

## TaskStream Quick-Guide: *Sending Students' Work Back for Revision*

If a student submits work from their DRF for evaluation, that section of the student's DRF becomes locked. Evaluators have the ability to send work back to the student for revision, causing that section of the student's DRF to become unlocked. To send a student's work back for revision, follow these steps:

1) Go to "My Programs" and click "Evaluate" for the program which contains work you would like to send back for revision. You should be taken to that program's "Respond to Work" screen:

The screenshot shows the TaskStream interface for a user named Louie Faculty. The main content area is titled "My Programs Home" and contains several program listings. A red arrow points to the "Evaluate" link in the "Respond to Work Options" section for the "Underwater Basket Weaving 2.0" program.

**TaskStream Tools of Engagement**

My Programs Louie Faculty

Help

**My Programs Home**

- Self-enrollment options
- Customize this page

**Evaluation Short Cuts**

- » Evaluate All
- » Release All

**B.S.Ed. - Elementary Education (On Campus)**

Folio Assessment Program  
DRF: Elementary B.S.Ed. (1.1)

General	Author Options
<ul style="list-style-type: none"><li>Overview</li><li>Resources</li></ul>	<ul style="list-style-type: none"><li>View My Work</li><li>Work on DRF</li></ul>

**Underwater Basket Weaving 2.0**

Folio Assessment Program  
DRF: Underwater Basket Weaving

General	Respond to Work Options
<ul style="list-style-type: none"><li>Overview</li><li>Resources</li></ul>	<ul style="list-style-type: none"><li>Give Feedback/Review</li><li><b>Evaluate</b></li></ul>

2) From the "Respond to Work" screen, select the search criteria to locate the work you'd like to send back for revision (or just search for a specific student's name). The evaluation grid should appear.

**TaskStream**  
Tools of Engagement

TS Instant Messenger

Home ? Help Index

Programs & Resources

- My Programs
- Standards Manager
- Resource Manager (Mybrary/Cybrary)

Web Publication

- Web Folio Builder
- Web Page Builder

Instructional Design

- Unit Builder
- Lesson Builder
- Reviews Wizard

Commu...

- Page Center
- TS Instant Messenger
- Discussion Board
- Calendar
- Announcements

General

- Help
- Log Out
- My Account Info
- Manage Online Storage
- Renew Subscription

**My Programs** Louie Faculty

Help | My Programs Home **Underwater Basket Weaving 2.0**

Overview Program Resources **Respond to Work**

Respond to Work Home » Search Criteria » Results

You have new submissions

**Search for an individual to evaluate**

Enter name:  Search

**Or... Search for multiple people**

**Select DRF area to display:**

- UBW 101 (Foundations of Basket Weaving) **New work submitted!**
- UBW 102 (Underwater basket weaving teaching methods)
- UBW Capstone (Culminating project-based course for UBW graduates)
- Test
- Show all categories

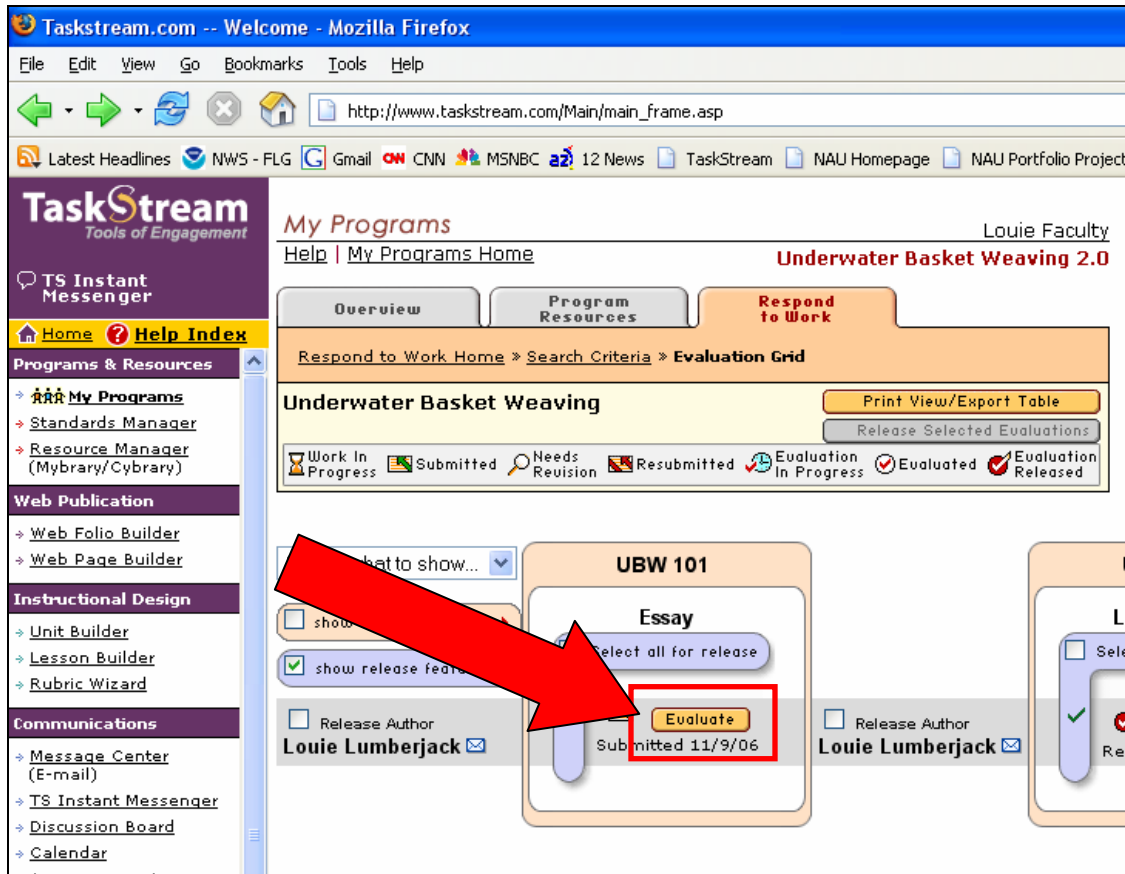
**Select what to display:**

- Show everyone - all items (do not filter)
- People with items awaiting **evaluation**

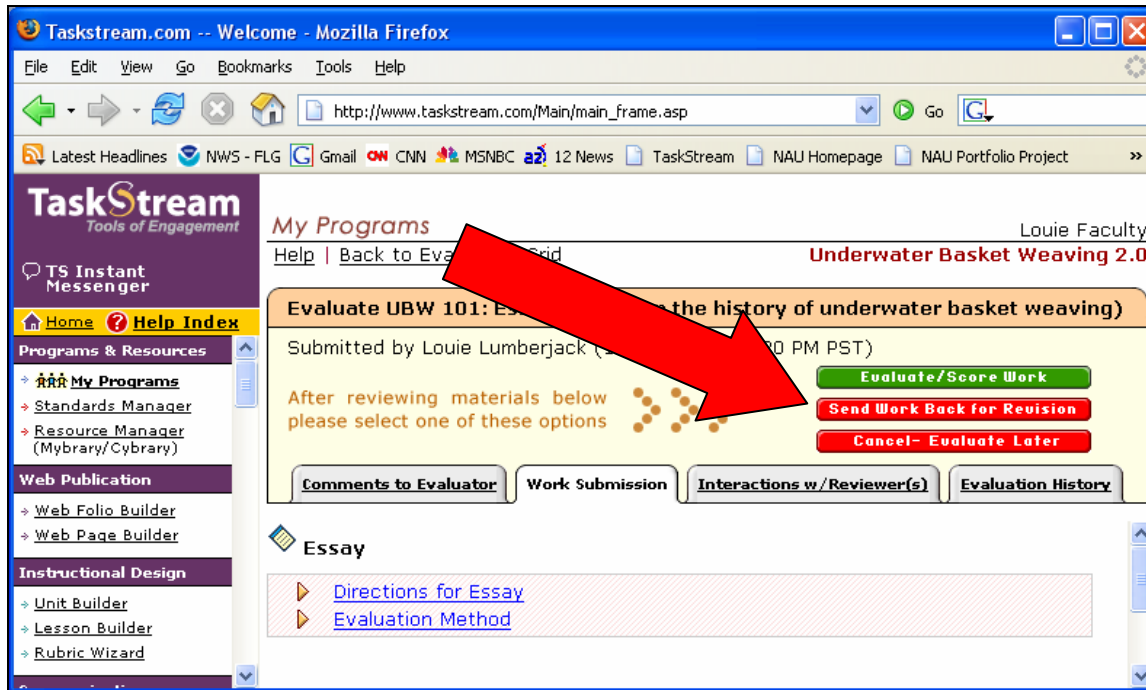
Include inactive (expired) subscribers

Continue

3) From the evaluation grid, click the "Evaluate" button corresponding to the work which you would like to send back for revision. You should be taken to the "Work Submission" screen for that particular item.



4) From the Work Submission screen, click the red "Send Work Back for Revision" button. A window should appear which allows you to provide comments to the student.



5) Enter any comments you'd like to provide to the student, and then click the yellow "Send back for Revision" button from the comments window:

