

# TASKSTREAM

Scoring students artifact using the Quick Score method in the Learning Achievement Tool in Taskstream.

---

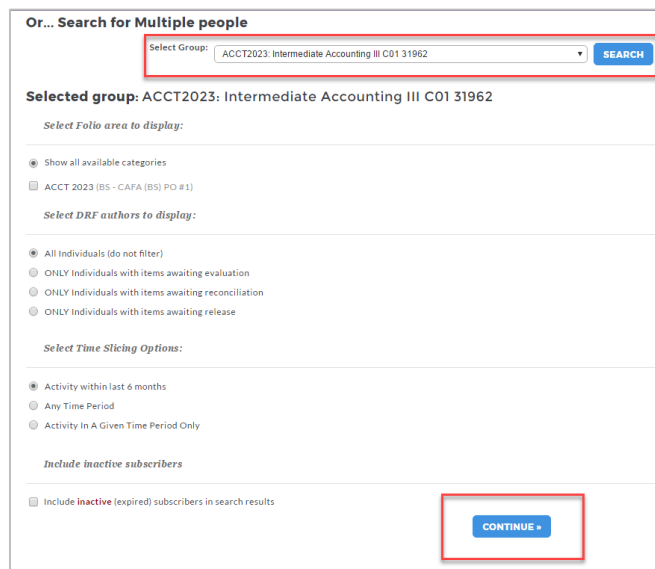
## Instructions

1. Click the **course name** you want to evaluate.



The screenshot shows a card titled "DRF PROGRAM". On the left is a blue circle with "DRF" inside. To the right, the text "AY 16-17 ACCT 2023" is followed by a right-pointing chevron. Below this, there are two rows: "Evaluation Required" with a grey box containing "0", and "Awaiting Release" with a grey box containing "0". At the bottom, the word "Reports" is written in blue.

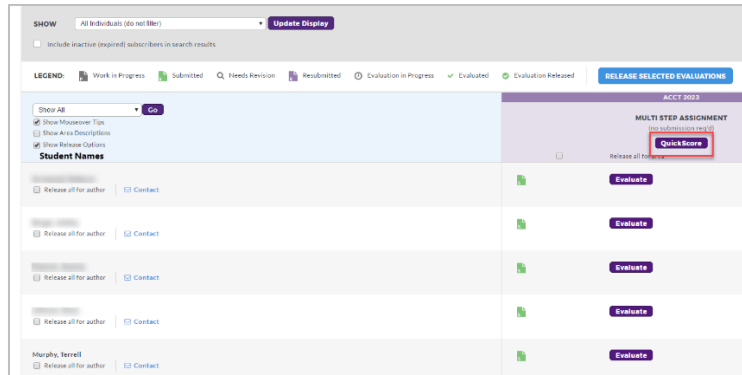
2. If you are teaching multiple sections of the same course, click the drop down box. Choose the CRN you wish to evaluate and click **Search**. Scroll to the bottom of the page and click **Continue**. If you are only teaching one section, skip the drop down menu and scroll down and click **Continue**.



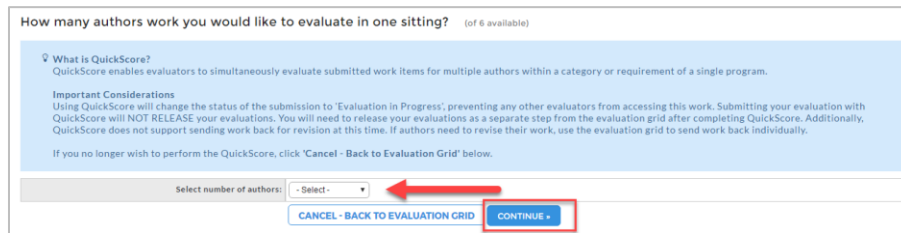
The screenshot shows a search interface titled "Or... Search for Multiple people". At the top, there is a "Select Group:" dropdown menu with "ACCT2023: Intermediate Accounting III C01 31962" selected, and a "SEARCH" button to its right. Below this, the text "Selected group: ACCT2023: Intermediate Accounting III C01 31962" is displayed. Underneath, there are three sections of filters: "Select Folio area to display:" with radio buttons for "Show all available categories" (selected) and "ACCT 2023 (BS - CAFA (BS) PO #1)"; "Select DRF authors to display:" with radio buttons for "All Individuals (do not filter)" (selected), "ONLY Individuals with items awaiting evaluation", "ONLY Individuals with items awaiting reconciliation", and "ONLY Individuals with items awaiting release"; and "Select Time Slicing Options:" with radio buttons for "Activity within last 6 months" (selected), "Any Time Period", and "Activity In A Given Time Period Only". At the bottom, there is a checkbox for "Include inactive subscribers" and a "CONTINUE" button.

# TASKSTREAM

- On the evaluation grid the student names will be on the left. On your right click **Quick Score**.



- Click the drop down arrow next to **Select number of authors**. Choose **All Evaluations**.



**Note:**

The evaluation grid will display 20 students at a time. If you have more than 20 students in your class once you evaluate the first 20 students and click record as final score (see Step 5) the remaining students will appear.

- Enter the criterion score in the column on the right. Click **Record as Final Score**. If a student did not hand in the assessment assignment click the **Do not record final score (skip this author)** box. Step 5 is the last step in the process. You do not click Release Selected Evaluations.

