LAT by TaskStream

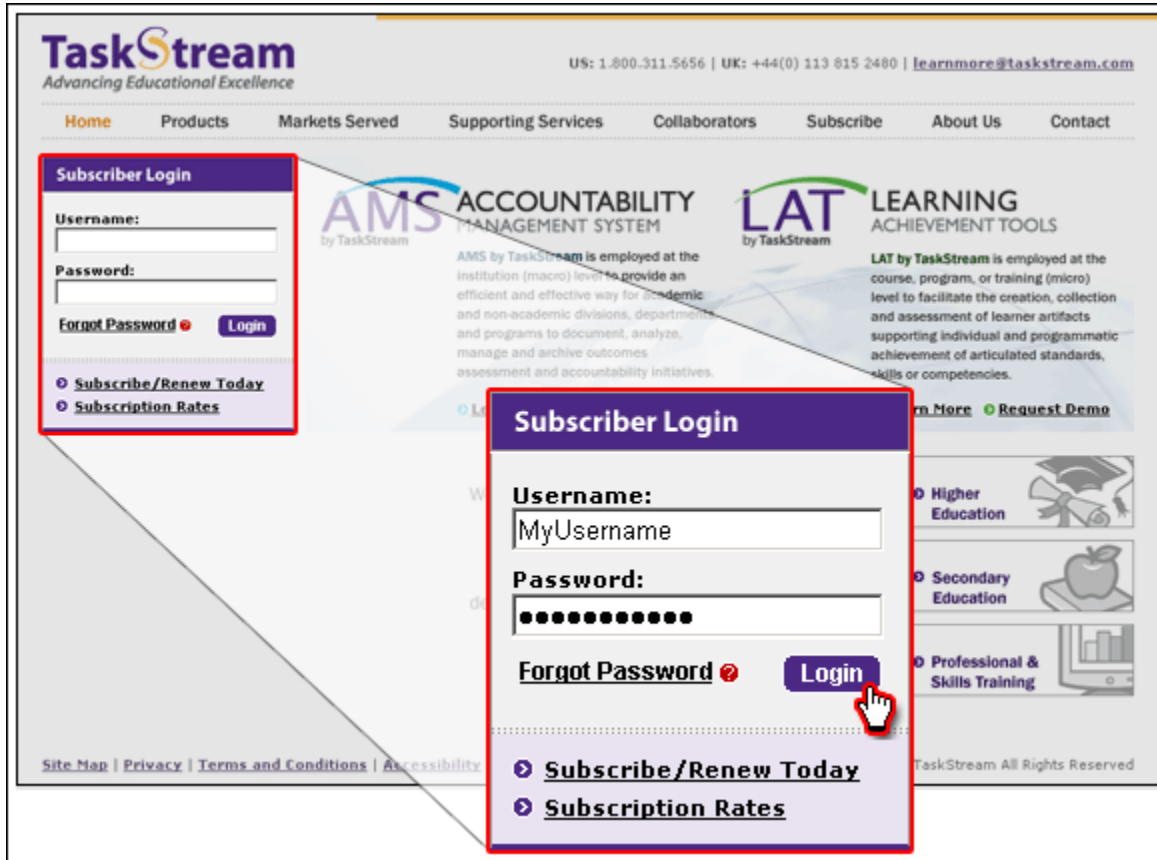## LEARNING ACHIEVEMENT TOOLS

Getting Started with DRF Programs

TaskStream
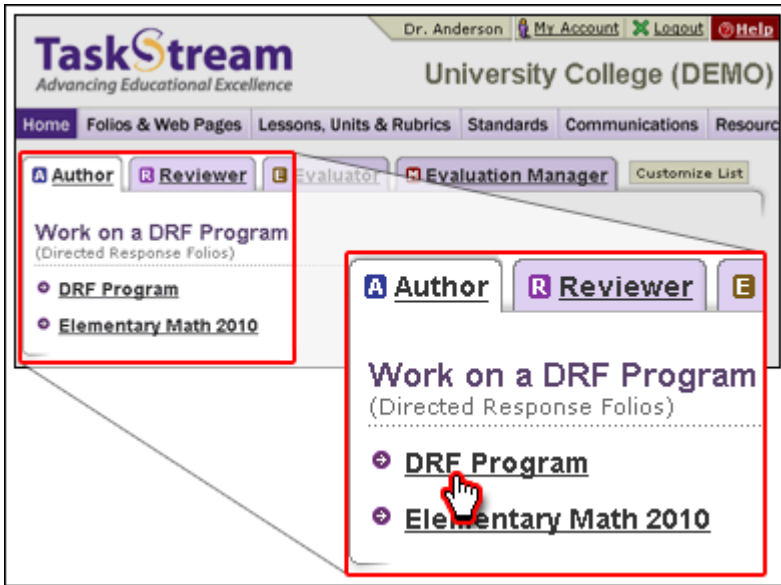
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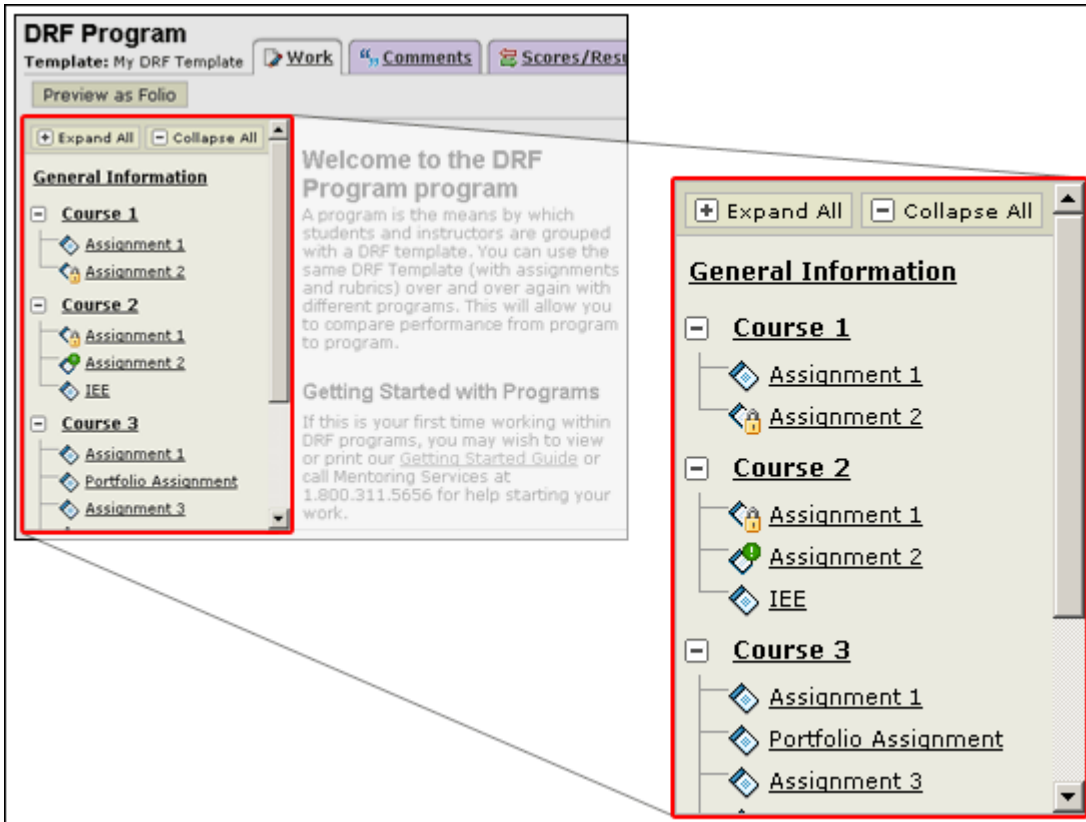
Access your DRF Program

1. To begin, go to www.taskstream.com.
2. Log into TaskStream with your assigned username and password.

3. From the home page, to access your Directed Response Folio (DRF), click the name of the DRF program. The structure of your DRF displays in the left panel.

