

# **Taskstream Handbook**

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## **Evaluators (Instructors)**



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*If you have any questions, please do not hesitate to contact us at  
[coedassessment@uncc.edu](mailto:coedassessment@uncc.edu)*

## Glossary of Taskstream Terms:

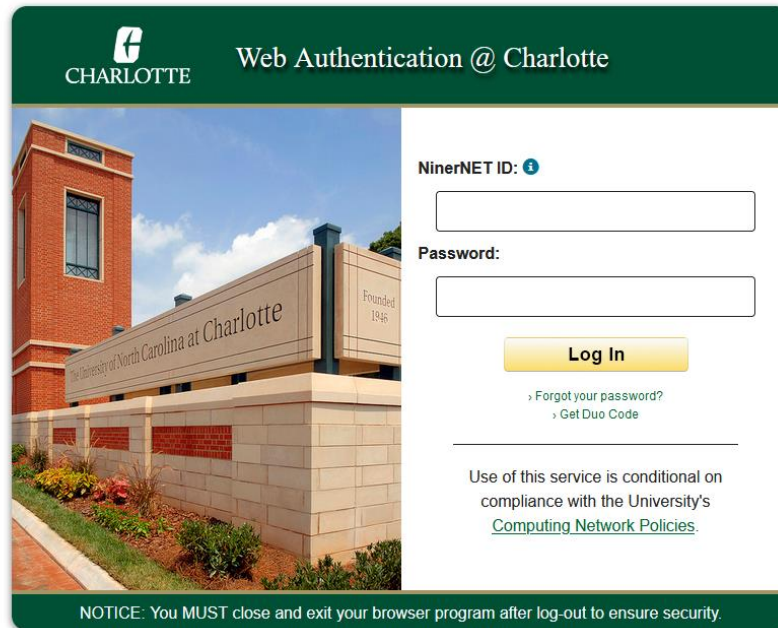
<u>Author:</u>	“Author” is the Taskstream word for “student” ... the student is the author of the work.
<u>Evaluator:</u>	The person who is scoring the work, usually the course instructor.
<u>DRF:</u>	Directed Response Folio. This is the portfolio program that you are working on when you are logged into Taskstream. A person can be enrolled in more than one DRF. All the DRFs you are enrolled in are available from your Taskstream homepage.
<u>Enrollment Code:</u>	Students (and instructors who wish to see the “student view” of the DRF) must use a designated enrollment code to join the correct DRF portfolio. Each DRF has a different enrollment code. To obtain a list of enrollment codes and select the correct one for your program, go to <a href="http://education.charlotte.edu/taskstream">http://education.charlotte.edu/taskstream</a> and click on “Enrollment Codes”
<u>Taskstream:</u>	Taskstream is the designated assessment system for the Cato College of Education at UNC Charlotte.

**To begin using your Taskstream DRF programs, please follow the directions for Evaluators (Instructors) below.**

# Logging in for the first time

## Step 1: Log In

To begin, go to <https://taskstream.charlotte.edu> and log into Taskstream using your assigned NinerNet ID and password. \*



CHARLOTTE Web Authentication @ Charlotte

NinerNET ID:

Password:

**Log In**

[Forgot your password?](#)  
[Get Duo Code](#)

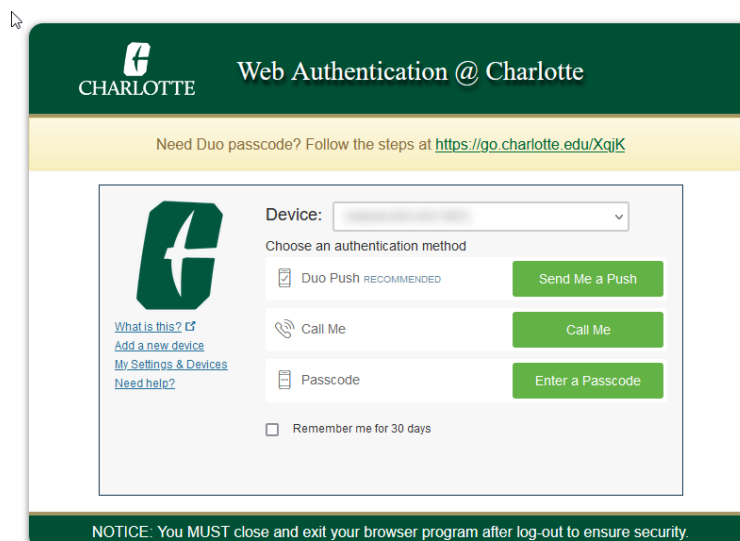
Use of this service is conditional on compliance with the University's [Computing Network Policies](#).

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

**\*Note:** if you receive an error message saying you do not have a Taskstream account, send an email with your name, UNC Charlotte ID number, Niner Net username and UNC Charlotte email address requesting a Taskstream account to [taskstream@uncc.edu](mailto:taskstream@uncc.edu). DO NOT purchase or renew a membership.

## Step 2: Duo Code

Duo notification will pop-up which will force you to accept. (Please disable all pop-up blockers at this point)



CHARLOTTE Web Authentication @ Charlotte

Need Duo passcode? Follow the steps at <https://go.charlotte.edu/XqjK>

**f**

[What is this?](#)  
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Device:

Choose an authentication method

☒ Duo Push RECOMMENDED **Send Me a Push**

☐ Call Me **Call Me**

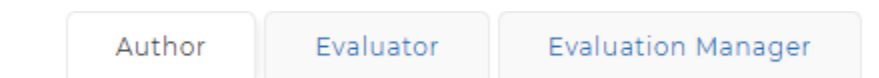
☐ Passcode **Enter a Passcode**

☐ Remember me for 30 days

NOTICE: You MUST close and exit your browser program after log-out to ensure security.

## Enrolling and Accessing Your DRF Program(s) (THE PORTFOLIO)

1. When you log in, you may see one or more tabs. Depending on what you are wanting to do in Taskstream will depend on which tab you need to be under.



**Author** allows you to view a portfolio as a student.






**Evaluator** allows you to view student submissions and score the work.

**Evaluation Manager** is only accessible to certain faculty members so you may not see this one.

2. Under the Evaluator tab, you will see a list of icons related to the portfolios that you have access and students are able to submit assignments to you.

**\* If you do not see any portfolios or need to be added to additional portfolios, send an email to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) so you can be set up.**

Some portfolios have icons; that's okay (some examples appear below). The portfolios may also be listed by name. All **undergraduate and graduate certificate students** will use the "edTPA Practice + Dispositions" portfolio for their program. All **advanced programs (including PhD, EdD, MeD, MAT, MA, MSA, MS, post-master's graduate certificate add-on, and all counseling majors)** will use the portfolios designated by a bookworm!

Portfolio title	Portfolio icon
"edTPA Practice + Dispositions (content area)"	
"Advanced Programs (content area)"	
"Spring/Fall 20XX: ST-GI End of Semester" (for student teachers only)	
Default icon (used for non-licensure portfolios)	
"Field Experiences Portfolio" & "Student Teaching Application"	
Others as needed	Various

# How to Access Student Work

There are TWO ways that you may access student work.

#1 - The first is the easiest & fastest way for evaluating multiple students. You should use this option when you are grading multiple assignments; OR have multiple students and/or have students who are in different portfolios.

1. From the home screen, click on the 'evaluation required' button.

(Note: student work that has been evaluated by you, but NOT yet released to the author will appear in the 'awaiting release' button. If this button is having a **1+**, please go in and ensure you release ALL evaluations, and please ensure this is reviewed and completed **every semester!**)

The screenshot displays the 'taskstream | LAT' interface. The top navigation bar includes links for 'taskstream | LAT', 'FOLIOS & WEB PAGES', 'LESSONS, UNITS & RUBRICS', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', 'TS COORDINATOR', and 'ANALYTICS'. On the right, there are links for 'OFE Manager', 'My Account', 'Logout', 'Help', and 'University of North Carolina Charlotte'.

The main content area is titled 'Evaluate a program'. It features a green arrow pointing to the 'Evaluator' tab, with the text 'Make sure you are on the Evaluator Tab.' A red box highlights the 'EVALUATION REQUIRED' button, which has a '1+' indicator. A note in the red box states: '#1 - On the evaluator tab, click on the "Evaluation Required" button. Note -There will be 1+ if student work is ready to be evaluated.' Another red box highlights the 'AWAITING RELEASE' button, which also has a '1+' indicator. A note in this box states: 'Please click on this button if there is a 1+. This means that there are student assignments that you have evaluated BUT NOT yet released to the student.'

