



Getting Started for Evaluators Scoring Evidences in TaskStream

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

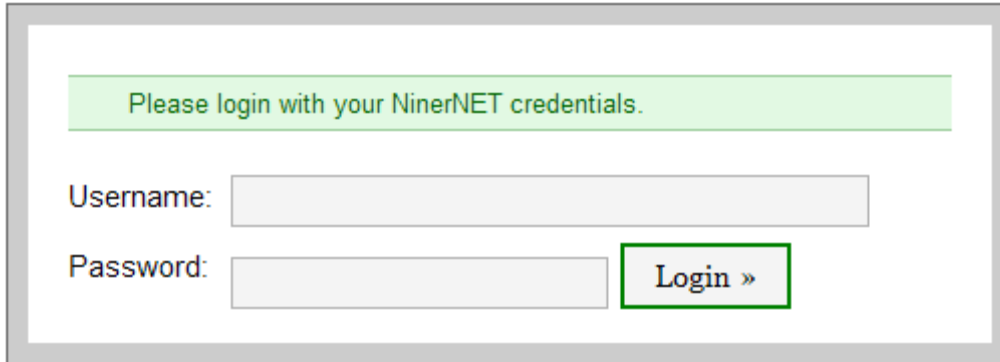
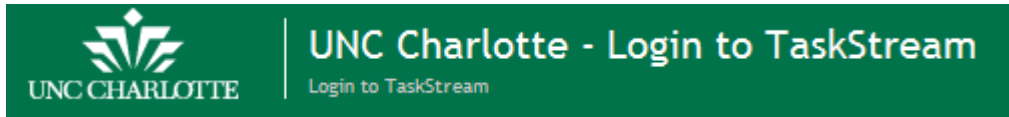
Support Schedule

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

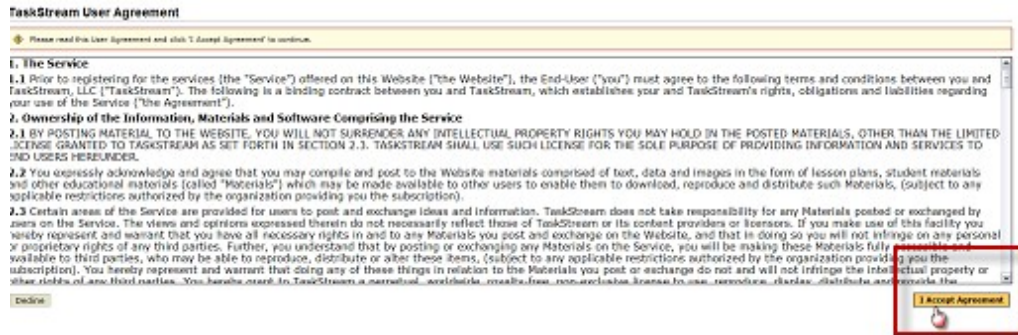
Step 1: Log In

1. To begin, go to taskstream.uncc.edu. 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.

A login form with a light green header that says "Please login with your NinerNET credentials." Below this are two input fields: "Username:" and "Password:". To the right of the password field is a green "Login »" button.

The first time you log in, you will be asked to complete Steps 1a and 1b (below). **You will only have to complete these steps once**; then your login will take you directly to the TaskStream homepage whenever you log in.

Step 1a: Accept the User Agreement. Click on “I Accept Agreement”



Step 1b: Enter your Account Information and Details

Make sure to use your UNC Charlotte email address and Ninernet Password. Enter all the information before you click **Continue**.

Welcome to TaskStream,

To begin using TaskStream and to facilitate future communication, please submit the following required information. All information is confidential and will not be shared with third parties outside of the program.

