



**TaskStream Assignment  
Faculty Guide**



Updated August 19, 2016

## Creating a Taskstream Assignment in Moodle

Taskstream is the university's learning outcomes assessment system that integrates with Moodle, allowing students to submit their **Signature Assignment** and receive a grade directly within Moodle.

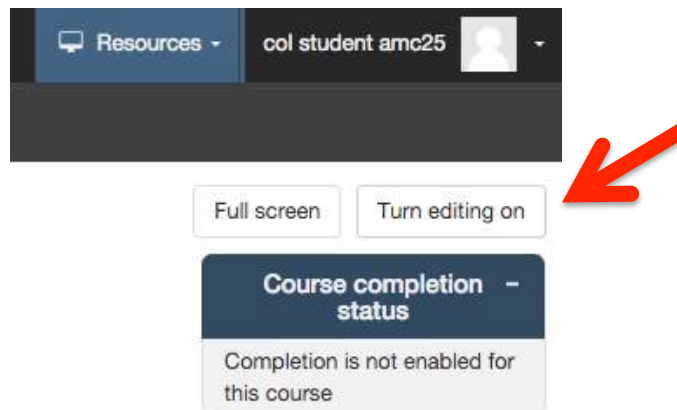
There are **three steps** to setting up and grading a Signature Assignment through Moodle.

1. Setting Up the Taskstream Wizard Block
2. Setting Up the Taskstream Assignment
3. Grading the Signature Assignment in Taskstream

### Step 1: Setting Up the Taskstream Wizard Block

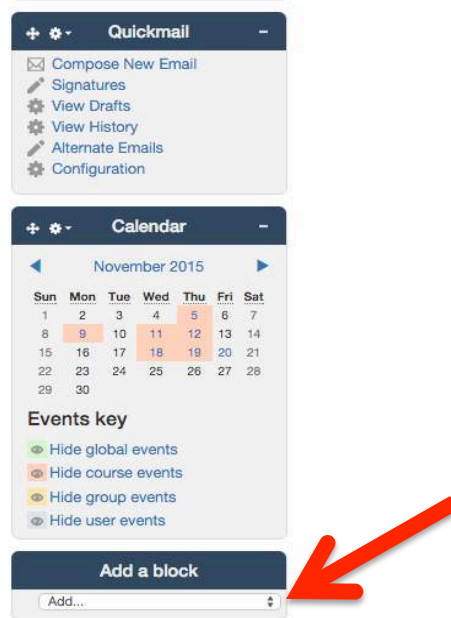
*If your course requires a Signature Assignment, a TaskStream Wizard block will need to be added to your Moodle course. To set up the Taskstream Wizard block, follow these steps:*

**Click** "Turn editing on" in the upper right hand corner of your course.

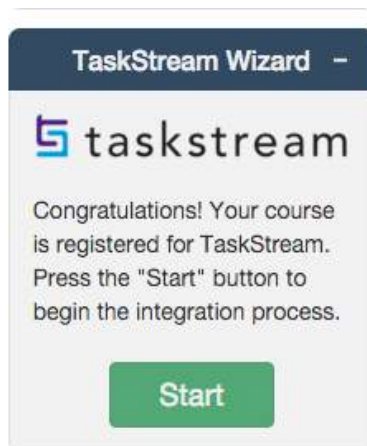


**Scroll** to the bottom of your blocks on the left hand side of your screen.

**Select** TaskStream Wizard from the “Add a Block” drop down menu



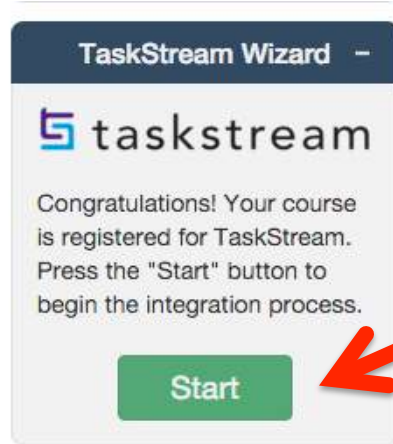
*A **Taskstream Wizard** block will be added to your course, like the one below.*



**NOTE:** *If your course does **not** require a Signature Assignment, it is **not** designated as a TaskStream course in Moodle. You will see an **error message** in the TaskStream Wizard block, directing you to contact your Program Director.*

