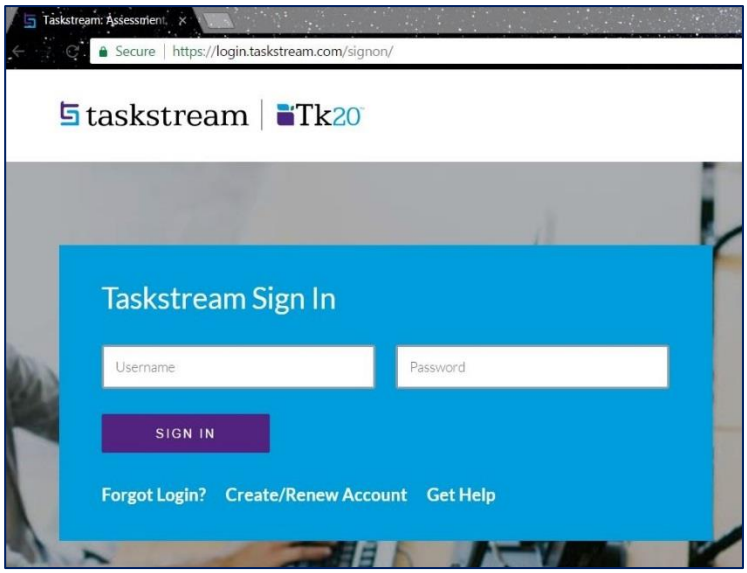
Taskstream Terminology

- **Author** = the student
- **Evaluator** = the person grading submitted work or evaluating the author
    - **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

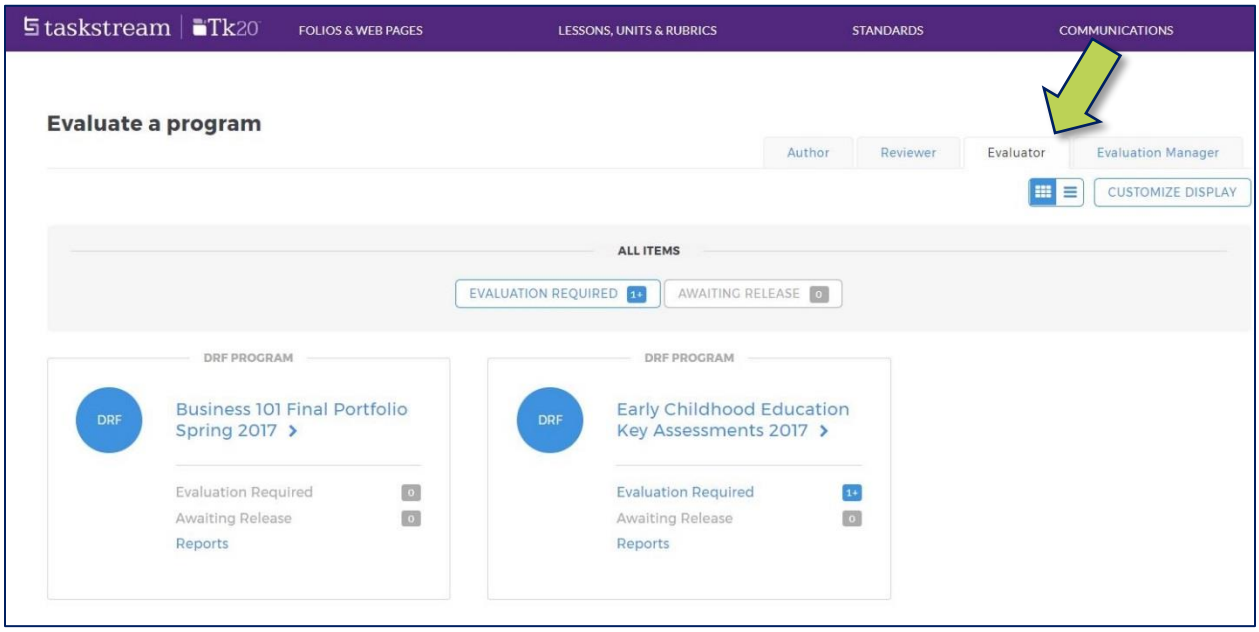
If you are an external evaluator (and you do not have an instructor role at KSU), then you will receive a "welcome email" from notification@taskstream.com. Check your spam folder if the email does not come to your inbox.

- 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 login.taskstream.com.



Step 2: Evaluator Tab

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



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

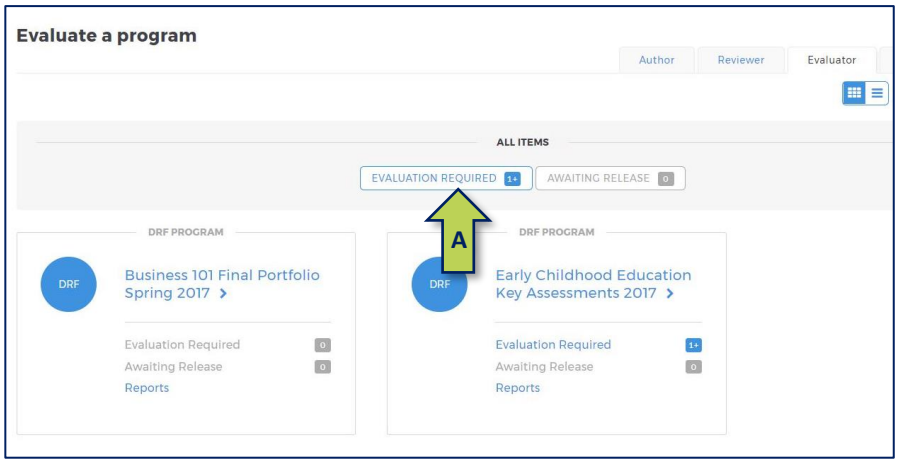
Step 3: Locate Author Work

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 "**Continue**." You will now see a list of the work that needs to be evaluated.
- Click the yellow "**Evaluate**" 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.

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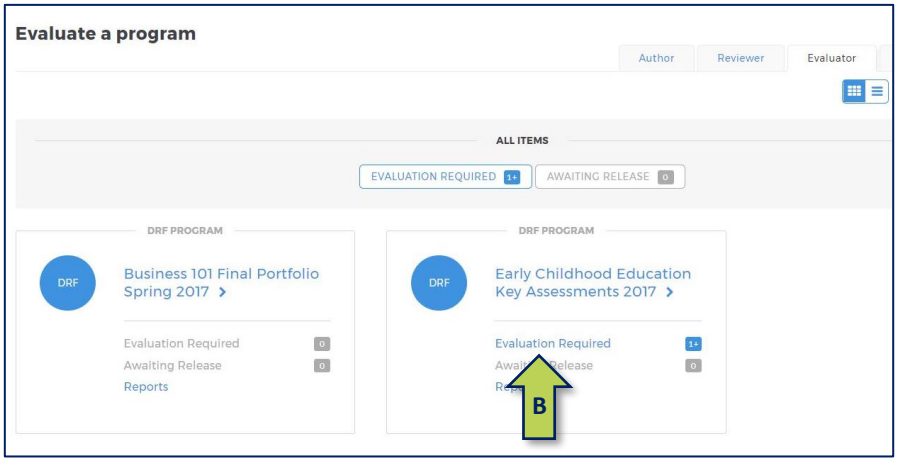
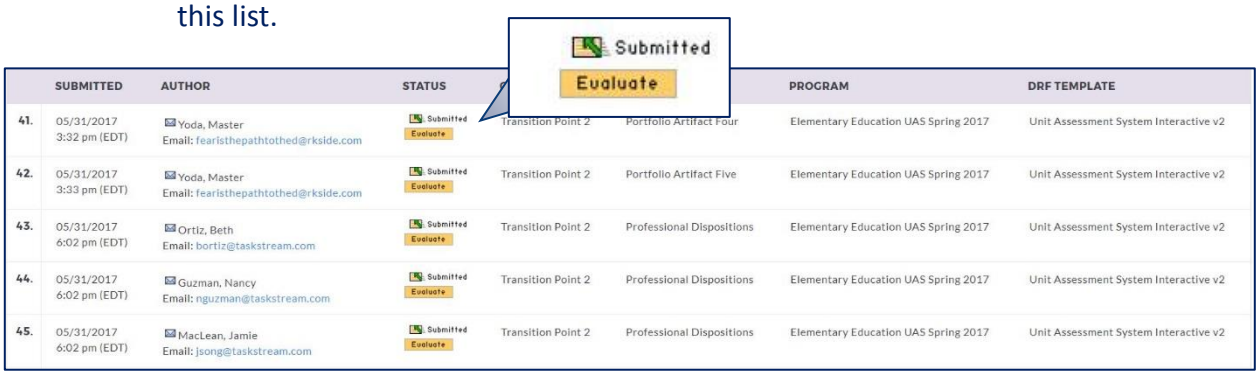
Option B [for Step 3]

