

Quick-Start Guide

Authors



Table of Contents

Accessing Your DRF Program(s) 3

Adding Attachments 5

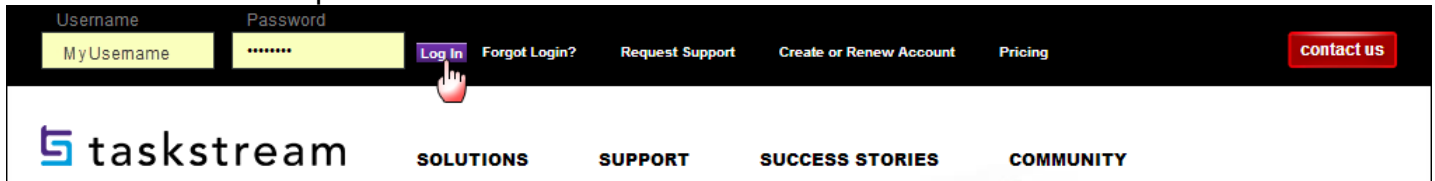
Change the Order of Your Content 6

Submitting the Requirement to Your Evaluator 7

Viewing Your Completed Evaluation..... 8

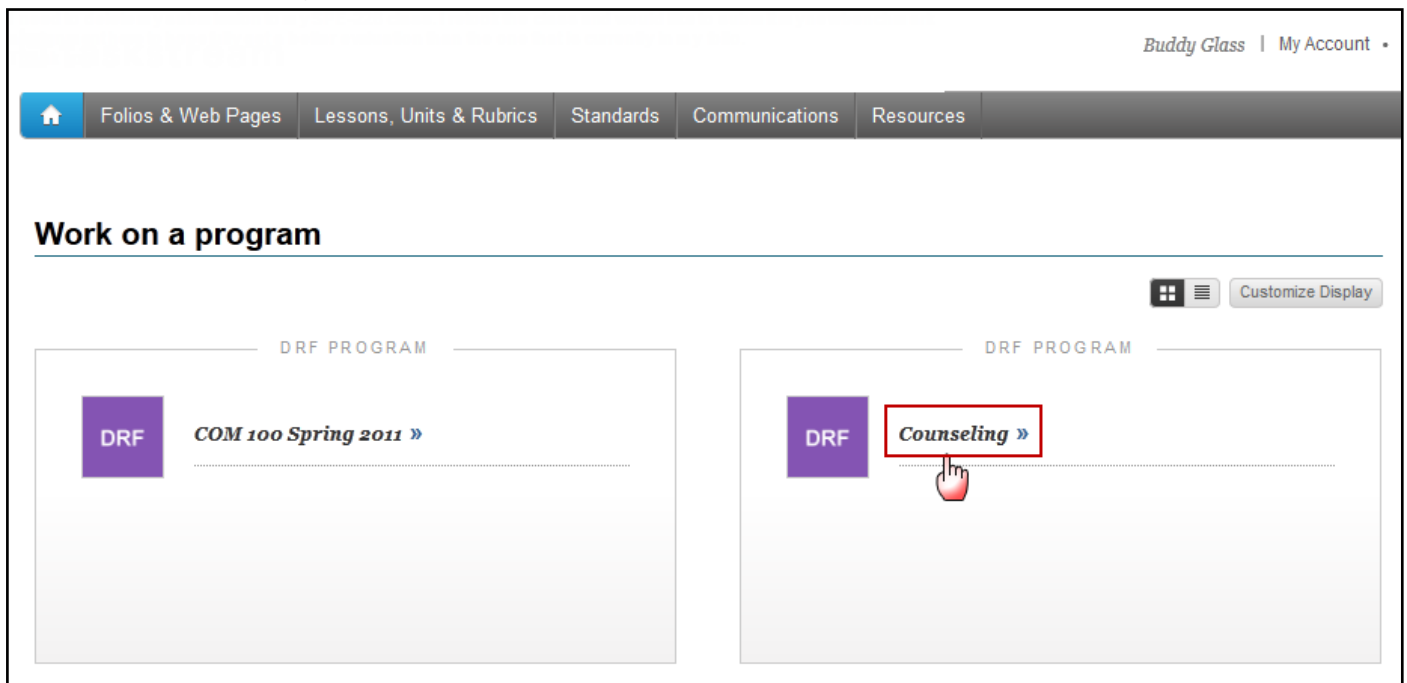
Accessing Your DRF Program(s)

