

Quick-Start Guide

Evaluators

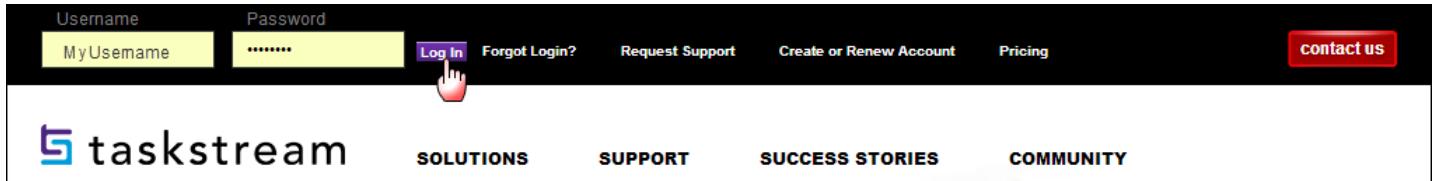


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Find Your Program(s)

1. To begin, go to www.taskstream.com.
2. Log into Taskstream with your assigned username and password.

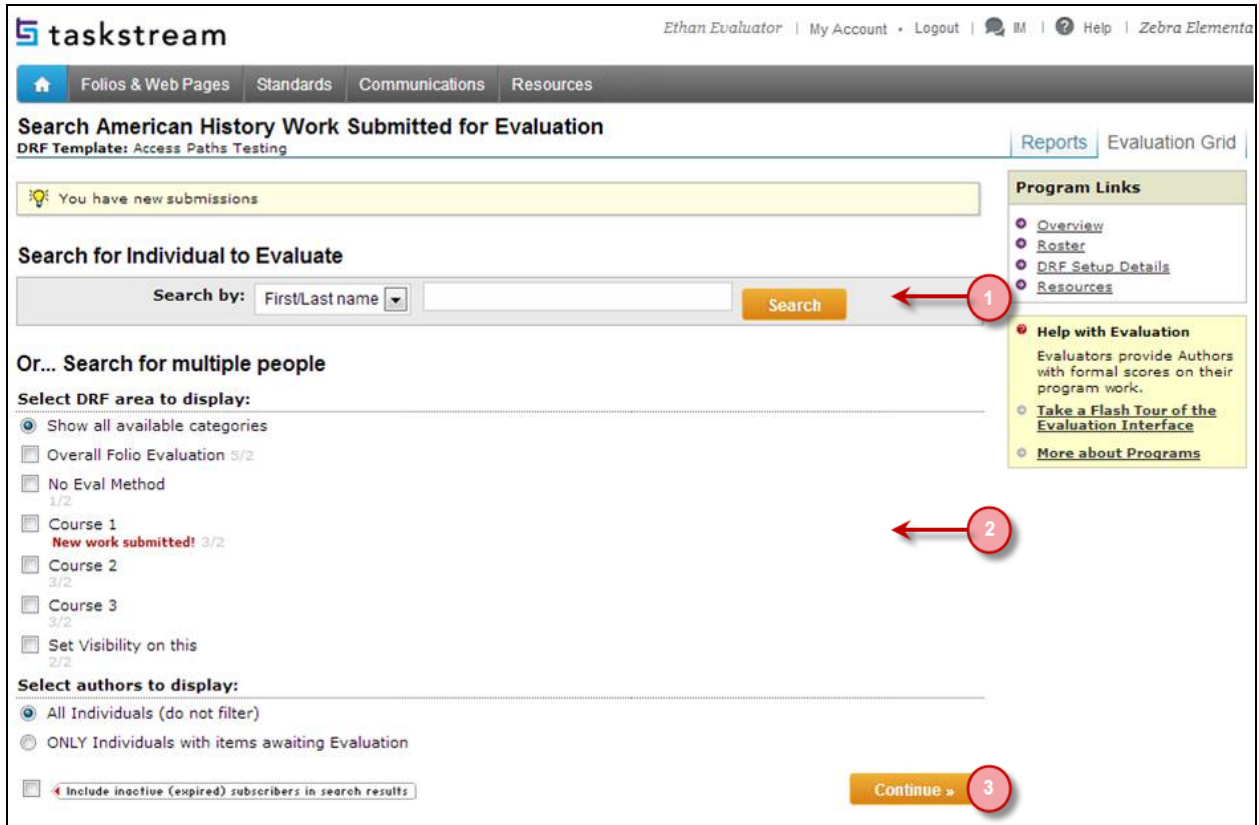


3. On the home page, click the name of the DRF Program in which you wish to complete evaluations.

*If you have multiple roles within a program, you will need to click the **Evaluator** tab.*

Access 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. (Optional) You can use the available filter options to view work for multiple authors.
3. After you make your selections, click **Continue**.



taskstream Ethan Evaluator | My Account • Logout | Help | Zebra Elementa

Folios & Web Pages Standards Communications Resources

Search American History Work Submitted for Evaluation
DRF Template: Access Paths Testing

You have new submissions

Search for Individual to Evaluate

Search by: First/Last name **Search** (1)

Or... Search for multiple people

Select DRF area to display:

- Show all available categories
- Overall Folio Evaluation 5/2
- No Eval Method 1/2
- Course 1 1/2 **New work submitted! 3/2** (2)
- Course 2 3/2
- Course 3 3/2
- Set Visibility on this 2/2

Select authors to display:

- All Individuals (do not filter)
- ONLY Individuals with items awaiting Evaluation
- Include inactive (expired) subscribers in search results

Continue » (3)

Program Links

- Overview
- Roster
- DRF Setup Details
- Resources

Help with Evaluation

Evaluators provide Authors with formal scores on their program work.

- Take a Flash Tour of the Evaluation Interface
- More about Programs

4. To access the work that has been submitted, click **Evaluate**.

		Course 1	
<input type="text" value="Show All"/> <input type="button" value="Go"/>			
<input type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options		Assignment 1 [25 Points] <input type="checkbox"/> Release all for area	Assignment 2 [50 Points] <input type="checkbox"/> Release all for area
<input checked="" type="checkbox"/> Bellingeri, Joseph <input type="checkbox"/> Release all for Author		<input checked="" type="checkbox"/> Score=3.50 (21.88/25) <input type="button" value="View/Edit"/> Released: 1/10/13	<input checked="" type="checkbox"/> <input type="button" value="Evaluate"/>

5. To access the rubric for the work, click **Evaluate/Score Work**.

The screenshot shows the 'DRF Program' interface. At the top, there are tabs for 'View Work', 'Interactions w/Reviewer(s)', and 'Evaluation History'. Below the tabs, there is a 'Back to Evaluation Grid' button. On the left side, there are three main buttons: 'Evaluate/Score Work' (highlighted in green), 'Send Back to Author' (red), and 'Cancel - Evaluate Later' (red). Below these are 'Print' and 'Save as PDF' buttons. The 'Author Submitted' information is displayed as '03/29/2013 01:28:03 PM EST'. On the right side, the 'View Author Work' section shows 'Program: DRF Program' and 'Author: Joseph Bellingeri'. Below this, the 'Assignment 2' section contains two expandable items: 'Directions Distributed to Author' and 'Evaluation Method'.

*If you need to immediately unlock the author's **work** without an evaluation, click **Send Back to Author**.*

6. Depending on the setup of the DRF program, your evaluation type may differ. Evaluation methods in Taskstream include: pass/fail, meets/does not meet requirement, a write in score, an evaluation form, and/or a rubric.

How to Use the Rubric

(Based on the evaluation method selected, you may see a different screen)

1. For each Rubric Criterion, enter the appropriate score.

Evaluate work using rubric

Print Rubric Show Criteria Descriptions

Criterion 1: Content (Standard 4)	1: Poor	2: Good	3: Better	4: Best

SCORE (0-4): Save Draft

Comments on this criterion (optional):

2. 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 NOT limited to any one format.

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**.

Final Score

SCORE
Rubric Average:
 3.00

Final score is automatically computed based on criteria scores

Overall Comments

Save Draft

Attach files - Optional (Up to 30 files)

Name	File (5 MB max)	Visible to Author?
<input type="text"/>	Choose File No file chosen	<input checked="" type="checkbox"/>

Add More Files

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

Save a copy of this submission?

 Yes - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)
 No - author will be able to overwrite this submission

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 or at 800-311-5656, press 1 for support.