Entering Teacher Candidate Data:

➢ Log into your Taskstream account at 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

  • **Individual to Evaluate** (show one student at a time)
    1. **Searching by First or Last Name**: Enter Name and click on **Search** Button
    Or
  • **Search for Multiple People** (which will show you all your students in Grid format):
    1. **Select Folio area to display** – by checking the box of the course you which to enter scores for – then click on **Continue** button
    Or
  • **Search for Multiple People** (which will show you all your students in grid format):
    1. Select Group by selecting “instructor - course” click on **Search** Button
    2. **Select Folio area to display** – by checking the box of the course you which to enter scores for – then click on **Continue** button

➢ Click on the “Evaluate” button for the student you wish to evaluate.
  - Note “Quick Score” Option (if available) – See Quick Score directions
➢ 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.