

## SOEAHS Supervisors: TaskStream Evaluator Quick-Start Guide

1. Go to [www.taskstream.com](http://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. Select the assessment you would like to evaluate by clicking the button to the left of the name and click **Continue**. You have the option to complete up to SIX Formative Assessments and then a Summative Assessment at the end of the semester.

5. You'll see that under the assessment you selected, there are 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.

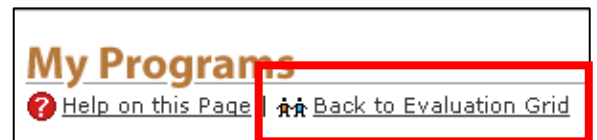


7. Fill in the form. At the end of the form, click the radio buttons for:

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

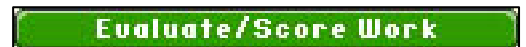
8. Click **Submit**

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*

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

3 Decide what to do with this evaluation

Final evaluation/score

Record as final but release evaluation to author later

Record as final and release evaluation to author now  
Author will immediately receive this evaluation

Spell Check Save Draft Preview Before Submitting Cancel Submit

14. Click **Submit**

**Need more help?**

Contact [FCShelp@hofstra.edu](mailto:FCShelp@hofstra.edu) or call 516-463-6894

Contact [help@taskstream.com](mailto:help@taskstream.com) or call 1-800-311-5656