

TASKSTREAM

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Taskstream Faculty FAQ

Taskstream Faculty Support

This article contains the information for Taskstream faculty support.

For faculty support, contact Ivy at sko16005@byui.edu.

How Can I See My Class Roster?

This article will show you how to view your class roster.



Select a program.

BYU-Idaho Online Knowledgebase

DEMO Agribusiness (Cluster)

DRF Template: DEMO Agribusiness (Cluster)

Reports

Evaluation Grid

You have new submissions

Search for Individual to Evaluate

Search by first or last name:

SEARCH

Or... Search for Multiple people

Select Folio area to display:

Show all available categories

☐ AGBUS 201

☐ AGBUS 210
New work submitted!

☐ AGBUS 347

☐ ECON 151

☐ AGBUS 430

Select DRF authors to display:

Program Links

- [Overview](#)
- [Roster](#)
- [DRF Setup Details](#)

Help with Evaluation

Evaluators provide Authors with formal scores on their program work.

- [More about Programs](#)

Click on Roster under Program Links.

Full Program Roster for Program DEMO Agribusiness (Cluster)

« BACK

PRINT VIEW

▶ [Program Manager\(s\)](#) (1)

▶ [Evaluator\(s\)](#) (1)

▶ [Author\(s\)](#) (1)

Click the orange arrow next to Author(s) and the roster will display.

What If A Student Uploads The Wrong File?

This article shows faculty what do to if a student uploads the wrong file.



Select a program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name:

SEARCH

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ AGBUS 201

☐ AGBUS 210

☐ AGBUS 347

☐ ECON 151

☐ AGBUS 430

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 »

Click Continue.

AGBUS 210	
GROUP MIDTERM PAPER	FINAL PAPER
☐ Release all for area	☐ Release all for area
	 Evaluate

Click Evaluate.

BYU-Idaho Online Knowledgebase

[BACK TO EVALUATION GRID](#)

SCORE WORK

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/30/2017 04:24:07 PM MDT

 [PRINT](#)  [SAVE AS PDF](#)

View Author Work

Program: DEMO Agribusiness (Cluster)
Author: BYU Idaho Manager

Final Paper

- ▶ [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- ▶ [EVALUATION METHOD](#)

This is a demo.

If the student uploaded the wrong file, click Send Back To Author.

Please confirm that you wish to send "AGBUS 210: Final Paper" back for revision

Attach files to this evaluation (Up to 3 files) - Optional

Name	File (5 MB max)	Visible to Author?
	Choose File No file chosen	☒
Add More		

Add optional comments for author: (e.g. what revisions are needed, time frame, etc.)

☒ [Send External Email Notification](#)

[CANCEL](#) [CHECK SPELLING](#)

[SAVE DRAFT](#) [SEND BACK TO AUTHOR NOW](#)

Optionally, add comments about why the submission is being sent back. Then click Send Back To Author Now. The student will then be notified by email that they need to revise their submission.

How Do I Evaluate A Pass/Fail Submission?

This article shows faculty how to evaluate a pass/fail submission.



Select the desired program.

BYU-Idaho Online Knowledgebase

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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 »

Click Continue.

LEGEND:  Work in Progress  Submitted  Needs Revision

 Evaluation Released

Show All  **Go**

☒ Show Mouseover Tips

☐ Show Area Descriptions

☒ Show Release Options

Manager, BYU Idaho

☐ Release all for author  **Contact**

PASS/FAIL

☐ Release all for area

 **Evaluate**

Submitted: 10/31/17

Click Evaluate.

DEMO Evaluation Program

Template: DEMO Evaluation Methods

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/31/2017 11:16:20 AM MDT

[PRINT](#) [SAVE AS PDF](#)

View Author Work

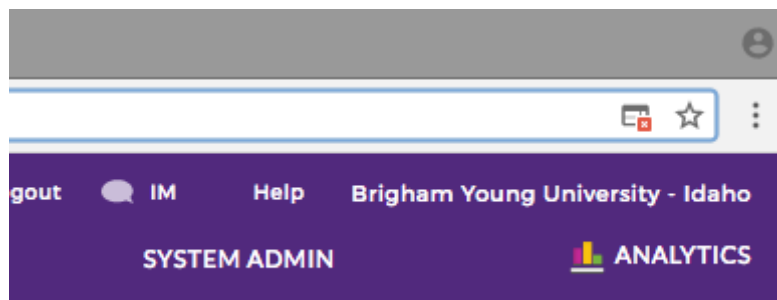
Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Pass/Fail

- ▶ [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- ▶ [EVALUATION METHOD](#)

