

Quick-Start Guide Authors



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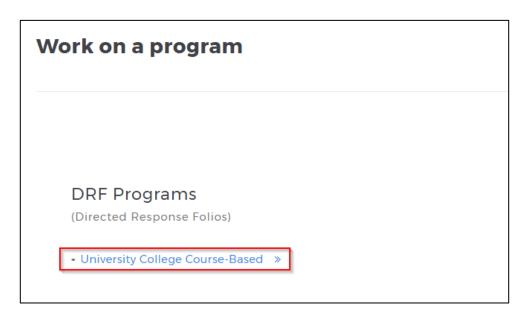
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ACCESSING YOUR DRF PROGRAM(S)

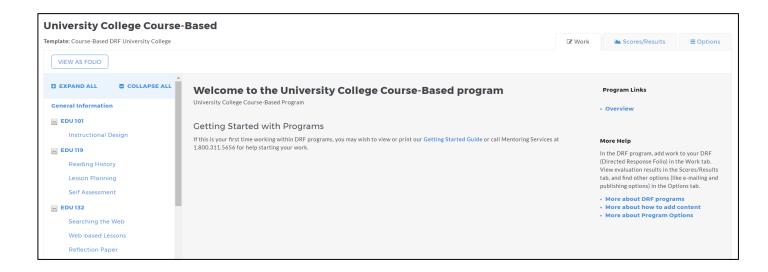
1. To begin, go to <u>login.taskstream.com</u> and log into Taskstream using your assigned username and password.

Please sign into your account.				
Username				
Password				
SIGN IN				

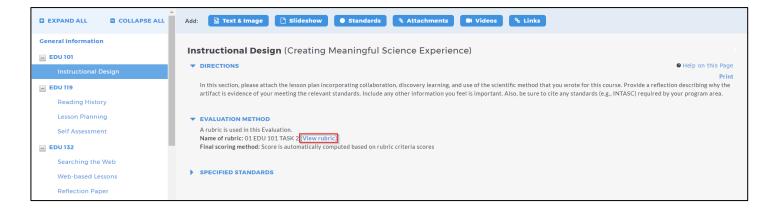
2. To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.



3. You will see the structure of your Directed Response Folio (DRF) in the leftframe.



4. Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on **Directions**. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.



5. If you need to complete a form, click the **Complete This Form** link.

▼ FORM: DISPOSITIONS ASSESSMENT	<i>∎</i> Edit
Please complete this form as part of this requirement.	

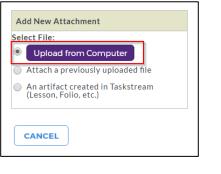
6. When you are ready to add work, click the button from the Add toolbar that corresponds with the type of content you wish to add. You can choose to add Text& Image, Slideshow, Standards, Attachments, Videos, Links, and Embed Media. (<u>Please Note</u> – Depending on settings from your school, not all of these options may be available in your particular assignment/program.)

EXPAND ALL COLLAPSE ALL	Add: 🔯 Text & Image 🗅 Slideshow • Standards • Attachments 🕼 Videos • Links
General Information	
EDU 101	Instructional Design (Creating Meaningful Science Experience)
Instructional Design	DIRECTIONS
EDU 119 Reading History	Print In this section, please attach the lesson plan incorporating collaboration, discovery learning, and use of the scientific method that you wrote for this course. Provide a reflection describing why the artifact is evidence of your meeting the relevant standards. Include any other information you feel is important. Also, be sure to cite any standards (e.g., INTASC) required by your program area.

ADDING ATTACHMENTS

1. Select the type of file you wish to add.

If you choose to add a file saved on your computer, click the *Upload fromComputer* option.



- In the attachments window, click Add Files.
- Use the dialog box to find the file(s) on your computer. (You can upload a single file or multiple files. To upload multiple files, press and hold Control (CTRL) or Shift and then click each file individually.)

+ Add files

• Once you have selected the file(s) you want to upload, click Open.

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- In the next window you can edit your file name(s) and/ or add adescription (optional) and then click Start Upload.
- Once your files have uploaded, click on Upload and Close (remember that you willstill have to Submit Work after this step; see the instructions further down for details).

Filename	Description		Size	Status	
Artifact.docx		.i.	11 kb	100% 🗸	^
					~
+ Add Files ↑ S	Start Upload Clear List	Uploaded 1/1 files	11 kb	100%	
			Up	load and Clo	se

- If you choose to add a previously uploaded file, select the *Attach a previously uploaded file* option, and then select the category of work and the specific work product where the file is attached. Click the **Add File** button when finished.
- If you choose to add work that you created in Taskstream, select the *An artifact created in Taskstream* option. You will then be able to select the type of work tobe added (web page, web folio, etc.), and the specific work you would like to attach. Click the **Add File** button when finished.
- 2. When you are done adding attachments, click **Save and Return** to go back to the main program work area.

✓Your file was successfully add	led and appears on the list below.		
Add New Attachment	Currently Attached Uploaded Fi	iles	
Select File: Upload from Computer	Artifact.docx	Word Document (Open XML)	View Edit Delete Standards
Attach a previously uploaded file			
 An artifact created in Taskstream (Lesson, Folio, etc.) 			
CANCEL			SAVE AND RETURN

SUBMITTING A REQUIREMENT TO YOUR EVALUATOR

1. Click the **Submit Work** button from the top of the Work tab.

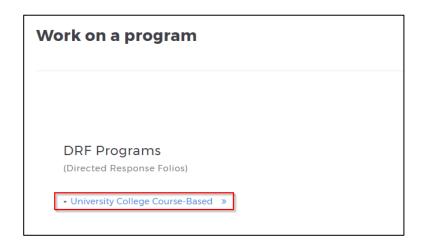
plate: Course-Based DRF University College		🕼 Work 🗎 Scores/Results 🗮 Op
VIEW AS FOLIO		P Don't forget to submitt Status: Work in Progress
EXPAND ALL	Add: 😰 Text & Image 🚺 Slideshow 💽 Standards 📎 Attachments 🗰 Vi	ideos 🛞 Links
eneral Information EDU 101	Instructional Design (Creating Meaningful Science Experience)	- 100 0000
Instructional Design	DIRECTIONS EVALUATION METHOD	Help on this Pag
EDU 119	SPECIFIED STANDARDS	
Reading History Lesson Planning	* ATTACHMENT SECTION	✓ Edit X Delete Section
Self Assessment	Files:	
Searching the Web	Artifact.docx	
Web-based Lessons		

2. Follow the instructions on the screen to submit your assignment and add comments, as necessary.

Are you sure you want to submit Instructional Design (of EDU 101) for Evalua	tion?
Your work will be locked and no further edits will be possible.	
Add optional comments for your evaluator	
CANCEL CHECK SPELLING	YES - SUBMIT MY WORK

VIEWING YOUR COMPLETED EVALUATION

1. Click the name of the program from the home page.



2. Click the **Scores/Results** tab and find the work you would like to view.

University College Course-Based			
Template: Course-Based DRF University College	🕼 Work	📥 Scores/Results	≡ Options

3. Click the **View Report** button associated with the assignment for which you wish toview the evaluation.

Scores/Results Summary					
Area	Status	Actions	Results	History	
Overall Folio Evaluation		This area does not need to be submitted	Not scored yet		
EDU 101					
♦ Instructional Design 🔒	C Evaluation Released	Submitted: 02/23/2017 12:48:43 PM	3.75/4 Score/Results Report	History/Comments	

If you have any additional questions or comments, please do not hesitate to contact our client support team at help@taskstream.com or at 800-311-5656, press 2 for support.