Account Information

E-mail address:	<input type="text" value="@unc.edu"/>
Re-enter e-mail address:	<input type="text"/>
Home/Cell phone:	<input type="text"/>
Alternate phone: <small>(optional)</small>	<input type="text"/>

Personalize your password

New password: <small>(At least 6 characters and one number)</small>	<input type="text"/>	<input type="button" value="Use ninernet password"/>
Re-enter new password:	<input type="text"/>	
Password hint:	<input type="text"/>	

Once you complete Steps 1a and 1b, you will not be asked for this information for log in again. ☺

Your log in will take you to the TaskStream homepage.

Accessing the ISL Project (or any other student assignments) in TaskStream

Step 1: After the initial log in to TaskStream (directions above), use your UNC Charlotte Niner Net username and password to access TaskStream. **Do not include “@unc.c.edu” on your username.**

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

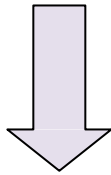
**Note: your students must select you as the assessor of their work when they submit their work in TaskStream. If you cannot see their work, they have either not selected you to evaluate it, or have not yet submitted it.*

Step 2: To evaluate your student’s work, you will have **two options**:

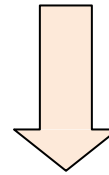
- Use Evaluation Shortcuts
- OR**
- View and Evaluate by Program → this is a listing of all the portfolios (DRFs) our students are enrolled in. **You will have to select a DRF to evaluate.** A list of DRF codes / programs is available at the end of this document.

If you **Use Evaluation Shortcuts** and click **All Items Requiring Evaluation** → you may search for a particular author (student), or choose which programs you wish to evaluate first (you will have a list of all the program DRFs available).

If you **View and Evaluate by Program**, click the Program you wish to evaluate first (use the Program codes at the end of this document to aid in finding a specific Program).



Click All Items Requiring Evaluation



Click one of the Programs available to you

Search for one Author **OR** select a program to evaluate by clicking in the box beside the program name and then clicking **Continue**.

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

Display Preferences: Include overall folio evaluations Includ

(!) = Programs that c

Cancel

Select All Programs

ARTE GC

CHFD- GC

Demonstration DRF (!)

ELED SPED Dual

FLED GC

MDLG GC LANG MATH SCI SOC

MUED UG

SECD- UG English, Math, Science, Social Studi

SPED AC & GC- GC

Continue

Cancel

Search for one Individual to Evaluate **OR** search for multiple people by clicking on the Evidence you wish you evaluate (ISL is EE5) and selecting which individuals' work you wish to see. Once you make your choices, click **Continue**.

Or... Search for multiple people

Select DRF area to display:

Show all available categories

Overall Folio Evaluation

Alert: Evaluation method is missing.

EE1 Transcript

EE2 Content Knowledge

EE3 Instructional Unit Plan **New work submitted!**

EE4 Cert. of Teaching Capacity

EE5 Impact on Student Learning Proj

EE6 Candidate Prof. Dev. Plan

EE4 Unsatisfactory Scores

Continue

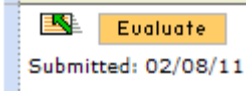
Select authors to display:







All Individuals (do not filter)

ONLY Individuals with items awaiting Evaluation

Step 3: With either option, you will see a screen that shows you the work that has been submitted to evaluate. You may see one option or ten, depending on which students have submitted work for you to assess.

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

	<p>Yellow box with green up-left arrow means student work has been submitted to the evaluator (you) for assessment. Click the yellow Evaluate box to view a student's submission and the corresponding rubric.</p>
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 Work in Progress	Lets you know student is still working on the assignment in TaskStream.
 Needs Revision	Assignment has been sent back to student for revision. Assignment must be revised and resubmitted before it can be scored.
 Resubmitted	Student has resubmitted the assignment after the evaluator sent it back for revision.
 Evaluation in Progress	Evaluator has not yet finished scoring the assignment.
 Evaluated	Student work has been evaluated.
 Evaluation Released	Evaluation has been made available to the student.

