



Getting Started with QuickScore


Find Your Program(s)

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

Subscriber Login

Username:

Password:

[Forgot Password](#)  [Login](#)

[Request Support](#)

➤ [Create or Renew Account](#)

➤ [Subscription Rates](#)

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


TaskStream
Advancing Educational Excellence

Home | Folios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources

Author | **Evaluator** | **Evaluation Manager**

Don't see your program?
If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please contact your instructor

[Enter Code](#)

 [Read More](#)

Use Evaluation Shortcuts:

➤ [All Items Requiring Evaluation](#) new items ➤ [All Evaluations Waiting to be Released](#) new items

Or... View and Evaluate by DRF Program
(Directed Response Folios)

➤ **Gen. Ed.**

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

TaskStream
Advancing Educational Excellence

University College (DEMO)

Home Folios & Web Pages Lessons, Units & Rubrics Standards Communications Resources TS Coordinator Instant Messenger

Search Gen. Ed. Work Submitted for Evaluation
DRF Template: General Education Requirements

You have new submissions

Search for Individual to Evaluate

Search by: First/Last name **Search**

Or... Search for multiple people

Select DRF area to display:

- Show all available categories
- Overall Folio Evaluation
- Cornerstone **New work submitted!**
- Writing
- Communication
- Christian Foundation Classes
- History
- Philosophy

Select authors to display:

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

Include inactive (expired) subscribers in search results

Continue

Program Links

- [Overview](#)
- [Roster](#)
- [DRF Setup Details](#)

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 use QuickScore to evaluate all the work that has been submitted, click **QuickScore**.

Evaluate Gen. Ed.
DRF template: General Education Requirements

Directions: The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected. [Help on this Page](#)

Show: All Individuals (do not filter) **Update Display**
 Include inactive (expired) subscribers in search results

Legend: Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

[Back to Search](#) [Print View](#) [Export to Excel](#) **Release Selected Evaluation(s)**

Author	Overall Folio Evaluation	Author
<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author View Work	Eval Summary Overall Folio Evaluation QuickScore <input type="checkbox"/> Release all for area Evaluate	<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author View Work
<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author View Work	Evaluate	<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author View Work
<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author View Work	Evaluate	<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author View Work

5. Select the number of authors you would like to evaluate and click **Continue**.

Evaluate DRF Program Area Overall Folio Evaluation
DRF Program: Gen. Ed.

Directions: Select how many authors' work you would like to evaluate in one sitting and hit 'Continue'. You will see a list of authors on the next screen for whom you may begin to QuickScore. [Help on this Page](#)

How many authors work you would like to evaluate in one sitting? (of 8 available)

What is QuickScore?
QuickScore enables evaluators to simultaneously evaluate submitted work items for multiple authors within a category or requirement of a single program.

Important Considerations
Using QuickScore will change the status of the submission to 'Evaluation in Progress', preventing any other evaluators from accessing this work. Submitting your evaluation with QuickScore will NOT RELEASE your evaluations. You will need to release your evaluations as a separate step from the evaluation grid after completing QuickScore. Additionally, QuickScore does not support sending work back for revision at this time. If authors need to revise their work, use the evaluation grid to send work back individually.

If you no longer wish to perform the QuickScore, click 'Cancel - Back to Evaluation Grid' below.

Select number of authors: Evaluation Grid **Continue >>**

- All Evaluations
- Select -
- 1 evaluation
- 5 evaluations
- All Evaluations

6. The Author List will display with options to enter a Meets or Does not Meet for each Author.

Evaluate DRF Program Area ' : Overall Folio Evaluation'
DRF Program: Gen. Ed.

Directions: Select evaluation options below. [Help on this Page](#)

« Back To Evaluation Grid Print View Save Draft Skip All Record as final score Cancel - Evaluate Later

8 Author(s) Displayed

		Apply this score to all authors <small>Clear score selections for all authors</small>		
		<input type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	
Brown, Foxy Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling
Bush, George Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling
Caldwell, Steven Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling

7. To view the Author's work, click on their name. The View Author Work window will open.

Evaluate DRF Program Area ' : Overall Folio Evaluation'
DRF Program: Gen. Ed.