The 'ALL ITEMS' section shows four program cards, each with a 'DRF PROGRAM' icon and a title: '(Advanced Programs) AIG CERT & Med', '(Advanced Programs) CHFD MAT & Med', '(Advanced Programs) EDLD EdD', and '(Advanced Programs) EdD CERT & Med'. Each card displays 'Evaluation Required' and 'Awaiting Release' counts, both with '1+' indicators.

On the right side, there is a 'Search for Items' section with a search bar and a 'Go' button. Below it is a 'My Links' section with links for 'Messages', 'Announcements', and 'Add a Link'. Further down is a 'My Folders' section with a list of folders, including 'Recent', 'Dispositions rubrics - all', 'EDLD EdD', 'ELED MAT Med (& Math Add-on)', 'Field Experiences Rubrics - all', 'Instructional Systems Technology', 'Licensure Evidences Rubrics', 'Rubrics - Academic', 'Rubrics - Assessment and', 'Rubrics - Beginning Lesson', 'Outdated edTPA rubrics - all (2013 or earlier)', 'Outdated Forms - ALL', 'Student Teaching Application', 'Task 1 (+ content) - all', 'Task 2 - all', and 'Task 3 rubrics - all'. A red box highlights the 'Search for Items' section with the text: 'Please note: this is NOT where you may search for a specific student'.

2. On the next screen, you will be able to either search for an individual student OR select one or all of the portfolios you are an evaluator for. (Portfolios which have items requiring your evaluation will have an exclamation point (!) next to the name.) Click **Continue**.

## Display Preferences

Directions: To view items to evaluate, first complete the following selections. Please note: You can only select 50 programs at a time.

[Help on this Page](#)

Search for One Author (Name or Student ID):

SEARCH

### Or... Select Programs to Evaluate (Max. 50)

**DISPLAY PREFERENCES:** ☐ Include Overall Folio Evals ☐ Include No Submission Requirements ☐ Include inactive (expired) authors ☐ Only those evaluations sent back

(!) = Programs that currently have items requiring attention

CANCEL

CONTINUE

Apply Date Filter: From: To:

Quick select: - Select Program Group - Uncheck All

- ☐ (Advanced Programs) AIG CERT & Med (!)  
☐ (Advanced Programs) EDLD EDLR EdD (!)  
☐ (Advanced Programs) ELED MAT, MED, & Math add-on (!)  
☐ (Advanced Programs) MDSK MAT, MA, & MED (!)  
☐ (Advanced Programs) READ MED (!)  
☐ (Advanced Programs) SPED PhD (!)  
☐ (Initial Programs) Social Work (!)  
☐ Counseling (PhD only) (!)  
☐ edTPA FINAL Early Childhood (B-K) (!)  
☐ edTPA FINAL Elementary Ed Literacy Only (!)  
☐ edTPA FINAL Middle Grades Math (!)  
☐ edTPA FINAL Middle Grades Social Studies (!)  
☐ edTPA FINAL Secondary English (!)  
☐ edTPA FINAL Secondary Science (!)  
☐ edTPA FINAL Special Education (!)  
☐ edTPA FINAL Special Education (!)
- ☐ (Advanced Programs) CHFD MAT & MED (!)  
☐ (Advanced Programs) EIST CERT & MED (!)  
☐ (Advanced Programs) MDSK Curriculum & Instruction PhD (!)  
☐ (Advanced Programs) MSA Master's & GC add-on (!)  
☐ (Advanced Programs) SPED MAT, MED, & ASD add-on (!)  
☐ (Initial Programs) READ Minor (!)  
☐ Counseling (Master's-level) (!)  
☐ Demonstration DRF (!)  
☐ edTPA FINAL Elementary Ed combo (incl Task 4) (!)  
☐ edTPA FINAL Middle Grades English/LA (!)  
☐ edTPA FINAL Middle Grades Science (!)  
☐ edTPA FINAL Performing Arts (!)  
☐ edTPA FINAL Secondary Math (!)  
☐ edTPA FINAL Secondary Social Studies (!)  
☐ edTPA FINAL TESOL (!)  
☐ edTPA FINAL TESOL (!)

3. The following screen will show all the students who have work submitted to you for evaluation. To access the work that has been submitted, click **Evaluate**. In order to see submissions, student MUST select you as the evaluator. You will not see a submission until the student has selected and submitted the work to you.

## All Items Requiring Evaluation

GET LATEST DATA

MORE DISPLAY PREFERENCES

PRINT VIEW

EXCEL

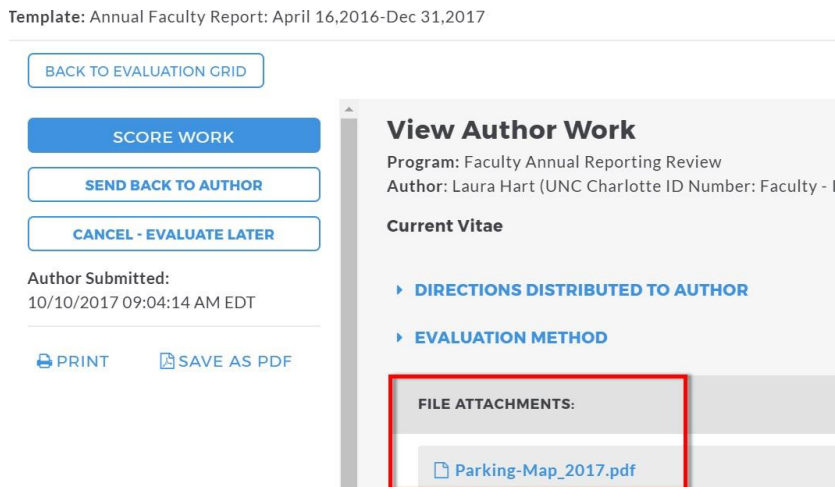
Directions: The list below shows items awaiting evaluation sorted by the oldest submissions to the newest. To resort the list in a different way, click on the column headings.

[Help on this Page](#)

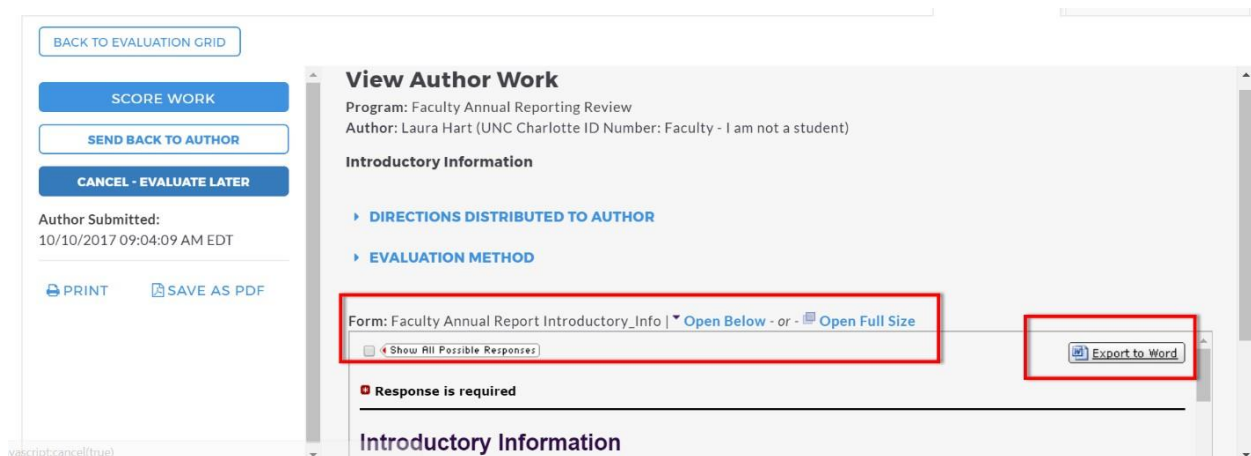
FILTER BY: Show All Programs (w/ Submissions)						
<b>INCLUDE:</b> <input type="checkbox"/> Include overall folio evaluations <input type="checkbox"/> Include "No Submission required" Items <input type="checkbox"/> Include inactive (expired) authors <input type="checkbox"/> Only Include Sent Back Evals						
<b>Update List</b>						
<a href="#">&lt; PREVIOUS</a>		Page 1 of 206 <a href="#">Go</a>			<a href="#">NEXT &gt;</a>	
SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE
1. 08/29/2011 9:43 am (EDT)	Henry UNC Charlotte ID Email: [redacted]	Submitted Evaluate	EE2 Content	Assignment Title	Demonstration DRF	Demonstration DRF
2. 05/09/2012 4:09 pm (EDT)	Manager, College of Education UNC Charlotte ID Number: [redacted] Email: [redacted]	Submitted Evaluate	EE6 Candidate Prof. Dev. Plan	Part B Prof Development Plan	Demonstration DRF	Demonstration DRF
3. 03/25/2014 8:46 am (EDT)	UNC Charlotte ID Number: [redacted]	Submitted Evaluate	TESL (Grad. Certificate)	Outdated Begi Less Plan (prior F14)	edTPA Practice + Dispositions TESL-GRAD CERT	edTPA PRACTICE - TESL-GRAD CERT. (Sept. 2016 rubrics)

4. To access the work, you can do one of the following depending on the type of submission completed.

A. To view an attachment, click on the attachment directly:



B. To view a form, click “Open Below” or “Open Full Size” if you want the response to open in a separate window. Note you can also export the form responses in Word if you wish. **(MAKE SURE YOUR POP UPS ARE NOT BLOCKED FOR TASK STREAM)**



5. To Score the submissions, click the **Score Work** button. A pair of side-by-side pop-up windows open, one with the work submission on left and the second with the evaluation method on right. **(MAKE SURE YOUR POP UPS ARE NOT BLOCKED FOR TASK STREAM)**.