To view work from one DRF Program…

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



- You will see a list of the work that needs to be evaluated. Click the yellow "**Evaluate**" 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.



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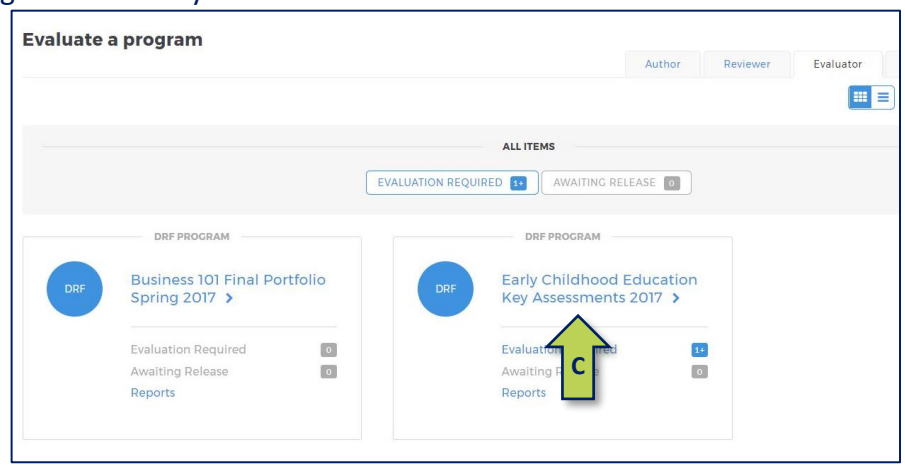
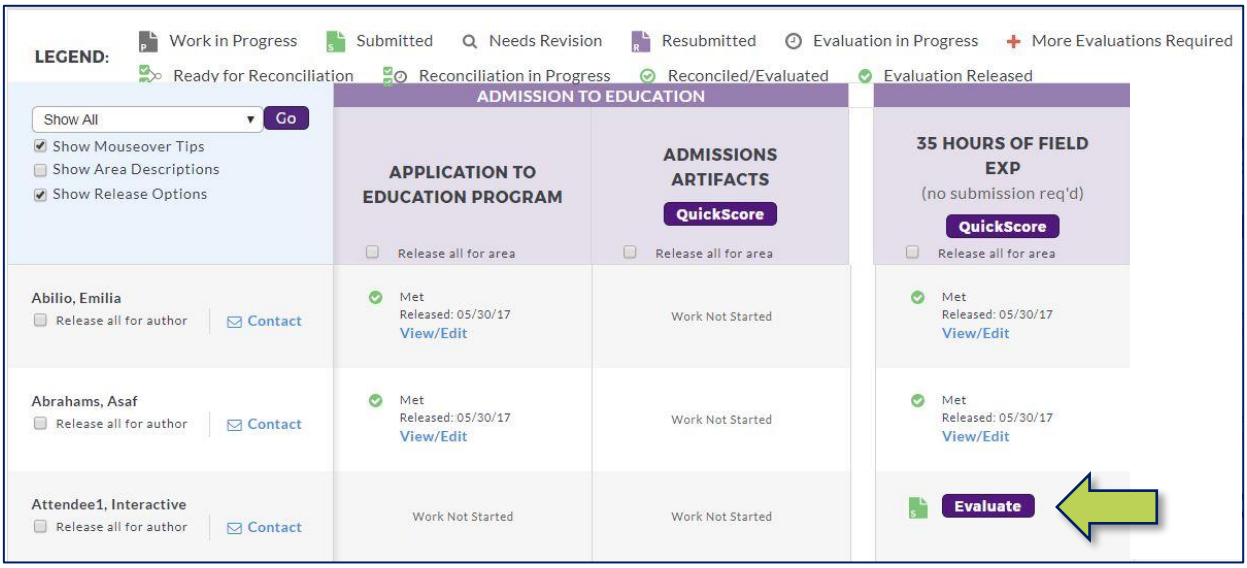
Option C [for Step 3]

