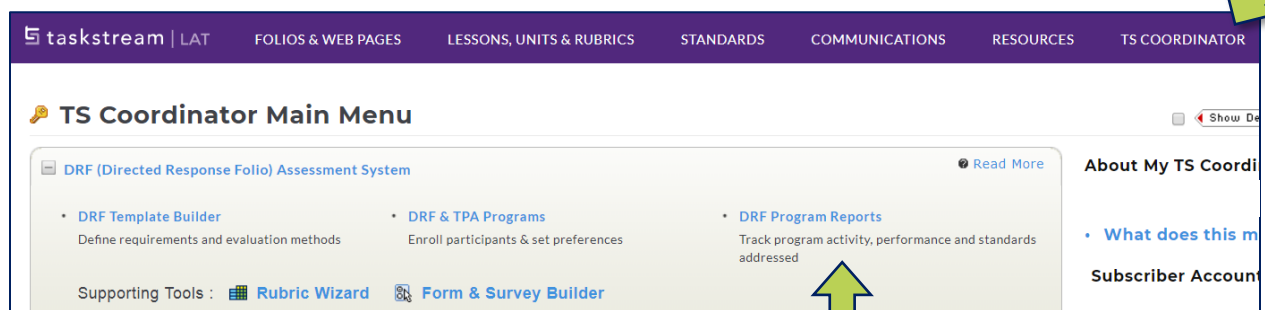


TS Coordinator Link: Running Completion Reports

The TS Coordinator link allows individuals to generate reports for specified DRF Program(s).

Important Note: Please refrain from creating your own DRF Templates and DRF Programs. Due to editing restrictions, **all DRF Programs need to be created using the EHHS Manager account.** With that being said, DRF Program Reports is the **ONLY** link within the TS Coordinator menu that you should utilize.

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



DRF Program Reports is the ONLY link within the TS Coordinator menu that you should utilize

Step 1: Login

Sign into your Taskstream LAT account by using your KSU email address (include @kent.edu) and password: <https://login.taskstream.com/signon/> OR 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 box that says “**Taskstream**.”
- You should automatically be signed into your Taskstream account.

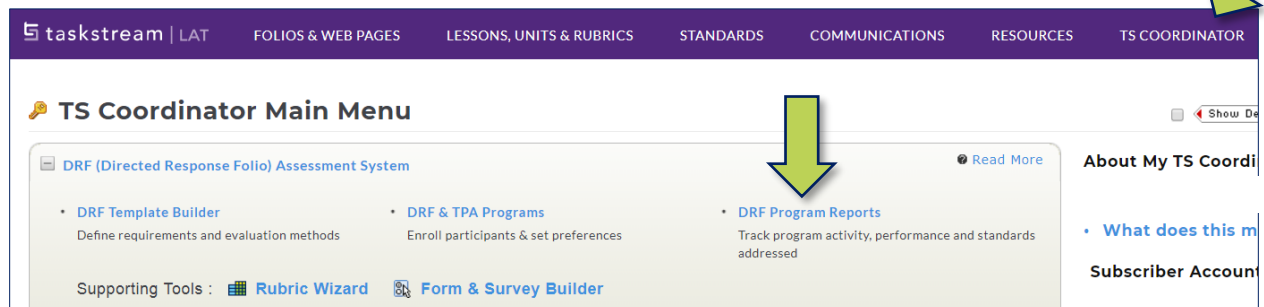
Step 2: TS Coordinator Link

Click the “**TS Coordinator**” link, which is located within the purple header at the top of your homepage (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: DRF Program Reports

Click the “**DRF Program Reports**” link within the TS Coordinator Main Menu. *This should be the ONLY link that you utilize as a TS Coordinator.*



Step 4: Selecting a Report

Option A (Multi-Program Status Report) is recommended for viewing student progress.

Option B (Program Activity Report) is recommended for running completion reports.

Option C (Evaluator Activity Report) is recommended for viewing evaluator progress.

DRF (Directed Response Folio) Program Reports

Work Status and Author/Evaluator Activity

These reports track progress by requirement, author, evaluator or program.

A

- **Multi-Program Status Report**

Shows completion status for single or multiple programs by author, with drill down to specific requirements.

B

- **Program Activity Report**

Shows author or group activity status by DRF requirement, with drill down to specific authors.

C

- **Evaluator Activity Report**

Shows evaluations Not Started, In Progress, or Completed for a single or multiple evaluators.

Performance/Outcome Assessment Reports

These reports track program outcomes by requirement, author, rubric or program.

- **Performance by DRF Category**

Shows outcomes for individual or group on each requirement and/or category of the DRF.

- **Performance by Standards**

Show outcomes for an individual or group based on the standards associated with rubric criteria. Note: this report requires that you associate standards with rubric criteria before running this report.

- **Performance by Rubric Criteria**
(Custom Report)

1 Saved

Shows outcomes for individual or group according to custom assessment categories (standards, type of requirement, etc.) by correlating a set or sets of rubric criteria from one or multiple rubrics.

- **RoE Assessment Report**

Shows the results for any TPA task that uses the Record of Evidence as the assessment/evaluation method.

