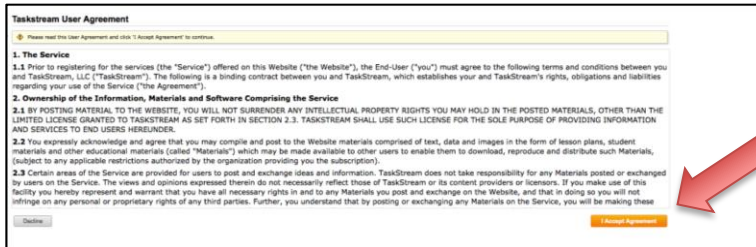


How To Submit PACT Documents in Taskstream

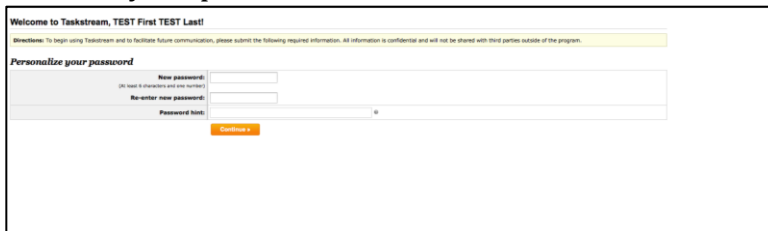
1. You will receive an email from Taskstream.
2. Your username will be included in the email.
3. Click on the link to create your password for your Taskstream account.



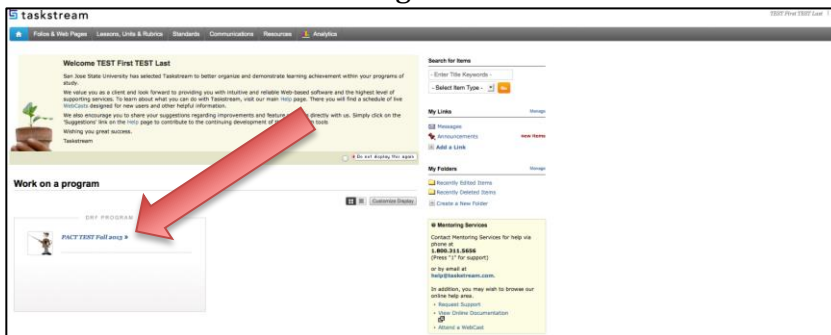
4. Click on I Accept Agreement. This is the Taskstream User Agreement form.



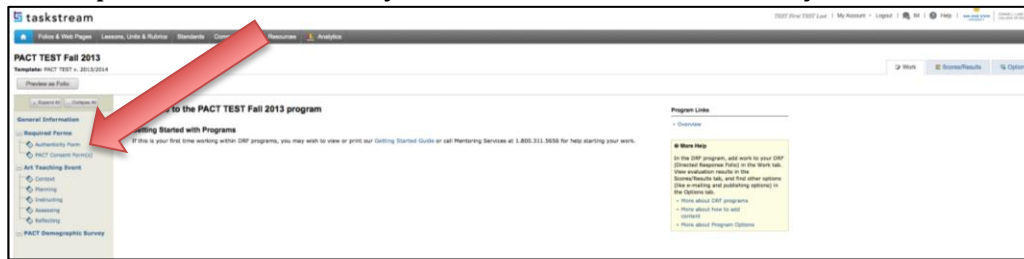
5. Create your password for Taskstream. It must contain 6 letters and 1 number.



