Navigating TaskStream – CIT 101 Instructors

Navigating the Home Page of TaskStream

**Step 1:** Select the appropriate tab — **Author** (For Students) or **Evaluation Manager** (For Faculty)

Select **Author** if you want to see the assignments (the same view students have).

Select **Evaluation Manager** if you want to evaluate students’ work.

Select the Portfolio

**Step 2:** Select the appropriate portfolio — **E-Leadership Portfolio (Class of 2017)**

**Author (Student) View & CIT 101 Assignments**

4 assignments completed during CIT 101

**Instructor Tip:**
CIT 101 instructors evaluate these 2 assignments w/in TaskStream:
1) Leadership Response
2) Ethical Reasoning

Note: You assign a grade to all 4 assignments in computing the course grade.
Evaluation Manager (Faculty) View & Grading Student Work

**Step 1:** Select your name from the pull-down list and click **Search** (you can also choose to view all enrolled authors or search for a student by name if you can’t find someone). Then, filter the view by selecting which categories and students to display. (Note: Filter options will be only displayed after you have selected a group by name and clicked **Search**.) Click **Continue**.

**Instructor Tip:**
Students are added to your group when they submit their first assignment to you. Remind them to choose your name from the list when they submit their assignments!

**Step 2:** Click on **Evaluate** to grade a student’s work.

**Instructor Tip:**
The \( \text{\textsuperscript{2}} \) symbol means that work is in progress. If students enter assignments but fail to **Submit**, you will also see this symbol. If you see the hourglass, ask students to submit their assignment so you can score it!
Evaluating Student Work

Step 1: After clicking on Evaluate, you will see this view. Select the green box—Evaluate/Score Work.

Step 2: Next, you will see a split screen with the View Author Work window at left. Click on the link to view the student’s work. On the right, you will see the rubric (example shown below). Using the pull-down menus, evaluate the work and select a score for each criterion. Then record as final and submit the evaluation.