Entering Capstone Evaluation Data:

- Log into your Taskstream account at [www.watermarkinsights.com](http://www.watermarkinsights.com).
- Select “Taskstream” Box; then log in.
- Click on your current “Semester/Program DRF” to enter scores. (e.g., 2018 Fall – Elementary).
- You can find your teacher candidate(s) by searching for:
  - **Search for Multiple People** (which will show you all your students in grid format):
    - Select Group by selecting your *Field Instructor Name - Capstone* and click on *Search* Button (e.g., Smith – Capstone)
    - **Select Folio area to display** – Check the “Capstone Evaluation” box -then click on *Continue* button
  - Or
  - **Individual to Evaluate** (show one student at a time)
    - *Searching by First or Last Name*: Enter Name and click on *Search* Button
    - **Select Folio area to display** – Check the “Capstone Evaluation” box -then click on *Continue* button
- Scroll down the grid to find your student(s). Make sure your column heading is “Capstone Eval – Field Instr” if you are a field instructor or “Capstone Eval – Clin Educ” if you are a clinical educator. If it is not, please contact Debbie Ziomek at dziomek@udel.edu.
- Click on the “Evaluate” button for the student you wish to evaluate.
- Click on the “Score Work” button.
- **Complete each section.**
- At the bottom, check “Record as final and release evaluation to author now”
- Click the “Submit Evaluation Now” when you are ready to submit.
- If you don’t want to notify students yet, you can “uncheck” the “Send external email notification” so it doesn’t send email to the teacher candidate.
- There is an option at the bottom to “Save Draft”.
- Please note “Author” is the teacher candidate. You are the *Evaluator*.
- The green *Submitted* paper flag has no significance – please ignore.