



**LEARNING**  
ACHIEVEMENT TOOLS

## **About DRF Programs – Author Role**

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## About Programs

After login, your home page provides direct access to any Collaborative or DRF Program in which you are enrolled. When accessed, you can see the Program's associated information, resources, shared work, and DRF Template. By default, Programs are displayed as shortcut links that provide access to the Programs area. To access a particular Program, click the appropriate link. The Program details load and you are now ready to add work to your DRF.

You can choose to hide or show programs listed on your home page through the use of the [Customize Program List link](#).

You can also self-enroll into your Program. To learn more, be sure to access the [self-enrollment help page](#).

## Customize the Programs Page

You can customize the Programs home page through the use of the *Customize Program List* link. If you have many older Programs, use this page to shorten the list that is displayed on your home page. It helps to declutter and regain valuable real estate.

1. From the Programs home page, click **Customize Program List**.
2. In the Customize My Programs List page, click the **Show** or **Hide** buttons as appropriate.

<b>If...</b>	<b>Then...</b>
you select to <b>Show</b> ,	the Display column reads <i>a blank space</i> while the Hide button appears. This displays the Programs on the lists on the home page.
you select to <b>Hide</b> ,	the Display column reads <i>Hidden</i> while the Show button appears. This conceals the Programs from the lists on the home page.

## DRF Programs

### About DRF Programs

DRF Programs allow you to upload work requirements and submit them for evaluation. A TS Coordinator (*e.g., a teacher or instructor*) creates the structure for your DRF Programs, identifies how the sections in the Program are evaluated and, in some cases, provides directions for how to complete your assignments.

### Author Role Tasks

The Table of Contents below is a representation of all tasks that can be performed by an Author (student). It could be helpful to view the processes from the viewpoint of an Author. It explains what their process is, what decisions they need to make, what options are available to them, and so on.

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Need to survey the process from the Evaluator's viewpoint?

## Access DRF Programs

To access any DRF Program in which you are enrolled, from the home page, click the Program title.

If you have access to requirements and categories within the selected DRF Program, follow these steps to complete the Program requirements, as well as go through the work submission process.

If you do not have requirement and category access in the DRF Program in which you are enrolled in, the system advises you to contact your Program Manager to enable access.

*If you are enrolled into the Program with multiple roles (e.g., Reviewer, Evaluator), make sure you have selected the Author tab on the home page before you click the name of the Program in order to add and submit work.*

## Overview

When accessing a DRF for the first time, you will see an overview of the DRF. This section displays the name of the current DRF along with directions on how to use the Folios and Web Pages tool.

Click the **Next Step** button to continue.

## Choose Style

Layouts enable you to choose how the links to the different pages of your portfolio will be displayed. Themes allow you to choose a color scheme. After making your style choices, click the **Web View** button to preview your template with your selected style choice.

To preview another style, make your choice and then click the **Save** button. Then click the **Web View** button to preview the new style. After you have made your style choices, click the **Next Step** button to continue.

## Add Content

### About the Work Area

The DRF work area is divided into two (2) frames.

#### Left Panel:

You can view the structure of the DRF which is divided into three (3) levels.

The first level of the Structure area contains the *DRFs General Information* page. If the Template Creator has chosen to allow an Author to edit this page, you can enter content to this area. Otherwise, this page displays pertinent information for you about how to use and add information to the DRF, but IS NOT editable.

The second level is the *category level*. This

#### Right Panel:

Displays a work area where you add and view work within each section. Not all areas require you to submit work. These requirement areas are typically used to evaluate work items delivered outside of TaskStream (e.g., *observation, presentation, etc.*).

contains the category pages to which the DRF requirements are attached. The category pages can contain descriptions of the attached requirements and standards which you are required to meet.

The third level, the *requirement level*, is where you add work items to meet the specific requirements.

### Collapse and Expand Categories

To hide a categories' requirements, to the left of a category, use the '-' icon to collapse a category. To view the requirements within a collapsed category, to the left of the category, click the '+' icon .

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*Your account is set to remember collapsed settings. Therefore, any categories you collapse remain as such until you manually expand them.*

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### Add/Edit Work Submissions

To add work to the *General Information* page (if enabled) or to any of the requirement pages:

1. In the left panel, click the name of the section.
2. When the work area opens in the right panel, at the bottom of the page, to select which type of content you need to add, use the *Content Section toolbar*.

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*You can only add one (1) section of each available content type, after which you can add individual artifacts within each of those sections. Work cannot be added to category levels*

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3. Add content as needed. Template Creators can define which content types they want to make available for each requirement. As a result, you see different combinations of buttons depending upon the type of content you are asked to associate with a requirement.

The content types are:

- Text & Image
- Slideshow
- Standards
- Attachments
- Videos
- Links
- Forms

Some of the content types have file size limits and format type limits.