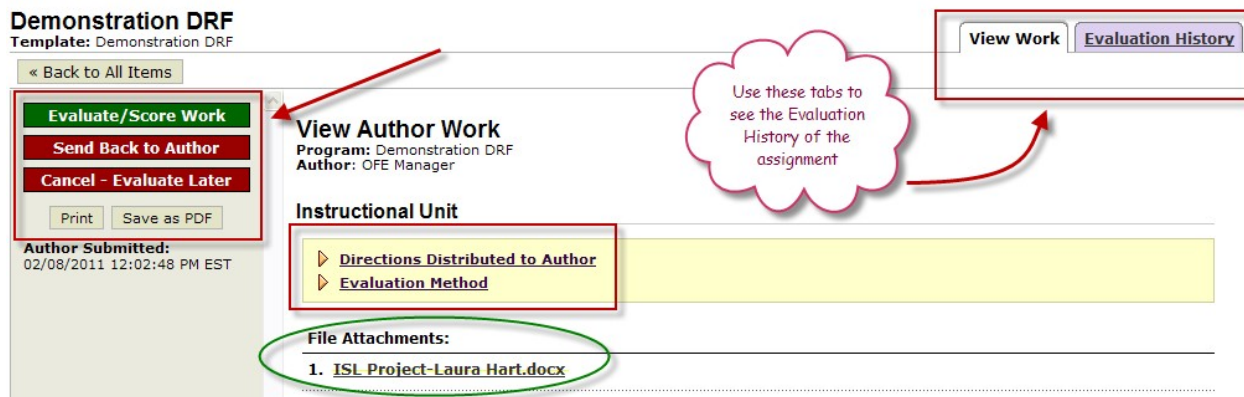
Once you see the access screen, click on the yellow **Evaluate** button to score the student's work.

Evaluating an Assignment in TaskStream

Step 1: Click the yellow **Evaluate** button from the access screen for the evidence you wish you evaluate (ISL is EE 5).

Evaluate

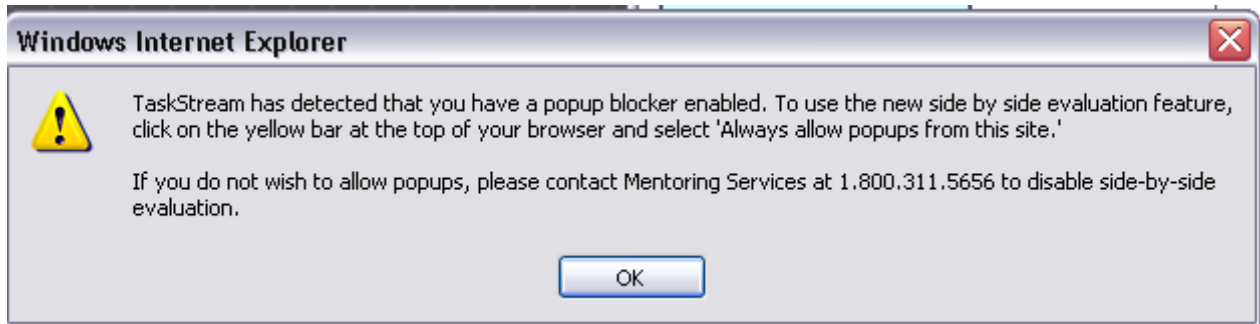
This will take you to the evaluation screen for that evidence:



- The student's submission should be listed under **File Attachments** at the bottom of the page. Click on the file name to open the attachment if you want to see the student's work (optional).
- Use the buttons on the left to **Evaluate/Score Work**, **Send the Assignment Back to the Author** (student), or **Cancel the Evaluation**. Note that you can print an evaluation or save it as a pdf file. You can also see when the student submitted the assignment in TaskStream.

- 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 toggle between student work and the Evaluation History of the student assignment submission.