- In the Evaluation area, to search for a particular author, type the first or last name in that field, and click **Search**.

## Display Preferences

Directions: To view items to evaluate, first complete the following selections. Please note: You can only select 50 programs at a time.

[Help on this Pa](#)

Search for One Author (Name or Student ID):

**SEARCH**

### Or... Select Programs to Evaluate (Max. 50)

**DISPLAY PREFERENCES:** ☐ Include Overall Folio Evals ☐ Include No Submission Requirements ☐ Include inactive (expired) authors ☐ Only those evaluations sent back

**(1)** = Programs that currently have items requiring attention

- You will be asked if you want to view all parts of the authors work. Select the pieces you want to see. Remember: not all faculty will have completed all pieces. Click **Continue**.
- You should see the student's name on the left along with **purple buttons** that say Evaluate. You will click on the buttons to begin a review of the submission.

Manager, OFE <input type="checkbox"/> Release all for author <a href="#">Contact</a>	Work Not Started	Work Not Started	<b>Evaluate</b>	<b>Evaluate</b>	<b>Evaluate</b>	Work Not Started	No Access	No Access
---	------------------	------------------	-----------------	-----------------	-----------------	------------------	-----------	-----------

- To access the work, you can do one of the following depending on the type of submission completed.

- To view an attachment, click on the attachment directly:

Template: Annual Faculty Report: April 16,2016-Dec 31,2017

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:  
 10/10/2017 09:04:14 AM EDT

[PRINT](#) [SAVE AS PDF](#)

### View Author Work

Program: Faculty Annual Reporting Review  
 Author: Laura Hart (UNC Charlotte ID Number: Faculty - I

**Current Vitae**

- [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- [EVALUATION METHOD](#)

**FILE ATTACHMENTS:**

- [Parking-Map\\_2017.pdf](#)

- To view a form, click "Open Below" or "Open Full Size" if you want the response to open in a separate window. Note you can also export the form responses in Word if you wish. **(MAKE SURE YOUR POP UPS ARE NOT BLOCKED FOR TASK STREAM)**

BACK TO EVALUATION GRID

**SCORE WORK**

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
10/10/2017 09:04:09 AM EDT

PRINT SAVE AS PDF

### View Author Work

Program: Faculty Annual Reporting Review  
Author: Laura Hart (UNC Charlotte ID Number: Faculty - I am not a student)

**Introductory Information**

► DIRECTIONS DISTRIBUTED TO AUTHOR

► EVALUATION METHOD

Form: Faculty Annual Report Introductory\_Info | Open Below - or - Open Full Size

Show All Possible Responses

Response is required

Export to Word

vascript:cancel(true)

6. To Score the submissions, click the **Score Work** button. A pair of side-by-side pop-up windows open, one with the work submission on left and the second with the evaluation method on right. (**MAKE SURE YOUR POP UPS ARE NOT BLOCKED FOR TASK STREAM**).

**Demonstration DRF**

Template: Demonstration DRF

BACK TO ALL ITEMS

**SCORE WORK**

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
08/29/2011 09:43:15 AM EDT

PRINT SAVE AS PDF

### View Author Work

Program: Demonstration DRF  
Author: (UNC Charlotte ID Number: 00)

**Assignment Title**

► DIRECTIONS DISTRIBUTED TO AUTHOR

► EVALUATION METHOD

FILE ATTACHMENTS:

6666

### Evaluate/Score Work

Area: EE2 Content Knowledge: Assignment Title  
Author: (UNC Charlotte ID Number: )  
Work Submitted: 08/29/2011 09:43:15 AM (EDT)

Evaluate work using rubric "ELED GC EE2"

Print Rubric Show Criteria

Attached Standards: Collapse All Expand All

3.b.1 As evidenced by the following indicators:	1 Emergent/Developing	2 Proficient	3 Accomplished
Content is typically confusing or contains many errors.	Most of the content is accurate but there may be one or two factual errors	All content is accurate and thorough	Content is accurate, thorough, and presented in a clear and concise manner.

**SCORE**

Select

Save Draft

**COMMENTS ON THIS CRITERION:**

No criterion label specified

1 Emergent/Developing	2 Proficient	3 Accomplished
Some essential knowledge about the topic is presented. However there is little to no evidence of analysis, synthesis or interpretation of the information presented.	Includes essential knowledge about the topic. Some attempts to analyze, synthesis, and/or interpret information	Covers topic with evidence, analysis, and interpretation. Information presented is clear and concise.

You will see where you can score and make comments on the Rubric for each criteria

## How to use the Rubrics:

7. Depending what you are evaluating, your evaluation type will differ:

The UNCC COED uses 2 different evaluation types: the **met/not met** method, and **evaluate with a rubric** method.

### How to Use the *Met/Not Met* Method

Select whether or not the student has completed the assignment as described.

**Evaluate/Score Work**  
Area: Terms of Agreement: Plagiarism Detection Agreement  
Author: OFE Manager (UNC Charlotte ID Number: Faculty - I am not a student)  
Work Submitted: 10/10/2017 03:43:19 PM (EDT)

Final mark: Does this work meet requirements?

**SCORE**

☐ Meets Requirement **Overall Comments:**

☐ Does not Meet

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO
	<input type="text"/> <input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

### How to Use the *Rubric* Method:

For each Rubric Criterion, enter the appropriate score. Select SCORE, and indicate the correct score. Please make sure to follow the rating scale for that particular rubric.

**taskstream** FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS

**edTPA Practice + Dispositions ELED PORTFOLIO**  
Template: edTPA ELED PRACTICE PORTFOLIO

**SCORE WORK**

Author Submitted:  
01/22/2019 01:27:24 PM EDT

**View Author Work**  
Program: edTPA Practice + Dispositions ELED  
Author: [redacted] (UNC Charlotte ID Number: [redacted])  
Planning a Unit of Instruction (T1)

**EVALUATION METHOD**

**FILE ATTACHMENTS:**

**Evaluate/Score Work**  
Area: edTPA Practice - ELED: Planning a Unit of Instruction (T1)  
Author: [redacted]  
Work Submitted: 01/22/2019 01:27:24 PM (EDT)

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

Evaluate work using rubric "edTPA Rubrics 1-5 + content ELED (T1) (Sept 2016 LC"

Print Rubric

Rubric 1: Planning for Literacy Learning	EMERGING	EMERGING	P
Candidate's plan for instruction focus solely on literacy skills without connections to any essential literacy strategy for comprehending OR composing text. <del>There are significant content inaccuracies that will lead to student misunderstandings. OR Standards, objectives and learning tasks and materials are not aligned with each other.</del>	Candidate's plans for instruction support student learning of skills with vague connections to the essential literacy strategy for comprehending OR composing text.	Can for i. built to si of 2. liter for c OR i 2. v. con rela	

**SCORE** **COMMENTS ON THIS CRITERION (OPT)**

Select

Rubric 2: Planning EMERGING EMERGING P

## Submitting an Evaluation

For all evaluations, from the bottom of the page select one of the three Next Steps. **It is highly recommended that all evaluators select “Record as final and release evaluation to author now.”** Click **Submit Evaluation Now**.

Final Score

**SCORE**

Rubric Total :  
24.00

Final score is  
automatically computed  
based on criteria scores

Overall Comments :

Save Draft

Attach files - Optional ( Up to 3 files )

NAME	FILE (5 MB MAX )	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>

Add More Files

### Next Steps

Decide  
what to  
do with  
this  
evaluation

☐ Send back for revision

This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.

☒ Send external email notification

☐ Record as final but release evaluation to author later

☒ Record as final and release evaluation to author now

Author will immediately receive this evaluation report.

☒ Send external email notification

CANCEL

CHECK SPELLING

SAVE DRAFT

PREVIEW

SUBMIT EVALUATION NOW

## Send Back to Student for Revision

1. At the Evaluation Screen, you will select the Send Back for Revision. Make sure to check the Send external email notification to the student. You can provide overall comments to the student before submitting.