## Step 2: Setting Up the Taskstream Assignment

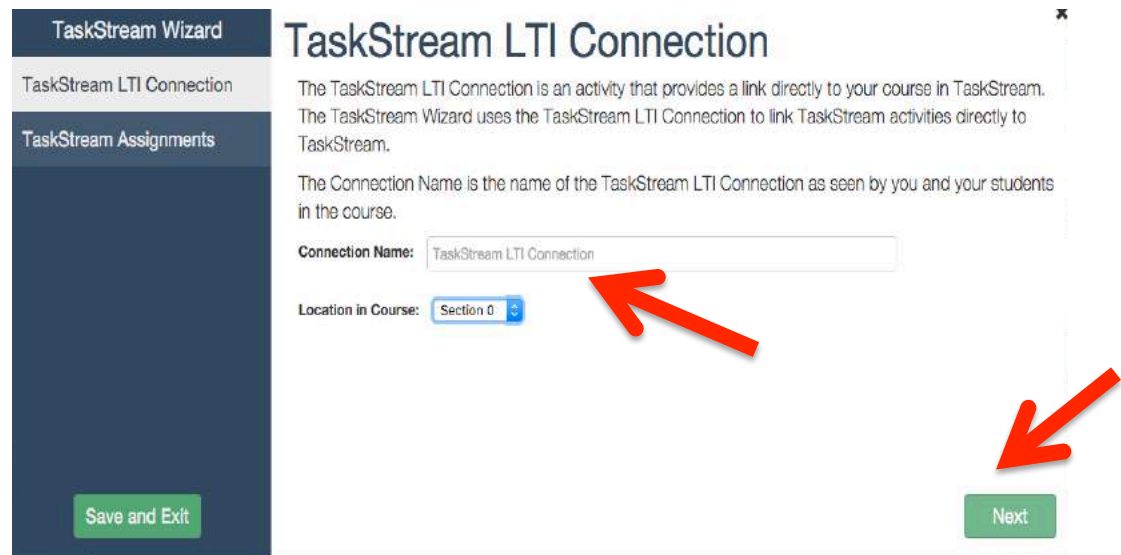
Click “Start” on the TaskStream Wizard block to begin setting up your TaskStream assignment.



**NOTE:** Once you click ‘Start’, you will be taken to the **TaskStream LTI Connection** window. The LTI connection establishes a connection between your Moodle course and your course in Taskstream.

**Enter** in the name of your Signature Assignment (*example: Research Paper*) in the Connection Name field.

*(While this field appears to be pre-filled, the text is suggested - You will need to enter a connection name).*



Click “Next” when finished - you will be taken to the **TaskStream Assignments** window.

**Enter** the standard settings for each assignment (name, location/module number, grade points, due date)

The screenshot shows the 'TaskStream Wizard' interface. On the left is a dark sidebar with 'TaskStream LTI Connection' and 'TaskStream Assignments' sections. The main area is titled 'TaskStream Assignments' and contains a table with columns: Name, Location, Category, Grade Points, Due Date, and Tools. The 'Name' column has an empty text input field. The 'Location' column has a dropdown menu showing 'Section 0'. The 'Category' column has a dropdown menu showing 'uncategorized'. The 'Grade Points' column has a dropdown menu showing '0'. The 'Due Date' column has a date picker icon. Below the table is an 'Add Activity' button. At the bottom of the sidebar are 'Save and Exit' and 'Back' buttons. Three red arrows point to the 'Name' input field, the 'Add Activity' button, and the 'Grade Points' dropdown menu.

Click 'Save and Exit' when finished.

*Please wait* for the TS Wizard to process the creation of **both** - the LTI connection link and the assignment link on your Moodle course page - similar to the one below.



