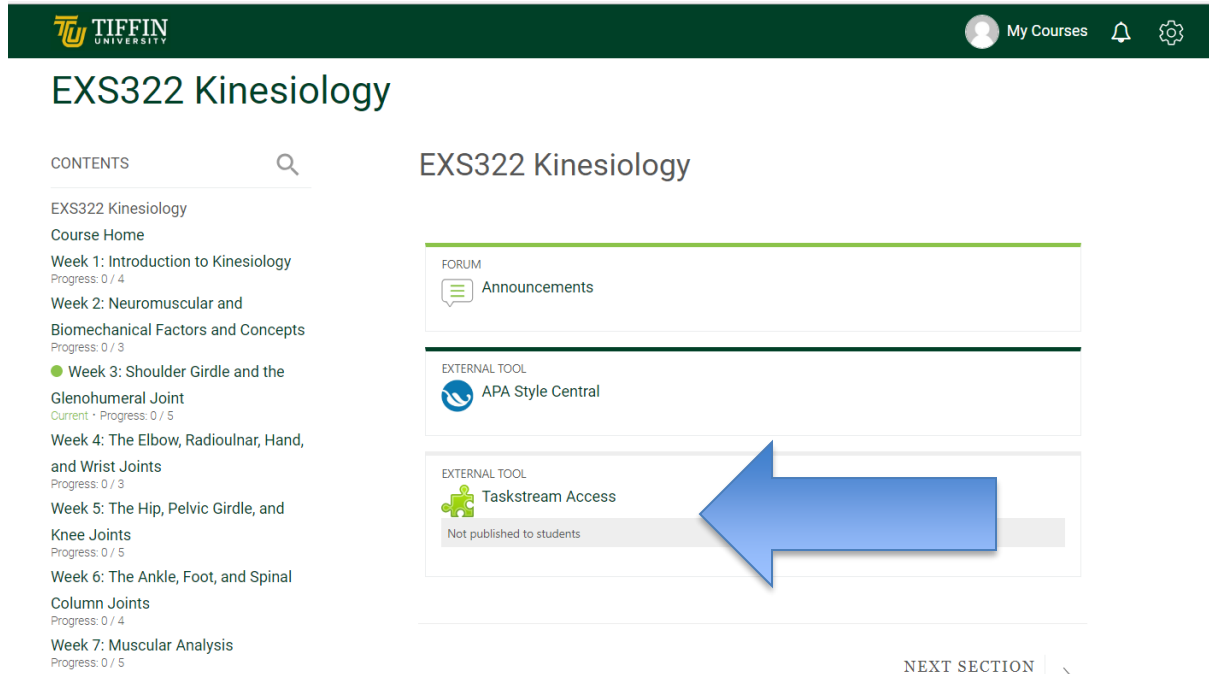


Taskstream Evaluator (Faculty) Guide for Submitting OA Data

1. Log in to Moodle, select your class and go to the Course Home page.
2. Select **Taskstream Access**.

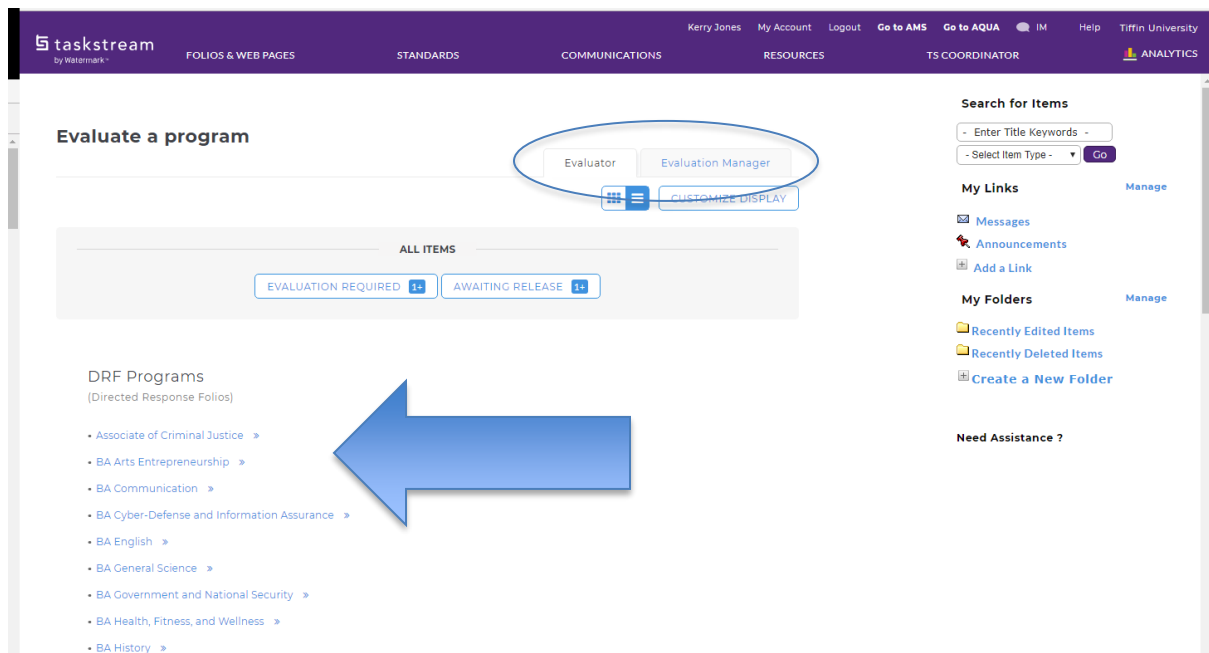


The screenshot shows the Moodle course page for EXS322 Kinesiology. The left sidebar contains a table of contents with the following items:

- EXS322 Kinesiology
- Course Home
- Week 1: Introduction to Kinesiology (Progress: 0 / 4)
- Week 2: Neuromuscular and Biomechanical Factors and Concepts (Progress: 0 / 3)
- Week 3: Shoulder Girdle and the Glenohumeral Joint** (Current • Progress: 0 / 5)
- Week 4: The Elbow, Radioulnar, Hand, and Wrist Joints (Progress: 0 / 3)
- Week 5: The Hip, Pelvic Girdle, and Knee Joints (Progress: 0 / 5)
- Week 6: The Ankle, Foot, and Spinal Column Joints (Progress: 0 / 4)
- Week 7: Muscular Analysis (Progress: 0 / 5)

The main content area shows a forum for announcements and two external tool sections. The first is 'APA Style Central'. The second is 'Taskstream Access', which is currently 'Not published to students'. A large blue arrow points to the 'Taskstream Access' link.

3. Once on the Taskstream homepage, select the name of the DRF Program (Academic Program) in which you wish to complete evaluations. If you have multiple roles within a program, you will need to click the Evaluator tab (circled below).



