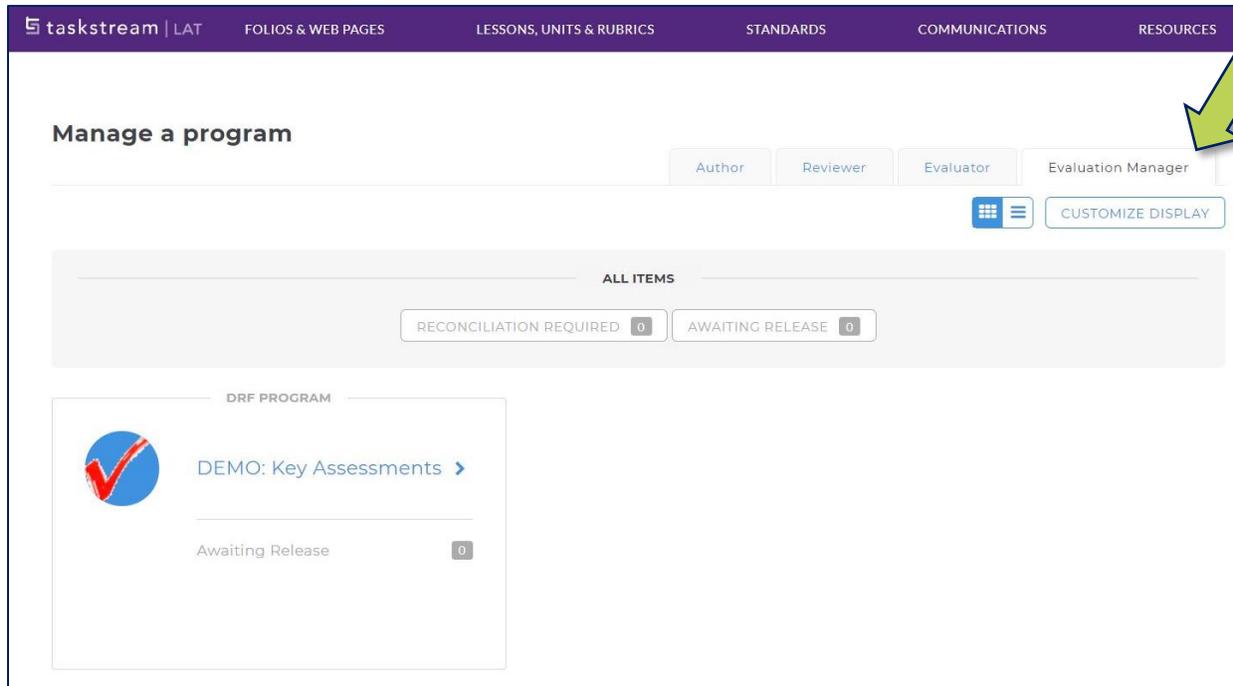


Evaluation Manager Tab

The Evaluation Manager tab allows individuals to view, edit, cancel, release, or evaluate any rubric within specified DRF Program(s).

Due to the nature of the data that the Evaluation Manager tab provides access to, this privilege is reserved for Program Coordinators. If you are a Program Coordinator and you do not have the Evaluation Manager tab on your Taskstream LAT homepage, then please contact Courtney Marsden, cwade10@kent.edu.



Step 1: Login

Sign into your Taskstream LAT account by utilizing single-sign-on:

- 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.

Step 2: Evaluation Manager Tab

If you have multiple tabs available, then be sure to select the “**Evaluation Manager**” tab (see below screenshot).

Troubleshooting: If your home screen does not look like the below screenshot, then you are on the AMS side of the system. To switch between the two Taskstream systems, click the link in the top right corner, “**Go to LAT**” (located next to the Logout button).

Step 3: Select the DRF Program

Click directly on the DRF Program title that you wish to work with. In the below example, you would click “**DEMO: Key Assessments**” to access evaluations within the DEMO major.

The screenshot shows the Taskstream interface with a purple navigation bar at the top containing links for taskstream | LAT, FOLIOS & WEB PAGES, LESSONS, UNITS & RUBRICS, STANDARDS, COMMUNICATIONS, and RESOURCES. The main content area is titled 'Manage a program' and features several tabs: Author, Reviewer, Evaluator, and Evaluation Manager. A green arrow points to the 'Evaluation Manager' tab. Below the tabs is a 'CUSTOMIZE DISPLAY' button. Underneath, there are two status indicators: 'RECONCILIATION REQUIRED' and 'AWAITING RELEASE', both with a '0' in a box. The 'DRF PROGRAM' section is visible at the bottom, showing a blue checkmark icon, the text 'DEMO: Key Assessments' with a right-pointing arrow, and 'Awaiting Release' with a '0' in a box. A green arrow points to the 'DEMO: Key Assessments' text.

Step 4: Filtering

While the evaluation grid provides a ton of useful information, it can quickly become overwhelming if you do not utilize the filtering features.

Option A: Search for an Individual: If there is a specific student that you are searching for, then utilize the search bar at the top.

- Type the student’s first or last name into the search bar and click **“Search.”**
- Use the checkboxes to select the course categories you wish to see student work/the evaluation history for. Click the **“Continue”** button at the very bottom.

Option B: Search by Groups: If you would like to run a general search or view all evaluations for a specific course section, then utilize the dropdown menu.

- Click the dropdown menu and either **“Select all Groups,”** **“Select all enrolled authors,”** or choose a specific course and section. The course sections can be interpreted as follows:
 - MCED-31000-001-201780 = Major-Course #-Section #-YearSemester
 - Semesters are coded as 80=Fall; 10=Spring; 60=Summer (e.g., 201780=Fall 2017)
- Use the checkboxes to select the course categories you wish to see student work/the evaluation history for. If you are looking for students yet to be evaluated, then use the additional filtering and/or time slicing options before clicking the **“Continue”** button.

Step 5: View, Edit, Cancel, Release, or Evaluate Rubrics

Use the evaluation grid to...



- 1) **View** student work or a completed evaluation.
 - Click the blue **“View/Edit”** link within the appropriate cell.
 - On the new screen, use the tabs in the top right corner to switch between the completed evaluation, student work, and evaluation history.
- 2) **Edit** a score for an evaluation that has already been completed/released to a student.
 - Click the blue **“View/Edit”** link within the appropriate cell.
 - On the new screen, click the **“Edit Evaluation”** button (left side of screen). The student work (if submitted) and scoring rubric will open in two new windows.
 - Using the rubric window, make the appropriate adjustments and click the blue **“Submit Evaluation Now”** button at the bottom of the rubric.
- 3) **Cancel** a score for an evaluation that has already been completed/released.
 - Click the blue **“View/Edit”** link within the appropriate cell.
 - On the new screen, click the **“Cancel Evaluation”** button (left side of screen). Confirm that you would like to cancel the evaluation.
- 4) **Release** a score for an evaluation that has been completed but not released (i.e., so the student can see the score he/she received).
 - Release to a student by using the checkbox below the student’s name (row).
 - Release to all students by using the checkbox below the assignment (column).

Note. You can also release scores for individual assignments and individual students by clicking the **“Awaiting Release”** link on your home screen.



- 5) **Evaluate** a student.
 - Click on the purple **“Evaluate”** button within the assignment column.
 - On the new window, click the **“Score Work”** button (left side of screen). The student work (if submitted) and scoring rubric will open in two new windows.
 - Using the rubric window, evaluate the student. Click **“Submit Evaluation Now.”**

Filter within the evaluation grid

“View/Edit” link: Use to view, edit, or cancel

“Evaluate” button: Use to evaluate