Form & Survey Reports

These reports aggregate responses to forms distributed to both authors and evaluators.

- **Author Form Responses**

Shows individual and summary results of forms/surveys that are included as a submission requirement.

- **Evaluation Form Responses**

Shows individual and summary results of forms that are used as an evaluation method.

Other Reports

These reports track standards usage and other Taskstream artifacts (lessons, units, folios, etc.).

- **Standards Alignment Record**

Summarizes where authors have cited standards and identifies gaps in standards coverage.

- **Work Shared for Review/Comments**

Shows interactions with reviewers for each shared work product, if program included reviewers.

A) Multi-Program Status Report

Use this report to view the status of student work or evaluation history. You can drill down to the student level and/or requirement level. Viewing this report at the requirement level will allow you to see what has/has not been submitted and what has/has not been evaluated.

- Click the **“Multi-Program Status Report”** link within the *Work Status and Author/Evaluation Activity* box.
- Run a report on...
 - A single individual:
 - Type a student’s name into the search box and click **“Continue.”**
 - Use the checkboxes to select the DRF Program(s) you would like to run the report on and click **“Continue.”**
 - A group of individuals:
 - Click the purple **“Add Individuals”** button.
 - Use the search bar in the new window to locate the individuals you would like in your report.
 - Use the checkboxes to include/exclude individuals from the report, and then click the **“Save and Close”** button.
 - You may choose to name the group (recommended if you plan to run the report again in the future) before clicking **“Continue.”**
- The reports show the percentage of the requirements submitted, awaiting evaluation, sent back for revision, finalized/not released, and finalized/released.
 - Click directly on a DRF Program name to view a detailed status report with submission and evaluation history.

Please see the next page for screenshots

Example: Group of individuals

Summative View: Viewing 2 Programs Total

Print View

Export to Excel

Programs:

DEMO: Key Assessments, DEMO-Middle: Key Assessments

Authors:

2 Authors matched search criteria

Report Generated:

Friday, March 02, 2018

Filter By:

Summative View (All Programs)

Go

Author Name	Programs Enrolled	Number of Programs with All Evals Complete	Number of Programs with All Evals Released	Out of 20 items found in all programs selected, # items that have been:									
				Submitted *		Awaiting Evaluation *		Sent Back for Revision		Final Evaluation Complete (Released and Not Released)		Final Evaluation Released	
EHHS Manager	2 of 2	0 of 2	0 of 2	2	10%	2	10%	0	0%	0	0%	0	0%
Courtney Marsden	1 of 2	0 of 2	0 of 2	2	10%	2	10%	0	0%	0	0%	0	0%

Clicking on a student's name will open his/her **individual report**

Example: Individual student

Status Report for Author EHHS Manager

Print View

Export to Excel

Report Generated: Friday, March 02, 2018

Filter By:

Summative Status View (Show only Programs Author is Enrolled in)

Go

Program Name	Enrolled?	All Program Evals Complete?	All Program Evals Released?	Cumulative DRF Score (to Date)		Submitted *		Awaiting Evaluation *		Sent Back for Revision		Final Evaluation Complete (Released and Not Released)		Final Evaluation Released		Overall Folio Eval. Complete?
DEMO-Middle: Key Assessments	Yes	No	No	--	--	1/2	50%	1/2	50%	0/2	0%	0/2	0%	0/2	0%	N/A
DEMO: Key Assessments	Yes	No	No	--	--	1/2	50%	1/2	50%	0/2	0%	0/2	0%	0/2	0%	N/A
SUMMARY/TOTAL	2	0	0	--	0%	2/4	50%	2/4	50%	0/4	0%	0/4	0%	0/4	0%	0

Clicking on a specific DRF Program will open a detailed **submission and evaluation status report** by requirement

MCED 31000

Folio Area Assessed	Status	Due Date	Submitted	Evaluated or Sent Back	Evaluator
"This We Believe" - Part 1	Work In Progress				
Summative Interview - Block II	Requires Evaluation		09/29/2017		
			View Work		

MCED 40001

Folio Area Assessed	Status	Due Date	Submitted	Evaluated or Sent Back	Evaluator
Common Unit Plan-MT	Work not Started				