Final Score

### SCORE

Rubric Total :  
24.00

Final score is  
automatically computed  
based on criteria scores

Overall Comments :

Save Draft

Attach files - Optional ( Up to 3 files )

NAME	FILE (5 MB MAX )	VISIBLE TO AUTHOR?
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add More Files"/>		

### Next Steps

Decide  
what to  
do with  
this  
evaluation

☒ **Send back for revision**

This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.

☒ Send external email notification

☐ **Record as final but release evaluation to author later**

☐ **Record as final and release evaluation to author now**

Author will immediately receive this evaluation report.

☒ Send external email notification

CANCEL

CHECK SPELLING

SAVE DRAFT

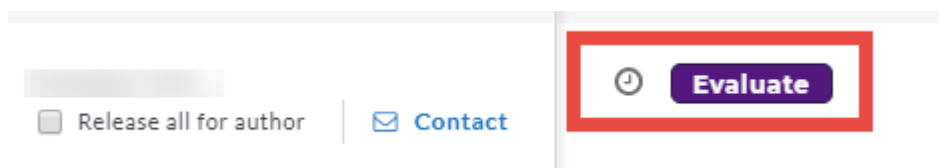
PREVIEW

SUBMIT EVALUATION NOW

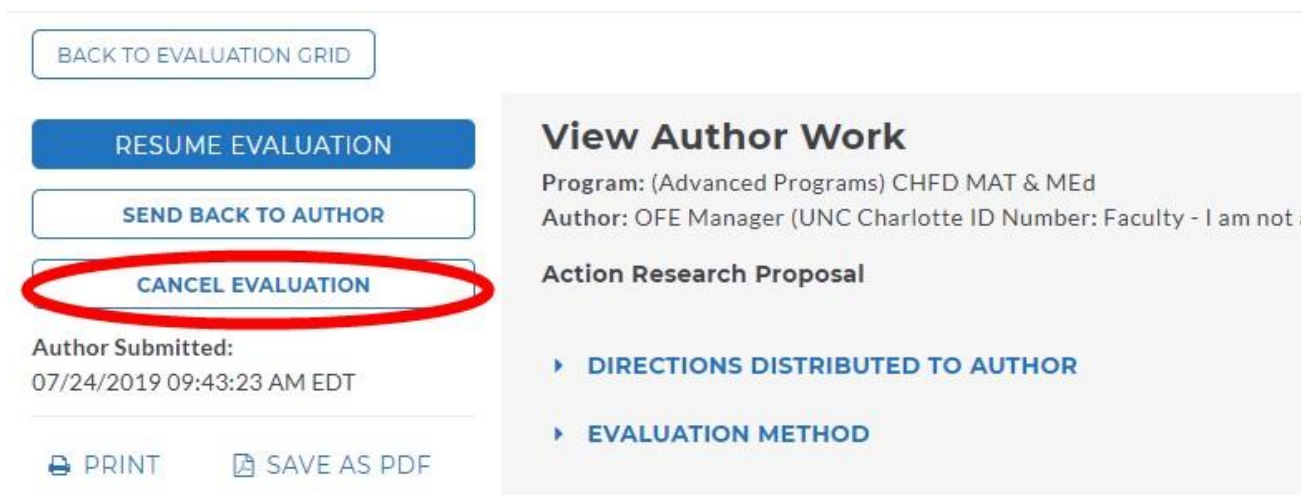


## Cancelling an Evaluation in Progress

1. Evaluators can cancel an evaluation that is in progress by clicking the name of the portfolio in which they wish to cancel an evaluation. He or she should then choose the filter for the appropriate requirements and select Show everyone - all items (do not filter).
2. For work submissions where an evaluation is in progress, a clock icon will appear next to Evaluate Button.



3. The Evaluator should click the Evaluate Button, then click the Cancel Evaluation button in the upper-left hand corner of the screen.



4. The student will now be able to cancel the work submission and edit their work. In the Work tab of their DRF, the student should go to the requirement they need to edit and click the Cancel Submission button in the upper-right area of the page. Canceling the submission will unlock the work and allow the student to make changes and corrections before submitting the work again.

**PLEASE NOTE:** If your evaluation has already been completed, only an evaluation manager will be able to cancel the evaluation. Send an email to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) with the name of the student and assignment that you wish to cancel an evaluation.

# Evaluating Dispositions

## Evaluating the Dispositions Portfolio for Course Instructors in all Programs

*Note: these directions are tailored to evaluating Dispositions assessments. The steps are the same for completing all Taskstream evaluations.*

Remember: You have two methods to access student submissions in order to evaluate:

- [Use Evaluation Shortcuts](#)
- **OR**
- [View and Evaluate by Program](#) [?] this is a listing of all the portfolios (DRFs) our students are enrolled in that you have been given access to. You will have to select a portfolio (DRF) to evaluate

**Step 1:** After you click the **Evaluate** button, you will see the evaluation screen for one of these types of dispositions.

**Dispositions Self-Assessment 1** is the entry dispositions where the student completes a self-assessment and the instructor indicates as **met or not met** in evaluation.

**Dispos Self Assess 2 + Instruct Eval** is the mid-point disposition where the student completes a self-assessment and the instructor completes a **numeric evaluation**.

**Exit Survey & Program Exit Dispo** is the final disposition where the student completes an exit survey with an affirmation to commit to continue display of professional disposition. This is a **met or not met** evaluation.

**(ADVANCE Programs ONLY)**

**Step 2:** Complete the evaluation based on the criteria provided. You will see the evaluation method and the option to open the student's responses from the self-assessment. Click on Score Work to begin evaluation.

### Dispositions Self-Assessment 1 Screen:

← BACK TO ALL ITEMS

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
01/09/2017 06:34:29 AM EDT

PRINT SAVE AS PDF

OVERVIEW DISTRIBUTED TO AUTHOR

EVALUATION METHOD  
Final scoring method : Evaluator marks as "Meets Requirement/Does not Meet Requirement"

Disposition Self-Assessmt 1 (Entry)

DIRECTIONS DISTRIBUTED TO AUTHOR

EVALUATION METHOD

Form : Candidate Dispositions Self-Assessment+Commit (11-15-2018) Open Below -or- Open Full Size



## Dispo Self Assess 2 + Instruct Eval (midpoint) Screen:

« BACK TO ALL ITEMS

**SCORE WORK**

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
12/12/2016 10:49:58 AM EDT

PRINT SAVE AS PDF

### View Author Work

Program: (Advanced Programs) MDSK MAT, MA, & Med  
Author: Nalda Seidman (UNC Charlotte ID Number: 800569781)

**Dispo Self-Assess 2+Inst Eval (Mid)**

- OVERVIEW DISTRIBUTED TO AUTHOR
- EVALUATION METHOD**
  - A rubric is used in this Evaluation.
  - Name of rubric : Assessment of Professional Dispositions\_11-15-18 [ [View rubric](#) ]
  - Final scoring method : Score is computed based on the total cumulative points author has attained
- Dispo Self-Assess 2+Inst Eval (Mid)
  - DIRECTIONS DISTRIBUTED TO AUTHOR
  - EVALUATION METHOD

Form : Candidate Dispositions Self-Assessment+Commit (11-15-2018) | [Open Below](#) or [Open Full Size](#)

## Exit Survey & Program Exit Dispo (advanced programs only) Screen:

« BACK TO ALL ITEMS

**SCORE WORK**

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:  
05/14/2020 10:29:11 AM EDT

PRINT SAVE AS PDF

### View Author Work

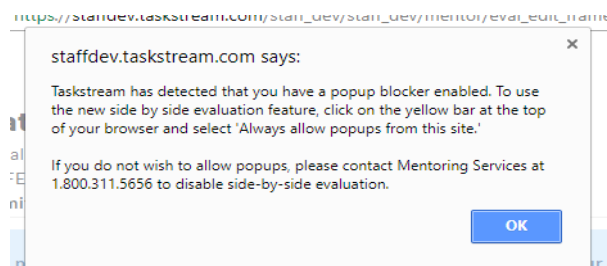
Program: (Advanced Programs) MDSK MAT, MA, & MED  
Author: Margaret Infantino (UNC Charlotte ID Number: 801043246)

**Exit Survey & Program Exit Dispo**

- OVERVIEW DISTRIBUTED TO AUTHOR
- EVALUATION METHOD**
  - Final scoring method : Evaluator marks as "Meets Requirement/Does not Meet Requirement"
- Exit Survey & Program Exit Dispo
  - DIRECTIONS DISTRIBUTED TO AUTHOR
  - EVALUATION METHOD

Form : Advanced Exit Survey\_MDLG SECD FLED TESL MAT Med\_12-13-16 | [Open Below](#) or [Open Full Size](#)

If you have disabled your pop-up blocker, a pop up will open in your computer window. Click okay. The evaluation screen will appear.



