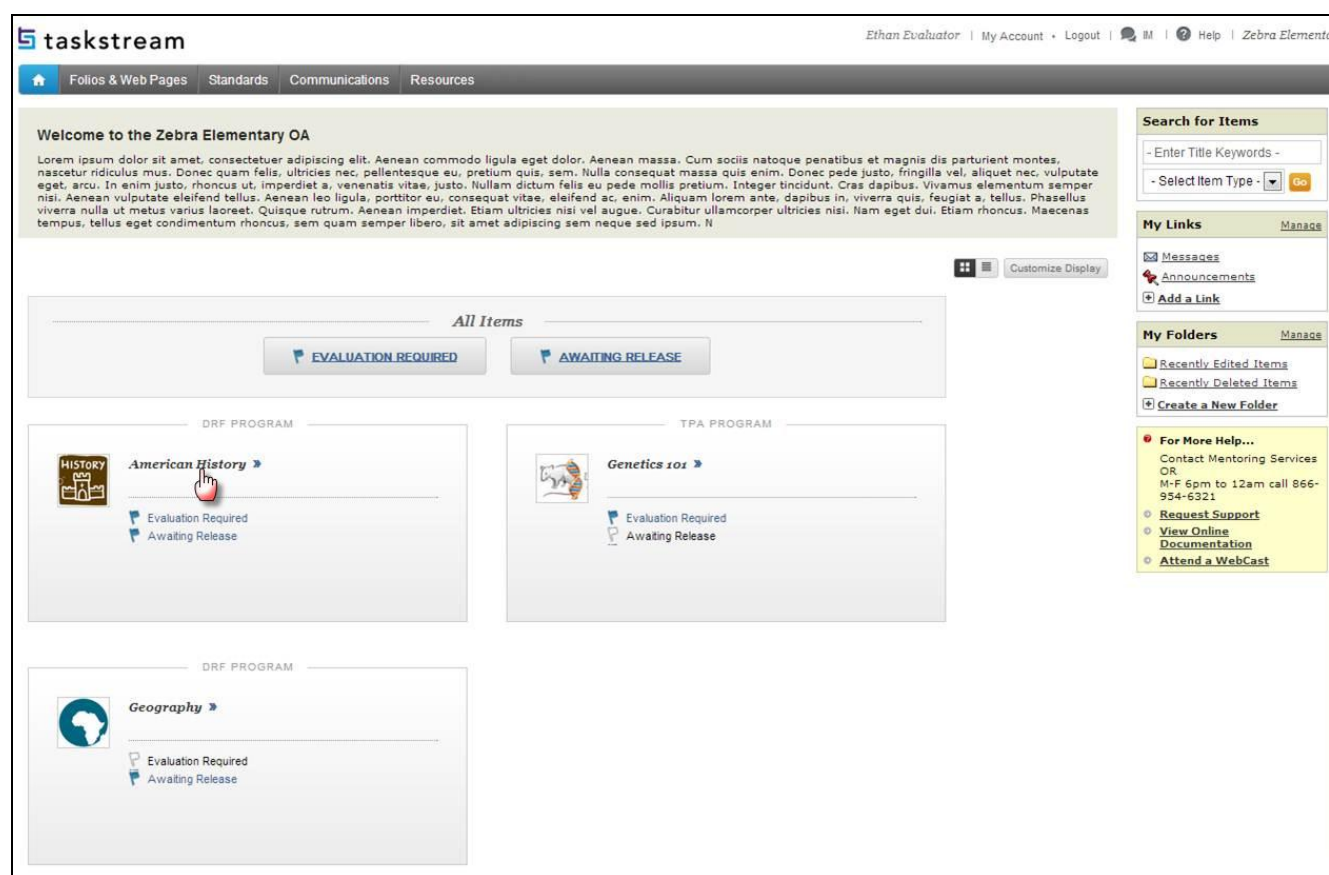
Find Your Program(s)

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



The image shows the Taskstream login page. At the top, there is a navigation bar with links: Username, Password, Log In, Forgot Login?, Request Support, Create or Renew Account, Pricing, and a red contact us button. Below this is the Taskstream logo and a row of links: SOLUTIONS, SUPPORT, SUCCESS STORIES, and COMMUNITY. A hand cursor is pointing at the 'Log In' button.