4. In the structure section *(highlighted in red)*, find the appropriate standard/course.

5. Click the desired requirement. The content of the requirement displays in the right panel.
6. Read the **Directions** for the requirement.
7. *(Optional)* To see the rubric used to evaluate your work, click the *Evaluation Method* link for that requirement.
8. To fill-out a form, click **complete this form**.
9. To add work from the bottom toolbar, click **Form, Text & Image**, **Slideshow**, **Standards**, **Attachments**, **Videos**, or **Links**. *Details can be found in the next section.*
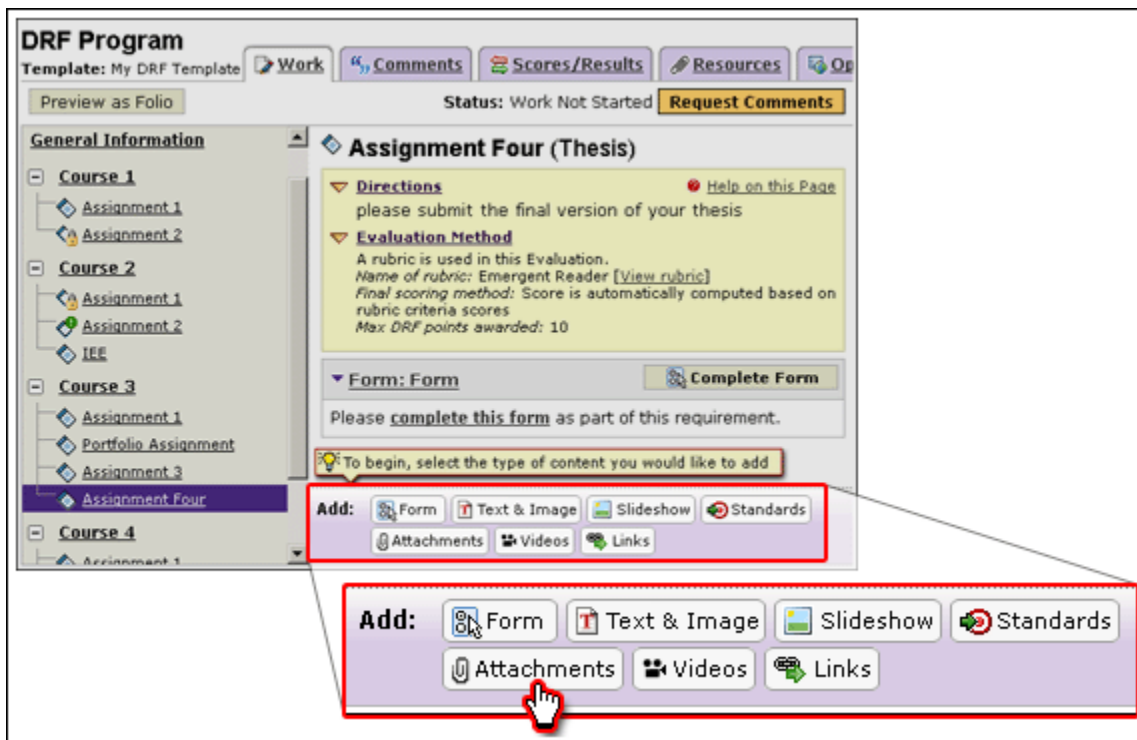
Add Attachments

1. Click "Attachments" in the bottom bar of the DRF program's right pane structure.

2. Select the type of file you want to add. You have three (3) options to select from:
   A. To add **a file saved on your computer**,
      i. Select the *A file saved on your computer* option.
      ii. To find the file you want to attach, click **Browse**.

   B. To add a **previously uploaded file**,
      i. Select the Attach a previously uploaded file option.
      ii. Select the category of work and the specific work product where the file is attached.

   C. To add **work that you created in TaskStream**,
      i. Select the An artifact created in TaskStream option.
      ii. Select the type of work to be added *(web page, web folio, etc.)*, and the specific work you would like to attach.