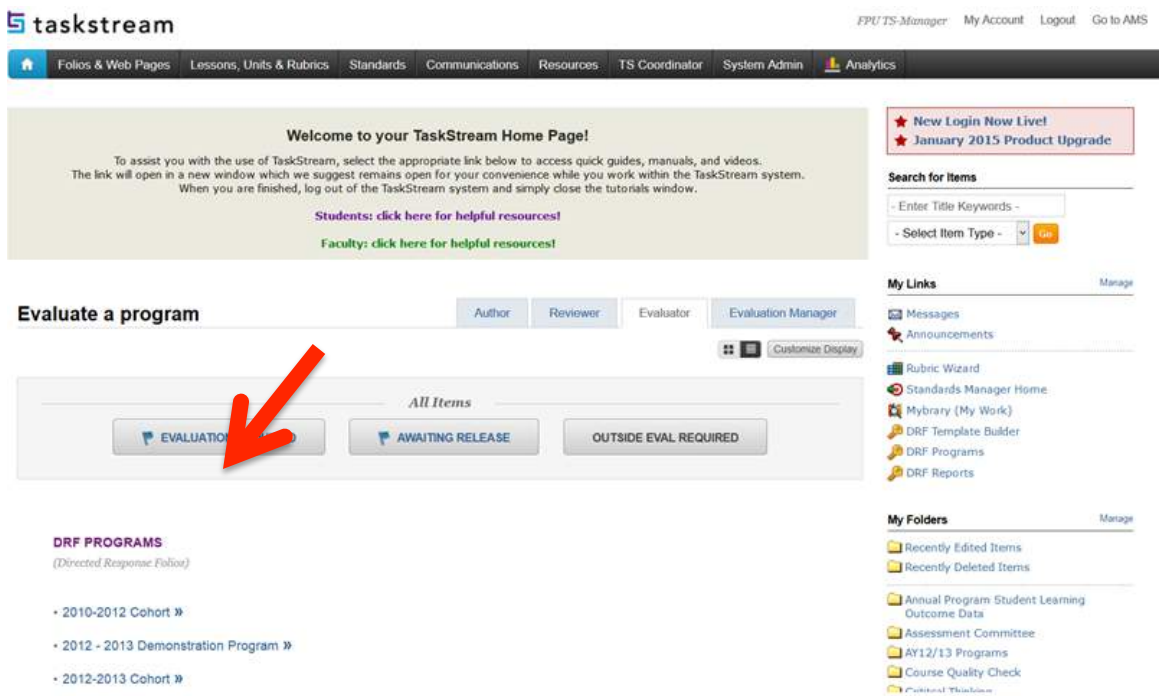
**NOTE:** The Wizard will append the prefix "TS:" to your assignment name. Please **DO NOT change or remove the 'TS' prefix**; it is required for the assignment to properly link to TaskStream. Do not hide the LTI connection link (the one with the puzzle icon) – both links are necessary for functionality.

### Step 3: Grading the Signature Assignment in Taskstream

Click on the TaskStream assignment link on the Moodle course page. This will take you to the TaskStream interface.



Click on the 'Evaluation Required' tab



Select the course semester and program you wish to evaluate.

Click 'Continue' - This will take you to the evaluator page.

The screenshot shows the 'taskstream' interface. At the top, there are navigation tabs: 'Folios & Web Pages', 'Standards', 'Communications', 'Resources', and 'Analytics'. Below this is a 'Display Preferences' section with a yellow background. It contains a 'Directions' box with a checkbox for 'Do not display this screen in future searches' and a 'Help on this Page' link. Below the directions is a search bar labeled 'Search for One Author (Name or Student ID):' with a 'Search' button. Underneath is a section titled 'Or... Select Programs to Evaluate (Max. 50)'. It includes 'Display Preferences' with checkboxes for 'Include overall Folio evaluations', 'Include the submission required items', and 'Include inactive (expired) authors'. A yellow box below indicates '(1) - Programs that currently have items requiring attention'. There are 'Cancel' and 'Continue' buttons. Below this is an 'Apply Date Filter' section with 'From:' and 'To:' fields, and a 'Select All Programs?' checkbox. A list of programs is shown, with 'GRAD SP/16 (1)' selected, indicated by a red square. A red arrow points from the 'Continue' button in this section to the 'Continue' button in the section above.

Select the option "Include inactive (expired) subscribers in search results."

This screenshot shows a section titled 'Include inactive subscribers'. It contains three radio button options: 'All Individuals (do not filter)', 'ONLY Individuals with items awaiting evaluation', and 'ONLY Individuals with items awaiting release'. Below this is another section titled 'Select Time Slicing Options:' with three radio button options: 'Activity within last 6 months', 'Any Time Period', and 'Activity In A Given Time Period Only'. At the bottom, there is a section titled 'Include inactive subscribers' with a checkbox labeled 'Include inactive (expired) subscribers in search results'. A red arrow points to this checkbox.

Click 'Evaluate' to select a student's assignment.  
(NOTE: An hourglass pictured next to the 'Evaluate' button indicates that a student has uploaded an assignment, but has not clicked to "submit").

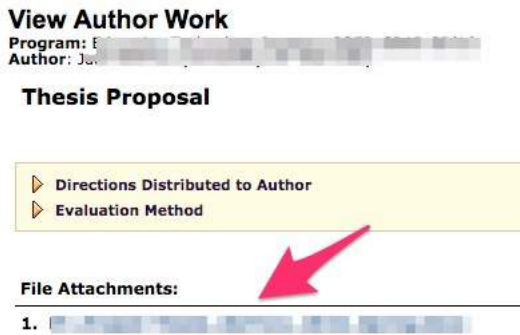
The screenshot shows the 'taskstream' interface for the '2012-2013 Demonstration Program'. It features a navigation bar with links like 'Home & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', 'TS Coordinator', 'System Admin', and 'Analytics'. Below the navigation bar, there are filters for 'Show: All Individuals (do not filter)' and 'Include inactive (expired) subscribers in search results'. A legend identifies icons for 'Work in Progress', 'Submitted', 'Needs Revision', 'Resubmitted', 'Evaluation in Progress', 'Evaluated', and 'Evaluation Released'. A table displays assignments for 'GEOG 321' with columns for 'Test' and 'Final Paper'. The 'Test' column shows 'Test (no submissions req'd)' with 'Evaluate' buttons. The 'Final Paper' column shows 'Final Paper' with 'Evaluate' buttons. A red arrow points to the 'Evaluate' button for 'Student Two, Practice' in the 'Test' column.