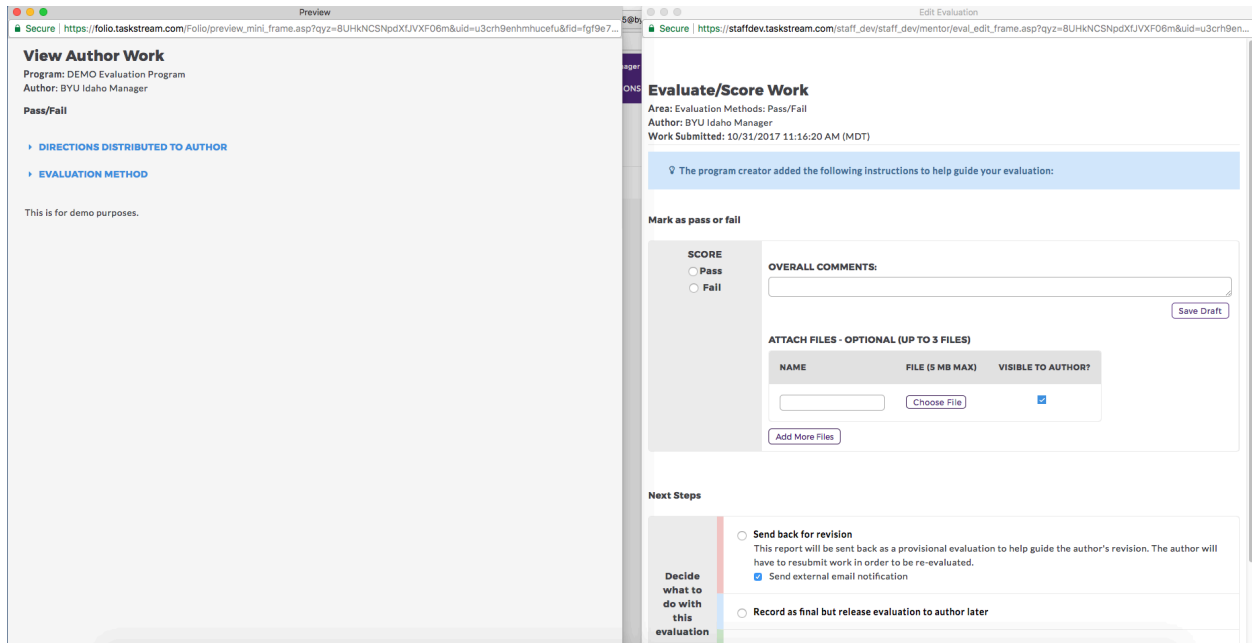
This is for demo purposes.

Click Score Work.



BYU-Idaho Online Knowledgebase

i Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of the browser, and select the option to always enable pop-ups from Taskstream.com



After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

SCORE
☒ Pass
☐ Fail

OVERALL COMMENTS:

Save Draft

ATTACH FILES - OPTIONAL (UP TO 3 FILES)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

Add More Files

BYU-Idaho Online Knowledgebase

Choose whether the submission should be passed or failed. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

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

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

How Do I Evaluate A Meets Requirements/Does Not Meet Submission?

This article shows faculty how to evaluate a Meets Requirements/Does Not Meet Requirements submission.



Select the desired program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name:

SEARCH

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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 »

Click Continue.

Show All Go ☒ Show Mouseover Tips ☐ Show Area Descriptions ☒ Show Release Options				
			PASS/FAIL	MEETS REQUIREMENTS/DOES NOT MEET
			☐ Release all for area	☐ Release all for area
Manager, BYU Idaho			☒ Pass Released: 11/01/17 View/Edit	☒ Evaluate Submitted: 10/31/17
☐ Release all for author Contact				

Click Evaluate.

DEMO Evaluation Program

Template: DEMO Evaluation Methods

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/31/2017 04:46:25 PM MDT

[PRINT](#) [SAVE AS PDF](#)

View Author Work

Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Meets Requirements/Does Not Meet

[▶ DIRECTIONS DISTRIBUTED TO AUTHOR](#)

[▶ EVALUATION METHOD](#)

This is for demo purposes.

Click Score Work.

