

To evaluate KPA documents:

1. Log on to Taskstream
2. Click on **My Programs**
3. Find the correct program (course) (example “F07 Student Teaching”)
4. Click on **Evaluate**
5. Enter **last name of student** to evaluate, click **search**
 - a. If given a list of matching students click the correct student
6. Click **Continue**
7. Click **Evaluate** (If there is an hourglass instead of an evaluate button, the student needs to submit the document. Contact the student or David Pownell. You will not be able to evaluate the document until the student has submitted it.)
 - a. If someone else is evaluating the assignment, you will see a “View/Edit” button instead of the Evaluate button. Click the button to see the status.
8. Click on the “**Comments to Evaluator**” tab – some students leave comments for the evaluator
9. Click on the “**Work Submission**” tab
10. Under “**File Attachments:**” you will see the list of file(s) that the student has submitted. There may be only one or there may be several.
11. **Click on the document to evaluate** – depending on how your computer is configured, the file will either download to your computer or will open in a program.
12. You may choose to read the document on the screen or print it.
13. When you are ready to enter the scores and comments into Taskstream, click on the “**Evaluate/Score Work**” button
14. In the window that opens, you will enter the scores and comments.
 - a. In the **Checklist** items, enter a **1 for No** and a **5 for Yes**
 - b. In the **Indicators**, enter a number **between 1 and 5** – you may enter decimals ie. 3.3 or 4.6
 - c. Enter comments as needed
15. **NOTE:** You may want to click on “**Preview before submitting**” to see the calculated overall score. This window shows you what the student will see.
16. Once you are satisfied with the evaluation, click “**Record as my final score**” and then **Submit**, the evaluation is now complete