3. On the home page, click the name of the DRF Program in which you wish to complete evaluations.



The image shows the Taskstream home page for a user named Ethan Evaluator. The page has a top navigation bar with links: Home, Folios & Web Pages, Standards, Communications, and Resources. Below this is a welcome message for the Zebra Elementary OA. The main content area is divided into two columns. The left column is titled 'All Items' and contains a list of programs: American History, Genetics 101, and Geography. Each program has a status indicator for 'Evaluation Required' and 'Awaiting Release'. The right column contains a search bar, a 'My Links' section with links to Messages, Announcements, and Add a Link, and a 'My Folders' section with links to Recently Edited Items, Recently Deleted Items, and Create a New Folder. At the bottom right, there is a 'For More Help...' section with contact information for Mentoring Services and links to Request Support, View Online Documentation, and Attend a WebCast.

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

Access Work

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

taskstream Ethan Evaluator | My Account • Logout | Help | Zebra Elementa

Search American History Work Submitted for Evaluation
DRF Template: Access Paths Testing

You have new submissions

Search for Individual to Evaluate

Search by: First/Last name **Search** (1)

Or... Search for multiple people

Select DRF area to display:

- ☒ Show all available categories
- ☐ Overall Folio Evaluation 5/2
- ☐ No Eval Method 1/2
- ☐ Course 1 1/2
New work submitted! 3/2
- ☐ Course 2 3/2
- ☐ Course 3 3/2
- ☐ Set Visibility on this 2/2

Select authors to display:

- ☒ All Individuals (do not filter)
- ☐ ONLY Individuals with items awaiting Evaluation
- ☐ Include inactive (expired) subscribers in search results

Continue » (3)

Program Links

- [Overview](#)
- [Roster](#)
- [DRF Setup Details](#)
- [Resources](#)

Help with Evaluation

Evaluators provide Authors with formal scores on their program work.

- [Take a Flash Tour of the Evaluation Interface](#)
- [More about Programs](#)

4. To access the work that has been submitted, click **Evaluate**.

Course 1		
	Assignment 1 [25 Points]	Assignment 2 [50 Points]
☐ Show All Go ☐ Show Mouseover Tips ☐ Show Area Descriptions ☒ Show Release Options ☐ Release all for Author	☐ Release all for area ☒ Score=3.50 (21.88/25) [View/Edit] Released: 1/10/13	☐ Release all for area ☒ Evaluate

5. To access the rubric for the work, click **Evaluate/Score Work**.

The screenshot shows the 'DRF Program' interface. At the top, there's a header with 'DRF Program' and 'Template: DRF Template*'. To the right are tabs for 'View Work', 'Interactions w/Reviewer(s)', and 'Evaluation History'. Below the header is a 'Back to Evaluation Grid' button. On the left side, there are three main buttons: 'Evaluate/Score Work' (green), 'Send Back to Author' (red), and 'Cancel - Evaluate Later' (red). Below these are 'Print' and 'Save as PDF' buttons. A section titled 'Author Submitted:' shows the date '03/29/2013 01:28:03 PM EST'. On the right, the 'View Author Work' section displays 'Program: DRF Program' and 'Author: Joseph Bellingeri'. Below this is 'Assignment 2' and a yellow box containing two links: 'Directions Distributed to Author' and 'Evaluation Method'.

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

6. 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.

How to Use the Rubric

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

1. For each Rubric Criterion, enter the appropriate score.

Evaluate work using rubric

[Print Rubric](#) ☒ Show Criteria Descriptions

Criterion 1: Content (Standard 4)	1: Poor	2: Good	3: Better	4: Best
SCORE (0-4): 3 Save Draft	Comments on this criterion (optional): looks good			

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**.

Final Score

SCORE

Rubric Average:
3.00

Final score is automatically computed based on criteria scores

Overall Comments

Attach files - Optional (Up to 30 files)

Name	File (5 MB max)	Visible to Author?
	Choose File No file chosen	☒

Add More Files

Save Draft

- 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.

Save a copy of this submission?

☐ **Yes** - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)

☐ **No** - author will be able to overwrite this submission

☒ **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**

Cancel

Check Spelling

Save Draft

Preview

Submit Evaluation Now

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.