Taskstream Handbook

Evaluators (Instructors)

taskstream

Contents

If you have any questions, please do not hesitate to contact us at
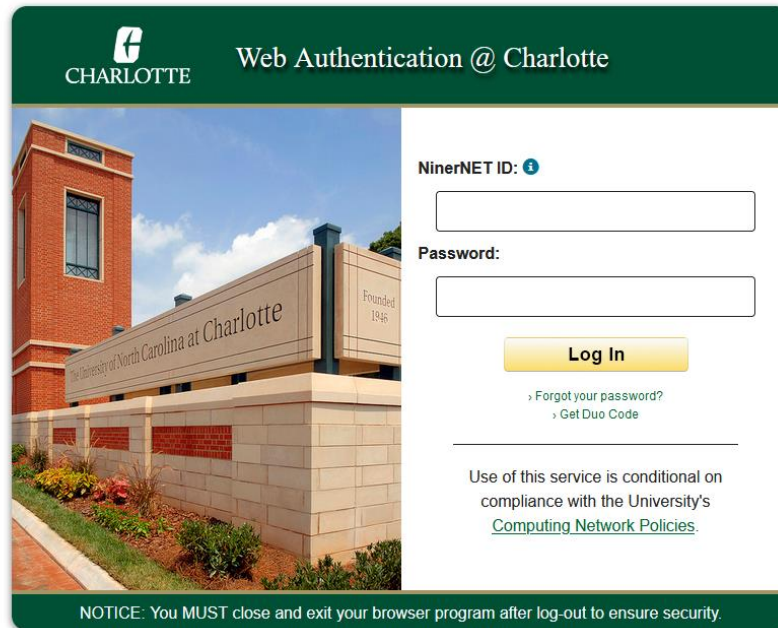*coedassessment@uncc.edu*

Glossary of Taskstream Terms:

Author: "Author" is the Taskstream word for "student" … the student is the author of the work.

Evaluator: The person who is scoring the work, usually the course instructor.

DRF: 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.

Enrollment Code: 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 http://education.charlotte.edu/taskstream and click on "Enrollment Codes"

Taskstream: 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. *

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. 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)

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 | Evaluator | Evaluation Manager |

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 so you can be set up.**

Some portfolios have icons; that's okay (some examples appear below). The portfolios mays 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 <u>bookworm</u>!

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*!)

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

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

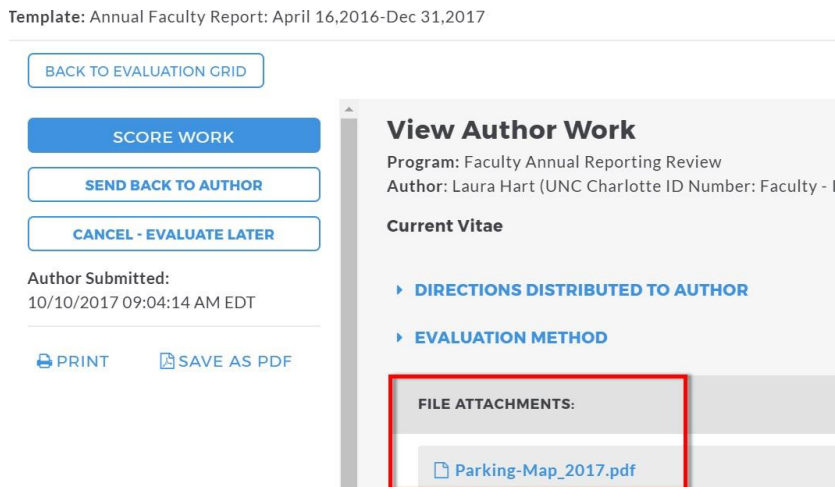[GET LATEST DATA] [MORE DISPLAY PREFERENCES] [⊖ PRINT VIEW] [☒ EXCEL]

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
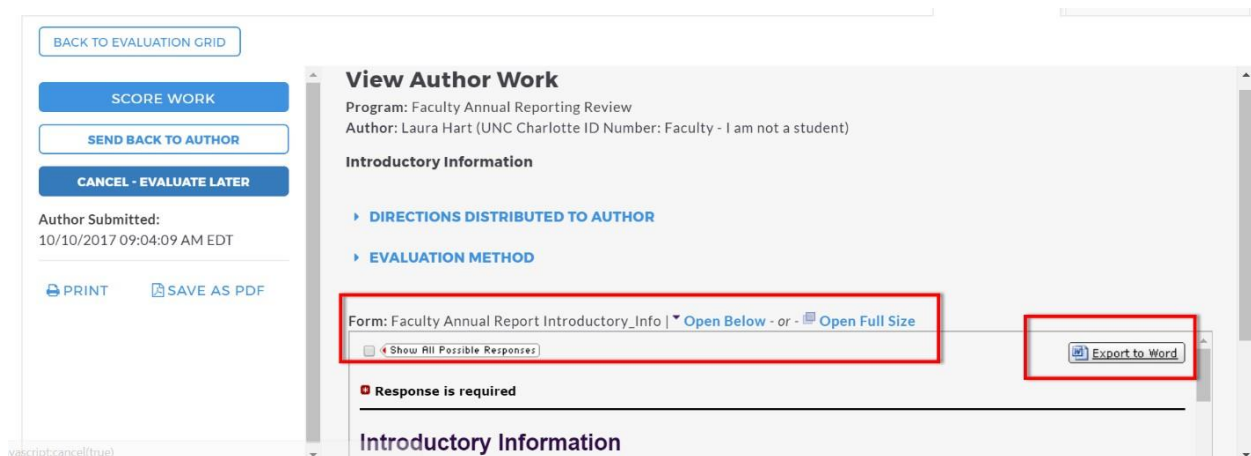
FILTER BY [Show All Programs (w/ Submissions)   ▼]

