LAT
by TaskStream

LEARNING
ACHIEVEMENT TOOLS

Getting Started for Evaluators

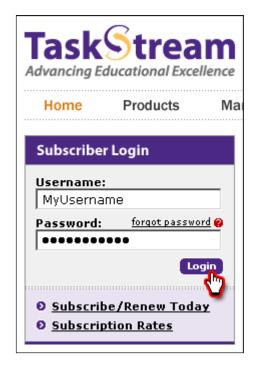# Task Stream
Advancing Educational Excellence

Find Your Program(s)

Go to www.taskstream.com and log into TaskStream with your username and password.

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

Look for "Assessment Workshop"

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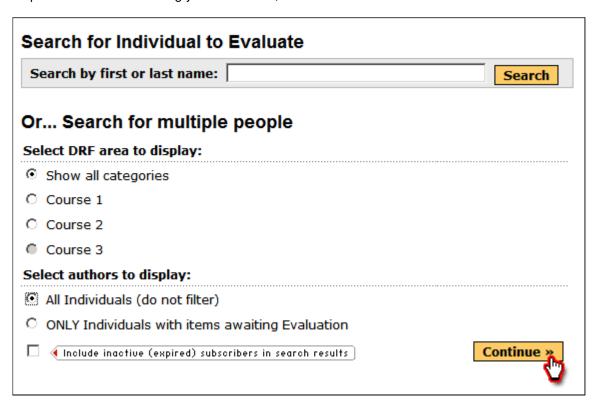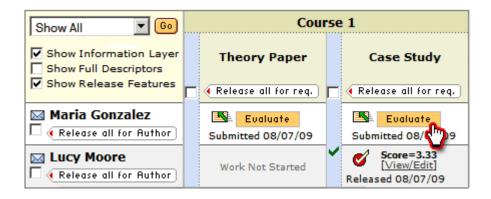
Accessing Work

In the Evaluation area, you will be able to search for a particular author, or use the available filtering options to view work for multiple authors. After making your selections, click the **Continue** button.
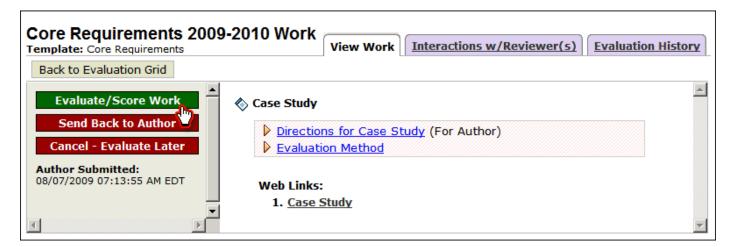

Click the **Evaluate** button to access the work product that has been submitted.
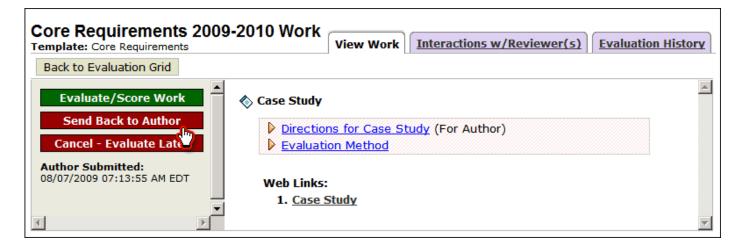
To access the rubric for the work product, click the **Evaluate/Score Work** button.

Note: If you need to immediately unlock the author's work without evaluating it, click the **Send Back to Author** button.
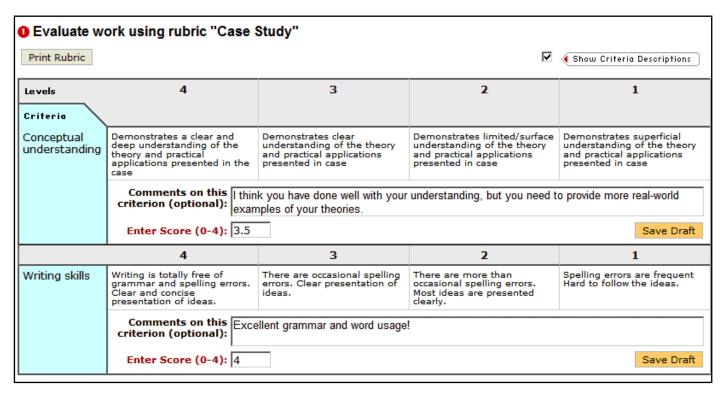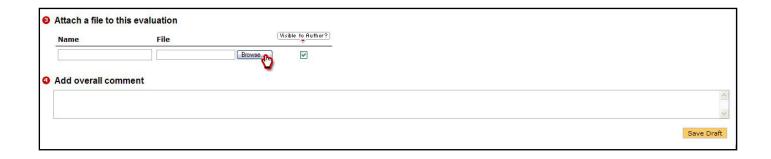
Using the Rubric

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

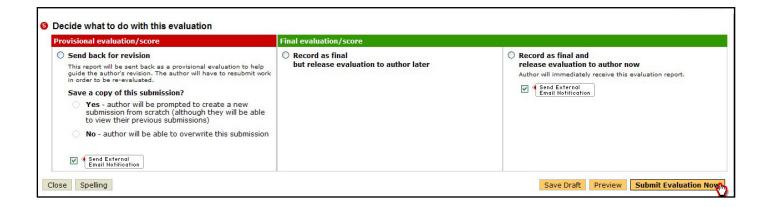For each Rubric Criterion, enter the appropriate score.

If you have a file you would like to send back to the student along with the evaluation, such as a marked up Microsoft Word Document, you may attach the file by clicking the 'Browse' button and locating the file on your computer. Leaving the 'Visible to Author' box checked will allow the student to view the file. Un-checking the box would make the file available only to evaluators and program managers with the appropriate access. *(Note: This step is optional and not required in order to complete the evaluation.)*

After scoring all of the sections, choose one of the three options from the bottom of the rubric. Click the **"Submit Evaluation Now"** button.

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.