**Step 3:** You will enter the score based on the evaluation method.

**Met/Not Met – Click on one of the two.**

Final mark: Does this work meet requirements?

**SCORE**

☐ Meets Requirement    **Overall Comments :**

☐ Does not Meet

\_\_\_\_\_

\_\_\_\_\_

**Attach files - Optional ( Up to 3 files**

**Scoring Disposition Rubric – Click on the score for each criterion. A total score will populate at the end.**

Evaluate work using rubric "Assessment of Professional Dispositions\_T1-15-18"

[Print Rubric](#) ☒ Show Criteria Description

	0 Not Observed -- Level 0	1 Needs Improvement -- Level 1	2 Meets Expectations -- Level 2	3 Exceeds Expectations -- Level 3
<b>I. IMPACT 1. Demonstrate the belief that all individuals can succeed. 2. Respect and respond to individual needs. 3. Provide equitable learning and development opportunities for all. 4. Promote positive outcomes based on assessment results.</b>	1. There was no opportunity in this setting to observe/evaluate this indicator. 2. N/A 3. There was no opportunity in this setting to observe/evaluate this indicator. 4. There was no opportunity in this setting to observe/evaluate this indicator.	1. Does not set and convey high standards for all students (or, if in a leadership role, for colleagues); does not persist in helping all learners achieve success. 2. Behaves in a manner that is biased, discriminatory, intolerant, or close-minded. Resists working with some groups or individuals, makes derogatory remarks (publicly or privately), or rejects views based on factors such as gender, sexual orientation, exceptionalities, race, culture, religion, or socioeconomic background. These behaviors surface in written work and other expressions. 3. Displays inequitable treatment of learners; fails to provide extra assistance or alternative learning experiences when needed. 4. Gives preferential treatment to some individuals, or neglects others. 5. Does not consistently track student progress, or may fail to use assessment results to target student learning needs	1. Sets and conveys high standards for all students and/or colleagues as appropriate, and persists in helping those students/colleagues achieve success. 2. Consistently models respect for all people. Written work and other expressions reflect understanding of diversity (race, sexual orientation, gender, culture, exceptionalities, religion, socioeconomic status). 3. Displays equitable treatment of learners; provides appropriate experiences for all individuals in their care. 4. Consistently tracks student progress as part of the lesson plan design; uses formative and summative assessments in instructional designs; documents using assessment results to guide planning and instructional design for whole groups.	1. Consistently sets and conveys high standards for all students and colleagues as appropriate, and persists in helping those students/colleagues achieve success. 2. Consistently models respect for all people. Written work and other expressions reflect a commitment to diversity (race, gender, sexual orientation, culture, exceptionalities, religion, socioeconomic status). Seeks forums or leads efforts to advocate for equity and consideration of diverse perspectives through appropriate means. 3. Displays equitable treatment of learners; interacts in ways that support individual differences and diverse student experiences. Provides appropriate experiences for all individuals in their care. Works to influence others' provision of services for those beyond those in his/her immediate setting. 4. Consistently tracks student progress as part of lesson plan design; uses multiple sources of formative and summative assessment results in instructional designs; uses assessment results to design individual strategies for student success as well as whole-group learning.
<b>II. PROFESSIONAL IDENTITY AND</b>	0 Not Observed -- Level 0	1 Needs Improvement -- Level 1	2 Meets Expectations -- Level 2	3 Exceeds Expectations -- Level 3

**SCORE**

**COMMENTS ON THIS CRITERION:** \_\_\_\_\_

**Step 4:**

**Next Steps**

**Decide what to do with this evaluation**

- ☐ **Send back for revision**  
This report will be sent back as a provisional evaluation to help guide author's revision. The author will have to resubmit work in order to be evaluated.  
☒ Send external email notification
- ☐ **Record as final but release evaluation to author later**
- ☒ **Record as final and release evaluation to author now**  
Author will immediately receive this evaluation report.  
☒ Send external email notification

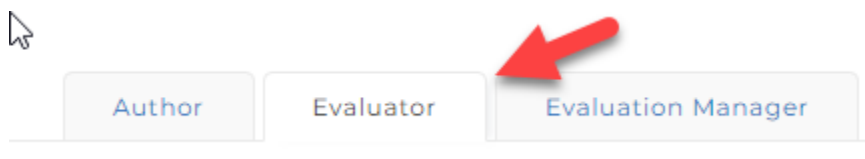
... and mark as final or send back for revisions as needed. Then click **Submit Evaluation Now.**

# Field Experiences Portfolio

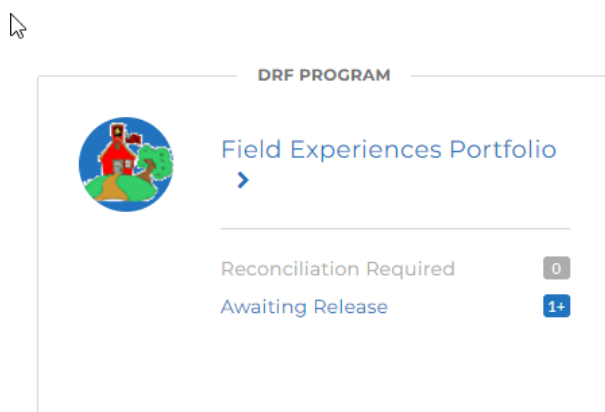
**NOTE:** All candidates in an initial teacher education program who are taking courses with clinical/field experiences component will need to upload and submit their attendance logs (along with YLI checklists and/or any other similar documentation) to the Field Experiences portfolio in Taskstream.

**Step 1:** Log into Taskstream.uncc.edu

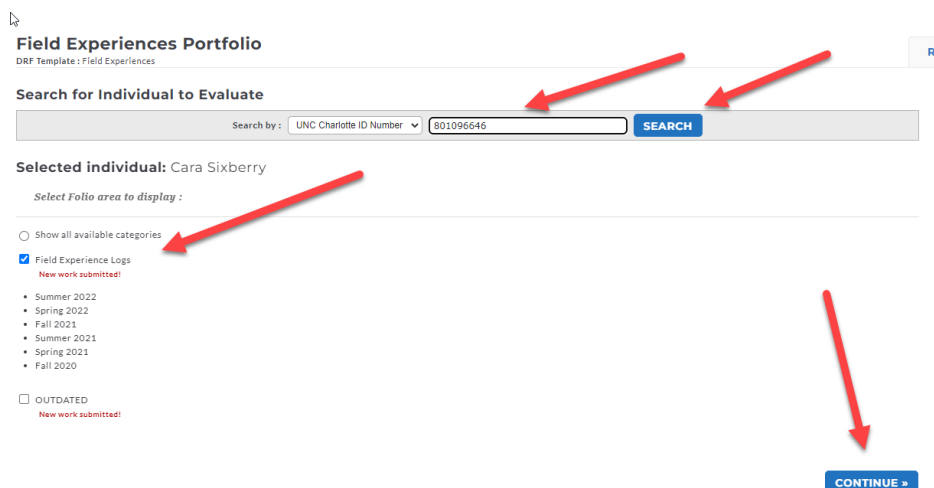
**Step 2:** Make sure you are on the Evaluator Tab.



**Step 3:** Click on the Field Experiences portfolio.



**Step 4:** You can search student name or search multiple people. You can search by name or id number. Click Continue.



**Step 5: You will see a list of students in the Evaluation Grid or just the student you searched.**

**Step 6: Decide which student you want to see work. Find the student's name and click on Evaluate.**

**Step 7: You will see the following screen. Click on the File Attachments which will download so you can view the student's clinical documentation.**

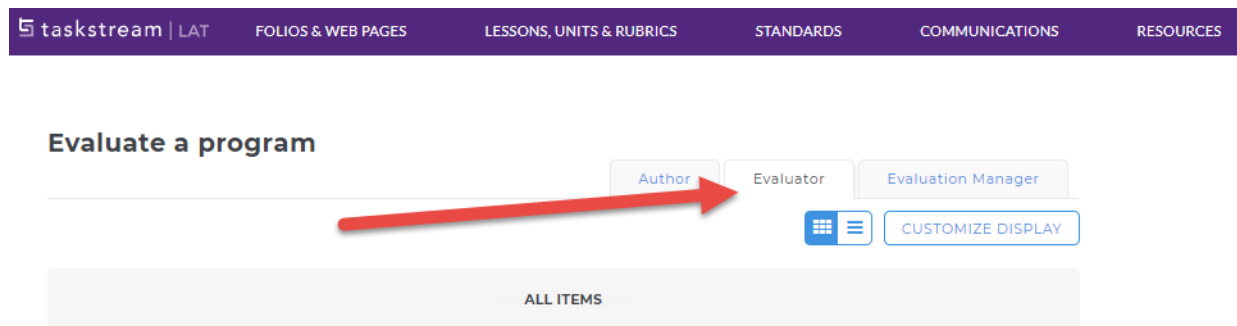
**Step 8: Once you are finished, click on the Back to Evaluation Grid button in the upper left corner. This will take you back to the student list on the evaluation grid.**