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



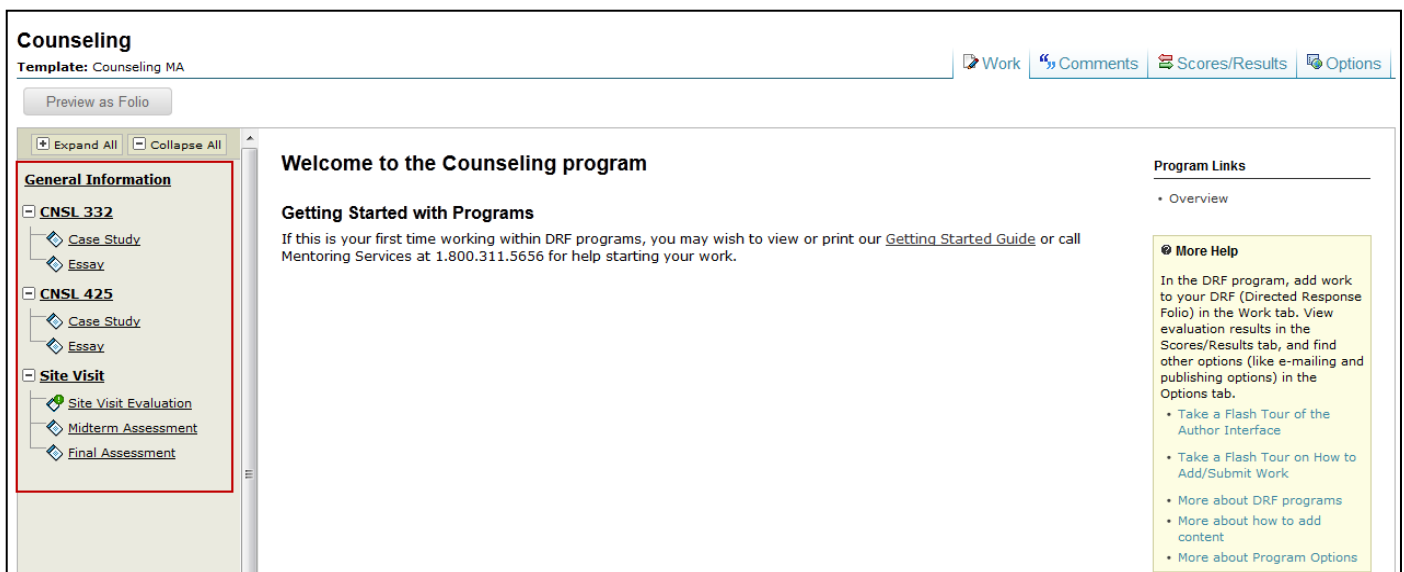
The image shows the Taskstream login page. At the top, there are fields for 'Username' (containing 'MyUsername') and 'Password' (containing '*****'). To the right of the password field is a 'Log In' button with a hand cursor icon. Further right are links for 'Forgot Login?', 'Request Support', 'Create or Renew Account', and 'Pricing'. On the far right is a red 'contact us' button. Below the login fields is the Taskstream logo and a navigation bar with links for 'SOLUTIONS', 'SUPPORT', 'SUCCESS STORIES', and 'COMMUNITY'.

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



The image shows the Taskstream home page for a user named 'Buddy Glass'. The top navigation bar includes 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', and 'Resources'. Below this is a section titled 'Work on a program'. On the right, there is a 'Customize Display' button. The main content area shows two DRF program cards. The first card is for 'COM 100 Spring 2011' and the second is for 'Counseling'. A red box highlights the 'Counseling' link on the second card, with a hand cursor icon pointing to it.

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



The image shows the 'Counseling' DRF page. The top navigation bar includes 'Work', 'Comments', 'Scores/Results', and 'Options'. Below this is a 'Preview as Folio' button. The left sidebar is titled 'General Information' and contains a tree view of the DRF structure. The tree view is expanded, showing the following items: 'CNSL 332' (with sub-items 'Case Study' and 'Essay'), 'CNSL 425' (with sub-items 'Case Study' and 'Essay'), and 'Site Visit' (with sub-items 'Site Visit Evaluation', 'Midterm Assessment', and 'Final Assessment'). A red box highlights the 'General Information' section and its contents. The main content area is titled 'Welcome to the Counseling program' and contains a 'Getting Started with Programs' section. The 'Program Links' section on the right includes an 'Overview' link and a 'More Help' section with links to 'Take a Flash Tour of the Author Interface', 'Take a Flash Tour on How to Add/Submit Work', 'More about DRF programs', 'More about how to add content', and 'More about Program Options'.

