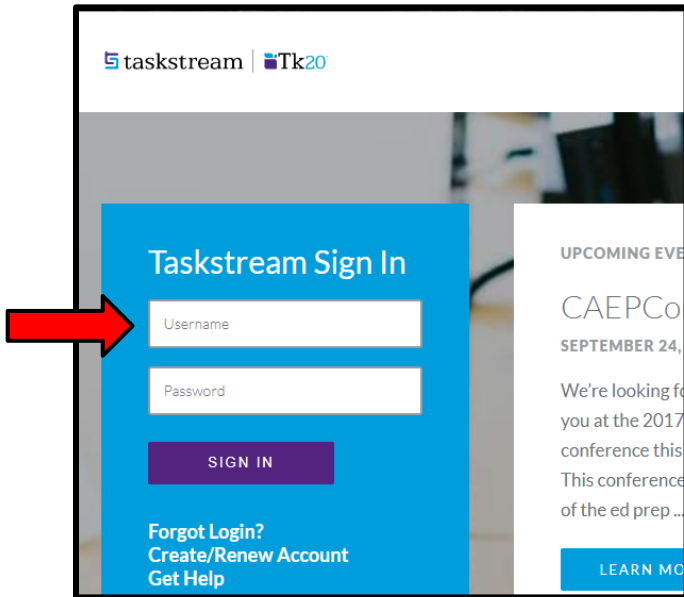
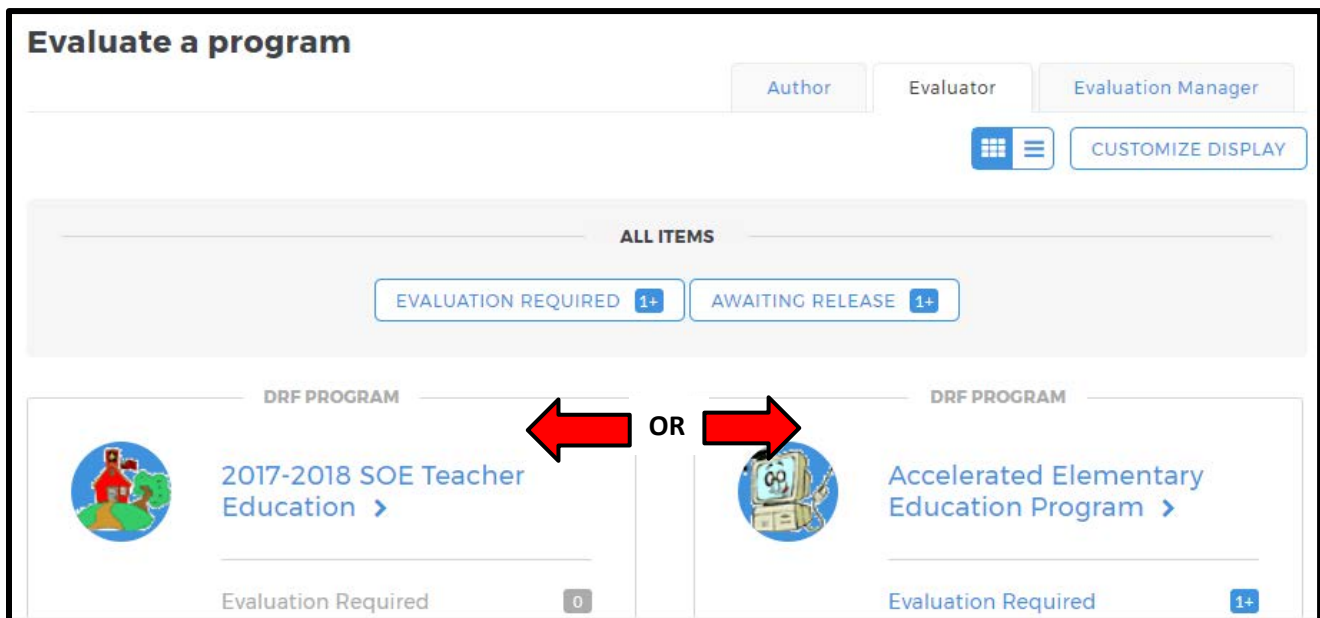


How to Use Taskstream as an Evaluator

1. To begin, go to login.taskstream.com.
2. Log into Taskstream with your assigned username and password or select ‘Forgot Login?’ option to reset your password and receive an email containing your username.



