



## Taskstream LAT FAQs for Evaluators/ Faculty

### Which internet browsers can I use to access Taskstream LAT by Watermark?

Taskstream LAT by Watermark is a highly dynamic environment that responds slightly differently to each browser. We recommend using a supported Internet browser to get full Taskstream capability.

<b>Windows</b> <ul style="list-style-type: none"><li>• Mozilla Firefox (latest version)</li><li>• Google Chrome (latest version)</li></ul>	<b>iPad/iOS</b> <ul style="list-style-type: none"><li>• Mozilla Firefox (latest version)</li><li>• Google Chrome (latest version)</li><li>• Apple Safari 12.1.2 and above</li></ul>
<b>Mac</b> <ul style="list-style-type: none"><li>• Mozilla Firefox (latest version)</li><li>• Apple Safari 12.1.2 and above</li><li>• Google Chrome (latest version)</li></ul>	<b>Android 4.x +</b> <ul style="list-style-type: none"><li>• Mozilla Firefox Latest Version</li><li>• Google Chrome Latest Version</li></ul>

If you use an Internet browser other than those listed above, you will still be able to log into Taskstream, but you may not have access to all the system's features. Regardless of the browser, you will need to have pop-ups, cookies and JavaScript enabled in order to use all the features of LAT. If you are unable to log in at all, you may be using an internet browser with known issues. Please install one of the supported browsers to access LAT.

### What are my login credentials?

Login credentials are the username and password that you use to access LAT. You can request your password hint by clicking the **Forgot Login?** link located below the username/password entry boxes. Click **Email Username & Password Reset** if you are still unable to recall your password after viewing your hint.

If you are not receiving emails from Watermark, try adding support@watermarkinsights.com and notification@taskstream.com to your address book to resolve the issue.

### How do I evaluate student work?

You can evaluate an Author's (student) work using the following steps:

1. On the home page, click the name of the Program in which you'd like to complete evaluations.
2. In the Evaluation area, you will be able to search for a particular student, or use the filtering options to view work for multiple students as well as submission dates. After making your selections, click the Continue button.
3. Click Evaluate to access the work that has been submitted.
4. To start the evaluation, click the Evaluate/Score Work button.
5. This will open the student's work in a window on the left hand side of your screen and the evaluation screen on the right hand side.
6. Once you complete the evaluation (Rubric, Form, Write-in, etc.) choose if you want to Send back for revision, Record as final but release evaluation to Author later, or Record as final and release evaluation to Author now.
7. Once you make your selection, click Submit evaluation now.

## How do I change or edit an evaluation after the score has been released?

Once an evaluation has been completed and the score released to the Author, only an Evaluation Manager can edit the evaluation. If you are an Evaluation Manager for this program:

1. Select the DRF program from the Evaluation Manager tab of your home page.
2. Select the DRF area and Authors to display.
3. Locate the Author of the work on the resulting evaluation grid. In that Author's row, click the View/Edit link for the appropriate requirement.
4. Click the Edit Evaluation button to revise the evaluation.

## I do not see an evaluator tab on my home page. How can I access work that has been submitted to me?

You will only see separate tabs on your home page if you have multiple roles in Taskstream LAT (Author, Reviewer, Evaluator and/or Evaluation Manager). If you have only the Evaluator role, your home page will instead display a list of the DRF/TPA/edTPA programs into which you are enrolled.

If you do not see an Evaluator tab and ALSO do not see any DRF/TPA/PACT programs listed on your home page, that means you are not currently enrolled as an evaluator in any programs. Please contact the Program Manager at your school and request that you be enrolled as an evaluator in the correct programs.

## As an evaluator, how do I access previously evaluated work?

If you are enrolled as an Evaluator in a program, you can access work that you have already evaluated by clicking the name of that program on your home page.

- You can search for work by a specific author (student).
- You can search for multiple authors (students) with work in some or all areas of that program. To view only previously completed evaluations, select to view "All Individuals (do not filter)."

From the resulting evaluation grid, you can access previously evaluated work by clicking the View/Edit link for the appropriate assignment. This link navigates you to a display of tabbed pages of information related to that area, starting with a summary of the Evaluation/Score.

- To view your completed evaluation for the selected assignment, click the Evaluation/Score tab.
- To view the work previously submitted by the author, click the Work Submission tab.
- When applicable, you may also choose to view related Interactions w/Reviewer(s).

## My student says their work is locked and cannot be submitted. How can I unlock their work?

Work becomes locked when it is submitted for evaluation. If you have not yet evaluated the work submission, an author can cancel the submission and unlock the work.

To do this the author will return to the DRF, click on the submitted requirement and then click the Cancel Submission button. This will unlock the student's work so that he/she can continue working.

If you have already submitted an evaluation for the work, only the Evaluation Manager can unlock it.

A designated Evaluation Manager for this program can access the work submission by clicking the View/Edit link from an evaluation grid, to open the View Work page. From there, he/she can click the Send Work Back for Revision button to unlock the work submission. At this point, the padlock icon is no longer visible next to the work, and the student will be able to add more work to this requirement.