Find Your Program(s)

Go to www.taskstream.com and log into TaskStream with your username and password.

On the home page, click the name of the DRF Program in which you wish to complete evaluations.

Note: If you have multiple roles within a program, you will need to click the Evaluator tab.
Accessing Work

In the Evaluation area, you will be able to search for a particular author, or use the available filtering options to view work for multiple authors. After making your selections, click the **Continue** button.

Click the **Evaluate** button to access the work product that has been submitted.
To access the rubric for the work product, click the **Evaluate/Score Work** button.

**Core Requirements 2009-2010 Work**

**Template:** Core Requirements

- **View Work**
- **Interactions w/Reviewer(s)**
- **Evaluation History**

**Back to Evaluation Grid**

- **Evaluate/Score Work**
- **Send Back to Author**
- **Cancel - Evaluate Later**

**Author Submitted:**
08/07/2009 07:13:55 AM EDT

**Case Study**

- **Directions for Case Study** (For Author)
- **Evaluation Method**

**Web Links:**
1. **Case Study**

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

For each Rubric Criterion, enter the appropriate score. After scoring all of the sections, choose one of the three options from the bottom of the rubric. Click the “Submit Evaluation Now” button.

1. Evaluate work using rubric "Case Study"

   ![Rubric Evaluation Interface]

   - **Levels**: 4, 3, 2, 1
   - **Conceptual Understanding**: Demonstrates a clear and deep understanding of the theory and practical applications presented in the case.
   - **Writing Skills**: Writing is totally free of grammar and spelling errors. Clear and concise presentation of ideas.
   - **Comments on this criterion (optional)**: Think you have done well with your understanding, but you need to provide more real-world examples of your theories.

2. Add overall comment

   Overall, you did a great job.

3. Decide what to do with this evaluation

   - **Provisional evaluation/score**: 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.

   - **Final evaluation/score**: Record as final but release evaluation to author later
     - Author will immediately receive this evaluation report.

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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.