

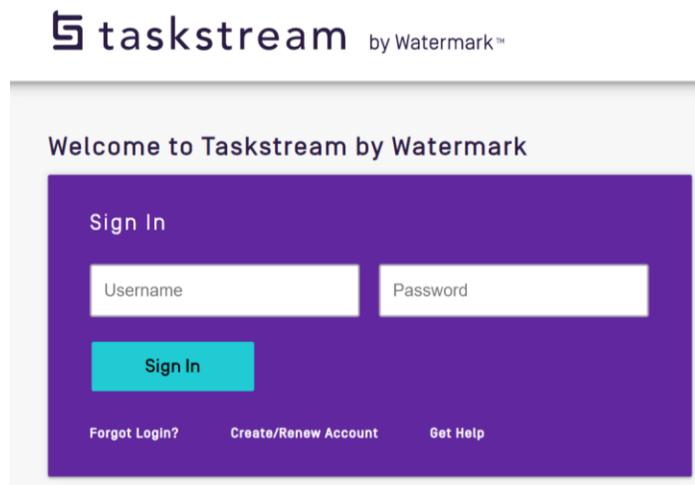
Getting Started

At the beginning of the semester that you have agreed to be an evaluator (cooperating teacher or supervisor) your Taskstream account will be set up in the system and you will receive an email from Taskstream with your log in information. Once you have received your User ID and Password, go to the Taskstream login web page. You may access the login page at <https://login.taskstream.com/signon/>. You should bookmark this URL.

NOTE: *If you do not have an active Taskstream account, please contact the School of Education main office (see contact below) or click on 'Get Help' to contact the Taskstream Helpdesk for assistance in obtaining your account.*

Susie Adams – School of Education Data Coordinator/Administrative Specialist
Tower 3101
218-723-6108
Sadams8@css.edu

Logging into Your Taskstream Account



1. Enter your **User ID or Email** and **Password**.
2. Click '**Sign In**'.

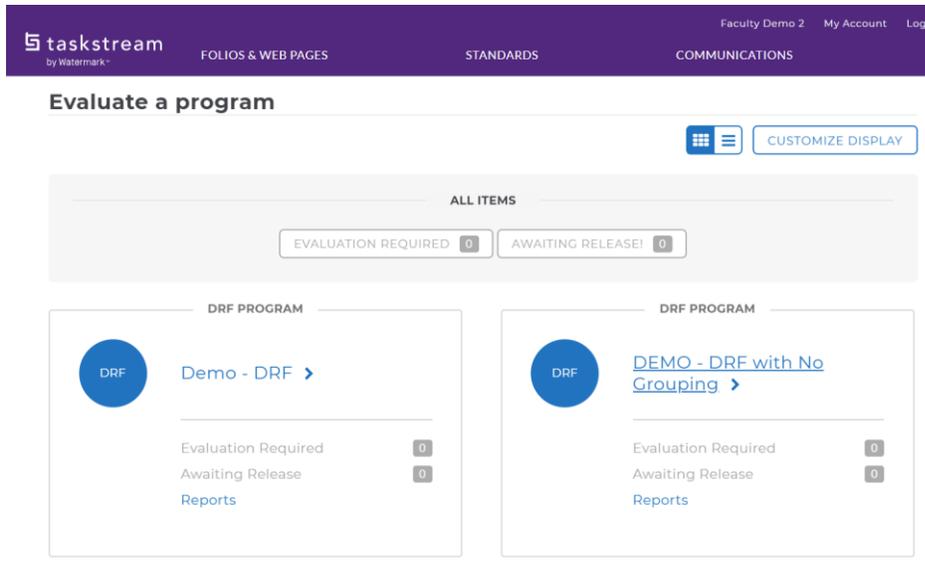
NOTE: *If you have forgotten your Password, click the '**Forgot Login?**' link.*

