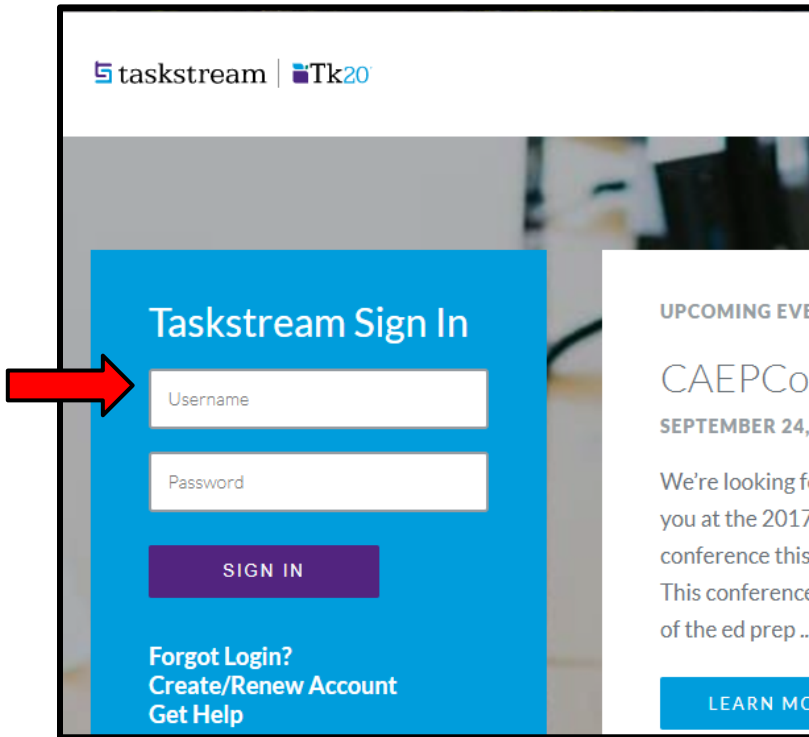
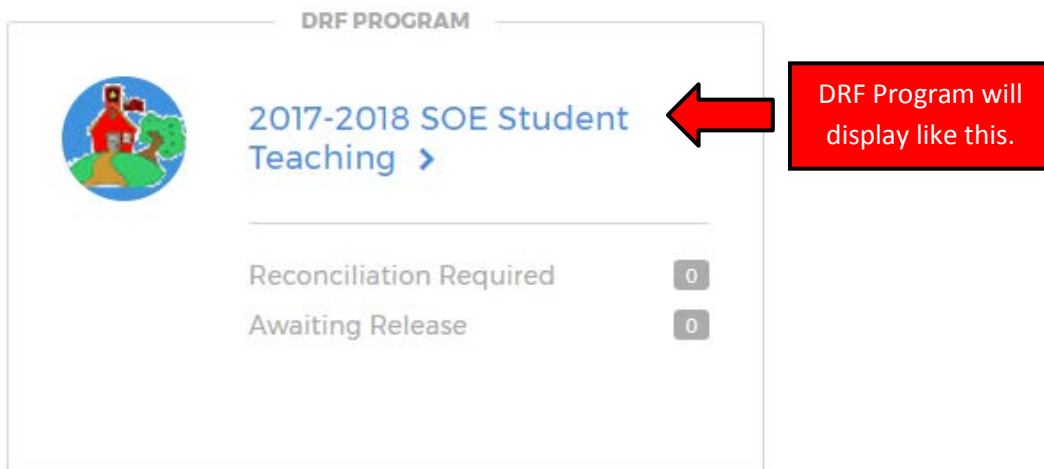


# How to Use Taskstream as an Evaluator

1. To begin, go to [login.taskstream.com](http://login.taskstream.com).
2. Log into Taskstream with your assigned username and password or select 'Forgot Login?' to reset your password and receive an email containing your username.



3. On the Home page, click the name of the DRF Program in which you wish to complete evaluations. If evaluating a student teacher, select the **2017-2018 SOE Student Teaching** DRF Program as shown below.



