

Quick-Start Guide

Evaluators completing Dispositions

Updated 10-28-14



Table of Contents

How to Find Your Program(s).....	3
How to Access Work.....	4
How to Complete the Evaluation	5

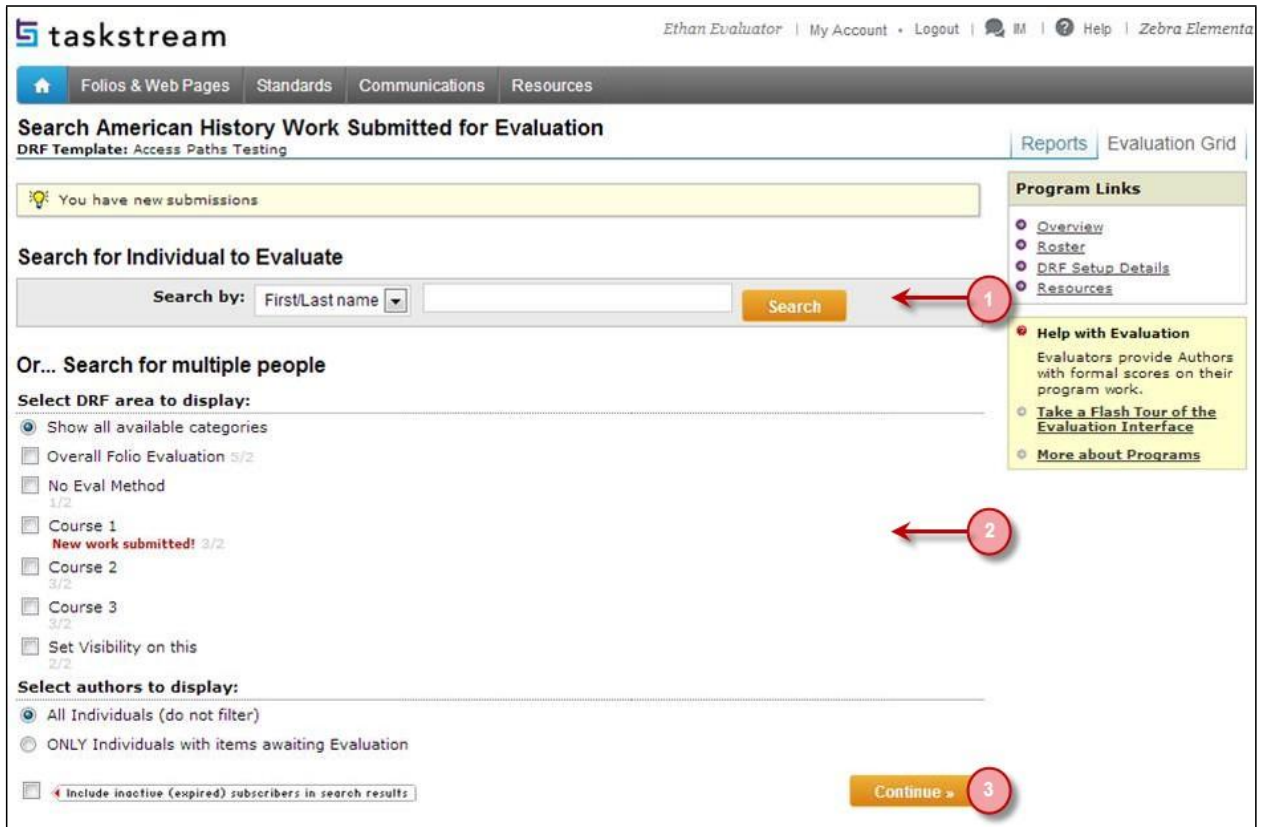
Find Your Program(s)

1. To begin, **go to taskstream.uncc.edu**. If you get a pop-up asking if you would like to display secure and non-secure items, click **Yes**.
2. Log into TaskStream **with your Ninernet username and password**.

