71 WEST 23RD STREET, NEW YORK, NY 10010 · **T** 1.800.311.5656 · **e** help@Taskstream.com
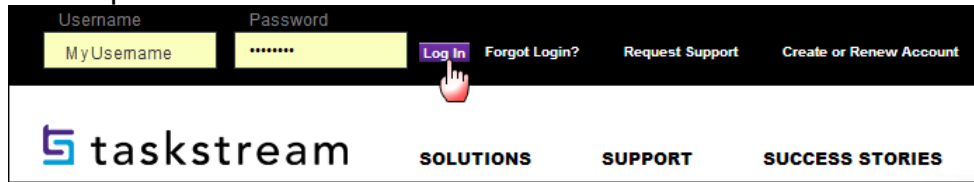
Quick-Start Guide
Authors

taskstream

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Accessing Your DRF Program(s)
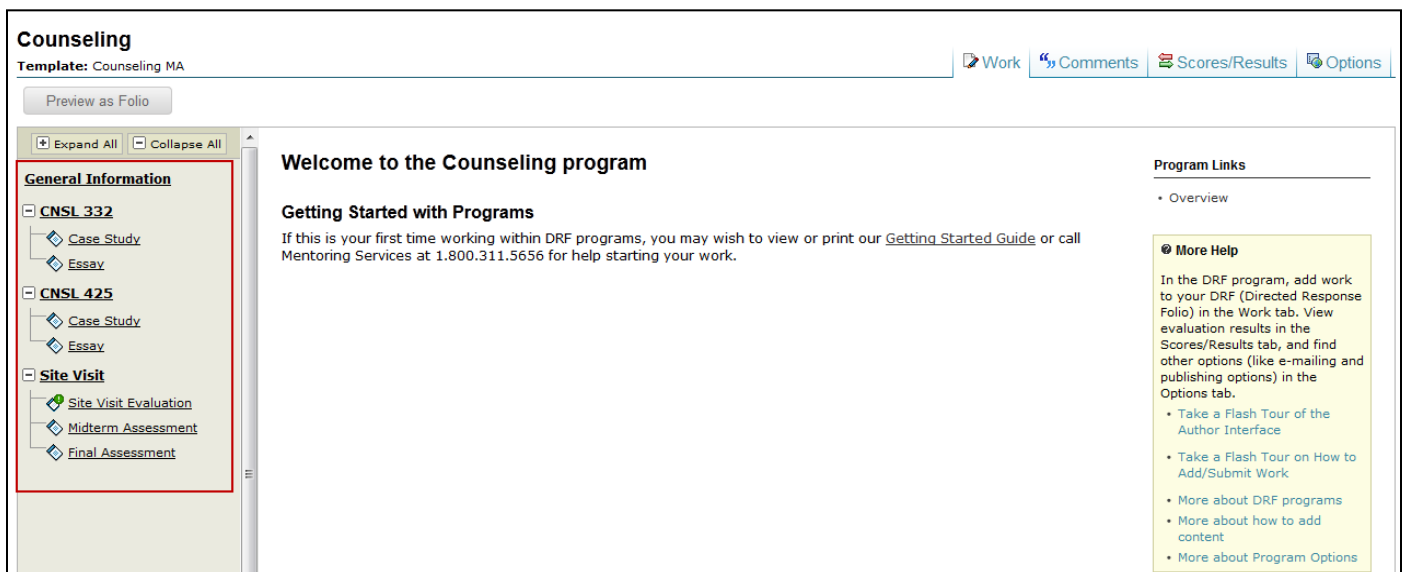
1. To begin, go to www.Taskstream.com and log into Taskstream using your assigned username and password.