Logout IM Help Brigham Young University - Idaho

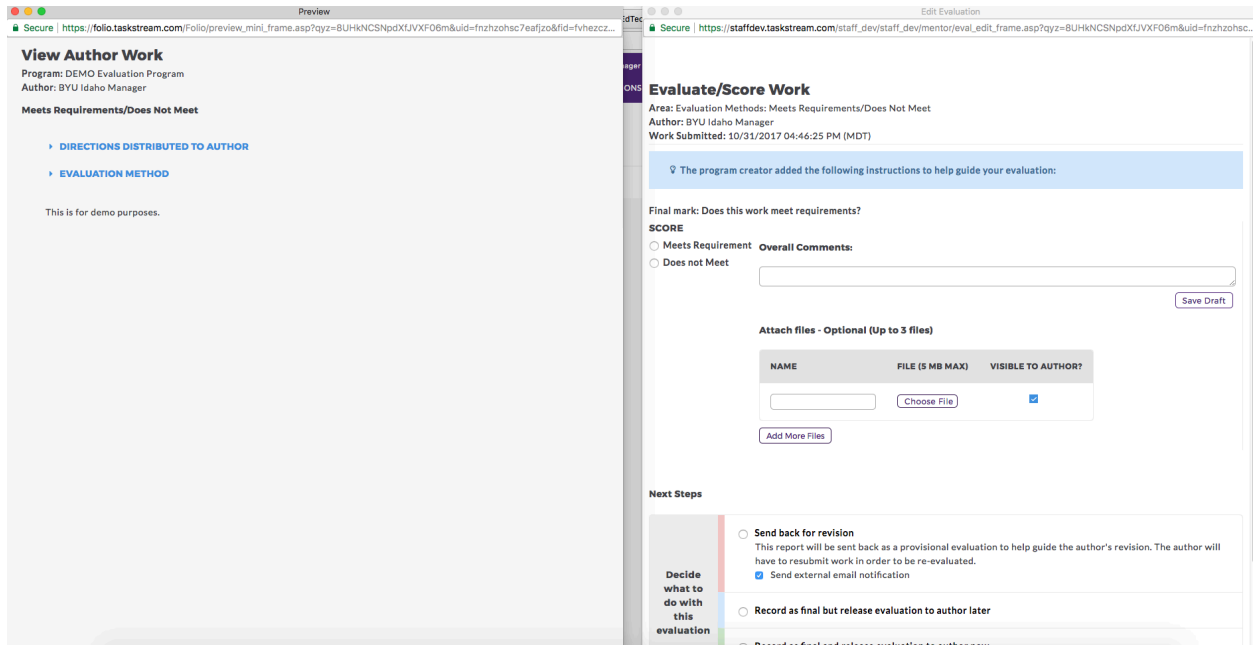
TS COORDINATOR SYSTEM ADMIN ANALYTICS

View Work

Evaluation History

BYU-Idaho Online Knowledgebase

 Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of the browser, and select the option to always enable pop-ups from Taskstream.com



The screenshot displays two browser windows side-by-side. The left window, titled "Preview", shows the "View Author Work" page for a "DEMO Evaluation Program" by "BYU Idaho Manager". It includes a "Meets Requirements/Does Not Meet" section with expandable options for "DIRECTIONS DISTRIBUTED TO AUTHOR" and "EVALUATION METHOD". The right window, titled "Edit Evaluation", shows the "Evaluate/Score Work" page for the same program. It includes a "Final mark: Does this work meet requirements?" section with radio buttons for "Meets Requirement" and "Does not Meet", and a text area for "Overall Comments". Below this is an "Attach files - Optional (Up to 3 files)" section with a table for file uploads. The table has columns for "NAME", "FILE (5 MB MAX)", and "VISIBLE TO AUTHOR?". The "VISIBLE TO AUTHOR?" column has a checked checkbox. Below the table is an "Add More Files" button. At the bottom, the "Next Steps" section includes a "Decide what to do with this evaluation" section with three radio button options: "Send back for revision", "Record as final but release evaluation to author later", and "Record as final and release evaluation to author now".

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

Next Steps

☐ 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

After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

BYU-Idaho Online Knowledgebase

Final mark: Does this work meet requirements?

SCORE

- ☒ Meets Requirement **Overall Comments:**
- ☐ Does not Meet

Save Draft

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

Add More Files

Choose whether the submission meets the requirements or does not. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

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

BYU-Idaho Online Knowledgebase

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

How Do I Evaluate A Write-In Score Submission?

This article shows faculty how to evaluate a Write-In Score submission.



Select the desired program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name:

SEARCH

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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 »

Click Continue.

EVALUATION METHODS		
POINTS/DOES MET	WRITE-IN SCORE	RUBRIC
for area	☐ Release all for area	☐ Release all for
1/01/17	 Evaluate Submitted: 10/31/17	 Evaluate Submitted: 10

Click Evaluate.

DEMO Evaluation Program

Template: DEMO Evaluation Methods

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/31/2017 11:16:15 AM MDT

[PRINT](#) [SAVE AS PDF](#)

View Author Work

Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Write-In Score

- ▶ [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- ▶ [EVALUATION METHOD](#)

This is for demo purposes.

Click Score Work.

Logout IM Help Brigham Young University - Idaho

TS COORDINATOR SYSTEM ADMIN ANALYTICS

View Work

Evaluation History

BYU-Idaho Online Knowledgebase

i Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of the browser, and select the option to always enable pop-ups from Taskstream.com

The image shows two browser windows side-by-side. The left window, titled 'Preview', displays the 'View Author Work' page for a 'DEMO Evaluation Program' by 'BYU Idaho Manager'. It includes a 'Write-In Score' section with links for 'DIRECTIONS DISTRIBUTED TO AUTHOR' and 'EVALUATION METHOD', and a note that the content is for demo purposes. The right window, titled 'Edit Evaluation', shows the 'Evaluate/Score Work' page. It includes fields for 'Area', 'Author', and 'Work Submitted'. A blue box contains instructions from the program creator. Below this is a 'SCORE' input field (Max = 100) and an 'Overall Comments' text area with a 'Save Draft' button. An 'Attach files - Optional (Up to 3 files)' section contains a table with columns for 'NAME', 'FILE (5 MB MAX)', and 'VISIBLE TO AUTHOR?'. The table has one row with a 'Choose File' button and a checked checkbox. Below the table is an 'Add More Files' button. The 'Next Steps' section includes three radio button options: 'Send back for revision' (with a sub-note about provisional evaluation), 'Send external email notification' (which is selected), and 'Record as final but release evaluation to author later'. A vertical sidebar on the left of the right window contains a 'Decide what to do with this evaluation' section.

View Author Work
Program: DEMO Evaluation Program
Author: BYU Idaho Manager
Write-In Score
• DIRECTIONS DISTRIBUTED TO AUTHOR
• EVALUATION METHOD
This is for demo purposes.

