Ramapo College of New Jersey
Teacher Education & Certification Program

Taskstream by Watermark User Guide for Evaluators:
Clinical Supervisors and Cooperating Teachers

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Accessing the Clinical Practice Program Module

1. **The very first time you sign in to Taskstream**, please do so through the link provided in the automated email sent to your Ramapo or school district email account from notification@taskstream.com. You will likely receive this email near or on the day of in-person training. Please follow the link provided in the automated email to reset your password.

   **If you did not receive an automated email from notification@taskstream.com**, please check your Spam folder. If you still cannot locate this automated email, or the email link has expired, you can reset your password from the Taskstream log in home page: login.taskstream.com. Click on the **Forgot Login?** link beneath the blue Sign In button. On the next page that opens, provide your last name and your Ramapo or school district email address. You will receive an automated email prompting you to reset your password.

   **It is recommended that your password is the same as your Ramapo or school district email account password** so it’s easy to remember. Once you have completed this step, you can skip to step 2 each time you sign in to your Taskstream account.

2. **To begin**, go to login.taskstream.com and log in to Taskstream using your Ramapo or school district email address and the password you created the very first time you logged in. (Please bookmark login.taskstream.com to your web browser for quick and easy access.)
3. If you are a clinical intern completing a self-evaluation, you must click on the Evaluator tab before you can access your self-evaluation.

4. Once logged in to Taskstream, your home page should look similar to the image below.
Locating Work That Requires Evaluation

1. Click on the **Evaluation Required** button in the **All Items** area to view your clinical intern’s work (i.e., lesson plans and/or reflections) that corresponds to the specific lesson or overall performance you are evaluating.

**Please Note:** Clinical interns must submit lesson plans and reflections that correspond to their specific observations and evaluations through their own Taskstream accounts. This must occur before you can evaluate their performance using the Observation & Conference Report rubric or the Clinical Competency Inventory rubric. If the Evaluation Required button is not highlighted in blue and does not have a number to the right of it, your clinical intern has not submitted the required lesson plan/s and/or reflection/s. You cannot proceed with completing your observation and/or evaluation rubric until your intern submits the required work product.
2. After clicking on the Evaluation Required button on your home page, a new screen will appear that requires you to select the **Clinical Practice** Program Module as the program associated with the evaluation. Click on the box to the left of the program name located on the bottom left-side of the page, then click on the blue **Continue** button located on the bottom right-side of the page.

3. Once you have selected the Clinical Practice Program Module and clicked on the Continue button, a new screen will appear that **displays all items requiring evaluation for clinical interns who have submitted work products** (i.e., lesson plans or reflections) to you through Taskstream. These work products correspond to interns’ specific observations and evaluations. The list is sorted by oldest submission to newest submission. You will see the date in which the intern submitted the corresponding work product, the intern’s (“author’s”) name and email address, the status of the submission, the category of the work product, and the name of the requirement and program module. **(Please note that Taskstream refers to students/clinical interns as “Authors.”)**
Evaluating Work (Performance)

1. When you are ready to complete an observation and/or evaluation rubric, you can access the rubric by clicking on the yellow Evaluate button in the Status column that corresponds to the intern (“author”) and requirement you are looking to evaluate.

2. Once you have clicked on the Evaluate button, a new screen will appear that allows you to see the directions provided to the intern (“author”), the evaluation method (rubric) that will be used to evaluate the intern’s performance, and the work product (file attachments) the intern has submitted for your review (i.e., lesson plan or reflection) that corresponds to their observation or evaluation.
3. **To access the evaluation rubric** (Observation & Conference Report *or* Clinical Competency Inventory), click on the blue **Score Work** button on the top left frame of the screen.

4. A new screen will appear with the heading: **Evaluate/Score Work**. This screen contains the electronic version of the O&C or CCI. Enlarge this screen by clicking on the **Maximize** icon on the *top right* (in between the Minimize icon and the Close icon) before you begin your evaluation.
Using a Rubric in Taskstream

1. For each rubric criterion, evaluators can **select a rating** by hovering over the appropriate performance level and clicking on the highlighted area.

2. Below each rubric criterion, evaluators can **leave a comment**, specifically for very low or very high ratings. Please **save each comment** as you move through the rubric by clicking on the purple **Save Draft** button to the left of the **Comments** box.
3. After you have scrolled through the entire rubric to select the appropriate rating for each criterion and type comments, as needed, select the last option at the bottom of the screen: **Record as final and release evaluation to author now.** Below this option, make sure the **Send external email notification** box is checked off so the intern receives an email notification alerting them to view their completed evaluation. Lastly, click on the blue **Submit Evaluation Now** button on the bottom right of the screen. You have successfully submitted your intern’s evaluation!

4. Once you have completed all pending Observation & Conference Reports and/or Clinical Competency Inventories, your **All Items Requiring Evaluation** page will be blank. You may **return to the home page** to begin the process of viewing previously completed evaluations by clicking on the **Taskstream icon** on the top left of the current page and following the instructions below. Or, you may simply **log out** and exit the program. You can log back in to Taskstream to complete the evaluation process again, as needed.
Accessing Previously Evaluated Work (Performance)

1. **You can access previously evaluated work** (performance) at any time. Once you are logged in to your Taskstream account and arrive at your home page, click on the **Clinical Practice** Program Module title.

2. Once you have clicked on the Clinical Practice Program Module title, a new screen will appear that allows you to either:

   2.1 - **Search for a specific student** whose work (performance) you’ve already evaluated by typing their first and/or last name in the search box located at the top and clicking on the blue Search button;
OR

2.2 - Search for all of the students whose work (performance) you’ve already evaluated by selecting the “All individuals (do not filter)” option under the “Select DRF Authors to display” section on the left side/center of the screen. If the evaluation took place more than 6 months ago, select the “Any Time Period” option under the “Select Time Slicing Options” section on the left side/bottom of the screen. Finally, click on the blue Continue button on the bottom right side of your screen.
3. Once you have searched for either a specific student or all of the students whose evaluations you’ve previously completed, a new screen will appear that displays an Evaluation Grid. You can access previously completed evaluations by clicking on the blue View/Edit link located beneath the completed evaluation. The Evaluation Grid is organized by students’ names in the far left column (white background), and by observation and evaluation titles in the top row (purple background).

4. If you only searched for a specific student and would like to go back to search for another student, you may click the Back to Search button on the top left of the Evaluation Grid screen and repeat steps 2.1 and 3 above. Once you are done viewing all of the previously completed evaluations you wish to see, you may exit Taskstream. You can log back in to Taskstream to evaluate work (performance) and/or view previously completed evaluations at any time by following the aforementioned steps.

This is the end of the Taskstream User Guide for Evaluators.