- Text & Image: Images must be less than 512KB in size. For Mac users, add the .gif and/or .jpg extension to the image file name.
- Slideshow: Images 2 MB or less in size can be uploaded to the slideshow. However images greater than 512K in size are automatically compressed. If the images cannot be successfully compressed to less than 512K in size, you cannot upload the image without first optimizing it using a digital graphics Program.
- Attachments: By default, file size cannot exceed 50 MB.
- Videos: You can upload any type of video file format. By default, the file size cannot exceed 100 MB.

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*Both Attachments and Videos are OA-specific and can be changed. For more information, please contact Mentoring Services.*

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Preview the DRF

To preview your DRF throughout the creation process, located above the left panel, click **Preview as Folio**. The preview provides an idea of how your DRF looks to Evaluators.

## View Directions

Each section includes directions for the requirement. If your Program has added overarching standards that you are required to address for the entire requirement, to access the standards, click **Specified Standards**.

To see how your work will be assessed, click **Evaluation Method**. The expanded area displays evaluation method information such as the name of the evaluation method, the final scoring method selected, and the Max DRF points awarded. You are able to access a preview of the evaluation method via the view link.

*Requirements and associated directions are defined by individuals in your organization. Questions about these should be directed to an appropriate individual (instructor, professor, help desk) at your organization.*

## Text & Image

Click the **Text & Image** button if you want to enter text directly into TaskStream for the requirement.

Enter text directly into the Intro Text field.

A **Check Spelling** button is provided to assist in checking your text for spelling errors. As you are entering introductory text, click the **Save Draft** button to save your text and continue to add more text. If you want to close the window without adding an image, click the **Save and Return** button.

NOTE: If you have the HTML Toolbar enabled, you will be able to format text. To enable the HTML Toolbar, go to the My Account Info area and click the **Enable** link corresponding to the toolbar preference.

When enabled, the HTML Formatting Toolbar allows you to add formatting to text input areas without the need for HTML. This toolbar is available in most TaskStream tools where there are large text input areas.

Formatting options include: Bold, underline, and italics, Text alignment (left, right, center), Bulleted Lists (Ordered and Unordered), Font control (type, size, color, special symbols), Hyperlinks, Cut, Copy, Paste, Multiple Undo, Paste from Other Documents (cleans up various types of tags - Word, Plain Text, etc.), Advanced linking - open pop-up, links to anchors, emails, etc., Full window preview, and One-click table formatting.

These features are available and supported on the following browsers: PC: IE 6+, AOL 9+, Firefox 2.0+, Chrome 2.0+, Opera 9.3+ Mac: Safari 3.0+, Firefox 2.0+.

If you want to add an image, click the **Add an Image to your text section** link.

You can choose to upload your own image file in either a .gif or .jpg format or choose from a selection of stock images for your image. To add your own image, click the **Browse** button. A dialog box will open, allowing you to select and open the image file from your computer. The path of the file will appear in the Browse field.

NOTE: Images must be less than 512KB in size.

NOTE: For Mac users, please make sure to add the .gif and/or .jpg extension to the file name.



To select a stock image, first select the category of stock images you want to browse from the pull-down menu. Then click the title of the image you want to use and a preview of the image will appear in the area to the right of the image list.

After the image has been selected or designated for upload, you can select the alignment of the image and whether you want for the scale of the image to be adjusted.

When you are done adding text and an image, click the **Save and Return** button.

## Slideshow

To add multiple images as a slideshow to a requirement, click the **Slideshow** button. Enter a title for the slideshow and select the **Create Slideshow** button.

To upload images to your slideshow, enter a name for the image. Click the **Browse** button to choose an image file you want to upload. You can also enter a description. Click the **Add Image** button to upload the image to the slideshow.

NOTE: If you do not enter a title for the image, the file name will be used as the title.

To add additional images, follow the steps above.

NOTE: Images 2 MB or less in size can be uploaded to the slideshow. However images greater than 512K in size will automatically be compressed. If the images cannot be successfully compressed to less than 512K in size, you will not be able to upload the image without first optimizing it using a digital graphics Program.

You can edit the slideshow using the area on the right.

Select an image and then click the **Edit** button to edit the title or description for the image.

Click the **Remove All** button to remove all images from the slideshow.

Click either the **Move Up** or **Move Down** button to change the position of the selected image within the slideshow.

Click the **Remove Selected** button to remove the selected image from the slideshow.

You can delete an entire slideshow by clicking the **Delete Entire Slideshow** button.

At any time, you can save slideshow changes by clicking the **Save** button.

When you have completed your slideshow, click the **Save and Return** button.

## Standards

To access the Standards Wizard, which you can use to add standards and corresponding benchmarks to a requirement, click **Standards**.

