

Taskstream Terminology

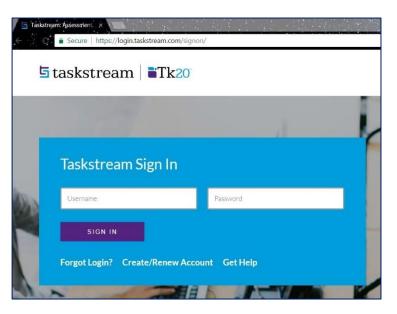
- **Author** = the student
- Evaluator = the person grading submitted work or evaluating the author
 - o Internal Evaluators (e.g., course instructors)
 - **External Evaluators** (e.g., site supervisors, preceptors, internship supervisors)
- DRF Program (Directed Response Folio) = The workspace where authors submit work and evaluators evaluate it
 - Set up varies by major and course, so your access to DRF Programs may differ semester-to-semester



Step 1: Login

If you are an external evaluator (and you do not have an instructor role at KSU), then you will receive a "welcome email" from <u>notification@taskstream.com</u>. Check your spam folder if the email does not come to your inbox.

- Use this welcome email to setup your account.
- After the initial setup is complete, you will be able to login with your credentials by going to <u>login.taskstream.com</u>.





Step 2: Evaluator Tab

If you have multiple tabs available, then be sure to select the "<u>Evaluator</u>" tab. This will likely be the only tab available to you, and therefore it will open by default.

년 taskstream	Tk 20	FOLIOS & WEB PAGES	LESSONS, UNITS & RUBRICS	STANDARDS	COMMUNICATIONS
Evaluate a pro	ogram				
				Author Reviewer	Evaluator Evaluation Manager
					CUSTOMIZE DISPLAY
-			ALL ITEMS		
			EVALUATION REQUIRED 1	LEASE 0	
	DRF PROGRAM		DRF PROGRAM		
	usiness 101 I pring 2017	Final Portfolio >	DRF Early Childhood Key Assessments		
Av	valuation Requi waiting Release eports		Evaluation Required Awaiting Release Reports	•	

TIP: Your home screen will display the DRF Programs that you are an evaluator for. You can customize this display by clicking the "<u>Customize Display</u>" button, located in the top right corner.



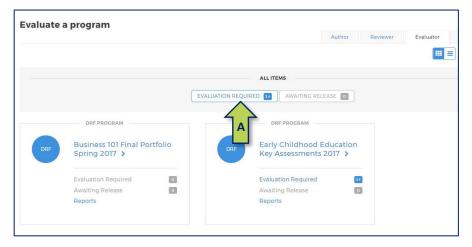
Step 3: Locate Author Work

There are three options for accessing author work:

Option A [for Step 3]

To view work from multiple DRF Programs...

• Click on the "Evaluation Required" button in the All Items area.



- Select the programs that you want to access work from by clicking the checkboxes and hitting "<u>Continue</u>." You will now see a list of the work that needs to be evaluated.
- Click the yellow "<u>Evaluate</u>" button under the Status column to open an author's work.
 Once you have completed an evaluation, the author's name will disappear from
 - this list.

	SUBMITTED	AUTHOR	STATUS	1 5.00	Submitted	PROGRAM	DRF TEMPLATE
41.	05/31/2017 3:32 pm (EDT)	☑ Yoda, Master Email: fearisthepathtothed@rkside.com	Evaluate	Edi	ar ar	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
42.	05/31/2017 3:33 pm (EDT)	⊠ Yoda, Master Email: fearisthepathtothed@rkside.com	Submitted Evaluate	Transition Point 2	Portfolio Artifact Five	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
43.	05/31/2017 6:02 pm (EDT)	Ortiz, Beth Email: bortiz@taskstream.com	Submitted Evaluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
44.	05/31/2017 6:02 pm (EDT)	I Guzman, Nancy Email: nguzman@taskstream.com	Submitted Evaluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
45.	05/31/2017 6:02 pm (EDT)	⊠ MacLean, Jamie Email: jsong@taskstream.com	Evaluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2



To view work from one DRF Program...

• Click on the "Evaluation Required" link under the program for which you wish to access.

				Author	Reviewer	Evaluator
			ALL ITEMS			
		EVALUATION R	EQUIRED 1+ AWAITING REL	EASE 0		
	DRF PROGRAM		DRF PROGRAM			
DRF	Business 101 Final Portfolic Spring 2017 >	D	Early Childhood B Key Assessments			
	Evaluation Required	0	Evaluation Required	1+		
	Awaiting Release Reports	٥	Await Release	0		

- You will see a list of the work that needs to be evaluated. Click the yellow "<u>Evaluate</u>" button under the *Status* column to open an author's work.
 - Once you have completed an evaluation, the author's name will disappear from this list.

