# Taskstream
# Evaluator FAQs

taskstream

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# Taskstream Evaluator FAQs

# General

### Q: What is a DRF?

***A***: A DRF is a Directed Response Folio. DRFs allow Authors (usually students) to assemble program-related work and submit it to an Evaluator for evaluation. Authors enrolled into a DRF can also request feedback on their work from Reviewers, publish work to the web, and email it to other TaskStream users or external email addresses.

**DRF Templates** establish work requirements and associated methods of evaluation. These templates are designed by TaskStream coordinators in your learning community.

**DRF Programs** are created to distribute these templates, defining who participates and in what role, and how work is performed. A DRF program might be equivalent to a full academic program, a course, or any other division of study at your organization.

### Q: How can I get more help with TaskStream?

***A:*** As a Subscriber, there are several ways that you can access information about TaskStream and get help with using the website.

**Online Help**: While working in TaskStream, you can access our complete online resource at any time from the Help link at the top of your screen. 


You are navigated to the **Help Home** page, where you can choose to:

- Browse Help by topic area. When Help has been opened (in a separate pop-up window), you can continue to browse the table of contents or search for other areas of interest.
- Click the **Downloadable Guides** link to access PDF versions of the help documentation.
- View a schedule of **Mentoring Services WebCasts** and register for valuable demonstrations and feature discussions.

**Help for a specific tool**: Many work pages and even specific features in TaskStream display a **Help on this Topic** or **Help and Preferences** link. This context-sensitive help opens special FAQs or navigates you directly to an online Help page related to that area.

Some elements of a page may display a icon. Click this icon for quick help related to that element.

**TaskStream Glossary**: TaskStream uses a special vocabulary to describe tasks and artifacts. Online Help includes a Glossary to familiarize you with these terms.

### Q: How do I find the Glossary?

***A***: When you are reading any page (like this one!) in TaskStream online Help, notice the *Table of Contents* panel that displays on the left side of the window.

1. Click the **Glossary** bar below the Table of Contents.
2. The alphabetically-ordered Glossary REPLACES the Table of Contents in the left pane of the Help window.
   - Notice that the main reading pane of Help does NOT CHANGE -- you can reference the phrase while reading the text where it appeared.
3. Click the phrase you want defined. The definition displays *immediately* below the phrase.
   - (*Optional*) Click the phrase again to collapse the definition.

4. To restore the Table of Contents display, click the **Table of Contents** bar.

**Personal Support**: If you need additional assistance, please do not hesitate to contact TaskStream's Mentoring Services department by calling 1-800-311-5656 and Press 1 for Support or emailto:help@taskstream.com.

### Q: Do I need to make any changes to my computer or Internet browser to use TaskStream?

***A***: TaskStream is accessed online, using your standard Internet browser. In most cases, the default Internet browser settings are compatible with TaskStream features. Some users of Internet Explorer (IE) may experience features as "missing" due to IE security settings and will need to add TaskStream as a trusted site.

In some cases, you may need to make adjustments to other browser settings (such as "cookies"). For more information, please refer to the TaskStream Technical FAQs.

### Q: What is a TaskStream WebCast, and how can I register to attend one?

***A:*** TaskStream offers a wide variety of online demonstrations and presentations. WebCasts are available to all TaskStream subscribers and range from introductions to areas of the application and walk-throughs of specific tasks, to timely discussions of new challenges facing educators and institutions, and how TaskStream can help you prepare to meet them. You can access these events over the web while listening to audio content over your telephone. A moderator will be available to answer questions.

To register for a WebCast, log into your TaskStream account and click the **Attend A Webcast** link that displays in the yellow **Mentoring Services** box in the right-hand panel of your home page. A list of upcoming events will display, with dates and times. Click the **Register Now!** Button next to the specific WebCast (event/date/time) you want to attend.

*You will need a telephone and an Internet connection to participate in the WebCasts. For optimal viewing, we recommend a high-speed Internet connection. Please note that you will be prompted to download a small program at the beginning of the WebCast.*
*If you have any questions about the WebCast offerings, please* contact the Mentoring Services *department at 800-311-5656.*

# Evaluating Work

### Q: How do I evaluate work that has been submitted to me?

***A***: You can access work that has been submitted to you either by specific program or across multiple programs.

> *Note: If you have multiple roles in TaskStream, start by clicking on the **Evaluator** tab on your home page.*

To access ALL work for a selected program:

1. Click on the name link of the DRF/TPA/PACT program for which you want to evaluate work.
2. You are navigated to a *Search* area. You can search for an individual author or search for work in specific DRF categories (where you can further choose to view all individuals in that DRF or only those awaiting evaluation).
3. Once you have made your selections, click the **Continue** button. You are navigated to an evaluation grid that will display the name(s) of the author(s) you selected.
4. The evaluation grid lists the requirements in this DRF. For each selected author, the work status is displayed for each related submission. When work is awaiting evaluation, you can click an **Evaluate** button.
5. You are navigated to the specific evaluation area for that author's work for this requirement. Work is presented on the *View Work* tab.
6. Once you are ready to evaluate the work submission click the green **Evaluate/Score Work** button. A pair of side-by-side pop-up windows opens, one with the work submission and the second with the evaluation method.