Note: You have the option to see the student’s work and the rubric in a split screen feature, but you will have to turn off your pop-up blocker in your browser to enable this function. If your pop-up blocker is on, you will receive a message that looks like this:



You can either:

- *Disable your pop-up blocker; **OR***
- *Ignore the message and click the red “x” box in the corner to proceed. You will not have the split screen feature, but you will still be able to score the rubric.*

Call TaskStream if you have difficulty or need further assistance.

Step 2: Click the green button **Evaluate/Score Work** to begin. The rubric for that evidence will appear. Use the drop down bar to enter your ratings.

◀ Show Criteria Descriptions

Levels	1 Not Met	2 Proficient	3 Accomplished
Criteria 1.a.2 As evidenced by the following indicators:	The analysis of student data focuses on learning goals that are different from the goals of the instructional unit.	The analysis of student data aligns to the learning goals of the unit and identifies knowledge and process skills to focus on during instruction.	The analysis of student data aligns to the learning goals of the unit and identifies how various subgroups of students will receive differentiated instruction during the unit.
	Comments on this criterion (optional): Select Score: <input type="text" value="2"/>		
	Save Draft		

Step 3: Once you have scored all the rubric items, at the bottom of the page you will have the opportunity to attach a file to the evaluation (optional) or add a comment (optional). Once you complete the section, **Decide what to do with this evaluation** (No. 4 on the page). You have 3 options:

- **Send the assignment back to the student for revision** – to be used if the first submission does not meet the rubric criteria of “proficient” on any standard; **OR**
- **Record as final but release evaluation to author later** – you would have to go back in and release all your evaluations at a later time; **OR**
- **Record as final and release evaluation to author now** – student will have immediate access to the evaluation. **ONLY USE THIS IF THE EVALUATION HAS ALL STANDARDS AT “PROFICIENT” OR HIGHER.**

4 Decide what to do with this evaluation

Provisional evaluation/score	Final evaluation/score	
<input type="radio"/> 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. <input checked="" type="checkbox"/> Send External Email Notification	<input type="radio"/> Record as final but release evaluation to author later	<input type="radio"/> Record as final and release evaluation to author now Author will immediately receive this evaluation report. <input checked="" type="checkbox"/> Send External Email Notification
<input type="button" value="Close"/> <input type="button" value="Spelling"/>	<input type="button" value="Save Draft"/> <input type="button" value="Preview"/> <input type="button" value="Submit Evaluation Now"/>	

Click the radio button to make your selection and then click **Submit Evaluation Now**.

To navigate around the site, use the buttons provided or click the **Home** tab in the upper left corner of your page. If you have other questions, call TaskStream (and of course, you are welcome to call us in OFE as well!!).

Program Area	TaskStream DRF (portfolio) titles
Graduate – Art	ARTE GC
Undergraduate – Art	ARTE UG
Graduate – B-K	CHFD GC
Undergraduate – B-K	CHFD UG
Graduate – Dance	DANC GC
Undergraduate – Dance	DANC UG
Graduate – Elementary K-6	ELED GC
Undergraduate – Elementary/SPED dual licensure	ELED SPED Dual
Undergraduate – Elementary K-6	ELED UG

Graduate – Foreign Language	FLED GC
Undergraduate – Foreign Language	FLED UG
Graduate – Middle Grades (all content)	MDLG GC LANG MATH SCI SOC
Undergraduate – Middle Grades (all content)	MDLG UG LANG MATH SCI SOC
Graduate – Music (all)	MUED GC
Undergraduate – Music (all)	MUED UG
Graduate – Secondary (high school – all content areas)	SECD- GC
Undergraduate – Secondary (high school – all content areas)	SECD- UG
Graduate – Special Education (Adapt and General)	SPED AC & GC GC
Undergraduate – Special Education (Adapt and Gen)	SPED AC & GC UG
Graduate – TESOL	TESL GC
Graduate – Theatre	THEA GC
Undergraduate – Theatre	THEA UG