



LEARNING
ACHIEVEMENT TOOLS

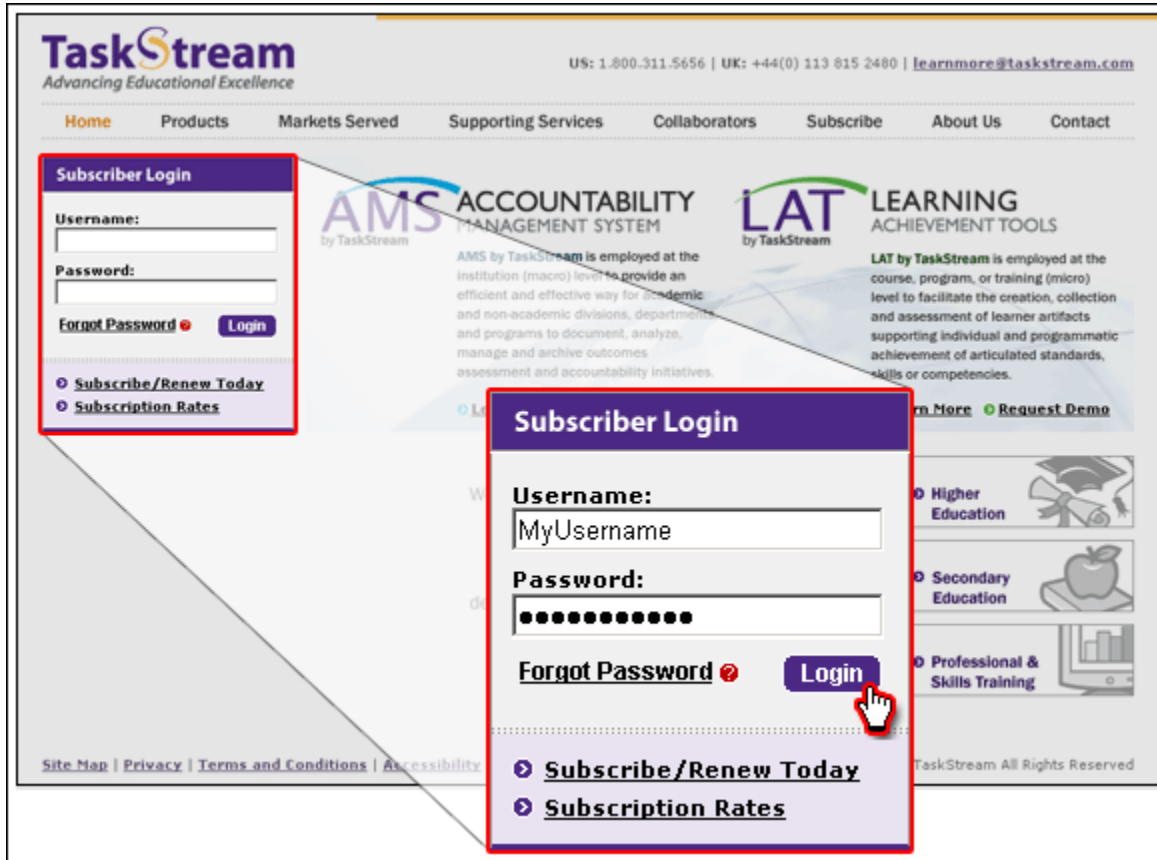
Getting Started with DRF Programs

Table of Contents

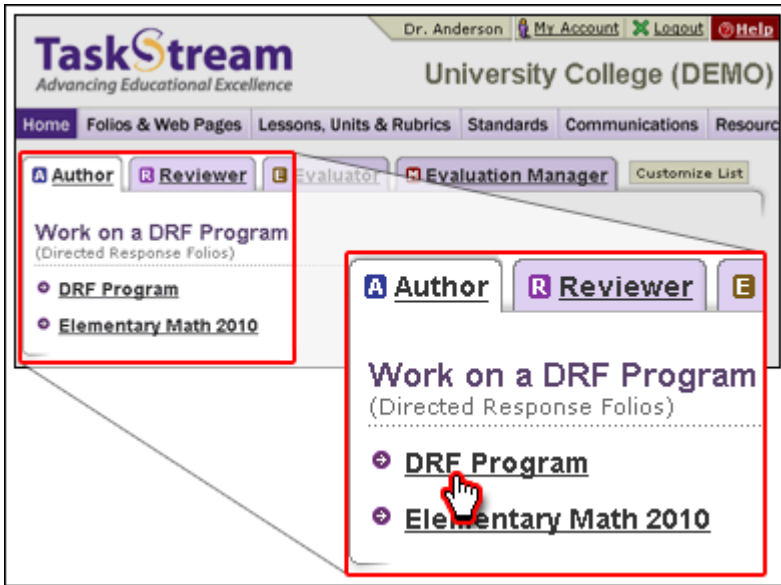
Access your DRF Program	3
Add Attachments	6
Submit this Requirement to your Evaluator	9
View a Completed Evaluation	10

