



TaskStream uses the term DRF (Directed Response Folio) when referring to what we would call an electronic portfolio. When you see the term DRF, please know that is the TaskStream term for our electronic portfolios.

If you have any questions, or need assistance in any way, **please call TaskStream at 1-800-311-5656**. You can access more Help Information by clicking on the red Help in the upper right corner on your TaskStream homepage.

## Get More Help

TaskStream's Mentoring Services is available to all subscribers to support the use of TaskStream's tools and resources. You can contact Mentoring Services by phone, email, or by completing a support request form.

**By Phone:** 1-800-311-5656

**By Email:** [help@taskstream.com](mailto:help@taskstream.com)

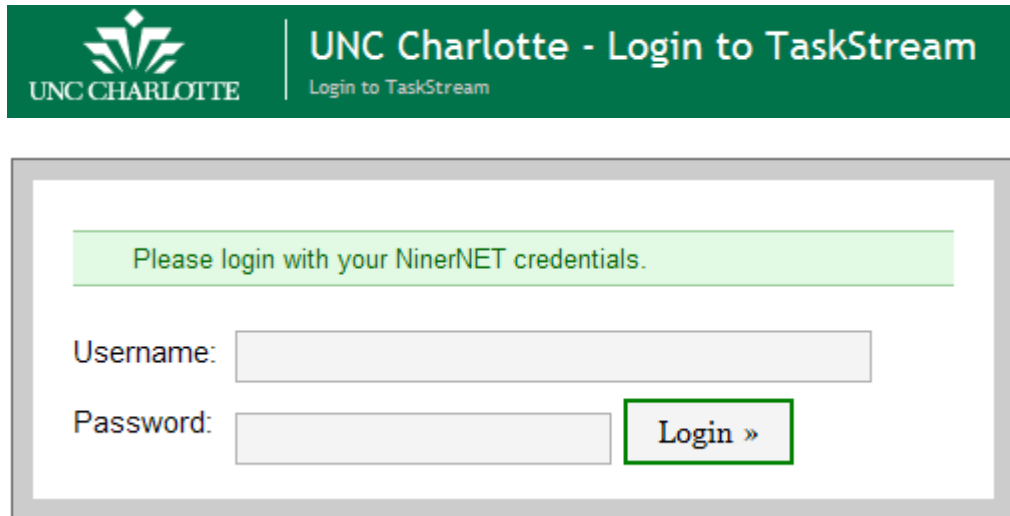
## Support Schedule

Time Zone:

Support Days	Support Hours
Monday - Thursday	8:00am - 11:00pm ET
Friday	8:00am - 7:00pm ET
Sunday	6:00pm - 11:00pm ET

### Step 1: Log In

1. To begin, **go to [taskstream.uncc.edu](https://taskstream.uncc.edu)**. If you get a pop-up asking if you would like to display secure and non-secure items, click **Yes**.
2. Log into TaskStream **with your Ninernet username and password. Do not include “@uncc.edu” on your username.**



UNC CHARLOTTE | UNC Charlotte - Login to TaskStream  
Login to TaskStream

Please login with your NinerNET credentials.

Username:

Password:

Correct log in will take you to the TaskStream home page.

### Completing the End-of-Semester DRF for all students in TaskStream

**\*NOTE: this is NOT the same portfolio used for evaluating Electronic Evidences.**

NOTE: To complete your student's evaluations, you will have **two options**:

- Use Evaluation Shortcuts
- OR**
- View and Evaluate by Program → this is a listing of all the portfolios (DRFs) our students are enrolled in. You will have to select a DRF to evaluate.

**This Help Sheet will use “View and Evaluate by Program” to complete the End-of-Semester DRF for all students.**

(See the Help Sheet: “Getting Started for Evaluators” to read more about **Using Evaluation Shortcuts to assess your students.**)

**Step 1:** Scroll through the list of Programs available to you and click on “**Fall (or Spring) 20XX: ST/GI End of Semester.**”

**Or... View and Evaluate by Program**

- [ARTE GC](#)
- [ARTE UG](#)
- [CHFD- GC](#)
- [CHFD- UG](#)
- [MDLG GC LANG MATH SCI SOC](#)
- [Fall 2011: ST/GI end of semester](#)

**Step 2:** Two options:

1. You may search by individual:

**Search** **Fall 2011: ST/GI end of semester**  
DRF Template: ST GI End of Semester

**Search for Individual to Evaluate**

Search by: First/Last name [v] [ ] **Search**

**Enter the individual candidate's name here**

- Use this function by entering the individual candidate’s name in the right box and **click “Search.”**

**OR**

2. You may search for multiple people. There are numerous filters: you can display only the University Supervisor area of the DRF, only the Cooperating Teacher area of the DRF, or all available categories. **For this Help Sheet, we selected, “Show all available categories” and “All Individuals (do not filter).”** Once you make your sections, **click “Continue.”**

