Entering Teacher Candidate Data:

- Log into your Taskstream account at www.watermarkinsights.com.
- Select **"Taskstream"** Box; then log in
- Click on your current "*Semester/Program DRF*" to enter scores. (e.g., 2018 Fall – Elementary).
- You can find your teacher candidate(s) by searching for

  - **Individual to Evaluate** (show one student at a time)
    - i. *Searching by First or Last Name*: Enter Name and click on **Search** Button

    Or

  - **Search for Multiple People** (which will show you all your students in Grid format):
    - i. *Select Folio area to display* – by checking the box of the course you which to enter scores for – then click on **Continue** button

    Or

  - **Search for Multiple People** (which will show you all your students in grid format):
    - i. Select **Group** by selecting "**instructor - course**" click on **Search** Button
    - ii. *Select Folio area to display* – by checking the box of the course you which to enter scores for – then click on **Continue** button

- Click on the "*Evaluate*" button for the student you wish to evaluate.
  - o *Note "Quick Score" Option (if available) – See Quick Score directions
- Click on the "**Score Work**" button.
- **Complete each section.**
- At the bottom, check "*Record as final and release evaluation to author now*"
- Click the "**Submit Evaluation Now**" when you are ready to submit.
- If you don't want to notify students yet, you can **"uncheck"** the "**Send external email notification**" so it doesn't send email to the teacher candidate.
- There is an option at the bottom to "*Save Draft*".
- Please note "Author" is the teacher candidate. You are the Evaluator.
- The green Submitted paper flag has no significance – please ignore.