

Taskstream

Evaluating Student Teachers

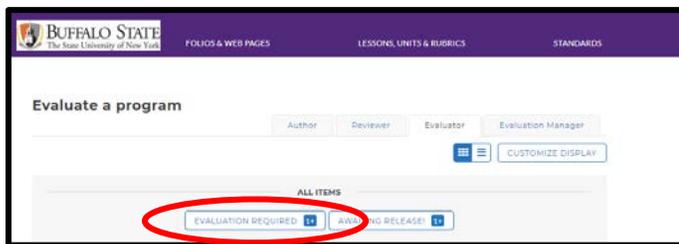
IMPORTANT: STUDENT TEACHERS MUST SUBMIT A SURVEY IN TASKSTREAM AT THE END OF EACH PLACEMENT IN ORDER FOR SUPERVISORS TO ACCESS THE EVALUATION.

There are three options for completing the Practicum/Student Teaching Evaluations:

#1 (easiest!) Follow the link provided in the confirmation email.

When students submit the placement survey in Taskstream, you will receive a confirmation email. The link included in this email will take you directly to the Evaluation Grid for that specific teacher candidate.

#2 Click the "Evaluation Required" button.

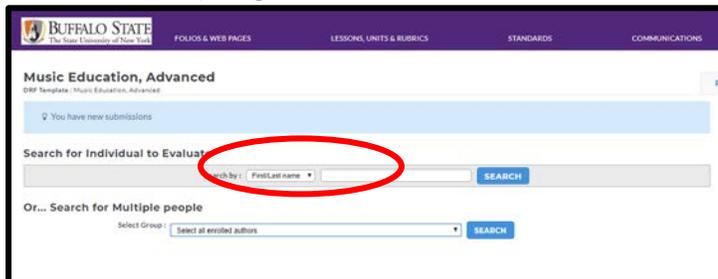


This will lead you to a list of ALL submissions. Scroll to the bottom of the list or click

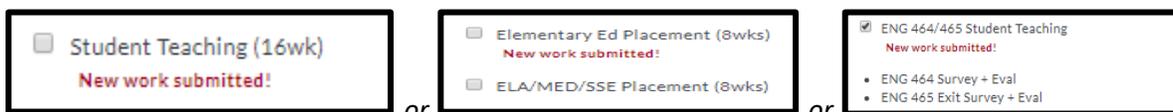
[GET LATEST DATA](#)

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

Click on the program in which the student is enrolled and search by the student's name.

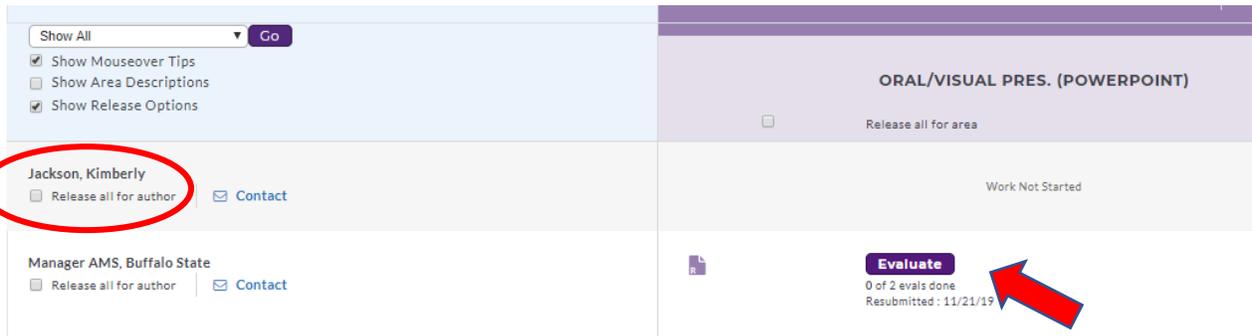


Then, select the section(s) designated for student teaching. For example:



The Evaluation Grid

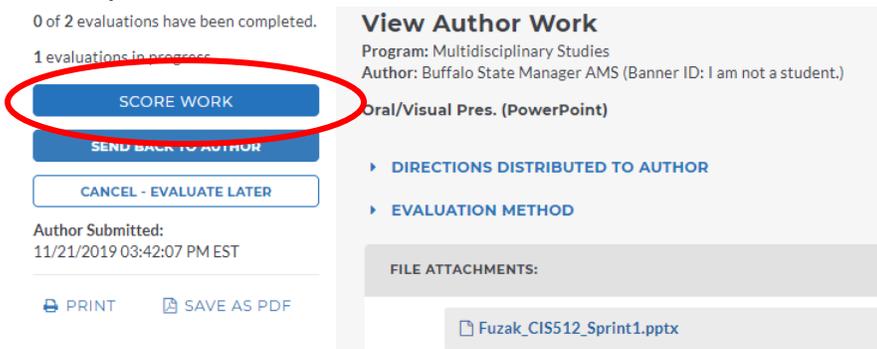
Once you make it to the student's Evaluation Grid (screenshot below), you should see an "Evaluate" button under each of the student teaching sections.



If you do not see an Evaluate button for your student teacher, follow up with him/her to ensure he/she has completed the placement/exit survey and submitted it to you.

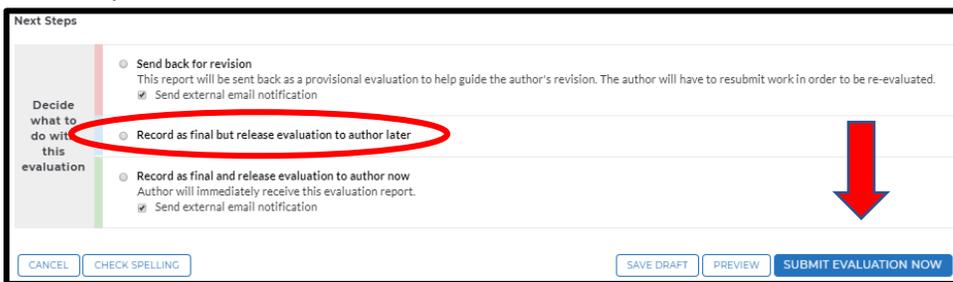
Evaluate

After you click "Evaluate," click "Score Work":



When you click "Score Work," you may get a pop-up message with instructions to set your computer to allow more than one screen to open at a time. For the purposes of the Practicum/Student Teaching Evaluation, you can ignore this message.

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 final but release evaluation to author later."

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