

## Entering Capstone Evaluation Data & Evaluation of Clinical Educator Survey Field Instructors

- Log into your Taskstream account at [www.watermarkinsights.com](http://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 “**Evaluation of Clin Educ**” 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 “**Evaluation of Clin Educ**” boxes -then click on **Continue** button
- Scroll down the grid to find your student(s). Make sure your column heading is “**Capstone Eval – Field Instr**” and “**Evaluation of Clin Educ**”. If it is not, please contact Debbie Ziomek at [dziomek@udel.edu](mailto:dziomek@udel.edu).

## Completing the Capstone Evaluation:

- Under the **Capstone Evaluation – Field Instr** 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 Clinical Educator Survey**

- Under the **Evaluation of Clin Educ** column
- Click on the **"Evaluate"** button next to the student the clinical educator you wish to evaluate was assigned.
- 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.