The screenshot shows the Taskstream homepage. The top navigation bar includes the Taskstream logo and various utility links. The main content area is titled 'Evaluate a program' and features two tabs: 'Evaluator' and 'Evaluation Manager'. The 'Evaluator' tab is circled in blue. Below the tabs are buttons for 'EVALUATION REQUIRED' and 'AWAITING RELEASE'. A 'DRF Programs' section lists various academic programs, with a large blue arrow pointing to the list.

DRF Programs (Directed Response Folios)

- Associate of Criminal Justice >
- BA Arts Entrepreneurship >
- BA Communication >
- BA Cyber-Defense and Information Assurance >
- BA English >
- BA General Science >
- BA Government and National Security >
- BA Health, Fitness, and Wellness >
- BA History >

4. In the Evaluation area, you can search for your group (class) from the drop down menu or search for a particular author (student) and click **Search**.

The screenshot shows the 'BS Mathematics' page in the taskstream system. At the top, there is a navigation bar with 'taskstream by Watermark' and various menu items like 'FOLIOS & WEB PAGES', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', 'TS COORDINATOR', and 'ANALYTICS'. Below the navigation bar, the page title is 'BS Mathematics' with a subtitle 'DRF Template: BS Mathematics'. There are two tabs: 'Reports' and 'Evaluation Grid'. The main content area is titled 'Search for Individual to Evaluate' and contains a search bar with the text 'Search by first or last name: Dunlap |' and a 'SEARCH' button. Below this is another section titled 'Or... Search by Groups' with a dropdown menu labeled 'Select Group: Choose a group...' and a 'SEARCH' button. A large blue arrow points to the 'SEARCH' button in the first section. On the right side, there are links for 'Program Links' and 'Help with Evaluation'.