Access your DRF Program

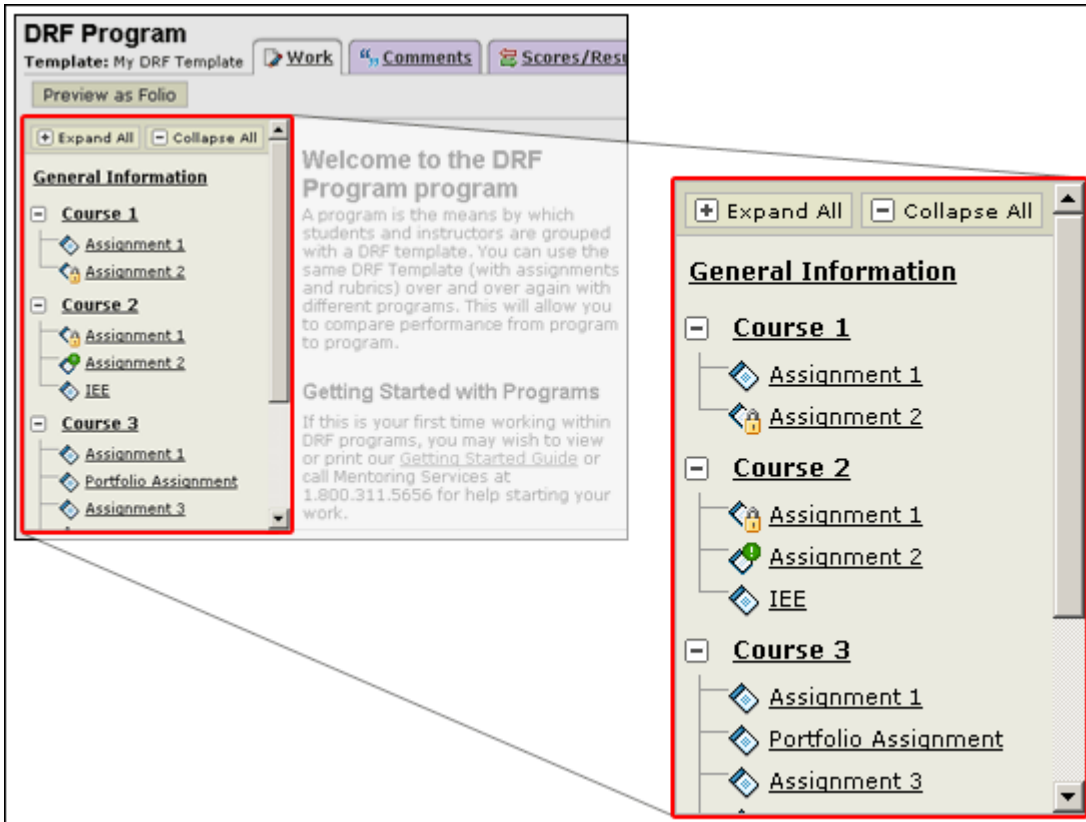
1. To begin, go to www.taskstream.com.
2. Log into TaskStream with your assigned username and password.



- 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.



- 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.

