Entering Capstone Evaluation Data & Evaluation of Program Survey
Clinical Educators:

- 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
  - **Search for Multiple People** (which will show you all your students in grid format):
    - ➢ Select **Group** by selecting your *Field Instructor Name -Capstone* and click on *Search* Button *(e.g., Smith – Capstone)*
    - ➢ *Select Folio area to display* – Check the **"Capstone Evaluation"** and **"Survey for Clinical Educators"** boxes -then click on *Continue* button
    - Or
  - **Individual to Evaluate** (show one student at a time)
    - ➢ *Searching by First or Last Name:* Enter Name and click on *Search* Button
    - ➢ *Select Folio area to display* – Check the **"Capstone Evaluation"** and **"Survey for Clinical Educators"** boxes -then click on *Continue* button

- Scroll down the grid to find your student(s). Make sure your column heading is "**Capstone Eval – Clin Educ**" and **"Evaluation of Program by Clin Educ".** If it is not, please contact Debbie Ziomek at dziomek@udel.edu.

Completing the Capstone Evaluation:
- Under the **Capstone Evaluation -Clin Educ** column
- Click on the "*Evaluate*" button for the student you wish to evaluate.
- 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.

Completing Evaluation of Program Survey

➤ Under the **Evaluation of Program by Clin Educ** column

➤ Click on the "*Evaluate*" button for the student you wish to evaluate.

➤ Click on the "*Score Work*" button.

➤ **Complete each section.**

➤ At the bottom, check "***Meets Requirement***". There is no official score, but this option allows to record who has completed.

➤ Click the "*Submit Evaluation Now*" when you are ready to submit.

➤ There is an option at the bottom to "*Save Draft*".

➤ The green Submitted paper flag has no significance – please ignore.