- 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' template interface for 'Counseling MA'. On the left is a 'General Information' sidebar with a tree view containing 'CNSL 332' (with sub-items 'Case Study' and 'Essay'), 'CNSL 425' (with sub-items 'Case Study' and 'Essay'), and 'Site Visit' (with sub-items 'Site Visit Evaluation', 'Midterm Assessment', and 'Final Assessment'). The 'Essay' item under 'CNSL 332' is selected. The main content area displays the 'Essay' requirement with two expandable sections: 'Directions' (containing the text 'Please upload your 6-8 page research essay.') and 'Evaluation Method' (containing the text 'A rubric is used in this Evaluation. Name of rubric: Essay Evaluation Rubric' and 'Final scoring method: Score is automatically computed based on rubric criteria scores'). A red box highlights the 'View rubric' link in the 'Evaluation Method' section, with a hand cursor pointing to it. At the top right, there are tabs for 'Work', 'Comments', 'Scores/Results', and 'Options', along with a 'Status: Work Not Started' indicator and a 'Request Comments' button. At the bottom, an 'Add:' toolbar contains buttons for 'Text & Image', 'Slideshow', 'Standards', 'Attachments', 'Videos', 'Links', and 'Embed Media'. A tooltip at the bottom left says 'To begin, select the type of content you would like to add'.

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

The screenshot shows a section titled 'Form: Midterm Assessment Form'. Below the title is the instruction 'Please complete this form as part of this requirement.' In the top right corner of this section, there is a 'Complete Form' button with a document icon. A red box highlights this button, and a hand cursor is pointing at it.

- 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.

The screenshot shows the 'Add New Attachment' dialog box. It has a 'Cancel' button at the top left and a 'Save and Return' button at the top right. The dialog is titled 'Add New Attachment'. Below the title, it says 'Select File:'. There are three radio button options: 'A file saved on your computer' (selected), 'Attach a previously uploaded file', and 'An artifact created in Taskstream (Lesson, Folio, etc.)'. Under the first option, there is a text field showing 'C:\Users\imguinn\Docume' and a 'Browse...' button. Below the radio buttons, there is a 'Name File:' section with a text field containing 'Thesis'. Below that is a 'Description: (Optional)' section with a text area containing 'My research paper for CNSL 332.'. Below the description is an 'Attach Standards: (Optional)' section with a checkbox labeled 'Attach standards to this file'. At the bottom of the dialog, there are two buttons: 'Check Spelling' and 'Add File'. A mouse cursor is pointing at the 'Add File' button. The background of the dialog is light gray and says 'No files have been attached yet.'

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)!

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

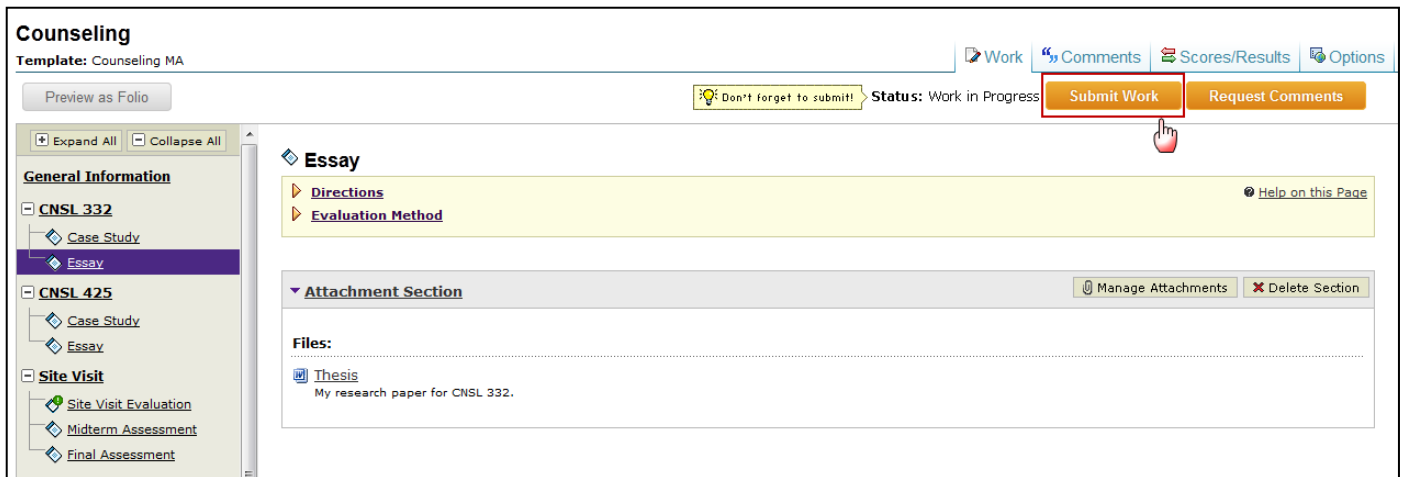
- Select (click with mouse or, if using a touch-screen, tap) the row of the content type that you want to move.
- Drag that row through the list to the preferred new position. As you drag, an orange placeholder indicates the potential new positions in which the selected item might land.
- Release the “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.

