Quick-Start Guide-
Social Work DRF Program
for Faculty Liaisons
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Accessing Your MU School of Social Work Program

1. To begin, go to www.taskstream.com.

2. Log into Taskstream with your assigned username and password.

3. To start, click the Evaluator tab; you will be signing the Learning Plan Signature and Approval form for your assigned student.

4. Click the MU School of Social Work program link.
How to Locate/Assess the Learning Plan as an Evaluator

1. Once you have chosen your program, select the appropriate Field Experience in which your student is placed. Then, click the Continue button at the bottom of the screen.

2. On the resulting screen, under the Learning Plan column, click the yellow Evaluate button.
3. On the following screen, you will first determine whether your student has shared his/her Learning Plan form with his/her Field Instructor for feedback and obtained his/her Field Instructor’s sign-off. To do so, click the Interactions w/Reviewer(s) tab along the top right.

If the student’s form has been submitted to and been reviewed by his/her Field Instructor, you will see a comment presented in the following fashion.

4. You can also view the work that the student has completed by clicking the View Work tab, followed by selecting either the “Open Below” or “Open Full Size” link.
5. After you have confirmed that the student’s Field Instructor has provided feedback on the Learning Plan and viewed the work submitted by the student, you may click one of the following buttons:
   a. The green **Evaluate/Score Work button** to formally assess your student.
   b. The red **Send Back to Author button** to send the Learning Plan back to your student for revision.
   c. The **Cancel – Evaluate Later button** to exit the evaluation area for the student.

   **SCENARIO A:** If you opt to click the green **Evaluate/Score Work** button, a split evaluation screen will appear after selecting Evaluate/Score Work. On the left-hand side, you will see the form that the student completed and submitted to you for evaluation. On the right, you will see the evaluation form that you will need to complete, along with the signature you need to enter.
Once you have completed the evaluation form (on the right-hand side), select whether the student Meets or Does Not Meet the Requirement, at the bottom of the page. You may also upload up to three (3) optional files to include as part of the evaluation.

Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:

a. **Send the form back for revision to the student.**

b. Record the evaluation as final, but release it to the student LATER.

c. Record the evaluation as final and release it to the student NOW.

- **SCENARIO B:** If you opt to click the red **Send Back to Author button**, the following screen will pop up. Here, you will enter any optional comments for your student to view; you can also opt to save a snapshot of the student’s originally-completed form. Click **Send Back to Author Now** to officially send the work back to the student for revision.
• **SCENARIO C**: Clicking **Cancel – Evaluate Later button**, you will be returned to the evaluation grid.

**Evaluating the Expectations and Orientation, Confidentiality & Security, and Workplace Safety/Violence Requirements**

1. The process for completing the Expectations and Orientation, Confidentiality & Security, and Workplace Safety/Violence Requirements is very similar to that for the Learning Plan. In the evaluation grid, under the correct header, click the **yellow Evaluate button**.

2. On the following screen, you will have the opportunity to determine whether your student has shared the requirement in question his/her Field Instructor for feedback and obtained his/her Field Instructor’s sign-off. To do so, click the Interactions w/Reviewer(s) tab along the top right.

3. If the student’s requirement has been submitted to and been reviewed by his/her Field Instructor, you will see a comment presented in the following fashion.

4. You can also view the work that the student has completed by clicking the View Work tab, followed by selecting either the “Open Below” or “Open Full Size” link.
5. After you have confirmed that the student’s Field Instructor has provided feedback on the requirement and viewed the work submitted by the student, you may click one of the following buttons:
   a. The green **Evaluate/Score Work** button to formally assess your student.
   b. The red **Send Back to Author** button to send the requirement back to your student for revision.
   c. The **Cancel – Evaluate Later** button to exit the evaluation area for the student.

- **SCENARIO A**: If you opt to click the green **Evaluate/Score Work** button, a split evaluation screen will appear after selecting Evaluate/Score Work. On the left-hand side, you will see the form that the student completed and submitted to you for evaluation. On the right, you will see the evaluation form that you will need to complete.
Once you have completed the evaluation form (on the right-hand side), select whether the student Meets or Does Not Meet the Requirement, at the bottom of the page. You may also upload up to three (3) optional files to include as part of the evaluation.

Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:

a. **Send the form back for revision to the student.**

b. Record the evaluation as final, but release it to the student LATER.

c. Record the evaluation as final and release it to the student NOW.

