

## Taskstream Terminology

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- **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

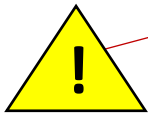
## Step 1: Login

As a course instructor, there are two ways you can enter Taskstream:

### Option A: Login through Flashline

For those that have not linked their Blackboard course to Taskstream:

- Sign into your Flashline account.
- On the left sidebar, click “**Employee**,” then click “**Resources**,” and then click “**Additional Employee Resources**.”
- Within the main portion of your window, click on the block that says “**Taskstream**” or “**Watermark (Taskstream)**.” A new tab will open and you should be automatically signed into your account. However, if you are asked to sign in, then use your Flashline username and password.



- **Spring 2019 and Summer 2019 Classes:** KSU will be updating its single-sign-on system during these semesters. Please be aware that, at some point during the semester, you will no longer be automatically signed in when you click on the “Taskstream” block. Rather, you will...

- A) Be prompted to enter your email address.
- B) Then you will be prompted to sign into your account with your Flashline username and password.

### Option B: Link through Blackboard

For those that have linked their Blackboard course to Taskstream:

- Click on your Taskstream folder; Taskstream will open in a new window. If you are asked to sign in, then use your Flashline username and password.



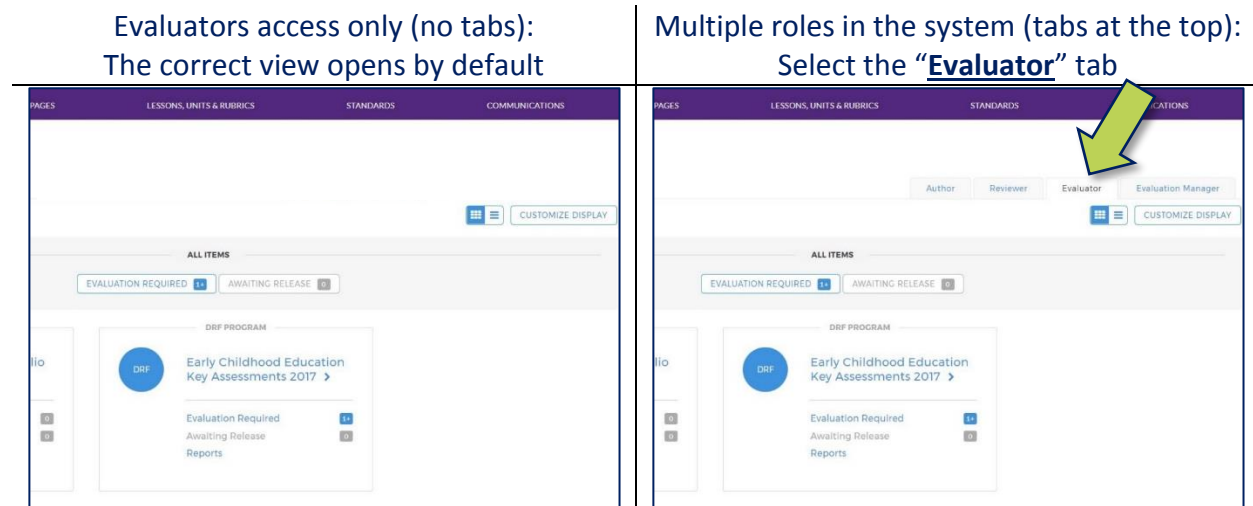
- **Spring 2019 and Summer 2019 Classes:** KSU will be updating its single-sign-on system during these semesters. Please be aware that, at some point during the semester, you will no longer be automatically signed in when you click on the “Taskstream” folder. Rather, you will...

- C) Be prompted to enter your email address.
- D) Then you will be prompted to sign into your account with your Flashline username and password.

**Troubleshooting:** If the browser you are using is set to block pop-ups, then Taskstream will not open in a new tab. To fix this, change your pop-up blocker settings to allow pop-ups from Taskstream.

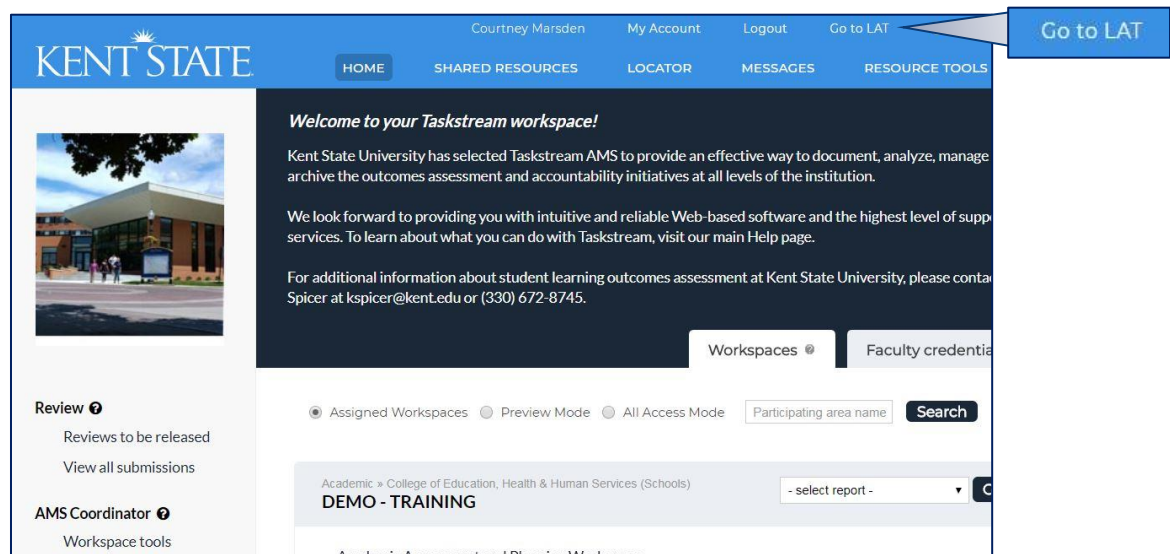
## Step 2: Verify You Are on the Correct Screen

The evaluator view is likely open by default. However, if you are a program coordinator or have access to the student view, then you will have multiple tabs available. If you see tabs at the top of your screen, then please be sure to select the **“Evaluator”** tab.



**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.

**Troubleshooting:** If your home screen does not look like the above screenshot, then you are likely in AMS. Switch between the two systems by clicking the link **“Go to LAT”** (top right).



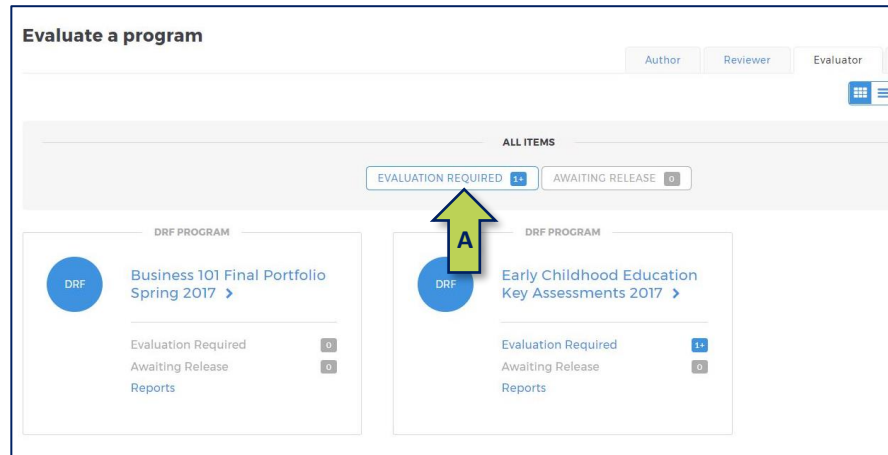
## Step 3: Locate Author Work

There are three options for accessing author work. **IMPORTANT:** If you are evaluating a non-submission assignment (i.e., the author did not need to submit work to Taskstream), then you will only be able to use Step 3: Option C.

### 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.

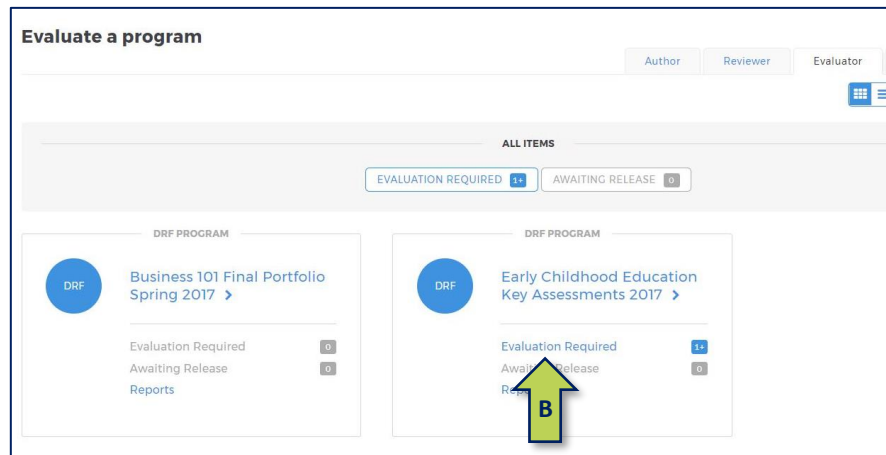
	SUBMITTED	AUTHOR	STATUS		PROGRAM	DRF TEMPLATE
			Submitted Evaluate			
41.	05/31/2017 3:32 pm (EDT)	Yoda, Master Email: fearisthepathtothed@rkside.com	Submitted Evaluate		Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
42.	05/31/2017 3:33 pm (EDT)	Yoda, Master Email: fearisthepathtothed@rkside.com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

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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.

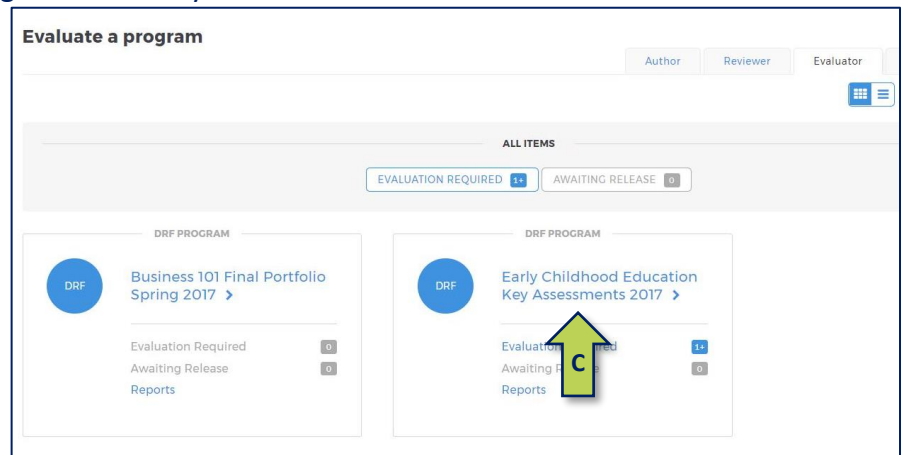
SUBMITTED		AUTHOR	STATUS		PROGRAM	DRF TEMPLATE
41.	05/31/2017 3:32 pm (EDT)	Yoda, Master Email: fearisthepathtothed@rkside.com	Submitted Evaluate	Transition Point 2 Portfolio Artifact Four	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2
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45.	05/31/2017 6:02 pm (EDT)	MacLean, Jamie Email: jsong@taskstream.com	Submitted Evaluate	Transition Point 2 Professional Dispositions	Elementary Education UAS Spring 2017	Unit Assessment System Interactive v2

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## Option C [for Step 3]

**IMPORTANT:** If you are evaluating a non-submission assignment (i.e., the author did not need to submit work to Taskstream), then this will 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.

LEGEND:			
Work in Progress	Submitted	Needs Revision	Resubmitted
Ready for Reconciliation	Reconciliation in Progress	Reconciled/Evaluated	Evaluation Released
ADMISSION TO EDUCATION			
APPLICATION TO EDUCATION PROGRAM		ADMISSIONS ARTIFACTS	35 HOURS OF FIELD EXP
<input type="checkbox"/> Release all for area		<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area
<b>Abilio, Emilia</b> <input type="checkbox"/> Release all for author   <a href="#">Contact</a>		Met Released: 05/30/17 <a href="#">View/Edit</a>	Met Released: 05/30/17 <a href="#">View/Edit</a>
<b>Abrahams, Asaf</b> <input type="checkbox"/> Release all for author   <a href="#">Contact</a>		Met Released: 05/30/17 <a href="#">View/Edit</a>	Met Released: 05/30/17 <a href="#">View/Edit</a>
<b>Attendee1, Interactive</b> <input type="checkbox"/> Release all for author   <a href="#">Contact</a>		Work Not Started	<b>Evaluate</b>

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.



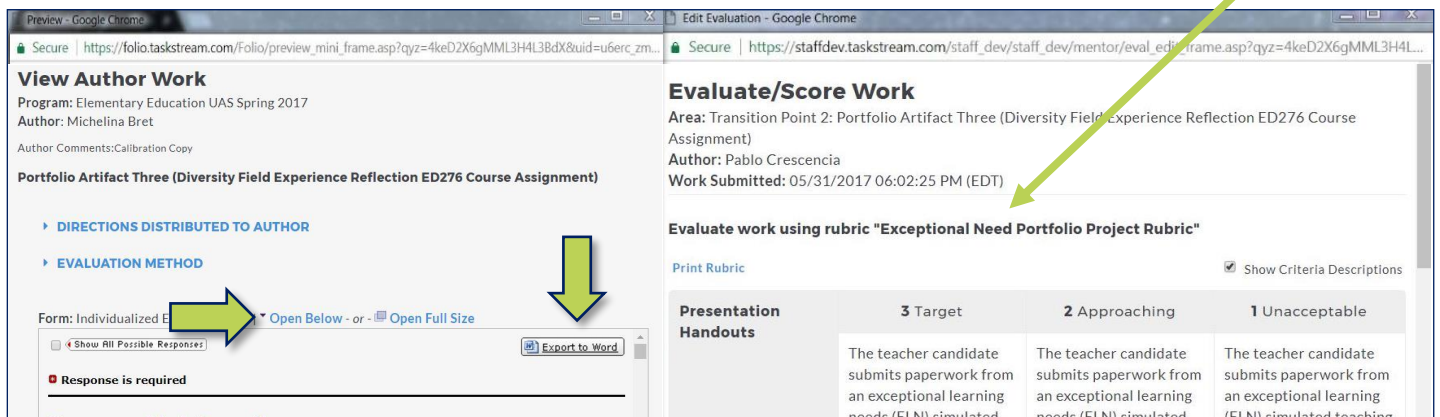
## Step 4: Score Work

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

Evaluate work using rubric "Exceptional Need Portfolio Project Rubric"

Print Rubric Show Criteria Descriptions

	3 Target	2 Approaching	1 Unacceptable
<b>Presentation Handouts</b>	The teacher candidate submits paperwork from an exceptional learning needs (ELN) simulated teaching presentation.	The teacher candidate submits paperwork from an exceptional learning needs (ELN) simulated teaching presentations.	The teacher candidate submits paperwork from an exceptional learning (ELN) simulated teaching presentation.
	<b>SCORE (0-3):</b> <input type="text" value="3"/> <input type="button" value="Save Draft"/>	<b>COMMENTS ON THIS CRITERION:</b> <input type="text"/>	
<b>Assistive Technology</b>	The teacher candidate presents and incorporates appropriately assistive technology that is correct for the exceptional learning needs (ELN) simulated in the teaching presentation.	The teacher candidate presents and incorporates somewhat appropriately assistive technology that is correct for the exceptional learning needs (ELN) simulated in the teaching presentation.	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.
	<b>SCORE (0-3):</b> <input type="text" value="3"/> <input type="button" value="Save Draft"/>	<b>COMMENTS ON THIS CRITERION:</b> <input type="text"/>	

Final Score  
**SCORE**  
Rubric Average: 3.00

Overall Comments:

Final score is automatically computed based on criteria scores

### 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.

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

### 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.

...



### **Submit score – Instructions for INTERNAL EVALUATORS ONLY (i.e., course instructors)**

- Select from the following options:
  - ***Send back for revision (red)***: The evaluation will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit his/her work in order to be re-evaluated.
    - If you use this option, then it is recommended that you check the email notification box to let the author know that he/she needs to resubmit.
  - ***Record as final but release evaluation to author later (blue)***: Use this when you wish to release all evaluations to the authors in your class at the same time. If you use this feature, then be sure to remember to go back into Taskstream to release the scores!
  - ***Record as final and release evaluation to author now (green)***: The evaluation will immediately be recorded as final.
    - You may choose to notify the author that this evaluation has been completed by checking the email notification box.
- Unless you wish to transfer the score back to Blackboard, then you can click the **"Submit Evaluation Now"** button at the bottom.

**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.  
☒ 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

**Transfer to Blackboard Gradebook**

☐ Send final score:  /100 without   
The final score will be added to the queue to be sent.

### **Transfer score to Blackboard and then submit score: (Optional)**

If you have linked your Blackboard course to Taskstream, then you will have the option to send the score back to Blackboard.

- To do this, check the box and enter a score within the *Transfer to Blackboard Gradebook (gray)* section.
  - Please note that your grade column in Blackboard will not appear until you have completed at least one evaluation in Taskstream.
- Once you are done, select *Record as final and release evaluation to author now* (green section) and click the **"Submit Evaluation Now"** button at the bottom.