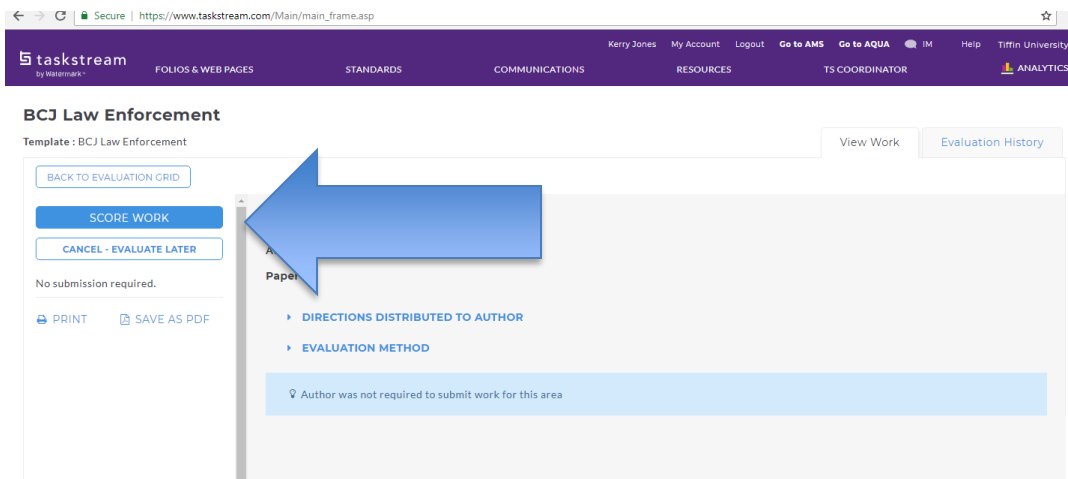
5. Choose from the list of courses, the course in which data will be submitted. After you make your selection, click **Continue** at bottom of page.

The screenshot shows the 'Or... Search by Groups' section of the taskstream interface. The 'Select Group:' dropdown menu is open, showing a list of groups. The selected group is 'MAT190_190 Special Topics: Quantitative Reasoning (54568.2018_SPRING_I)'. Below the dropdown, there is a 'Selected group:' label and the same group name. Underneath, there is a section titled 'Select Folio area to display:' with a list of categories. The 'Show all available categories' option is selected. Below this, there are several categories listed: 'MAT 190' (checked), 'MAT 185', 'MAT 275', and 'MAT 285'. Under 'MAT 190', there are two sub-categories: 'Week 1 Pre-Test' and 'Week 7 Post-Test'. A large blue arrow points to the 'MAT 190' category. On the right side, there is a 'Help with Evaluation' section.

6. To access the work that has been submitted, click **Evaluate**.

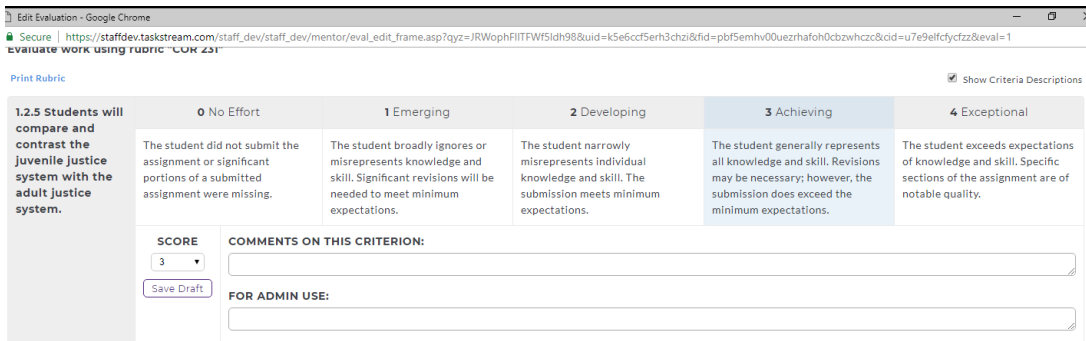
The screenshot shows the 'MAT 190' page in the taskstream system. At the top, there is a navigation bar with 'taskstream by Watermark' and various menu items. Below the navigation bar, the page title is 'MAT 190'. There are two tabs: 'WEEK 1 PRE-TEST (no submission req'd)' and 'WEEK 7 POST-TEST (no submission req'd)'. The 'WEEK 1 PRE-TEST' tab is active, showing a 'QuickScore' button and a 'Release all for area' button. Below this, there is a table of authors and their scores. The authors listed are Bryant, Keith; Conigy, Danielle; and Johnson-Sledge, Ba'Qoyia. Each author has a 'Release all for author' button and a 'Contact' button. The scores for each author are: Bryant, Keith (20.00); Conigy, Danielle (20.00); and Johnson-Sledge, Ba'Qoyia (20.00). A large blue arrow points to the 'Evaluate' button in the 'WEEK 7 POST-TEST' tab.

