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.

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).
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**.

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.

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