

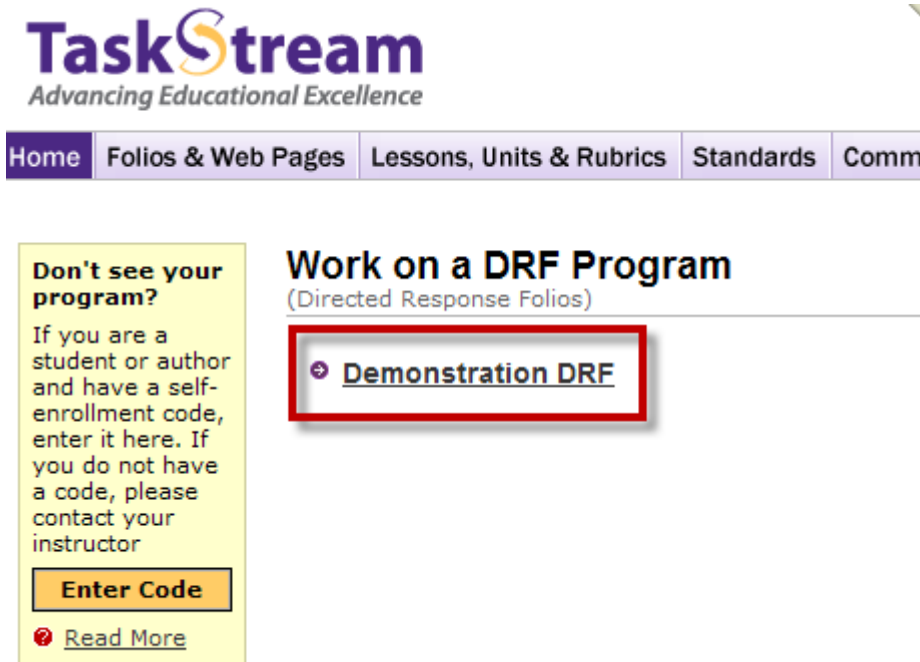


Getting Started with DRF Programs

Student Guide to Evaluation or Revision of Submitted Work

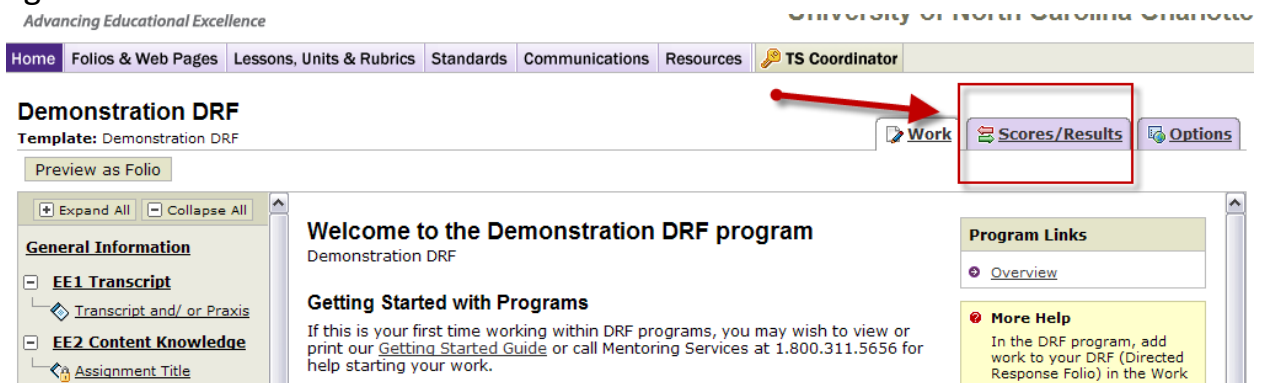
View a Completed Evaluation

1. From the home page, click the name of the program.







The screenshot shows the TaskStream home page. At the top is the TaskStream logo with the tagline "Advancing Educational Excellence". Below the logo is a navigation menu with tabs: Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, and Comm. The main content area features a yellow box on the left with the text "Don't see your program?" and instructions for students and authors to enter a self-enrollment code. To the right of this box is a section titled "Work on a DRF Program (Directed Response Folios)" with a red-bordered button labeled "Demonstration DRF".

2. Once your DRF portfolio opens, click the **Scores/Results** tab in the upper right corner.



The screenshot shows the "Demonstration DRF" portfolio page. At the top is the navigation menu with tabs: Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, Communications, Resources, and TS Coordinator. The main content area is titled "Demonstration DRF" and includes a "Template: Demonstration DRF" and a "Preview as Folio" button. On the right side, there are three tabs: "Work", "Scores/Results", and "Options". A red arrow points to the "Scores/Results" tab, which is highlighted with a red box. Below the tabs, the page content includes "Welcome to the Demonstration DRF program", "Getting Started with Programs" with instructions on how to get help, and a "Program Links" section with an "Overview" link. A "More Help" section is also visible at the bottom right.

3. Locate the assignment for which you want to view the evaluation. You will be able to see the status of your assignment, any final evaluation scores, if the assignment must be resubmitted, etc.

Overall Folio Evaluation		This area does not need to be submitted	Not scored yet	
EE1 Transcript				
◆ Transcript and/or Praxis		Edit Work		
EE2 Content Knowledge				
◆ Assignment Title 	 Resubmitted	Submitted: 02/08/2011 01:45:26 PM Submitted to: Laura Hart		History/Comments
EE3 Instructional Unit Plan				
◆ Instructional Unit 	 Submitted	Submitted: 02/08/2011 12:02:48 PM Submitted to: Laura Hart	Cancel Submission	History/Comments
EE4 Cert. of Teaching Capacity				
◆ Certificate		Edit Work		
EE5 Impact on Student Learning Proj				

Items to note:

- After you submit an assignment, a “lock” icon will appear on the item in your portfolio. You can cancel a submission at any time by using the Scores/Results tab **UNTIL THE EVALUATOR BEGINS SCORING**. Once your evaluator begins scoring your work, the submission can no longer be cancelled.
- If an evaluator sends work back to you to be resubmitted, use the **Scores/Results tab** to see this. After you revise your submission, follow the same submission directions to resubmit the assignment.

If you have any questions or need any help, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.