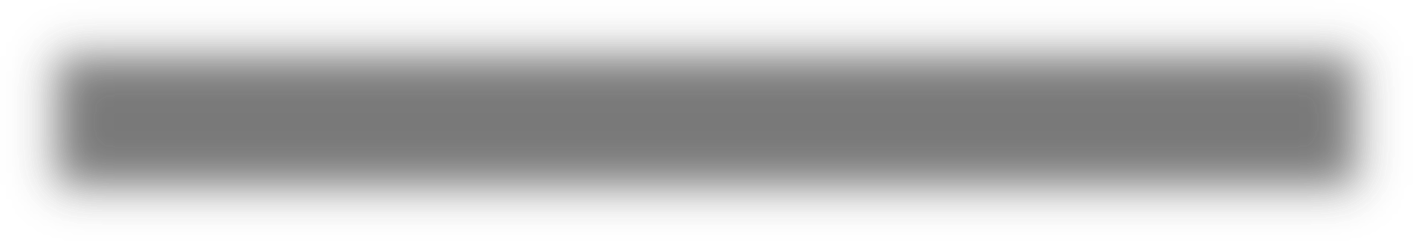
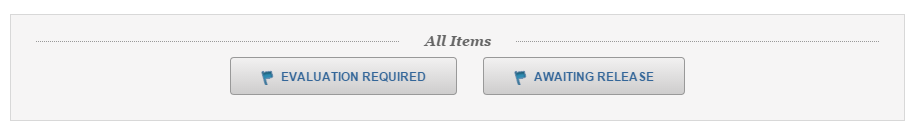
EVALUATING CLINICAL PRACTICE FORMS

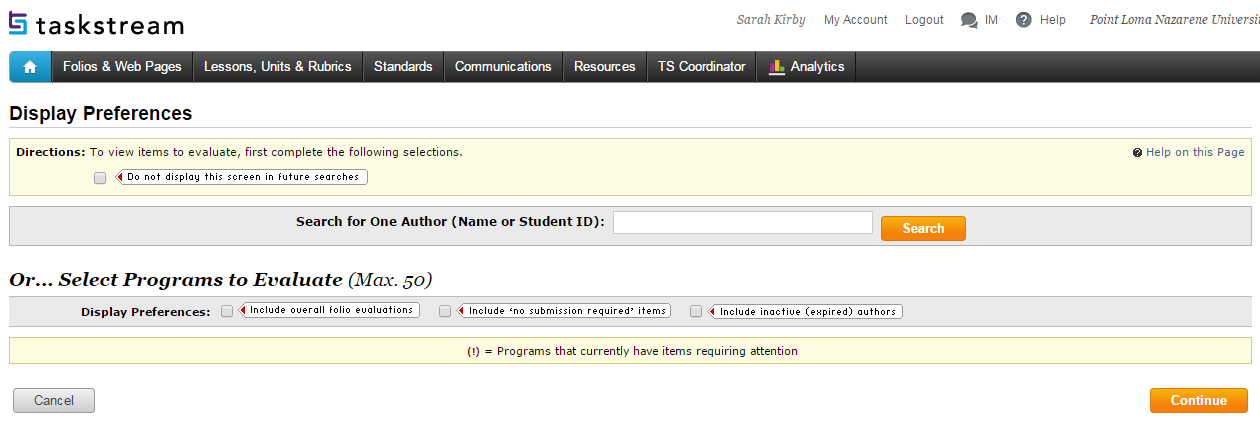
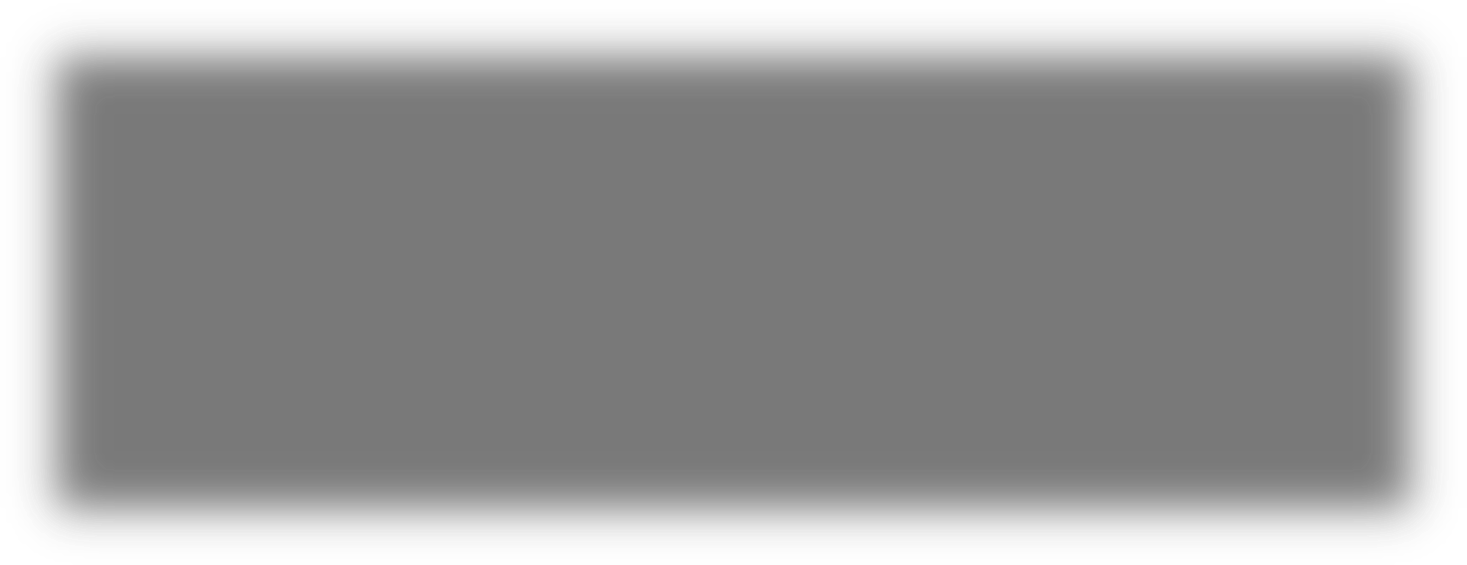
1. Log on to [www.taskstream.com](http://www.taskstream.com/) using your personal username and password.
2. Make sure you are in the “Evaluator” tab:



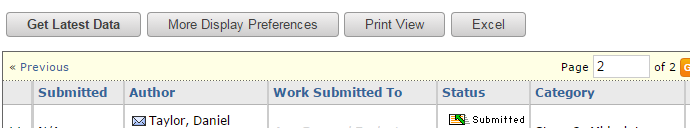
1. Select “Evaluation Required”:



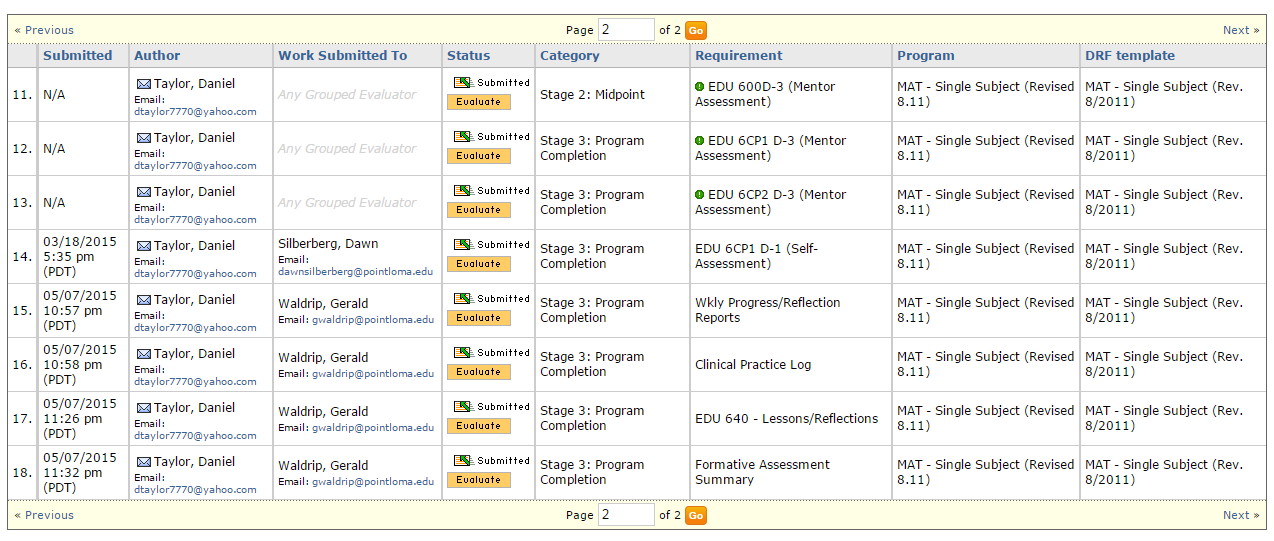
1. Type the name of your Teacher Candidate and select “Search”:



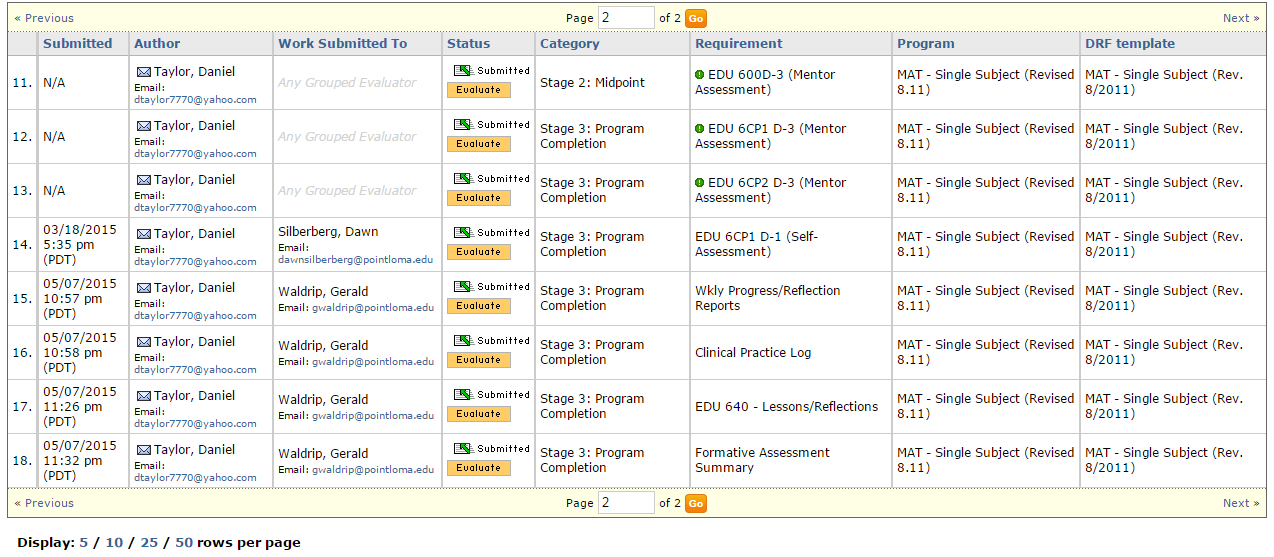
1. Click “Work Submitted To” to sort by this category:



1. If necessary, click through the pages until you see work submitted to you:



1. All like items should be submitted together in the correct category. Documents should be submitted in the following categories:
   1. **EDU [course number] – Lessons/Reflections:** All Formal Lesson Plans AND all Analysis and Reflection Conference Guides
   2. **Clinical Practice Log:** The Clinical Practice log with all weeks recorded
   3. **Daily Lesson Plan:** All Daily Lesson Plans
   4. **Wkly Progress/Reflection Reports:** All Weekly Progress and Reflection Reports



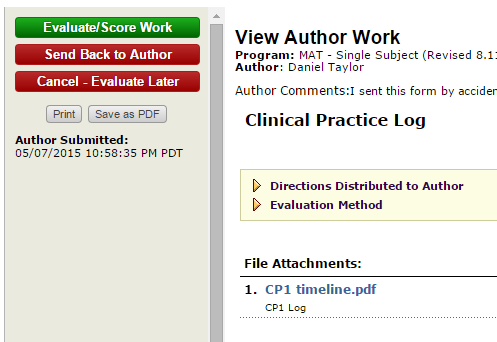
e. **Formative Assessment Summary:** All Formative Assessment Summary forms (and, for Single Subject

candidates, the Single Subject Competency Assessment)

