

Quick-Start Guide

Authors

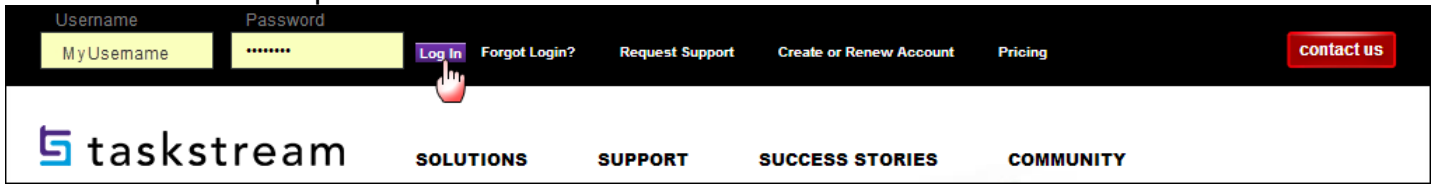


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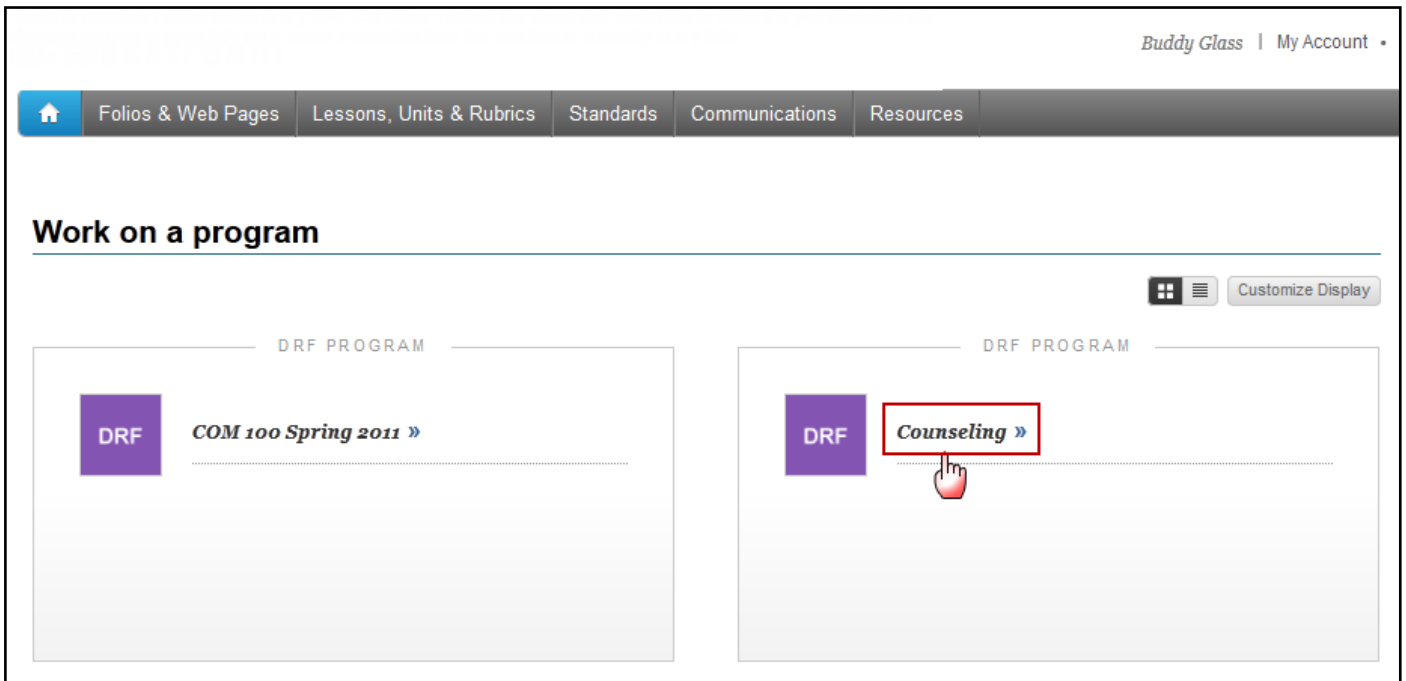
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Accessing Your DRF Program(s)

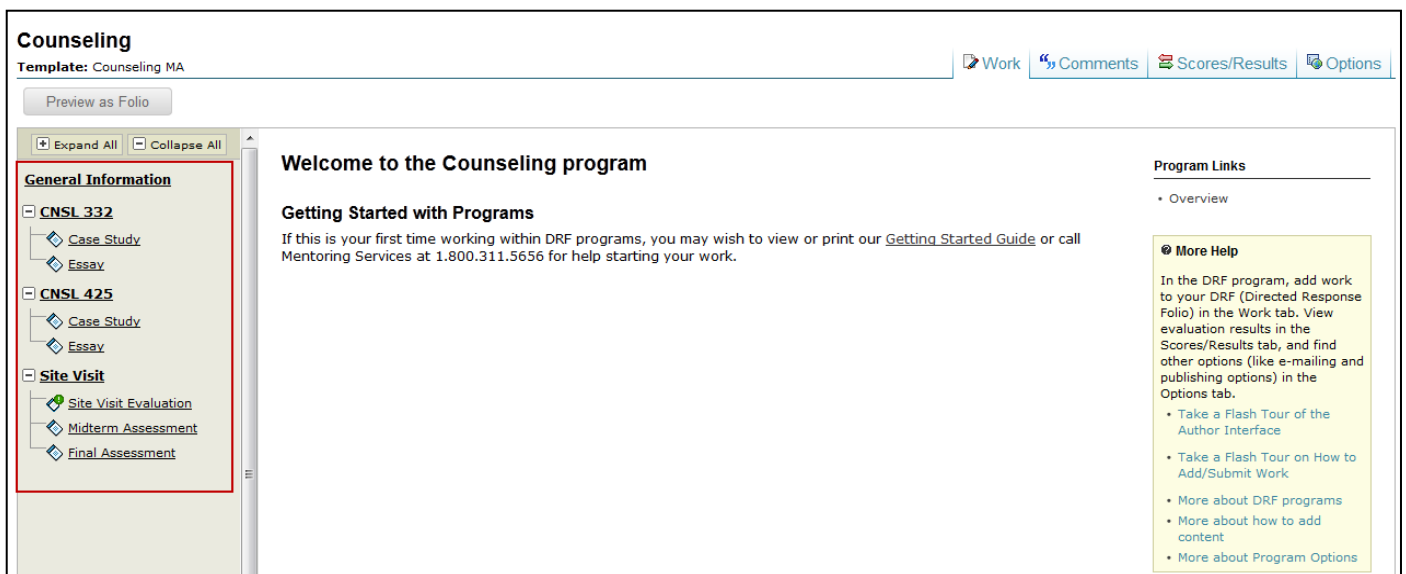
1. To begin, go to www.Taskstream.com and log into Taskstream using your assigned username and password.



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.



- 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.

The screenshot shows the 'Counseling' interface with the 'Essay' requirement selected. The 'Evaluation Method' section is expanded, showing a 'View rubric' link. The 'Add' toolbar at the bottom includes options for Text & Image, Slideshow, Standards, Attachments, Videos, Links, and Embed Media.

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

The screenshot shows a prompt to complete a form: 'Please complete this form as part of this requirement.' A red-bordered button labeled 'Complete Form' is visible in the top right corner.

- 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, select the *A file saved on your computer* option, click the **Browse** button to find the file you want to attach.
 - 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.
 - 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.
2. Name the file.
3. Add a description of the file, if applicable.
4. Select the checkbox if you would like to specify standards that this attachment addresses.
5. Click the **Add File** button when finished.

Cancel Save and Return

Add New Attachment No files have been attached yet.

Select File:

- A file saved on your computer
C:\Users\lmguin\Docume **Browse...**
- Attach a previously uploaded file
- An artifact created in Taskstream (Lesson, Folio, etc.)