Click 'Evaluate/Score Work' – this will open up the rubric evaluation screen.

The screenshot shows the 'taskstream' interface for the '2012-2013 Demonstration Program' in the 'Evaluate/Score Work' view. The left sidebar contains buttons for 'Evaluate/Score Work', 'Send Back to Author', and 'Cancel - Evaluate Later'. The main content area shows 'View Author Work' for 'Practice Student Two (University ID: 000002)'. It displays 'Final Paper' with 'Directions Distributed to Author' and 'Evaluation Method'. A red arrow points to the 'Evaluate/Score Work' button in the sidebar.



Click on the link under 'File Attachments' to download (or open) the student's submitted document from the *View Author Work* window.



Enter a score (0-4) for each rubric criteria in the rubric window.



**NOTE:** Once a score has been entered for each rubric criteria, a **Rubric Average Score** will appear in the **Final Score** area (lower left) of the rubric window. You are now ready to **convert and enter** the final grade percentage.

Locate the 'Rubric Average' score in the rubric window – this is the score Taskstream has calculated based on the individual scores entered for each rubric criteria.



**Convert** the average score into a percentage grade – using the chart below

Example: Average score of **2.63 = 91%**

*Use this chart to **convert** the **Average Rubric Score** in Taskstream into a percent equivalent. This ensures that both, the **rubric score** in Taskstream and the **point value** in Moodle are equivalent and representative of a student’s performance on the Signature Assignment.*

Sample TaskStream Average Score and Grade Conversion Scales

Level	Average Rubric Score	Logical Percentage Equivalent	Grade Conversion
Exceeds 3.01 to 4	4.00	100	A
	3.90	99	A
	3.80	98	A
	3.75	97	A
	3.70	96	A
	3.65	95	A
	3.60	94	A
	3.55	93	A-
	3.50	92	A-
	3.48	91	A-
	3.45	90	A-
	3.43	89	B+
	3.40	88	B+
	3.35	87	B+
	3.30	86	B
Meets 2.01 to 3	3.25	85	B
	3.20	84	B
	3.15	83	B-
	3.10	82	B-
	3.05	81	B-
	3.00	80	B-
	2.90	79	C+
	2.80	78	C+
	2.70	77	C+
	2.60	76	C
	2.50	75	C
	2.40	74	C
	2.30	73	C-
	2.20	72	C-
	2.10	71	C-
Approaches 1.01 to 2	2.00	70	C-
	1.90	69	D+
	1.80	68	D+
	1.70	67	D+
	1.60	66	D
	1.50	65	D
	1.40	64	D
	1.30	63	D-
	1.20	62	D-
	1.10	61	D-
Does Not Meet 0 to 1	1.00	60	D-
	<.99	0-59	F

NOTE: To calculate points for gradebook, multiply the logic percentage equivalent by the number of points in the assignment, e.g. average rubric score was 3.65 so multiply .95 x 60 = 57 points.

**Check** the box next to 'Record as final and release evaluation to author now'

**Check** the box next to 'Send final score for assignment'

**Enter** the converted percentage value (eg. 91/100) into the 'Send final score' field

**Select** the assignment name from the drop-down menu

The screenshot shows a Moodle evaluation form with several key elements highlighted by red circles and arrows:

- A radio button next to "Record as final and release evaluation to author now" is selected and circled in red.
- A checkbox next to "Send final score: 91 / 100" is checked and circled in red. The number "91" is also circled in red, with a red arrow pointing to it from the right.
- A dropdown menu below the score field is open, showing "TS: 3.2 - Literature Review" selected and circled in red. A red arrow points to the dropdown menu from the right.
- The "Submit Evaluation Now" button at the bottom right is circled in red, with a red arrow pointing to it from the right.

Other visible elements include the "Record as final but release evaluation to author later" option, a "Send External Email Notification" checkbox, and buttons for "Cancel", "Check Spelling", "Save Draft", and "Preview".

**Click** 'Submit Evaluation Now' – *this will send the assignment grade to Moodle and a 'real' point value for the assignment will appear in the Moodle grade book.*