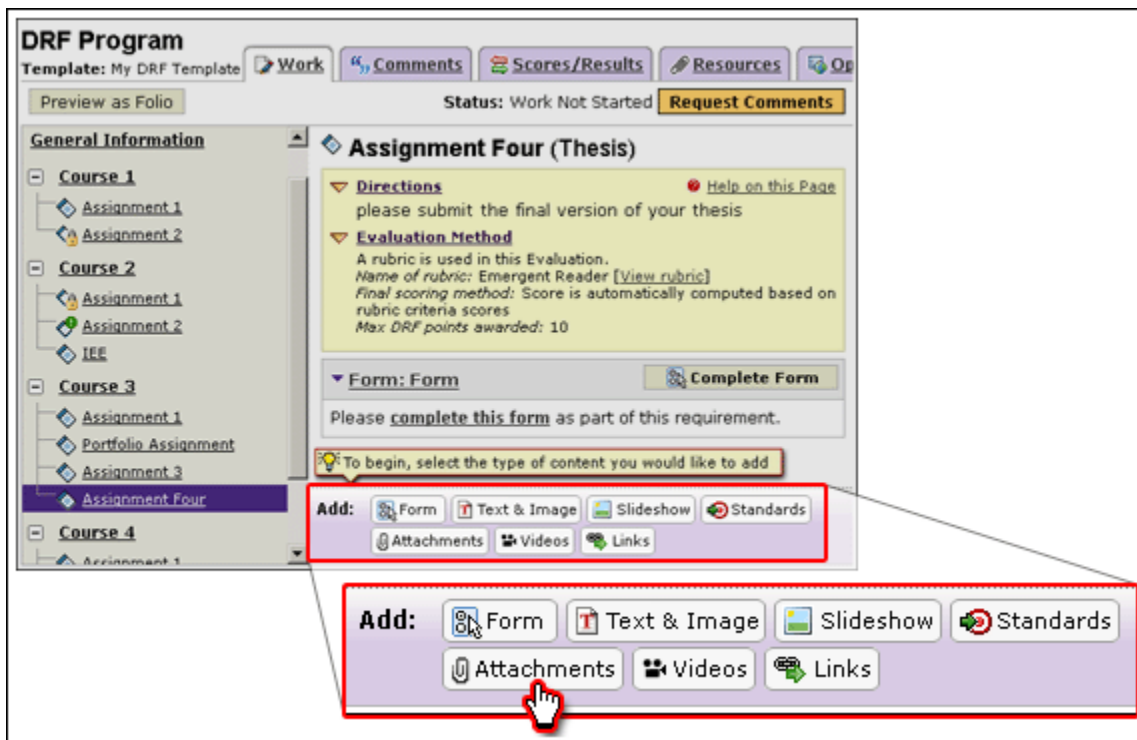
The screenshot shows the DRF Program interface. On the left is a sidebar titled "General Information" containing a tree view of courses and assignments. "Assignment Four" under "Course 3" is selected and highlighted with a red callout "5". The main content area is titled "Assignment Four (Thesis)" and contains several sections:

- A "Directions" section with a red callout "6" containing the text "please submit the final version of your thesis".
- An "Evaluation Method" section with a red callout "7" containing details about a rubric named "Emergent Reader" and scoring methods.
- A "Form: Form" section with a "Complete Form" button and a red callout "8" containing the text "Please complete this form as part of this requirement."
- A toolbar at the bottom with an "Add:" label and buttons for "Form", "Text & Image", "Slideshow", "Standards", "Attachments", "Videos", and "Links". A red callout "9" points to the "Links" button.

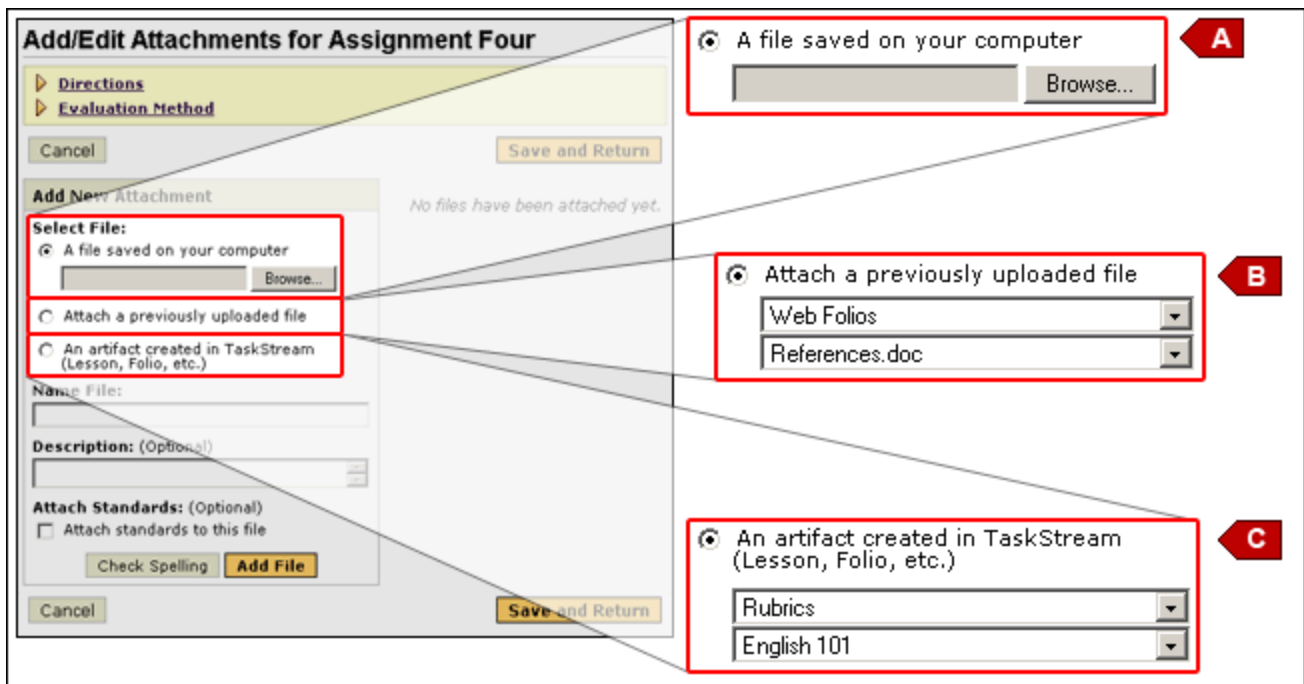
Other interface elements include a top navigation bar with "Work", "Comments", "Scores/Results", "Resources", and "Op" tabs, and a status bar showing "Status: Work Not Started" and a "Request Comments" button.

