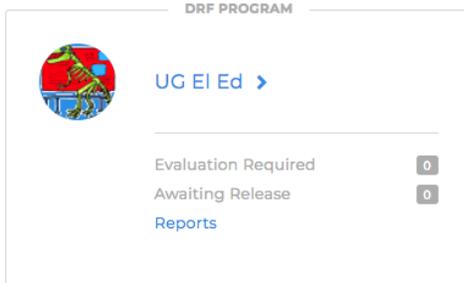


## GETTING TO THE EVALUATION SCREEN IN TASKSTREAM

When you log in, you should see a box with the program or programs with which you're associated.

It looks something like this:



**Click on it.**

In your next screen, you can either choose to **enter in your student's name in the box, or just click on "Continue"** at the bottom of that screen.

1. In the Evaluation area, to search for a particular author, type the first or last name in the appropriate field, and click **Search**.

A screenshot of a search interface titled 'Search for Individual to Evaluate'. It features a search bar with a dropdown menu set to 'First/Last name', an empty text input field, and a blue 'SEARCH' button. A red arrow points from a red box containing the number '1' to the 'SEARCH' button. Below the search bar, the text 'Or... Search for Multiple people' is visible.

This should bring you to a similar screen with your student's name. **Click on the evaluate button for the assessment** that you want to score.

Looks like this:

LINK template: UG Ed Ed: 1-2-3

[« BACK TO SEARCH](#)

**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 selected.

**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

Show All [Go](#)

Show Mouseover Tips  
 Show Area Descriptions  
 Show Release Options

Release all for author [Contact](#)

ED-4400 INTERNSHIP ST			
	MIDTERM EVAL: MENTOR TEACHER (no submission req'd)	MIDTERM EVAL: UNIVERSITY SUPERVISOR (no submission req'd)	FINAL EV (no
	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Re
	<a href="#">Evaluate</a>	<a href="#">Evaluate</a>	<a href="#">E</a>

A few more steps:

Click on the blue **SCORE WORK** radio button in the upper left corner.

To access the evaluation for the work, click **Score Work**. Depending on the setup of the DRF program, your evaluation type may differ. Evaluation methods in Taskstream include: pass/fail, meets/does not meet requirement, a write in score, an evaluation form, and/or a rubric.

The screenshot shows the 'University College Course-Based' evaluation page. At the top, it displays the template name and two tabs: 'View Work' (active) and 'Evaluation History'. On the left sidebar, there are three buttons: 'BACK TO EVALUATION GRID', 'SCORE WORK' (highlighted with a red box), and 'SEND BACK TO AUTHOR'. Below these are 'CANCEL - EVALUATE LATER', 'Author Submitted: 07/26/2016 09:44:24 AM EDT', and 'PRINT' and 'SAVE AS PDF' icons. The main content area is titled 'View Author Work' and includes the author's name (John Grey), program name, and a comment: 'Be kind...it's summer.' Below this is a section for 'Web-based Lessons (Integrating Technology in Instruction)' with three expandable items: 'DIRECTIONS DISTRIBUTED TO AUTHOR', 'EVALUATION METHOD', and 'SPECIFIED STANDARDS'. At the bottom, there is a 'Sample Paper' section containing a paragraph of placeholder text.

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**VOILÁ!**

# EVALUATING WORK

When items are ready to be evaluated, you can access them by clicking the **Evaluate** button.



To access the evaluation for the work, click **Score Work**. Depending on the setup of the DRF program, your evaluation type may differ. Evaluation methods in Taskstream include: pass/fail, meets/does not meet requirement, a write in score, an evaluation form, and/or a rubric.

A screenshot of the 'View Author Work' page in Taskstream. The page title is 'University College Course-Based'. Below the title, it says 'Template: Course-Based DRF University College'. There are two tabs: 'View Work' (selected) and 'Evaluation History'. On the left is a sidebar with buttons: 'BACK TO EVALUATION GRID', 'SCORE WORK' (highlighted with a red box), 'SEND BACK TO AUTHOR', and 'CANCEL - EVALUATE LATER'. Below these buttons, it says 'Author Submitted: 07/26/2016 09:44:24 AM EDT' and has 'PRINT' and 'SAVE AS PDF' icons. The main content area is titled 'View Author Work' and includes: 'Program: University College Course-Based', 'Author: John Grey (Student ID: 801162278)', 'Author Comments: Be kind...it's summer.', and a section for 'Web-based Lessons (Integrating Technology in Instruction)' with three expandable items: 'DIRECTIONS DISTRIBUTED TO AUTHOR', 'EVALUATION METHOD', and 'SPECIFIED STANDARDS'. At the bottom, there is a 'Sample Paper' section with placeholder text.

*If you need to immediately unlock the author's work without an evaluation, click **Send Back to Author**.*

## USING A RUBRIC

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

1. For each Rubric Criterion, enter the appropriate score. Evaluators can select the score by hovering over or clicking the score tile. If the rubric is set up to allow fractional scores, then evaluators can select a fractional score by using the slide bar.

Evaluate work using rubric "01 EDU 132 TASK 2"

[Print Rubric](#)  Show Criteria Descriptions

Writing Skill	1	2	3	4
	Has difficulty with paragraph structure and simple sentences; limited vocabulary; difficulty with grammatical skills	Able to write simple sentences; understands basic grammatical concepts, vocabulary is developing; has difficulty with paragraph structure	Able to write complex sentences, understands intermediate grammatical concepts, enhanced vocabulary, ability to compose paragraphs, difficulty with standard essay form	Advanced vocabulary and grammatical skills enhance the composition of clear, focused, creative compositions

0

SCORE (0-4):  COMMENTS ON THIS CRITERION:

2. Evaluators have the optional ability to add a file to their evaluations. The file can be shared with the Authors and become a permanent part of the evaluation history and reports. The file size is limited to 5 MB, but NOT limited to any one format.

### ADDING A FILE

- To add a file, In the Evaluation page, click **Browse**. The Browse File pop-up window loads.
- Locate your file and click **Open**. The file populates the file field in the evaluation page.
- In the Name field, enter a meaningful description (*maximum 100 characters*). If you do not enter a name, the file name displays as the default.
- (*Optional*) To hide the file from the Author, uncheck **Visible to Author**.

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

- From the bottom of the rubric, select one of the three Next Steps and click **Submit Evaluation Now**.

**Next Steps**

**Decide what to do with this evaluation**

- Send back for revision**  
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.  
 Send external email notification
- Record as final but release evaluation to author later**
- Record as final and release evaluation to author now**  
Author will immediately receive this evaluation report.  
 Send external email notification

*If you have any additional questions or comments, please do not hesitate to contact Brian Walker : [bfwalker@plymouth.edu](mailto:bfwalker@plymouth.edu)*