

# Quick-Start Guide- Social Work DRF Program for Faculty Liaisons



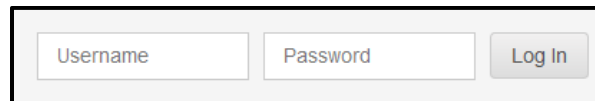
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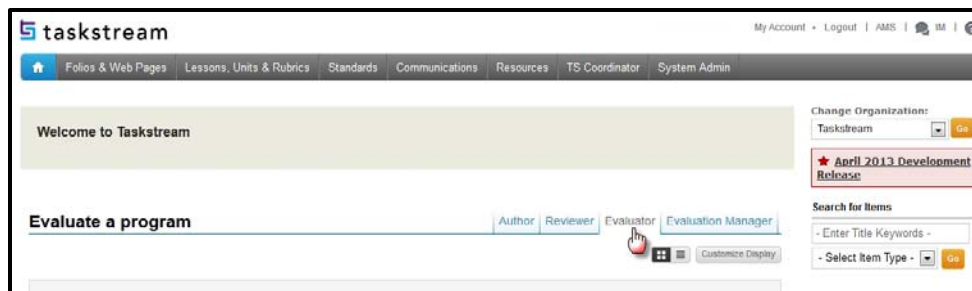
# Accessing Your MU School of Social Work Program

1. To begin, go to [www.taskstream.com](http://www.taskstream.com).
2. Log into Taskstream with your assigned username and password.

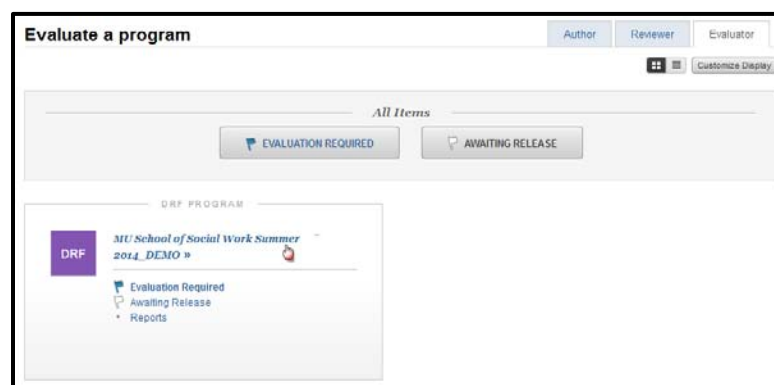


A login form with three input fields: 'Username', 'Password', and 'Log In'.

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.

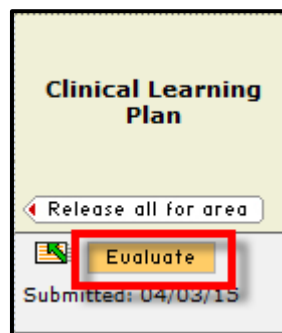


# How to Locate/Assess the Learning Plan as an Evaluator

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.

The screenshot shows a web-based selection interface. At the top, there is a link to 'Show all available categories'. Below this, the 'Advanced Clinical' category is selected, indicated by a checked checkbox and a 'New work submitted!' notification with a count of 12/2. A list of items under this category includes: Clinical Learning Plan; Confidentiality and Security - Faculty Liaison/Student (one of the 3 orientation assignments); Workplace Safety - Faculty Liaison/Student (one of the 3 orientation assignments); Practicum Expectations and Orientation-Faculty Liaison/Student (One of the 3 orientation assignments); Clinical Journal One through Five; Advanced Clinical Midterm Stud & FL; Adv Clinical Final-FL and Student; and Adv Final Sig Pg-Stud & FL. Other categories like 'Advanced PP&A Students' and 'Advanced Clinical Integrated Health Students' are shown with unchecked checkboxes. Below the category list, there are three sections for filtering: 'Select DRF authors to display' with radio buttons for 'All Individuals (do not filter)', 'ONLY Individuals with items awaiting Evaluation', and 'ONLY Individuals with items awaiting Evaluation'; 'Select Time Slicing Options' with radio buttons for 'Activity within last 6 months', 'Any Time Period', and 'Activity In A Given Time Period Only'; and 'Include inactive subscribers' with a checkbox for 'Include inactive (expired) subscribers in search results'. A 'Continue >' button is located at the bottom right of the form.

