

# Quick-Start Guide

## Analytics for Faculty



## Accessing Your Faculty Dashboard

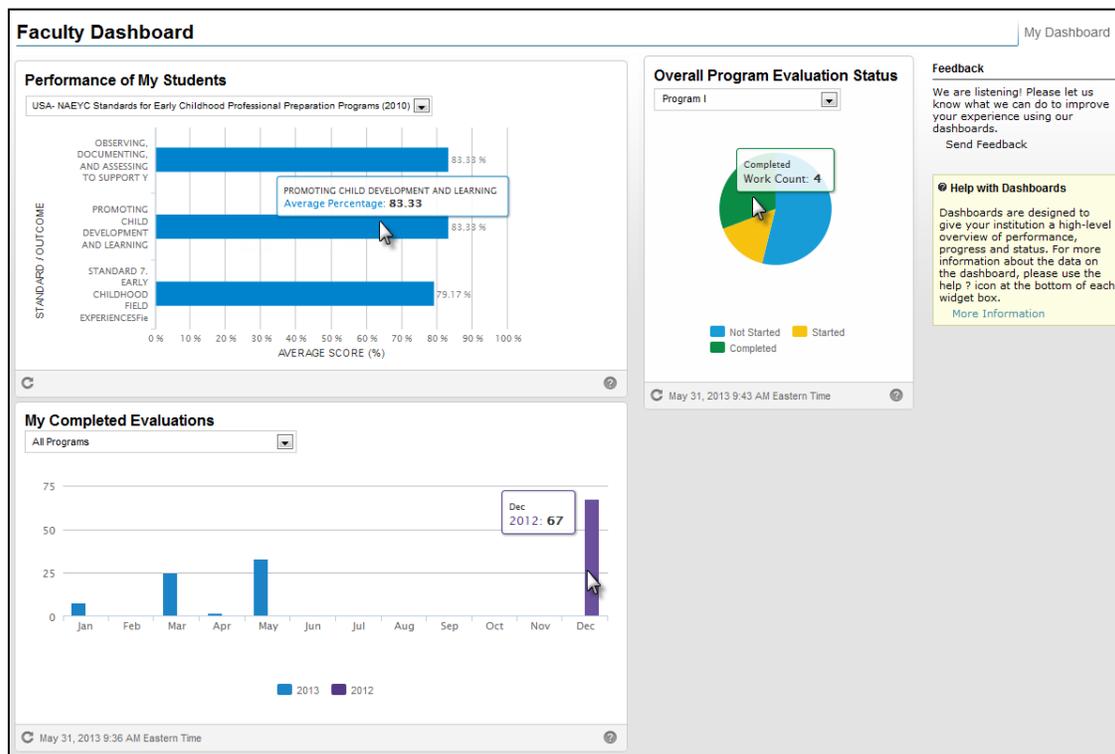
Taskstream includes dashboards to help users gain more insight into the work they are doing within the Taskstream platform.

 *If your institution has chosen to disable this feature, it will be unavailable in the navigation bar.*

To access dashboards available to you, click the Analytics button at the top right of the screen.



