Generating a Report in TaskStream

1. After logging in to TaskStream (login.taskstream.com), go to the “TS Coordinator” tab. If you do not have this tab, contact edit@purdue.edu to get the necessary permissions.

2. Select “DRF Program Reports”.

3. In the “Performance/Outcome Assessment Reports” box, select “Performance by DRF Category”.

![TaskStream interface](image)
4. Choose “Select by Program”, and then select the program(s) for which you wish to generate a report. This will be quicker if you deselect the “Show Program Details” and “Show Inactive Programs” boxes.

5. Choose either “All authors in one or more programs using selected DRF Template or Program(s)”, or “All authors evaluated by a particular evaluator”, depending on your needs. You may also choose to select items based on when they were evaluated.
6. You can now see the report for this program. You can control the statistics shown with the boxes at the top, controlling whether or not you can see the Group Average, Group Median, Standard Deviation, and the Graph of the group average.

7. Clicking on any of the requirements (for which there is assessment data) displays a more specific breakdown, with every evaluated student listed and their scores on each criterion of the rubric. You can also check the “Comments” box to see any comments.

8. From this page, you can also use the “Jump to” menu to see a similar breakdown for the other assignments with assessment data. Any of these can be exported to Excel.