3. On the Home page, click the name of the Program in which you wish to complete evaluations. If evaluating a traditional practicum student, select the “**2017-2018 SOE Teacher Education**” DRF Program on your Taskstream Home page. If evaluating an accelerated elementary education student, select “**Accelerated Elementary Education Program**”.



4. Next, select a category or course in which your assigned student is enrolled. Select the course and then click **Continue**.

Search for Individual to Evaluate

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

Or... Search for Multiple people

Select Folio area to display:

Show all available categories

EDUC 3134 Teaching and Learning I (Sequence One)

Select DRF authors to display:

CONTINUE »

5. In order to evaluate a practicum for a teacher candidate, find the student's name and select the **Evaluate** button under Practicum Evaluation. If you see the 'Evaluation in Progress' symbol and are unable to continue, please e-mail jdhoffpaur@mnu.edu, and it will be researched.

LEGEND:

- Work in Progress
- Submitted
- Needs Revision
- Resubmitted
- Evaluation in Progress
- Evaluated
- Evaluation Released

EDUC 3134 Teaching and Learning I **Go**

Show Mouseover Tips

Show Area Descriptions

Show Release Options

EDUC 3134 TEACHING AND LEARNING I

PRACTICUM EVALUATION
(no submission req'd)

QuickScore

Release all for area

Evaluate

Student Name

6. To access the rubric and score the practicum, click **Score Work**. If at any time you need to leave the rubric and evaluation, please come back to it as soon as possible.

2017-2018 SOE Teacher Education

Template: SOE Teacher Education F15 **View Work** **Evaluation History**

BACK TO EVALUATION GRID

SCORE WORK

CANCEL - EVALUATE LATER

No submission required.

PRINT **SAVE AS PDF**

View Author Work

Program

Author:

Practicum Evaluation

- DIRECTIONS DISTRIBUTED TO AUTHOR**
- EVALUATION METHOD**

7. Directions for how to complete the rubric appear at the top. For each criteria level, select a score from 1-4 and enter a comment, if desired. If you wish, select **Print Rubric** to complete a paper version and then come back and complete it online. Use the Save Draft button occasionally to save your work. Here is an example rubric:


The program creator added the following instructions to help guide your evaluation:

For each criterion, select a score of 1, 2, 3 or 4 based on the indicators listed. Enter comments as needed and an overall comment at the end.

Scores of '3' or '4' indicate that the candidate met or exceeded the targeted outcomes. A score of '2' indicates an area of growth while a score of '1' indicates a dispositional or content knowledge concern.

If a candidate receives a score of '1' for more than two outcomes, select 'Does Not Meet Requirement' and contact the faculty member of the course. The candidate will repeat the practicum experience.

Evaluate work using rubric "EDUC 3134 Teaching and Learning I Practicum Evaluation"

Print Rubric  Show Criteria Descriptions

Attached Standards: Collapse All Expand All


Demonstrates consistent attendance & punctuality.	1 Concerns	2 Developing	3 Meets	4 Exemplary
	Appointments to be in the classroom were not kept or rescheduled without prior notice.	Appointments to be in the classroom were kept but the candidate was tardy two or more times. Sent	Prompt to meet for school tour, getting acquainted, setting up practicum agreement, exchanging of contact	Prompt to meet for school tour, getting acquainted, setting up practicum agreement, exchanging of contact

8. Once you have all scores entered, at the bottom select **‘Meets Requirement’** or **‘Does not Meet’** and enter an overall comment. Lastly, select **Record as final and release evaluation to author now** and click **Submit Evaluation Now** when you are done. If you need to leave the rubric before completion, click **Save Draft**, select **Close** at the bottom and log out. Please return to complete the rubric as soon as possible.

Final mark: Does this work meet requirements?

SCORE

Meets Requirement Does not Meet

Overall Comments: 

Rubric avg: 3.17

Save Draft

Next Steps

Decide what to do with this evaluation

- 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 experience problems with TaskStream, you may contact Janelle Hoffpauir by email at jdhoffpauir@mnu.edu or by phone at (913) 971-3526. Additional assistance is available from the Taskstream. If you are having trouble with Taskstream and Janelle is not available, you may contact Taskstream's Mentoring Services for assistance. They can be reached by calling 1.800.311.5656 (Press "2" for support) or by email at help@taskstream.com.