Evaluate/Score Work
Area: Evaluation Methods: Write-In Score
Author: BYU Idaho Manager
Work Submitted: 10/31/2017 11:16:15 AM (MDT)
The program creator added the following instructions to help guide your evaluation:
Enter the score
SCORE
(Max = 100)
Overall Comments:
[Text Area]
[Save Draft]
Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
[Text Field]	[Choose File]	☒

[Add More Files]
Next Steps
☐ 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
Decide what to do with this evaluation

After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

BYU-Idaho Online Knowledgebase

Enter the score

SCORE

(Max = 100)

Overall Comments:

Save Draft

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

[Add More Files](#)

Write the score in the box titled Score. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

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

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

How Do I Evaluate A Rubric Submission?

This article shows faculty how to evaluate a Rubric submission.



Select the desired program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name: [SEARCH](#)

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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 »](#)

Click Continue.

EVALUATION METHODS		
Area	RUBRIC	E
area	☐ Release all for area	☐
	 Evaluate	
	Submitted: 10/31/17	

Click Evaluate.

BYU-Idaho Online Knowledgebase

DEMO Evaluation Program

Template: DEMO Evaluation Methods

[BACK TO EVALUATION GRID](#)

[SCORE WORK](#)

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/31/2017 11:16:11 AM MDT

[PRINT](#) [SAVE AS PDF](#)

View Author Work

Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Rubric

- ▶ [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- ▶ [EVALUATION METHOD](#)

This is for demo purposes.

Click Score Work.

Logout IM Help Brigham Young University - Idaho

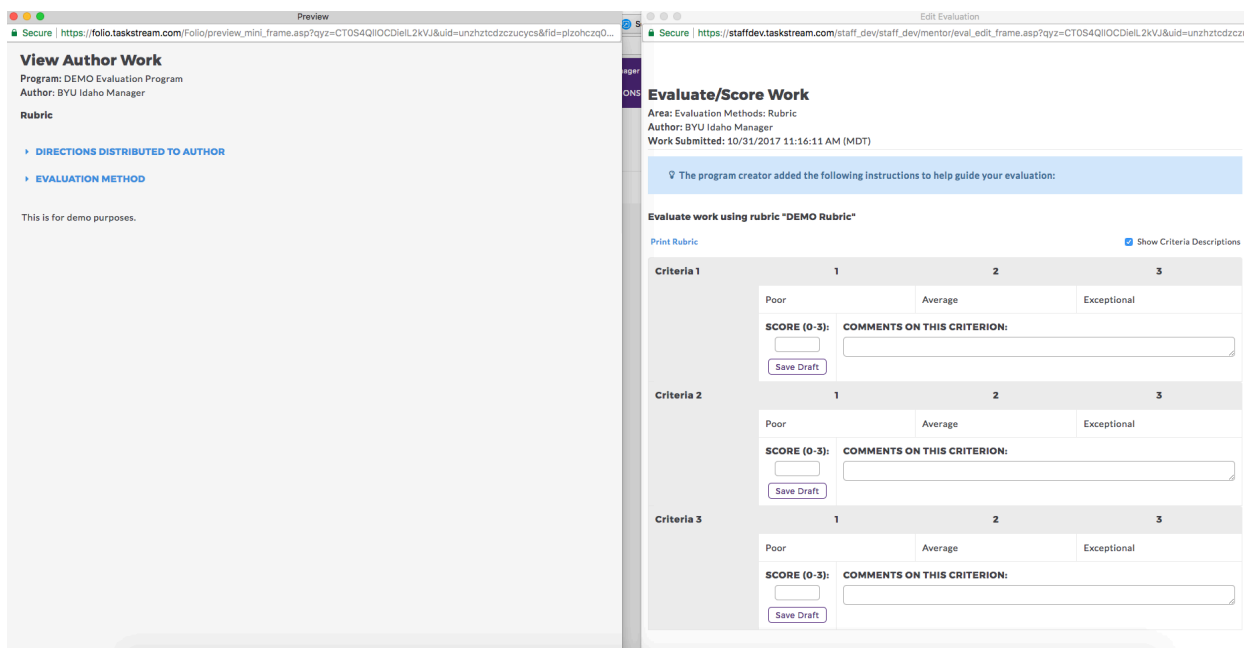
TS COORDINATOR SYSTEM ADMIN ANALYTICS

View Work

Evaluation History

BYU-Idaho Online Knowledgebase

 Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of your browser, and select the option to always enable pop-ups from Taskstream.com



After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

BYU-Idaho Online Knowledgebase

Evaluate work using rubric "DEMO Rubric"

[Print Rubric](#) [Show Criteria Descriptions](#)

Criteria 1	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): COMMENTS ON THIS CRITERION:		
	1		
	Save Draft		

Criteria 2	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): COMMENTS ON THIS CRITERION:		
	1		
	Save Draft		

Criteria 3	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): COMMENTS ON THIS CRITERION:		
	Save Draft		

Final Score

SCORE

Rubric Average: 1.00

Final score is automatically computed based on criteria scores

Overall Comments:

[Save Draft](#)

Evaluate the submission by writing in the score or clicking on the criteria number. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

BYU-Idaho Online Knowledgebase

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

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

How Do I Evaluate A Custom Evaluation Form Submission?

