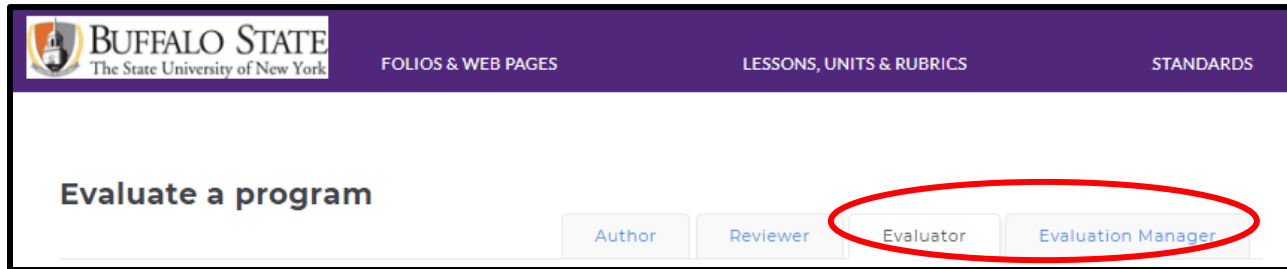


# Taskstream

## Evaluating Student Work

When you login to Taskstream, be sure you are in the Evaluator or Evaluation Manager tab (see below).



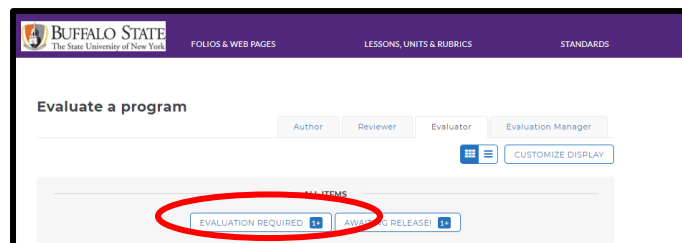
There are three recommended methods for evaluating student work:

### #1 Follow the link provided in the confirmation email.

When students submit an assignment, you will receive a confirmation email. This may be in your "junk" or "other" box. The link from this email will take you directly to the Evaluation Grid for that student.

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### #2 Click the Evaluation Required button.

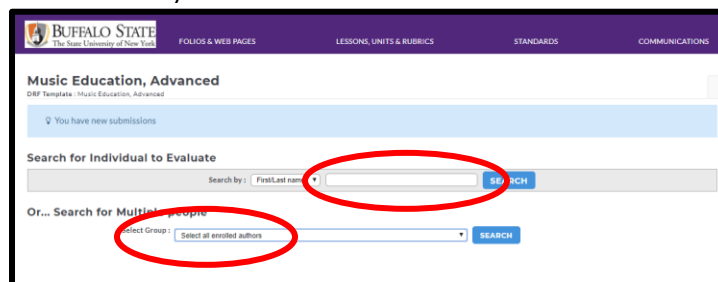


This will lead you to a list of ALL un-evaluated assignments submitted to you. Scroll to the bottom of the list to view the most recent submissions.

---

### #3 Search for a specific student in a program.

Click on the program in which the student is enrolled. Here, you can either search by student, or you can select "All enrolled authors."



You may also have the option to select the assignment you are evaluating, or "Select all available categories."

Select Folio area to display :

- Show all available categories
- Multidisc Program Requirements

## The Evaluation Grid

Students names are at listed along the left side, and the assignments are along the top.

0 of 2 evaluations have been completed.  
1 evaluations in progress.

[SCORE WORK](#)  
[SEND BACK TO AUTHOR](#)  
[CANCEL - EVALUATE LATER](#)

Author Submitted:  
11/21/2019 03:42:07 PM EST

[PRINT](#) [SAVE AS PDF](#)

### View Author Work

Program: Multidisciplinary Studies  
Author: Buffalo State Manager AMS (Banner ID: I am not a student.)

Oral/Visual Pres. (PowerPoint)

- [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- [EVALUATION METHOD](#)

FILE ATTACHMENTS:

- [Fuzak\\_CIS512\\_Sprint1.pptx](#)

If the student has submitted the assignment or survey, you will see a purple “Evaluate” button. If you do not see this button, follow up with the student to ensure he/she has completed the requirement and successfully submitted it to you.

Click “Evaluate”.

0 of 2 evaluations have been completed.  
1 evaluations in progress.

[SCORE WORK](#)  
[SEND BACK TO AUTHOR](#)  
[CANCEL - EVALUATE LATER](#)

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- [EVALUATION METHOD](#)

FILE ATTACHMENTS:

- [Fuzak\\_CIS512\\_Sprint1.pptx](#)

To view the student’s work, click on the file attachment to download it. To complete the evaluation, click “Score Work.”

*When you click “Score Work,” you may see a pop-up message with instructions to set your computer to allow more than one screen to open at a time. This will allow you to view both the student work and the evaluation rubric at the same time. For most cases, this is unnecessary, and you can ignore the message. If you enable both screens, they will open on top of one another and you may have to minimize or shrink one to see the other.*


Enter a score for each row of the rubric. At the end of the evaluation, you will be asked to select the following Next Steps:

Select “Record as my final score.”

Next Steps

Decide what to do with this evaluation

- 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.  
 Send external email notification
- 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



Finally, don't forget to click "Submit Evaluation Now."