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



- When items are ready to be evaluated, you can access them by clicking the purple "**Evaluate**" button within the assignment column.



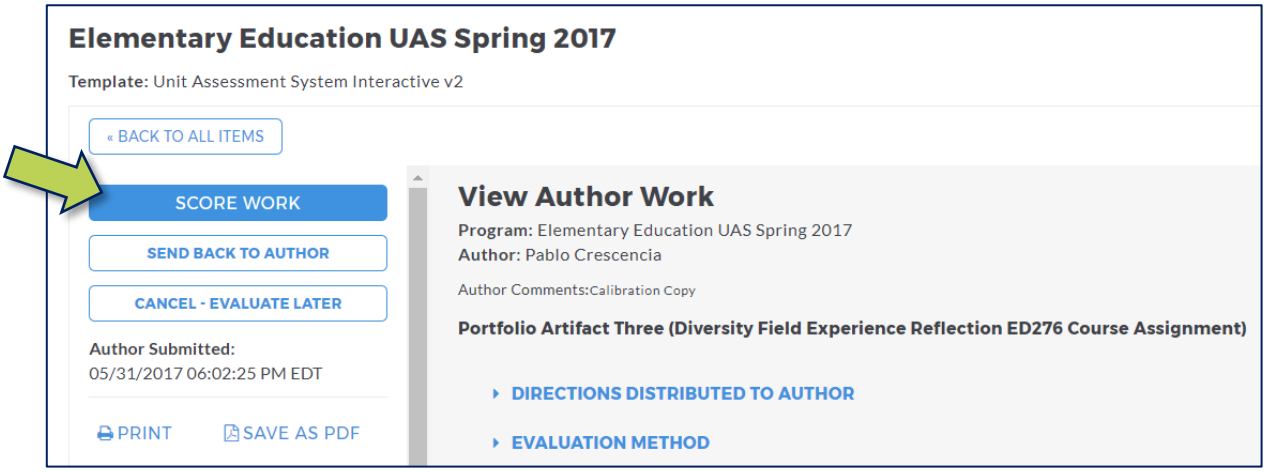
Example: Attendee 1 has not submitted anything to *Application to Education Program*. On the other hand, you can see that the first two authors have both been evaluated on their submissions to this assignment. Attendee 1 is ready to be evaluated for *35 Hours of Field Exp.* This is evident by the fact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