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.



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**.

Add/Edit Attachments for Assignment Four

Directions
Evaluation Method

Cancel Save and Return

Add New Attachment *No files have been attached yet.*

Select File:

A file saved on your computer
 Attach a previously uploaded file
 An artifact created in TaskStream (Lesson, Folio, etc.)

Name File:
MyNotes.doc

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this file

Check Spelling Add File

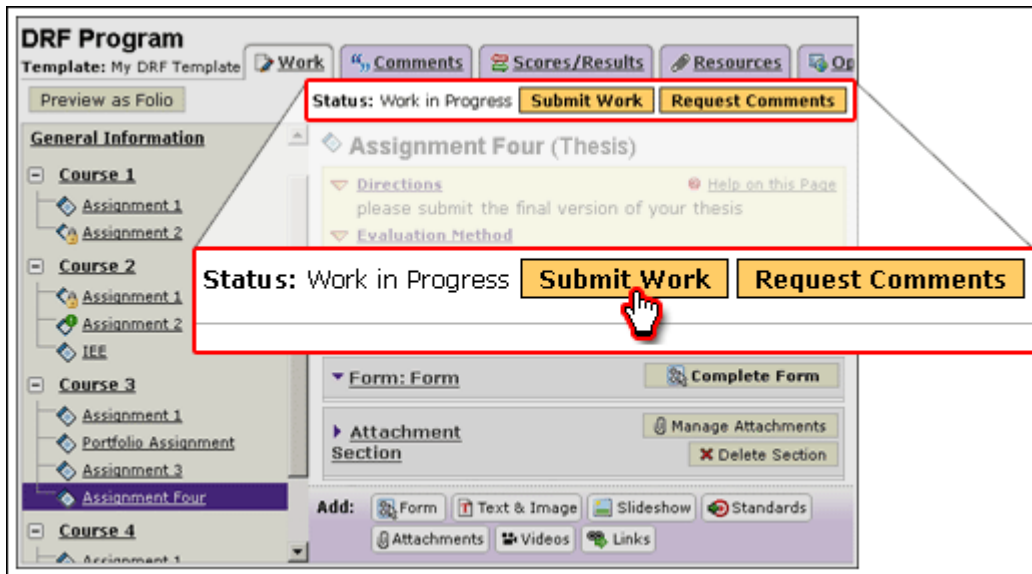
Cancel Save and Return

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.

Are you sure you want to submit Assignment Four (of Course 3) for Evaluation?

Your work will be locked and no further edits will be possible.