2. To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.
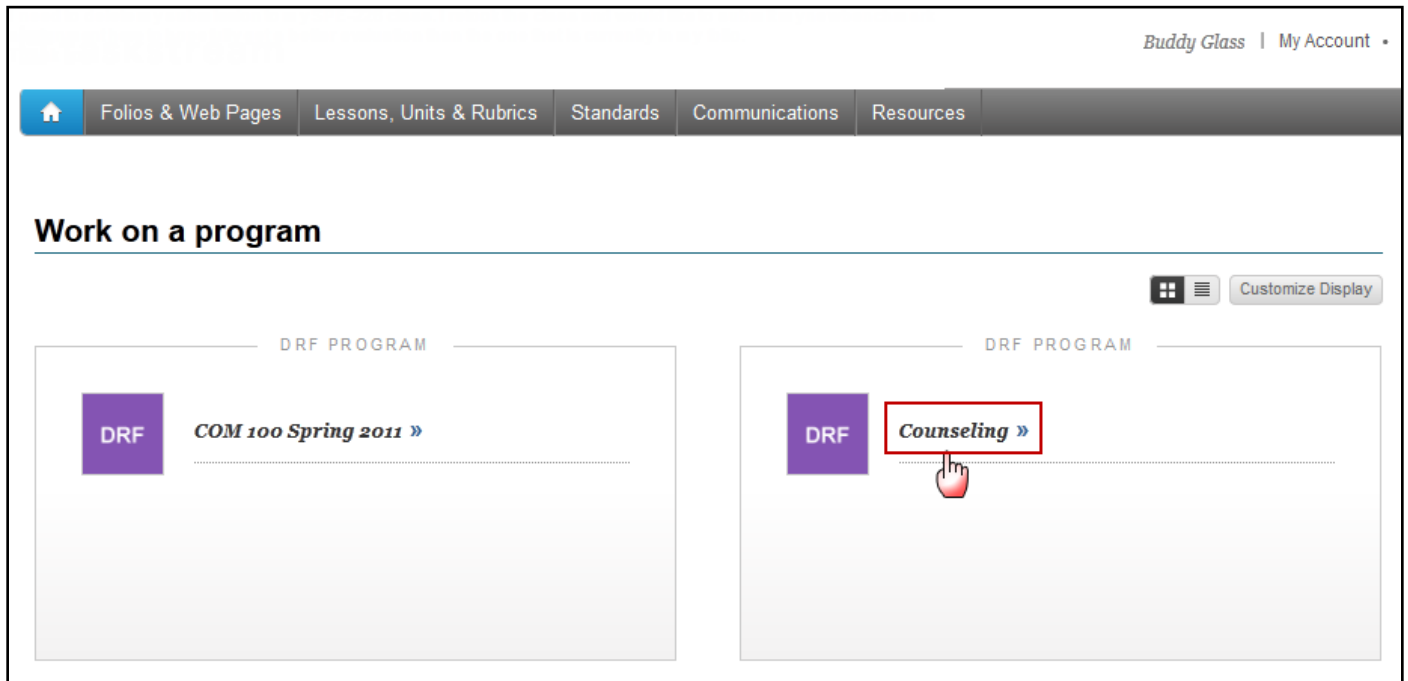
3. You will see the structure of your Directed Response Folio (DRF) in the left frame.