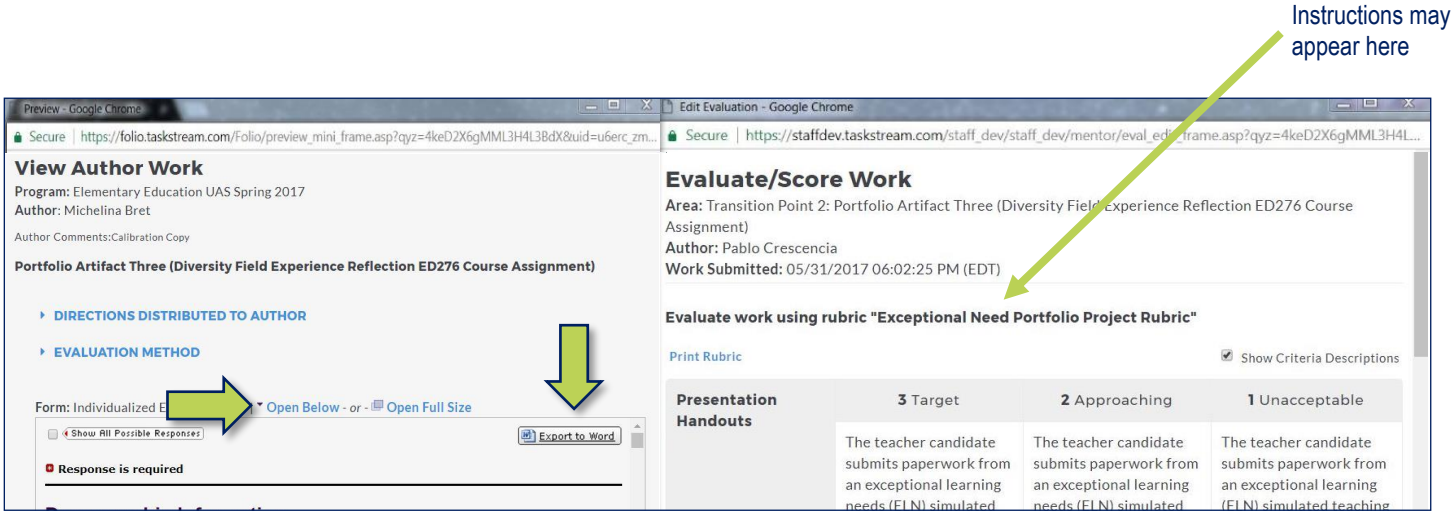
Step 4: Score Work

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 "**Score Work**" button.



- Two new windows will open side-by-side. **IMPORTANT**: 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 "**Open Below**" 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.



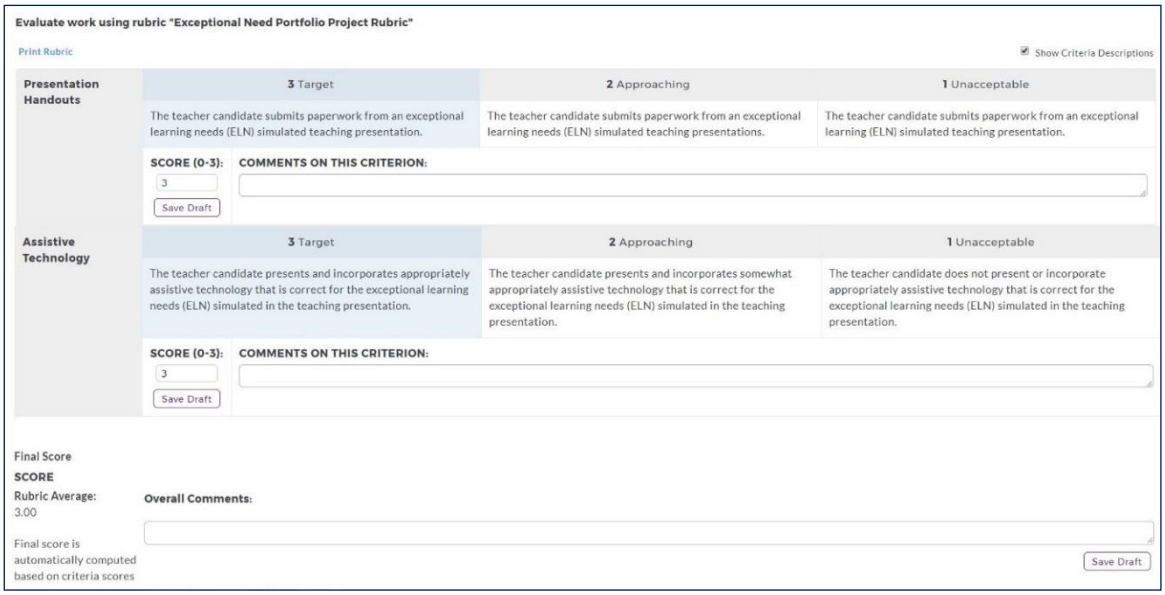
While the example in this screenshot shows a rubric, you may come across a few different scoring options. These other options include pass/fail, meets/does not meet requirement, and write in score.