- **SCENARIO B:** If you opt to click the red **Send Back to Author button**, the following screen will pop up. Here, you will enter any optional comments for your student to view; you can
also opt to save a snapshot of the student’s originally-completed form. Click **Send Back to Author Now** to officially send the work back to the student for revision.

- **SCENARIO C:** Clicking **Cancel – Evaluate Later button**, you will be returned to the evaluation grid.

**Evaluating Journals One through Five**

1. Return to the evaluation grid as an Evaluator, using the instructions stated on page 3.

2. If the student’s form has been submitted to you, you will see a yellow Evaluate button appear under that Journal header.

3. You will be brought to the View Work tab, where you can view the Journal your student has submitted.

Your student will have needed to obtain feedback from his/her Field Instructor prior to submitting the final version of the Journal to you. To see the interactions between your student and his/her Field Instructor, please visit the Interactions w/Reviewer(s) tab,
4. After you have confirmed that the student’s Field Instructor has provided feedback on the requirement and viewed the work submitted by the student, you may click one of the following buttons:
   d. The green **Evaluate/Score Work button** to formally assess your student.
   e. The red **Send Back to Author button** to send the requirement back to your student for revision.
   f. The **Cancel – Evaluate Later button** to exit the evaluation area for the student.

   - **SCENARIO A:** If you opt to click the green **Evaluate/Score Work button**, a split evaluation screen will appear after selecting Evaluate/Score Work. On the left-hand side, you will see the form that the student completed and submitted to you for evaluation. On the right, you will see the evaluation form that you will need to complete.
Once you have completed the evaluation form (on the right-hand side), select whether the student Meets or Does Not Meet the Requirement, at the bottom of the page. You may also upload up to three (3) optional files to include as part of the evaluation.

Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:

d. Send the form back for revision to the student.
e. Record the evaluation as final, but release it to the student LATER.
f. Record the evaluation as final and release it to the student NOW.

- SCENARIO B: If you opt to click the red Send Back to Author button, the following screen will pop up. Here, you will enter any optional comments for your student to view; you can
also opt to save a snapshot of the student’s originally-completed form. Click **Send Back to Author Now** to officially send the work back to the student for revision.

- **SCENARIO C:** Clicking **Cancel – Evaluate Later button**, you will be returned to the evaluation grid.

5. Click the green **Evaluate/Score Work button** to assess the Journal. A split screen will then appear. On the left-hand side, you will see your student’s form submission. On the right-hand side, you will see the evaluation form that you will be completing.

6. Once you have completed the evaluation form, select whether the student Meets or Does Not Meet the Requirement. You may also upload up to three (3) optional files to include as part of the evaluation.
7. Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:
   a. Send the form back for revision to the student.
   b. Record the evaluation as final, but release it to the student LATER.
   c. Record the evaluation as final and release it to the student NOW.

Viewing the Midterm/Final Forms Completed by Students and Field Instructors

1. As an Evaluator, you will be able to see midterm and final forms completed by your student and his/her Field Instructor. To do so, return to the evaluation grid as an Evaluator, using the instructions stated on page 3.

2. In the evaluation grid, click the View/Edit link that corresponds with the “Midterm – Student & FI” or “Final – Student & FI” requirement.

3. Immediately, on the resulting screen, you will see the form completed by the Field Instructor (in the Evaluation/Score tab).
This will include the Field Instructor’s signature, which will appear at the bottom of the form.

4. To view the form completed by the student, click the View Work tab, and select the Open Below or Open Full Size link that appears directly below.
Entering Your Own Signature for Midterm/Final Requirements

1. In the evaluation grid, click the Evaluate button that corresponds with either the “Midterm Signature Page - Stud & FL” or “Final Signature Page - Stud & FL”.

![Image of the evaluation grid with instructions and evaluation options]
2. Click the Evaluate/Score Work button on the resulting screen. A split screen will then appear. On the left-hand side, you will see your student’s signature form submission. On the right-hand side, you will see the signature evaluation form that you will be completing.

3. Once you have completed the evaluation form, select whether the student Meets or Does Not Meet the Requirement. You may also upload up to three (3) optional files to include as part of the evaluation.

4. Finally, you will need to decide what to do with the evaluation and click Submit Evaluation Now:
   a. Send the form back for revision to the student.
   b. Record the evaluation as final, but release it to the student LATER.
   c. Record the evaluation as final and release it to the student NOW.