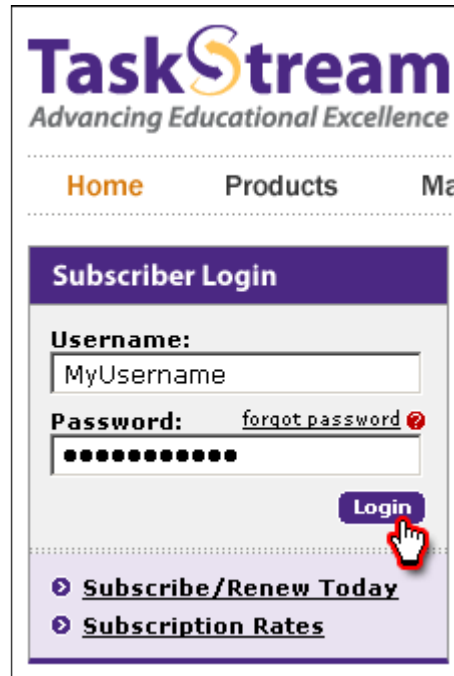




## Getting Started for Evaluators

## Find Your Program(s)

Go to [www.taskstream.com](http://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.

### Search for Individual to Evaluate

Search by first or last name:  Search

### Or... Search for multiple people

**Select DRF area to display:**

Show all categories

Course 1

Course 2

Course 3

**Select authors to display:**

All Individuals (do not filter)

ONLY Individuals with items awaiting Evaluation

Include inactive (expired) subscribers in search results

Continue >>

Click the **Evaluate** button to access the work product that has been submitted.

	Course 1	
<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <span>Show All</span> <span style="float: right; background-color: #f4a460; padding: 2px 5px;">Go</span> </div> <div style="padding: 5px;"> <input checked="" type="checkbox"/> Show Information Layer  <input type="checkbox"/> Show Full Descriptors  <input checked="" type="checkbox"/> Show Release Features                 </div> <div style="padding: 5px;"> <input type="checkbox"/> <span style="border: 1px solid gray; padding: 2px;">Release all for Author</span> </div> <div style="padding: 5px;"> <input checked="" type="checkbox"/> <b>Lucy Moore</b>  <input type="checkbox"/> <span style="border: 1px solid gray; padding: 2px;">Release all for Author</span> </div>	<div style="background-color: #e6e6e6; padding: 5px; border-bottom: 1px solid gray;"> <b>Theory Paper</b> </div> <div style="padding: 5px; border-bottom: 1px solid gray;"> <input type="checkbox"/> <span style="border: 1px solid gray; padding: 2px;">Release all for req.</span> </div> <div style="padding: 5px; border-bottom: 1px solid gray;"> <input checked="" type="checkbox"/> <span style="background-color: #f4a460; padding: 2px 10px;">Evaluate</span>                      Submitted 08/07/09                 </div> <div style="padding: 5px;">                     Work Not Started                 </div>	<div style="background-color: #e6e6e6; padding: 5px; border-bottom: 1px solid gray;"> <b>Case Study</b> </div> <div style="padding: 5px; border-bottom: 1px solid gray;"> <input type="checkbox"/> <span style="border: 1px solid gray; padding: 2px;">Release all for req.</span> </div> <div style="padding: 5px; border-bottom: 1px solid gray;"> <input checked="" type="checkbox"/> <span style="background-color: #f4a460; padding: 2px 10px;">Evaluate</span>                      Submitted 08/07/09                 </div> <div style="padding: 5px;"> <input checked="" type="checkbox"/> <span style="color: green; font-weight: bold;">Score=3.33</span>  <span style="border: 1px solid gray; padding: 2px;">[View/Edit]</span>                      Released 08/07/09                 </div>

To access the rubric for the work product, click the **Evaluate/Score Work** button.

**Core Requirements 2009-2010 Work**  
Template: Core Requirements

View Work Interactions w/Reviewer(s) Evaluation History

Back to Evaluation Grid

**Evaluate/Score Work** (highlighted with a red hand cursor)  
**Send Back to Author**  
**Cancel - Evaluate Later**

Author Submitted:  
08/07/2009 07:13:55 AM EDT

Case Study

- ▶ [Directions for Case Study](#) (For Author)
- ▶ [Evaluation Method](#)

Web Links:  
1. [Case Study](#)

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

**Core Requirements 2009-2010 Work**  
Template: Core Requirements

View Work Interactions w/Reviewer(s) Evaluation History

Back to Evaluation Grid

**Evaluate/Score Work**  
**Send Back to Author** (highlighted with a red hand cursor)  
**Cancel - Evaluate Later**

Author Submitted:  
08/07/2009 07:13:55 AM EDT

Case Study

- ▶ [Directions for Case Study](#) (For Author)
- ▶ [Evaluation Method](#)

Web Links:  
1. [Case Study](#)

## Using the Rubric

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

For each Rubric Criterion, enter the appropriate score.

**1 Evaluate work using rubric "Case Study"**

Show Criteria Descriptions

Levels	4	3	2	1
<b>Criteria</b>  Conceptual understanding	Demonstrates a clear and deep understanding of the theory and practical applications presented in the case	Demonstrates clear understanding of the theory and practical applications presented in case	Demonstrates limited/surface understanding of the theory and practical applications presented in case	Demonstrates superficial understanding of the theory and practical applications presented in case
	<p><b>Comments on this criterion (optional):</b> <input style="width: 90%;" type="text" value="I think you have done well with your understanding, but you need to provide more real-world examples of your theories."/></p> <p><b>Enter Score (0-4):</b> <input style="width: 50px;" type="text" value="3.5"/> <span style="float: right;"><input type="button" value="Save Draft"/></span></p>			
	4	3	2	1
Writing skills	Writing is totally free of grammar and spelling errors. Clear and concise presentation of ideas.	There are occasional spelling errors. Clear presentation of ideas.	There are more than occasional spelling errors. Most ideas are presented clearly.	Spelling errors are frequent. Hard to follow the ideas.
	<p><b>Comments on this criterion (optional):</b> <input style="width: 90%;" type="text" value="Excellent grammar and word usage!"/></p> <p><b>Enter Score (0-4):</b> <input style="width: 50px;" type="text" value="4"/> <span style="float: right;"><input type="button" value="Save Draft"/></span></p>			

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.)*

**3 Attach a file to this evaluation**

Name  File   Visible to Author?

**4 Add overall comment**

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

**5 Decide what to do with this evaluation**

Provisional evaluation/score	Final evaluation/score	Final evaluation/score
<p><input type="radio"/> <b>Send back for revision</b></p> <p>This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.</p> <p><b>Save a copy of this submission?</b></p> <p><input type="radio"/> <b>Yes</b> - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)</p> <p><input type="radio"/> <b>No</b> - author will be able to overwrite this submission</p> <p><input checked="" type="checkbox"/> Send External Email Notification</p>	<p><input type="radio"/> <b>Record as final but release evaluation to author later</b></p>	<p><input type="radio"/> <b>Record as final and release evaluation to author now</b></p> <p>Author will immediately receive this evaluation report.</p> <p><input checked="" type="checkbox"/> Send External Email Notification</p>
<p>Close   Spelling   Save Draft   Preview   <b>Submit Evaluation Now</b></p>		

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or at 800-311-5656.