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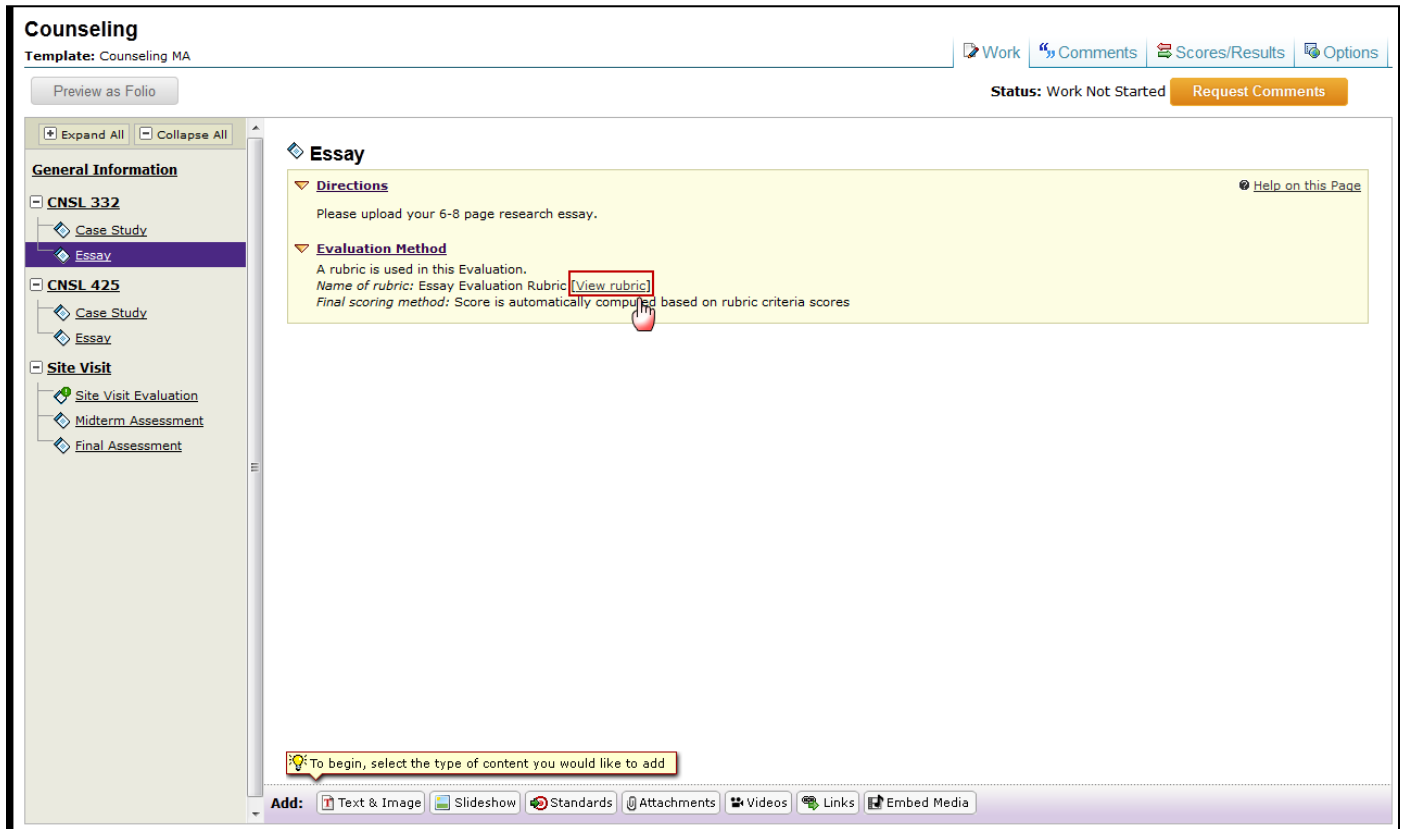
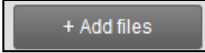5. If you need to complete a form, click the **Complete Form** button

6. When you are ready to add work, click the button from the bottom *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**.

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 from Computer* option.
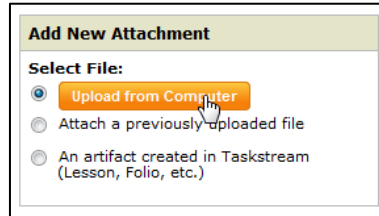
  o In the attachments window, click **+ Add files**

  o 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.)

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

  o In the next window you can edit your file name(s) and/ or add a description (optional) and then click **↑ Start upload**

  o Once your files have uploaded, click on Finished (remember that you will still have to Submit Work after this step; see the instructions further down for details).
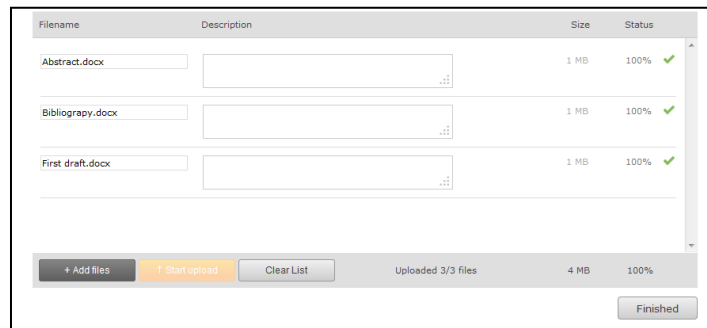
- If you choose to add a previously uploaded file, select the *Attach a previously uploaded file* option, and then select the category of work and the specific work product where the file is attached. Click the **Add File** button when finished.

