

Quick-Start Guide Authors



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Accessing Your DRF Program(s)

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

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|-----|-------------|----------|----------------------|-----------------|-------------------------|
| | Username | Password | | | |
| | MyUsemame | ••••• | Log In Forgot Login? | Request Support | Create or Renew Account |
| | | | U | | |
| | 互 taskst | tream | SOLUTIONS | SUPPORT | SUCCESS STORIES |

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

| | | | | | | | Buddy Glass | My Account • |
|-------|-----------------|--------------------------|-----------|----------------|-----------|-------------|-------------|---------------|
| 🔒 Fol | ios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources | | | |
| | | | | | | | | |
| Work | on a prograi | m | | | | | | |
| | | | | | | | Cust | omize Display |
| | D F | RF PROGRAM | | | | ORF PROGRAM | | |
| DF | COM 100 S | pring 2011 » | | DRF | Counselin | ng » | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| Counseling Template: Counseling MA | | | 🗣 Work | " » Comments | 每 Scores/Results | Goptions |
|---|---|--|-------------|---------------------|---|---|
| Preview as Folio | | | | | | |
| Expand All Collapse All General Information | Î | Welcome to the Counseling program | | | Program Links | |
| E CNSL 332 | | Getting Started with Programs | | | Overview | |
| Case Study | | If this is your first time working within DRF programs, you may wish to view or print our <u>Getting SI</u> Mentoring Services at 1.800.311.5656 for help starting your work. | tarted Guid | e or call | @ More Help | |
| CNSL 425 Case Study Essay | | | | | In the DRF program, to your DRF (Directed Folio) in the Work tab evaluation results in t Scores/Results tab, a other options (like e-r | d Response b. View the nd find |
| <u>Site Visit</u> <u>Site Visit Evaluation</u> | | | | | publishing options) in Options tab. | the |
| Midterm Assessment | | | | | Take a Flash Tour Author Interface | of the |
| Final Assessment | E | | | | • Take a Flash Tour Add/Submit Work | on How to |
| | | | | | More about DRF pr | - |
| | | | | | More about how to content | add |
| | | | | | More about Progra | m Options |

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.

| Counseling Template: Counseling MA | Vork Scomments Scores/Results Options |
|---|---|
| Preview as Folio | Status: Work Not Started Request Comments |
| Collapse All Collapse All Collapse All Const. 332 Const. 425 Const. 425< | Help on this Page |
| Image Slideshow Standards Attachments Videos Image Embed Me | edia |

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

| ▼ Form: Midterm Assessment Form | Complete Form |
|--|---------------|
| Please complete this form as part of this requirement. | d m |

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.

| - | | Add New Attachment |
|---|-------------------|---|
| | | Select File: Upload from Computer Attach a previously oploaded file An artifact created in Taskstream (Lesson, Folio, etc.) |
|) | In the attachment | s window, click |

- 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.)
- Once you have selected the file(s) you want to upload, click Open.
- In the next window you can edit your file name(s) and/ or add a description (optional) and then click https://www.startupload
- 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).

| Filename | Description | | Size | Status |
|------------------|---------------------------|--------------------|------|----------|
| Abstract.docx | | | 1 MB | 100% 🗸 |
| Bibliograpy.docx | | | 1 MB | 100% 🗸 |
| First draft.docx | | | 1 MB | 100% 🖌 |
| | | | | |
| + Add files | ↑ Start upload Clear List | Uploaded 3/3 files | 4 MB | 100% |
| | | | | Finished |

- 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.

| | | | Save a | nd Return |
|---|----------------|------|-------------|-----------|
| Currently Attached Uploaded Files | | | | Ę, |
| Thesis My research paper for CNSL 332. | Microsoft Word | View | Edit Delete | Standards |

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

Change the Order of Your Content

Solution 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 to Reorder Content | 0 |
|-------------------------|----------------|
| Slideshow EmbedMedia | Click and Drag |
| Form | 2 |
| Standards | 3 |
| Text & Image | 4 |
| Cancel Save | Reorder |

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.

| Counseling Template: Counseling MA | | 🕞 Wor | rk " Comments 😂 Sc | ores/Results |
|---------------------------------------|----------------------------------|----------------------|--------------------|------------------------|
| Preview as Folio | | Status: Work in Prog | ress Submit Work | Request Comments |
| Expand All Collapse All | ♦ Essay | | d m | |
| General Information CNSL 332 | Directions Evaluation Method | | | Help on this Page |
| Case Study | | | | |
| CINSL 425 | ▼ <u>Attachment Section</u> | | U Manage Attachm | nents X Delete Section |
| Site Visit | Files: | | | |
| Site Visit Evaluation | My research paper for CNSL 332. | | | |
| Final Assessment | | | | |

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.

| | | y der ansatz istenden i reenter der som nedler er elementere Bener Ben-arre Be | ana ana mana manana a Cina manana aliyi ba | na katan | | Buddy Glass My Account • |
|----|--------------------|---|---|----------------|--------------|----------------------------|
| ŵ | Folios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources | |
| | | | | | | |
| Wo | ork on a progra | m | | | | |
| | | | | | | Customize Display |
| | D | RF PROGRAM | | | DRF PROGRAM | Λ |
| | DRF COM 100 S | pring 2011 » | | DRF | Counseling » | |
| | | | | | | |
| | | | | | | |

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

| Counseling | - | | - | |
|-------------------------|--------|-------------|----------------|---------|
| Template: Counseling MA | Work 🖉 | "» Comments | Scores/Results | Options |
| Preview as Folio | - | | ŀ | |

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

| Area | Status | Actions | Results | History | | | | |
|--------------|--------------------------|-----------------------------------|--------------------------------|------------------|--|--|--|--|
| CNSL 332 | | | | | | | | |
| 🛇 Case Study | | Edit Work | | | | | | |
| 🗞 Essay 🔓 | 🧭 Evaluation Released | Submitted: 04/01/2013 09:12:56 PM | 1.00/1 Score/Results Report | History/Comments | | | | |
| | | | <u> </u> | | | | | |

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at <u>help@Taskstream.com</u> or at 800-311-5656, press 1 for support.