

## 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](mailto: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.