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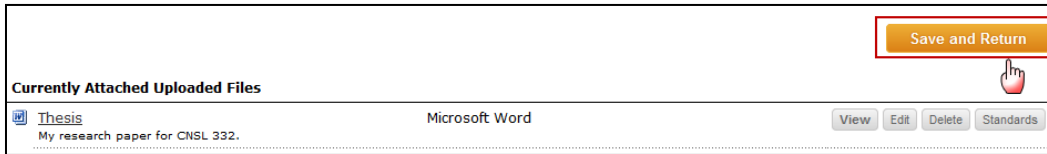
You have now successfully attached work to your Directed Response Folio (DRF)!

Change the Order of Your Content

💡 *Once you have added at least two (2) content sections to any area, a **Reorder Content** button is displayed at the top of the right work panel. Use this button to reorganize the various types of content you have added.*

1. Click **Reorder Content** in the right work panel.

2. In the *Drag to Reorder Content* pop-up box you will see the various content types that you have already added to the selected area. There are two approaches to Reorder Content:
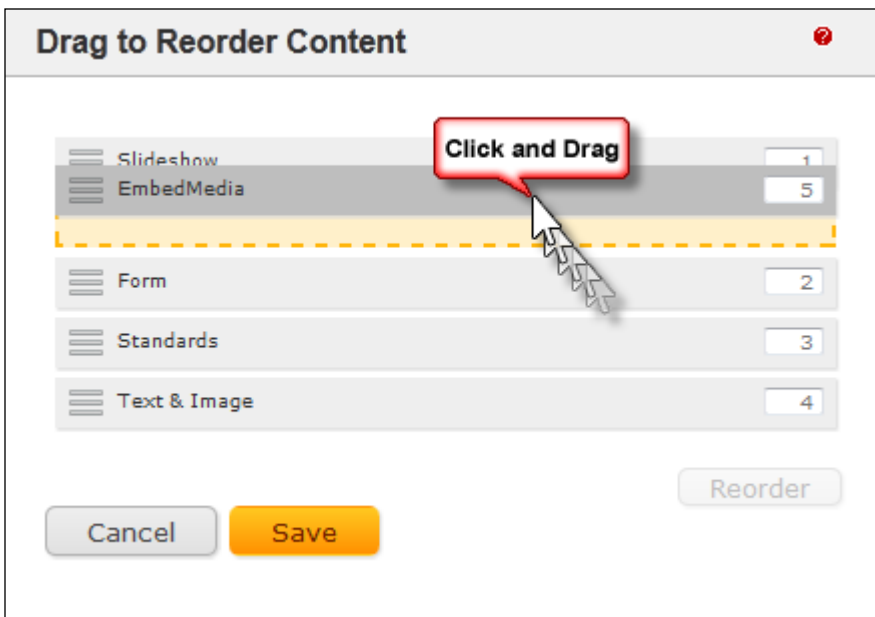
Drag and drop content sections

- Select (click with mouse or, if using a touch-screen, tap) the row of the content type that you want to move.

- Drag that row through the list to the preferred new position. As you drag, an orange placeholder indicates the potential new positions in which the selected item might land.

- Release the "drag." The row comes to rest in the last position held by the placeholder.

- Click the **Save** button.

Manually re-number content type sections

- Type new position numbers in the text boxes that display to the far right of every content type on this list.

- (*Optional*) Preview your new display order by clicking the **Reorder** button that appears below the column of text boxes. The new order is applied immediately: any numbering conflicts are automatically resolved, and rows automatically shift position according to their new numbers.

- If your manual entry includes duplicate numbers, for example if two rows are marked as "3", the reorder function will automatically resolve these conflicts.

- Click the **Save** button.

