



Locating Items Requiring Evaluation in TaskStream

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 taskstream SOLUTIONS

1. Log in to your TaskStream Account

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2. Choose the "Evaluator" Tab

Evaluate a program

[Author](#) [Reviewer](#) [Evaluator](#) [Evaluation Manager](#)

Click "EVALUATION REQUIRED"

[All Items](#)

[EVALUATION REQUIRED](#) [AWAITING RELEASE](#)

Display Preferences

Directions: To view items to evaluate, first complete the following selections.

☐ Do not display this screen in future searches

3. Please select "Include inactive (expired) authors".

Search for One Author:

[Search](#)

Or... Select Programs to Evaluate (Max. 50)

Display Preferences: ☐

☐ Include overall folio evaluations

☐ Include 'no submission required' items

☐ Include inactive (expired) authors

(!) = Programs that currently have items requiring attention

[Cancel](#)

[Continue](#)

Or... Select Programs to Evaluate (Max. 50)

Display Preferences: ☐ Include overall folio evaluations ☐ Include 'no submission required' items ☐ Include inactive (expired) authors

(!) = Programs that currently have items requiring attention

Cancel Continue

☐ Select All Programs

4. Check the box for your program in TaskStream

Or select all. Note the red exclamation marks mean that work is waiting to be evaluated in that program.

<input type="checkbox"/> Agricultural Education (!)	<input type="checkbox"/> Computer Science Teaching
<input type="checkbox"/> Early Childhood Education (Old Program)	<input type="checkbox"/> Early Childhood Education Spring 2012+ (!)
<input type="checkbox"/> EDCI 496 -- Fall 2011	<input type="checkbox"/> EDCI 496 -- Fall 2012
<input type="checkbox"/> EDCI 496 -- Spring 2012	<input type="checkbox"/> EDCI 496 -- Spring 2013 (!)
<input type="checkbox"/> Elementary Education (Blocks III - VI) (!)	<input type="checkbox"/> English Education Spring 2010+ (!)
<input type="checkbox"/> Family and Consumer Sciences Education (!)	<input type="checkbox"/> Gifted Education (!)
<input type="checkbox"/> Health Education Fall 2011+ (!)	<input type="checkbox"/> Math Education Fall 2012+ (!)

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All Items Requiring Evaluation - Single Program

Directions: The list below shows items awaiting evaluation sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings. [Help on this Page](#)

Include: ☐ Include overall folio evaluations ☐ 'No submission required' items ☐ Include inactive (expired) authors

5. You will see the items that need to be evaluated in your program

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	Submitted	Author	Work Submitted To	Status	Category	Requirement	Program	DRF template
1.	11/20/2012 1:45 pm (EDT)	Student name, ID and email	Evaluator name, email	Submitted Evaluate				
2.	11/20/2012 4:57 pm (EDT)	Student name, ID and email	Evaluator name, email	Submitted Evaluate	Block I	EDCI 285	Teacher Education Blocks I & II	Teacher Education Blocks I & II (current)
3.	11/20/2012 9:10 pm (EDT)	Student name, ID and email	Evaluator name, email	Submitted Evaluate	Block I	EDCI 285	Teacher Education Blocks I & II	Teacher Education Blocks I & II (current)
4.	11/20/2012 11:22 pm (EDT)	Student name, ID and email	Evaluator name, email	Submitted Evaluate	Block I	EDCI 285	Teacher Education Blocks I & II	Teacher Education Blocks I & II (current)

6. You can click on "Evaluate" yellow button to start the evaluation

7. Now you have two options:

- * Evaluate the work if it is current by continue Step 6
- * Send the work back to the student if the work is an old submission that is no longer needed

Teacher Education Blocks I & II

Template: Teacher Education Blocks I & II (current)

[View Work](#)[Evaluation History](#)[« Back to All Items](#)[Evaluate/Score Work](#)[Send Back to Author](#)[Cancel - Evaluate Later](#)[Print](#)[Save as PDF](#)

Author Submitted:

View Author Work

Program: Teacher Education Blocks I & II

Author: Student name and ID

EDCI 285 (Multiculturalism and Education)

[▶ Directions Distributed to Author](#)[▶ Evaluation Method](#)

File Attachments:

1. PowerPoint Test (pptx)

2. Test Word Document (docx)