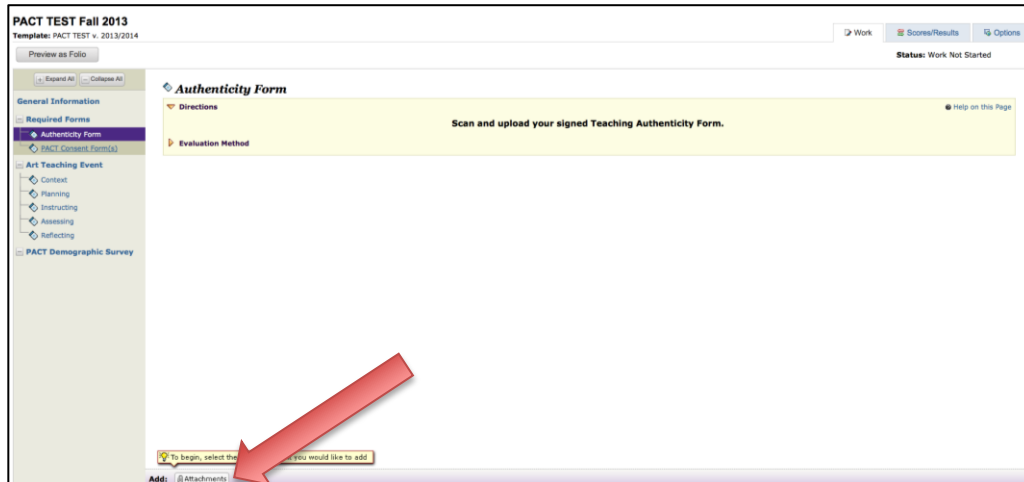
6. Click on the PACT DRF Program.



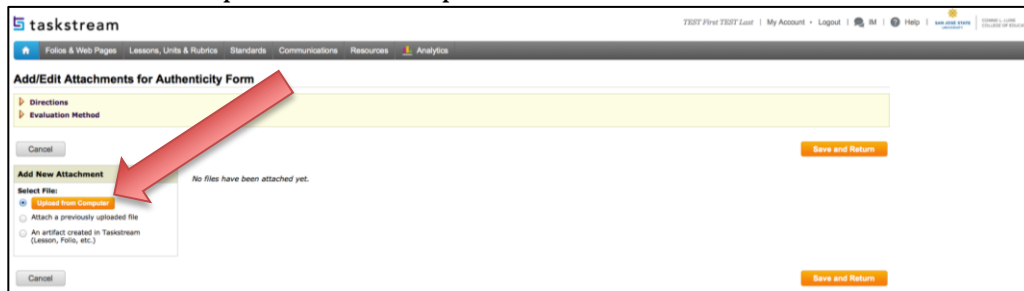
7. To upload the Authenticity Form click on the Authenticity Form link.



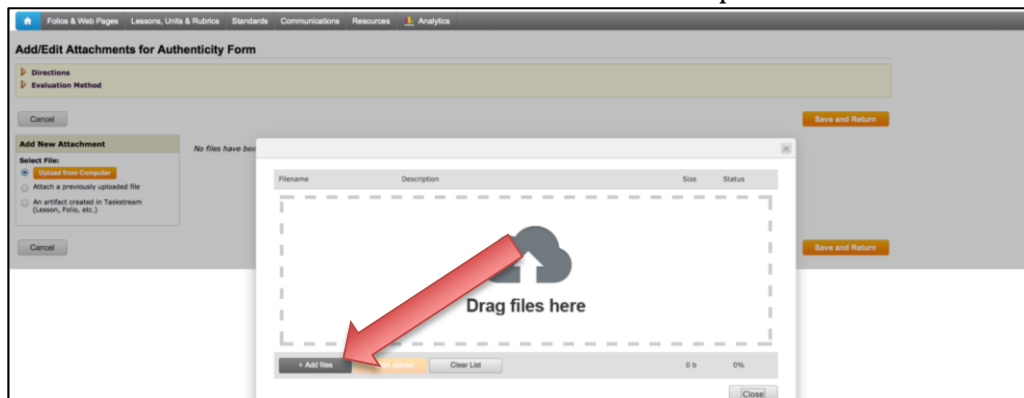
8. Click on the Attachments button.