This article shows faculty how to evaluate a Custom Evaluate Form submission.



Select the desired program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name:

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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

Click Continue.

**CUSTOM
EVALUATION
FORM**

☐ Release all for area



Submitted: 10/31/17

Click Evaluate.

[BACK TO EVALUATION GRID](#)
[SCORE WORK](#)
[SEND BACK TO AUTHOR](#)
[CANCEL - EVALUATE LATER](#)
Author Submitted:
10/31/2017 11:16:07 AM MDT
[PRINT](#) [SAVE AS PDF](#)

View Author Work

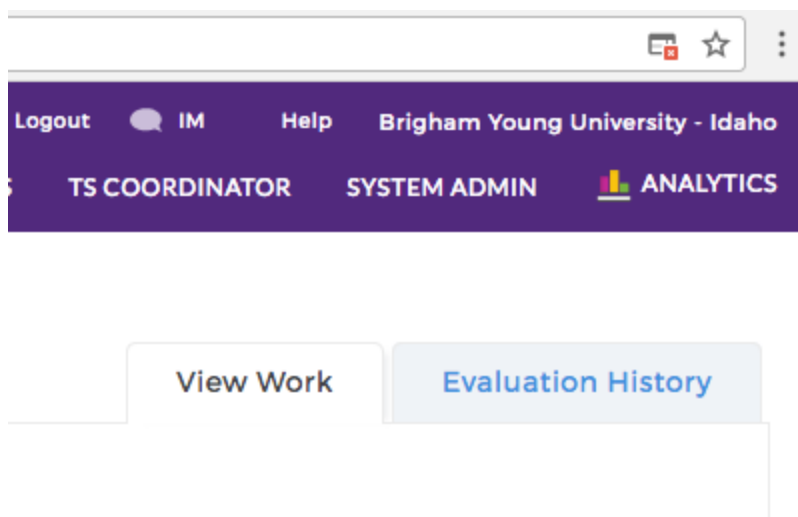
Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Custom Evaluation Form

- ▶ [DIRECTIONS DISTRIBUTED TO AUTHOR](#)
- ▶ [EVALUATION METHOD](#)

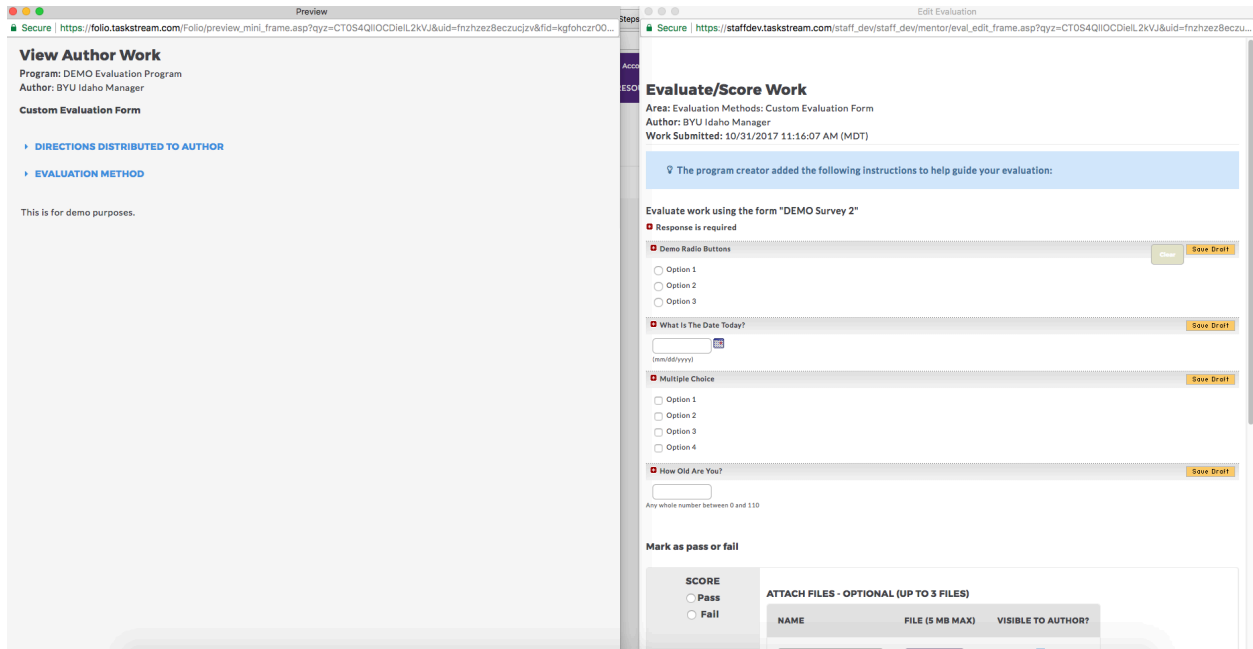
This is for demo purposes.

Click Score Work.



 Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of the browser, and select the option to always enable pop-ups from Taskstream.com

BYU-Idaho Online Knowledgebase



After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

Evaluate work using the form "DEMO Survey 2"

Response is required

Demo Radio Buttons Clear Save Draft

☐ Option 1
☐ Option 2
☐ Option 3

What Is The Date Today? Save Draft


(mm/dd/yyyy)

Multiple Choice Save Draft

☐ Option 1
☐ Option 2
☐ Option 3
☐ Option 4

How Old Are You? Save Draft

Any whole number between 0 and 110

Mark as pass or fail

SCORE
☐ Pass
☐ Fail

ATTACH FILES - OPTIONAL (UP TO 3 FILES)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

Add More Files

BYU-Idaho Online Knowledgebase

Fill out the form according to how the submission should be evaluated. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

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

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

How Do I Evaluate A Combined Rubric & Form Submission?

This article shows faculty how to evaluate a Combined Rubric & Form method.



Select the desired program.

BYU-Idaho Online Knowledgebase

Search for Individual to Evaluate

Search by first or last name: **SEARCH**

Or... Search for Multiple people

Select Folio area to display:

☒ Show all available categories

☐ Evaluation Methods

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 »

Click Continue.

**COMBINED
RUBRIC & FORM
METHOD**

☐ Release all for area

 **Evaluate**
Submitted: 10/31/17

Click Evaluate.

[BACK TO EVALUATION GRID](#)

SCORE WORK

[SEND BACK TO AUTHOR](#)

[CANCEL - EVALUATE LATER](#)

Author Submitted:
10/31/2017 11:16:07 AM MDT

[PRINT](#) [SAVE AS PDF](#)

View Author Work

Program: DEMO Evaluation Program
Author: BYU Idaho Manager

Custom Evaluation Form

- ▶ **DIRECTIONS DISTRIBUTED TO AUTHOR**
- ▶ **EVALUATION METHOD**

This is for demo purposes.

Click Score Work.

Logout IM Help Brigham Young University - Idaho

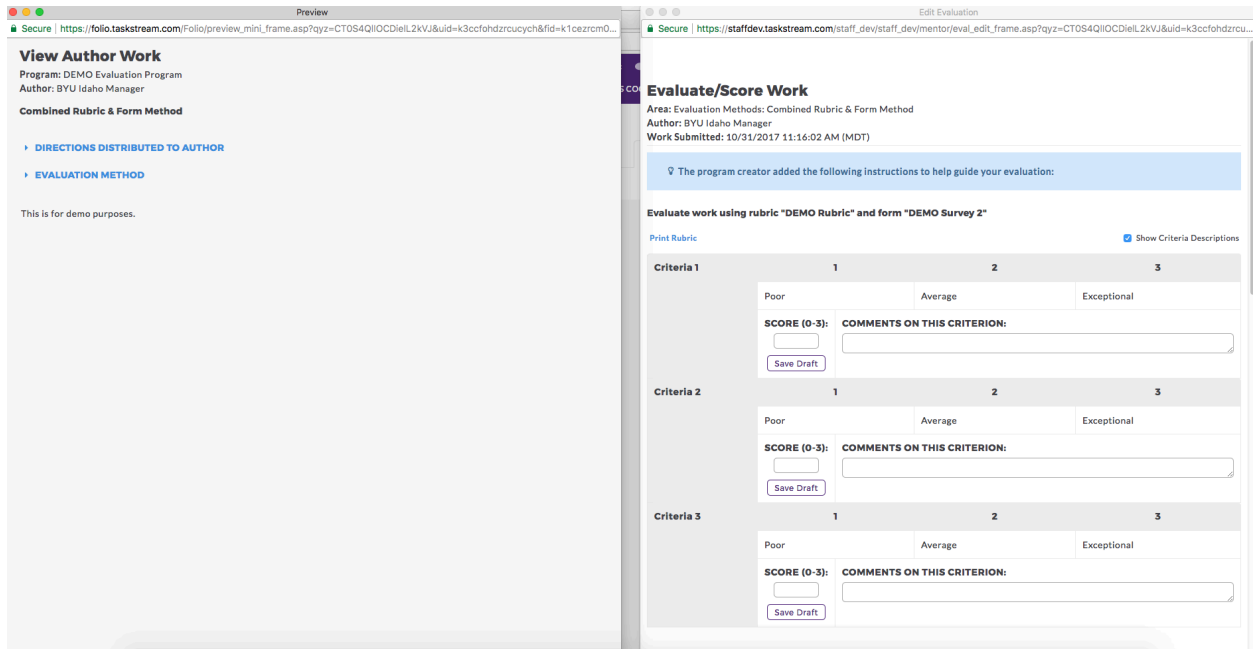
TS COORDINATOR SYSTEM ADMIN ANALYTICS

View Work

Evaluation History

Your browser may have a pop-up blocker. To disable it for Taskstream.com and score the work, click on the red box with the X at the top right of the browser, and select the option to always enable pop-ups from Taskstream.com

BYU-Idaho Online Knowledgebase



After disabling the pop-up blocker, two browsers will appear. The one on the left is the student's work, and the one on the right contains the grading method and additional options.

Evaluate work using rubric "DEMO Rubric" and form "DEMO Survey 2"

[Print Rubric](#) ☒ Show Criteria Descriptions

Criteria 1	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): Save Draft	COMMENTS ON THIS CRITERION: 	

Criteria 2	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): Save Draft	COMMENTS ON THIS CRITERION: 	

Criteria 3	1	2	3
	Poor	Average	Exceptional
	SCORE (0-3): Save Draft	COMMENTS ON THIS CRITERION: 	

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Evaluate the submission by writing in the score or clicking on the criterion number. Comments can also be added to the criteria.

