

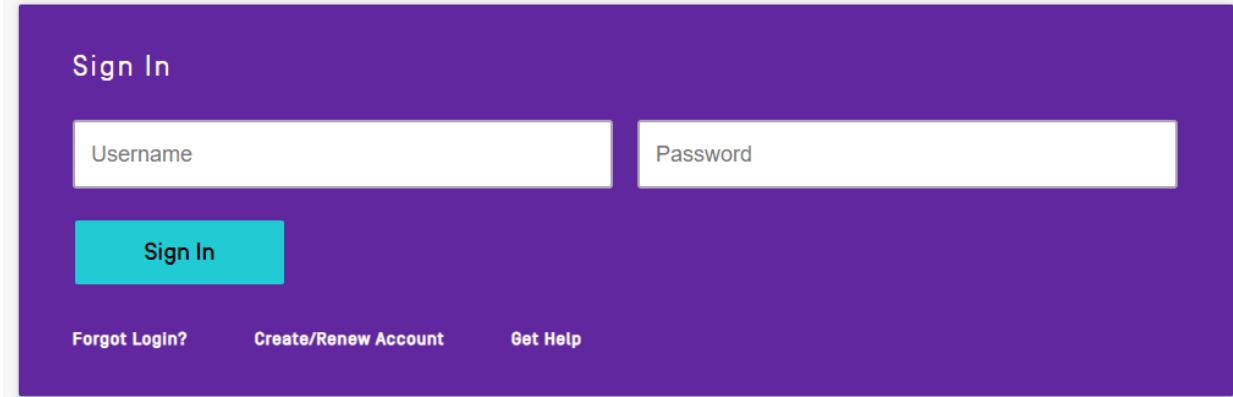
Taskstream Log-in & Evaluation Guide for Evaluators

Navigate to <https://login.taskstream.com/signon/>

Enter your username/password. Username for mentors is your school email address. Username for university supervisors is the preferred email address you use to communicate with us at the Holmes Center.

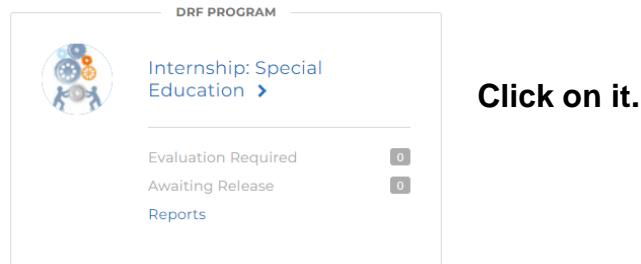
If you need your password reset or your username checked, you may email the Holmes Center Clinical Coordinator to do so, OR you may follow the steps on the last page of this guide.

Welcome to Taskstream by Watermark

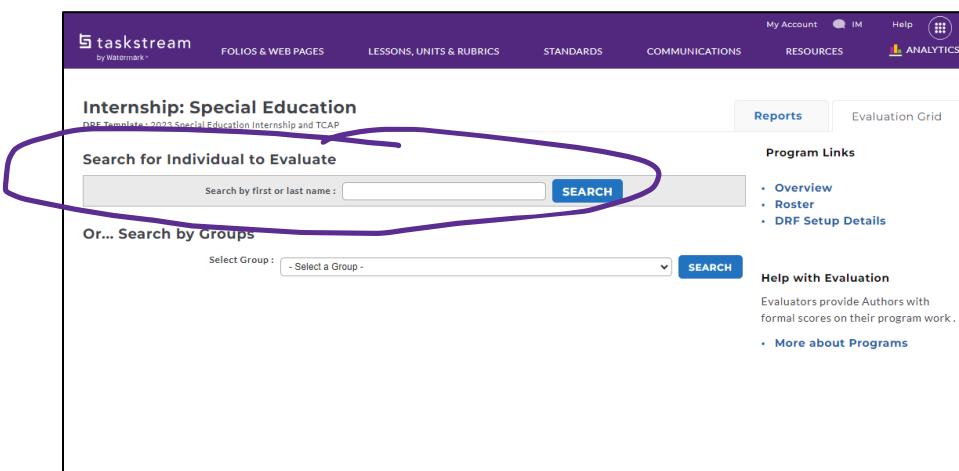


When you log in, you should see a box with the program with which you are associated.

