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**.

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

![Taskstream Interface](image)

- **Bellingeri, Joseph**
  - **Score**: 3.50 (21.88/25) [View/Edit]
  - **Released**: 1/10/13
5. To access the rubric for the work, click **Evaluate/Score Work**. Make sure your popup blocker is turned off.

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.
How to Use the Rubric for Self-Assessment 2

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

![Evaluate work using rubric](image)

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](image)

*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.*