

TaskStream Tutorial

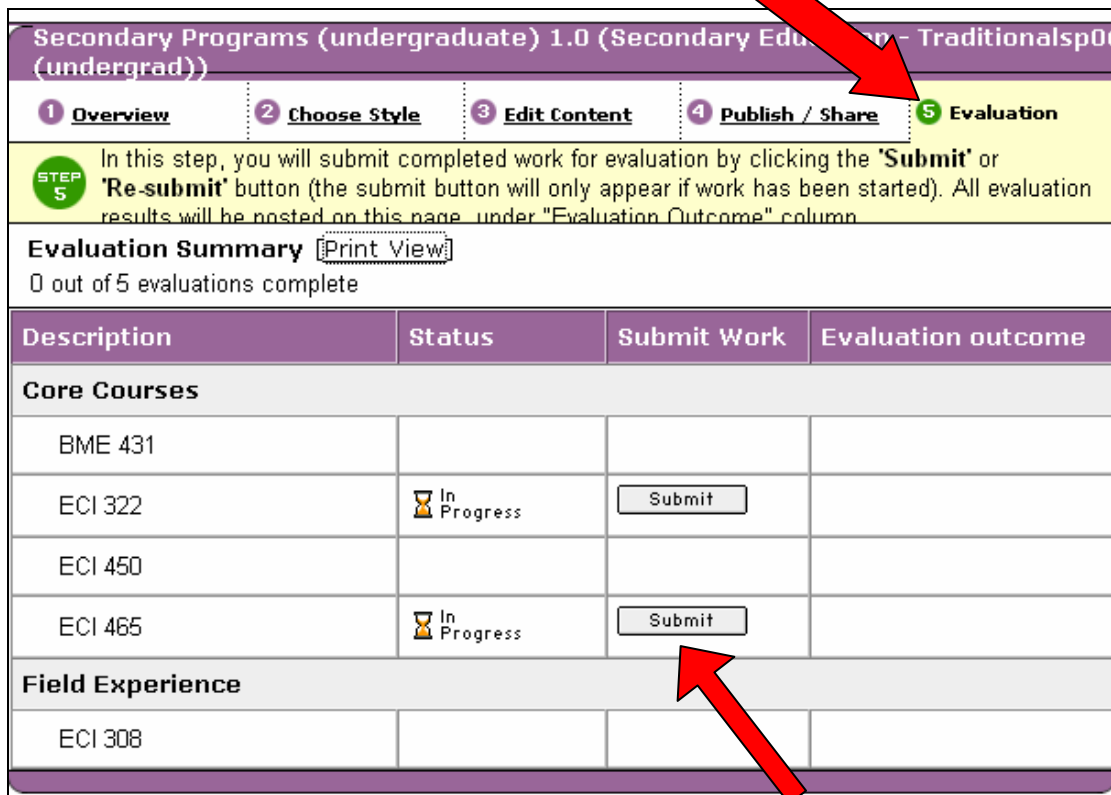
Submitting Items for Evaluation

After completing the tasks within your assigned DRF, submit your work to begin the evaluation process with the assigned evaluator(s). You will be able to see your scores once they have been released to you.

Note: If the DRF is evaluated by requirement, each requirement will be locked for editing once you submit the requirement for evaluation. If the DRF is evaluated by category, each requirement within the category will be locked for editing once you submit the category for evaluation.

Submitting Your Work

To send your work for evaluation, click the **Step 5: Evaluation** tab at the top of the Web Folio Builder:





Secondary Programs (undergraduate) 1.0 (Secondary Education - Traditionalsp01 (undergrad))

1 Overview 2 Choose Style 3 Edit Content 4 Publish / Share 5 Evaluation

STEP 5 In this step, you will submit completed work for evaluation by clicking the 'Submit' or 'Re-submit' button (the submit button will only appear if work has been started). All evaluation results will be posted on this page under "Evaluation Outcome" column.

Evaluation Summary [Print View](#)
0 out of 5 evaluations complete

Description	Status	Submit Work	Evaluation outcome
Core Courses			
BME 431			
ECI 322	 In Progress	<input type="button" value="Submit"/>	
ECI 450			
ECI 465	 In Progress	<input type="button" value="Submit"/>	
Field Experience			
ECI 308			

To submit your work for evaluation, click the appropriate **Submit** button and follow the resulting directions. You will only see a **Submit** button for the requirements to which content has been added via the content editor in Step 3.

Once your work has been submitted for evaluation, it will automatically lock and a lock icon will appear next to it. This will prevent you from adding additional work, or editing existing work.

Note: Any TaskStream work which is attached to the submitted work will also be locked.