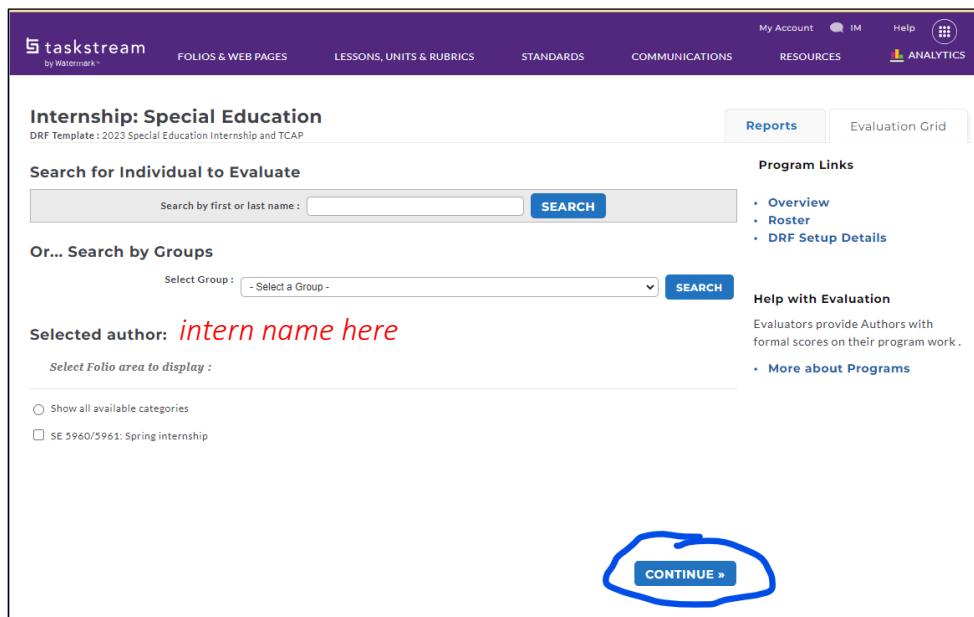
It looks something like this:



The next screen will look something like this. Enter the first or last name of your intern, then click search.



Check that your intern's name is on the next screen and click continue.



Taskstream by Watermark FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOURCES ANALYTICS

Internship: Special Education
DRF Template: 2023 Special Education Internship and TCAP