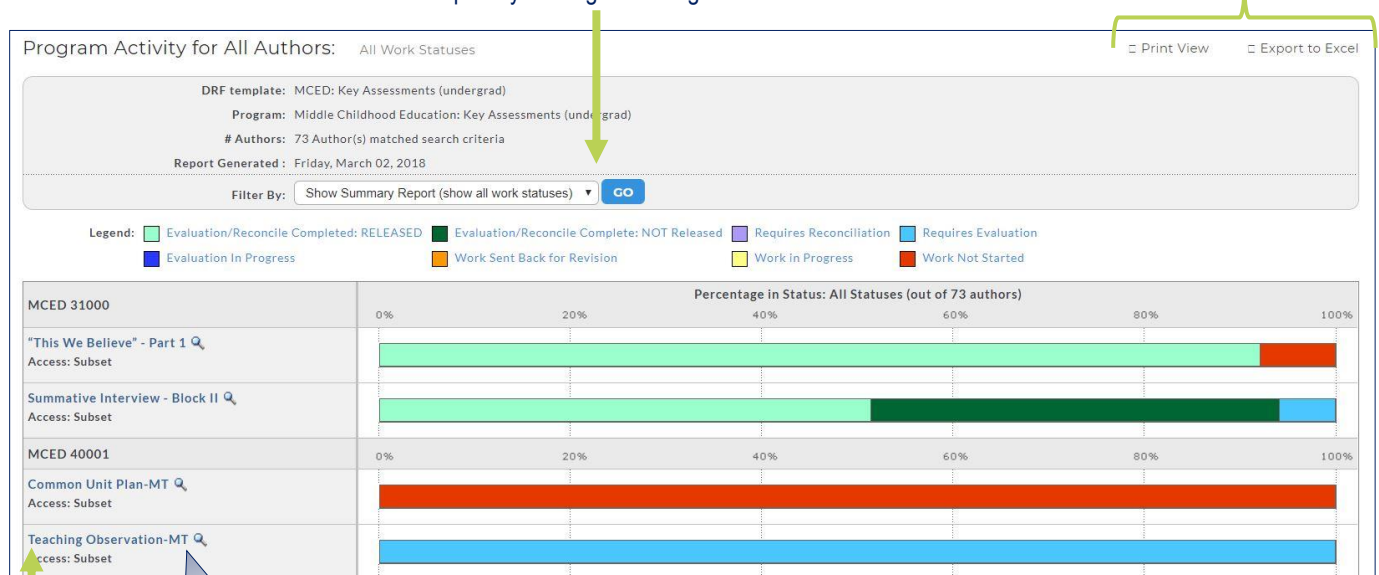
B) Program Activity Report **recommended for running completion reports**

Use this report to view the percentage of evaluations completed for each requirement. You may drill down within each requirement to see which evaluations are outstanding. To do this:

- Click the **"Program Activity Report"** link within the *Work Status and Author/Evaluation Activity* box.
- Select the program you wish to run the report on and then indicate whom within the program you would like to run the report on. Click **"Continue."**
 - Use the legend at the top to interpret the status bars or to filter the report.
 - Click directly on the name of a requirement to view a detailed status report (i.e., you will be able to view the status and history by student).

Filter within your reports with the dropdown menu at the top or by clicking on the legend colors

Print or export your reports



Drill down to the student level by clicking directly on the requirement

Filter By: Show Summary Report (show all work statuses) GO

Sort By: Name of Author (Last Name, First Name) GO

New Search

Author	Work Status	View Work	Due Date	Submitted	Evaluated or Sent Back	Evaluator
EHHS Manager Q	■ Requires Evaluation	View Work		10/06/2017		
Courtney Marsden Q	■ Requires Evaluation	View Work		10/07/2017		
TOTALS:				2 submitted	0 evaluated	

C) Evaluator Activity Report

Use this report to view evaluation statuses for specific evaluators or all evaluators within a program.

- Click the **"Evaluator Activity Report"** link within the *Work Status and Author/Evaluation Activity* box.
 - Define your search criteria: search for a specific evaluator or for all within a program, and then indicate the status of evaluations you wish to be included in your report. Click **"Continue."**
 - TIP: If you are searching for outstanding evaluations, then select "Evaluations not started and evaluations in progress."*
 - Select the DRF Program(s) you wish to run the report on and click **"Continue."** (You can add a date filter before hitting continue if you wish to narrow down by date.)
 - You will be brought to a list that provides detailed information.
 - Use the checkboxes at the top to include/exclude certain types of evaluations.
- Important Note:** If any requirements are non-submission, then you must check "Include 'No Submission required' items" and then click **"Update List."**

Include/exclude certain evaluations with these checkboxes.
Be sure to check the "No Submission required" box to include all non-submission requirements in your report.

Print or export
your reports

Items Requiring Evaluation Print View Export to Excel

INCLUDE: ☐ Include overall folio evaluations ☒ Include 'No Submission required' Items ☐ Include Inactive (expired) authors ☐ Only Include Sent Back Evals

[Update List](#)

[< PREVIOUS](#) Page 1 of 1 [Go](#)

	SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE	# OF DAYS (HOURS:MINUTES) S LAST SUBMITTED
1.	N/A	Manager, EHHS	Submitted View Work	ADED 42277-ADMIN ONLY	non-sub: Inquiry Lesson Plan...	DEMO: Key Assessments	DEMO: Key Assessments	N/A
2.	N/A	Marsden, Courtney	Submitted View Work	ADED 42277-ADMIN ONLY	non-sub: Inquiry Lesson Plan...	DEMO: Key Assessments	DEMO: Key Assessments	N/A
3.	10/07/2017 11:01 am (EST)	Marsden, Courtney	Evaluation in Progress View Work	ADED 42277-visible to students	Inquiry Lesson Plan & Rubric	DEMO: Key Assessments	DEMO: Key Assessments	146 (3503:23)