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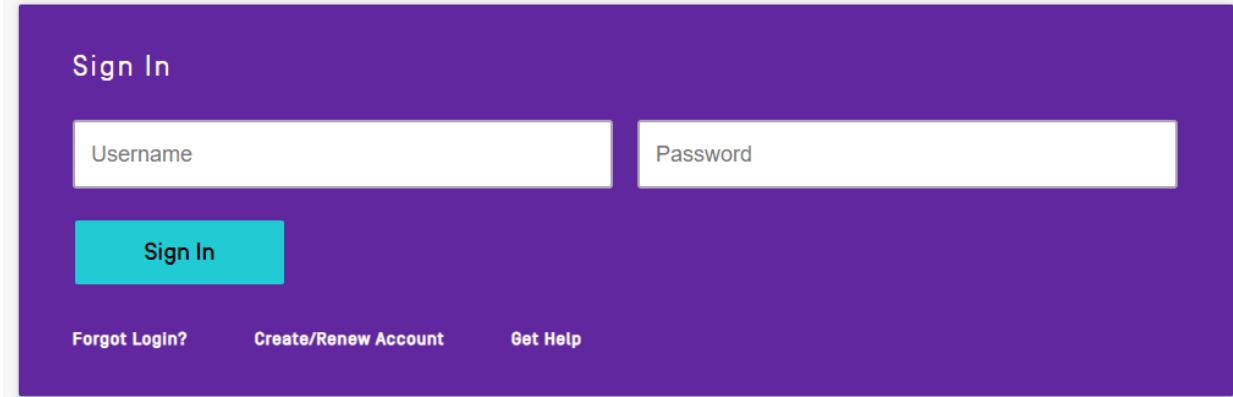
When you log in, you should see a box with the program with which you are associated.

It looks something like this:

**Click on it.**
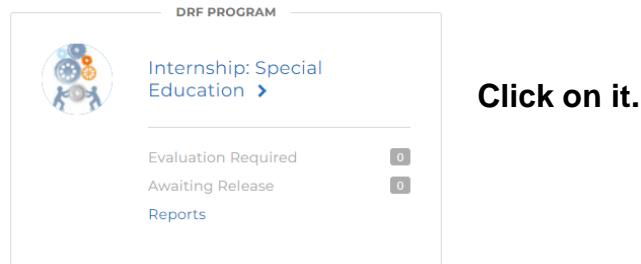
The next screen will look something like this. Enter the first or last name of your intern, then click search.
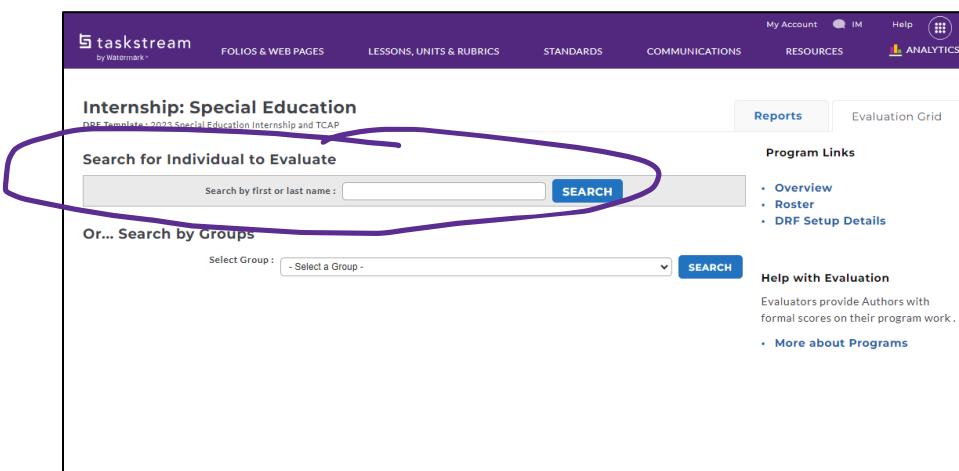
Check that your intern's name is on the next screen and click continue.
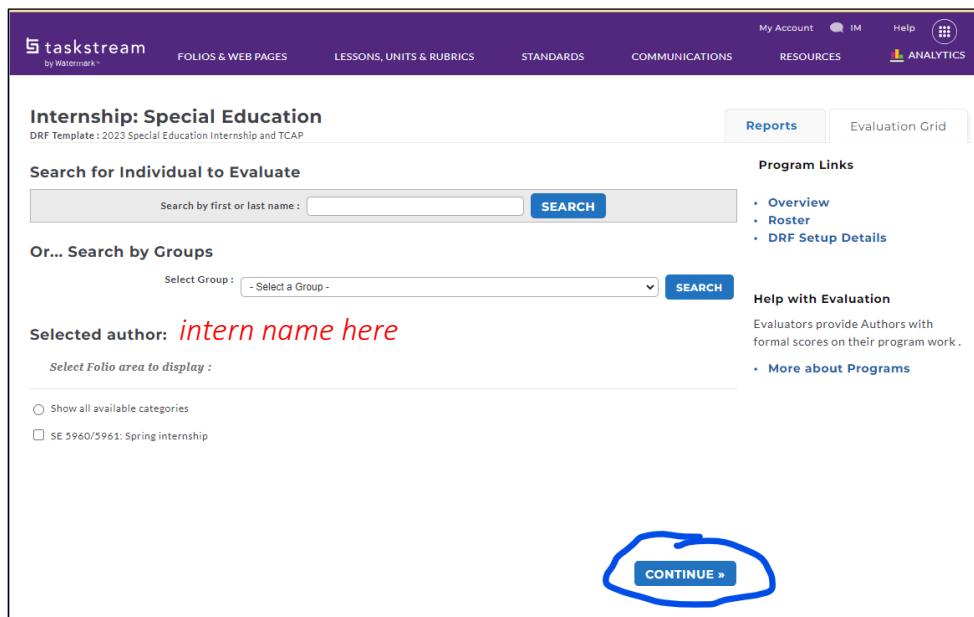
Your next screen will look like this:

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.
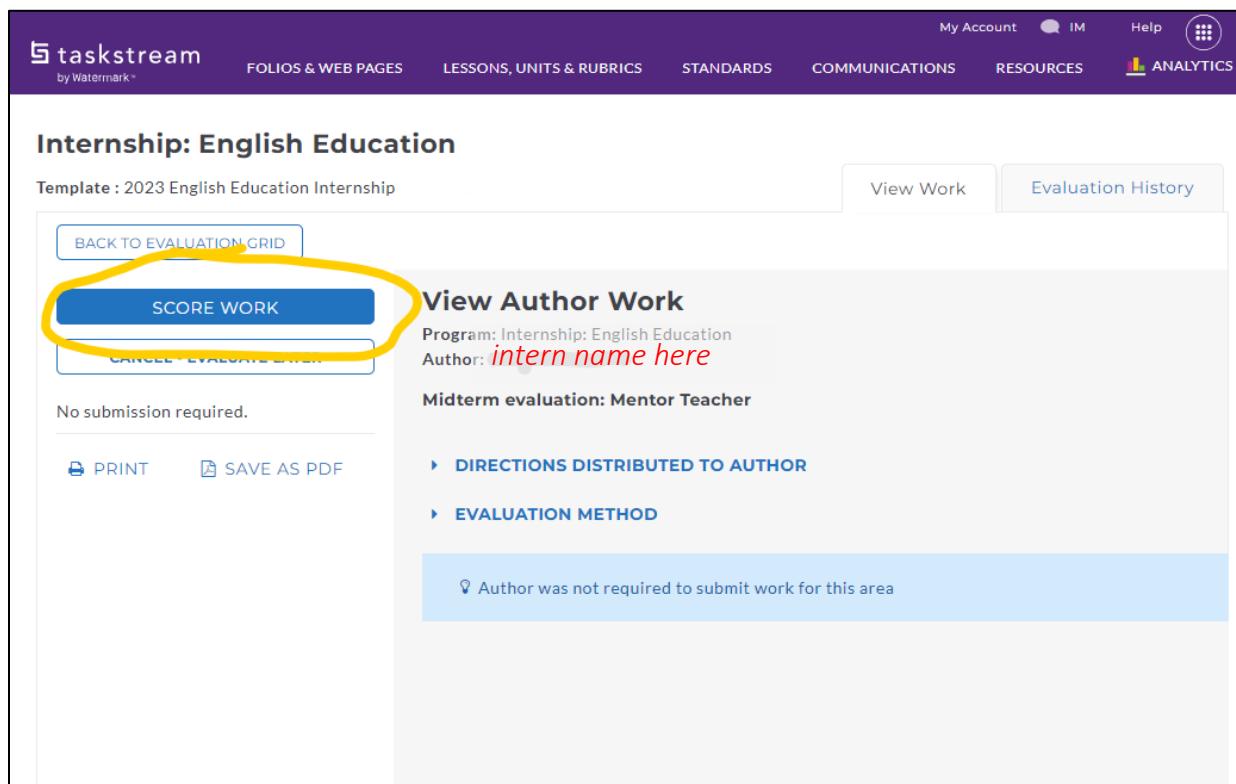
Click score work. The next screen looks like this:

You can use your mouse to hover over a column, it will turn yellow.
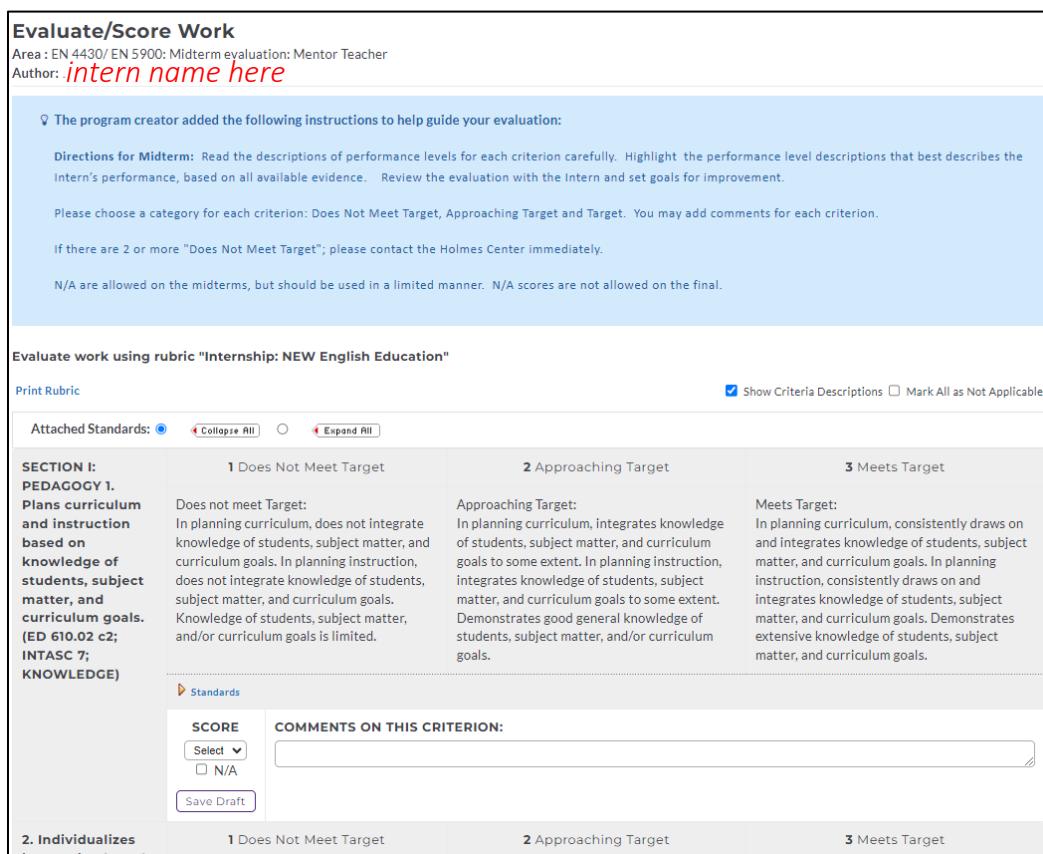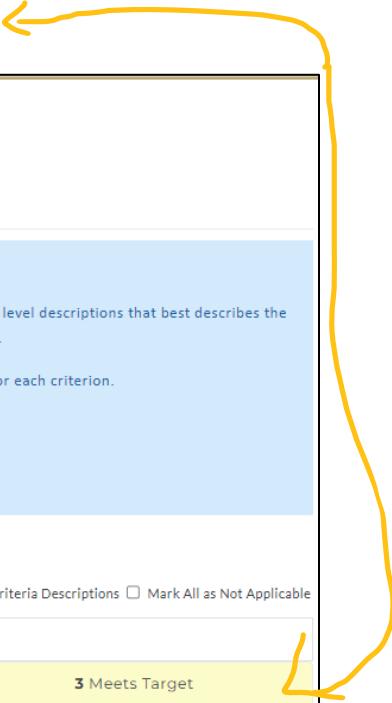
Evaluate/Score Work
Area : EN 4430/ EN 5900: Midterm evaluation: Mentor Teacher
Author: *intern name here*

💡 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: ⦿ ◀ Collapse All   ○ ◀ 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
	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.

▶ Standards

SCORE   COMMENTS ON THIS CRITERION:
[2 ▾]
☐ N/A
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 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.