

SOEAHS Cooperating Teachers: TaskStream Evaluator Quick-Start Guide

1. Go to www.taskstream.com and log into TaskStream with your username and password.

2. You'll see your programs listed in the center of the screen. Find the program you want to work on and click the **Evaluate** link to the right of the title of the program.



3. In the field titled "Manage Evaluations," type in the last name of your student and click **Search**.

4. Click **Continue**.

5. You'll see two columns. One heading says "Student Information" the other says "Rubric." There are two Evaluate buttons. First click **Evaluate** in the "Student Information" column.

6. On the next screen, in the upper right hand corner, Click on the green **Evaluate/Score Work** button.



7. Fill in the form. At the end of the form, click the radio buttons for:

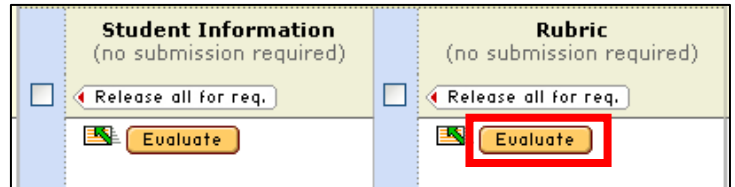
- Meets requirements
- Record as Final and release evaluation to author now

8. Click **Submit**

9. On the top of the next screen, click **Back to Evaluation Grid**.



10. Click on the **Evaluate** button in the rubric column to fill in the rubric.



11. Click the green **Evaluate/Score Work** button in the upper right hand corner of the screen.



12. For each rubric criteria, choose the score from the drop-down and add comments if necessary.

*Note: Click **Save Draft** throughout the rubric*

A screenshot of a rubric criteria form. At the top, it says "A. Student teacher's content knowledge: 2.Depth of content knowledge" with a "Save Draft" button on the right. Below this are six score options: "1 Exemplary", "2 Advanced", "3 Proficient", "4 Progressing", "5 Beginning", and "6 Not Evident". There is a text area for "Comments on this criterion (optional)". At the bottom, there is a "Select Score:" dropdown menu, a "- OR -" separator, and a "'Not applicable':" checkbox.

13. At the end of the rubric, click the radio button for Record as Final and release evaluation to author now

A screenshot of a dialog box titled "Decide what to do with this evaluation". It has a green header bar. Below the header, there is a section titled "Final evaluation/score". There are 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 highlighted with a red rectangular box. Below the options, there is a "Save Draft" button and a "Submit" button. At the bottom, there are buttons for "Spell Check", "Save Draft", "Preview Before Submitting", "Cancel", and "Submit".

14. Click **Submit**

Need more help?

Contact FCShelp@hofstra.edu or call 516-463-6894

Contact help@taskstream.com or call 1-800-311-5656