7. To access the rubric for the work, click Evaluate/Score Work.



How to Use the Rubric

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



2. At the bottom of the rubric, add an Overall Comment (optional), select one of the Next Steps and click **Submit Evaluation Now**.

SCORE
 Rubric Average : 3.00
 Final score is automatically computed based on criteria scores

Overall Comments :

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

Next Steps

Decide what to do with this evaluation

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

Transfer to Moodle Gradebook

Send final score: /100
 The final score will be added to the queue to be sent.

Quick Score Option

QuickScore enables Evaluators to simultaneously evaluate submitted work items for multiple Authors within a Category or Requirement of a single Directed Response Folio (DRF) Program.

- QuickScore is available via Evaluation grid for Evaluator and/or Evaluation Manager with All-access Evaluator permission in LAT. In order for Quickscore to be available to evaluators, The function must be selected by the program manager during program setup.
- QuickScore allows you to evaluate up to 20 students at the same time.

The screenshot shows the TaskStream interface for evaluating a DRF program area. The page title is 'Evaluate DRF Program Area 'MGT 221: Case Study''. Below the title, there are navigation buttons: 'BACK TO EVALUATION GRID', 'Print View', 'SKIP ALL', 'SAVE DRAFT', 'RECORD AS FINAL SCORE', and 'CANCEL - EVALUATE LATER'. The main content area includes a rubric table with four criteria, each with a 'View Comment Area' link. To the right of the rubric is a comment box with a character usage indicator and buttons for 'Clear Author', 'CHECK SPELLING', and 'SAVE DRAFT'. At the bottom of the page, there are more navigation buttons: 'BACK TO EVALUATION GRID', 'Print View', 'SAVE DRAFT', 'SKIP ALL', 'RECORD AS FINAL SCORE', and 'CANCEL - EVALUATE LATER'.

Glossary

AMS-TaskStream has two modules, AMS and LAT. AMS stands for Accountability Management System. The AMS is the archive for all assessment and continuous improvement activities and is critical to the compliance reporting to HLC. Most faculty do not have or need access to the AMS.

Authors-in TaskStream in the LAT, students are referred to as authors.

DRF – in TaskStream’s LAT, the DRF is the work space where a course assessment takes place. It may include the assignment instructions, evaluation methods (such as rubrics) and such things as worksheets, handouts, Powerpoints, etc.

Evaluators – in TaskStream language in the LAT, instructors are referred to as evaluators.

LAT – TaskStream has two modules, AMS and LAT. LAT stands for Learning Assessment Tool. The LAT houses the DRFs where assessments take place.

Frequently Asked Questions

1. How do I change or edit an evaluation after the score has been released?

Once an evaluation has been completed and the score released to the Author, only an Evaluation Manager can edit the evaluation.

2. As an Evaluator, how do I access previously evaluated work? If you are enrolled as an Evaluator in a program, you can access work that has already been evaluated by clicking the name of that program on the **Evaluator** tab of your home page.

- You can search for work by a specific author.

- You can search for multiple authors with work in some or all areas of that DRF. To view only previously completed evaluations, select to view "All Individuals (do not filter)."

From the resulting evaluation grid, you can access previously evaluated work by clicking the **View/Edit** link for the appropriate assignment. This link navigates you to a display of tabbed pages of information related to that area, starting with a summary of the **Evaluation/Score**. To view your completed evaluation for the selected assignment, click the **Evaluation/Score** tab. To view the work previously submitted by the author, click the **Work Submission** tab.