Response is required

Demo Radio Buttons Clear Save Draft

☐ Option 1
☐ Option 2
☐ Option 3

What Is The Date Today? Save Draft


(mm/dd/yyyy)

Multiple Choice Save Draft

☐ Option 1
☐ Option 2
☐ Option 3
☐ Option 4

How Old Are You? Save Draft

Any whole number between 0 and 110

Final Score

SCORE

Rubric Average: **Overall Comments:**

Final score is automatically computed based on criteria scores

Save Draft

Attach files - Optional (Up to 3 files)

NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?
	Choose File	☒

Add More Files

The second part of the evaluation is the form method. Fill out the form according to how the submission should be evaluated. Additionally, comments can be added. Three files can also be uploaded, which can be marked as visible or invisible to the student.

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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

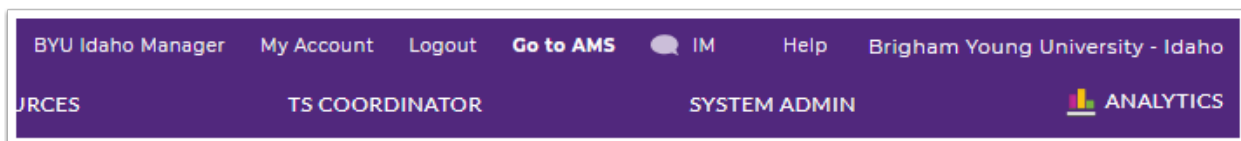
SUBMIT EVALUATION NOW

There are three more options after evaluating the assignment. The first is to send it back for revision, the second is to record it as the final but release the evaluation to the student later, and the third is to record it as the final and release it to the student immediately.

Taskstream Admin FAQ

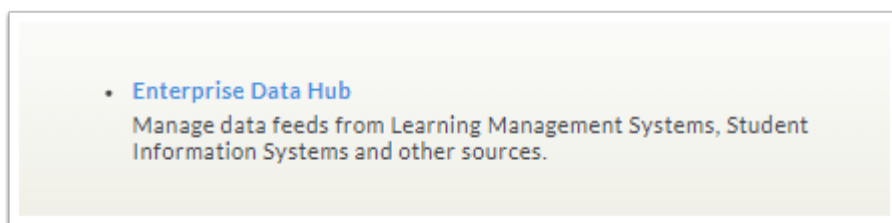
How Do I Connect A Canvas Course To Taskstream?

This article will show you how to map a Canvas course to Taskstream, enabling students to submit to Taskstream via Canvas. Note: deep integration must already be enabled.



After logging into Taskstream, select System Admin at the top right of the window.

i If System Admin does not show up on your account, you do not have the correct permissions. Please contact your System Administrator for more information.



Select Enterprise Data Hub.



Click on Data Feed Summary.

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REQUEST UPDATED DATA FEEDS

Press the Request Updated Data Feeds Button. This button updates in Taskstream all the courses that are in Canvas that are required for mapping. Note: Retrieving the data can take several minutes.

Data Feed Summary

GO

Enable Data Integration

GO

Once it has finished updating, go back to the previous page. Click on Enable Data Integration.

☒ Enable for program(s)

Selected Readings and Journals
Major assignments
Math Education Program
Peer feedback
RMS

Below Enable for program(s), select the course you want to enable for LMS mapping. After selecting your course, click Apply Changes and close System Admin.



The course must be active in Taskstream in order for it to show up on the list.

