

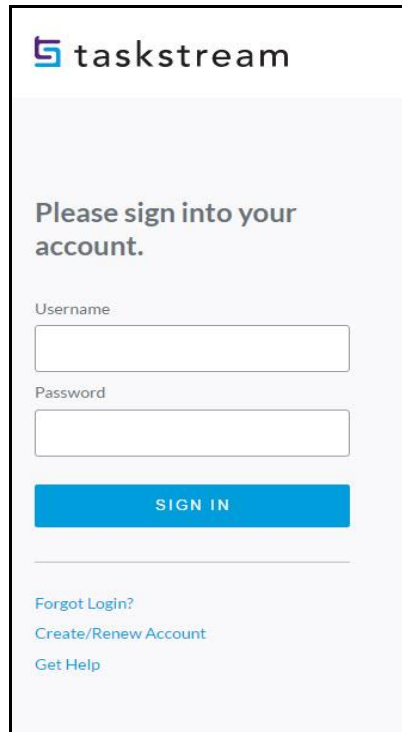
# Quick-Start Guide

## Submitting work for review



## Accessing Your DRF Program

1. To begin, go to <https://login.taskstream.com> and log into Taskstream using your assigned username and password.



taskstream

Please sign into your account.

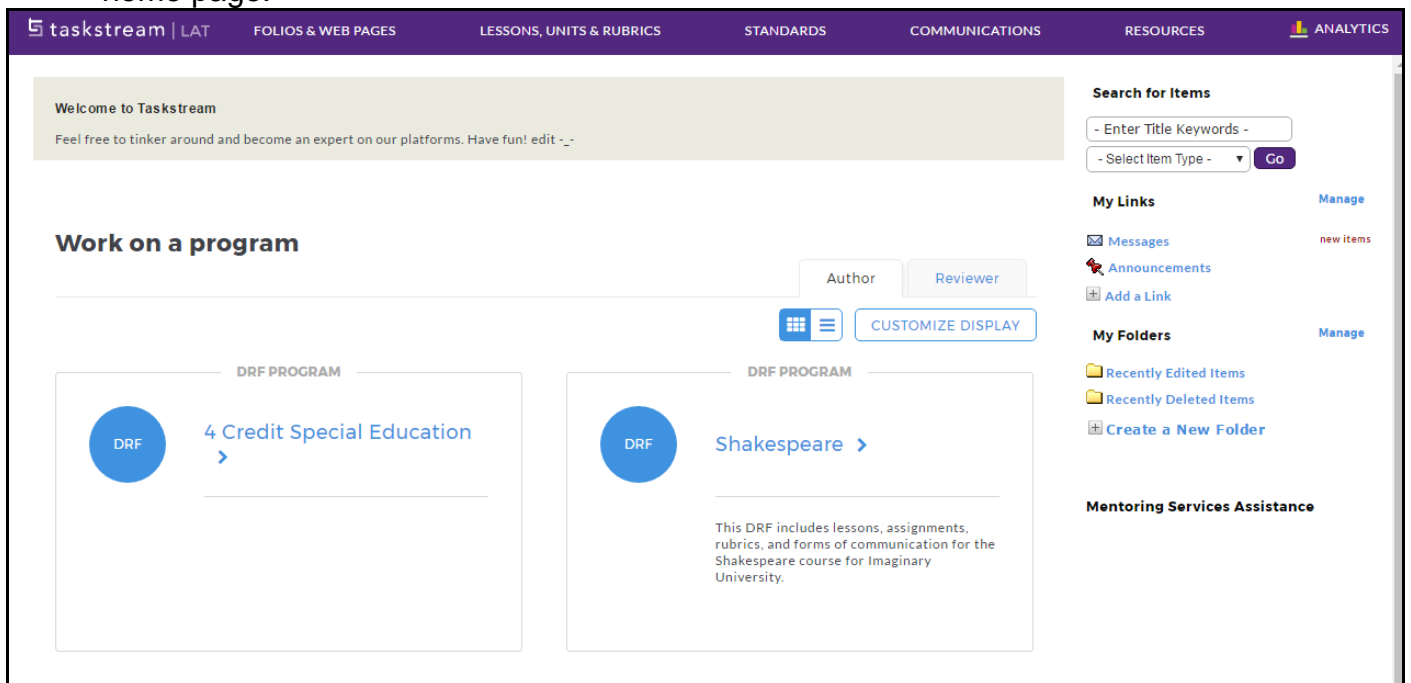
Username

Password

**SIGN IN**

[Forgot Login?](#)  
[Create/Renew Account](#)  
[Get Help](#)

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



taskstream | LAT FOLIOS & WEB PAGES LESSONS, UNITS & RUBRICS STANDARDS COMMUNICATIONS RESOURCES ANALYTICS

Welcome to Taskstream  
 Feel free to tinker around and become an expert on our platforms. Have fun! edit -\_-

**Work on a program**

Author Reviewer

CUSTOMIZE DISPLAY

DRF PROGRAM

DRF 4 Credit Special Education >

DRF PROGRAM

DRF Shakespeare >

This DRF includes lessons, assignments, rubrics, and forms of communication for the Shakespeare course for Imaginary University.

**Search for Items**

- Enter Title Keywords -  
 - Select Item Type - Go

**My Links** Manage

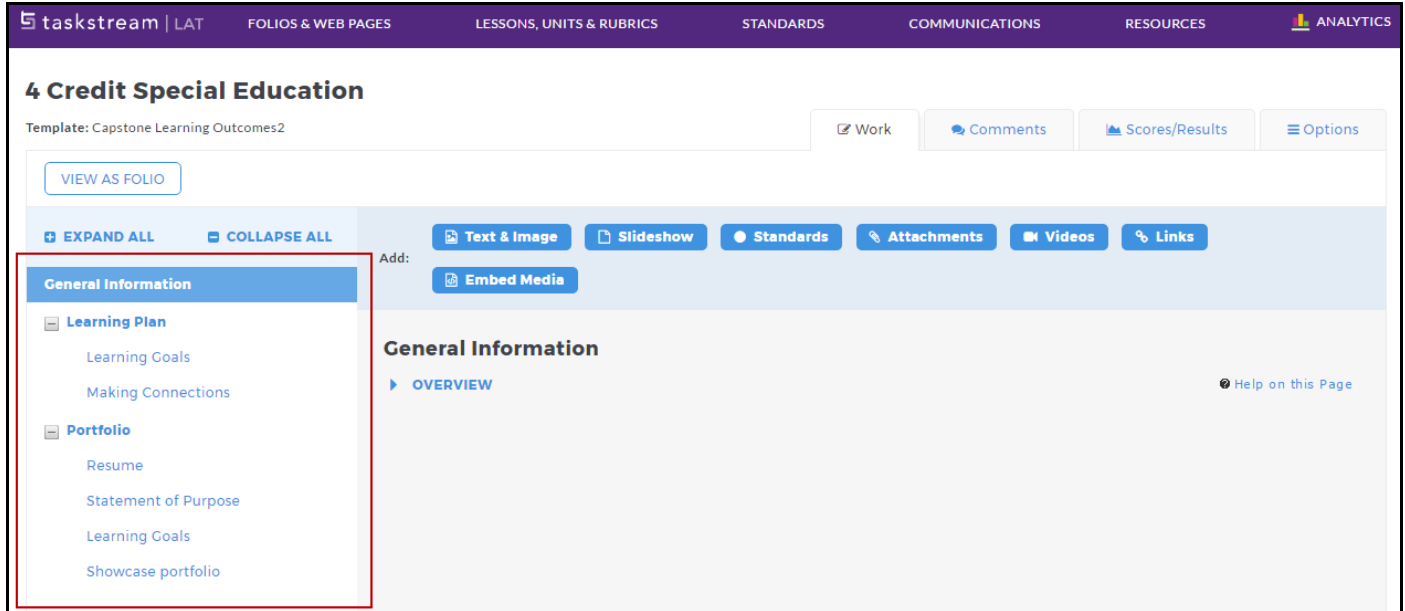
Messages new items  
 Announcements  
 Add a Link

**My Folders** Manage

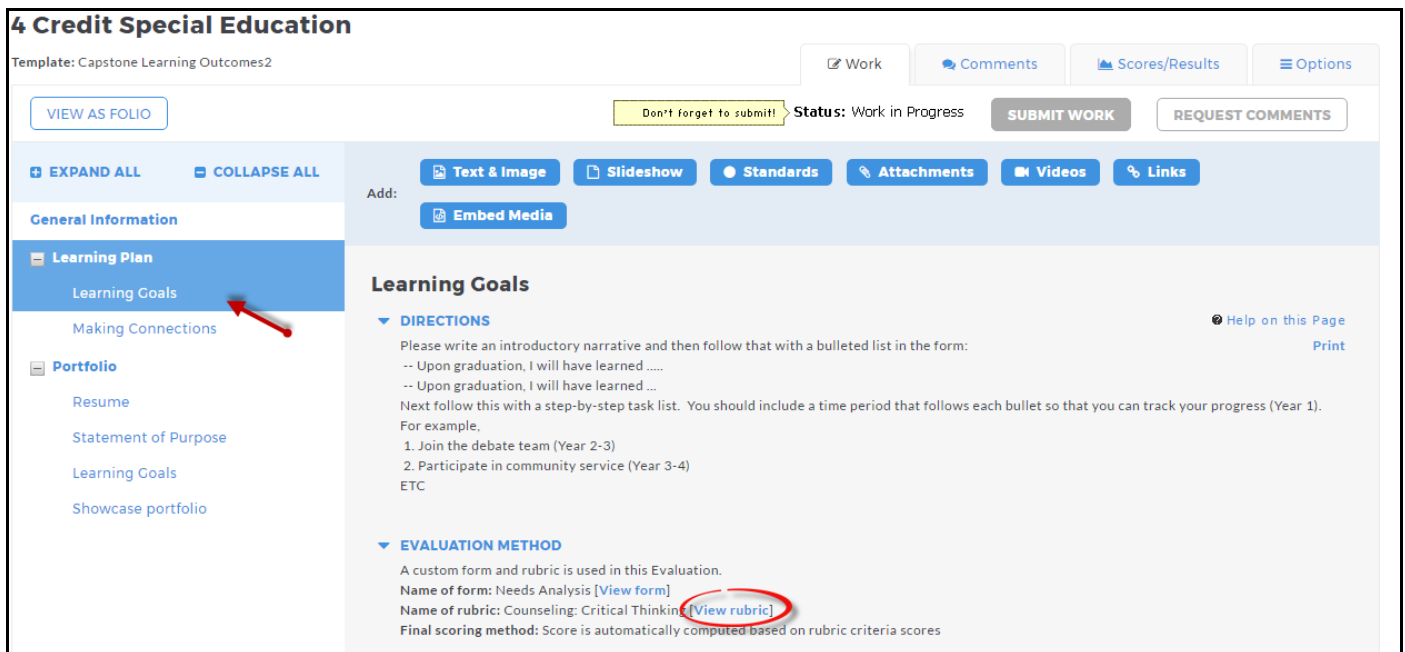
Recently Edited Items  
 Recently Deleted Items  
 Create a New Folder

**Mentoring Services Assistance**

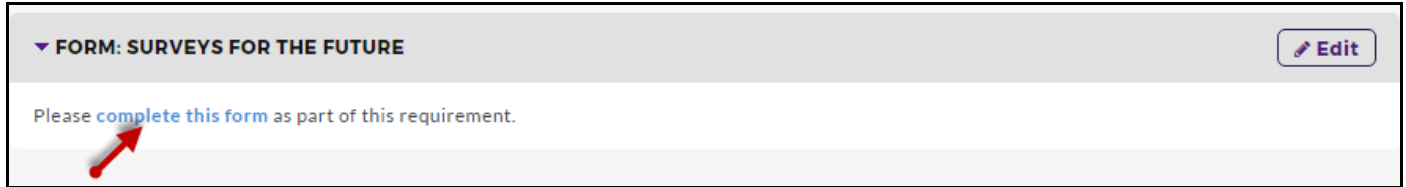
3. You will see the structure of your program in the left frame.



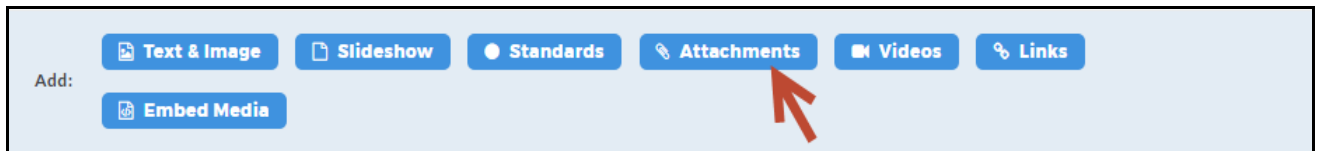
4. Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can also view the **Directions** for the requirement. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.



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



- 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**, and **Links**.



## Adding Attachments

- 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. The Google Chrome Browser will display a Choose File button as shown below.
  - 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.
- Name the file.
- Add a description of the file, if applicable.
- Select the checkbox if you would like to specify standards that this attachment addresses.
- Click the **Add File** button when finished.

### Add New Attachment

Select File:

Upload from Computer

Attach a previously uploaded file

Select Category

An artifact created in Taskstream (Lesson, Folio, etc.)

Name File:

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this file

### Currently Attached Uploaded Files

<input checked="" type="checkbox"/>	<a href="#">Leadership Paper.docx</a>	Word Document (Open XML)	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Standards"/>
	<a href="#">Generate a direct link to this file</a>					

6. 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).**

## Requesting Comments

1. Click the **Request Comments** button from the top of the Work tab.

The screenshot shows the '4 Credit Special Education' work tab. At the top right, there are tabs for 'Work', 'Comments', 'Scores/Results', and 'Options'. Below these, there are buttons for 'VIEW AS FOLIO', 'SUBMIT WORK', and 'REQUEST COMMENTS'. A red arrow points to the 'REQUEST COMMENTS' button. Below the buttons, there are sections for 'Add:' (Text & Image, Slideshow, Standards, Attachments, Videos, Links, Embed Media) and 'Learning Goals' (DIRECTIONS, EVALUATION METHOD). There is also an 'ATTACHMENT SECTION' with a file named 'Leadership Paper.docx' and buttons for 'Edit' and 'Delete Section'.

2. Select the areas you want your reviewer to be able to view. Then click **Continue**.

The screenshot shows the 'Request Comments/Share with Reviewer' dialog box. It contains the following text: "Directions: Select the area(s) on which you would like to receive comments. In the next step you will select from whom to request those comments. You may request comments from people assigned to you as 'reviewers' by your instructor or program manager." Below this text are two 'CONTINUE >' buttons, with a red arrow pointing to the one on the right. The 'Select Areas' section has a 'Request Comments on All Areas' checkbox. Under 'General Information', there are checkboxes for 'Learning Plan', 'Learning Goals' (which is checked and circled in red), 'Making Connections', 'Portfolio', 'Resume', 'Statement of Purpose', 'Learning Goals', and 'Showcase portfolio'. There are also 'CANCEL' buttons at the bottom left and bottom right.

3. Select your reviewer(s) and then click **Continue**.

## Select Reviewers

Directions: The reviewers that appear below are the reviewers that have been assigned to review your work.

4 Credit Special Education  Select All

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<input type="checkbox"/> Dr. Evaluator	<input checked="" type="checkbox"/> Dave Goodman	<input type="checkbox"/> Sean Hall
<input type="checkbox"/> Channing Tatum	<input type="checkbox"/> Justin Timberlake	

4. The following screen will confirm that you have successfully given your reviewer access to your work.

*If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at [help@taskstream.com](mailto:help@taskstream.com) or at 800-311-5656, press 1 for support.*