Directions: Select evaluation options below. [Help on this Page](#)

« Back To Evaluation Grid Print View Save Draft Skip All Record as final score Cancel - Evaluate Later

8 Author(s) Displayed

Brown, Foxy Q	<input type="checkbox"/> Do Not record final score (skip this author)
Bush, George Q	<input type="checkbox"/> Do Not record final score (skip this author)
Caldwell, Steven Q	<input type="checkbox"/> Do Not record final score (skip this author)
Crow, Sheryl Q	<input type="checkbox"/> Do Not record final score (skip this author)

Preview - Mozilla Firefox

taskstream.com https://folio.taskstream.com//Folio/preview_mini_frame.asp?qyz=7PeikILDJXYOGcGPF&anon=&bEmbedded=1&Fromeval=1&tplt_fl

Home • Cornerstone • Writing • Communication • Christian Foundation Classes • History • Philosophy

General Information

▶ Overview

8. Once you have completed the evaluations, click **Record as final score**.

Evaluate DRF Program Area ' : Overall Folio Evaluation'
DRF Program: Gen. Ed.

Directions: Select evaluation options below. [Help on this Page](#)

« Back To Evaluation Grid [Print View](#) [Save Draft](#) [Skip All](#) **[Record as final score](#)** [Cancel - Evaluate Later](#)

8 Author(s) Displayed

		Apply this score to all authors <small>Clear score selections for all authors</small>		
		<input type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	
Brown, Foxy Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input type="radio"/> Meets Requirement	<input checked="" type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling
Bush, George Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input checked="" type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling
Caldwell, Steven Q	<input type="checkbox"/> Do Not record final score (skip this author)	<input checked="" type="radio"/> Meets Requirement	<input type="radio"/> Does not Meet	Overall Comments (Optional): Character Usage: 0 of 6000 allowed. Clear Author Save Draft Check Spelling

9. The next screen will display the QuickScore Evaluation Summary, allowing you to continue scoring if all evaluators have not been chosen.

Evaluations Recorded

Please Note: Submitting your evaluations via QuickScore only records the scores as final scores. If you are able to release these evaluations, please return to the evaluation grid.

[Return to Evaluation Grid](#)

QuickScore Summary for General Information : Gen. Ed.

Author	New Status	Notes
Brown, Foxy	Evaluated	Evaluation Recorded as final
Bush, George	Evaluated	Evaluation Recorded as final
Caldwell, Steven	Evaluated	Evaluation Recorded as final
Crow, Sheryl	Evaluated	Evaluation Recorded as final
Epps, Omar	Evaluated	Evaluation Recorded as final
Hawking, Steven	Evaluated	Evaluation Recorded as final
Hill, Faith	Evaluated	Evaluation Recorded as final
Jovi, Bon	Evaluated	Evaluation Recorded as final

If you need to **Send work back to an Author**, **Release an evaluation (score) to an Author**, or **Attach a file to an Evaluation**, you must go to the appropriate areas in TaskStream to accomplish those tasks.

10. Click **Back to Evaluation Grid** to return to the Evaluation Grid.

Evaluate Gen. Ed.
DRF template: General Education Requirements

Directions: The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected. [Help on this Page](#)

Show: All Individuals (do not filter) **Update Display**
 Include inactive (expired) subscribers in search results

Legend: Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

[« Back to Search](#) [Print View](#) [Export to Excel](#) **Release Selected Evaluation(s)**

Show All	Eval Summary		
<input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options	Overall Folio Evaluation		
<input type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	<input type="checkbox"/> Not Met [View/Edit]	<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	<input type="checkbox"/> Met [View/Edit]	<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	<input type="checkbox"/> Met [View/Edit]	<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	

11. To release the evaluations to the authors, click the checkbox next to their scores and click **Release Selected Evaluation(s)**.

