

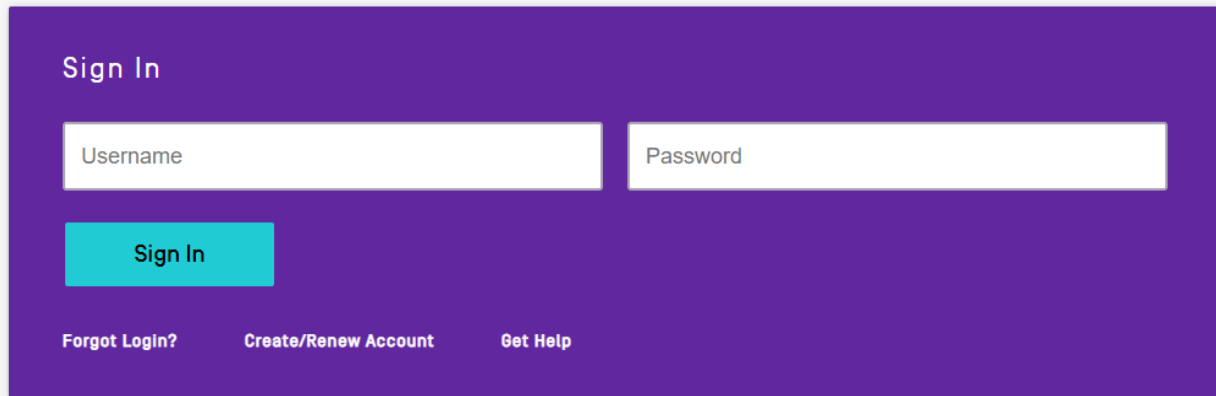
# Taskstream Log-in & Evaluation Guide for Evaluators

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



The image shows the Taskstream Sign In page. It has a purple background. At the top left, it says "Sign In". Below that are two white input fields: "Username" and "Password". A blue "Sign In" button is centered below the fields. At the bottom, there are three links: "Forgot Login?", "Create/Renew Account", and "Get Help".

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

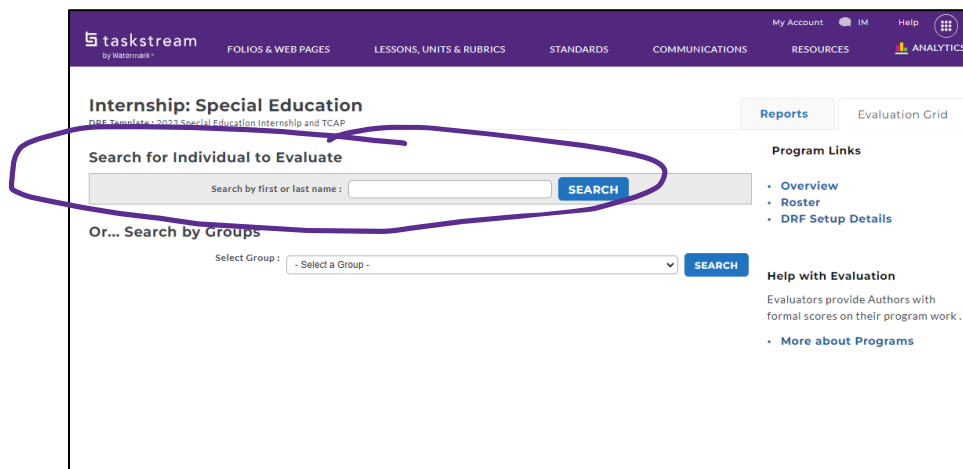
It looks something like this:



The image shows a box titled "DRF PROGRAM". It contains a circular icon with gears and a person. To the right of the icon, it says "Internship: Special Education" with a right-pointing arrow. Below this, there are three rows of text: "Evaluation Required" with a "0" in a grey box, "Awaiting Release" with a "0" in a grey box, and "Reports".