The screenshot shows the 'Field Experiences Portfolio' interface. On the left, a sidebar contains a button labeled 'BACK TO EVALUATION GRID' which is highlighted with a red box and an arrow pointing to it from the text 'CLICK HERE'. Below this are three buttons: 'SCORE WORK', 'SEND BACK TO AUTHOR', and 'CANCEL - EVALUATE LATER'. The 'SEND BACK TO AUTHOR' and 'CANCEL - EVALUATE LATER' buttons are crossed out with a large red 'X'. Below these buttons, it says 'Author Submitted: 12/15/2020 12:21:26 PM EDT' and 'PRINT' and 'SAVE AS PDF' icons. On the right, the main area is titled 'View Author Work' and shows 'Author: Cara Smith (UNC Charlotte ID Number: 811096646)' and 'Fall 2020'. Below this are two expandable sections: 'DIRECTIONS DISTRIBUTED TO AUTHOR' and 'EVALUATION METHOD'. At the bottom, there is a section for 'FILE ATTACHMENTS' with two files listed: 'clinical checklist (Cara's Copy).docx' and 'School Experiences and Attendance Log (3) Cara Copy.docx'. A red arrow points from the text 'DO NOT CLICK ON' to the 'View Author Work' title. In the top right corner, there are two buttons: 'View Work' and 'Evaluate'.

# Access Counseling MA Individual Clinical Logs and Complete a Faculty Sup Evaluation

Step 1: Log into Taskstream.uncc.edu

Step 2: Make sure you are on the Evaluator Tab.



Step 3: Click on the Counseling (Master's level) portfolio or DRF Program.



Step 4: You can search for an individual student or select your group. You will only see submissions for students that selected you as an evaluator.



## Counseling (Master's-level)

DRF Template : Counseling (all Master's-level programs)

You have new submissions

### Search for Individual to Evaluate

Search by : First/Last name



SEARCH

### Or... Search for Multiple people

Select Group :

OFE Manager's group (auto managed)



SEARCH

Step 5: Select the Assignments you want to see, All Individuals, and Activity within the last 6 months. Then click on Continue.

Selected group : OFE Manager's group (auto managed)

Select Folio area to display :

☐ Show all available categories

☒ Counseling Assignments (for all candidates in the Master's-level programs)

New work submitted!

- CPCE Exam Results
- RSCH 6101 - Article Critique
- Ethics Disposition Self-Assessment 1
- Knowledge Demonstration Quiz (RSCH 6109)
- Lifespan Development Exam
- Ethics Code Quiz
- Career Quiz
- CSLG 6145 Competencies Quiz
- Group Mid-Term Exam
- Mock Session Analysis
- Career Development Case Study
- Counseling Techniques-Basic Skills (Basic Counseling Skills-CSLG 6110)
- Practicum: Faculty Sup Final Eval (Dispositions Self-Assessment 2, (Practicum: Prof Counseling, Faculty Supervisor Final Evaluation))
- Practicum: Site Super Final Eval (Practicum: Professional Counseling, Site Supervisor's Final Evaluation)
- Internship 1: Faculty Sup Eval (Internship: Professional Counseling, Faculty Supervisor's Final Evaluation)
- Internship 1: Site Super Final Eval (Internship: Professional Counseling, Site Supervisor's Final Evaluation) "NOT FOR SCHOOL COUNSELING"
- Internship 2: Faculty Sup Eval (Internship: Professional Counseling, Faculty Supervisor's Final Evaluation)
- Internship 2: Site Super Final Eval (Internship: Professional Counseling, Site Supervisor's Final Evaluation) "NOT FOR SCHOOL COUNSELING"

☐ School Counseling ONLY (Assignments for candidates in the School Counseling track ONLY.)

☐ Mental Health Counseling ONLY (Assignments for candidates in the Mental Health track ONLY.)

☐ Play Therapy ONLY

☐ Addiction Counseling ONLY

☐ OUTDATED

New work submitted!

Select DRF Authors to display :

☒ All Individuals (do not filter)

☐ ONLY Individuals with items awaiting Evaluation

Select Time Slicing Options :

☒ Activity within last 6 months

☐ Any Time Period

☐ Activity In A Given Time Period Only

Include inactive subscribers

☐ Include inactive (expired) subscribers in search results

CONTINUE

Step 6: You will see a list of students in the Evaluation Grid.

#### DIRECTIONS

The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate

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

☐ Include inactive (expired) subscribers in search results

**LEGEND :** Work in Progress Submitted Needs Revision Resubmitted Evaluating

Counseling Assignments **Go**

☒ Show Mouseover Tips  
☐ Show Area Descriptions  
☒ Show Release Options

**Manager, OFE**  
☐ Release all for author [Contact](#)

CPCE EXAM RESULTS ( no submission req'd )	RSCH 6101 - ARTICLE CRITIQUE	ETHI DISPOS SEL ASSESS
<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area
<b>Evaluate</b>		Work Not Started

Step 7: Scroll over to the Practicum, Internship I or Internship II for Faculty Sup Eval that you will review or evaluate for the student.

**Update Display**

search results

Submitted Needs Revision Resubmitted Evaluation in Progress Evaluated Evaluation Released

PRACTICUM: FACULTY SUP FINAL EVAL	PRACTICUM: SITE SUPER FINAL EVAL	INTERNSHIP 1: FACULTY SUP EVAL	INTERNSHIP 1: SITE SUPER FINAL EVAL	INTERNSHIP 2: FACULTY SUP EVAL
<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area	<input type="checkbox"/> Release all for area
Work Not Started	Work Not Started	<b>Evaluate</b> Submitted : 03/23/21		Work Not Started

Step 8: Click on the purple Evaluate button.



Step 9: You will see a screen similar to below.

**Counseling (Master's-level)**

Template : Counseling (all Master's-level programs) View

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:  
03/23/2021 03:05:49 PM EDT

[PRINT](#) [SAVE AS PDF](#)

### View Author Work

Program: Counseling (Master's-level)  
Author: OFE Manager (UNC Charlotte ID Number: Faculty - I am not a student)

**Internship 1: Faculty Sup Eval (Internship: Professional Counseling, Faculty Supervisor Final Evaluation)**

- [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- [EVALUATION METHOD](#)

Form : Counseling Clinical Hourly Log | [Open Below](#) - or - [Open Full Size](#)

**FILE ATTACHMENTS:**

- [Hourly\\_Log\\_Spread\\_Sheet\\_protected.xlsx](#)

Step 10: Click on the Open Below to view the student's clinical log submission. You can scroll down to view the details and you can also export to Word.

Form : Counseling Clinical Hourly Log [Open Below](#) - or - [Open Full Size](#)

☐ Show All Possible Responses

**Response is required**

### Information for Verification of Graduate Counseling Experience

The information entered into this form will be used by the UNC Charlotte Department of Counseling faculty member verifying graduate counseling experience.

**Please indicate which field experience you are uploading the clinical log for:**

**Please select the semester you completed these clinical hours:**

**UNC Charlotte Counseling Intern Last Name**

[Export to Word](#)

**NOTE:** To download the Hourly log Spreadsheet. You will click on the attachment under the File Attachments section under the Clinical Hourly Log form.

**UNC Charlotte Counseling Intern Last Name**

**FILE ATTACHMENTS:**

 Hourly\_Log\_Spread\_Sheet\_protected.xlsx

Step 11: If you are completing an evaluation, then you will click on the Score Work. If not, then go to Step 14.

### Counseling (Master's-level)

Template : Counseling (all Master's-level programs)



[BACK TO EVALUATION GRID](#)

**SCORE WORK**

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:  
03/23/2021 03:05:49 PM EDT

 PRINT  SAVE AS PDF

Form : Counseling Clinical Hourly Log | [Open Below](#) - or - [Open Full Size](#)

☐ Show All Possible Responses

**Response is required**

**Information for Verification of Graduate Counseling Experience**  
The information entered into this form will be used by the UNC Charlotte Department of Counseling faculty members.

**Please indicate which field experience you are uploading the clinical log for:**

Internship I

**Please select the semester you completed these clinical hours:**

Spring 2021

**UNC Charlotte Counseling Intern Last Name**

**FILE ATTACHMENTS:**

Step 12: Complete scoring the evaluation based on the rubric that pops up. You can either click on the score rating or select it from the Score drop down.

### Evaluate/Score Work

Area : Counseling Assignments: Internship 1: Faculty Sup Eval (Internship: Professional Counseling, Faculty Supervisor Final Evaluation)

Author: OFE Manager (UNC Charlotte ID Number: Faculty - I am not a student)

Work Submitted : 03/23/2021 03:05:49 PM (EDT)

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

Evaluate work using rubric "Counseling (CCS-R) Practicum Evaluation Rubric\_4-11-16"

[Print Rubric](#)

☒ Show Criteria Descriptions

**1.A Nonverbal Skills  
(Includes Body Position,  
Eye Contact, Posture,  
Distance from Client,  
Voice Tone, Rate of  
Speech, Use of silence,  
etc. (matches client))**

**1 Harmful (1)**

Ignores client &/or  
gives judgmental  
looks.

**2 Unacceptable  
(2)**

Demonstrates  
limited nonverbal  
communication  
skills.

**3 Developing  
towards  
Competencies (3)**

Demonstrates  
inconsistency in his  
or her nonverbal  
communication  
skills.

**4 Demonstrates  
Competencies  
(4)**

Demonstrates  
effective  
nonverbal  
communication  
skills for the  
majority of  
counseling  
sessions (70%)

**5 Exceeds  
Expectations for  
Competencies (5)**

Demonstrates  
effective nonverbal  
communication  
skills, conveying  
connectedness &  
empathy (85%).

**SCORE**

Select ▼

**COMMENTS ON THIS CRITERION:**

Step 13: Once you have scored all criterion and select on if you are releasing the score, click on Submit Evaluation Now.

Next Steps

**Decide  
what to  
do with  
this  
evaluation**

☐ Send back for revision

This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.

☒ Send external email notification

☐ Record as final but release evaluation to author later

☐ Record as final and release evaluation to author now

Author will immediately receive this evaluation report.

☒ Send external email notification

CANCEL

CHECK SPELLING

SAVE DRAFT

PREVIEW


SUBMIT EVALUATION NOW

Step 14: If you are not completing an evaluation, then you will click on CANCEL-EVALUATE LATER button. This will take you back to the student list on the evaluation grid in Step 6.

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

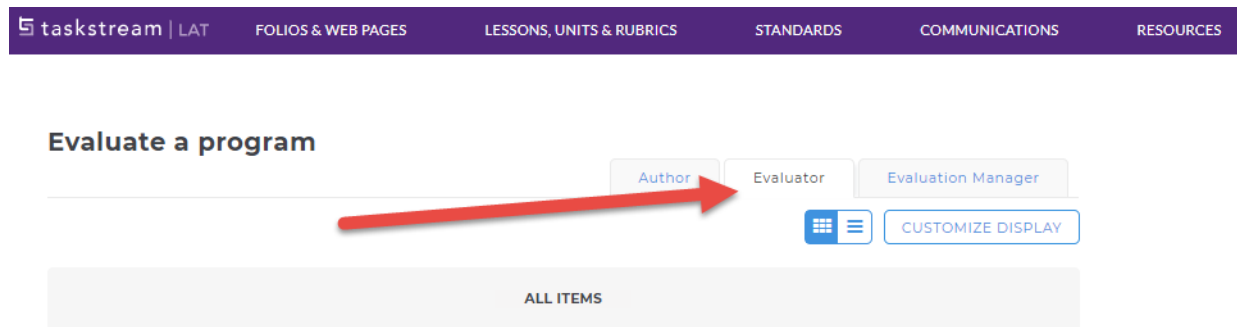


Author Submitted:

# Access & Complete Counseling MA Site Supervisor/Site Evaluation

Step 1: Log into Taskstream.uncc.edu

Step 2: Make sure you are on the Evaluator Tab.



Step 3: Click on the Counseling (Master's level) portfolio or DRF Program.



Step 4: You can search for an individual student or select your group. You will only see submissions for students that selected you as an evaluator.

## Counseling (Master's-level)

DRF Template : Counseling (all Master's-level programs)

You have new submissions

### Search for Individual to Evaluate

Search by : First/Last name

SEARCH

### Or... Search for Multiple people

Select Group :

OFE Manager's group (auto managed)

SEARCH

Step 5: Select the Assignments you want to see, All Individuals, and Activity within the last 6 months. Then click on Continue.

Selected group : OFE Manager's group (auto managed)

Select Folio area to display :

☐ Show all available categories

☒ Counseling Assignments (for all candidates in the Master's-level programs)  
New work submitted!

- CPCE Exam Results
- RSCH 6101 - Article Critique
- Ethics Disposition Self-Assessment 1
- Knowledge Demonstration Quiz (RSCH 6109)
- Lifespan Development Exam
- Ethics Code Quiz
- Career Quiz
- CSLG 6145 Competencies Quiz
- Group Mid-Term Exam
- Mock Session Analysis
- Career Development Case Study
- Counseling Techniques-Basic Skills (Basic Counseling Skills-CSLG 6110)
- Practicum: Faculty Sup Final Eval (Dispositions Self-Assessment 2, (Practicum: Prof Counseling, Faculty Supervisor Final Evaluation))
- Practicum: Site Super Final Eval (Practicum: Professional Counseling, Site Supervisor's Final Evaluation)
- Internship 1: Faculty Sup Final Eval (Internship: Professional Counseling, Faculty Supervisor's Final Evaluation)
- Internship 1: Site Super Final Eval (Internship: Professional Counseling, Site Supervisor's Final Evaluation "NOT FOR SCHOOL COUNSELING")
- Internship 2: Faculty Sup Final Eval (Internship: Professional Counseling, Faculty Supervisor's Final Evaluation)
- Internship 2: Site Super Final Eval (Internship: Professional Counseling, Site Supervisor's Final Evaluation "NOT FOR SCHOOL COUNSELING")

☐ School Counseling ONLY (Assignments for candidates in the School Counseling track ONLY)

☐ Mental Health Counseling ONLY (Assignments for candidates in the Mental Health track ONLY)

☐ Play Therapy ONLY

☐ Addiction Counseling ONLY

☐ OUTDATED

New work submitted!

Select DRF Authors to display :

☒ All Individuals (do not filter)

☐ ONLY Individuals with items awaiting Evaluation

Select Time Slicing Options :

☒ Activity within last 6 months

☐ Any Time Period

☐ Activity In A Given Time Period Only

Include inactive subscribers

☐ Include inactive (expired) subscribers in search results

CONTINUE +

Step 6: You will see a list of students in the Evaluation Grid.

DIRECTIONS

The grid below displays the categories, requirements, and statuses for each author that you are able to evaluate

SHOW :
All Individuals (do not filter)
Update Display

☐ Include inactive (expired) subscribers in search results

LEGEND :

P
Work in Progress

S
Submitted

Q
Needs Revision

R
Resubmitted

E
Evaluation in Progress

Counseling Assignments
Go

☒ Show Mouseover Tips
☐ Show Area Descriptions
☒ Show Release Options

Manager, OFE
☐ Release all for author
Contact

<div> CPCE EXAM RESULTS  ( no submission req'd )   <input type="checkbox"/> Release all for area   <div> S Evaluate </div> </div>	<div> RSCH 6101 - ARTICLE CRITIQUE   <input type="checkbox"/> Release all for area   <div> P </div> </div>	<div> ETHI DISPOS SEL ASSESS   <input type="checkbox"/> Release all for area   <div> P Work Not Started </div> </div>
---	--	---

Step 7: Scroll over to the Practicum, Internship I or Internship II for Site Sup Eval that you will review or evaluate for the student.

Update Display

search results

Submitted

Q Needs Revision

R Resubmitted

E Evaluation in Progress

✓ Evaluated

✓ Evaluation Released

<div> PRACTICUM: FACULTY SUP FINAL EVAL   <input type="checkbox"/> Release all for area   <div> P Work Not Started </div> </div>	<div> PRACTICUM: SITE SUPER FINAL EVAL   <input type="checkbox"/> Release all for area   <div> P Work Not Started </div> </div>	<div> INTERNSHIP 1: FACULTY SUP EVAL   <input type="checkbox"/> Release all for area   <div> S Evaluate  Submitted : 03/23/21 </div> </div>	<div> INTERNSHIP 1: SITE SUPER FINAL EVAL   <input type="checkbox"/> Release all for area   <div> P </div> </div>	<div> INTERNSHIP 2: FACULTY SUP EVAL   <input type="checkbox"/> Release all for area   <div> P Work Not Started </div> </div>
--	---	---	---	---

Step 8: Click on the purple Evaluate button.

Step 9: You will see a screen similar to below.

