Entering Capstone – **Mid-term** Evaluation Data: 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., 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 Field Instr”. If it is not, please contact Debbie Ziomek at dziomek@udel.edu.

**Completing the Capstone Evaluation:**

- Under the **Capstone Evaluation – Mid-Term – Field Instr** 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.