					Submitted		
	SUBMITTED	AUTHOR	STATUS	Euc	aluate	PROGRAM	DRF TEMPLATE
41.	05/31/2017 3:32 pm (EDT)	☑ Yoda, Master Email: fearisthepathtothed@rkside.com	Evoluate	Transition Point 2	Portfolio Artifact Four	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
42.	05/31/2017 3:33 pm (EDT)	☑ Yoda, Master Email: fearisthepathtothed@rkside.com	Evaluate	Transition Point 2	Portfolio Artifact Five	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
43.	05/31/2017 6:02 pm (EDT)	Ortiz, Beth Email: bortiz@taskstream.com	Evaluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
44.	05/31/2017 6:02 pm (EDT)	I Guzman, Nancy Email: nguzman@taskstream.com	Evoluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
45.	05/31/2017 6:02 pm (EDT)	MacLean, Jamie Email: jsong@taskstream.com	Evoluate	Transition Point 2	Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2



Option C [for Step 3]

IMPORTANT: If the author did not need to submit work to Taskstream for the assignment you are evaluating, then this will likely be the only way that you are able to access the evaluation.

- Click on the name of the program in which you would like to evaluate for.
- You may...
 - Search for a particular author by first or last name
 - Or- search for multiple authors by using the filter settings
 - And/or- filter by time or subscriber type

					Author	Reviewer	Evaluator
		E	VALUATION REQUI	ALL ITEMS	RELEASE		
	DRF PROGRAM			DRF PROGRAM			
DRF	Business 101 Final Po Spring 2017 >	rtfolio	DRF	Early Childhoo Key Assessmer			
	Evaluation Required	0		Evaluation	d 🛛	+	
	Awaiting Release Reports	0		Awaiting R C = Reports	E		
	Awaiting Release			Awaiting F C	-		

 When items are ready to be evaluated, you can access them by clicking the purple "<u>Evaluate</u>" button within the assignment column.

Show All T Go	ADMISSION TO	DEDUCATION	
Show All Go Show Mouseover Tips Show Area Descriptions Show Release Options	APPLICATION TO EDUCATION PROGRAM	ADMISSIONS ARTIFACTS QuickScore	35 HOURS OF FIELD EXP (no submission req'd) QuickScore
	Release all for area	Release all for area	Release all for area
Abilio, Emilia	Met Released: 05/30/17 View/Edit	Work Not Started	Met Released: 05/30/17 View/Edit
Abrahams, Asaf	 Met Released: 05/30/17 View/Edit 	Work Not Started	 Met Released: 05/30/17 View/Edit
Attendee1, Interactive	Work Not Started	Work Not Started	Evaluate

Example: Attendee 1 has not submitted anything to *Application to Education Program*. On the other hand, you can see that the first two authors have both been evaluated on their submissions to this assignment. Attendee 1 is ready to be evaluated for *35 Hours of Field Exp*. This is evident by the fact that the purple button has appeared within that column.

TIP: If you are ever unsure what something in this table means, then you can refer to the legend at the top.



Instructions may

Step 4: Score Work

All of the options for Step 3 will bring you to this screen.

 To simultaneously access author work and the evaluation screen, click the blue "<u>Score</u> <u>Work</u>" button.

	Elementary Education UA	
	Template: Unit Assessment System Interacti	ive v2
	« BACK TO ALL ITEMS	
-	SCORE WORK	View Author Work
		Program: Elementary Education UAS Spring 2017
	SEND BACK TO AUTHOR	Author: Pablo Crescencia
	CANCEL - EVALUATE LATER	Author Comments:Calibration Copy
		Portfolio Artifact Three (Diversity Field Experience Reflection ED276 Course Assignment)
	Author Submitted:	
	05/31/2017 06:02:25 PM EDT	DIRECTIONS DISTRIBUTED TO AUTHOR
	Deprint Save as PDF	EVALUATION METHOD

- Two new windows will open side-by-side. <u>IMPORTANT</u>: If the browser you are using is set to block pop-ups, then these windows will not open. To fix this, change your pop-up blocker settings to allow pop-ups from Taskstream.
 - The View Author Work window allows you to open or download an author's work. Click "<u>Open Below</u>" to view the work. If the author submitted an attachment, then you may use this window to export his/her work.
 - The *Evaluate/Score Work* window allows you to score an author's work.
 - Please be sure to look at the top of your evaluation screen for instructions or additional information about the evaluation method.

