Quick-Start Guide
Evaluators
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Find Your Program(s)

1. To begin, go to login.taskstream.com.
2. Log into Taskstream with your assigned username and password.

If you have multiple roles within a program, click the Evaluator tab.
Locating Work that Requires Evaluation

There are 3 different ways to locate work that requires evaluation.

**Option A**
Click on Evaluation Required in the All Items area to view items from multiple programs that require evaluation.

![All Items](image)

**Option B**
Click on Evaluation Required under the program for which you want to access work.

![DRF Program](image)

**Option C**
Click on the name of the program in which you’d like to evaluate work.

![DRF Program](image)
(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) You can use the available filter options to view work for multiple authors. After you make your selections, click **Continue**.

(3) You can use the Time Slicing Option to search for work submitted during a certain time period. After you make your selections, click **Continue**.

You can also search for students whose accounts have expired by checking the Include inactive subscribers box at the bottom of the screen.
Evaluating Work

When items are ready to be evaluated, you can access them by clicking the Evaluate button.

To access the evaluation for the work, click **Evaluate/Score Work**. 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.

*If you need to immediately unlock the author’s work without an evaluation, click **Send Back to Author**.*
Using a Rubric
(Based on the evaluation method selected, you may see a different screen)

1. For each Rubric Criterion, enter the appropriate score. (1) Evaluators can select the score by hovering over or clicking the score tile. If the rubric is set up to allow fractional scores, then (2) evaluators can select a fractional score by using the slide bar.

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**.

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 2 for support.