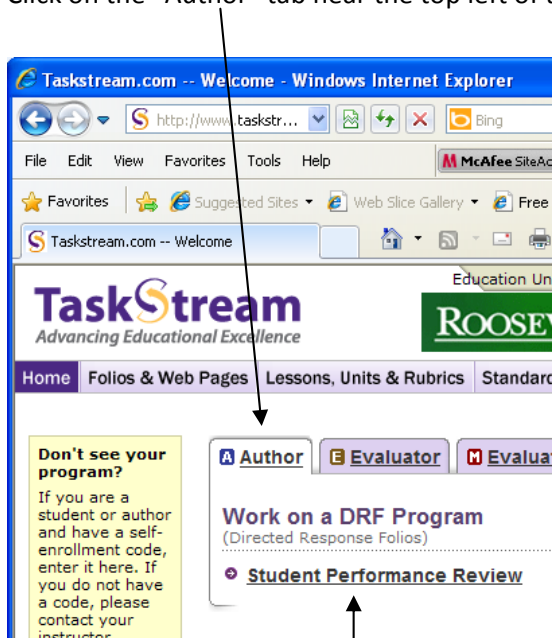


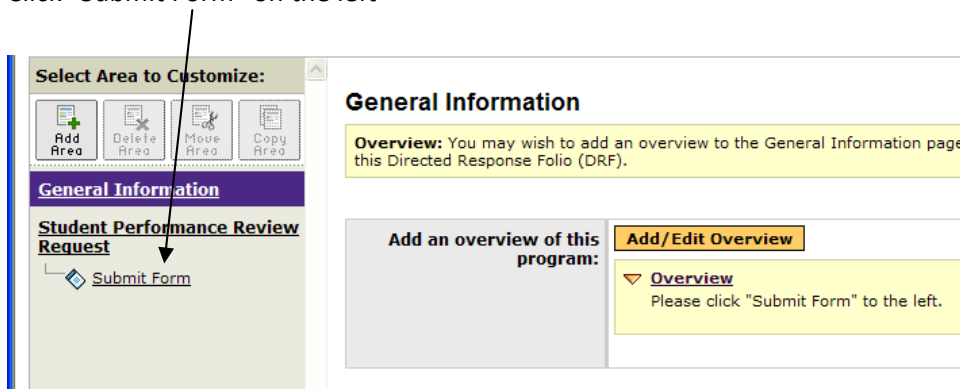
Colleagues,

A process has been set up in TaskStream for you to request individual student performance reviews.

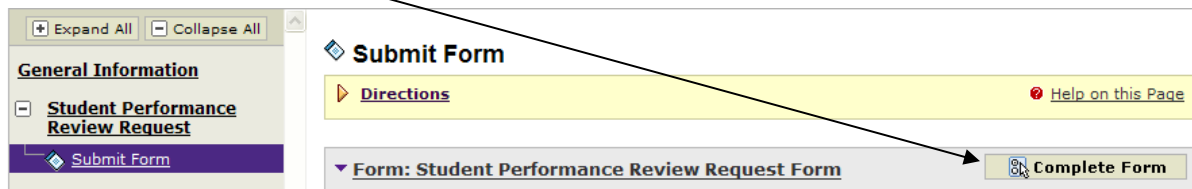
- 1) Log in to your TaskStream Account (<http://www.taskstream.com>)
- 2) Click on the "Author" tab near the top left of the screen



- 3) Click on the "Student Performance Review" DRF Program
- 4) Click "Submit Form" on the left



- 5) Click "Complete Form" on the right



- 6) Fill out the first 5 items on the form, up until the "For Administrative Use Only" section. Note that you need to provide the student's Roosevelt ID#.

The screenshot shows a web browser window displaying the "Respond to form Student Performance Review Request Form for Submit Form". The form includes a "Directions" section, a "Response is required" indicator, and five main input fields: "Student's Name", "Student's Roosevelt ID #", "Student's College of Education Program", "Course", and "Issue - State briefly the nature of the issue or problem. Please also attach any documentation." Each field has a "Save Draft" button. Below the "Issue" field is a rich text editor with a toolbar containing options like HTML, Bold, Italic, Underline, and text color. At the bottom of the form, there are buttons for "Cancel", "Check Spelling", "Print", "Save Draft", and "Save and Return".

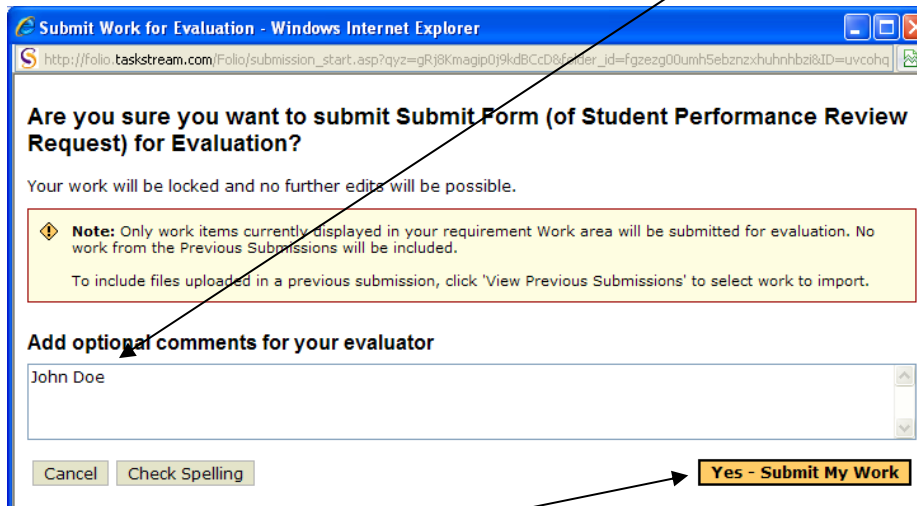
- 7) Click "Save and Return" at the end of the form

This screenshot shows the confirmation screen after clicking "Save and Return". It features a horizontal dashed line at the top, followed by the text "Copies to: Student, RU Files, Department Chair" in a large, bold, blue font. Below this text are buttons for "Cancel", "Check Spelling", "Print", "Save Draft", and "Save and Return". The "Save and Return" button is highlighted with a yellow background. The browser's address bar and taskbar are visible at the bottom.

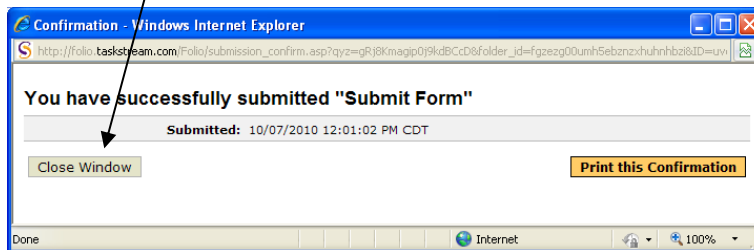
- 8) Click "Submit Work" (or "Re-submit Work" if you have submitted previous Student Performance Review requests for this or other students)

The screenshot displays the "Student Performance Review" dashboard. At the top, it says "Template: SPR" and has navigation tabs for "Work", "Scores/Results", "Resources", and "Options". Below these are buttons for "Preview as Folio" and "View Previous Submissions". A yellow callout box with a lightbulb icon says "Don't forget to submit!" and points to a "Re-submit Work" button. At the bottom, there are "Expand All" and "Collapse All" buttons.

- 9) In the "Add optional comments for your evaluator" area, type the first and last name of the student for whom you are requesting a performance review



- 10) Click "Yes - Submit My Work"
- 11) Click "Close Window"



This whole process generates an email to Tom Philion, archives your request, and allows Tom to generate a document for review by the department chair and/or program coordinator.