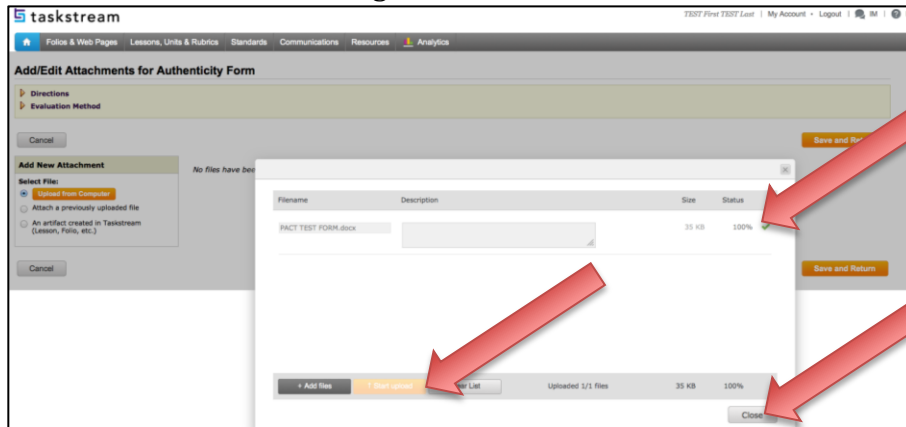
9. Click on the Upload from Computer button.



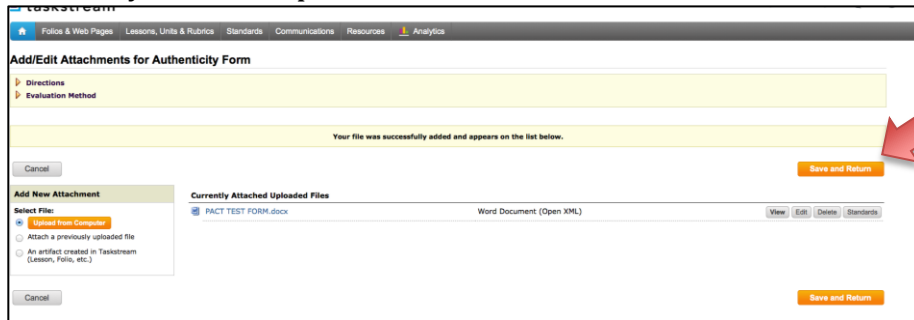
10. Click on the Add files button to select the file to upload.



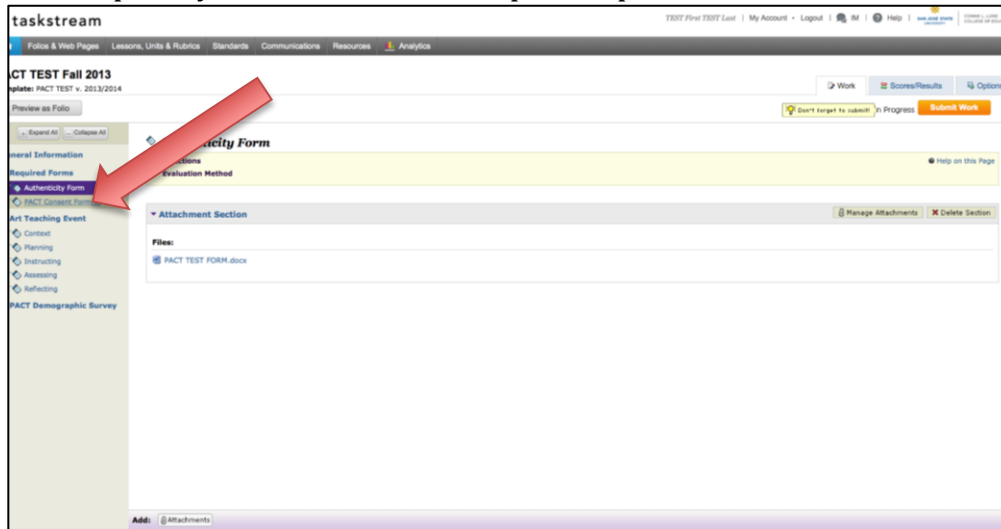
11. Once your file has been selected then click the Start upload button.
12. Wait for the Status to signal 100% then click close.



