

Checking if Your Students are Enrolled on TaskStream:

1. Log into TaskStream
2. Locate your program area and click on *overview*
3. Click on *view roster* then *authors*
If you are unable to find a student, it means the student has not self-enrolled in this program area for this semester. The student will need the program code to self enroll.

Evaluating Work on TaskStream:

1. Log into TaskStream
2. Click on *Evaluate* by the program/DRF you need
3. You can either select an author OR select your course
4. Select your course and what you want displayed then click *continue*
(recommended you also select the box that includes inactive (expired) subscribers)
5. Find the task you want to evaluate and click *evaluate* next to your student's name.
6. To view your student's work, click on *work submission*
7. To evaluate your student's work, click on the green button *Evaluate/Score Work*
8. If the task has a rubric, you will see the rubric for the task; input the score in the rubric.
If the task is a form, you will see the student's response. After reading the responses, identify if the work *Meets the requirement* OR *Doesn't meet the requirement*.
9. After evaluating the work and/or form, select either *Record as final but release evaluation to author later* OR *Record as final and release evaluation for author now* then click on *submit*.

NOTES: