

# Quick-Start Guide: Evaluators



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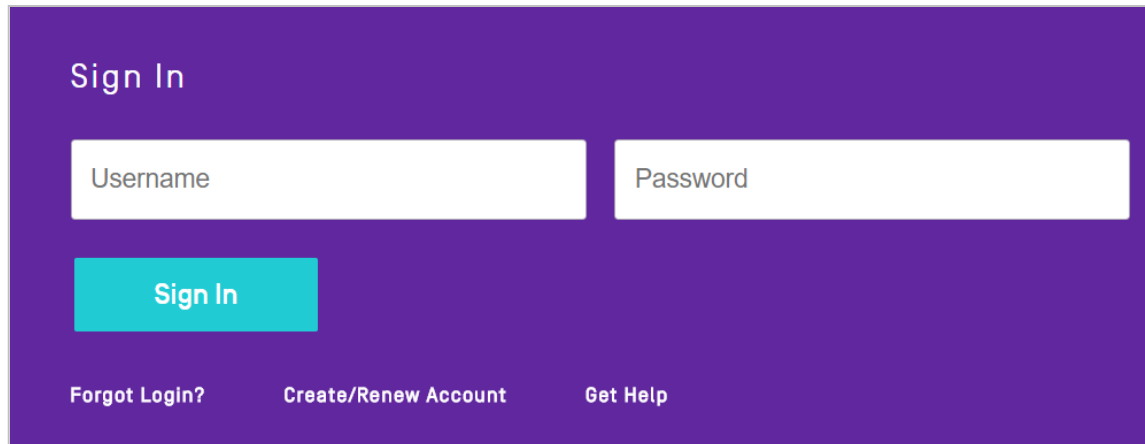
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## Find Your Program(s)

1. To begin, go to [login.taskstream.com](http://login.taskstream.com).
2. Log in with your assigned username and password.



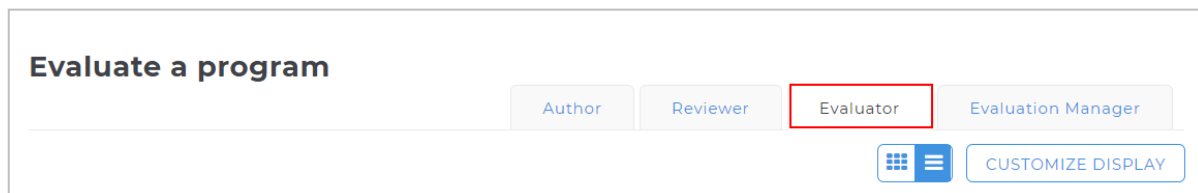
Sign In

Username Password

Sign In

Forgot Login? Create/Renew Account Get Help

If you have multiple roles, click on the **Evaluator** tab.



Evaluate a program

Author Reviewer **Evaluator** Evaluation Manager

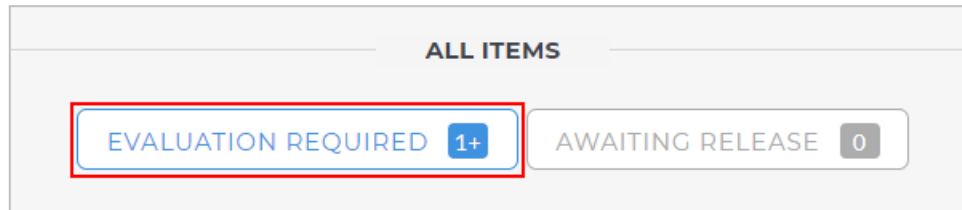
CUSTOMIZE DISPLAY

## Locating Work That Requires Evaluation

There are 3 different ways to locate work that requires evaluation.

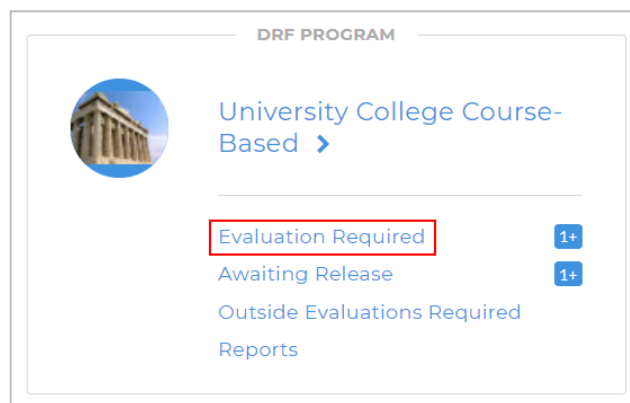
### Option A

Click on **Evaluation Required** in the All Items area to view items from multiple programs that require evaluation.



