

Directions for Completing the Intern Midpoint Evaluation (IME) in TaskStream

Overview: Completing the IME forms regarding intern performance is a collaborative effort between the intern, clinical teacher, and university supervisor. The process is initiated by the intern and completed once the clinical teacher and university supervisor complete their forms. This document is intended to serve as step-by-step guide to successfully complete the process.

Stage One: Student Completes Form and Opens Portals for Clinical Teacher and University Supervisor

- Student logs into TaskStream using appropriate user name and password.
- Student selects Student Teaching 2009 DRF program.
- Student clicks on “IME-Intern” link under the Intern Submission section.
- Student clicks on the Directions link to read the directions. Students will access the form by clicking on the complete this form link in the “Form:IEE-Intern section.
- Complete the form, by selecting the appropriate radial button for each indicator. Once all responses are made, student clicks on the “Save and Return” button. (For convenience, there is a “Save and Return” button at the top and bottom of the page; students can use either one.)
- Student clicks on the “Submit Requirement” button located at the top right hand corner of the screen.
- A pop-up window will open, with the heading: **Are you sure you want to submit IME - Intern (of Intern Submissions) for Evaluation?**. Student is to scroll down, click on the radial button for University School Programs (approximately three-quarters down the page). Once the radial button is selected, click the Submit for Evaluation button (For convenience, there is a “Submit for Evaluation” button at the top and bottom of the page; students can use either one.)
- Pop-up window will appear stating: **You have successfully submitted your work.** It is possible for student to click “Skip Sending Comments” button if no comments are necessary. If student decides to send comments, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Skip Sending Comments” button was clicked.
- Pop-up window will appear stating: **You have successfully submitted "IME - Intern"**. Student can decide to print confirmation or close window. If student selects Print Confirmation, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Close Window” button was clicked.
- Student will be taken to **Scores/Results Summary** screen.
- Student clicks on Edit Work button in the IME-Clinical Teacher Row.
- Student clicks on the Direction link to access directions. Per the directions, the student is to click the text and image button at the bottom and type your

- name and the name of your clinical teacher in the textbox and submit to your Clinical Teacher.
- Student clicks on the Submit Requirement button at the top right of the screen.
 - A pop-up window will open, with the heading: **Are you sure you want to submit IME - Intern (of Intern Submissions) for Evaluation?**. Student is to scroll down, click on the radial button for the appropriate clinical teacher. Once the radial button is selected, click the Submit for Evaluation button (For convenience, there is a “Submit for Evaluation” button at the top and bottom of the page; students can use either one.)
 - Pop-up window will appear stating: **You have successfully submitted your work.** It is possible for student to click “Skip Sending Comments” button if no comments are necessary. If student decides to send comments, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Skip Sending Comments” button was clicked.
 - Pop-up window will appear stating: **You have successfully submitted "IME – Clinical Teacher"**. Student can decide to print confirmation or close window. If student selects Print Confirmation, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Close Window” button was clicked.
 - Student will be taken to **Scores/Results Summary** screen.
 - Student clicks on Edit Work button in the IME-Univ. Supervisor Row.
 - Student clicks on the Direction link to access directions. Per the directions, the student is to click the text and image button at the bottom and type his/her name in the textbox and submit to the appropriate university supervisor.
 - Student clicks on the Submit Requirement button at the top right of the screen.
 - A pop-up window will open, with the heading: **Are you sure you want to submit IME - Univ. Supervisor (of University Supervisor Evaluation) for Evaluation?** Student is to scroll down, click on the radial button for the appropriate university supervisor. Once the radial button is selected, click the Submit for Evaluation button (For convenience, there is a “Submit for Evaluation” button at the top and bottom of the page; students can use either one.)
 - Pop-up window will appear stating: **You have successfully submitted your work.** It is possible for student to click “Skip Sending Comments” button if no comments are necessary. If student decides to send comments, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Skip Sending Comments” button was clicked.
 - Pop-up window will appear stating: **You have successfully submitted "IME - Univ. Supervisor"** Student can decide to print confirmation or close window. If student selects Print Confirmation, follow the directions on subsequent pop-up windows. Directions will continue based on assumption that the “Close Window” button was clicked.
 - Student will be taken to **Scores/Results Summary** screen.
 - Student can now logout of TaskStream and move on to another task for the day!

Stage Two: Clinical Teacher and University Supervisor Complete IME

- Login to TaskStream using user name and password.
 - Clinical teacher user name = first name.last name (ex. judith.losch)
 - Clinical teacher password = uncpteacher1
 - University supervisor (UNCP faculty) = user name and password you established
 - University supervisor (contract) user name= first name.last name (ex. judith.losch)
 - University supervisor (contract) password=uncpteacher1
- Click on the Student Teaching 2009 DRF program.
- Select “Show All Categories”
- Scroll down to the bottom of the page; select appropriate “Authors to Display” button; click continue button.
- Evaluation grid is now open.
- Use bottom scroll button to scroll over to the area you need to view. The clinical teacher will access information through the Clinical Teacher area; the university supervisor will access information through the University Supervisor area.
- Click on the evaluation button of the student for whom you want to complete the IME.
- Click on the Evaluate/Score Work button in left hand menu.
- Pop-up window will open with evaluation rubric. Use drop down menu in each area to select appropriate score (3=Satisfactory Progress; 2= Focus for Future Improvement; 1=Area of Concern). Comments are required for any item scored Focus for Future Improvement OR Focus for Future Improvement; comments are optional for items scored Satisfactory Progress).
- Type in an overall comment if desired.
- In the **Decide what to do with this evaluation** area at the bottom of the page, select **Record as final and release evaluation to author now** radial button and then click on the “Submit Evaluation Now button”.
- You will be returned to the evaluation grid page. If you have other students to evaluate and they have initiated the IME process, you can proceed to evaluate them. If you have no other work to evaluate, you can logout of TaskStream.