1. To access a set of standards, select a regional set, standards created in AMS, or target set from the appropriate pull-down menus. You can also click to view State, US National, United Kingdom or International Standards.
2. Click **Go**.

*Any items displayed with a red asterisk (\*) and disabled indicate they are currently being edited by TaskStream; therefore they are not available for new mappings until after edits are completed. You can go to the next level for any items which have the Go to Next Level enabled BUT if the subset is marked*

*Editing Allowed, you cannot select to add any standards in the subset.*

3. Use the **Go to Next Level** to dive down to the necessary standards for your report.
4. Once you have found your standard, select to add.
5. Click **View Selections**. The Add/Edit Standards page loads to display the selected standards.
6. *(Optional)* You can select to view the standards with *Condensed Descriptors* or *Full Descriptors*. Click the appropriate radio button.
7. *(Optional)* To make additions to your selections, click **Add More Standards**.
8. *(Optional)* To remove a single standard selection, click **Remove**.
9. *(Optional)* To remove all of your standards selections, click **Remove All**.
10. Click **Save and Return**.
11. *(Optional)* To quit your action, click **Cancel**.

## Attachments

To upload documents or files to a requirement:

1. Click **Attachments**.
2. Name the file.
3. Select the type of file you want to upload. There are three (3) options:
  - You can select to *upload a file saved to your computer*. In this case, you need to click **Browse** to locate the file on your computer.
  - You can also select to *reattach a file you previously uploaded into TaskStream*. If you make this selection, you need to choose the category of work in which you previously attached this file from the **Select Category** pull-down menu, and then select the title of the work where the file is currently attached from the **Select File** pull-down menu.
  - You can choose to *attach an artifact created in TaskStream (e.g., folio, web page, lesson, etc.)*. You are prompted to select the category of work from which you would like to choose, and then select the title of the work you would like to attach.
4. *(Optional)* Enter a description for the file.
5. *(Optional)* Attach standards addressed by the uploaded file.
6. To attach and upload your file, click **Add File**. As files are attached, they are listed to the right of this form from where they can be viewed, edited or deleted. You are also able to identify standards addressed by the artifact.

## Attach Standards to Files/Links

To attach standards to an artifact you are adding to a requirement, first select the checkbox next to "Attach standards to this file" located. Click the **Add File/Link** button.

To attach standards to a file/link at a later time, click the **Standards** button to begin selecting standards.

In each case, the Standards Wizard home page will open allowing you to start the standards selection process. You can select a set of standards from the appropriate pull-down menu and click the **Go** button, or click the links at the top of the Standards Wizard to view State, USA/National or International Standards.

For more information on using the Standards Wizard, see the Standards Wizard section of the Help Area.

## Videos

Click the **Videos** button to upload videos to a requirement. You will be able to upload videos up to 100MB in size.

Name the file and then select the type of video file you want to upload.

You can select to upload a video saved to your computer. In this case, you will need to click the **Browse** button to locate the video file on your computer.

You can also select to reattach a video file you previously uploaded into TaskStream. If you make this selection, you will need to choose the category of work in which you previously attached this file from the Select Category pull-down menu, and then select the title of the work where the file is currently attached from the Select File pull-down menu.

You can indicate the length of the uploaded video.

You can choose to provide a description for the file.

You also have the option of attaching standards addressed by the uploaded file.

Click the **Add File** button to attach and upload your file. As videos are attached, they will be listed to the right of this form from where they can be viewed, edited or deleted. You will also be able to choose to indicate standards addressed by the artifact.

NOTE: You can upload any type of video file format from the Video tab.

## Links

Click the **Links** button to access a form for linking other web pages to your folio or web page. You can also use this form to link to external web sites and/or to existing pages/areas/folders within your work.

Name the link and then indicate the link you want to include.

If you want to link to an external website, indicate the web address (URL) for the link.

If you want to link to an existing page/area/folder within your current work, select the section from the Link to existing page pull-down menu.

You can choose to provide a description for the link.

You also have the option of attaching standards addressed by the uploaded file.

Click the **Add Link** button to attach your link. As you add links, they will be listed to the right of this form from where they can be viewed, edited or deleted. You will also be able to choose to indicate standards addressed by the link.

## Forms

The Form section of the Content Editor includes a custom form that needs to be completed as part of fulfilling the requirement to which it is attached. Same as with the DRF Template, forms are created by a Coordinator in your organization. The Form section ONLY appears in a DRF Program if a Form has been specified for the requirement in the DRF Template Setup.