Once you're logged in

Access Your Program and Evaluate Candidate Work via Rubric

1. Select the DRF program where you will evaluate candidates work.

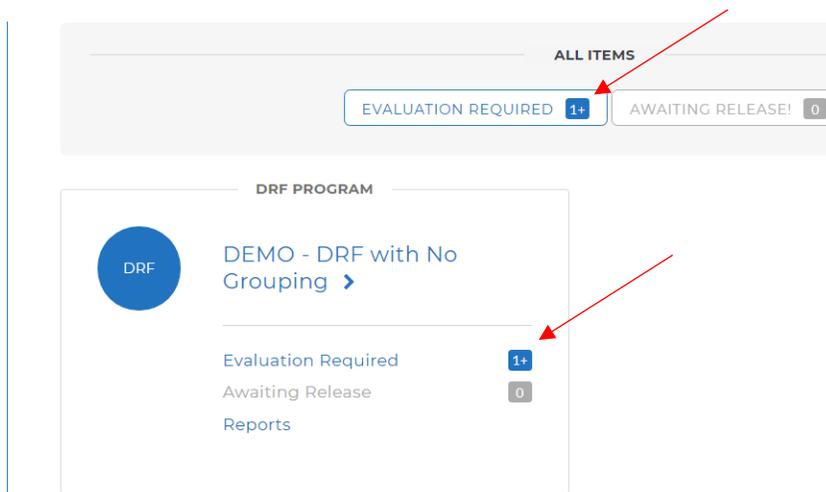
NOTE: Students are enrolled in programs based upon their status as an undergraduate or a graduate teaching licensure candidate and if they are in student teaching or preliminary field experiences. You will only see the programs that relate to the candidate working with you.



NOTE: To return to the home screen, click on the taskstream icon in the upper left corner of the screen



2. When a candidate submits work that requires your evaluation the **'Evaluation Required'** button will turn blue and specify the numbers of items to evaluate. You will also see that notice in the DRF Program box.



- To evaluate work, click on the '**Evaluation Required**' link.
- A page will load where you can specify your display preferences.
- Select via the check boxes which program you would like to review. You may see only one program or multiple programs depending on the number of candidates you are currently working with and whether they are in field experiences or student teaching.
- Click on the blue '**Continue**' button.

NOTE: Programs that currently have items requiring attention will have a (!) after the program name.

The screenshot shows the 'taskstream' interface with a search bar and selection options. A red arrow points to a 'CONTINUE' button on the right side of the interface.

- A list of items you need to complete will populate.

All Items Requiring Evaluation - Single Program

The screenshot shows a table of items requiring evaluation. A red arrow points to the 'Evaluate' button in the 'STATUS' column of the first row.

SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE
1. 07/17/2019 10:32 am (CDT)	Manager, College of St Scholastica	Evaluation in Progress Evaluate	EDU 2600 - Field Experience I	Professional Behaviors-Student	DEMO - DRF with No Grouping	UND - Field Experiences 1-3

- Click on the yellow '**Evaluate**' button.

9. A new screen will load where you will click on **'Score Work'**.

Template : UND - Field Experiences 1-3

« BACK TO ALL ITEMS

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:
07/17/2019 10:32:44 AM CDT

PRINT SAVE AS PDF

View Author Work

Program: DEMO - DRF with No Grouping
Author: College of St Scholastica Manager (Student ID:)

Professional Behaviors- Student

- ▶ DIRECTIONS DISTRIBUTED TO AUTHOR
- ▶ EVALUATION METHOD

Form : Professional Behaviors Form | ▶ Open Below - or - ▶ Open Full Size

NOTE: You will need to disable Pop-Up Blockers

10. This evaluation has been prompted based on a candidate's submitted work.

View Author Work

Program: DEMO - DRF with No Grouping
Author: College of St Scholastica Manager (Student ID:)

Professional Behaviors- Student

- ▶ DIRECTIONS DISTRIBUTED TO AUTHOR
- ▶ EVALUATION METHOD

Form : Professional Behaviors Form | ▶ Open Below - or - ▶ Open Full Size

11. You will be able to open and view your candidate's responses to the form by clicking **'Open Below'** or **'Open Full Size'**. If you split your screen, you will be able to see your candidate's responses as you complete the form.

NOTE: Split screen directions are in the FAQ at the end of this document.

12. A pop-up window will appear with directions and an evaluation method. If there is a rubric to score/complete, you will see a list of criterion.

NOTE: Most assignments will be evaluated using a rubric, but for instructions on how to evaluate the Log of Hours and the Lesson Observation - Candidate see FAQ's for "Evaluating Non-Rubric Assignments".

13. In the Rubric, you may either click on the value/description of the behaviors observed to mark an exact score OR use the slider bar to designate an in between score.

NOTE: You may designate 'N/A' via the checkbox if the criterion was not observed. This will not adversely affect the score.

14. The score you designate can be seen in the score box to the left of the comments.

15. You may add comments for each criterion. This is optional as there is also a section for overall comments.

SAVE YOUR WORK OFTEN!