13. Once your file is uploaded then click Save and Return.



14. To upload your Consent Forms repeat steps 7 to 13.



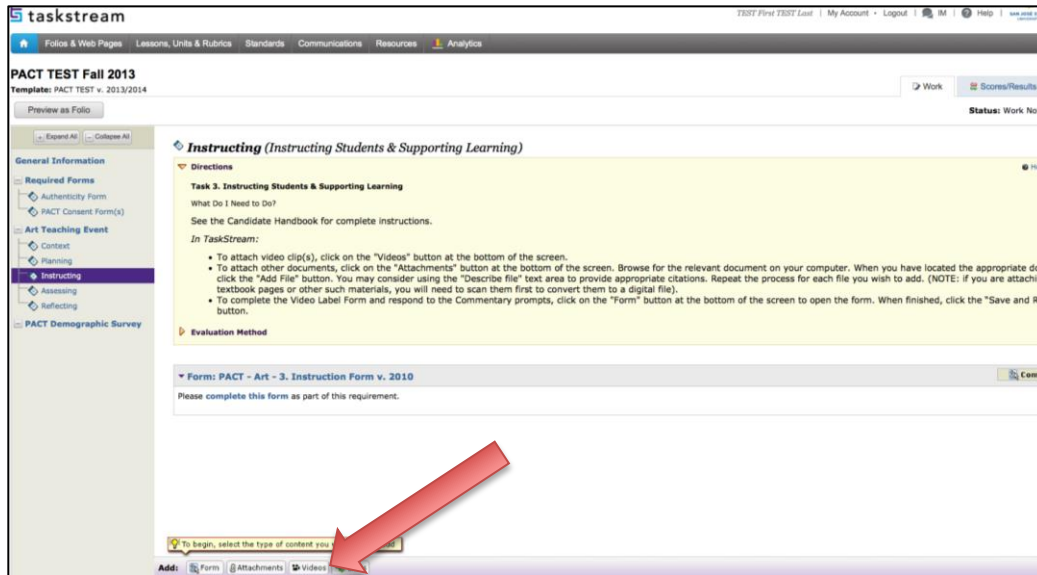
15. For the Context requirement please follow the instructions in the yellow area.

The screenshot shows the 'taskstream' interface for 'PACT TEST Fall 2013'. The left sidebar lists 'Context' under 'Art Teaching' and is highlighted with a red arrow. The main content area is titled 'Context (Context for Learning)' and contains a yellow highlighted section with instructions: 'What Do I Need to Do? See the Candidate Handbook for complete instructions. In TaskStream: To complete the Form and to respond to the Commentary prompts, click on the "Form" button at the bottom of the screen to open the form. When finished, click the "Save and Return" button.' Below this is a form titled 'Form: PACT - Art - 1. Context Form v. 2010' with a 'Form' button. A yellow box at the bottom says 'To begin, select the type of content you would like to add'.

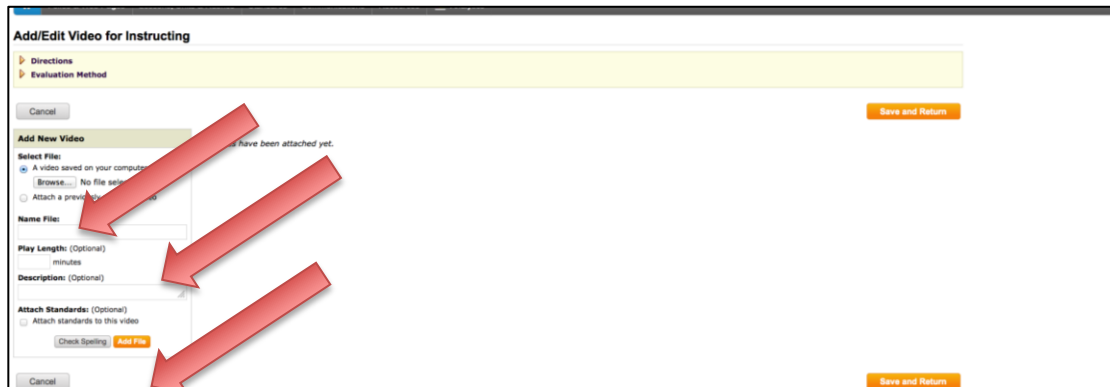
16. For the Planning requirement please follow the instructions in the yellow area.