1. From the *DRF Work* tab, click a requirement.
2. To open the form page, from the *Content toolbar* at the bottom of the page, click **Complete Form** or **Form**. The *Respond to form* page loads.
3. Complete the form fields. The form can contain a combination of the following element types:
  - Section header
  - Subsection header
  - Open ended (text/comment area)
  - Open ended - 2 column format (text/comment area)
  - Choice - one answer (radio buttons or pull-downs)
  - Choice - multiple answers (checkboxes)
  - Rating Scale

*If the form contains at least one (1) Open-ended (text/ element area) or Open ended – 2 column format (text/comment area) element with a Medium or Long answer text box for your response, the HTML Formatting Toolbar preference link displays on the form.*

If enabled, the HTML Formatting Toolbar appears in Medium or Long answer boxes. The toolbar disappears when you click away from the text fields. As a result, the text areas display all text including the HTML tags. Disable the HTML Formatting toolbar via the Help and Preferences link.

To keep better track of the character count of the text areas, the number of characters used displays an ongoing count below the text box. When new text is added, a 2-second delay on the count could occur before it refreshes.

4. (Optional) To periodically save your form entries, click **Save Draft**.
5. (Optional) To verify no spelling errors exist, click **Check Spelling**.
6. (Optional) To view a printer-friendly version of the form, click **Print**. A preview pop-up loads.
  - a. Click **Export to Word**.
  - b. Select whether to **Open** or **Save** your form document.
  - c. Exit the previous pop-up window.
7. Click **Save and Return**. The system navigates back to the main requirement area.

## Character Count

To keep better track of the character count of the text areas, the number of characters used displays an ongoing count below the text box. When new text is added, a 2-second delay on the count could occur before it refreshes.

The Character Count for the Open-ended text areas not only includes the text entered; BUT ALSO, includes HTML tags. Therefore, if you enter text, then enable the toolbar, the character count appears greater than before (due to the tags). The use of HTML formatting could cause the character count to exceed the maximum allowed for the text fields. In that case, you must shorten your submission in order to save your text. You are not able to proceed until the character count falls within the dictated limits.

If you click the HTML option on the toolbar, you can see which HTML tags (e.g., bold, italics) have been added to your total count.

When the form template is created, be sure to account for the extra characters the HTML tags add to the text areas and select an appropriate character count.

## Comments

If your organization has chosen to enable the ability for you to request comments (feedback) from individuals who have been given the Reviewer role in your DRF Program, you will see a **Request Comments** button on the Work tab and a Comments tab.

NOTE: You will not see the Comments tab if the Program does not have the Reviewer role enabled.

To share your DRF with a Reviewer, click the **Request Comments** button.

To add your own comments or view comments left by Reviewers, click the **Comments** tab. Within the comments tab you can view your current work submission.

NOTE: If your **Request Comments** button is grayed out, a Reviewer has not been assigned to you. Please contact your Program Coordinator.

## Request Comments

When the pop-up window opens, you should select the appropriate checkboxes to indicate where you would like to request comments. If you would like to Request Feedback on all areas, click the Request Feedback on All Areas checkbox. Click the **Continue** button to proceed.

Choose the Reviewer(s) with whom you would like to share your work by checking off the appropriate name(s). Checking the **Select All** box will share the work with all Reviewers assigned to you in the Program. Click the **Continue** button.

The next screen confirms that you have submitted your work to the selected Reviewer(s). Read the directions to learn more about sending comments to your Reviewer. You will need to click the **Close Window** button at the top of the window to close the confirmation window and access the comment areas.

If you requested feedback on specific areas of your DRF, those selected areas will be flagged with a red arrow.

To send general comments to your Reviewer(s), click the **Overall Comments** link at the top of the left frame. Next, enter a comment in the Add Your Comment field and click the **Submit** button. Your comments will appear in the Overall Comments area.

To send specific comments to your Reviewer(s), click the area on which you would like to comment from the left frame and the comment area will open. Enter a comment in the Add Your Comment field and click the **Submit** button. Your comments will be displayed at the top of the selected area.

NOTE: Comments areas are visible by all people from whom you have previously requested comments.

## Submit Work for Evaluation

*When work is submitted, it becomes locked. Authors can cancel submissions before the evaluation has started. Further edits are not allowed after the Evaluator assigns a score, unless the Evaluator sends the work back for revision. If you need your work unlocked, contact your instructor or the Program manager.*

From the **Work** tab:

1. In the left panel, click to access the category or requirement area you want to submit.
2. From the status area (*upper right-hand corner*), click **Submit Work**. The Submit Work for Evaluation window loads.
3. (*Optional*) Add comments for your Evaluator.
4. (*Optional*) Use Check Spelling to look over your text for spelling errors.
5. (*Optional*) To quit your action, click **Cancel**.
6. Click **Yes - Submit My Work**.

From the **Scores/Results** tab:

1. Locate the category or requirement that you want to submit.
2. From the Actions column, click **Submit Work** or **Submit Category**. The Submit Work for Evaluation window loads.
3. (*Optional*) Add comments for your Evaluator.
4. (*Optional*) Use Check Spelling to look over your text for spelling errors.
5. (*Optional*) To quit your action, click **Cancel**.
6. Click **Yes - Submit My Work**.