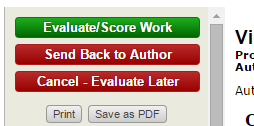
1. To evaluate documents:
   1. Select “Evaluate” next to the first category you would like to evaluate:



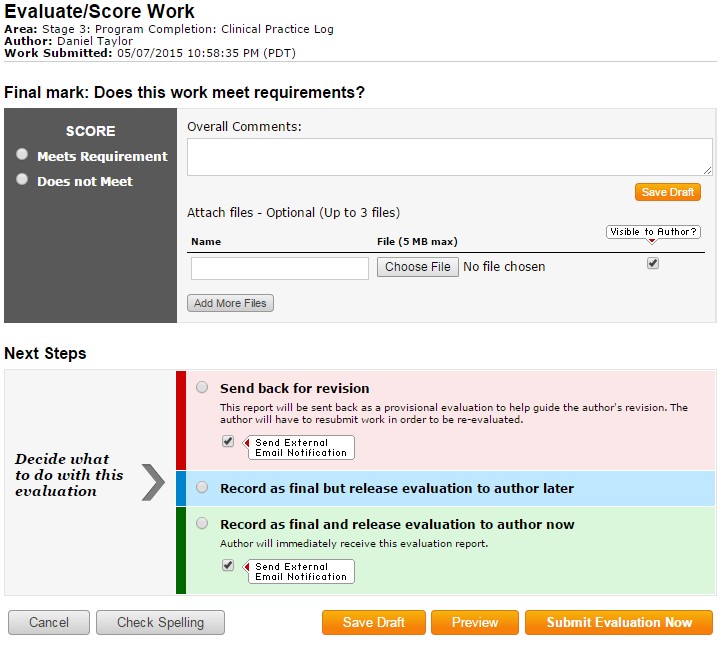
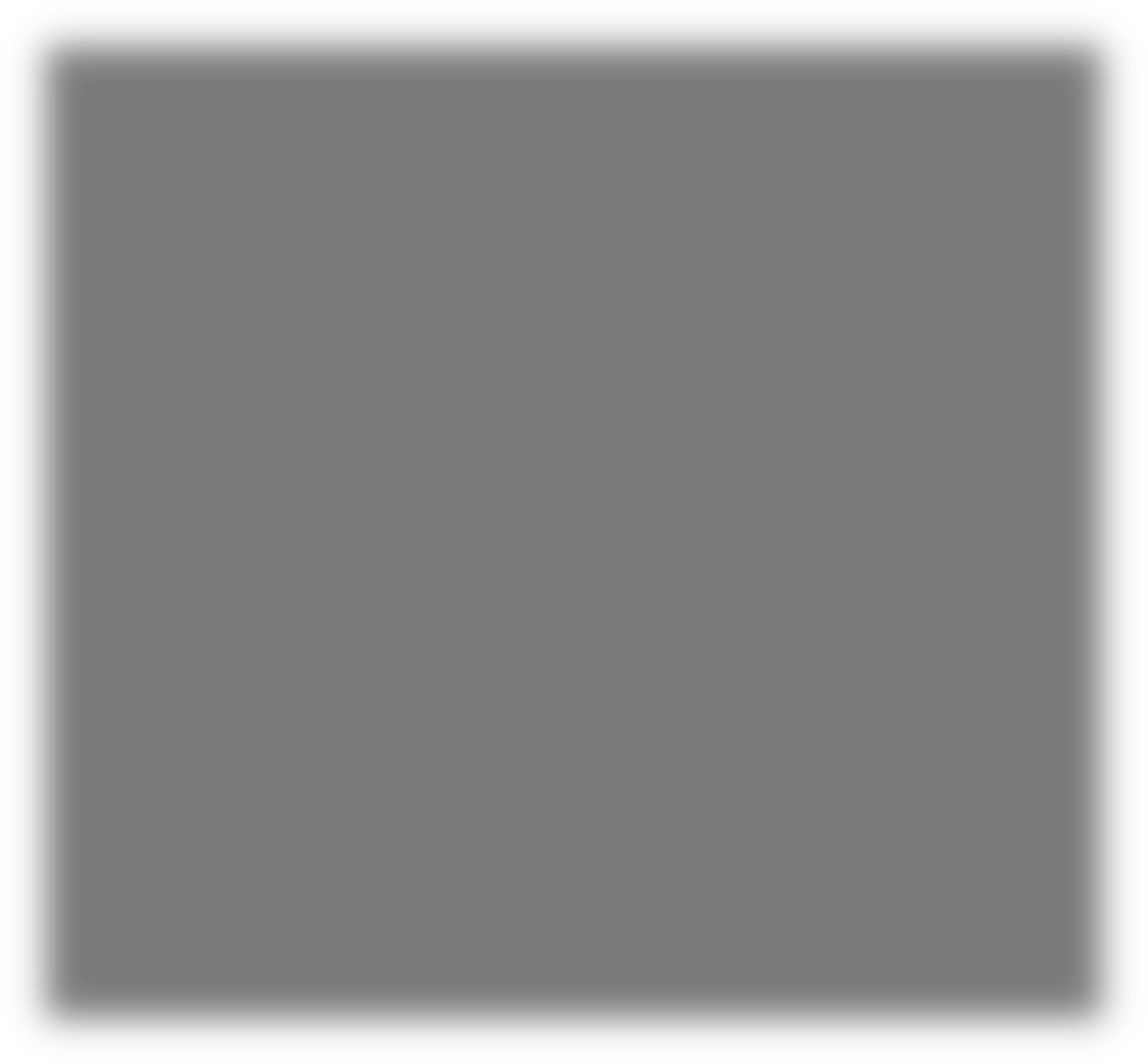
* 1. Click the attachment to view:



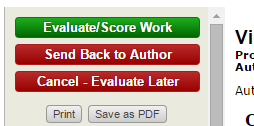
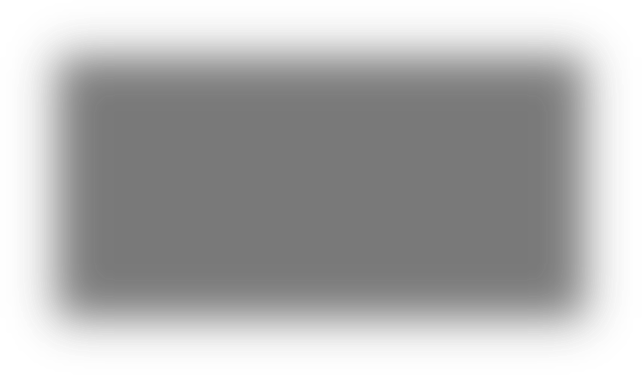
* 1. If all necessary documents are submitted and in the right slot:
     1. Select “Evaluate/Score Work”:



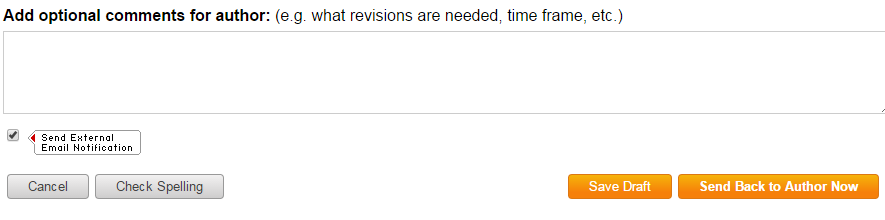
* + 1. Select “Meets Requirement”, “Record as final and release evaluation to author now”, and “Submit Evaluation Now”:



* 1. If a document is missing or submitted in the wrong slot:
     1. Select “Send Back to Author”:



* + 1. Explain the error in the comments box and select “Send Back to Author Now”:



1. Repeat steps 8a – 8d for the remaining categories.
2. Once all documents have been submitted and evaluated, assign the teacher candidate a grade in the PLNU portal.