

Sending Work Back for Revision in TaskStream with a Provisional Score

On the home page of your account, under the Evaluator tab, click the name of the DRF program.

Or... View and Evaluate by Program

DRF Programs
(Directed Response Folios)

➔ [DRF 2011](#)

On the following screen, choose the appropriate filters (if any).

Select DRF area to display:

Show all available categories

ENG 101 (Course 1 (rename))
New work submitted! 8/14

SCI 101 (Course 2 (rename))
New work submitted! 4/14

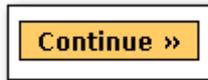
MTH 101 (Course 3 (rename))
5/14

Select authors to display:

All Individuals (do not filter)

ONLY Individuals with items awaiting Evaluation

Click the **Continue** button.



In the evaluation grid, locate the student’s work of which you would like to evaluate and send back to the student for revision. Click the **Evaluate** button that corresponds with the work submission in question.

<input checked="" type="checkbox"/> Show Mouseover Tips <input type="checkbox"/> Show Area Descriptions <input checked="" type="checkbox"/> Show Release Options	Assignment 1 QuickScore <input type="checkbox"/> Release all for area	Assignment 2 <input type="checkbox"/> Release all for area		Assignment 1 QuickScore <input type="checkbox"/> Release all for area
✉ Adams, Alex Student ID :121212 Email: dslal@ddlk.com <input type="checkbox"/> Release all for Author	No Access	🏆 Pass [View/Edit] 1 of 2 evals done	✉ Adams, Alex Student ID :121212 Email: dslal@ddlk.com <input type="checkbox"/> Release all for Author	<input checked="" type="checkbox"/> Evaluate Submitted: 03/09/11
✉ Chakrabarty, Kanad Email: kchakrabarty@taskstream.com <input type="checkbox"/> Release all for Author	Work Not Started	<input checked="" type="checkbox"/> Pass [View/Edit] Evaluated 03/17/11	✉ Chakrabarty, Kanad Email: kchakrabarty@taskstream.com <input type="checkbox"/> Release all for Author	<input checked="" type="checkbox"/> Evaluate Submitted: 03/09/11
✉ Cote, Christy Email: email@email.com <input type="checkbox"/> Release all for Author	<input checked="" type="checkbox"/> Score=11.00/12 [View/Edit] Released: 05/12/11	Work Not Started	✉ Cote, Christy Email: email@email.com <input type="checkbox"/> Release all for Author	Work Not Started
✉ Glass, Buddy Email: scastner@taskstream.com <input type="checkbox"/> Release all for Author	<input checked="" type="checkbox"/> Evaluate Submitted: 06/11/10	<input checked="" type="checkbox"/> Pass [View/Edit] Evaluated 03/17/11	✉ Glass, Buddy Email: scastner@taskstream.com <input type="checkbox"/> Release all for Author	<input checked="" type="checkbox"/> Evaluate Submitted: 03/09/11
✉ Jett, Elizabeth Email: bjett@taskstream.com <input type="checkbox"/> Release all for Author	⌚	<input checked="" type="checkbox"/> Pass [View/Edit] Evaluated 03/17/11	✉ Jett, Elizabeth Email: bjett@taskstream.com <input type="checkbox"/> Release all for Author	⌚

On the left side of the page, click the **Evaluate/Score Work** button.



On the resulting screen, input the provisional evaluation for this submission.

Levels	0	1	2	3	
Criteria	Mechanics	Frequent errors in spelling, grammar, and punctuation.	Errors in grammar and punctuation, but spelling has been proofread.	Occasional grammatical errors and questionable word choice.	Nearly error-free which reflects clear understanding and thorough proofreading.
		<p>▶ <u>Standards</u></p> <p>Comments on this criterion:</p> <p>Enter Score (0-3): <input type="text" value="2"/></p> <p>Save Draft</p>			
		<p>Comments on this criterion:</p> <p>Enter Score (0-3): <input type="text" value="2"/></p> <p>Save Draft</p>			
	0	1	2	3	
Perspectives	Perspectives	Limited appreciation and understanding of both perspectives.	Some appreciation and understanding of both perspectives.	Clear appreciation and understanding of both perspectives.	Mature and complete appreciation and understanding of both perspectives.
		<p>Comments on this criterion:</p> <p>Enter Score (0-3): <input type="text" value="2"/></p> <p>Save Draft</p>			
		<p>Comments on this criterion:</p> <p>Enter Score (0-3): <input type="text" value="2"/></p> <p>Save Draft</p>			
	0	1	2	3	

If you wish, add a file attachment and/or a comment for the student in the comments area.

2 Attach a file to this evaluation (Optional)

Name	File	Visible to Author?
<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input checked="" type="checkbox"/>

3 Add overall comment

In the 'Decide what to do with this evaluation' area, select **Send back for revision**. Click the **Submit Evaluation Now** button.

4 Decide what to do with this evaluation

Provisional evaluation/score	Final evaluation/score	
<input checked="" type="radio"/> Send back for revision This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated. <input checked="" type="checkbox"/> <input type="button" value="Send External Email Notification"/>	<input type="radio"/> Record as final but release evaluation to author later	<input type="radio"/> Record as final and release evaluation to author now Author will immediately receive this evaluation report. <input checked="" type="checkbox"/> <input type="button" value="Send External Email Notification"/>