2. On the resulting screen, under the **Learning Plan** column, click the **yellow Evaluate button**.



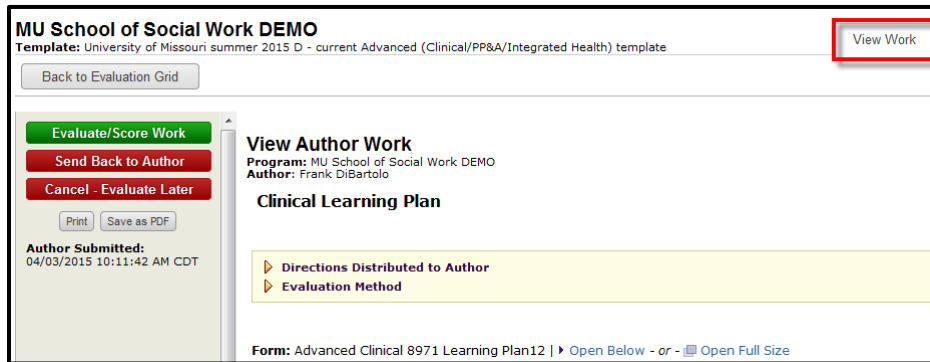
3. On the following screen, you will first determine whether your student has shared his/her Learning Plan form with his/her Field Instructor for feedback and obtained his/her Field Instructor's sign-off. To do so, click the Interactions w/Reviewer(s) tab along the top right.



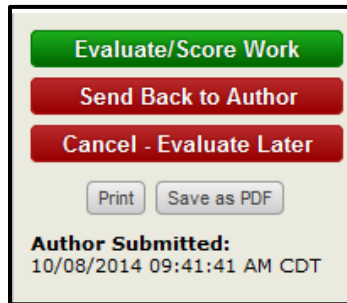
If the student's form has been submitted to and been reviewed by his/her Field Instructor, you will see a comment presented in the following fashion.



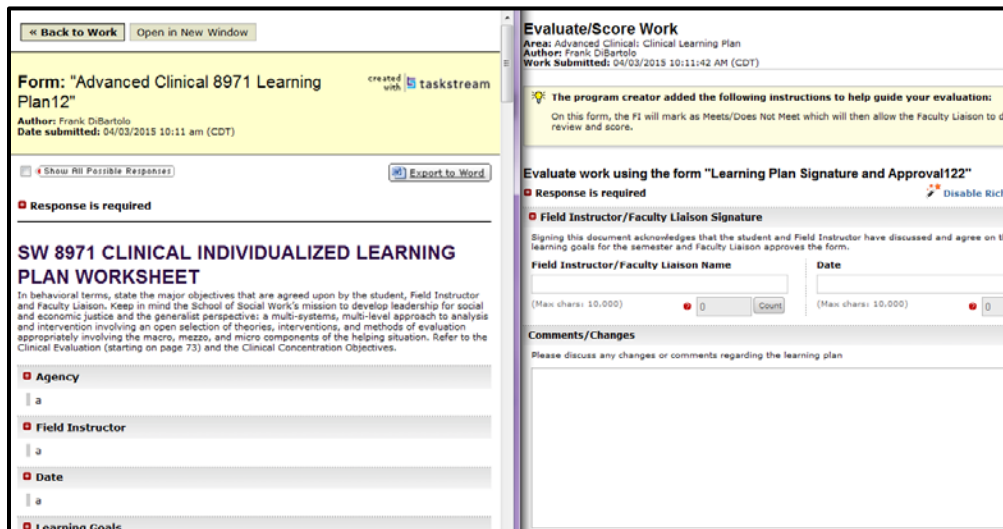
4. You can also view the work that the student has completed by clicking the View Work tab, followed by selecting either the "Open Below" or "Open Full Size" link.



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.



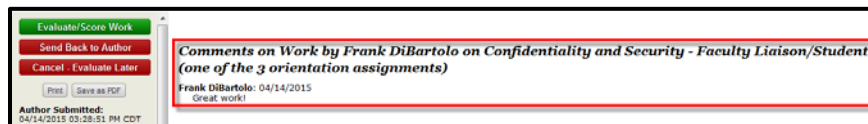
- **SCENARIO C:** Clicking **Cancel – Evaluate Later** button, you will be returned to the evaluation grid.

## 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.



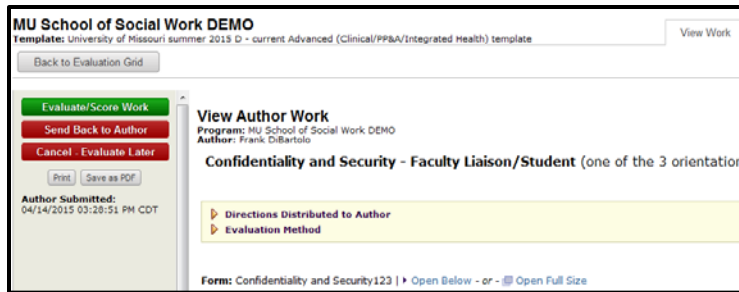
3. If the student’s requirement has been submitted to and been reviewed by his/her Field Instructor, you will see a comment presented in the following fashion.