Name File:
Thesis

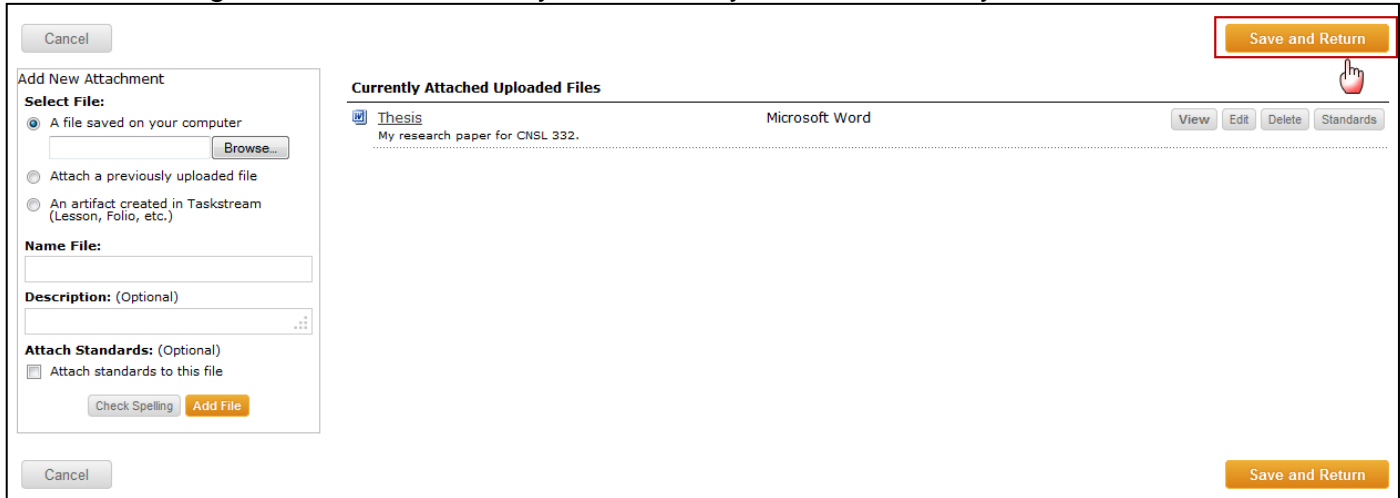
Description: (Optional)
My research paper for CNSL 332.

Attach Standards: (Optional)
 Attach standards to this file

Check Spelling **Add File**


Cancel Save and Return

- Click **Save and Return** to go back to the main program work area when you are done adding attachments. You may add as many attachments as you wish.

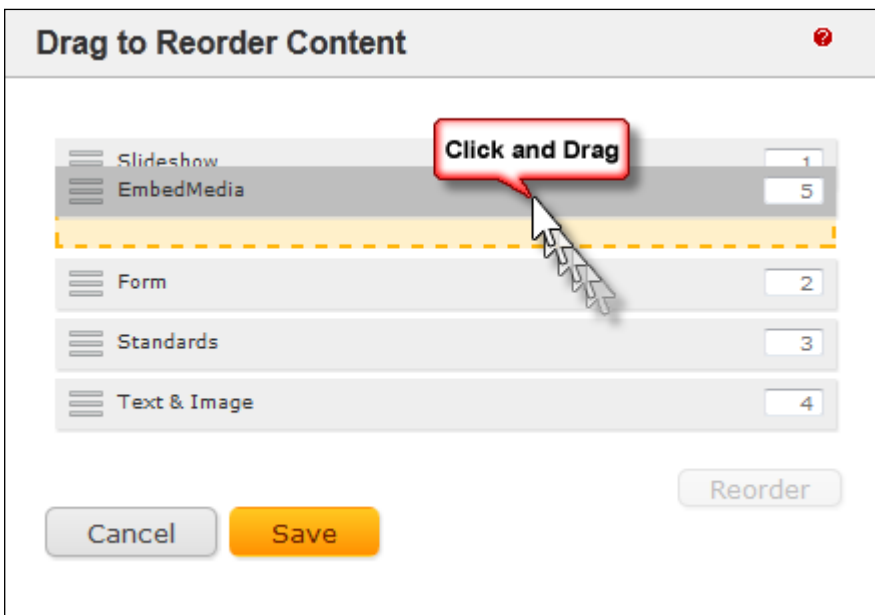


You have now successfully attached work to your Directed Response Folio (DRF)!

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.