3. Decide which portfolio you will be using to complete evaluations. If you are not sure, [consult the chart on the COED dispositions site](#). Once you know your portfolio, from the Taskstream home page, **click the name of the DRF Program in which you wish to complete evaluations**. *If you have multiple roles within a program, you will need to click the **Evaluator** tab.*

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



The screenshot shows the Taskstream interface for searching and filtering work. The top navigation bar includes 'taskstream' and user information. Below the navigation bar, there are tabs for 'Folios & Web Pages', 'Standards', 'Communications', and 'Resources'. The main heading is 'Search American History Work Submitted for Evaluation' with a sub-heading 'DRF Template: Access Paths Testing'. A notification bar says 'You have new submissions'. The search section includes a 'Search for Individual to Evaluate' field with a dropdown menu set to 'First/Last name' and a 'Search' button. Below this is an 'Or... Search for multiple people' section with 'Select DRF area to display:' and 'Select authors to display:' options. The 'Continue' button is highlighted with a red circle and arrow labeled '3'. A red circle and arrow labeled '1' points to the 'Search' button, and a red circle and arrow labeled '2' points to the filter options.

4. To access the work that has been submitted, click **Evaluate**.

		Course 1	
<input type="text" value="Show All"/> <input type="button" value="Go"/> <input type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options		<input type="checkbox"/> <input type="button" value="Release all for area"/>	<input type="checkbox"/> <input type="button" value="Release all for area"/>
<input checked="" type="checkbox"/> Bellingeri, Joseph <input type="checkbox"/> <input type="button" value="Release all for Author"/>	<input checked="" type="checkbox"/> <input type="button" value="Evaluate"/>	<input checked="" type="checkbox"/> Assignment 1 [25 Points] Score=3.50 (21.88/25) <input type="button" value="View/Edit"/> Released: 1/10/13	<input checked="" type="checkbox"/> Assignment 2 [50 Points] <input type="button" value="Evaluate"/>

5. To access the rubric for the work, click **Evaluate/Score Work**. **Make sure your popup blocker is turned off.**

The screenshot shows the 'DRF Program' interface. At the top, there are tabs for 'View Work', 'Interactions w/Reviewer(s)', and 'Evaluation History'. Below the tabs is a 'Back to Evaluation Grid' button. On the left side, there is a vertical menu with three buttons: 'Evaluate/Score Work' (highlighted with a red box and a hand cursor), 'Send Back to Author', and 'Cancel - Evaluate Later'. Below these buttons are 'Print' and 'Save as PDF' buttons. The main content area is titled 'View Author Work' and shows 'Program: DRF Program' and 'Author: Joseph Bellingeri'. Underneath, it says 'Assignment 2'. There are two expandable sections: 'Directions Distributed to Author' and 'Evaluation Method'.

*If you need to immediately unlock the author's **work** without an evaluation, click **Send Back to Author**.*

6. Depending what you are evaluating, your evaluation type may differ:

- Self-Assessment 1 (entry point) is evaluated as **met/not met** (meaning the student did the assignment or they didn't). Instructors are NOT evaluating dispositions at the Entry point. The Entry Point is intended as a coaching/sharing expectations point about dispositions.
- Self-Assessment 2 (midpoint) is evaluated **with a rubric** (see below).
- Program Exit (exit point) is evaluated as **met/not met** (meaning the student did the assignment or they didn't)

How to Use the Met/Not Met feature for Self-Assessment 1 and Program Exit

1. Select whether or not the student has completed the assignment as described. Remember: you are only verifying completion for these points. You are not evaluating student dispositions.

The screenshot shows the 'Evaluate/Score Work' form. At the top, it says 'Final mark: Does this work meet requirements?'. Below this is a 'SCORE' section with two radio buttons: 'Meets Requirement' (selected) and 'Does not Meet'. To the right of the radio buttons is a 'Save Draft' button. Below the radio buttons is a section for 'Attach files - Optional (Up to 3 files)'. This section has a table with columns for 'Name' and 'File (5 MB max)'. There is a 'Browse...' button and a 'Visible to Author?' checkbox (checked). At the bottom of the file section is an 'Add More Files' button.

How to Use the Rubric for Self-Assessment 2

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

Evaluate work using rubric

Print Rubric Show Criteria Descriptions

Criterion 1: Content (Standard 4)	1: Poor	2: Good	3: Better	4: Best
<p>SCORE (0-4):</p> <p style="text-align: center; font-size: 24px;">3</p> <p style="text-align: center; background-color: #f4a460; color: white; padding: 5px;">Save Draft</p>	<p>Comments on this criterion (optional):</p> <p style="border: 1px solid #ccc; padding: 5px;">looks good</p>			

2. For all evaluations, from the bottom of the page select one of the three Next Steps. **It is highly recommended that all evaluators select “Record as final and release evaluation to author now.”** 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 - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)

No - author will be able to overwrite this submission

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

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.