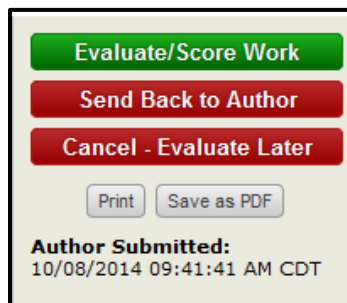
4. You can also view the work that the student has completed by clicking the View Work tab, followed by selecting either the “Open Below” or “Open Full Size” link.







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:
- The green **Evaluate/Score Work** button to formally assess your student.
  - The red **Send Back to Author** button to send the requirement back to your student for revision.
  - 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.



### View Author Work

Program: HU School of Social Work Summer 2014\_DEMO  
 Author: Frank DiBartolo

#### Foundational MidTerm - Student & FI

Directions Distributed to Author  
 Evaluation Method

Form: Foundational Midterm/Final1 | Open Below - or - Open Full Size

Show All Possible Responses | Export

**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly**

	1	2	3	4	5	Ap
a) Advocate for client access to the services for social work				✓		
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker				✓		
c) Learns to identify, develop and maintain professional roles and boundaries				✓		
d) Demonstrates professional demeanor in					✓	

### Evaluate/Score Work

Area: Field Experience Year 1: Foundational MidTerm - Student & FI  
 Author: Frank DiBartolo  
 Work Submitted: 10/17/2014 03:24:49 PM (CDT)

The program creator added the following instructions to help guide your evaluation:

Evaluate work using the form "Foundational Midterm/Final1"

**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly** Clear

	1	2	3	4	5
a) Advocate for client access to the services for social work	○	○	○	○	○
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker	○	○	○	○	○
c) Learns to identify, develop and maintain professional roles and boundaries	○	○	○	○	○
d) Demonstrates professional demeanor in behavior, appearance, and communication	○	○	○	○	○
e) Engages in career-long learning through continuing education	○	○	○	○	○
f) Uses supervision and consultation to develop as a social worker	○	○	○	○	○

**2. Apply social work ethical principles to guide professional practice** Clear

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.

**Final mark: Does this work meet requirements?**

**SCORE**

Meets Requirement  
 Does not Meet

Attach files - Optional (Up to 3 files)

Name	File (3 MB max)	Visible to Author?
	<input type="text"/> <input type="button" value="Browse"/> No file selected.	<input checked="" type="checkbox"/>

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

**Next Steps**

Decide what to do with this evaluation >

**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.

**Save a copy of this submission?**

Yes - A snapshot of this submission will be saved for both author and evaluator records, and the author will be prompted to create a new submission from scratch (although they will be able to view their previous submission for reference).

No - A snapshot of this submission will NOT be saved to either the author or evaluator records, but the author will be able to overwrite this submission rather than start from scratch.

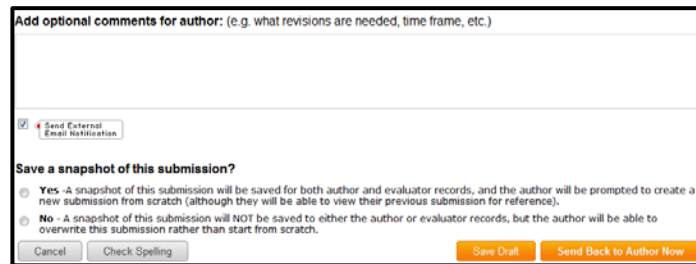
**Record as final but release evaluation to author later**

**Record as final and release evaluation to author now**  
 Author will immediately receive this evaluation report.

- 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



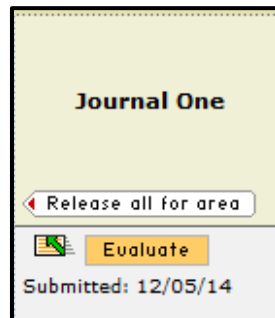
also opt to save a snapshot of the student's originally-completed form. Click **Send Back to Author Now** to officially send the work back to the student for revision.



- **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,

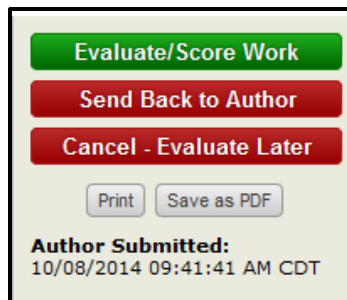


along the top. All commentary by the student and his/her Field Instructor will appear directly below.



The screenshot shows a software interface with a header bar. On the left, it says "Demo Program\_Foundational" and "Foundational1". On the right, there are three buttons: "View Work", "Interactions w/Reviewer(s)" (which is highlighted with a red box), and "Evaluation History". Below the header, there is a section titled "Comments on Work by Frank DiBartolo on (Journal One)". Underneath, it says "Frank DiBartolo: 12/05/2014" and "Great work!".

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.