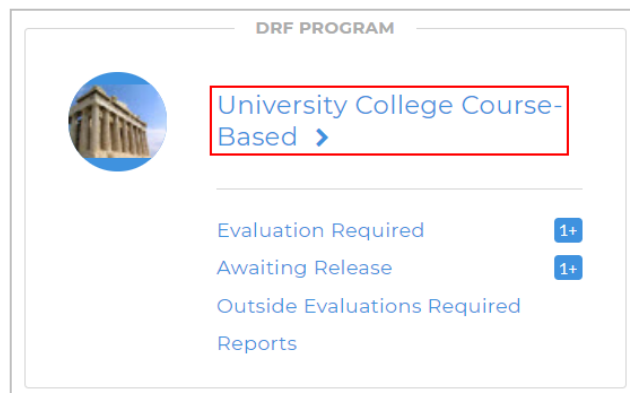
### Option B

Click on **Evaluation Required** under the program for which you want to access work.



### Option C

Click on the name of the program in which you'd like to 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**.

### Search for Individual to Evaluate

Search by: First/Last name  SEARCH 1

### Or... Search for Multiple people

*Select Folio area to display :*

- Show all available categories
- Overall Folio Evaluation
- EDU 119 (Literacy)  
New work submitted!
- EDU 132 (Instructional Technology)  
New work submitted!
- EDU 201 (Psychology)  
New work submitted!

2. You can use the available filter options to view work for multiple authors. After you make your selections, click **Continue**.
3. You can use the *Time Slicing Option* to search for work submitted during a certain time period. After you make your selections, click **Continue**.

Note: You can also search for students whose accounts have expires by checking the *Include inactive Subscribers* box at the bottom of the screen.

*Select DRF Authors to display :*

- All Individuals (do not filter)
- ONLY Individuals with items awaiting Evaluation 2

*Select Time Slicing Options :*

- Activity within last 6 months
- Any Time Period 3
- Activity In A Given Time Period Only

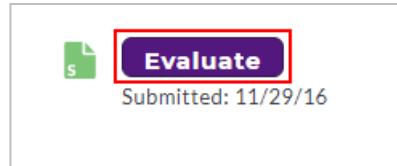
*Include inactive subscribers*

- Include **inactive** (expired) subscribers in search results

CONTINUE »

## 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.

### University College Course-Based

Template: Course-Based DRF University College

BACK TO EVALUATION GRID

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
11/29/2016 11:46:37 PM EST

PRINT
 SAVE AS PDF

#### View Author Work

Program: University College Course-Based  
Author: John Brown (Student ID: 801416732)

**Case Study (Piaget's and Vygotsky's Theories)**

- ▶ DIRECTIONS DISTRIBUTED TO AUTHOR
- ▶ EVALUATION METHOD
- ▶ SPECIFIED STANDARDS

**Asian Politics and Economic Perspective: An Essay**  
*EC211 World Economics Course Assignment*

This study will discuss and contrast the varieties of political and and South Korea in the post-World War II era. The study will als States as they affected political and economic development in th study will be that China and North Korea have developed politic

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.)

- 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 201 TASK 1"

Print Rubric Show Criteria Descriptions

Attached Standards: Collapse All Expand All

Sentence Fluency (Flow)	1	2	3	4
	Repetitive sentence patterns. There are no connecting words between sentences. Many sentences run into each other.	Sentence patterns are generally repetitive, with occasional variance. There are usually connecting words between sentences, where appropriate. Some sentences should be merged; others should be made into two or more sentences.	Sentence patterns are generally varied, but sometimes variations seem forced and inappropriate. There are connecting words between sentences, where appropriate. Each sentence contains a complete thought; there are no run-on sentences.	Varied and interesting sentence patterns. There are connecting words between sentences, where appropriate. Sentences are complete thoughts, with no run-ons.

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

- 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 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.
- Save a copy of this submission?**
  - Yes - A snapshot of this submission will be saved for both author and evaluator records, and the author will be prompted to create a new submission from scratch (although they will be able to view their previous submission for reference).
  - Allow author to import previous submissions into current submission
  - No - A snapshot of this submission will NOT be saved to either the author or evaluator records, but the author will be able to overwrite this submission rather than start from scratch.
- 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