From the **Work** tab, if you are required to select your Evaluator

1. In the left panel, click to access the category or requirement area you want to submit.
2. From the status area (*upper right-hand corner*), click **Submit Work**. The Submit Work for Evaluation window loads.
3. The system displays a list of Evaluators with access to the selected category/requirement. Select name of the Evaluator to send your work to. Click the appropriate radio button.
4. (*Optional*) Add comments for your Evaluator.
5. (*Optional*) Use Check Spelling to look over your text for spelling errors.
6. (*Optional*) Click **Send Comments**.
7. (*Optional*) Click **Skip Sending Comments**.
8. (*Optional*) To quit your action, click **Cancel**.
9. Click **Submit for Evaluation**.

From the **Scores/Results** tab, if you are required to select your Evaluator

1. Locate the category or requirement that you want to submit.
2. From the Actions column, click **Submit Work** or **Submit Category**. The Submit Work for Evaluation window loads.
3. The system displays a list of Evaluators with access to the selected category/requirement. Select the Evaluator to which you want to send your work. Click the appropriate radio button.
4. (*Optional*) Add comments for your Evaluator.
5. (*Optional*) Use Check Spelling to look over your text for spelling errors.
6. (*Optional*) Click **Send Comments**.
7. (*Optional*) Click **Skip Sending Comments**.
8. (*Optional*) To quit your action, click **Cancel**.
9. Click **Submit for Evaluation**.

## Score/Results

The Scores/Results tab displays a table with columns dependent on the preferences of the DRF specified by the DRF Template creator.

### 1- Area

Column displays the structure of the DRF area to which you have access.

*If a due date was assigned to a category or requirement, the due date is listed directly under the category or requirement name.*

### 2- Status

Column displays the progress of work submissions. There are several statuses that can be displayed in the status column for work submitted to a DRF:



In Progress

The In Progress status appears when work has been added to the category or requirement level of a DRF.



Submitted

The Submitted status appears after you have clicked the Submit button to submit work for evaluation.

1. To submit your work for evaluation, click **Submit Work**.
2. (Optional) Confirm sending comments for your Evaluator.

*The optional comment area is not available if the Program Manager disables the s within the Program setup. **Submit** button is disabled if the due date has expired a Manager has not Authorized an exception to enable you to submit the work after i*

Once your work has been submitted for evaluation, it automatically locks and can be identified by a lock icon. This prevents you from adding additional work or editing existing work.

*Any TaskStream work attached to submitted work is also lock*

When an Author submits works within a Program, Evaluators receive notification via email ONLY if Notify via email when Authors submit is selected AND if the category/requirement is visible to the Evaluator. In the case when requirements do not require work to be submitted, the Status column displays **N/A** and the Actions column displays **No work required for this area**.



Needs Revision

The Needs Revision status appears when your Evaluator has reviewed your work and has determined that revisions are needed.



Resubmitted

The Resubmitted status appears after you have revised and resubmitted DRF work.



Evaluated

The Evaluated status appears after your work has been evaluated and given a score.



The Evaluation Released status appears after submitted work has been evaluated and the evaluation results have been released to you, the Author.

### 3- Actions

Column enables you to perform the following actions:

<b>Action</b>	<b>Description</b>
<b>Edit Work</b>	Navigates back to the Work tab
<b>Submit Work/Submit Category</b>	<p>Submits the DRF area for evaluation</p> <p>When Author submits work, requirement accessibility determines which Evaluators to send work to, based on different grouping options:</p> <p><b>No Grouping Needed for DRF</b> Send work to all Evaluators who have access to the category or requirement.</p> <p><b>Multiple Groups for DRF</b> Send work to Evaluator within the same group as the Author, who has access to the category or requirement.</p> <p><b>No Manual Grouping, but Require Authors to Select Evaluator</b> Shows a list of Evaluators with access to the selected category or requirement. Grouping Option is not known by Author.</p>
<b>Cancel Submission</b>	If the item has been submitted but not evaluated, the system displays a submission time stamp.

### 4- Results

Column displays the evaluation results, a link to view the evaluation report, and Evaluator feedback.

To access the Score/Results Report, click **Scores/Results Report**.

To access the feedback provided by the Evaluator, click **Evaluator Feedback**. This option appears when an Evaluator sends back work directly to the Author without a provisional score.

An email is generated to advise that an evaluation has been completed and released, when sending work back directly, sending back for revision, or recording as final and evaluation released.

If a file addition has been set to Visible to Author, the email notifies that an Evaluator has indeed added a file and displays the overall comments. The Author has to log into the system to view the file attachment.

### 5- Originality Report (if enabled)

If the Originality Report option has been enabled, the Originality Report column shows a link for any requirements that contain an Originality Report.

