

University of Houston Clear Lake

College of Education

Instructor Scoring in LAT

via

Blackboard

- ❖ NOTE: In May, 2020, a new integration tool was created in the new Blackboard platform to access LAT. Please delete the old TaskstreamLATProd19 link from your course and install the new Taskstream LAT link in your course. For instructions on how to add the LAT link to your blackboard course, please see the “Adding the LAT link to Blackboard courses” document on the [LAT for Faculty](#) page on the [COE Planning and Assessment](#) site.

This guide will walk you through the steps to evaluate student work in Taskstream’s Learning Achievement Tools (LAT) via the Blackboard course integration. This guide is for assessments with and without student submissions, including COE Professional Dispositions.

ONLY use CHROME or FIREFOX browsers to access LAT via your Blackboard course.

For help with LAT issues visit the [LAT for Faculty resource](#) page on the [COE Planning and Assessment website](#). This site will give you information on common issues and who to contact for support. DO NOT CONTACT UCT, they are unable to help with the system.

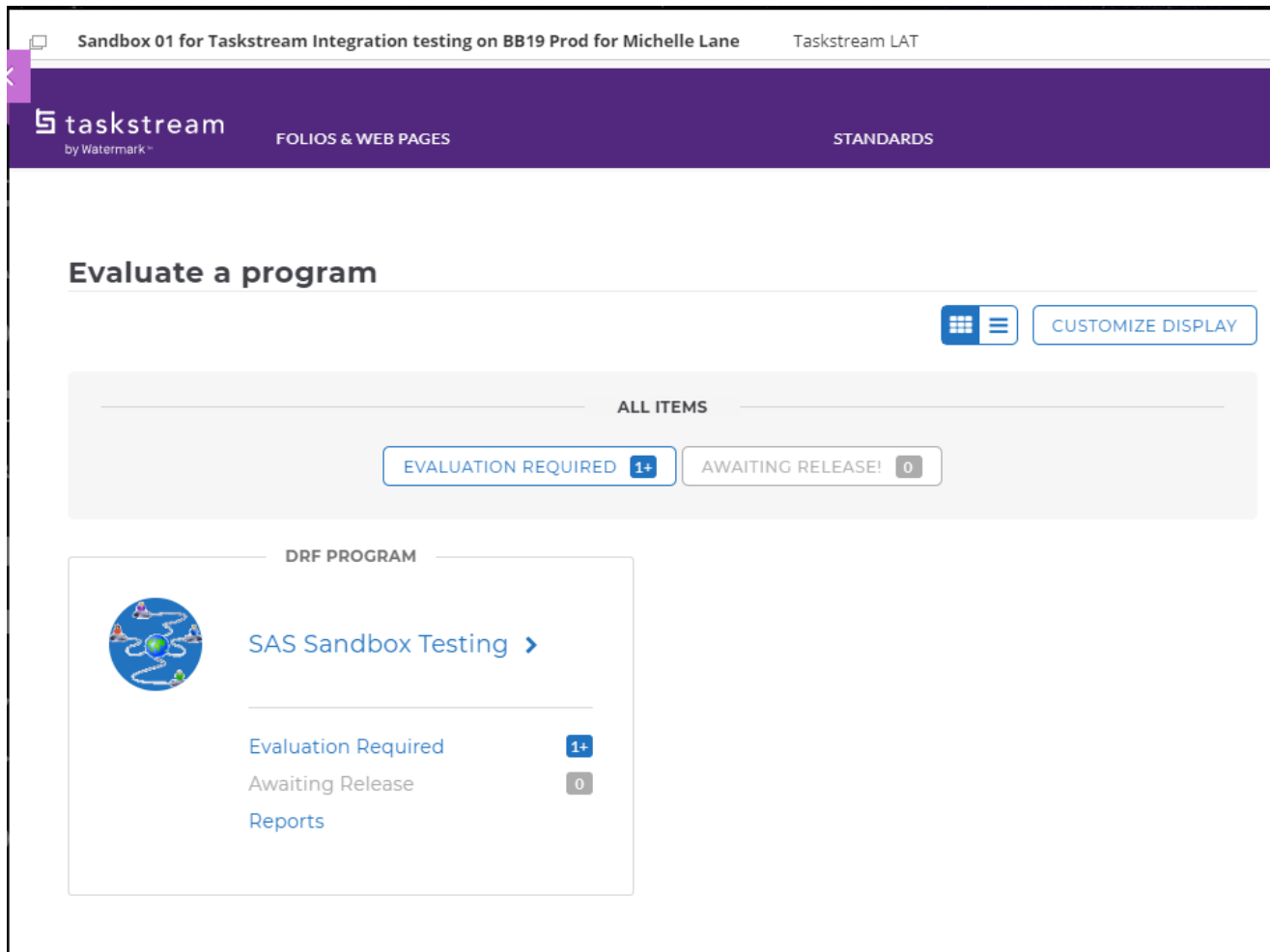
Step 1: In your Blackboard course, navigate to where you have placed your LAT link. The example below shows the LAT link in multiple places to illustrate the various options for placement.

The screenshot displays the Blackboard course interface. On the left is a dark sidebar with navigation options: Information, Content, Discussions, Groups, Blackboard Support, LAT Assignments (highlighted with a red box), and Course Management. The Course Management section includes Control Panel, Files, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The main content area is titled 'Content' and has a purple header bar. Below the header are tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The content area lists three items:

- LAT Assessments**: This semester you will complete the following assessments via the Taskstream LAT link:
 - Internship I Class Profile form (met/not met requirement)
 - Summative performance Evaluation
 - Impact on Student Learning I
 - Science 5E lesson Plan
- LAT Assignment Link**: Use this link to submit the specified assignments to LAT. (This item is highlighted with a red box)
- LAT Support**: If you need help using or you experience issues with Taskstream LAT, please visit the [LAT for Students resource](#) page before contacting me. Here you will find guides for uploading your work in LAT and helps with common issues in LA who to contact for help resolving issues.

Step 2: The LAT link will open the software window inside of your Blackboard course window. The first time you login to the new LAT tool link you will be asked to accept the Taskstream User agreement.

To make navigating easier, be sure to maximize your browser window. The name of the DRF Program in LAT will be different, and if you teach in multiple program areas, you will see more than one box.



Step 3: *Inside* the DRF Program box, click on the **1+** button.

DRF PROGRAM



SAS Sandbox Testing >

Evaluation Required 1+

Awaiting Release 0

Reports

Step 4: This will open up the evaluation window that shows all assignments for the open Blackboard course awaiting assessment.

❖ **Note:** For *submission required* assignments if a student’s name is missing, they have not submitted the assignment yet.

All Items Requiring Evaluation - Single Program

GET LATEST DATA MORE DISPLAY PREFERENCES PRINT VIEW EXCEL

Directions: The list below shows items awaiting evaluation sorted by the oldest submissions to the newest.

INCLUDE: Include overall folio evaluations Include 'No Submission required' items

Update List

< PREVIOUS Page 1

	SUBMITTED	AUTHOR	STATUS	CATEGORY	This
1.	05/26/2020 9:11 am (CDT)	yyLane, yyMichelle	Submitted Evaluate	Internship Sandbox	
2.	05/26/2020 9:55 am (CDT)	yyLane, yyMichelle	Submitted Evaluate	Sandbox 4100	


❖ **Note:** In order to see the **COE Professional Dispositions assessments**, check the *Include 'No Submission required' Items* box.

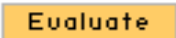
INCLUDE: Include overall folio evaluations Include 'No Submission required' items Include inactive (expired) authors Only include Sent Back Evals

Update List

< PREVIOUS Page 1 of 1 Go

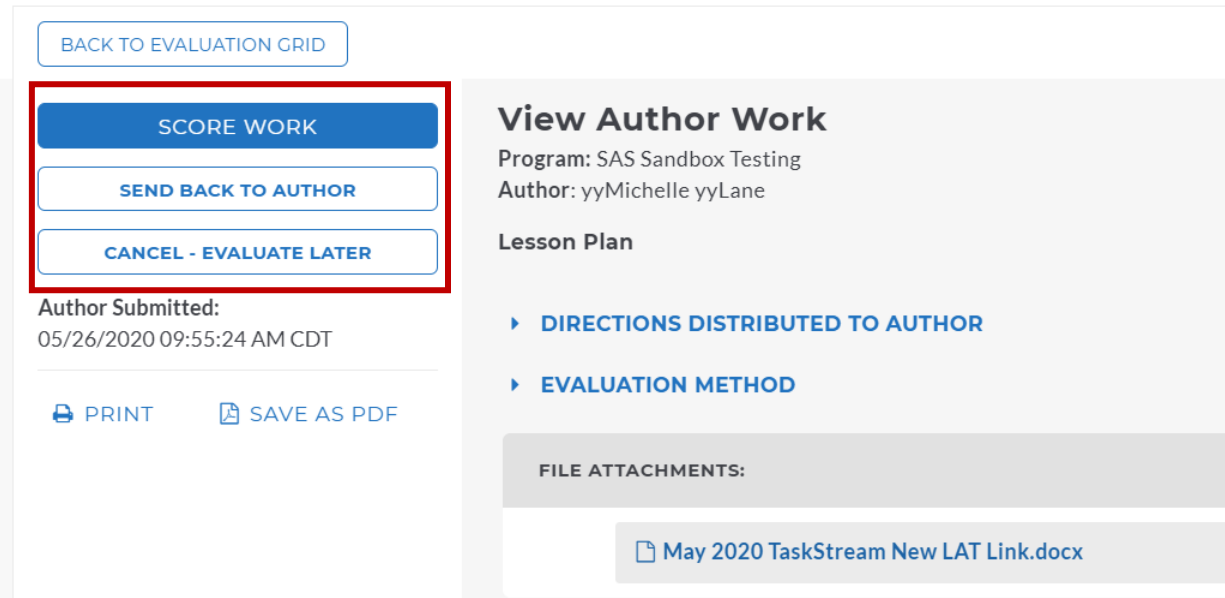
SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM
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 Submitted

Step 5: Click the yellow evaluate button  for the student you want to assess. This will bring up the evaluation option window. Here you can score the student's work, send it back to them for edits or changes, or cancel the evaluation to complete the evaluation at a later time.

SAS Sandbox Testing

Template : Michelle's LAT Sandbox



BACK TO EVALUATION GRID

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

Author Submitted:
05/26/2020 09:55:24 AM CDT

PRINT SAVE AS PDF

View Author Work

Program: SAS Sandbox Testing
Author: yyMichelle yyLane

Lesson Plan

- ▶ DIRECTIONS DISTRIBUTED TO AUTHOR
- ▶ EVALUATION METHOD

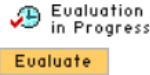
FILE ATTACHMENTS:

- May 2020 TaskStream New LAT Link.docx

❖ **Note:** If you select the *Back to Evaluation Grid* button without completing the evaluation, this will mark the assignment as *Evaluation In Progress* and prevent the student from cancelling their submission. If you want/need the student to resubmit you must use the *Send Back to Author* option to exit out of the evaluation screen.

05/26/2020
9:11 am (CDT)

✉ yyLane,
yyMichelle



Internship Sandbox

|

❖ **Note:** If you need to leave the evaluation process without starting to score a student’s work, be sure to use the *Cancel-Evaluate Later* button. This resets the evaluation screen.

SCORE WORK

SEND BACK TO AUTHOR

CANCEL - EVALUATE LATER

	SUBMITTED	AUTHOR	STATUS	CATEGORY	This
1.	05/26/2020 9:11 am (CDT)	✉ yyLane, yyMichelle	Submitted Evaluate	Internship Sandbox	
2.	05/26/2020 9:55 am (CDT)	✉ yyLane, yyMichelle	Submitted Evaluate	Sandbox 4100	

SCORE WORK

Step 6: To view the student’s submitted document and the rubric, click on **SCORE WORK**. This will open two windows, side-by-side on your screen, the left side will be the student’s submitted work and the right side will be the assigned rubric.

If the student’s work is in an attached file, it will appear in the **File Attachments** section. Double click the file to open it. Depending on your computer, you may have to move the opened file window to bring it back side-by-side with the rubric. There will be no attached file if the assignment does not require a student submission.

View Author Work
 Program: SAS Sandbox Testing
 Author: yyMichelle yyLane

Lesson Plan

- ▶ DIRECTIONS DISTRIBUTED TO AUTHOR
- ▶ EVALUATION METHOD

FILE ATTACHMENTS:

[May 2020 TaskStream New LAT Link.docx](#)

Evaluate/Score Work
 Area : Sandbox 4100: Lesson Plan
 Author: yyMichelle yyLane
 Work Submitted : 05/26/2020 09:55:24 AM (CDT)

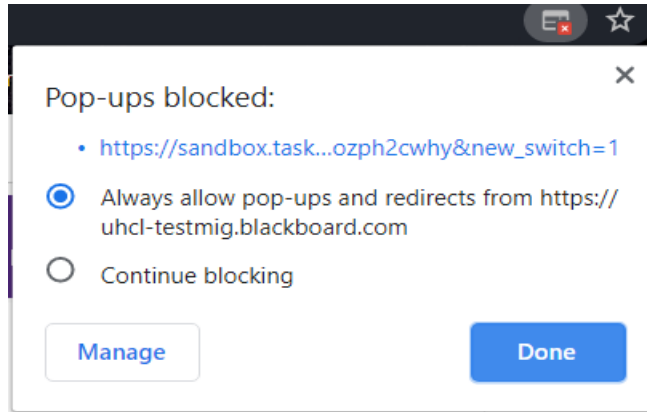
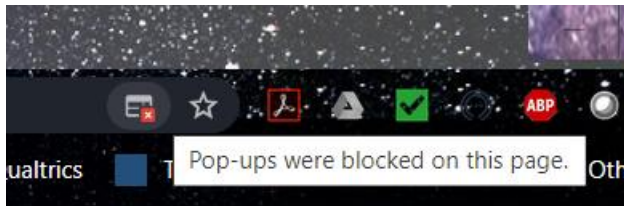
The program creator added the following instructions to help guide your evaluation:

Evaluate work using rubric "Sandbox Science 5E Lesson Plan"

[Print Rubric](#) Show Criteria Descriptions

	4 Excellent (4)	3 Acceptable (3)	2 Developing (2)	1 Unacceptable (1)
Core Components: Information Author(s) names, date. Lesson title and mentor teacher name and room number was present.	One item missing.	Two or more items missing.	No identification present.	
SCORE Select ▼ Save Draft	COMMENTS ON THIS CRITERION: <input style="width: 100%; height: 20px;" type="text"/>			
Core Components: Subject, Content Area or Topic Core discipline strand was indicated and if it was integrated with other content areas, those areas were identified.	Core discipline strand was identified but no indication was given if it was connected to other content areas.		No core discipline strand was identified and no connections to other content areas were indicated.	
SCORE Select ▼ Save Draft	COMMENTS ON THIS CRITERION: <input style="width: 100%; height: 20px;" type="text"/>			
Core Components: Learning Community All of the following	One element is	Two or more elements are	The Learning	

❖ **Note:** You must have pop-up blocker disabled for LAT to display to dual window view. To allow pop-ups, click on the popup blocker notification in the navigation bar of your browser. Select the allow pop-ups from blackboard option.



Step 7: Click in the corresponding box to select the level the student has achieved for each criterion. Comments can be written for each criterion as well as for the whole assignment. Comments are not required.

Attached Standards: ⊖ Collapse All ⊕ Expand All

	0 Fails to Meet Expectations	1 Progressing Towards Expectations	2 Meets Expectations	3 Exceeds Expectations						
Introduction (10%)	Description of project work and its benefits missing.	Description of project work and its benefits indicates an adequate understanding of project work. Lacks references and in-text citations to support discussion.	Description of project work and its benefits. Indicates a thorough understanding of project work. Uses references and in-text citations to support discussion.	In addition, introduction is well grounded in scholarly research including relevant peer-reviewed references.						
Standards										
	<table border="1"> <tr> <td>SCORE</td> <td>COMMENTS ON THIS CRITERION:</td> </tr> <tr> <td>3 ▼</td> <td>You articulated this very well.</td> </tr> <tr> <td>Save Draft</td> <td></td> </tr> </table>				SCORE	COMMENTS ON THIS CRITERION:	3 ▼	You articulated this very well.	Save Draft	
SCORE	COMMENTS ON THIS CRITERION:									
3 ▼	You articulated this very well.									
Save Draft										
Overview of Project (10%)	Fails to include description of project.	Includes a limited description of project lacking details. Missing project questions, focus of the investigations, or children's responses.	Includes a complete description of project. Includes project questions, focus of the investigations, and children's responses.	In addition, candidate's writing includes rich examples and is very descriptive in nature.						
Standards										
	<table border="1"> <tr> <td>SCORE</td> <td>COMMENTS ON THIS CRITERION:</td> </tr> <tr> <td>2 ▼</td> <td></td> </tr> <tr> <td>Save Draft</td> <td></td> </tr> </table>				SCORE	COMMENTS ON THIS CRITERION:	2 ▼		Save Draft	
SCORE	COMMENTS ON THIS CRITERION:									
2 ▼										
Save Draft										
Insights into Phase I - Planning (15%)	Missing reflection on the planning phase of the project.	Limited reflection on the planning phase of the project. Did not include insight into all of the following areas: the development of the topic, the introduction of the topic to the children, pre-assessing the children, and curriculum connections. Includes reflective thinking about what went well and what candidate would do differently next time but lacks details and specific examples.	Thoughtful reflection on the planning phase of the project. Included insight into all of the following areas: the development of the topic, the introduction of the topic to the children, pre-assessing the children, and curriculum connections. Includes deep reflective thinking about what went well and what candidate would do differently next time giving specific examples.	In addition, candidate's writing provided deep reflection and is descriptive in nature with rich examples.						
Standards										

Step 8: Once you have completed scoring all criterion on the rubric, LAT will generate an overall score based on the criterion level values and weighting, if any. How you chose to use this score depends upon how the lead course instructor has set the assignment up in Blackboard and is not required. For help setting up and using this rubric score for sending a grade back to Blackboard, please contact the [COE Director of Planning and Assessment](#).

Final Score SCORE Rubric Total : 8.00 Final score is automatically computed based on criteria scores	Overall Comments : <input type="text"/> <input type="button" value="Save Draft"/>						
Attach files - Optional (Up to 3 files)							
<table border="1"><thead><tr><th>NAME</th><th>FILE (5 MB MAX)</th><th>VISIBLE TO AUTHOR?</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="button" value="Choose File"/></td><td><input checked="" type="checkbox"/></td></tr></tbody></table>	NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?	<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>	
NAME	FILE (5 MB MAX)	VISIBLE TO AUTHOR?					
<input type="text"/>	<input type="button" value="Choose File"/>	<input checked="" type="checkbox"/>					
<input type="button" value="Add More Files"/>							

Step 9: At the bottom of the rubric screen, in the *Next Steps* area, select **Record as Final and Release to author now**. If you do not Release to Author, it has to be done manually later in order to pull the data in the Criteria Report. **DO NOT SELECT** *Record as final but release to author later*. This prevents the data from being available in our reports.

Next Steps

Decide what to do with this evaluation

- Send back for revision**
This report will be sent back as a provisional evaluation to help guide the author's revision. The author will have to resubmit work in order to be re-evaluated.
 Send external email notification
- ~~Record as final but release evaluation to author later~~
- Record as final and release evaluation to author now**
Author will immediately receive this evaluation report.
 Send external email notification

Transfer to Blackboard Gradebook

Send final score: /18 overall comments
The final score will be added to the queue to be sent.

You will notice that at this point, you also have the option to send the work back to the student for revision. The evaluation just completed will stay in the system until the student resubmits. Then you can reevaluate.

- ❖ **NOTE:** You may also choose to Transfer to Blackboard Gradebook and manually enter the score. Note that the total points possible will vary depending on how the evaluation has been set up in LAT. If you chose to send the grade back to Blackboard gradebook, you can also choose to send the *Overall Comments* from the

dropdown list. Please contact the course lead or [COE Director of Planning and Assessment](#) if you choose this option and need help.

Step 10: To complete the evaluation, click **SUBMIT EVALUATION NOW**.

You can also preview the rubric and overall comments before submission, as well as save this evaluation as a draft to complete later.

Transfer to Blackboard Gradebook

Record as final and release evaluation to author now
Author will immediately receive this evaluation report.

Send external email notification

Send final score: 90 /100 with overall comments
The final score will be added to the queue to be sent.

CANCEL CHECK SPELLING SAVE DRAFT PREVIEW **SUBMIT EVALUATION NOW**

Step 11: You will be returned to the evaluation screen, where you can select another student to evaluate or navigate to another area with in Blackboard. Evaluated students no longer appear on this screen.

INCLUDE: Include overall folio evaluations Include 'No Submission required' items Include inactive (expired) authors Only include Sent Back Evals

[Update List](#)

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	SUBMITTED	AUTHOR	STATUS	CATEGORY	REQUIREMENT	PROGRAM	DRF TEMPLATE
1.	09/26/2019 9:15 am (CDT)	✉ zzLane, zzMichelle	Submitted Evaluate	Sandbox 4200	Weed Wack the Stack	Fall 2019 Sandbox	Michelle's LAT Sandbox

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Display : 5 / 10 / 25 / 50 rows per page

Step 12: To return to your Blackboard course shell, click on the title of your course at the top of the browser window.

Sandbox 01 for Taskstream Integration testing on BB19 Prod for Michelle Lane Taskstream LAT

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