The screenshot shows the 'taskstream' interface for 'PACT TEST Fall 2013'. The left sidebar lists 'Planning' under 'Art Teaching' and is highlighted with a red arrow. The main content area is titled 'Planning (Planning Instruction & Assessment)' and contains a yellow highlighted section with instructions: 'What Do I Need to Do? See the Candidate Handbook for complete instructions. In TaskStream: To attach documents, click on the "Attachments" button at the bottom of the screen. Browse for the relevant document on your computer. When you have located the appropriate document, click the "Add File" button. You may consider using the "Describe File" text area to provide appropriate citations. Repeat the process for each file you wish to add. (NOTE: if you are attaching copies of textbook pages or other such materials, you will need to scan them first to convert them to a digital file). To complete the Form and to respond to the Commentary prompts, click on the "Form" button at the bottom of the screen to open the form. When finished, click the "Save and Return" button.' Below this is a form titled 'Form: PACT - Art - 2. Planning Commentary Form v. 2010' with a 'Complete Form' button. A yellow box at the bottom says 'To begin, select the type of content you would like to add'.

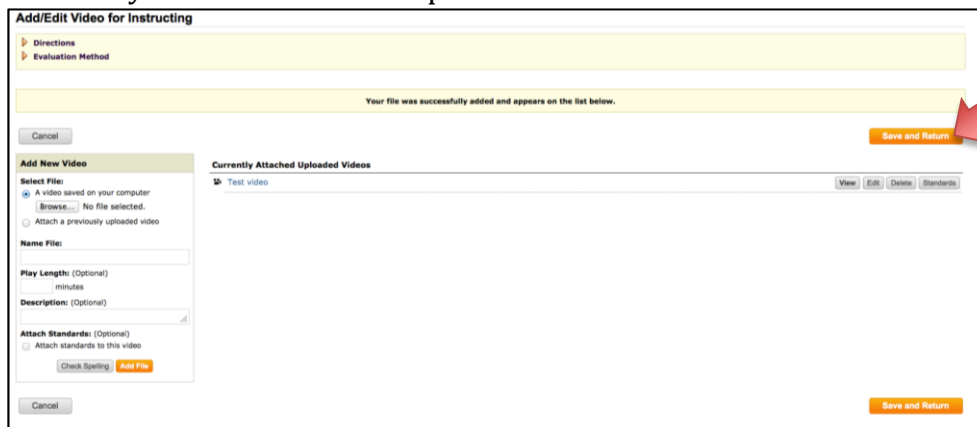
17. For the Instructing requirement you are required to upload your PACT video.
18. Click on the Video button.



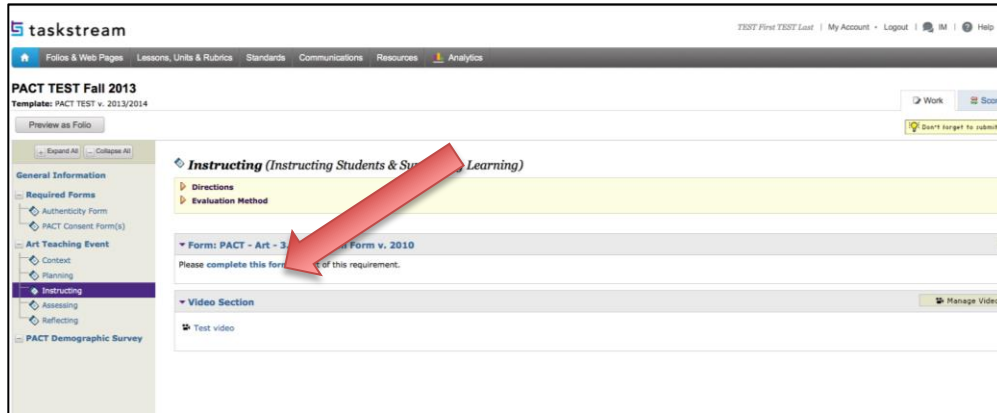
19. Click on the Browse button and search for your video file.
20. Name the file.
21. Click Add File.