### 6- History

The History column provides a way to view the events that have transpired with the corresponding area. Once your work has been evaluated and the evaluation has been sent to you, you can see your assessment in the Results and DRF Points awarded columns. These areas display the evaluation and score given to your submitted work.

1. To view the submission history and any comments made to your evaluated work, click **History/Comments**. The next page displays any comments that your Evaluator has sent to you. You can also see the submission and evaluation history of your work and a date and time stamp of each submission. In the Comments area, you can also view any files attachments added by the Evaluator and made Visible to Author. Click on the file name to view the file (*the file format is displayed to the right of the file*).



2. To view the evaluation report from the History/Comments area, click **View full evaluation report**.
3. To access your evaluation report from the Results column, click **View Report**.

The evaluation report lists identifying information about the requirement or category, date evaluated, points awarded, and the overall mark. You can access this report for each item of the DRF once the scores have been released to you. The evaluation report for a rubric evaluation lists the header information, average rubric score, and detailed results about each criterion.

The header information contains the Author’s name, the name of the Program date evaluated, DRF information, and points awarded for this portion of the DRF.

To view the calculations for the rubric score, click **See Calculation**.

The calculation details contain the rubric criteria, the scores, and if weighting is on, the weighted scores. If rubric weighting is off, this area only contains the rubric criteria and the scores.

### 7- DRF Points

When applicable, the DRF Points Awarded column displays the total points awarded for that item (*provides the weighted score for those areas, only if the DRF weighting option is selected*).

## About Originality Reports

If the Program Manager has enabled an Originality Report for Authors, then Authors can access this report via the Score/Results page.

Originality Reports are generated via the Turnitin Plagiarism Detection system. There can be anywhere from a few minutes to a 24-hour wait time, from the moment the work is submitted to the time the report is available to view.

Once added or saved, specific areas trigger the generation of Originality Reports.

<b>Type of Artifact</b>	<b>Description</b>
Text	Any text entered in the Text & Image area
Attachments	Files less than 20 MB; one of the following types: MS Word, Word Perfect, PostScript, PDF, HTML, Rich Text Format (RTF), and plain text
Forms	The text areas entered into a form or survey

*The Program preference setup by the Program Manager determines whether or not you are able to view an Originality report until after the evaluation of your work has been completed and released to you.*

*If you have a question about Turnitin, click here to access their User Support site.*

**At this point**, learn about the access of this report.

## Access Originality Report

To view Originality Reports:

1. Click into your DRF Program.
2. Click the *Scores/Results* tab.
3. In the *Originality Report* column:

If...	Then...
content type is not valid,  the Program Manager selected to <i>Allow Authors to view report results upon upload to TaskStream,</i>	<i>Not Applicable</i> displays  click <b>Request Report</b> . After work submission, this changes to display <i>Originality Report</i> .

Certain criteria must be met to see the Request Report option.

- Turnitin has been enabled, by the Program Manager, for the OA and DRF Program.
- Authors are allowed to see the report prior to submitting for evaluation.
- Work status is **Work In Progress** or **Needs Revision**.
- The artifact type is valid.

the Program Manager selected to *NOT allow Authors to view the report until the work has been evaluated and released back to them,*

click **Originality Report**. The button is available once work has been evaluated and released to Author.

If needed, this column displays alerts to advise you of any information that is necessary to process your work.

- The submitted work is still being analyzed by Turnitin. Please wait at least 10 minutes before checking again.
- The file you have uploaded exceeds Turnitin's maximum file size limit (20 MB).
- This type of file is not supported by Turnitin.
- You must submit more than 100 characters of non-whitespace text.
- Turnitin was unable to read the uploaded work due to formatting issues.
- The work you have uploaded exceeds Turnitin's maximum character length (2 million characters).
- You must submit more than 20 words of text.
- Turnitin was unable to read the PDF you submitted. Please make sure that the file is not password protected and contains selectable text rather than scanned images.
- The paper you are trying to submit does not meet Turnitin's criteria for a legitimate paper.
- The minimum text required for Turnitin to generate the originality report is twenty (20) words.

<b>If...</b>	<b>Then...</b>
The Program Manager selected to NOT allow Author to ever view report,	<i>No Report Available</i> displays
work does not require a submission	<i>No Submission Requirement</i> displays

*Originality Report can only be requested once per submission.*

**At this point**, learn about the navigation of the report results.

## Navigate Report Results

The Originality Reports results page displays:

- Any items that have had a report generated (*listed by the name of the form or attachment*)
- *Submission to Turnitin* date
- The similarity index score returned by Turnitin (*known as the Originality Score*).

*The legend provides a percentage reading for matching words by color code.*

- Area of the DRF where the form or attachment was added
- Type of work, such as Folio Attachment, Folio Text, etc.