Search for Individual to Evaluate
Search by first or last name: **SEARCH**

Or... Search by Groups
Select Group: **SEARCH**

Selected author: *intern name here*

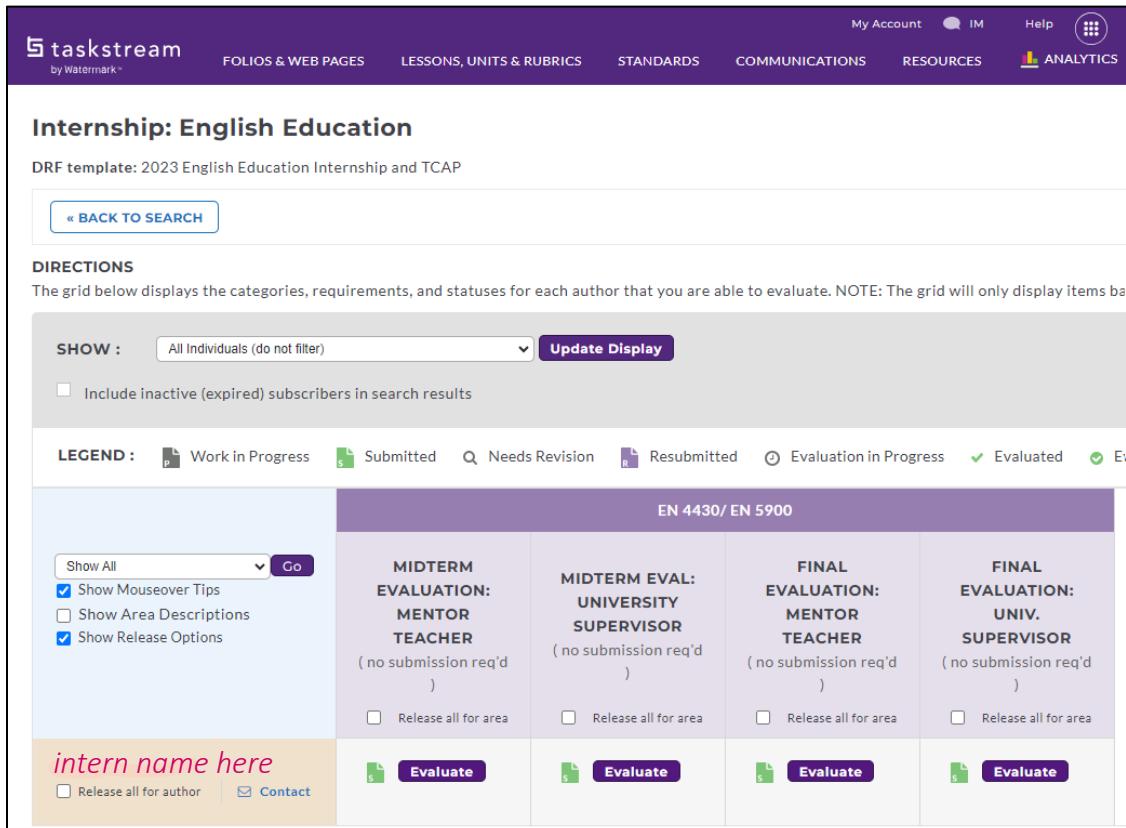
Select Folio area to display:
 Show all available categories
 SE 5960/5961: Spring internship

Program Links
• Overview
• Roster
• DRF Setup Details

Help with Evaluation
Evaluators provide Authors with formal scores on their program work.
• [More about Programs](#)

CONTINUE »

Your next screen will look like this:



Taskstream by Watermark FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOURCES ANALYTICS

Internship: English Education
DRF template: 2023 English Education Internship and TCAP

« BACK TO SEARCH

DIRECTIONS
The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate. NOTE: The grid will only display items based on the filters you have selected.

SHOW : All Individuals (do not filter) **Update Display**

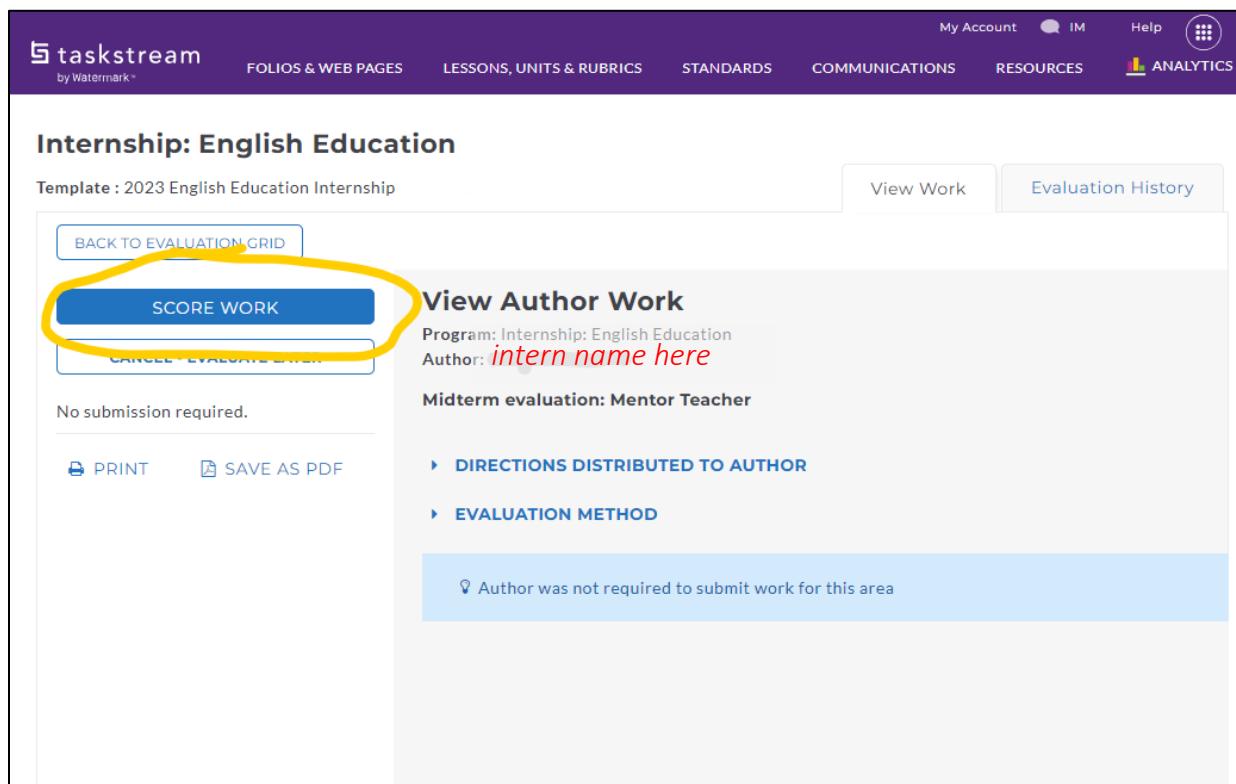
Include inactive (expired) subscribers in search results