4. In the Evaluation area, select the box for the appropriate evaluation (mid-term, observation, or final). Once selected, click **Continue**. You will only need to select a group if observing multiple student teachers.

taskstream | LAT FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOU

### Search for Individual to Evaluate

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

#### Or... Search by Groups

Select Group: 2017 Fall Student Teachers

**Selected group: 2017 Fall Student Teachers**

Select Folio area to display:

Show all available categories

Mid-Term Student Teaching Evaluations

Final Student Teaching Evaluations

Student Teaching Observation by Cooperating Teacher

**CONTINUE »**

5. In order to evaluate a teacher candidate, select the **Evaluate** button for the student teacher. In the example below, the student is student teaching in Elementary Education. If you do not see the 'Evaluate' button, refer to the legend above the evaluation options. (See picture below) If you see the 'Evaluation in Progress' symbol and are unable to continue, please e-mail [jdhoffpaur@mnu.edu](mailto:jdhoffpaur@mnu.edu), and it will be researched.

LEGEND:

- Work in Progress
- Submitted
- Needs Revision
- Evaluation in Progress
- More Evaluations Required
- Ready for Reconciliation
- Reconciliation in Progress
- Reconciled/Evaluated
- Evaluation Released

Click **Evaluate** to begin. Only complete one evaluation per student.

Please select an area... **Go**

Show Mouseover Tips

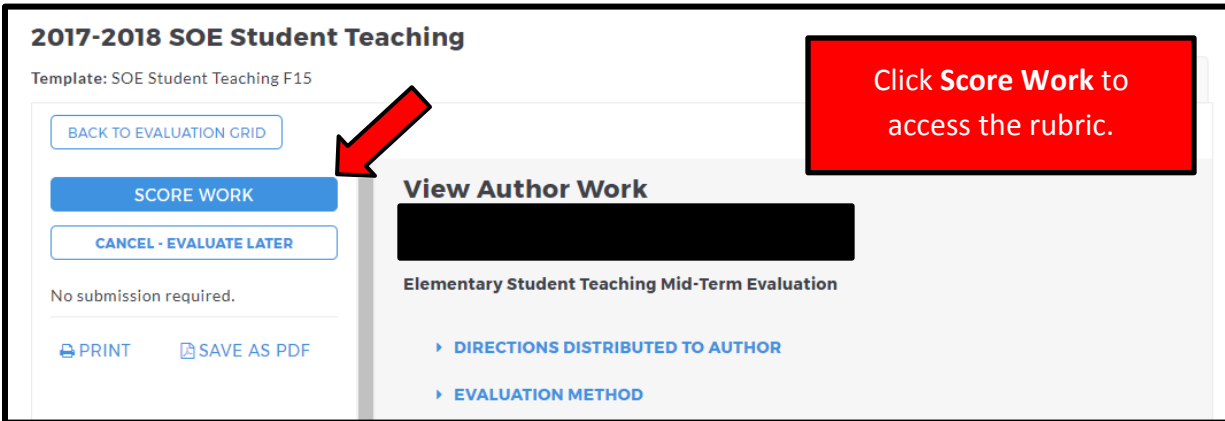
Show Area Descriptions

Show Release Options

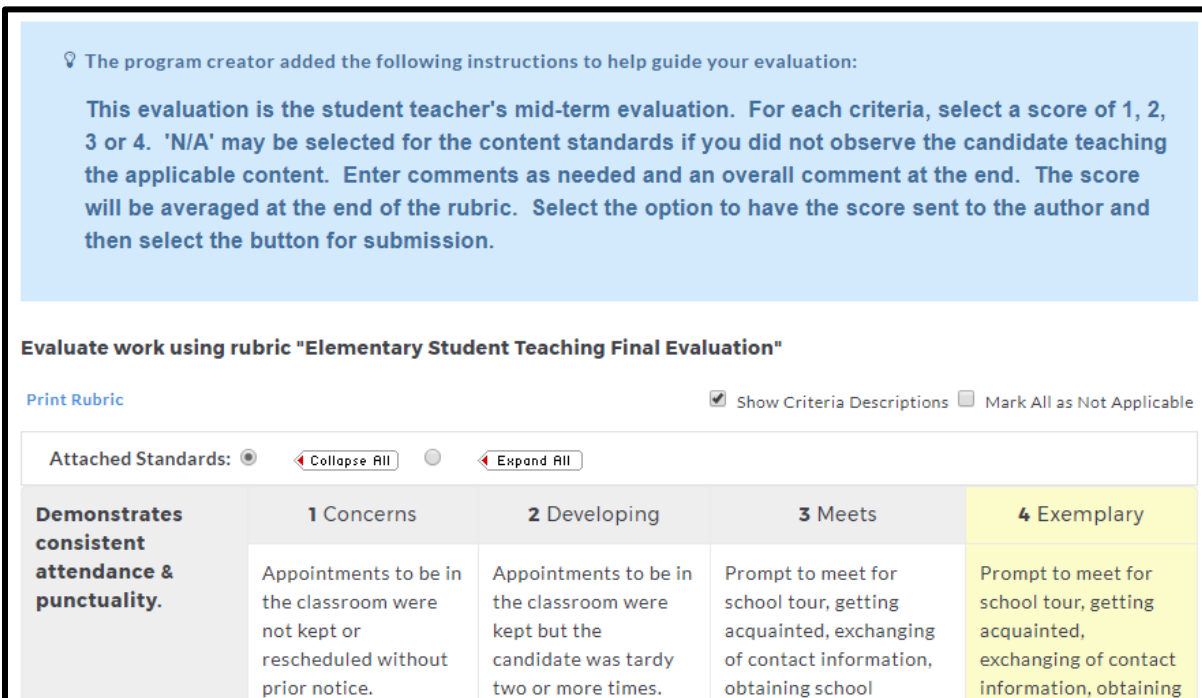
MID-TERM STUDENT TEACHING EVALUATIONS	FINAL STUDENT TEACHING EVALUATIONS	STUDENT TEACHING OBSERVATION BY COOPERATING TEACHER
<b>ELEMENTARY STUDENT TEACHING MID-TERM EVALUATION</b> (no submission req'd)	<b>ELEMENTARY STUDENT TEACHING FINAL EVALUATION</b> (no submission req'd)	<b>OBSERVATION EVALUATION BY COOPERATING TEACHER</b> (no submission req'd)
<b>QuickScore</b>	<b>QuickScore</b>	<b>QuickScore</b>
<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area
<b>Evaluate</b>	<b>Evaluate</b> 0 of 3 evals done	<b>Evaluate</b>

Student Name

6. To access the rubric and score the evaluation, click **Score Work**. If you need to postpone completing an evaluation, select **Cancel – Evaluate Later**. This resets the rubric and allows other cooperating teachers to evaluate the student, which will occur for the final evaluation.



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. Here is an example rubric:



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

This evaluation is the student teacher's mid-term evaluation. For each criteria, select a score of 1, 2, 3 or 4. 'N/A' may be selected for the content standards if you did not observe the candidate teaching the applicable content. Enter comments as needed and an overall comment at the end. The score will be averaged at the end of the rubric. Select the option to have the score sent to the author and then select the button for submission.

Evaluate work using rubric "Elementary Student Teaching Final Evaluation"

Print Rubric  Show Criteria Descriptions  Mark All as Not Applicable

Attached Standards:  Collapse All  Expand All

	1 Concerns	2 Developing	3 Meets	4 Exemplary
<b>Demonstrates consistent attendance &amp; punctuality.</b>	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.	Prompt to meet for school tour, getting acquainted, exchanging of contact information, obtaining school	Prompt to meet for school tour, getting acquainted, exchanging of contact information, obtaining

8. Once you have all scores entered, please enter an overall comment. For the mid-term evaluation and the observation evaluation, select **‘Record as final and release evaluation to author now’**. 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 the rubric as soon as possible. Until you submit the final student teaching evaluation, other evaluators are unable to complete an evaluation.

The screenshot shows the final evaluation form in Taskstream. It includes a 'Final Score' section with a 'SCORE' field and a 'Rubric Average' of 3.17. Below this is an 'Overall Comments' text area, indicated by a red arrow. The 'Attach files - Optional (Up to 3 files)' section contains a table with columns for 'NAME', 'FILE (5 MB MAX)', and 'VISIBLE TO AUTHOR?'. The 'Next Steps' section has a sidebar titled 'Decide what to do with this evaluation' and two radio button options: 'Record as final but release evaluation to author later' and 'Record as final and release evaluation to author now'. The second option is selected and has a red arrow pointing to it. Below the radio buttons are checkboxes for 'Send external email notification' and a 'SUBMIT EVALUATION NOW' button, also indicated by a red arrow. At the bottom are buttons for 'CANCEL', 'CHECK SPELLING', 'SAVE DRAFT', 'PREVIEW', and 'SUBMIT EVALUATION NOW'.

If you experience problems with Taskstream, you may contact Janelle Hoffpauir by email at [jdhoffpauir@mnu.edu](mailto: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](mailto:help@taskstream.com).