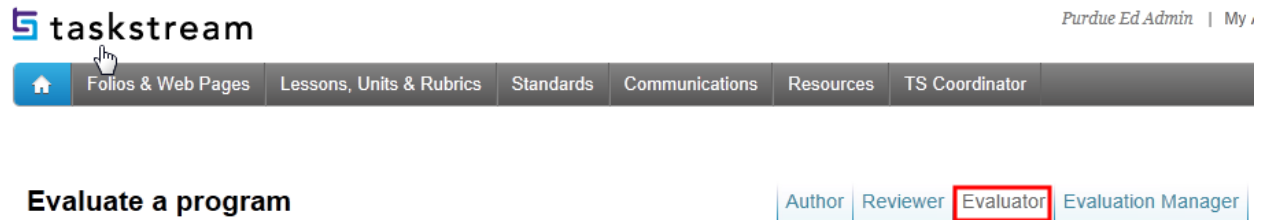


## How do I evaluate a student's artifact?

1. Log into TaskStream – <http://www.taskstream.com>

2. Go to “Evaluator” Tab and locate your program.



3. The following will appear. Choose the following two options and then “Continue”:

*Select Folio area to display:*

☒ Show all available categories

☐ Planning (Tasks related to Planning)

☐ Teaching (Task related to Teaching)

☐ Assessment (Assessment of Student Work)

☐ Analysis (Tasks related to Analysis of Teaching)

☐ Prof. Performance (Prof. Performance Evidence)

☐ Evaluations (Final Student Teaching Evaluations)

*Select DRF authors to display:*

☐ All Individuals (do not filter)

☒ ONLY Individuals with items awaiting Evaluation

☐ Include inactive (expired) subscribers in search results

4. Scroll to the right until you see the assignment that needs to be evaluated.

Task #1	EVALUATOR Task #1 (no submission req'd)	Task #2	EVALUATOR Task #2 (no submission req'd)
<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area
Evaluate Submitted: 02/07/13	Evaluate	Work Not Started	Evaluate

Evaluation is needed!

5. Click “Evaluate” and then click the assignments to see the artifacts / file attachments. The attachments should open (you may need to save and open them from your local computer). Once you view them, you can click “Evaluate/Score Work” to complete the evaluation.

**Evaluate/Score Work**

**Send Back to Author**

**Cancel - Evaluate Later**

**Author Submitted:**  
02/07/2013 01:10:46 PM EDT

## View Author Work

**Program:** EDCI 496 -- Spring 2013  
**Author:** Purdue Ed Admin (Student ID (no

### Task #1 (CONTEXTUAL FACT

▶ [Directions Distributed to Author](#)

▶ [Evaluation Method](#)

**File Attachments:**

1. [TaskStream test.docx](#)

6. Give a final mark, choose to release evaluation to author now or later, and then click “Submit Evaluation Now”.

## Final Score

SCORE

Rubric Average:  
3.64

Final score is  
automatically computed  
based on criteria scores

Overall Comments

Attach files - Optional (Up to 3 files)

Name

File (5 MB max)

Visible to Author?

Browse...

☐

Add More Files

Save Draft

Note: If the evaluation is not "Meets Requirement" or "Does not Meet", the final score is automatically computed.

## 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.  
☒ Send External Email Notification  
Send back for revision if it does not meet requirement

☐ Record as final but release evaluation to author later  
Release evaluation after finishing evaluating all the authors' work

☐ Record as final and release evaluation to author now  
Author will immediately receive this evaluation report.  
☒ Send External Email Notification  
Release evaluation to a single author now

Cancel

Check Spelling

Save Draft

Preview

Submit Evaluation Now

## 7. Release evaluation.

Show All

☒ Show Mouseover Tips  
☐ Show Area Descriptions  
☒ Show Release Options

☒ Release all for area

Student name A  
☐ Release all for Author

Task #1  
Score=3.64  
[View/Edit]  
Released: 04/08/13

Evaluation Released