**Or... Search for multiple people**

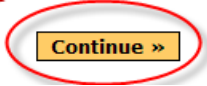
**Select DRF area to display:**

- Show all available categories
- University Supervisor
- Cooperating Teacher
- Cooperating Teacher 2
- Cooperating Teacher 3

**Select authors to display:**

- All Individuals (do not filter)
- ONLY Individuals with items awaiting Evaluation

Include inactive (expired) subscribers in search results



**Step 3:** With either option, you will see a screen that shows you the end of semester evaluations for the University Supervisor to complete:

- **Final US STAR Scores -- Detailed**
- **Summative STAR Scores (a collaborative score of the US and CT scores combined)**
- **Exit Evaluation**
- **US Dispositions Assessment of ST/GI**

**Legend:** Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released








University Supervisor				
	Final US STAR Scores -- Detailed (no submission req'd)	Summative STAR scores (no submission req'd)	Exit Evaluation (no submission req'd)	US Dispositions Assessment of ST/GI (no submission req'd)
Show All <input type="button" value="Go"/> <input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options <b>Manager, OFE</b> <input type="checkbox"/> Release all for Author	<input type="checkbox"/> Release all for area <input type="button" value="Evaluate"/>	<input type="checkbox"/> Release all for area <input type="button" value="Evaluate"/>	<input type="checkbox"/> Release all for area <input type="button" value="Evaluate"/>	<input type="checkbox"/> Release all for area <input type="button" value="Evaluate"/>

- **University Supervisors may also see the Cooperating Teacher scores if they have been submitted.**

\*Note: you may see TWO submission spots for Cooperating Teachers (Cooperating Teacher and Cooperating Teacher 2). This is for middle grades undergraduates who have two CTs. If you only have one Cooperating Teacher, only the first box will be used. Ignore the 2<sup>nd</sup> set of CT scores unless you have a middle grades undergraduate candidate.

**• DO NOT COMPLETE THE EVALUATIONS FOR THE COOPERATING TEACHER(S). Use your access to keep track of whether or not the CT has completed the evaluations.**

You will see some common icons that can help you with the process:

 Evaluate Submitted: 02/08/11	Yellow box with green up-left arrow means you can complete the evaluation. Click the yellow <b>Evaluate</b> box to complete the assessment.
 Work in Progress	<b>NOT APPLICABLE FOR END OF SEMESTER DRF</b>
 Needs Revision	<b>NOT APPLICABLE FOR END OF SEMESTER DRF</b>
 Resubmitted	<b>NOT APPLICABLE FOR END OF SEMESTER DRF</b>
 Evaluation in Progress	Evaluator has not yet finished scoring the assignment.
 Evaluated	Evaluation has been completed.
 Evaluation Released	Evaluation has been made available to the student.

- Click on the yellow **Evaluate** button to complete the candidate’s assessments.

### Completing the Individual Assessments

**Step 1:** After you click the yellow **Evaluate** button, you will see the evaluation screen.

- Click on **Evaluation Method** in the center of the page to see the rubric before you begin scoring (optional). You should be able to click on “View rubric.”
- Use the upper right-hand tabs to view the Evaluation History of the assessment (again, candidates do not submit work for this DRF, so “View Work” is disabled).

- The name of the assessment appears in the middle of the screen.
- Use the buttons on the left to **Evaluate/Score Work** or **Cancel the Evaluation**. *Note that you can print an evaluation or save it as a pdf file.*
- **Click the green “Evaluate/Score Work” button to begin.**

## Step 2: Complete the assessment based on the criteria provided.

- Final US STAR scores -- Detailed
  - Enter YOUR (the University Supervisor's) final STAR scores → may select 0 - 3.
  - See "last step" bullet below
- Summative STAR scores
  - Enter the combined/collaborated on STAR score from the US and CT final STAR ratings → may select 0 - 3
  - See "last step" bullet below
- Exit Evaluation
  - US ratings on candidate work / progress on assignments for semester → may select 0 – 3
  - See "last step" bullet below
- US Dispositions Assessment of ST/GI
  - Complete the dispositions assessment for the candidate based on indicators provided.

- **Last Step:** The last step on all evaluations is **"Decide what to do with this evaluation."**

### 4 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 report.

Send External Email Notification

Close Spelling Save Draft Preview **Submit Evaluation Now**

- **Option 1: "Record as final but release evaluation to author later"** → you will have to go back into TaskStream and release the evaluations at a later time. You would use the same steps as above to access the evaluations.
  - **Option 2: "Record as final and release evaluation to author now"** → **This is our preference!** However, please note the student will see the assessments as soon as you submit the evaluation.
- Select your option and click **"Submit Evaluation Now."**

Once you have completed all your evaluations, please use your access to monitor the status of your Cooperating Teacher's completion of the assessments on the student teacher. Please contact the CT to ask them to complete the assessments if they do not do so in a timely manner.

Many thanks for all you do for our students. 😊