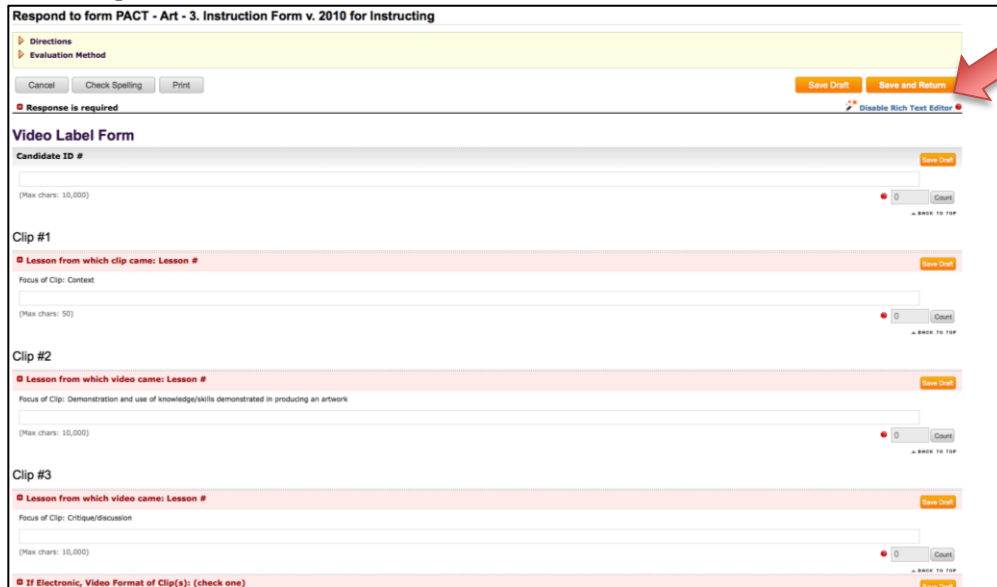
22. Once your video has been uploaded click Save and Return.



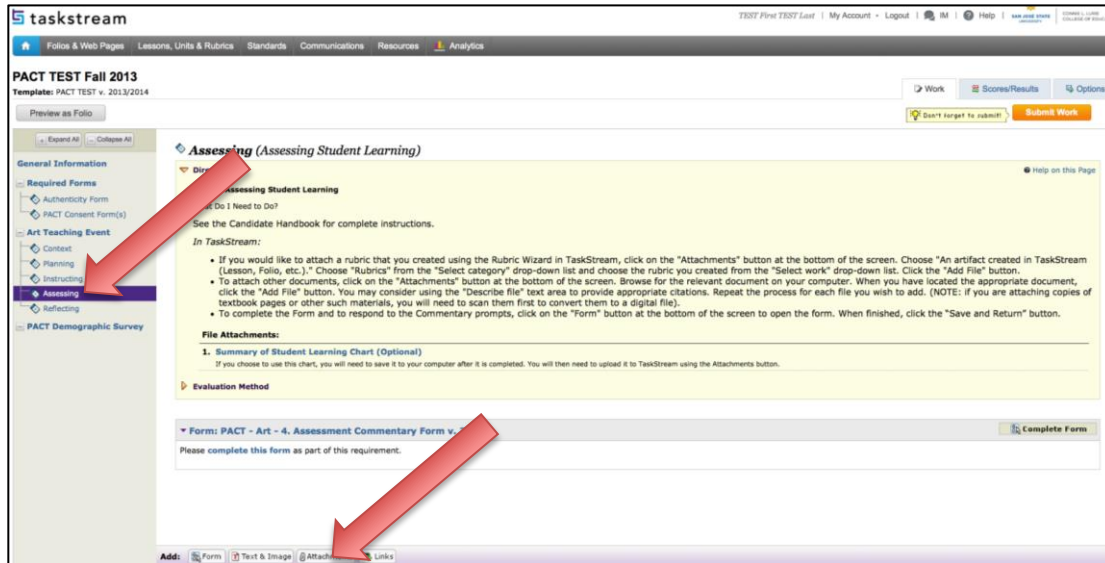
- 23. The second part for the Instructing requirement is to complete the Video Label Form.
- 24. Click on the complete this form link.