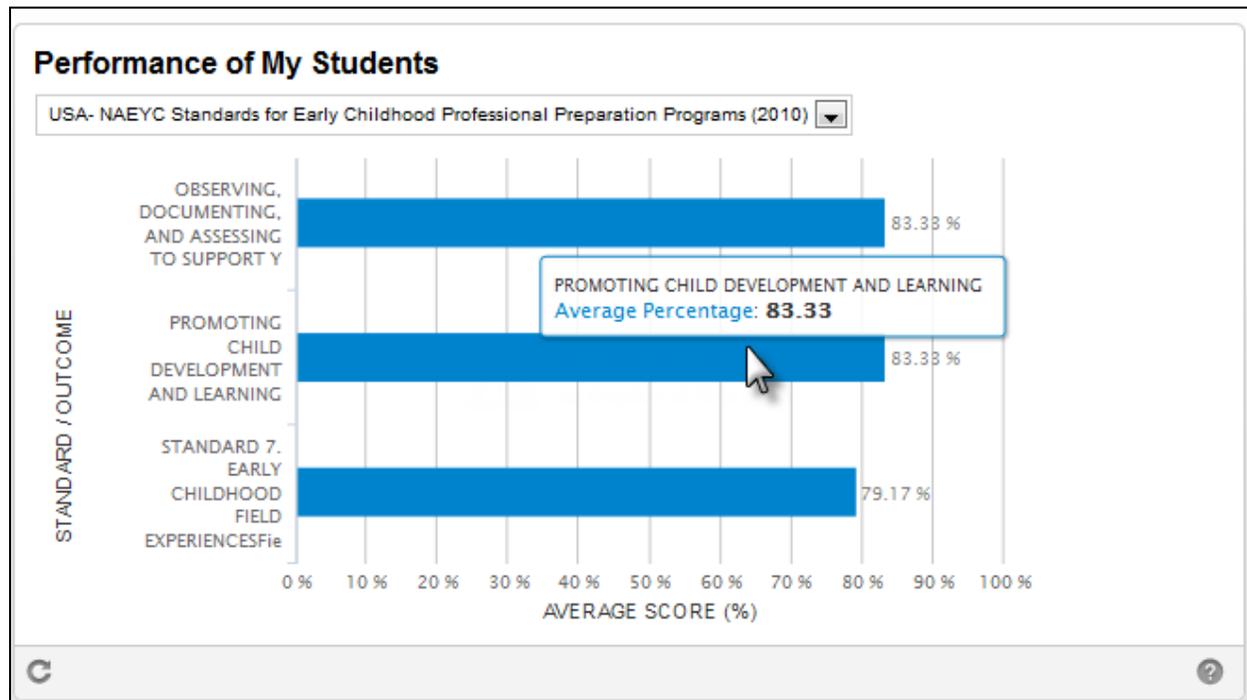
The Faculty Dashboard will be available to any users who are identified as a faculty member within the system.



 *Your institution's preferences will determine which widgets are available within your dashboard.*

