Entering Capstone - Mid-term Evaluation Data: Clinical Educators:

- Select “Taskstream” Box; then log in
- Click on your current “Semester/Program DRF” to enter scores. (e.g., 2020 Spring – 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 – Mid-term” box - 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 – Mid-term” box - then click on **Continue** button

- Scroll down the grid to find your student(s). Make sure your column heading is “Capstone Eval – Mid-term - Clin Educ”. If it is not, please contact Debbie Ziomek at dziomek@udel.edu.

Completing the Capstone Evaluation:

- Under the **Capstone Evaluation - Mid-term - Clin Educ** column
- Click on the **Evaluate** button for the student you wish to evaluate.
- Click on the **Score Work** button.
- **Complete each section.**
- If the criteria was not covered, please click on the **N/A** box which is under the **Score dropdown** for each criteria.
- 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.