TaskStream
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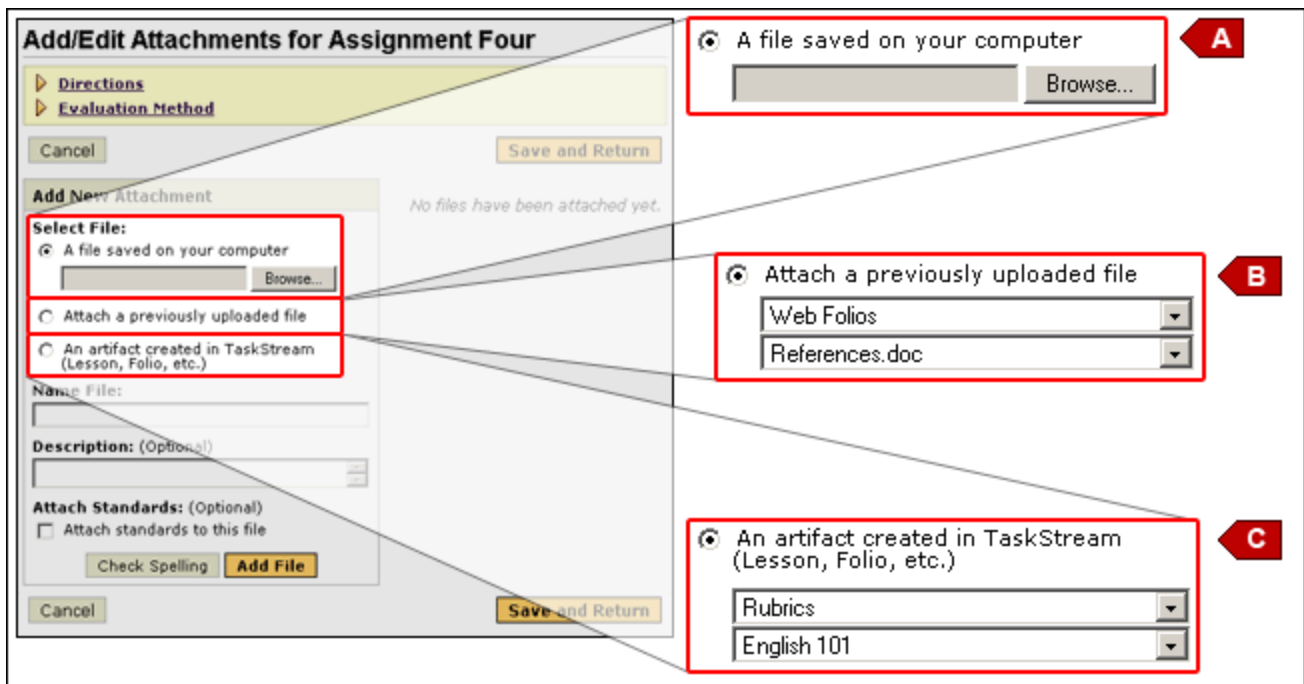
3. Name the file.
4. *(Optional)* Add a description of the file.
5. *(Optional)* To specify standards that this attachment addresses, select the *Attach standards to this file* checkbox.
6. Click **Add File**.
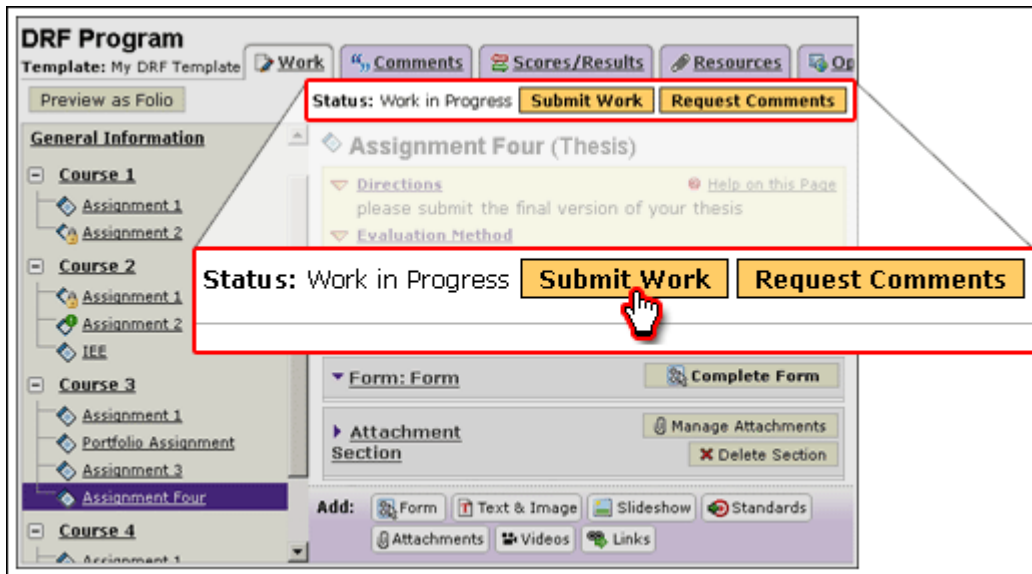7. To navigate back to the main program work area, click **Save and Return**.

You can add as many attachments as you want.

You have now successfully attached work to your Directed Response Folio (DRF)!

Submit this Requirement to your Evaluator

1. In the upper right-hand corner of the Work tab, click **Submit Work**. The system verifies that you want to submit your assignment.