INCLUDE: ☐ Include overall folio evaluations   ☐ Include "No Submission required" items   ☐ Include inactive (expired) authors   ☐ Only include Sent Back Evals

[Update List]

< PREVIOUS   Page [1] of 206 [Go]   NEXT >

	SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE
1.	08/29/2011 9:43 am (EDT)	✉ Henry UNC Charlotte ID Email:	📇 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: Email:	📇 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:	📇 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).***

#2 – The second way to evaluate student work should be used if you are only evaluating assignments in one specific portfolio; OR if you need to search for one specific student's current (or previously evaluated) work.

1. Click on the program you need to evaluate.

2. 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

(!) = Programs that currently have items requiring attention ✓

3. 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**.
4. 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 ☐ Release all for author ✉ Contact	Work Not Started	Work Not Started	⊙ **Evaluate**	📄 **Evaluate**	📄 **Evaluate**	Work Not Started	No Access	No Access

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

C. 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 -

Current Vitae

▸ **DIRECTIONS DISTRIBUTED TO AUTHOR**

▸ **EVALUATION METHOD**

FILE ATTACHMENTS:

📄 Parking-Map_2017.pdf

D. 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)***

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).__*

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.

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.

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?
[ ]	Choose File	☑

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?
	Choose File	☑

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
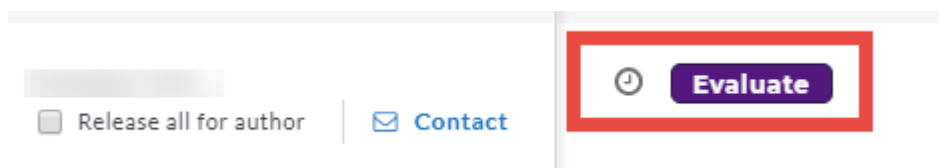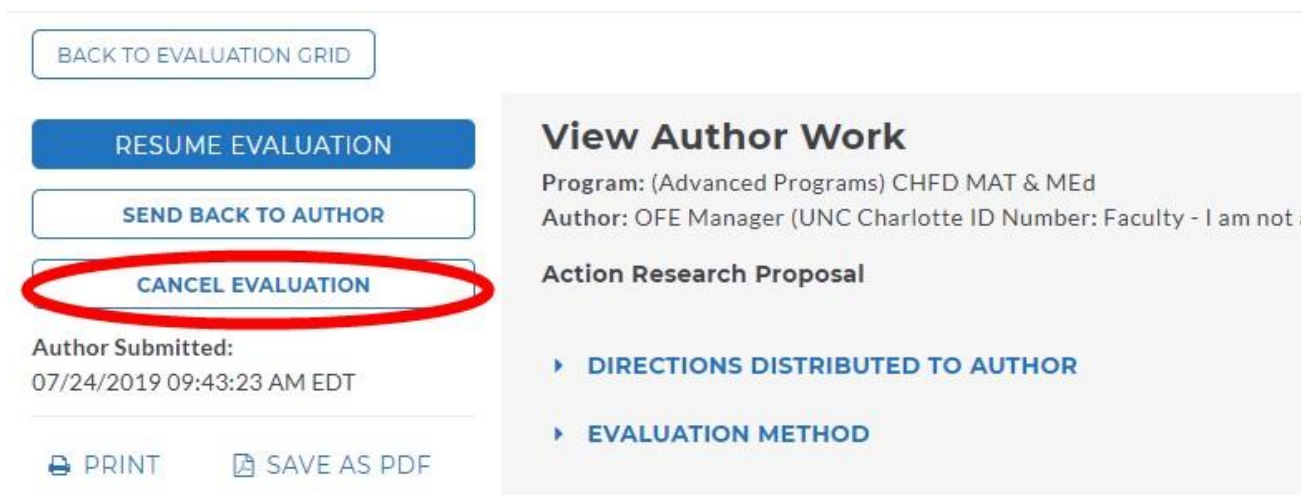
Cancelling an Evaluation in Progress

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.