You always have the ability to **'Save Draft'** when completing forms within Taskstream. It is very important to save while you are working as the system does not autosave. Additionally, the system unfortunately has a tendency to log a user out without notice.

16. Once you have scored each criterion, you will see that the system creates an average score and you have the ability to add overall comments.

Final Score
SCORE

Rubric Average : 2.8

Overall Comments :

Final score is automatically computed based on criteria scores

Save Draft

Attach files - Optional (Up to 3 files)

17. Continue scrolling down the evaluation page past the final score and comments. You will find the **'Next Steps'** section.

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

CANCEL CHECK SPELLING SAVE DRAFT PREVIEW SUBMIT EVALUATION NOW

18. If you believe the candidate's submission is inaccurate for any reason, choose **'Send back for revision'** otherwise choose **'Record as final and release evaluation to author now'**.

19. Click on the **'Submit evaluation now'** button.

NOTE: **'Record as final and release evaluation to author now'** with **'send external email notification'** checked is the preferred choice.

20. Once you click on **'Submit evaluation now'** button, you will return to the **'All Items Requiring Evaluation'** page.

taskstream by Watermark

FOLIOS & WEB PAGES STANDARDS COMMUNICATIONS RESOURCES ANALYTICS

Faculty Demo 2 My Account Logout IM Help College of St Scholastica

All Items Requiring Evaluation - Single Program

GET LATEST DATA MORE DISPLAY PREFERENCES PRINT VIEW EXCEL

Directions: The list below shows items awaiting evaluation sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings. Help on this Page

INCLUDE: Include overall folio evaluations Include 'No Submission required' items Include inactive (expired) authors Only include Sent Back Evals

Update List

You do not have any items awaiting evaluation.

21. If there are additional items requiring attention, you can choose to continue working through them or come back to them at another time.

Continue on to the FAQs to find out how to:

- Enter a split screen view
- Evaluate non-rubric based assignments
- Print/make a copy of a candidate's submission or an evaluation in Taskstream
- Cancel a submission/return a submission to a candidate

FAQs:

How do I enter split screen view?

MAC OS

1. Open the two windows that you would like to compare.
2. Hold down the full-screen button in the upper-left corner of a window.
3. As you hold the button, the window shrinks and you can drag it to the left or right side of the screen.
4. Release the button, then click another window to begin using both windows side by side.

Windows/PC

1. Open the two window that you would like to compare.
2. Hold down the **Windows** key  (on the bottom left of your keyboard) and either the right or left arrow.

NOTE: The arrow key determines what side of the screen your first window will be on.

3. As you release the keys, the other open windows will show on the available side.
4. Select and click on another window to begin using both windows see side by side.

Chromebooks/Chrome OS

1. Open the two windows that you would like to compare.
2. **Drag a window** to either the extreme right or left of the screen until you see a gray outline. That is where the window will snap.

Or

Click and hold the maximize button until arrows appear on either side. Click the arrow in the direction you want to snap your window.

Or

Use the keyboard shortcut **Alt+[** to snap the window to the left or **Alt+]** to snap to the right.

3. Repeat with the second window to begin using both windows side by side.
4. After you've split the screen between two tabs, hover your cursor on the dividing line between the screens to show the adjustment bar.
5. Clicking and dragging that bar to the left and right will shrink and enlarge the windows, following the direction your cursor moves.

Evaluating Non-Rubric Assignments

1. Similar to the instructions above, you will complete steps 1-11.
2. A pop-up window will appear with directions and an evaluation method.
3. Non-rubric assignments will be evaluated as “Meets Requirement” or “Does Not Meet”.

Final mark: Does this work meet requirements?

SCORE

Meets Requirement Overall Comments :
 Does not Meet

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"/>

4. After reviewing the candidate’s submission, select a score based upon the instructions.
5. You have the ability to add in an overall comment. This is optional.
6. Click on the **‘Submit Evaluation Now’** button.

How do I print/make a copy of a candidate's submission or an evaluation?