BYU Idaho Manager

My Account

Logout

Go to AMS

IM

Help

Brigham Young U

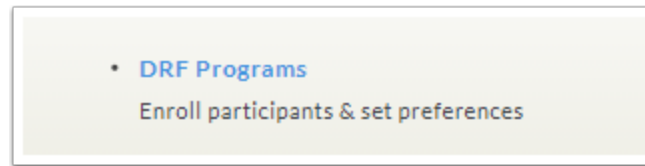
RESOURCES

TS COORDINATOR

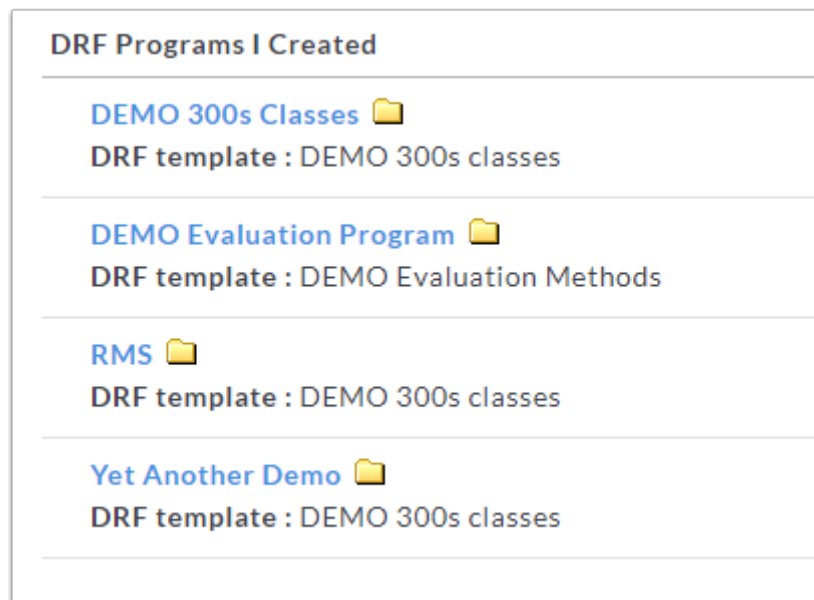
SYSTEM ADMIN

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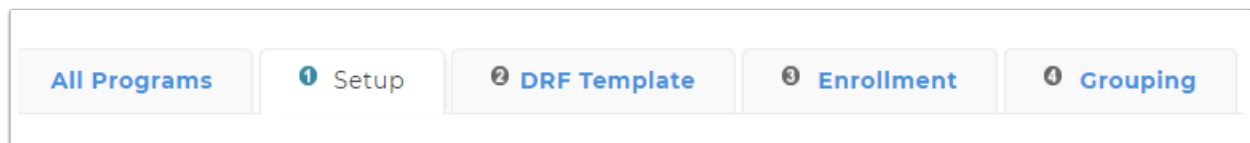
Select TS Coordinator from Menu.



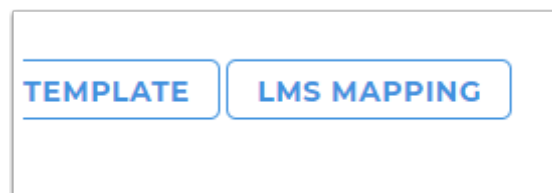
Select DRF Programs



Select your course from the list of courses.



Select DRF Template from list of tabs.



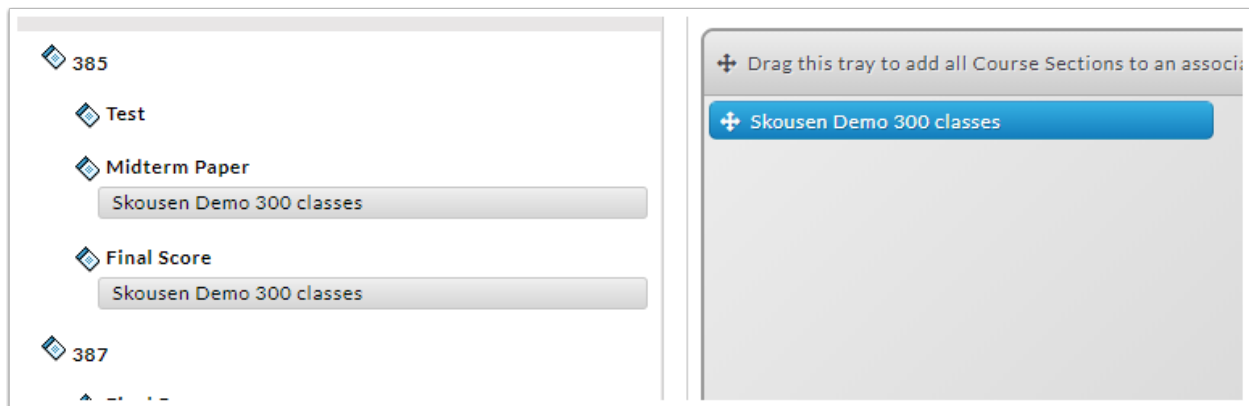
Select LMS Mapping.

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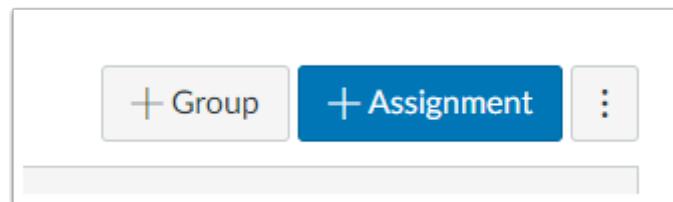
A search bar titled "Available Course Sections" with a "Search:" label and a text input field.

In the search bar, type the name of the course that you want to find.



The interface shows two panels. The left panel lists course sections for "385" and "387". Under "385", there are "Test" and "Midterm Paper" sections, each with a "Skousen Demo 300 classes" button. Under "387", there is a "Final Score" section with a "Skousen Demo 300 classes" button. The right panel has a header "Drag this tray to add all Course Sections to an association" and a blue button labeled "+ Skousen Demo 300 classes".

When you find your course, select it and drag it to what assignments you want to show up in Canvas. Click return.



A row of three buttons: "+ Group" (light gray), "+ Assignment" (blue), and a vertical ellipsis menu icon (light gray). Below the buttons is a horizontal line.

Now go to the canvas course you just mapped with Taskstream. In the Assignments tab, click +Assignment to create a new assignment.

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Submission Type

External Tool ▼

External Tool Options

Enter or find an External Tool URL

http://www.example.com/launch

Find

☐ Load This Tool In A New Tab

Name the assignment, and then go down to Submission Type. Select Find and select Taskstream. Click Select and then click Save & Publish. Students will now be able to submit to Taskstream through Canvas.