

# Quick-Start Guide

## Cooperating Teachers

## Student Evaluation

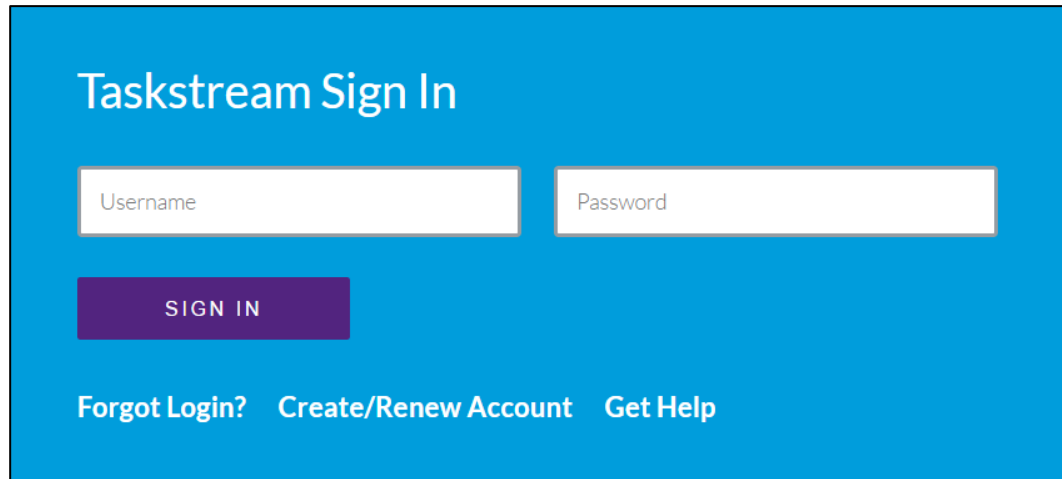


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## FIND YOUR PROGRAM(S)

1. To begin, go to [login.taskstream.com](http://login.taskstream.com).
2. Log into Taskstream with your assigned username and password.



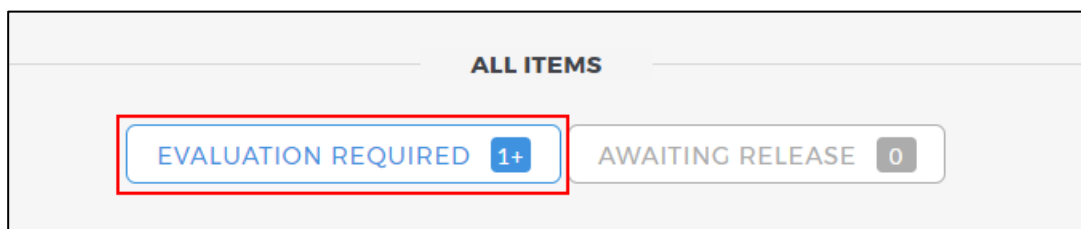
The image shows the Taskstream Sign In page. It has a blue background with the title "Taskstream Sign In" in white. Below the title are two input fields: "Username" and "Password". Below these fields is a purple "SIGN IN" button. At the bottom of the form, there are three links: "Forgot Login?", "Create/Renew Account", and "Get Help".

## LOCATING WORK THAT REQUIRES EVALUATION

There are 3 different ways to locate work that requires evaluation.

### Option A

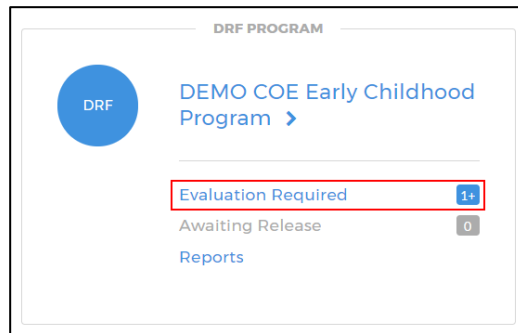
Click on Evaluation Required in the All Items area to view items from multiple programs that require evaluation.