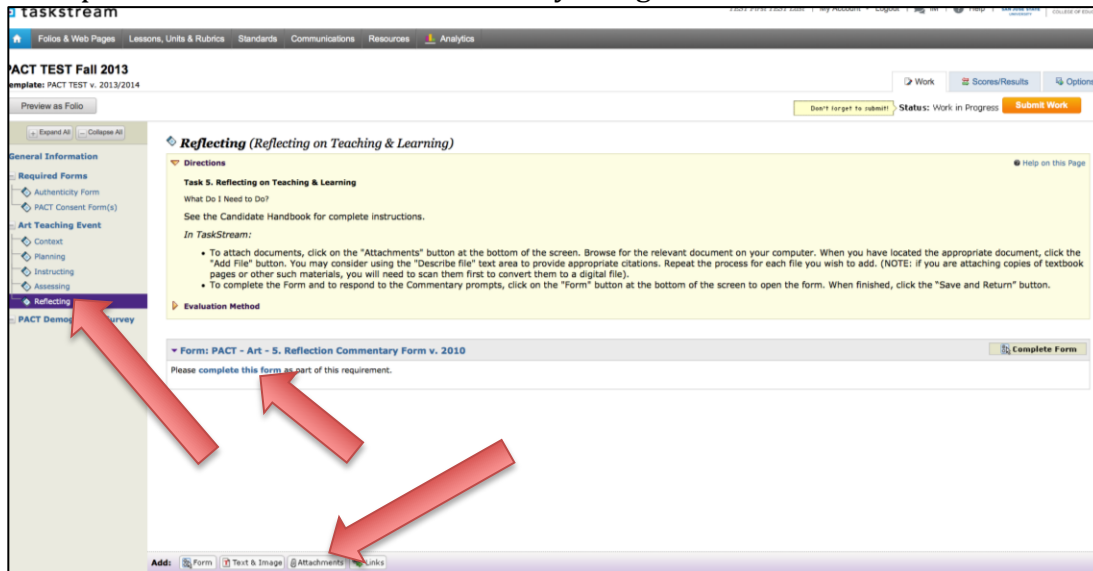
- 25. Complete the Video Label Form and then click Save and Return.



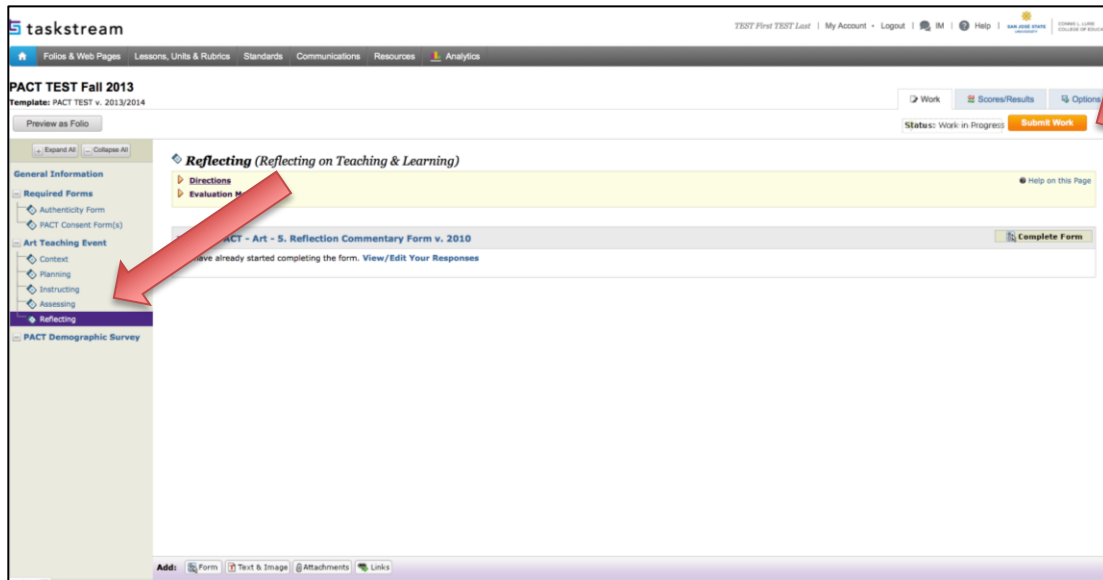
26. For the Assessing requirement please follow the instructions in the yellow area.
27. You will use the Attachments link to upload the rubric and other documents you created.