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.

Final Score:
- System computes average score
- System computes the total cumulative score
- Evaluator enters numeric score out of # points
- Evaluator selects Pass/Fail
- Evaluator selects Meets/Does Not Meet Requirement

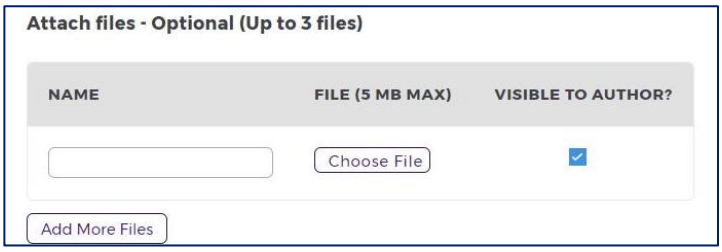


Final score and overall comments:

- 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 "**Choose File**" within the *Attach files* area (below final score). File size is limited to 5 MB, but NOT limited to any one format.



Save draft: *(Optional)*

- Click the "**Save Draft**" 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.

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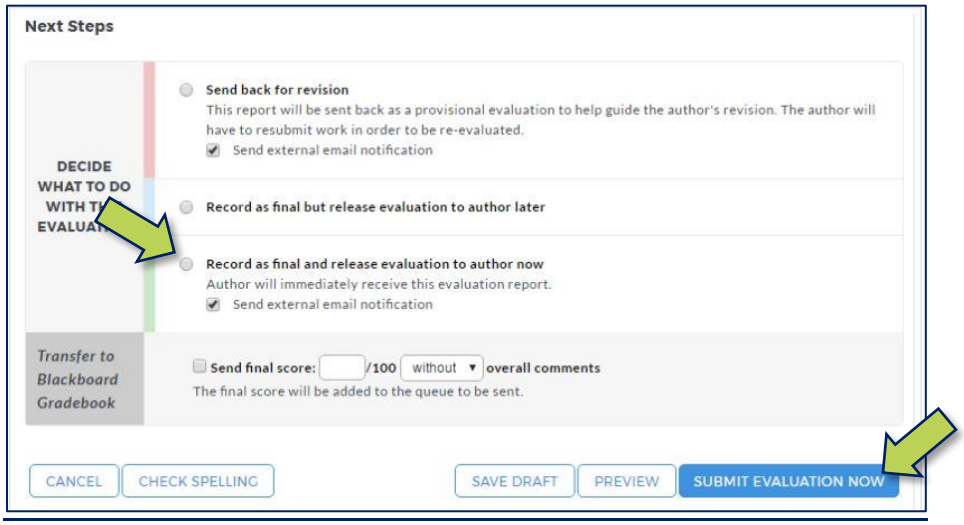
Submit score – Instructions for EXTERNAL EVALUATORS ONLY (supervisors, preceptors, etc.)

- ***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.
- Unless you are specifically told otherwise, do **NOT** select the "*Transfer to Blackboard Gradebook*" option (this *might* appear at the bottom in gray).
- Once you are done, click the blue "**Submit Evaluation Now**" button at the bottom.