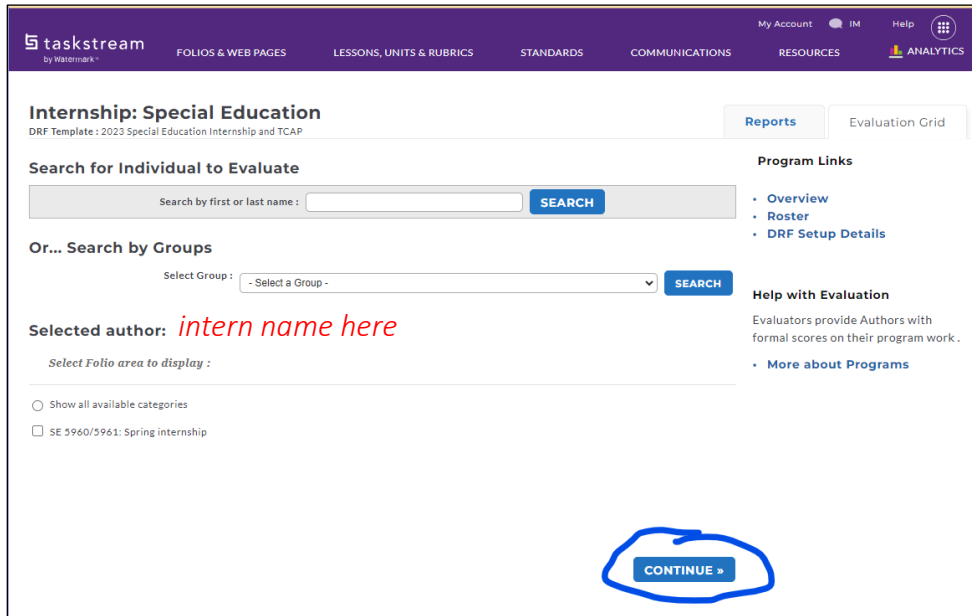
**Click on it.**

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

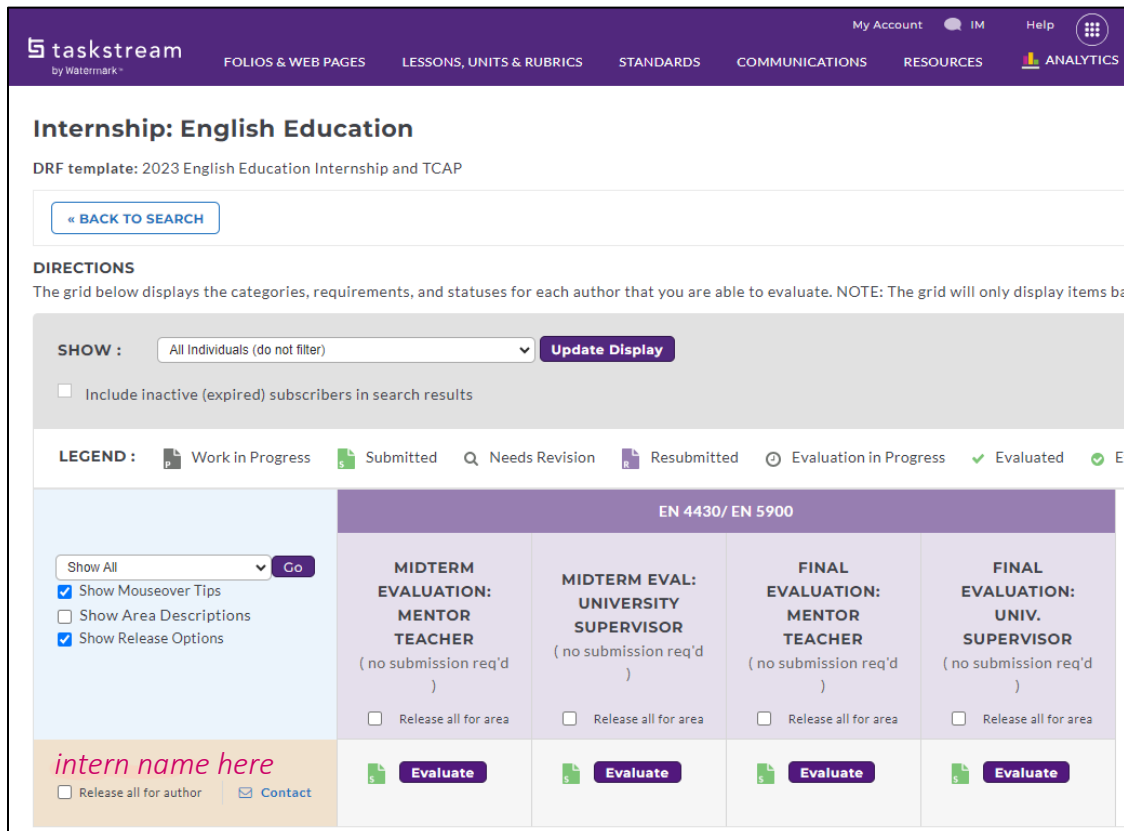


The image shows the Taskstream "Internship: Special Education" page. The page title is "Internship: Special Education" with a subtitle "DRF Trained to 2023 Special Education Internship and TCAP". Below the title is a search bar labeled "Search for Individual to Evaluate" with a "SEARCH" button. Below that is another search bar labeled "Or... Search by Groups" with a dropdown menu and a "SEARCH" button. The page also has a navigation menu at the top with items like "FOLIOS & WEB PAGES", "LESSONS, UNITS & RUBRICS", "STANDARDS", "COMMUNICATIONS", "RESOURCES", and "ANALYTICS". On the right side, there are sections for "Program Links" (Overview, Roster, DRF Setup Details) and "Help with Evaluation".

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



Your next screen will look like this:



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.

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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**

CANCEL EVALUATE WORK

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:  Collapse All  Expand All

	1 Does Not Meet Target	2 Approaching Target	3 Meets Target
<b>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)</b>	<b>Does not meet Target:</b> 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.	<b>Approaching Target:</b> 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.	<b>Meets Target:</b> 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.

Standards

SCORE: Select  N/A Save Draft

COMMENTS ON THIS CRITERION:

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.