The **Full Report** button or the artifact link opens a pop-up window that contains the entire Originality Report details. This report is generated by Turnitin. *For more information on the generation of their Originality reports and the "similarity index score" determination, please refer to the Turnitin website.*

## Resources

If the Program Manager has chosen to share a folio or web page as a Program resource, you will see the Resources tab. To access the resource shared within your Program, click the Resources tab. You will then be able to navigate through the shared folio or web page.

If you want to open the shared folio or web page in a new window, click the **Open in New Window** button.

## Publish/Share Work

### Options

#### Create a Printable PDF

A printable PDF version of your DRF can be created by clicking the **Create a Printable PDF** button. You can select to include a Title Page and Table of Contents within your PDF.

#### Email this URL

Depending on the preferences set by your organization, your DRF may be able to be sent to other TaskStream subscribers via the Message Center or to an external email address. The recipient will receive a message with a link to the DRF. When sending a DRF to another TaskStream subscriber, you also have the option to allow the recipient to create a copy of it. To email a DRF, click the **Email this URL** button located on the Publish/Share tab.

#### Publish to Web

Depending on the preferences set by your organization, you may be able to publish your DRF to the Web by going to the Publish/Share tab and clicking the **Publish to the Web (Create URL)** button.

#### Publish to Cybrary

If your organization has enabled the Cybrary, you will be able to publish your DRF, allowing others to search for it and copy it. To publish your DRF to the Cybrary, go to the Publish/Share tab and click the **Submit to Cybrary** button.

#### Save a Copy of your DRF as a Presentation Folio

Click the **Save a copy of DRF Program work as a presentation folio** link from the Portfolio and Style options box located on the right side of the screen. Enter a new name for the presentation folio, if you want, and then click **Create**. The new presentation folio can be accessed from the Folios & Web Pages area.

If you want to select the style options you want to use for the new presentation folio, click the **Change visual style of this portfolio** link before saving the copy of the DRF. You will then be prompted to choose style and layout options.

#### Export Folio to PDF

Before you generate your PDF, you can select whether you want to include a Title Page and/or a Table of Contents by selecting the appropriate checkboxes. You can choose how you want for your name to appear on the title page and whether you want to include the date the folio or web page were created and/or the date the folio or web page was last modified. After making your selections, click the **Continue** button.

NOTE: Attachments need to be printed separately, but the appendix will list the attachments that are referred to the PDF.

#### Email Folio

To email your DRF to other TaskStream subscribers within your organization, click the **Select Recipients** button. You will then be able to use the Member Locator to choose the individuals to whom you want to send the DRF.

If you are sending the DRF to another TaskStream subscriber, you can choose to enable the recipient to import the folio or web page into his/her own folio and web page library by clicking the appropriate checkbox. You can also choose to allow the recipients to only make copies of TaskStream work contained within the DRF.

To send your DRF to an external email address, enter it in the To: field in the External recipients (outside email) section. If you want to send the DRF to multiple email addresses, separate the multiple addresses by commas.

If you are choosing to send the DRF to an external email address, you will need to customize a URL and decide whether you want to require a password to access the DRF.

You can include a personal message to accompany your DRF. When you are finished, click the **Send Message** button to send the link to your DRF.

## Publish to Web or Cybrary

There are two (2) methods in which you can publish and share your DRF: Publish to the Web and Publish to the Cybrary.

When you **publish to the Web**, you enable anyone to access your work from the Internet via the web address that you create. You can limit access by creating a password. You can unpublish your work at any time. Any future changes are automatically reflected in your published work.

When you **publish to the TaskStream Cybrary**, you contribute to a community collection of published work accessed via the Resource Manager. Other subscribers are able to copy Cybrary published works and edit them, but attribution to the original author is permanently affixed. If you make any changes in the future you need to republish your work for the updates to be reflected in the Cybrary.

*If your organization has chosen to enable you to contribute to the Cybrary, you are able to submit your folio or web page to the Cybrary. To learn about the Cybrary options your organization has chosen, please contact your local TaskStream lead contact.*


### How to Publish to the Web

To publish your DRF to the web:

1. From the Options tab, click **Publish**.
2. (Optional) Your DRF is assigned a URL. You can choose to keep the suggested URL, or you can personalize the editable portion of the URL.
3. (Optional) To limit access to the URL of your published work, require a password.

*A minimum of four (4) characters is required for the password field. Only numbers and letters are allowed, no spaces. A password is required when the publication contains sample student work.*

4. (Optional) To quit your action, click **Cancel**.
5. To set your preferences and publish your work, click **Publish**. After submission, the URL is displayed along with your assigned password (if applicable).

 For future reference, keep a copy of the web address and password OR email the web address via the provided link.

6. (Optional) To change the URL, click **Edit Web Address**.

7. (Optional) To return to the Publish and Sharing Options page, click **Back to Options Screen**. In the Current Status area of the Publish to Web section, the status is displayed as **Published** and includes the URL and password for the published work.