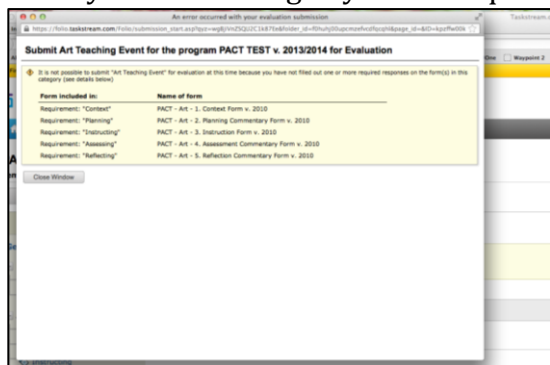
28. For the Reflecting requirement please complete the Reflection Commentary Form by click on the complete this form link. Then click Save and Return.
29. Upload other documents if needed by using the Attachments button.



30. Once you have completed uploading your documents, videos and the online forms click on the Submit Work button.

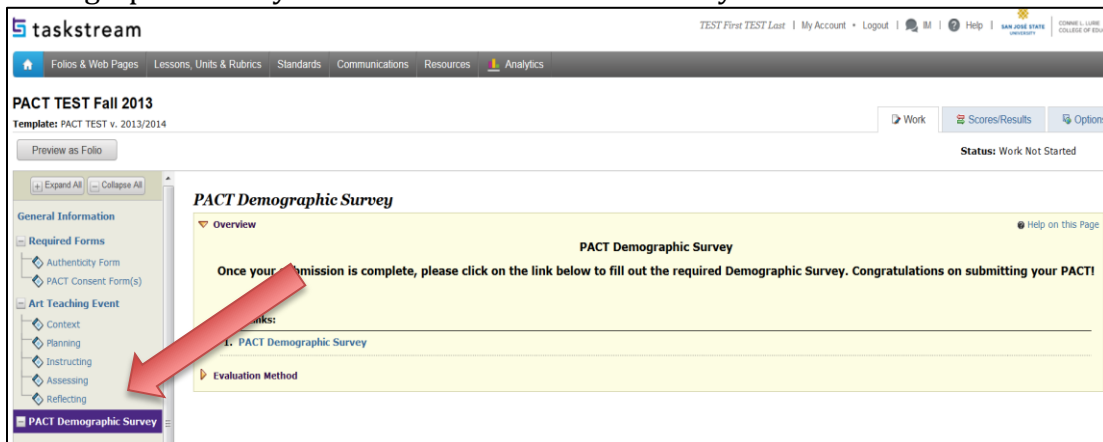


31. If you are missing any of the requirements you will see the following window:



You will then need to go back and fill in the appropriate tasks and click Submit Work.

32. Once your submission is complete, you will need to complete and submit the PACT Demographic Survey. Follow the instructions in the yellow area.



Helpful Hints

1. Remember to keep saving your work as you are going through uploading your documents and completing your forms.
2. You can upload multiple attachments, documents and videos in each section.
3. If you find you have accidentally submitted the wrong document after submitting your PACT before the final deadline, click on Cancel Submission, edit your upload and resubmit.
4. Start early to allow ample time to complete the forms and to upload your documents.