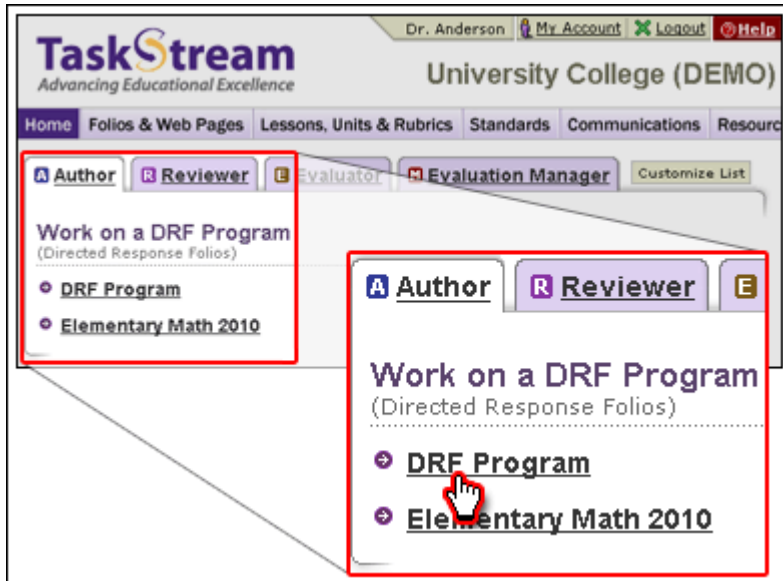
Add optional comments for your evaluator

Please take a look at my thesis and let me know what you think. 2

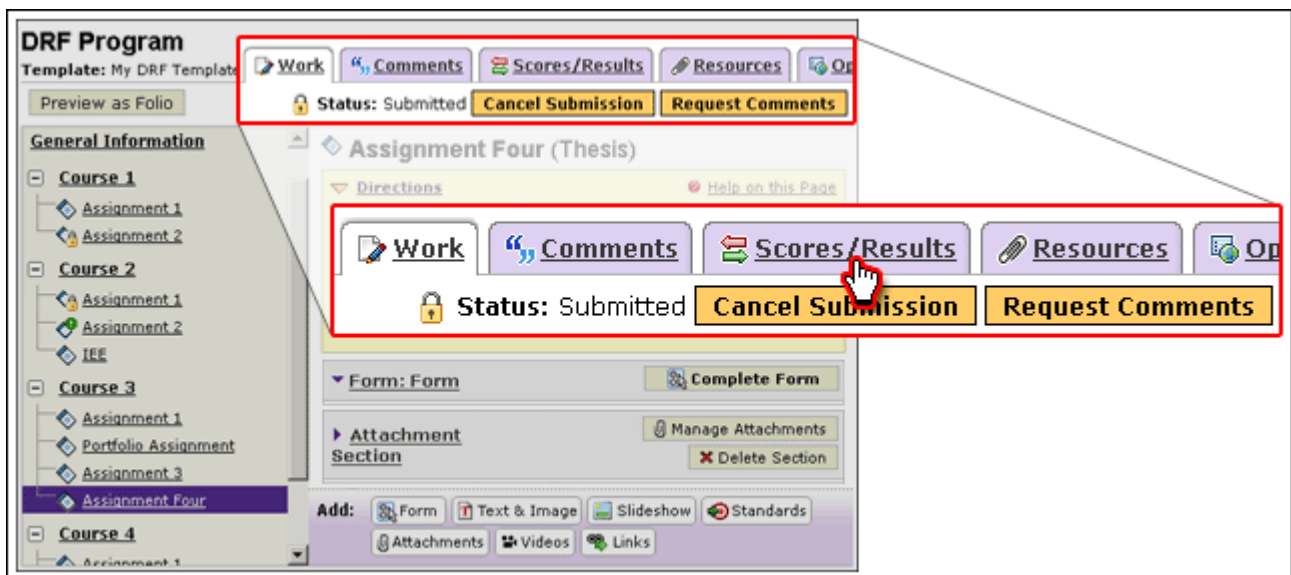
Cancel
Check Spelling
Yes - Submit My Work 3

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**.

DRF Program
Template: My DRF Template

Work Comments Scores/Results Resources Options

Scores/Results Summary Print View

Area	Status	Actions	Results	DRF Points	History
Overall Folio Evaluation		This area does not need to be submitted	Not scored yet	100 points possible	
Course 1					
Assignment 1	In Progress	Edit Work Submit Work			
Assignment 2	Evaluation Released	Submitted: 03/26/2010 01:24:55 PM	50.00/50 Score/Results Report	50.00 /50 points awarded	History/Comments
Course 3					
Assignment 1	In Progress	Edit Work Submit Work			
Portfolio Assignment		Edit Work			
Assignment 3		Edit Work			
Assignment Four	Evaluation Released	Submitted: 08/19/2010 02:44:13 PM	3.50/4 Score/Results Report	8.75 /10 points awarded	History/Comments

Assignment Four	Evaluation Released	Submitted: 08/19/2010 02:44:13 PM	3.50/4 Score/Results Report	
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If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.