Entering 413/419 Feedback Data:

➢ Log into your Taskstream account at www.watermarkinsights.com.
➢ Select “Taskstream” Box; then log in
➢ Click on your current “Semester/EDUC 413/419 Feedback DRF” to enter scores. (e.g., 2018 Fall – EDUC 413 or EDUC 419).
➢ 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 EDUC 413 - 491, HDFS 433, etc. and click on Search Button
    ➢ Select Folio area to display – Check the “Field Experience” 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 “Field Experience” box - then click on Continue button

➢ Scroll down the grid to find your student(s). Make sure your column heading is “Methods Feedback – Field Instr” if you are a field instructor or “Methods Feedback – 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.