> *Note: If the pop-up windows do not appear, browser may be blocking pop-ups. See our Technical FAQ "Does TaskStream use pop-ups" for more information.*

7. Complete the evaluation, selecting the radio button for one of these options:
    a. **Send back for revision**. Your comments are sent to the author as a provisional evaluation, enabling the author to make improvements before resubmitting for a final score. *Note that this may not be available in all cases.*
    b. **Record as final** but release evaluation to author *later*.
    c. **Record as final** and release evaluation to author *now*.
8. Once you have made your selection click the **Submit Evaluation Now** button.

To access ALL work that needs to be evaluated (potentially across multiple programs):

1. Click the **Evaluation Required** shortcut at the top of your Evaluator tab.
2. You are navigated to a page where you can (optionally) narrow your focus to a single Author and/or select specific program(s) for which you want to evaluate work.
3. Once you have made your selections, click **Continue**. You are navigated to an evaluation grid that will display the name(s) of the author(s) you selected.
4. This will take you to the evaluation grid. Depending on your selection, include either a single selected author's work or ALL authors with work awaiting evaluation in the programs you selected. You can click an **Evaluate** button, and then continue your evaluation using Steps 5 through 8 above.

*Home page tile view only:*

If a Program tile displays a filled blue flag next to **Evaluation Required**, you can quickly access ONLY work for which evaluation is required for that specific Program:

1. Click on the **Evaluation Required** link in the tile.

2. You are navigated to a table of work submissions in this Program that require evaluation. Each work submission appears on a separate line.
3. You can click an **Evaluate** button, and then continue your evaluation using Steps 5 through 8 above.

### Q: I do not see an Evaluator tab on my home page. How can I access work that has been submitted to me?

***A***: You will only see separate tabs on your home page if you have multiple roles in TaskStream (Author, Reviewer, Evaluator and/or Evaluation Manager). If you have *only* the Evaluator role, your home page will instead display a list of the DRF/TPA/PACT programs into which you are enrolled.

If you do not see an Evaluator tab and ALSO do not see any DRF/TPA/PACT programs listed on your home page, you are not currently enrolled as an evaluator in any programs. Please contact the Program Manager at your school and request that you be enrolled as an evaluator in the correct programs.

### Q: My author/student says work is locked and cannot be submitted. How can I unlock this person's work?

***A***: Work becomes locked when it is submitted for evaluation.

If you have not yet evaluated the work submission, an author can cancel his/her submission and unlock the work.

> To do this the author will return to the DRF, click on the submitted requirement and then click the **Cancel Submission** button. This will unlock the student's work so that he/she can continue working.

If you have already submitted an evaluation for the work, only the Evaluation Manager can unlock it.

> A designated Evaluation Manager for this program can access the work submission by clicking the View/Edit link from an evaluation grid, to open the **View Work** page. From there, he/she can click the **Send Work Back for Revision** button to unlock the work submission. At this point, the padlock icon is no longer visible next to the work, and the student will be able to add more work to this requirement.

### Q: How do I change/edit an evaluation after the score has been released?

***A:*** Once an evaluation has been completed and the score released to the Author, only an Evaluation Manager can edit the evaluation.

If you are an Evaluation Manager for this program:

1. Select the DRF program from the **Evaluation Manager** tab of your home page.
2. Select the DRF area and Authors to display.
3. Locate the Author of the work on the resulting evaluation grid. In that Author's row, click the **View/Edit** link for the appropriate requirement.
4. Click the **Edit Evaluation** button to revise the evaluation.

### Q: As an Evaluator, how do I access previously evaluated work?

***A:*** If you are enrolled as an Evaluator in a program, you can access work that has already been evaluated by clicking the name of that program on the **Evaluator** tab of your home page.

- You can search for work by a specific author.

- You can search for multiple authors with work in some or all areas of that DRF. To view only previously completed evaluations, select to view "All Individuals (do not filter)."

From the resulting evaluation grid, you can access previously evaluated work by clicking the **View/Edit** link for the appropriate assignment. This link navigates you to a display of tabbed pages of information related to that area, starting with a summary of the **Evaluation/Score**.

- To view your completed evaluation for the selected assignment, click the **Evaluation/Score** tab.
- To view the work previously submitted by the author, click the **Work Submission** tab.
- When applicable, you may also choose to view related **Interactions w/Reviewer(s).**

Taskstream is now able to be integrated with Canvas for log on purposes. When an evaluator or author clicks the link, the Taskstream page opens in the Canvas page. Below are the steps to add the Taskstream link when in a course:

1. Click on Modules.
2. Click on Create a Module.
3. Type in the Module name, **Taskstream**, and click Add Module.
4. On the upper right corner of the module, there is a gear with a dropdown menu. Click on this and choose Add Content.
5. Where it states Add, choose External Tool.
6. From this list, click on Taskstream.
7. Then, click Add Item.
8. Finally, the user can click on the link that now appears and Taskstream will open.