Faculty & Supervisor Guide for Evaluating in Taskstream

You can access the Taskstream system from your My.MissouriState.edu portal page. To do so, log into your account as normal.

Under the Teaching and Advising Tab, in the Teacher Education channel you will see the Taskstream entry. Click the My Taskstream link.

The Taskstream site will open. The main window will display all programs that you are enrolled in. Click on the ‘Evaluator’ tab toward the upper right area of the screen to work in that role.
If there are any evaluations ready for your review, the *Evaluation Required* button toward the top of the screen will be outlined and also display a number as shown below. Click the *Evaluation Required* button.

![EVALUATION REQUIRED](image)

The page that loads will display a list of programs you are enrolled in, with checkboxes next to each. Check any program you would like to see evaluations for, or check the ‘Select all programs’ checkbox to include evaluations from all programs. After selecting programs, click the ‘Continue’ button.

![List of Programs](image)

The page that loads will display information about every requirement that students have submitted to you in the program(s) you selected previously. Each submitted requirement occupies its own row with information about the student (Author) who submitted it, when it was submitted, and what it is. Click on the ‘Evaluate’ button to begin evaluating.

![All Items Requiring Evaluation](image)

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On the next page, you can view the work that a student has submitted to you (if applicable) by using the ‘Open Below’ or ‘Open Full Size’ links. You can also send the submission back to the student if you recognize a problem, or cancel to evaluate later. When you are ready to evaluate, click on the ‘Score Work’ button.

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Clicking the *Score Work* button on this window will open a side-by-side display showing the artifact on the left and the evaluation on the right. Evaluations can take the form of ‘Met/Not Met’, a rubric, or a form. A sample rubric is shown below. To complete the rubric, select the box with the appropriate performance level, changing its color as shown below. The score dropdown box changes to reflect your selection. You can also add comments beneath each criterion, or as an overall comment below the rubric.

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After you have completed the rubric and added any desired comments, you must choose what to do with the evaluation. There are three radio button options. It can be sent back for revision (the first option), or recorded as final. If you record it as final, you may release it to a student (Author) later (the second option), or you can release it to the student now (the third option, and most typical). When you choose options #1 or #3, an email will automatically be sent to the student notifying them of your evaluation.

To complete the evaluation, push the ‘Submit Evaluation Now’ button.