Quick-Start Guide
Evaluators
# Table of Contents

How to Find Your Program(s) .............................................................................................................. 3  
How to Access Work .......................................................................................................................... 4  
How to Use the Rubric ....................................................................................................................... 6
Find Your Program(s)

1. To begin, go to www.taskstream.com.
2. Log into Taskstream with your assigned username and password.
3. On the home page, click the name of the DRF Program in which you wish to complete evaluations.

If you have multiple roles within a program, you will need to click the **Evaluator** tab.
Access Work

1. In the Evaluation area, to search for a particular author, type the first or last name in the appropriate field, and click **Search**.
2. *(Optional)* You can use the available filter options to view work for multiple authors.
3. After you make your selections, click **Continue**.

4. To access the work that has been submitted, click **Evaluate**.
5. To access the rubric for the work, click **Evaluate/Score Work**.

If you need to immediately unlock the author’s work without an evaluation, click **Send Back to Author**.

6. Depending on the setup of the DRF program, your evaluation type may differ. Evaluation methods in Taskstream include: pass/fail, meets/does not meet requirement, a write in score, an evaluation form, and/or a rubric.
How to Use the Rubric
(Based on the evaluation method selected, you may see a different screen)

1. For each Rubric Criterion, enter the appropriate score.

2. Evaluators have the optional ability to add a file to their evaluations. The file can be shared with the Authors and become a permanent part of the evaluation history and reports. The file size is limited to 5 MB, but NOT limited to any one format.

Adding a File
- To add a file, In the Evaluation page, click Browse. The Browse File pop-up window loads.
- Locate your file and click Open. The file populates the file field in the evaluation page.
- In the Name field, enter a meaningful description (maximum 100 characters). If you do not enter a name, the file name displays as the default.
- (Optional) To hide the file from the Author, uncheck Visible to Author.
3. From the bottom of the rubric, select one of the three Next Steps and click **Submit Evaluation Now**.

**Next Steps**

- **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.

- **Save a copy of this submission?**
  - Yes - author will be prompted to create a new submission from scratch (although they will be able to view their previous submissions)
  - No - author will be able to overwrite this submission

- **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.

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