The image shows a filter bar for "ALL ITEMS". There are two filter buttons: "EVALUATION REQUIRED" with a blue badge showing "1+" and "AWAITING RELEASE" with a grey badge showing "0". The "EVALUATION REQUIRED" button is highlighted with a red border.

**Option B**

Click on Evaluation Required under the program for which you want to access work.

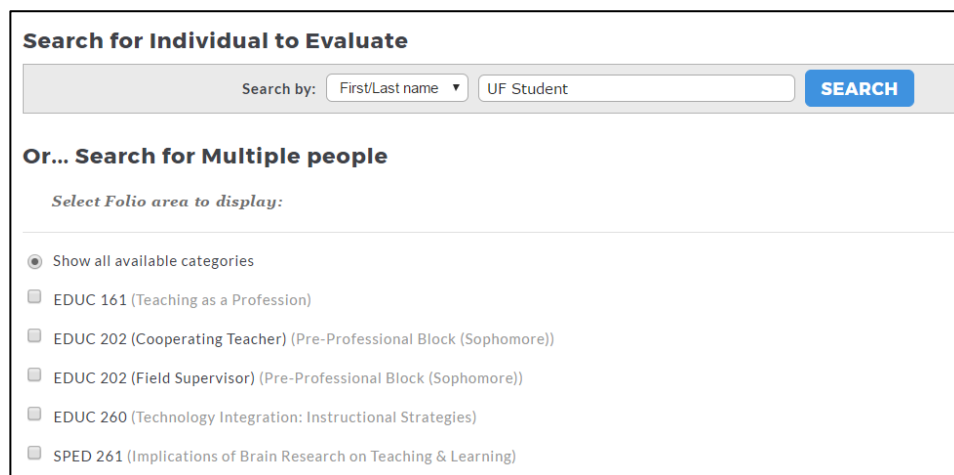


**Option C**

Click on the name of the program in which you'd like to evaluate work.



1. In the Evaluation area, to search for a particular author, type the first or last name in the appropriate field, and click **Search**.



2. You can use the available filter options to view work for multiple authors. After you make your selections, click **Continue**.
3. You can use the Time Slicing Option to search for work submitted during a certain time period. After you make your selections, click **Continue**.

You can also search for students whose accounts have expired by checking the Include **inactive** subscribers box at the bottom of the screen.

*Select DRF authors to display:*

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All Individuals (do not filter)  
 ONLY Individuals with items awaiting Evaluation

*Select Time Slicing Options:*

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Activity within last 6 months  
 Any Time Period  
 Activity In A Given Time Period Only

*Include inactive subscribers*

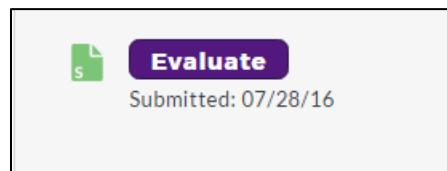
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Include **inactive** (expired) subscribers in search results

CONTINUE »

## EVALUATING WORK

You can access the evaluation screen for your student by clicking the **Evaluate** button.