Submitting the Requirement to Your Evaluator

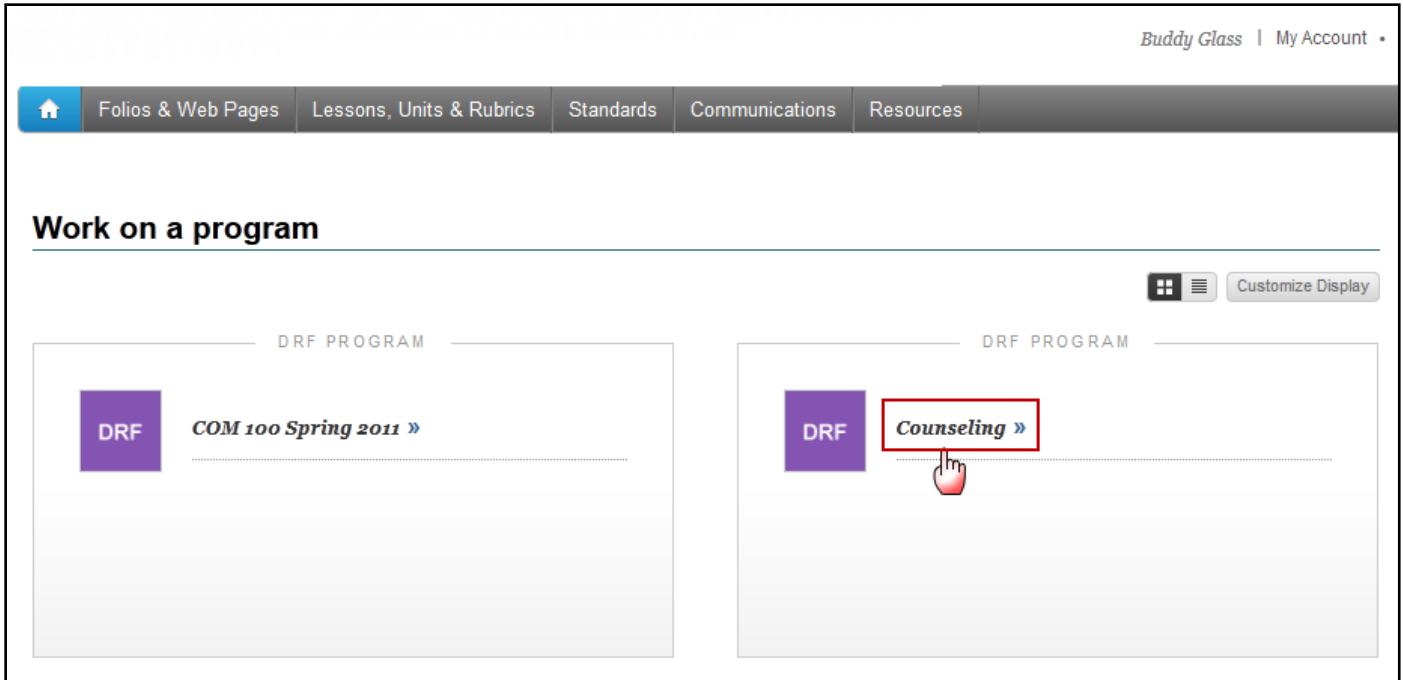1. Click the **Submit Requirement** button from the top of the Work tab.
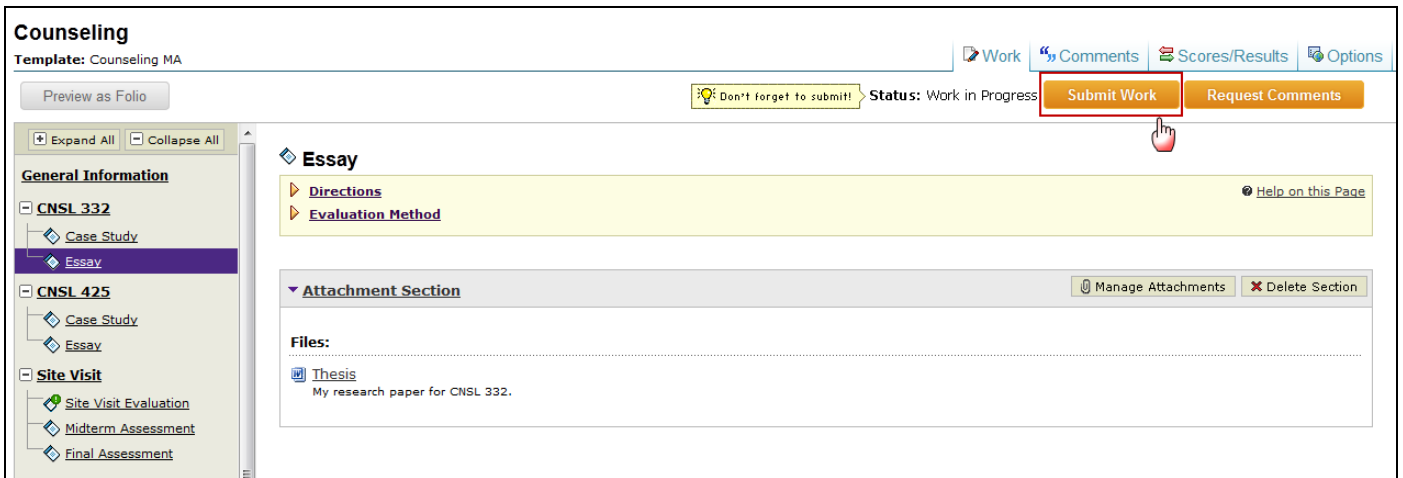
2. Follow the instructions on the screen to submit your assignment and add comments, as necessary.