LEGEND : Work in Progress Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluated

EN 4430/ EN 5900				
Show All <input type="button" value="Go"/> <input type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input type="checkbox"/> Show Release Options	MIDTERM EVALUATION: MENTOR TEACHER (no submission req'd) <input type="checkbox"/> Release all for area	MIDTERM EVAL: UNIVERSITY SUPERVISOR (no submission req'd) <input type="checkbox"/> Release all for area	FINAL EVALUATION: MENTOR TEACHER (no submission req'd) <input type="checkbox"/> Release all for area	FINAL EVALUATION: UNIV. SUPERVISOR (no submission req'd) <input type="checkbox"/> Release all for area
<i>intern name here</i> <input type="checkbox"/> Release all for author <input type="checkbox"/> Contact	Evaluate	Evaluate	Evaluate	Evaluate

Except that you will only see the evaluations that are assigned to you. Click evaluate on the evaluation you need.

Click score work on the next screen.



taskstream
by Watermark

FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOURCES ANALYTICS

Internship: English Education

Template : 2023 English Education Internship

View Work Evaluation History

BACK TO EVALUATION GRID

SCORE WORK (highlighted with a yellow circle)

CANCEL EVALUATE LATER

No submission required.

PRINT SAVE AS PDF

View Author Work

Program: Internship: English Education
Author: *intern name here*

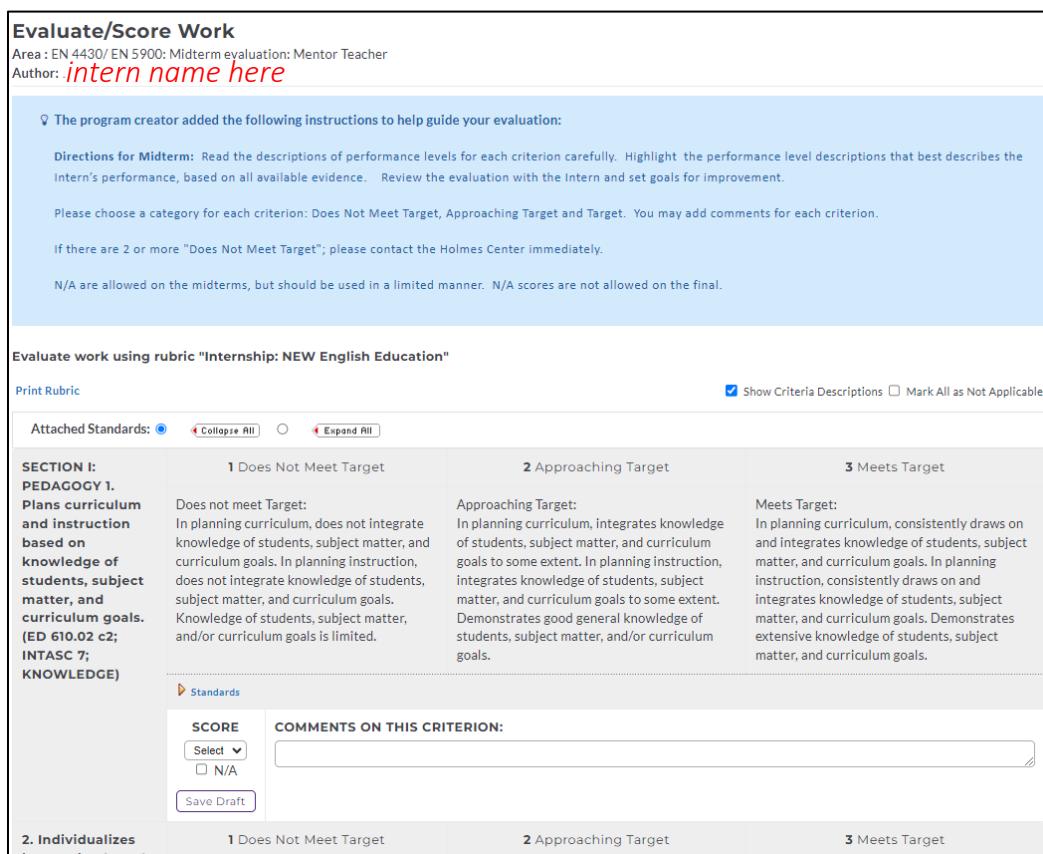
Midterm evaluation: Mentor Teacher

DIRECTIONS DISTRIBUTED TO AUTHOR

EVALUATION METHOD

Author was not required to submit work for this area

Click score work. The next screen looks like this:



Evaluate/Score Work

Area : EN 4430/ EN 5900: Midterm evaluation: Mentor Teacher
Author: *intern name here*

The program creator added the following instructions to help guide your evaluation:

Directions for Midterm: Read the descriptions of performance levels for each criterion carefully. Highlight the performance level descriptions that best describes the Intern's performance, based on all available evidence. Review the evaluation with the Intern and set goals for improvement.

Please choose a category for each criterion: Does Not Meet Target, Approaching Target and Target. You may add comments for each criterion.

If there are 2 or more "Does Not Meet Target"; please contact the Holmes Center immediately.

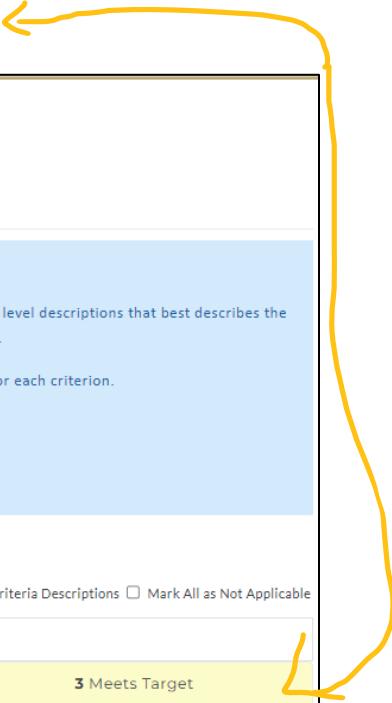
N/A are allowed on the midterms, but should be used in a limited manner. N/A scores are not allowed on the final.

Evaluate work using rubric "Internship: NEW English Education"

Print Rubric Show Criteria Descriptions Mark All as Not Applicable

Attached Standards:

SECTION I: PEDAGOGY 1. Plans curriculum and instruction based on knowledge of students, subject matter, and curriculum goals. (ED 610.02 c2; INTASC 7; KNOWLEDGE)	1 Does Not Meet Target	2 Approaching Target	3 Meets Target
Plans curriculum and instruction based on knowledge of students, subject matter, and curriculum goals. (ED 610.02 c2; INTASC 7; KNOWLEDGE)	Does not meet Target: In planning curriculum, does not integrate knowledge of students, subject matter, and curriculum goals. In planning instruction, does not integrate knowledge of students, subject matter, and curriculum goals. Knowledge of students, subject matter, and/or curriculum goals is limited.	Approaching Target: In planning curriculum, integrates knowledge of students, subject matter, and curriculum goals to some extent. In planning instruction, integrates knowledge of students, subject matter, and curriculum goals to some extent. Demonstrates good general knowledge of students, subject matter, and/or curriculum goals.	Meets Target: In planning curriculum, consistently draws on and integrates knowledge of students, subject matter, and curriculum goals. In planning instruction, consistently draws on and integrates knowledge of students, subject matter, and curriculum goals. Demonstrates extensive knowledge of students, subject matter, and curriculum goals.
	SCORE Selected <input type="checkbox"/> N/A Save Draft	COMMENTS ON THIS CRITERION: <input type="text"/>	
2. Individualizes instruction based on student needs	1 Does Not Meet Target	2 Approaching Target	3 Meets Target

You can use your mouse to hover over a column, it will turn yellow. 

Evaluate/Score Work

Area : EN 4430/ EN 5900: Midterm evaluation: Mentor Teacher
Author: *intern name here*

ⓘ The program creator added the following instructions to help guide your evaluation:

Directions for Midterm: Read the descriptions of performance levels for each criterion carefully. Highlight the performance level descriptions that best describes the Intern's performance, based on all available evidence. Review the evaluation with the Intern and set goals for improvement.

Please choose a category for each criterion: Does Not Meet Target, Approaching Target and Target. You may add comments for each criterion.

If there are 2 or more "Does Not Meet Target"; please contact the Holmes Center immediately.

N/A are allowed on the midterms, but should be used in a limited manner. N/A scores are not allowed on the final.

Evaluate work using rubric "Internship: NEW English Education"

[Print Rubric](#)

Show Criteria Descriptions Mark All as Not Applicable

Attached Standards: <input checked="" type="radio"/> Collapse All <input type="radio"/> Expand All			
SECTION I: PEDAGOGY 1. Plans curriculum and instruction based on knowledge of students, subject matter, and curriculum goals. (ED 610.02 c2; INTASC 7; KNOWLEDGE)	1 Does Not Meet Target	2 Approaching Target	3 Meets Target
	<p>Does not meet Target: In planning curriculum, does not integrate knowledge of students, subject matter, and curriculum goals. In planning instruction, does not integrate knowledge of students, subject matter, and curriculum goals. Knowledge of students, subject matter, and/or curriculum goals is limited.</p> <p>Approaching Target: In planning curriculum, integrates knowledge of students, subject matter, and curriculum goals to some extent. In planning instruction, integrates knowledge of students, subject matter, and curriculum goals to some extent. Demonstrates good general knowledge of students, subject matter, and/or curriculum goals.</p> <p>Meets Target: In planning curriculum, consistently draws on and integrates knowledge of students, subject matter, and curriculum goals. In planning instruction, consistently draws on and integrates knowledge of students, subject matter, and curriculum goals. Demonstrates extensive knowledge of students, subject matter, and curriculum goals.</p>		

SCORE
2
 N/A

COMMENTS ON THIS CRITERION:

Click on a column to select it. It will turn blue, and a score will appear in the box below.

Choose 'does not meet' only if the intern has attempted and worked on a competency and has not been able to approach the target.

Click the N/A box if the intern has not had a chance to attempt the competency or otherwise show evidence of understanding yet. All competencies must be scored in the final evaluation.

In the **comments box**, you may explain how the intern is marked 2-approaching target or 3-meets target but is very near the next/previous score. You may also write evidence of concern or evidence of exceptional understanding. You do not need to write comments for every target.

At any time during the process, you may click **save draft** to ensure that your work is saved or to leave the evaluation. The next time you navigate to the evaluation, you will click **resume evaluation**.

When you reach the end of the evaluation, you will find the average score. There is a box for overall comments. Please do use this box to give a general description of the intern's progress. You do not need to attach files. Keep your documentation though for future reverence, if needed.

You may choose to save your draft at this time so that you can share and discuss your work with your intern before final submission. You may want to edit a score or two or add comments based on that discussion. Otherwise, choose record as final and then submit evaluation now.

Please contact Vicki Kelly at vicki.kelly@plymouth.edu for help.