

UNCP School of Education

Directions for **Students** Completing Evaluations in the Student Teaching 2010 DRF inside TaskStream

Overview: Completing the forms regarding intern performance is a collaborative effort between the intern, clinical teacher, and university supervisor. This document is intended to serve as step-by-step guide to successfully complete the process.

Student (Intern) Completes the Intern Midpoint Evaluation (IME) Form

- Student logs into TaskStream using appropriate user name and password.
- Student selects Student Teaching 2010 DRF program.
- Student clicks on “IME-Intern” link under the Intern Submission section.
- Student clicks on the Directions link to read the directions. Students will access the form by clicking on the [complete this form](#) link in the “Form:IEE-Intern section.
- Complete the form, by selecting the appropriate radial button for each indicator. Once all responses are made, student clicks on the “Save and Return” button. (For convenience, there is a “Save and Return” button at the top and bottom of the page; students can use either one.)
- Student clicks on the “Submit Requirement” button located at the top right hand corner of the screen.
- A pop-up window will open, with the heading: **Are you sure you want to submit IME - Intern (of Intern Submissions) for Evaluation?**. Student is to scroll down, click on the radial button for University School Programs (approximately three-quarters down the page). Once the radial button is selected, click the Submit for Evaluation button (For convenience, there is a “Submit for Evaluation” button at the top and bottom of the page; students can use either one.)
- Pop-up window will appear stating: **You have successfully submitted your work.** It is possible for student to click “Skip Sending Comments” button if no comments are necessary. If student decides to send comments, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Skip Sending Comments” button was clicked.
- Pop-up window will appear stating: **You have successfully submitted "IME - Intern".** Student can decide to print confirmation or close window. If student selects Print Confirmation, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Close Window” button was clicked.
- Student will be taken to **Scores/Results Summary** screen.

Directions for **Faculty** Completing Evaluations in the Student Teaching 2010 DRF inside TaskStream

Clinical Teacher and University Supervisor Complete IME

- Login to TaskStream using user name and password.
 - Clinical teacher user name = first name.last name (ex. judith.losch)
 - Clinical teacher password = uncpteacher1
 - University supervisor (UNCP faculty) = user name and password you established
 - University supervisor (contract) user name= first name.last name (ex. judith.losch)
 - University supervisor (contract) password=uncpteacher1
- Click on the Student Teaching 2010 DRF program in the evaluation tab.
- Search for the student's last name and select your student for evaluation.
- Evaluation grid is now open.
- Use bottom scroll button to scroll over to the area you need to view. The clinical teacher will access information through the Clinical Teacher area; the university supervisor will access information through the University Supervisor area.
- Click on the evaluation button of the student for whom you want to complete the IME.
- Click on the Evaluate/Score Work button in left hand menu.
- Pop-up window will open with evaluation rubric. Use drop down menu in each area to select appropriate score (3=Satisfactory Progress; 2= Focus for Future Improvement; 1=Area of Concern). Comments are required for any item scored Focus for Future Improvement OR Focus for Future Improvement; comments are optional for items scored Satisfactory Progress).
- Type in an overall comment if desired.
- In the **Decide what to do with this evaluation** area at the bottom of the page, select **Record as final and release evaluation to author now** radial button and then click on the "Submit Evaluation Now button".
- You will be returned to the evaluation grid page. If you have other students to evaluate and they have initiated the IME process, you can proceed to evaluate them. If you have no other work to evaluate, you can logout of TaskStream.