#### To unpublish the DRF from the web

1. Click **Unpublish**. The system prompts a message that the work will no longer be accessible to the public.
2. Click **OK**.

#### To edit the URL and the password

1. Click **Edit URL/Password**.
2. Make your changes.
3. Click **Update Publication Info**.

To send the URL via email, click **Email this URL**. Populate all the necessary fields.

#### How to Publish to the Cybrary

*If you publish a web page to the Cybrary, anyone accessing the web page is NOT able to see sample work.*

Submit your folio or web page to the Cybrary:

1. From the Submit to the Cybrary section of the *Publish/Share* tab, click **Publish**.
2. Enter a *summary* for your folio or web page.
3. Enter *keywords* for your folio or web page. Separate your keywords with commas.
4. Click **Publish**.
5. (Optional) To quit your action, click **Cancel**.
6. Click **Back to Publication Options**. In the *Current Status* area of the *Submit to Cybrary* section, the status is displayed as **Published**.

#### Edit the Publication to Cybrary

After work is published to the Cybrary, you can continue to make changes to the DRF. The version of the DRF in the Cybrary does not automatically update to include these changes.

1. From the *Current Status* area of the *Submit to TaskStream Cybrary* section, to add the new/updated version of the DRF to the Cybrary, click **Republish**.
2. From the *Submit to the Cybrary* section, click **Edit Publication**.
3. Make your changes.
4. Click **Update Publication Info**.
5. Click **Back to Publication Options**. In the *Current Status* area of the *Submit to Cybrary* section, the status is displayed as **Published**.

If your organization reviews work submitted to the Cybrary before its publication, you are able to:

- choose whether you want to share your work with **ONLY** members of your organization or with all TaskStream subscribers.
- withdraw the submitted folio or web page up until the time it is reviewed by the Cybrary Reviewer. To do so, click **Withdraw**.

*In the publication's item details, the Access Level field provides a restricted access option. Cybrary Archives are archived materials that are used as part of the Institutional repository of work submitted, but ARE NOT published to the Cybrary. These materials are ONLY accessible by the Cybrary Reviewer via the search feature for Cybrary review.*

ONLY designated Cybrary Reviewers can unpublish or edit publication information for folios or web pages that have been approved to the Cybrary.

*Please contact your local TaskStream administrator to help identify your organization's Cybrary Reviewers.*

## About WebMarker™

The WebMarker™ feature is a tool that enables Evaluators to markup file attachments submitted by Authors. The WebMarker™ enables Evaluators to view uploaded file attachments without the need to download the file to the Evaluator's PC. Evaluators do not need additional software to open the file attachments. It also offers a way for Evaluators to add comments directly on the work. The comments can be seen by the Authors as a separate PDF file (*original work remains intact*).

*Authors need to have software installed on their computer that enables them to open PDF files in order to view the markup version(s) of the file(s). The latest version of Adobe Acrobat Reader can be downloaded from <http://www.adobe.com/products/acrobat/readstep2.html>.*

Your organization makes the decision whether or not to provide the WebMarker™ to Evaluators.

The WebMarker™ can be used to display and markup key file formats including, but not limited to:

Application	File Extension
Adobe Acrobat PDF	PDF
Microsoft Excel	XLS
Microsoft PowerPoint	PPT
Microsoft RTF	RTF
Microsoft Word	DOC
Plain Text	TXT
WordPerfect	WPD

Image Types
JPEG
GIF
TIFF
BMP

## View the Markup

When work is sent back for revision or released as a final evaluation, Authors are able to view the markups the Evaluator added via the WebMarker™.

To view the markup:

1. On the *Scores/Results* tab, go to the *Results* column.
2. Click **View Report**.
3. On the *Evaluation Report* screen, click **View** associated with the file(s) to which the Evaluator added markup.

*All files that have been marked up appear in this area.*

4. At the top of the screen, navigate to the Windows menu.
5. To see a list of the specific markup included by the Evaluator, select **Markup**. The markup tab allows you to navigate directly to the sections that have been marked up.



To see thumbnail versions of the pages of the file, select **Thumbnails** from the Windows menu.

## Convert DRFs to Presentation Folios

To convert your DRF to a presentation portfolio, go to the Options tab. Click the **Save a copy of DRF Program work as a Presentation Portfolio** link. Enter a new name for the copied DRF, and then click the **Create** button.

The copy will appear in the Folios and Web Pages area with the new name. You will now be able to edit and further personalize the portfolio.

The portfolio will not contain the instructions, evaluation scores, or Reviewer comments. You will, however, still be able to continue editing the requirement sections. In addition, you will be able to add content to the category levels.

NOTE: Once you copy a DRF into a presentation portfolio, it is not possible to convert the presentation portfolio back into a DRF.