## Counseling (Master's-level)

Template : Counseling (all Master's-level programs)

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:  
02/14/2022 09:02:59 AM EST

[PRINT](#) [SAVE AS PDF](#)

### View Author Work

Program: Counseling (Master's-level)  
Author: OFE Manager (UNC Charlotte ID Number: Faculty - I am not a student)  
Practicum: Site Super Final Eval (Practicum: Professional Counseling, Site Supervisor's Final Evaluation)

▸ DIRECTIONS DISTRIBUTED TO AUTHOR

▸ EVALUATION METHOD

Form : Counseling Student Evaluation of Site and Site Supervisor | [Open Below](#) - or - [Open Full Size](#)

FILE ATTACHMENTS:

[UNC Charlotte edTPA Create an Account Instructions \(1 of 2\).pdf](#)

Step 10: Click on the Open Below to view the student's evaluation of the site supervisor and site. You can scroll down to view the details and you can also export to Word.

Form : Counseling Student Evaluation of Site and Site Supervisor | [Open Below](#) - or - [Open Full Size](#)

**Response is required**

**This evaluation is completed by the Counseling Student. It is based on the performance of the Site Supervisor as well as an evaluation of the Site that worked with the Counseling student during the practicum or internship. All responses are confidential and de-identified when aggregated for review.**

**Counseling Student Name**  
Please enter your name.  
Counseling Student First Name  
Test

Counseling Student Last Name  
test

**Name of University Supervisor**  
Please enter the name of your University Supervisor. Ex: Dr. John Nance

**NOTE:** To download the Site Supervisor's Evaluation of the Student. You will click on the attachment under the File Attachments section.



Step 11: If you are completing an evaluation, then you will click on the Score Work. If not, then go to Step 14.

### Counseling (Master's-level)

Template : Counseling (all Master's-level programs)

BACK TO EVALUATION GRID

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:

03/23/2021 03:05:49 PM EDT

PRINT

SAVE AS PDF

Form : Counseling Clinical Hourly Log | [Open Below](#) - or - [Open Full Size](#)

☐ Show All Possible Responses

Response is required

Information for Verification of Graduate Counseling Expe

The information entered into this form will be used by the UNC Charlotte Department of Counseling faculty memb

Please indicate which field experience you are uploading the clinical log for:

Internship I

Please select the semester you completed these clinical hours:

Spring 2021

UNC Charlotte Counseling Intern Last Name

FILE ATTACHMENTS:

Step 12: Complete scoring the evaluation based on the rubric that pops up. You can either click on the score rating or select it from the Score drop down.

### Evaluate/Score Work

Area : Counseling Assignments: Internship 1: Faculty Sup Eval (Internship: Professional Counseling, Faculty Supervisor Final Evaluation)  
 Author: OFE Manager (UNC Charlotte ID Number: Faculty - I am not a student)  
 Work Submitted : 03/23/2021 03:05:49 PM (EDT)

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

Evaluate work using rubric "Counseling (CCS-R) Practicum Evaluation Rubric\_4-11-16"

Print Rubric

Show Criteria Descriptions

1.A Nonverbal Skills (Includes Body Position, Eye Contact, Posture, Distance from Client, Voice Tone, Rate of Speech, Use of silence, etc. (matches client))	1 Harmful (1)	2 Unacceptable (2)	3 Developing towards Competencies (3)	4 Demonstrates Competencies (4)	5 Exceeds Expectations for Competencies (5)
	Ignores client &/or gives judgmental looks.	Demonstrates limited nonverbal communication skills.	Demonstrates inconsistency in his or her nonverbal communication skills.	Demonstrates effective nonverbal communication skills for the majority of counseling sessions (70%)	Demonstrates effective nonverbal communication skills, conveying connectedness & empathy (85%).
	<div> <div>SCORE</div> <div>COMMENTS ON THIS CRITERION:</div> </div> <div> <div>Select</div> <div></div> </div>				

Step 13: Once you have scored all criterion and select on if you are releasing the score, click on Submit Evaluation Now.

33 | Page

#### Next Steps

Decide what to do with this evaluation

☐ Send back for revision  
This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.  
☒ Send external email notification

☐ Record as final but release evaluation to author later

☐ Record as final and release evaluation to author now  
Author will immediately receive this evaluation report.  
☒ Send external email notification

CANCEL

CHECK SPELLING

SAVE DRAFT

PREVIEW

SUBMIT EVALUATION NOW

Step 14: If you are not completing an evaluation, then you will click on CANCEL-EVALUATE LATER button. This will take you back to the student list on the evaluation grid in Step 6.

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted.

---

## Frequently Asked Questions

### General

#### Q1: How can I see what my students see?

**A1:** Faculty can use the same enrollment codes students use to enroll in a DRF (portfolios) to see the student view of the portfolio. Once a faculty evaluator uses an enrollment code, click the Author tab at the top of your screen to see the student view of the portfolio. Click the Evaluator tab to return to the Evaluator role. If you can't see a portfolio under the Author tab, then email [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) with the name of the portfolio you would like a student view.



#### Q2: Do I need to make any changes to my computer or Internet browser to use TaskStream?

**A2:** TaskStream is accessed online, using your standard Internet browser. In most cases, the default Internet browser settings are compatible with TaskStream features. Some users of Internet Explorer (IE) may experience features as “missing” due to IE security settings and will need to add TaskStream as a trusted site.

In some cases, you may need to adjust other browser settings (such as “cookies”). For more information, please refer to the TaskStream Technical FAQs.

### Evaluating Work

#### Q3: I do not see any evaluations on my home page. How can I access work that has been submitted to me?

**A3:** You will only see work that has been submitted to you directly. Students must select an evaluator when submitting work. The only exception is the Field Experiences Portfolio where students in the initial teacher preparation programs upload clinical observation logs.

#### Q4: My student says work is locked and cannot be submitted. How can I unlock this person's work?

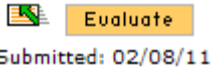


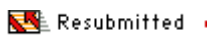



**A4:** Work becomes locked when it is submitted for evaluation. If you have not yet evaluated the work submission, an author can cancel his/her submission and unlock the work. To do this the author will return to the DRF, click on the submitted requirement and then click the **Cancel Submission** button. This will unlock the student's work so that he/she can continue working.

If you have already submitted an evaluation for the work, only the Evaluation Manager can unlock it. Please contact [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) to have the evaluation cancelled.

#### Q5: How do I change/edit an evaluation after the score has been released?

**A5:** Once an evaluation has been completed and the score released to the Author, only an Evaluation Manager can edit the evaluation. Contact [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu).

You will see some common icons that can help you with the process:

	Yellow box with green up-left arrow means you can complete the evaluation. Click the yellow <b>Evaluate</b> box to complete the assessment.
 Work in Progress	Hourglass icon means the candidate has started the assignment but has not yet submitted work to you for evaluation.
 Needs Revision	Magnifying glass icon means the evaluator has sent the work back to the candidate for revision and resubmission. This may or may not be used.
 Resubmitted	Yellow box with red double arrow means the candidate has resubmitted the assignment to the instructor for re-evaluation.
 Evaluation in Progress	Evaluator has not yet finished scoring the assignment.
 Evaluated	Evaluation has been completed.
 Evaluation Released	Evaluation has been made available to the student.

## Programs/Enrollment

#### Q6: How can I enroll my authors/students into a program?

**A6:** Students must self-enroll into our DRF programs at UNC Charlotte (with a few exceptions). Students must use an enrollment code and follow their own directions to enroll. College of Education enrollment codes can be found at <http://education.charlotte.edu/Taskstream> ... if you or your students are unsure which enrollment codes to use, please contact [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) for assistance.

#### Q7: My students are trying to submit work to me in Taskstream but they cannot see my name as an evaluator. What do I do?

**A7:** If your students do not see your name listed as an option when asked to submit work, you may not be currently enrolled as an evaluator in that program. Please contact the Office of Assessment at [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu) and request that you be enrolled as an evaluator in the correct programs.

## Q8: How do I know which program I am working in, and how do I toggle between programs?

**A8:** If you are an evaluator with access to multiple programs, you will need to frequently move between the programs. You can always see which program you are currently working in by the title in the top left, beneath the menu bar.

### edTPA Practice + Dispositions Theatre Arts-UNDERGR

DRF template: edTPA PRACTICE - Theatre Arts Ed-UNDERGRD (Sept. 2016 rubrics)

« [BACK TO SEARCH](#)

This will always display the current program you are working in.

#### 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 previously 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



Evaluation Released

The easiest way to toggle between programs is to click on the 'home' icon in the top left-hand menu bar (the icon will look like a white house on a blue background).



If you have any questions regarding this process, please send an email to [coedassessment@uncc.edu](mailto:coedassessment@uncc.edu). Please allow 48 business hours for a response.