				appear here
Preview - Coogle Chrome	Edit Evaluation - Google			
Secure https://folio.taskstream.com/Folio/preview_mini_frame.asp?qyz=4keD2X6gMML3H4L3BdX&uid=u6erc_zm View Author Work Program: Elementary Education UAS Spring 2017 Author: Michelina Bret Author: Comments:Calibration Copy Portfolio Artifact Three (Diversity Field Experience Reflection ED276 Course Assignment)	Evaluate/Sco Area: Transition Poin Assignment) Author: Pablo Cresce	Dre Work t 2: Portfolio Artifact Three (Di		ne.asp?qyz=4keD2X6gMML3H4L
DIRECTIONS DISTRIBUTED TO AUTHOR EVALUATION METHOD	Evaluate work usin	g rubric "Exceptional Need F	Portfolio Project Rubric"	Show Criteria Descriptions
Form: Individualized E	Presentation Handouts	3 Target	2 Approaching	1 Unacceptable
4 Shou All Possible Responses		The teacher candidate submits paperwork from an exceptional learning needs (ELN) simulated	The teacher candidate submits paperwork from an exceptional learning needs (FLN) simulated	The teacher candidate submits paperwork from an exceptional learning (FLN) simulated teaching

While the example in this screenshot shows a rubric, you may come across a few different scoring options. These other options include pass/fail, meets/does not meet requirement, and write in score.

Step-by-Step Instructions for Evaluating in Taskstream [External Evaluators]



Example: Scoring Work via a Rubric

Score each criterion:

- For each criterion, select the point value and/or level by hovering over and clicking the appropriate score.
 - The point value or level title will automatically appear in the score box.
 - If applicable, you may see comment boxes below each criterion. You may use these to provide feedback to authors on specific items.

	Evaluate work using re	ubric "Exceptional Need Portfolio Project Rubric"		Show Criteria Descriptions
Final Score: - System computes average score - System computes the total cumulative score	Presentation Handouts	3 Target The teacher candidate submits paperwork from an exceptional learning needs (ELN) simulated teaching presentation. SCORE (0-3): Save Draft	2 Approaching The teacher candidate submits paperwork from an exceptional learning needs (ELN) simulated teaching presentations.	I Unacceptable The teacher candidate submits paperwork from an exceptional learning (ELN) simulated teaching presentation.
 Evaluator enters numeric score out of # points Evaluator selects Pass/Fail Evaluator selects Meets/Does Not Meet Requirement 	Assistive Technology	3 Target The teacher candidate presents and incorporates appropriately assistive technology that is correct for the exceptional learning needs (ELN) simulated in the teaching presentation. SCORE (0-3): COMMENTS ON THIS CRITERION:	2 Approaching The teacher candidate presents and incorporates somewhat appropriately assistive technology that is correct for the exceptional learning needs (ELN) simulated in the teaching presentation.	1 Unacceptable The teacher candidate does not present or incorporate appropriately assistive technology that is correct for the exceptional learning needs (ELN) simulated in the teaching presentation.
	Final Score SCORE Rubric Average: 3.00 Final score is automatically computed	Overall Comments:		Save Draft

Final score and overall comments:

 The final score calculation is set up in advance by the TS Coordinator and the academic program. Please be aware that there are instances when you need to manually enter a score or result. This section also provides a space for overall comments (which are optional).

Add a file: (Optional)

 You may add a file by clicking "<u>Choose</u> <u>File</u>" within the *Attach files* area (below final score). File size is limited to 5 MB, but NOT limited to any one format.

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	×

Save draft: (Optional)

 Click the "<u>Save Draft</u>" button (bottom) to save your progress on an evaluation. When you are ready to complete the evaluation, then you can access the draft by following Steps 1-4.

•••



Submit score - Instructions for EXTERNAL EVALUATORS ONLY (supervisors, preceptors, etc.)

- **Record as final and release evaluation to author now (green):** This will be the only option that you should need to select as an external evaluator.
 - You may choose to notify the author that this evaluation has been completed by checking the email notification box.
- <u>Unless you are specifically told otherwise, do **NOT** select the "*Transfer to Blackboard Gradebook*" option (this *might* appear at the bottom in gray).</u>
- Once you are done, click the blue "<u>Submit Evaluation Now</u>" button at the bottom.

DECIDE	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
WHAT TO DO WITH TY EVALUAT	Record as final but release evaluation to author later
2	 Record as final and release evaluation to author now Author will immediately receive this evaluation report. Send external email notification
Transfer to Blackboard Gradebook	Send final score: /100 without v overall comments The final score will be added to the queue to be sent.