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Standards

SCORE: 2 (dropdown menu with N/A option)

COMMENTS ON THIS CRITERION: [Text Box]

Save Draft

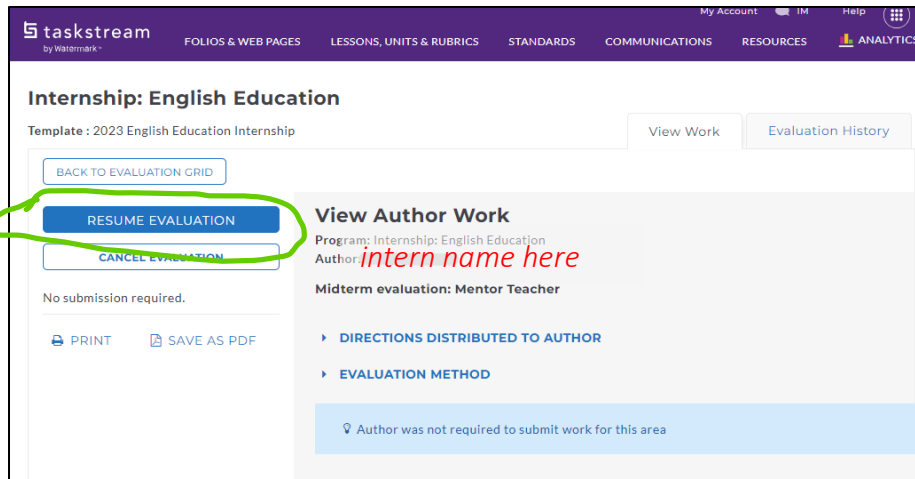
Click on a column to select it. It will turn blue, and a score will appear in the box below.

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

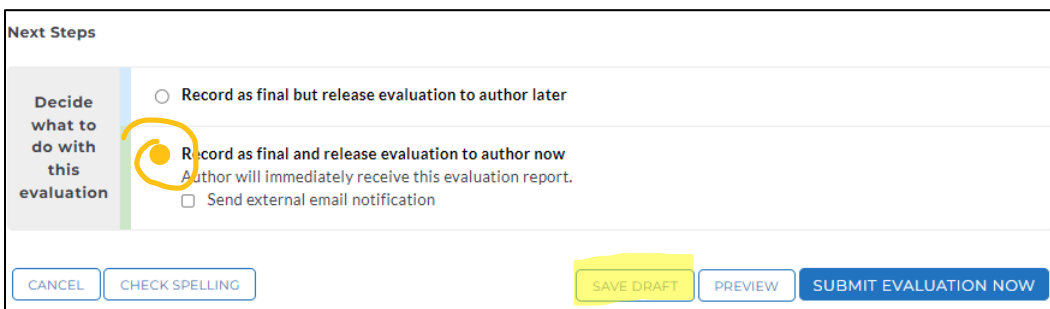
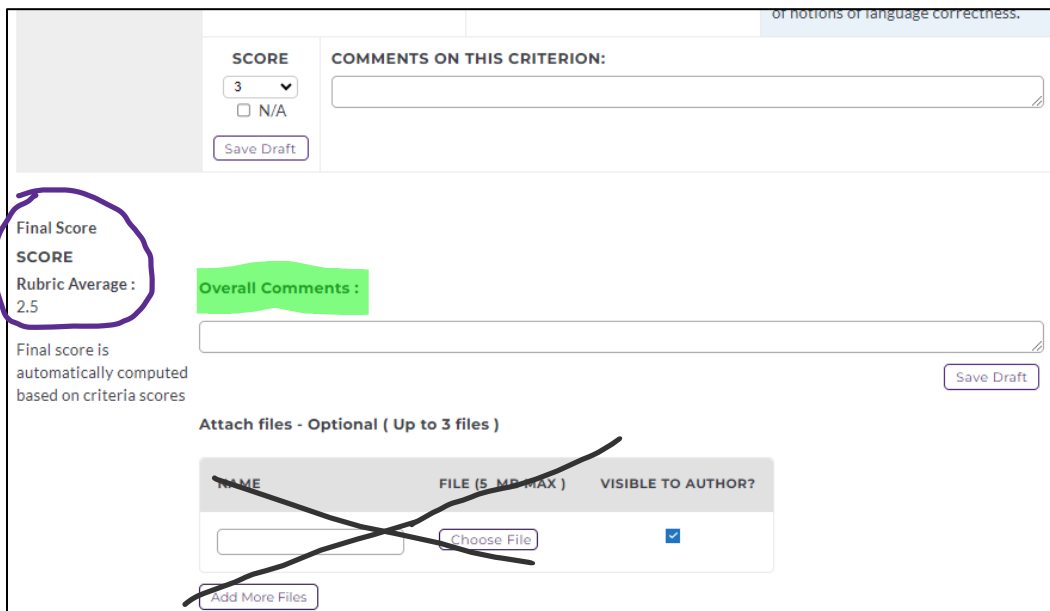
Click the N/A box if the intern has not had a chance to attempt the competency or otherwise show evidence of understanding yet. All competencies must be scored in the final evaluation.

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 reference, 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](mailto:vicki.kelly@plymouth.edu) for help.