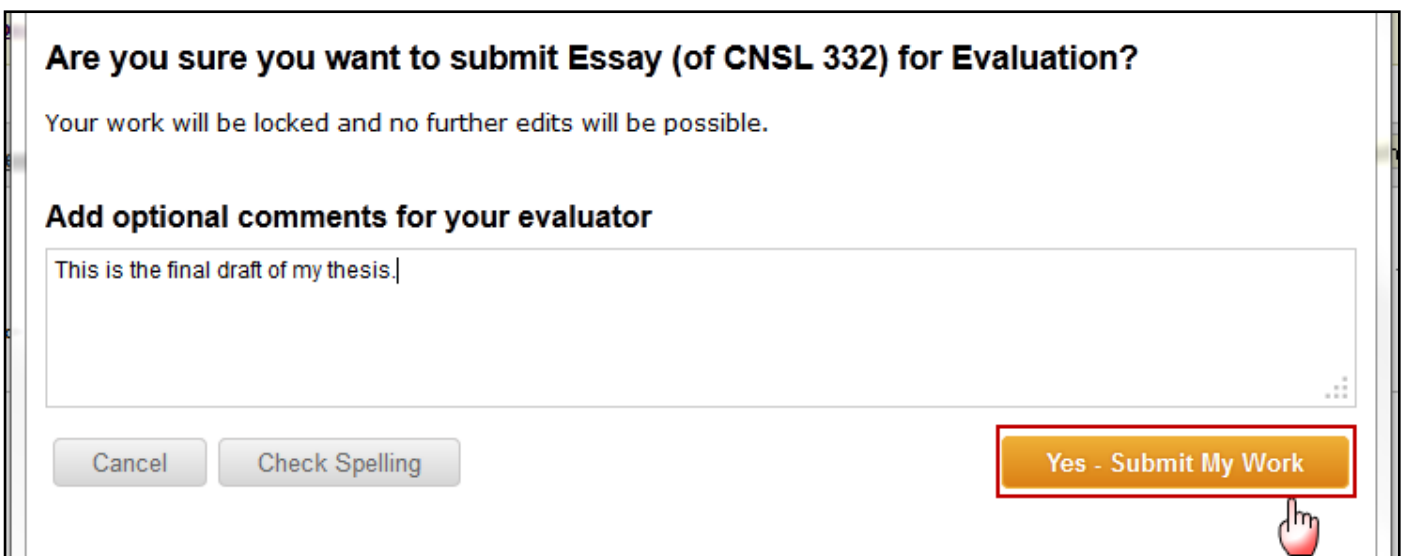
Submitting the Requirement to Your Evaluator

1. Click the **Submit Requirement** button from the top of the Work tab.



The screenshot shows the 'Counseling' interface for 'Template: Counseling MA'. At the top, there are tabs for 'Work', 'Comments', 'Scores/Results', and 'Options'. Below the tabs, a status bar indicates 'Status: Work in Progress' and features a 'Submit Work' button (highlighted with a red box and a hand cursor) and a 'Request Comments' button. A yellow warning box says 'Don't forget to submit!'. On the left, a sidebar shows a tree view of content types: 'General Information', 'CNSL 332' (with 'Case Study' and 'Essay' sub-items), 'CNSL 425' (with 'Case Study' and 'Essay' sub-items), and 'Site Visit' (with 'Site Visit Evaluation', 'Midterm Assessment', and 'Final Assessment' sub-items). The 'Essay' item under 'CNSL 332' is selected. The main content area shows the 'Essay' section with 'Directions' and 'Evaluation Method' links, an 'Attachment Section' with a 'Manage Attachments' button, and a 'Files' section containing a 'Thesis' file 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 titled '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 and a hand cursor).

Viewing Your Completed Evaluation

1. Click the name of the program from the home page.

The screenshot shows the Taskstream interface. At the top right, it says 'Buddy Glass | My Account'. Below is a navigation bar with tabs: Home, Folios & Web Pages, Lessons, Units & Rubrics, Standards, Communications, and Resources. The main section is titled 'Work on a program'. It contains two program cards, both labeled 'DRF PROGRAM'. The first card is for 'COM 100 Spring 2011'. The second card is for 'Counseling', which is highlighted with a red box and a hand cursor pointing to it. There is a 'Customize Display' button in the top right of the program area.

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

The screenshot shows the 'Counseling' program page. At the top left, it says 'Counseling' and 'Template: Counseling MA'. Below that is a 'Preview as Folio' button. On the right side, there are four tabs: Work, Comments, Scores/Results, and Options. The 'Scores/Results' tab is highlighted with a red box and a hand cursor pointing to it.

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.