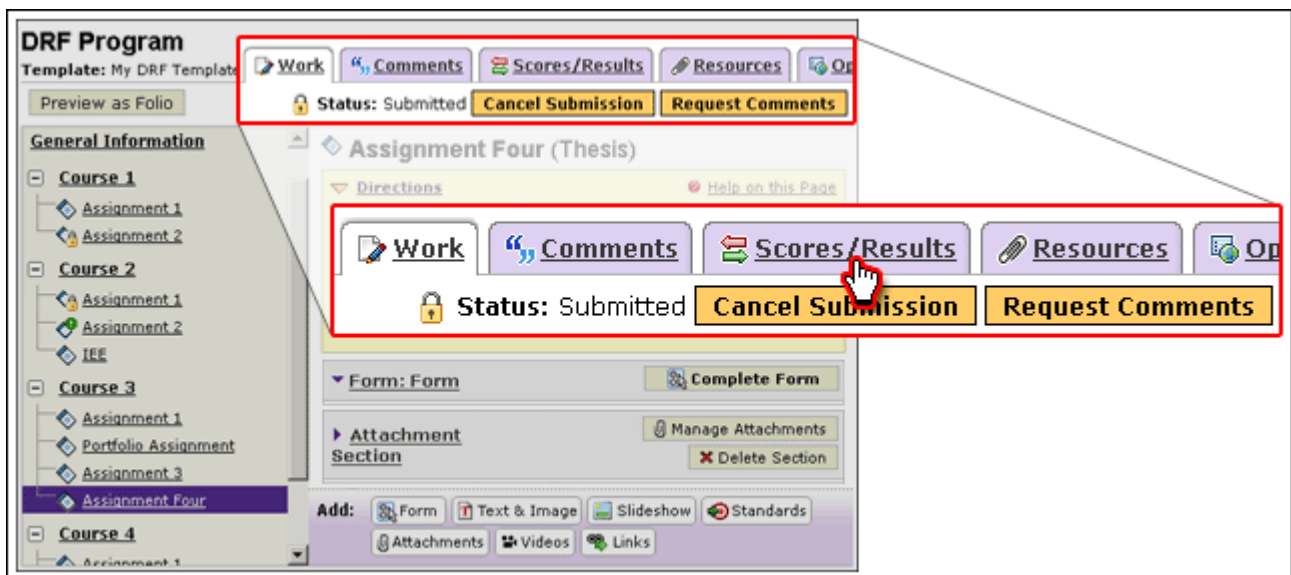2. *(Optional)* To include notes to your evaluator, enter your comments in the designated field.
3. Click **Yes – Submit My Work**.

View a Completed Evaluation

1. From the home page, click the name of the program.
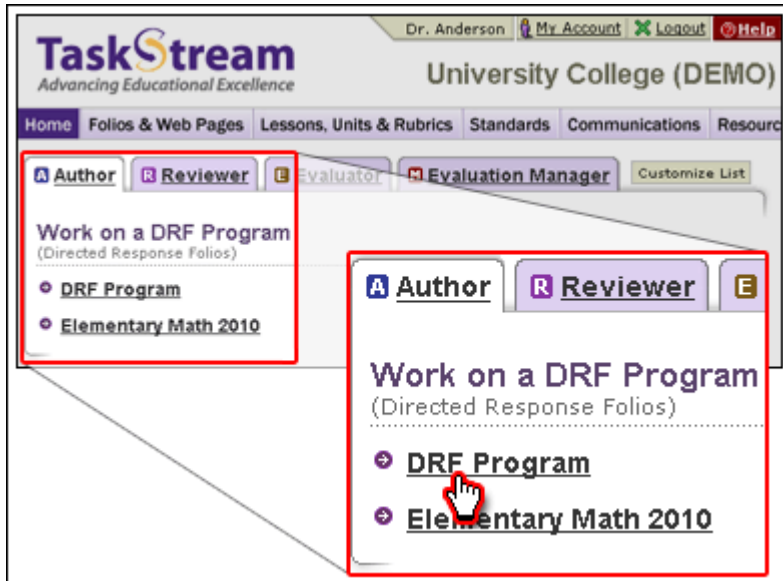
2. To find the work you would like to view, click the *Scores/Results* tab.

3. Locate the assignment for which you want to view the evaluation.
4. Click **Score/Results Report**.