Quick-Start Guide
Evaluators
(Cooperating & Master Teachers)
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Find Your Program(s)

1. To begin, go to www.taskstream.com.
2. Log into Taskstream with your assigned username and password.

If you have multiple roles within a program, click the Evaluator tab.

Cooperating & Master Teachers will only be given the Evaluator role.
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.

<table>
<thead>
<tr>
<th>All Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="EVALUATION REQUIRED" /></td>
</tr>
</tbody>
</table>

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

*For Master Teachers it will be called: Master Teacher Evaluations.*

**Option C**
Click on the name of the program in which you’d like to evaluate work.

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

(Optional) You can use the available filter options to view work for multiple authors. After you make your selections, click **Continue**.

The following items listed here would be:

For Cooperating Teachers: **Field Experience Evaluations**

For Master Teachers: **Forms for MT (#1, #2, #3) & MT (#1, #2, #3) Evaluation of Supervisor.**
Evaluating Work

DEM0 - Master Teacher Evaluations (fall 2014)
DRF Template: DEM0 - Master Teacher Submissions and Evaluations

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 evaluations indicated as ready by the yellow Evaluate button.

Legend: [ ] Work in Progress [ ] Submitted [ ] Revisions [ ] Resubmitted [ ] Evaluation in Progress [ ] Evaluated [ ] Evaluation Released

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

To access the evaluation for the work, click the green Evaluate/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.

If you need to immediately unlock the author’s work without an evaluation, click Send Back to Author.
Evaluation of the Supervisor – Master Teachers Only

At the conclusion of the Student Teaching placement, Master Teachers need to complete an Evaluation of the Student Teaching Supervisor. Only submit one Evaluation of the Supervisor per Student Teacher.

Click on the name of the program in which you’d like to evaluate work.

In the Evaluation area, type the first or last name of the Student Teacher assigned to your classroom, and click Search.

Search for Individual to Evaluate

You can access the MT Evaluation of Supervisor by clicking the Evaluate button.

To access the evaluation for the work, click the green Evaluate/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.

View Author Work
Program: Master Teacher Evaluations (Fall 2014)
Author: Lisa Williams (Student ID: 108990)

MT Evaluation of Supervisor

Please note that: MT Evaluation of Supervisor does not require a student request and will be ready for evaluation at all times.
Using a Rubric
(Based on the evaluation method selected, you may see a different screen)

1. For each Rubric Criterion, enter the appropriate score.

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

**We advise Evaluators to Record as final and release evaluation to author now.**

**Please note that once you click the Submit Evaluation Now button, the evaluation is complete and cannot be retracted. If you are unsure about whether or not you are finished, you can click Save Draft and finish later.**

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656, press 1 for support.