Evaluate Gen. Ed.
DRF template: General Education Requirements

Directions: The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected. [Help on this Page](#)

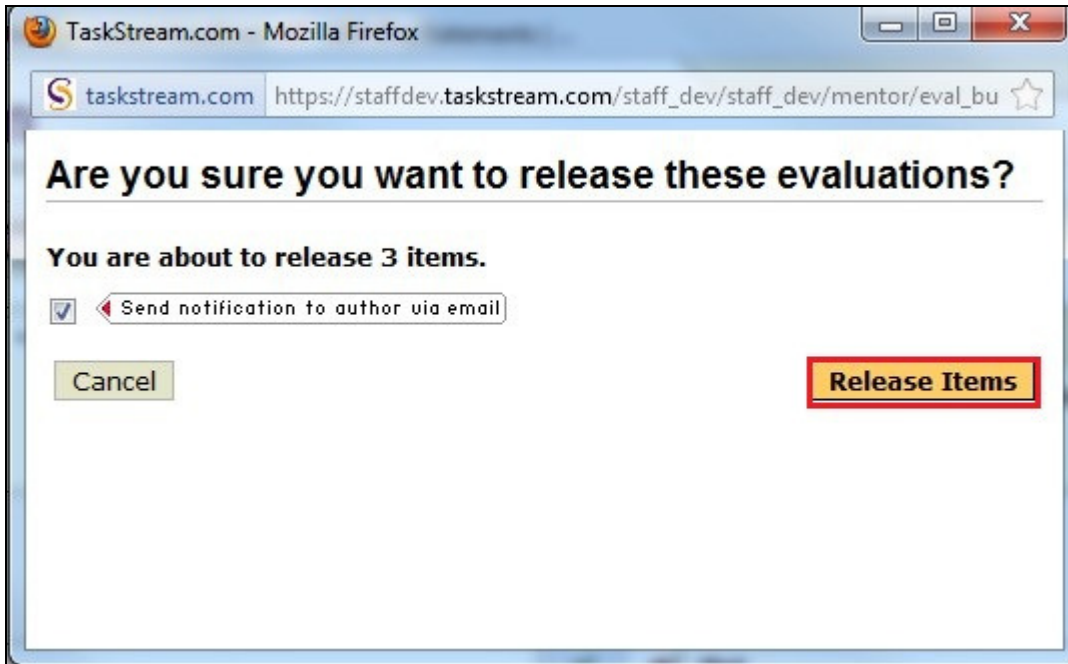
Show: All Individuals (do not filter) **Update Display**
 Include inactive (expired) subscribers in search results

Legend: Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

[« Back to Search](#) [Print View](#) [Export to Excel](#) **Release Selected Evaluation(s)**

Show All	Eval Summary		
<input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options	Overall Folio Evaluation		
<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Not Met [View/Edit]	<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Met [View/Edit]	<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Met [View/Edit]	<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	

12. Confirm the releases by clicking **Release Items**.



The resulting screen will look like this:

Evaluate Gen. Ed.
DRF template: General Education Requirements

Directions: The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the search criteria previously selected. [Help on this Page](#)

Show: All Individuals (do not filter) [Update Display](#)
 Include inactive (expired) subscribers in search results

Legend: Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

[Back to Search](#) [Print View](#) [Export to Excel](#) [Release Selected Evaluation\(s\)](#)

Show All Go		Eval Summary	
<input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options		Overall Folio Evaluation <input type="checkbox"/> Release all for area	
<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Not Met [View/Edit] Released: 07/12/12	<input checked="" type="checkbox"/> Brown, Foxy Email: f@d.com <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Met [View/Edit] Released: 07/12/12	<input checked="" type="checkbox"/> Bush, George Email: g@b.net <input type="checkbox"/> Release all for Author [View Work]	
<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	<input checked="" type="checkbox"/> Met [View/Edit] Released: 07/12/12	<input checked="" type="checkbox"/> Caldwell, Steven Email: scaldwell@taskstream.com <input type="checkbox"/> Release all for Author [View Work]	