## About Your Faculty Dashboard Widgets

### Performance of My Students

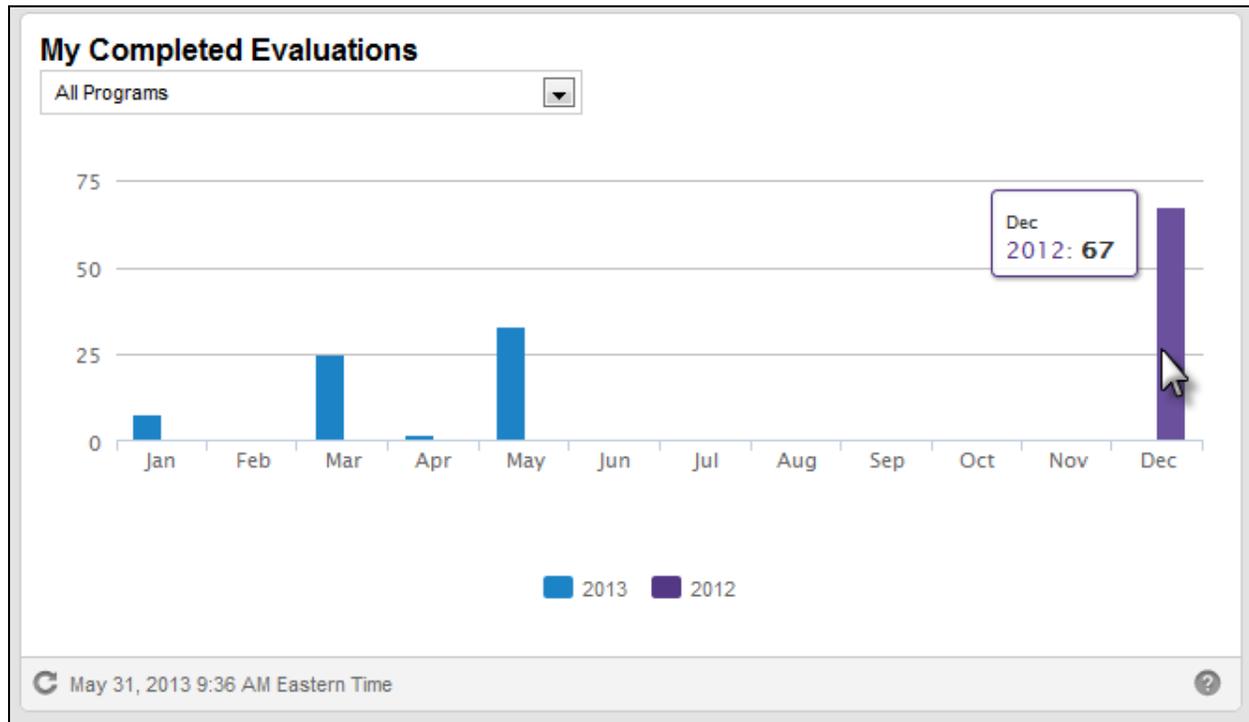


The Student Performance chart shows the average score an individual faculty member has given students for a selected standard set. It breaks down this information by showing the average score achieved for each standard associated to rubrics used in evaluation across all programs. It provides insight into how the faculty member's students are performing.

To view another standard set, select the standard set from the top drop-down menu.

 *To utilize this chart, standards must be associated to the rubrics you use for evaluation and the standard set has to be marked as reportable. To request a standard be set to be reportable at a specific level and/or provide a custom label for the standard, please contact Mentoring service via phone at 1-800-311-5656.*

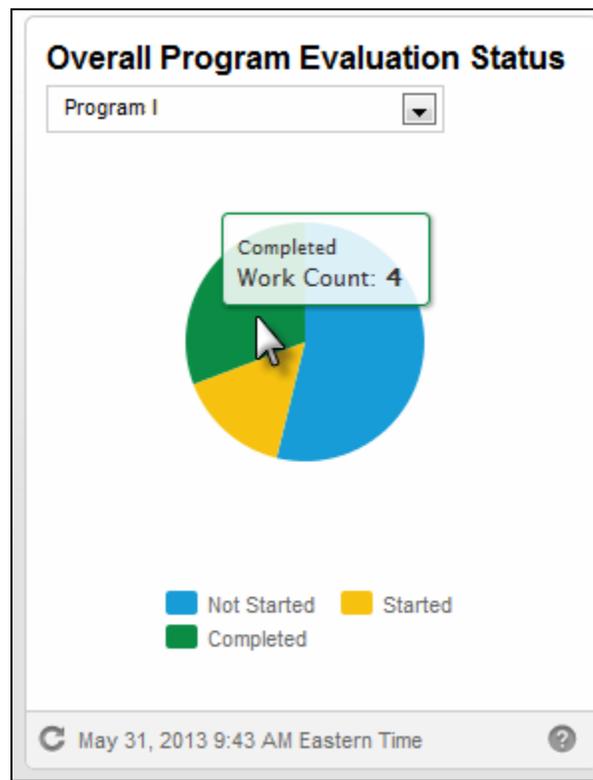
## My Completed Evaluations



The My Completed Evaluation widget shows the number of evaluations the faculty member completed during each month within a selected Program or All Programs. The side by side bar display makes it easy to compare activity for each month in the two-year period and spot evaluation trends.

Hovering over a bar will indicate the number of evaluations completed during that month and year.

## Overall Program Evaluation Status



The Evaluation Process Status chart shows the breakdown of all evaluation statuses for each Program in which the faculty member is enrolled as an Evaluator. The pie chart provides a simple glimpse into the evaluation progress within each program. The following statuses are included in the chart:

- Not Started – all work in a status of Ready for Evaluation (submitted or resubmitted).
- Started – all work in a status of Evaluation In Progress, More Evaluations Required, Ready for Reconciliation, or Reconciliation In Progress.
- Completed – all work in a status of Evaluation/Reconciliation Completed (Released or not released)

 *This chart reflects overall program evaluation status, it is NOT specific to one user. It does not include work the author has not yet submitted or that was sent back for revision.*

If you have additional questions or comments, please do not hesitate to contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or at 800-311-5656, press 1 for support.