### View Author Work

Program: HU School of Social Work Summer 2014\_DEMO  
 Author: Frank DiBartolo

#### Foundational MidTerm - Student & FI

Directions Distributed to Author  
 Evaluation Method

Form: Foundational Midterm/Final1 | Open Below - or - Open Full Size

Show All Possible Responses | Export

**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly**

	1	2	3	4	5	Ap
a) Advocate for client access to the services for social work				✓		
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker				✓		
c) Learns to identify, develop and maintain professional roles and boundaries				✓		
d) Demonstrates professional demeanor in					✓	

### Evaluate/Score Work

Area: Field Experience Year 1: Foundational MidTerm - Student & FI  
 Author: Frank DiBartolo  
 Work Submitted: 10/17/2014 03:24:49 PM (CDT)

The program creator added the following instructions to help guide your evaluation:

Evaluate work using the form "Foundational Midterm/Final1"

**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly** Clear

	1	2	3	4	5
a) Advocate for client access to the services for social work	○	○	○	○	○
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker	○	○	○	○	○
c) Learns to identify, develop and maintain professional roles and boundaries	○	○	○	○	○
d) Demonstrates professional demeanor in behavior, appearance, and communication	○	○	○	○	○
e) Engages in career-long learning through continuing education	○	○	○	○	○
f) Uses supervision and consultation to develop as a social worker	○	○	○	○	○

**2. Apply social work ethical principles to guide professional practice** Clear

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.

**Final mark: Does this work meet requirements?**

**SCORE**

Meets Requirement  
 Does not Meet

Attach files - Optional (Up to 3 files)

Name: \_\_\_\_\_ File (3 MB max) Visible to Author?

No file selected.

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.

**Next Steps**

Decide what to do with this evaluation >

**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.

**Save a copy of this submission?**

Yes - A snapshot of this submission will be saved for both author and evaluator records, and the author will be prompted to create a new submission from scratch (although they will be able to view their previous submission for reference).

No - A snapshot of this submission will NOT be saved to either the author or evaluator records, but the author will be able to overwrite this submission rather than start from scratch.

**Record as final but release evaluation to author later**

**Record as final and release evaluation to author now**  
 Author will immediately receive this evaluation report.

- **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.

**Next Steps**

Decide what to do with this evaluation >

**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.

**Save a copy of this submission?**

**Yes** - A snapshot of this submission will be saved for both author and evaluator records, and the author will be prompted to create a new submission from scratch (although they will be able to view their previous submission for reference).

**No** - A snapshot of this submission will NOT be saved to either the author or evaluator records, but the author will be able to overwrite this submission rather than start from scratch.

Send External Email Notification

**Record as final but release evaluation to author later**

**Record as final and release evaluation to author now**  
Author will immediately receive this evaluation report.

Send External Email Notification

## 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).



emo Program\_Field Inst  
 Evaluation/Score View Work Interactions w/Reviewer(s) Evaluation History

**Evaluation Summary for Field Experience Year 1: Foundational MidTerm - Student & FI**

**Final Score:** Meets Requirement

**Detailed Results (Form used: Foundational Midterm/Final12)**

Show All Form Response Options

**Response is required**

**1. Identify as a professional social worker and conduct oneself accordingly**

	1	2	3	4	5	Not Applicable
a) Advocate for client access to the services for social work					✓	
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker				✓		
c) Learns to identify, develop and maintain professional roles and boundaries				✓		

This will include the Field Instructor's signature, which will appear at the bottom of the form.

Show All Form Response Options

**Response is required**

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**Directions**  
 If Unsatisfactory is marked for this student, you must add an action plan and a date for which the action plan should be met. If the action plan is not met in the time stated, the Faculty Liaison will consider the possibility of an extension, a Special Advisement meeting, or a Student Status Review, depending on the issues and the student history.

**Field Instructor Recommended Grade**

Satisfactory

**Field Instructor Comments**

Comments	Date
<input type="checkbox"/> Sample Comment	12/5/2014

- 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.





Demo Program\_Field Inst

undational12

Evaluation/Score View Work Interactions w/Reviews(s) Evaluation History

**View Author Work**  
 Program: University of Missouri Demo Program\_Field Inst  
 Author: Frank DiBartolo

**Foundational MidTerm - Student & FI**

▸ Directions Distributed to Author  
 ▸ Evaluation Method

Form: Foundational Midterm/Final12 | ▾ Open Below - or - ▾ Open Full Size

Show All Possible Responses

Response is required

**1. Identify as a professional social worker and conduct oneself accordingly**

	1	2	3	4	5	Not Applicable
a) Advocate for client access to the services for social work		✓				
b) Effectively uses personal reflection and self-correction to continue to grow as a professional social worker		✓				

## 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”.

**Midterm Signature Page - Stud & FL**

◀ Release all for area

Evaluate

Submitted: 12/05/14



- 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.

- 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.

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