To print a copy of the candidate's submission:

1. From the active form, click on the **'Print'** button.

Respond to form Professional Behaviors Form for Professional Behaviors - Candidate

▸ DIRECTIONS

▸ EVALUATION METHOD

✓ Your form has been saved

CANCEL CHECK SPELLING PRINT SAVE DRAFT SAVE AND RETURN

Response is required

Respectful Relationships

	1 - Rarely	2 - Sometimes	3 - Most of the Time	4 - Always	N/A
Establishes rapport and demonstrates respect for others.			●		
Demonstrates respect and appreciation for the diverse needs of students.			●		

2. This will create a pop up screen with the finalized answers. Click on **'Export to Word'**.

Taskstream by Watermark - Preview of Professional Behaviors Form - Google Chrome

https://form.taskstream.com/Forms/preview.asp?qyz=5XXfSa9Zdi3QUciAkeS&progid=&...

Form: "Professional Behaviors Form" Created with watermark

Author: College of St Scholastica Manager

Show All Possible Responses Export to Word

Response is required

Respectful Relationships

	1 - Rarely	2 - Sometimes	3 - Most of the Time	4 - Always	N/A
Establishes rapport and demonstrates respect for others.			✓		

Form/Response - Word

Form: "Professional Behaviors Form"

Created with : Taskstream

Author: College of St Scholastica Manager

(REQUIRED) Respectful Relationships

	1 - Rarely	2 - Sometimes	3 - Most of the Time	4 - Always	N/A
Establishes rapport and demonstrates respect for others.			✓		
			x		

3. Select **File>Save As** to save the document or **File>Print** to print a hard copy. The system will default to saving as a **Webpage, Complete**. Please save in your preferred format.

To make a copy of your own Evaluation

Printing prior to submitting

1. Once you finish your scoring and saving your draft, click on the **'Preview'** button.

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

2. This will create a pop-up with an **'Evaluation Report'**.

Edi Evaluation - Google Chrome
https://staffdev.taskstream.com/staff_dev/staff_dev/mentor/eval_edit_frame.asp?qyz=LAQTnYISJUXTD0p8DH3&uid=pfz2cc8e1cfzwhm&fid=k9eifrcg00kmzm2cshohqyhcce&cid=pihykthwcefcfr&...

Evaluation Report

Evaluation Results
Requirement : EDU 2600 - Field Experience I: Professional Behaviors- Candidate

<p>AUTHOR: Karen Mehle EVALUATED BY: College of St Scholastica Manager (evaluator's name is not visible to author) DATE EVALUATED: 08/07/2019 12:50:09 PM (CDT) DRF TEMPLATE: UND - Field Experiences 1-3 PROGRAM: DEMO - DRF with No Grouping EVALUATION METHOD : Using Rubric</p>	<p>FINAL SCORE 3.61 (out of 4) Most of the time/Always</p>
---	---

Detailed Results
(Rubric used : Professional Behaviors Form)

3. Click on **'Print'**.

4. This will create a print window where you may choose your print preferences.

dit Evaluation - Google Chrome
https://staffdev.taskstream.com/staff_dev/staff_dev/mentor/eval_edit_frame.asp?qyz=LAQTnYISJUXTD0p8DH3&uid=pfz2cc8e1cfzwhm&fid=k9eifrcg00kmzm2cshohqyhcce&cid=pihykthwcefcfr&...

Print
Total: 7 sheets of paper

Destination: School_of_Educati

Pages: All

Copies: 1

Layout: Portrait

Evaluation Report

Evaluation Results
Requirement : EDU 2600 - Field Experience I: Professional Behaviors- Candidate

<p>AUTHOR: Karen Mehle EVALUATED BY: College of St Scholastica Manager (evaluator's name is not visible to author) DATE EVALUATED: 08/07/2019 12:50:09 PM (CDT) DRF TEMPLATE: UND - Field Experiences 1-3 PROGRAM: DEMO - DRF with No Grouping EVALUATION METHOD : Using Rubric</p>	<p>FINAL SCORE 3.61 (out of 4) Most of the time/Always</p>
---	---

Detailed Results
(Rubric used : Professional Behaviors Form)

Printing after submitting

1. From your home screen, click on the DRF program associated with the candidate you would like to print an item for.
2. You may either search for a specific candidate through the search bar or you can specify by course number to see all of the candidates who have submitted work to you in that course.

The screenshot shows the 'taskstream' interface for 'DEMO - DRF with No Grouping'. The top navigation bar includes 'FOLIOS & WEB PAGES', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', and 'ANALYTICS'. The main content area is titled 'Search for Individual to Evaluate' and features a search bar with a 'SEARCH' button. Below the search bar, there are several filter sections: 'Or... Search for Multiple people', 'Select Folio area to display' (with radio buttons for 'Show all available categories', 'EDU 2600 - Field Experience I', 'EDU 3600 - Field Experience II', and 'EDU 4600 - Field Experience III'), 'Select DRF Authors to display' (with radio buttons for 'All Individuals (do not filter)', 'ONLY Individuals with items awaiting Evaluation', and 'Activity within last 6 months'), 'Select Time Slicing Options' (with radio buttons for 'Any Time Period' and 'Activity In A Given Time Period Only'), and 'Include inactive subscribers' (with a checkbox for 'Include inactive (expired) subscribers in search results'). A red arrow points to the 'SEARCH' button. A red bracket highlights the 'ONLY Individuals with items awaiting Evaluation' and 'Activity within last 6 months' options.

NOTE: You may filter this list by individuals with items awaiting evaluation or for a specific time period (see bracket above).

3. Click on '**Continue**' at the bottom of the screen

This screenshot shows the same filter sections as the previous one, but with the 'CONTINUE »' button highlighted at the bottom right. A red arrow points to the 'CONTINUE »' button.

- This will open a new window that shows an evaluation grid containing data for the candidates/courses selected.

EDU 2600 - FIELD EXPERIENCE I						
LOG OF HOURS	LESSON OBSERVATION - CANDIDATE	PROFESSIONAL BEHAVIORS- CANDIDATE	LESSON OBSERVATION - CT	LESSON OBSERVATION - SUPERVISOR		
<input type="checkbox"/> Release all for area Manager, College of St Scholastica Student ID: B00000000 <input type="checkbox"/> Release all for author Contact	<input checked="" type="checkbox"/> Met Released :07/18/19 View/Edit	<input checked="" type="checkbox"/> Evaluate Submitted : 07/30/19	<input checked="" type="checkbox"/> Score = 2.53 Released :07/17/19 View/Edit	<input checked="" type="checkbox"/> Evaluate Submitted : 07/17/19	<input checked="" type="checkbox"/> Score = 2.80 Released :08/07/19 View/Edit	
<input type="checkbox"/> Release all for author Contact	<input checked="" type="checkbox"/> Evaluate Submitted : 07/25/19	<input checked="" type="checkbox"/> Evaluate Submitted : 07/25/19	<input checked="" type="checkbox"/> Score = 3.61 Released :08/07/19 View/Edit	Work Not Started	Work Not Started	

- Select the evaluation that you would like to print and click on **'View/Edit'**.
- This will load another page with the details of the evaluation.

DEMO - DRF with No Grouping

Template : UND - Field Experiences 1-3

Evaluation/Score | [View Work](#) | [Evaluation History](#)

[BACK TO EVALUATION GRID](#)

[EDIT EVALUATION](#)

[SEND BACK TO AUTHOR](#)

[CANCEL EVALUATION](#)

Author Submitted:
07/22/2019 12:03:12 PM CDT

[PRINT](#) [SAVE AS PDF](#)

Evaluation Results
Requirement : EDU 2600 - Field Experience I: Professional Behaviors- Candidate

[Print View](#) [Export to PDF](#)

AUTHOR: Karen Mehle
EVALUATED BY: College of St Scholastica Manager (evaluator's name is not visible to author)
DATE EVALUATED: 08/07/2019 01:10:15 PM (CDT)
DRF TEMPLATE: UND - Field Experiences 1-3
PROGRAM: DEMO - DRF with No Grouping

FINAL SCORE
3.61 (out of 4)
[VIEW CALCULATION](#)
 Most of the time/Always

ATTENTION METHOD : Using Rubric

- Click on **'Print View'** or **'Export to PDF'**.

NOTE: From this page you may also view the **'View Work'** and **'Evaluation History'** tabs. This will allow you to see the student's submitted work and the timeline for submissions/evaluation.

- This will create a pop-up where you can **'Send to Printer Now'**.

EvaluationResults - Google Chrome

https://staffdev.taskstream.com/staff_dev/staff_dev/mentor/eval_report.asp?qyz=LA...

This work has already been evaluated and released to the author. Use the tabs to the top right to view the evaluation report and work.

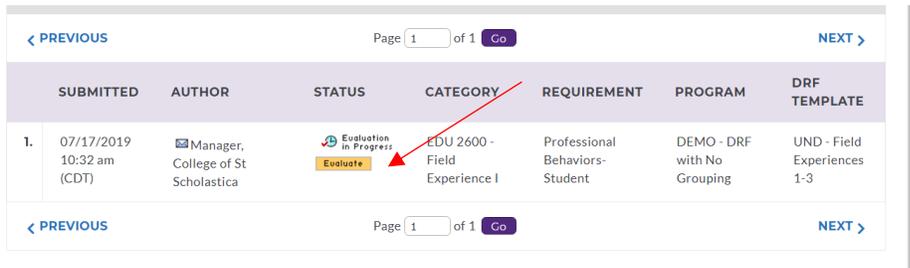
[SEND TO PRINTER NOW](#)

Evaluation Results
Requirement : EDU 2600 - Field Experience I: Professional Behaviors- Cand

How do I cancel a submission?

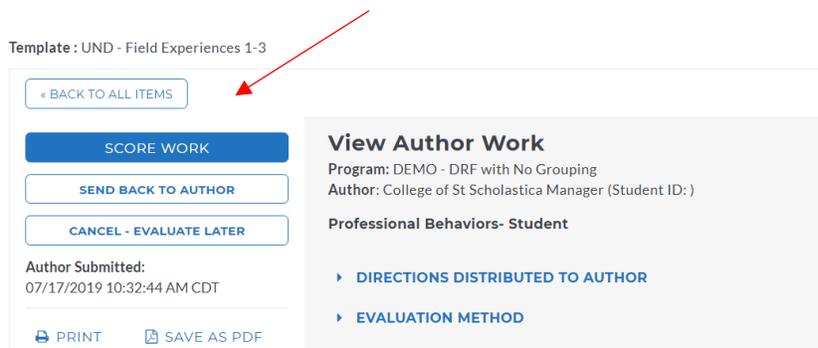
If a candidate accidentally chose you as their evaluator and submitted an assignment to you, you can not cancel the submission but you CAN kick it back to the student for them to resubmit to the correct evaluator.

1. To return the submission to the candidate click on the **'Evaluate'** button.



	SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE
1.	07/17/2019 10:32 am (CDT)	Manager, College of St Scholastica	Evaluation in Progress Evaluate	EDU 2600 - Field Experience I	Professional Behaviors- Student	DEMO - DRF with No Grouping	UND - Field Experiences 1-3

2. A new screen will load where you will click on **'Score Work'**



Template : UND - Field Experiences 1-3

« BACK TO ALL ITEMS

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:
07/17/2019 10:32:44 AM CDT

PRINT SAVE AS PDF

View Author Work

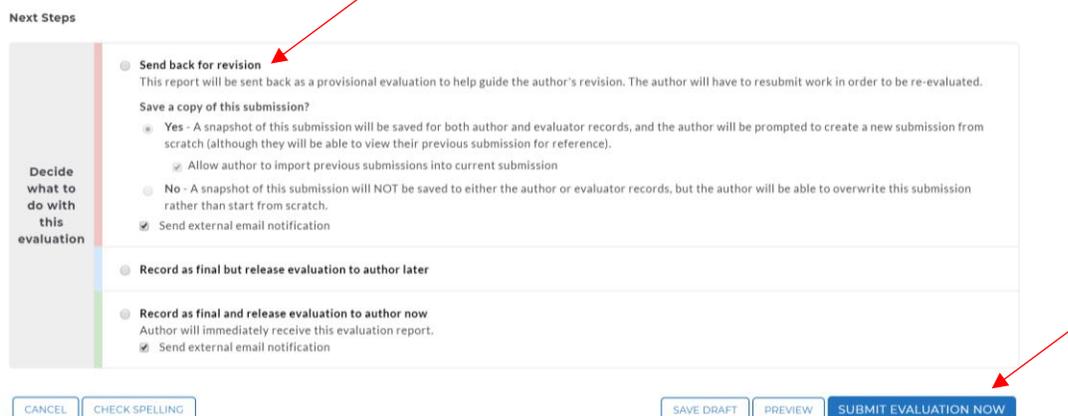
Program: DEMO - DRF with No Grouping
Author: College of St Scholastica Manager (Student ID:)

Professional Behaviors- Student

▶ DIRECTIONS DISTRIBUTED TO AUTHOR

▶ EVALUATION METHOD

3. Select **'Send back for revision'**.



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

CANCEL CHECK SPELLING SAVE DRAFT PREVIEW **SUBMIT EVALUATION NOW**

4. Click on **'Submit Evaluation Now'**.

5. The assignment is released to the student to resubmit to the correct evaluator.