   <mark>PLEASE NOTE:</mark> 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** with the name of the student and assignment that you wish to cancel an evaluation.

Evaluating Dispositions

<div style="border:1px solid">

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.

</div>

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:

Dispos Self Assess 2 + Instruct Eval (midpoint) Screen:

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

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_11-15-18"

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
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.	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. Displays inequitable treatment of learners/colleagues. 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. Gives preferential treatment to some individuals, or neglects others. 4. 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.
SCORE [Select ▾] Save Draft	COMMENTS ON THIS CRITERION:			
II. PROFESSIONAL IDENTITY AND	0 Not Observed -- Level 0	1 Needs Improvement -- Level 1	2 Meets Expectations -- Level 2	3 Exceeds Expectations -- Level 3

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 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.
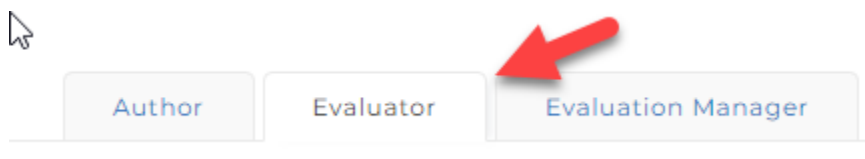☑ Send external email notification

CANCEL   CHECK SPELLING   SAVE DRAFT   PREVIEW   SUBMIT EVALUAT

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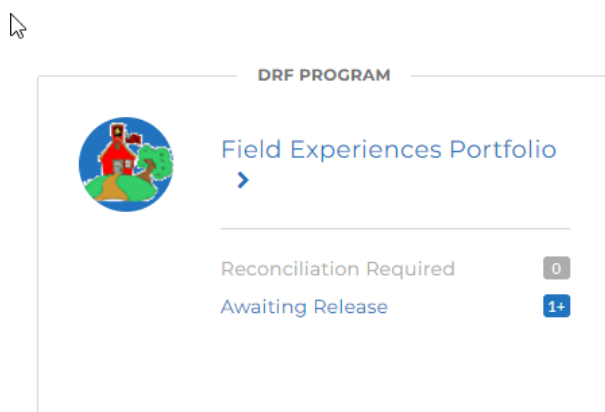
Field Experiences Portfolio

<mark>NOTE:</mark> **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.**

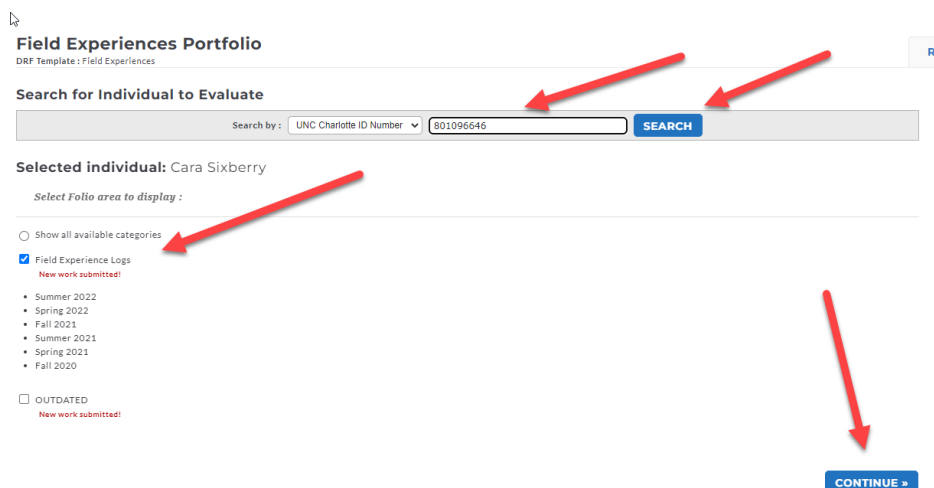**<u>Step 1:</u> Log into Taskstream.uncc.edu**

<u>Step 2:</u> Make sure you are on the Evaluator Tab.

<u>Step 3:</u> Click on the Field Experiences portfolio.

<u>Step 4:</u> 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.

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-Assessmnt 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 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 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.

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.

Step 8: Click on the purple Evaluate button.

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

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.

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 Exp[

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.

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

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!

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- 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 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 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.

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.

Step 8: Click on the purple Evaluate button.

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

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.

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.

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.

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

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 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.

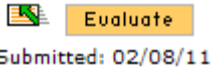### Q4: My student says work is locked and cannot be submitted. How can I unlock this person's work?
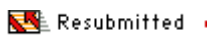
A4: Work becomes locked when it is submitted for evaluation. If you have not yet evaluated the work submission, an author can cancel his/her submission and unlock the work. To do this the author will return to the DRF, click on the submitted requirement and then click the **Cancel Submission** button. 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 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.

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

Icon	Description
Evaluate Submitted: 02/08/11	Yellow box with green up-left arrow means you can complete the evaluation. Click the yellow **Evaluate** 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 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 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.

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

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