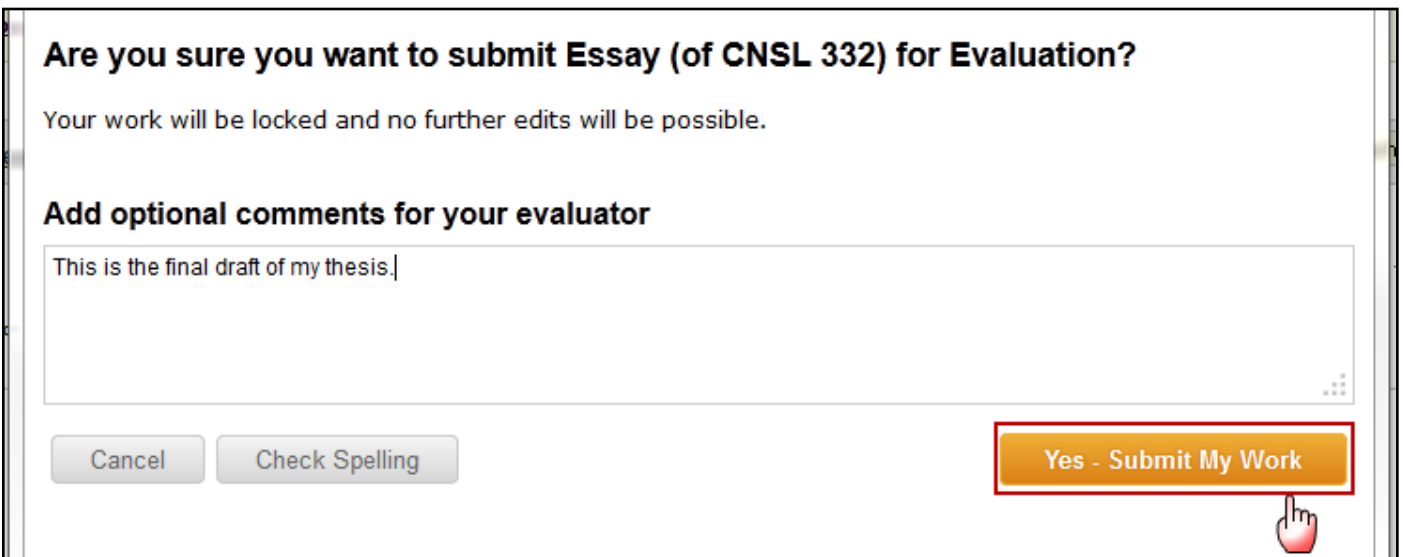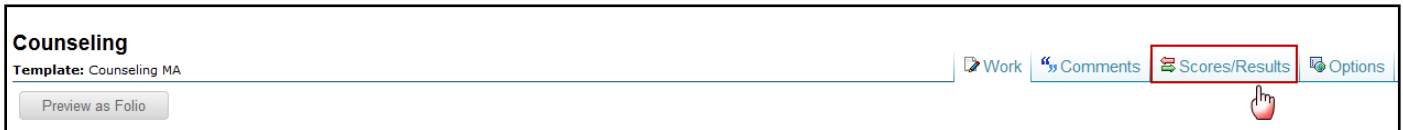

Viewing Your Completed Evaluation

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.

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

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, press 1 for support.