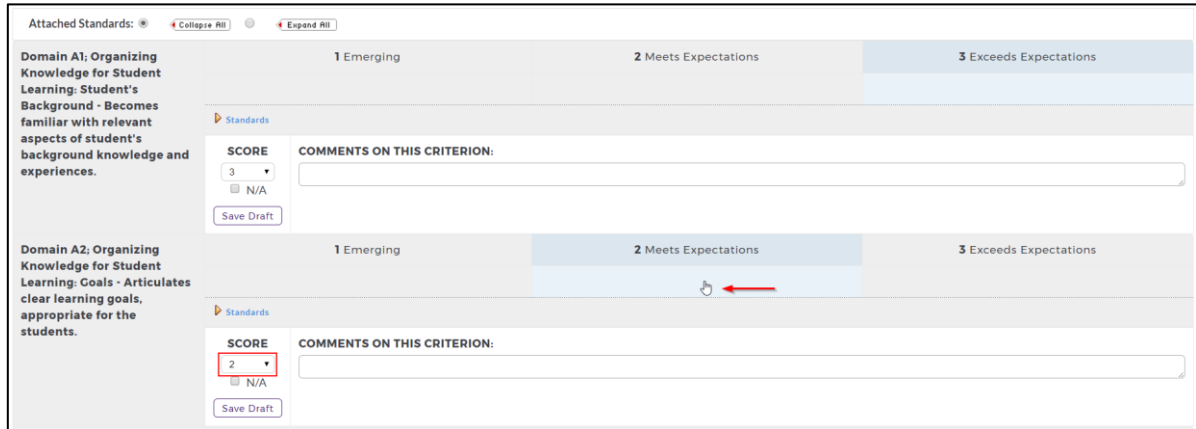
To access the evaluation, click **Score Work**.

## EVALUATING WITH A RUBRIC

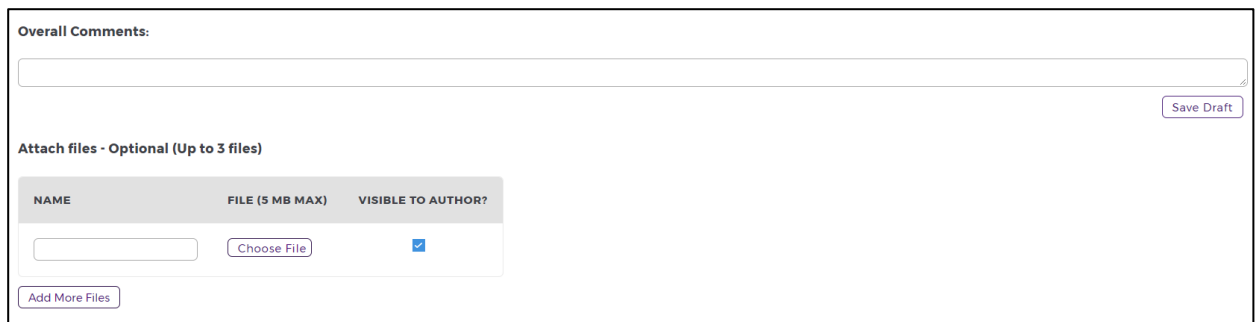
Once you click on **Score Work**, a split screen will appear as shown below. In the left frame, you can view the form submission that the field placement student submitted to Taskstream. In the right frame, you will see the rubric that needs to be completed for each field experience placement.

1. Evaluators can select the score by hovering over or clicking the score tile or by using the SCORE drop down menu.

For each rubric criterion, enter the appropriate score, and add comments as necessary. For Cooperating Teachers supervising Junior and Senior Field Experience placements, you will be completing two evaluations; one for the field experience placement, and the second for content-specific (SPA) portfolio assessment. Follow the directions given above to access the SPA assessment.



2. The next two steps are optional and are not required in order to finalize the Evaluation. Evaluators have the optional ability to add a file to their evaluations. The file can be shared with the Authors and become a permanent part of the evaluation history and reports. The file size is limited to 5 MB, but is NOT limited to any one format. Evaluators can also choose to add an overall comment.



## ADDING A FILE

- To add a file, In the Evaluation page, click **Browse**. The Browse File pop-up window loads.
- Locate your file and click **Open**. The file populates the file field in the evaluation page.
- In the Name field, enter a meaningful description (*maximum 100 characters*). If you do not enter a name, the file name displays as the default.
- (*Optional*) To hide the file from the Author, uncheck **Visible to Author**.

**Attach files - Optional (Up to 3 files)**

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
<input style="width: 100%;" type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

- From the bottom of the rubric, select one of the three Next Steps and click **Submit Evaluation Now**.

*Note: In most cases, you will be selecting **Record as final and release evaluation to author now**.*

**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

*If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or at 800-311-5656, press 2 for support.*