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

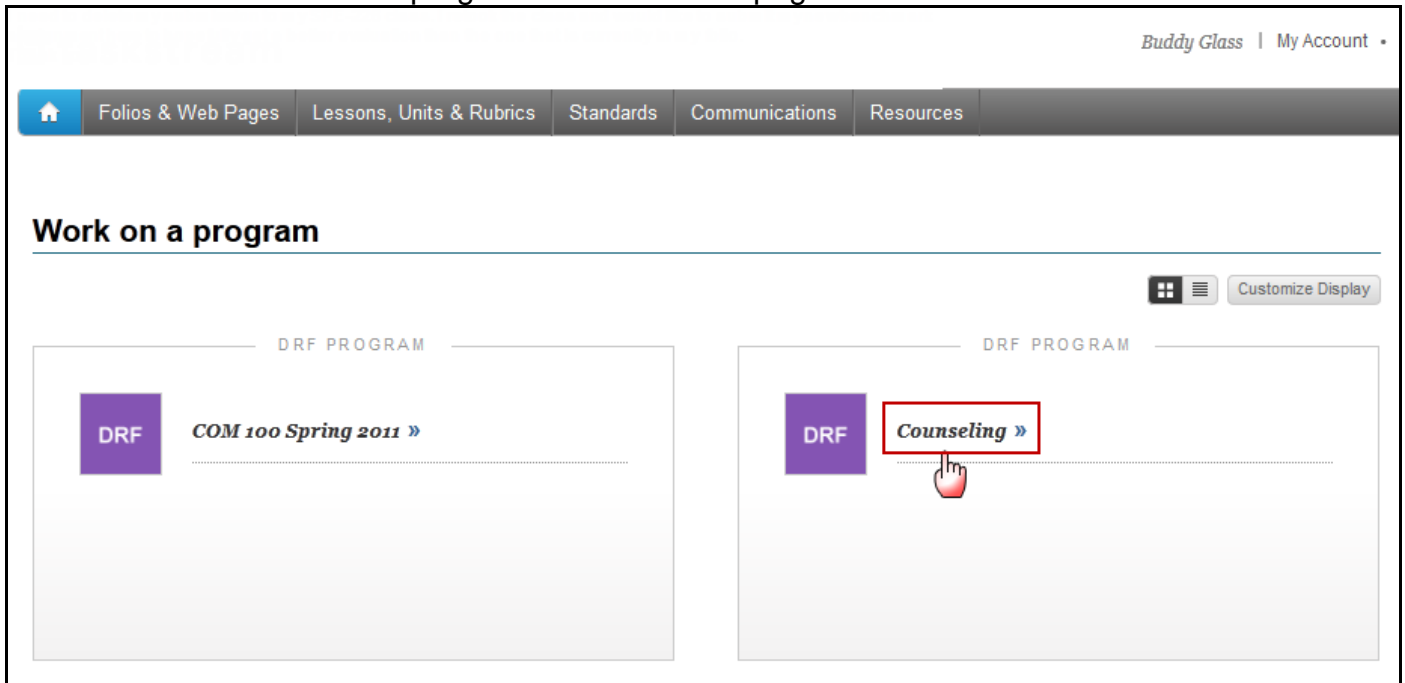
The screenshot shows the 'Counseling' interface for 'Counseling MA'. At the top right, there are tabs for 'Work', 'Comments', 'Scores/Results', and 'Options'. Below these tabs, a status bar indicates 'Status: Work in Progress' and features a 'Submit Work' button (highlighted with a red box) and a 'Request Comments' button. A yellow warning box says 'Don't forget to submit!'. The main content area is titled 'Essay' and includes sections for 'Directions', 'Evaluation Method', and an 'Attachment Section'. Under the 'Attachment Section', there is a 'Files' list containing a file named 'Thesis' with the description 'My research paper for CNSL 332.'.

2. Follow the instructions on the screen to submit your assignment and add comments, as necessary.

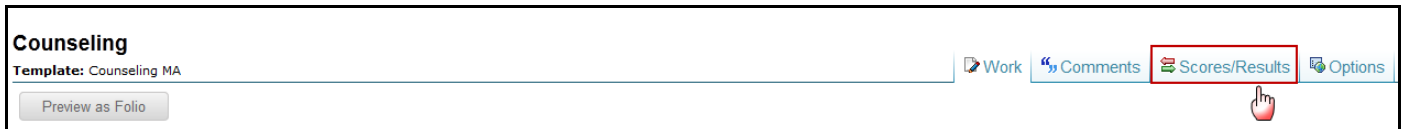
The screenshot shows a confirmation dialog box with the title 'Are you sure you want to submit Essay (of CNSL 332) for Evaluation?'. Below the title, it states 'Your work will be locked and no further edits will be possible.' There is a section titled 'Add optional comments for your evaluator' with a text input field containing the text 'This is the final draft of my thesis.' At the bottom, there are three buttons: 'Cancel', 'Check Spelling', and 'Yes - Submit My Work' (highlighted with a red box). A hand cursor is pointing at the 'Yes - Submit My Work' button.

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.

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

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.