

# Quick-Start Guide

## Authors

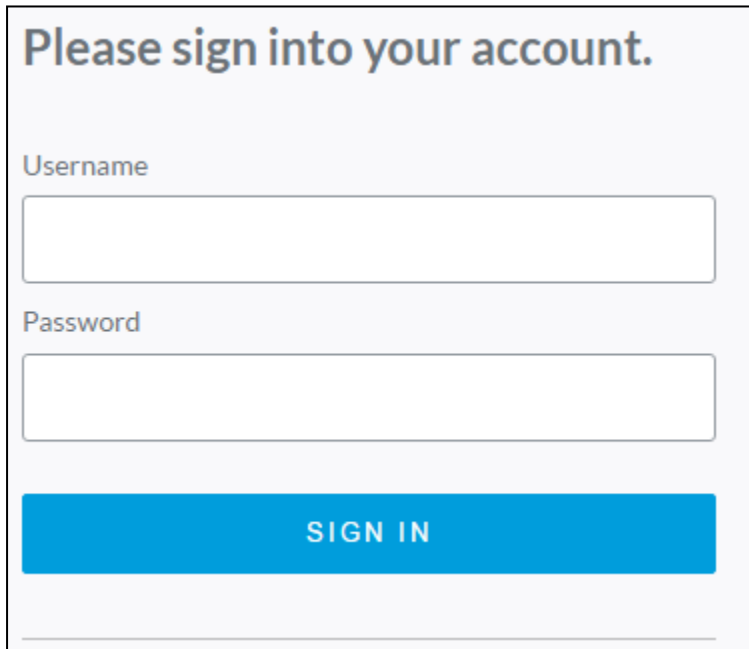


# Table of Contents

- Accessing Your DRF Program(s) ..... 3
- Adding Attachments ..... 5
- Submitting the Requirement to Your Evaluator ..... 7
- Viewing Your Completed Evaluation..... 8

## Accessing Your DRF Program(s)

1. To begin, go to [login.taskstream.com](https://login.taskstream.com) and log into Taskstream using your assigned username and password.



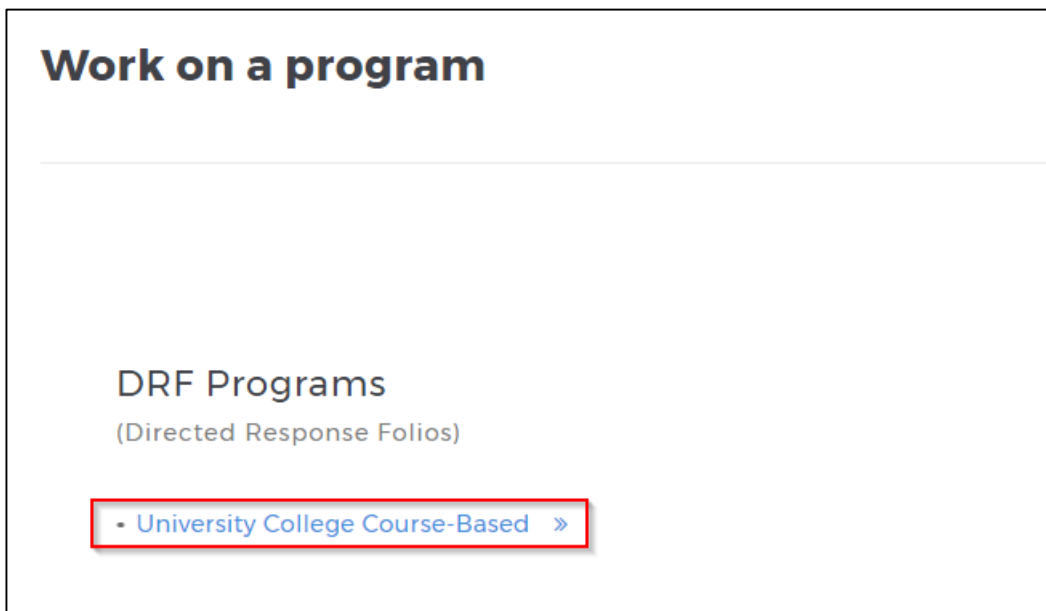
Please sign into your account.

Username

Password

SIGN IN

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



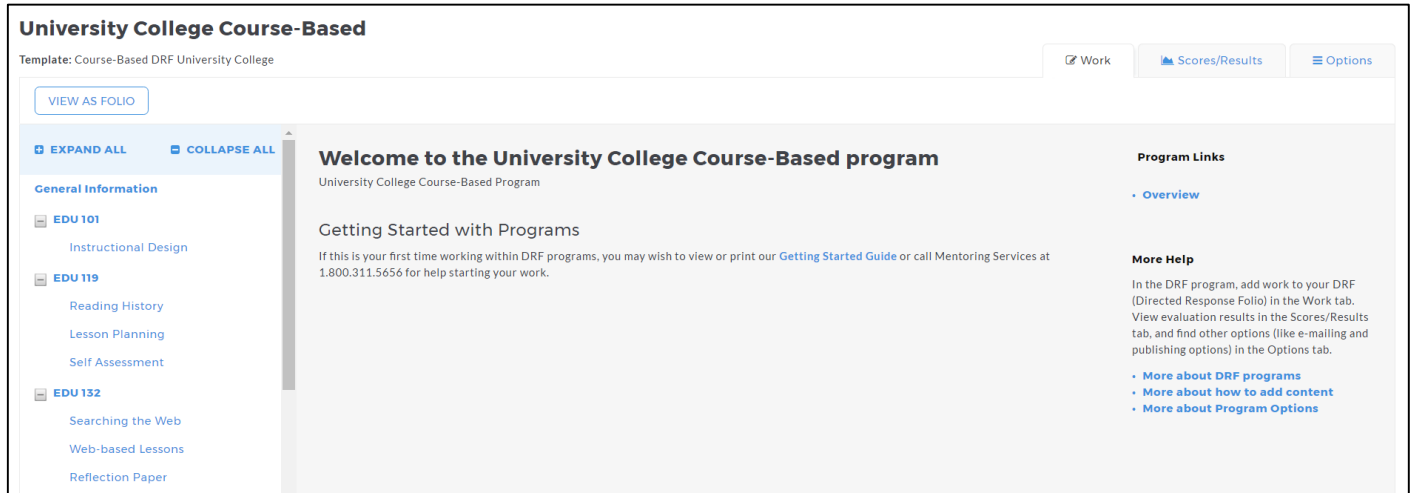
**Work on a program**

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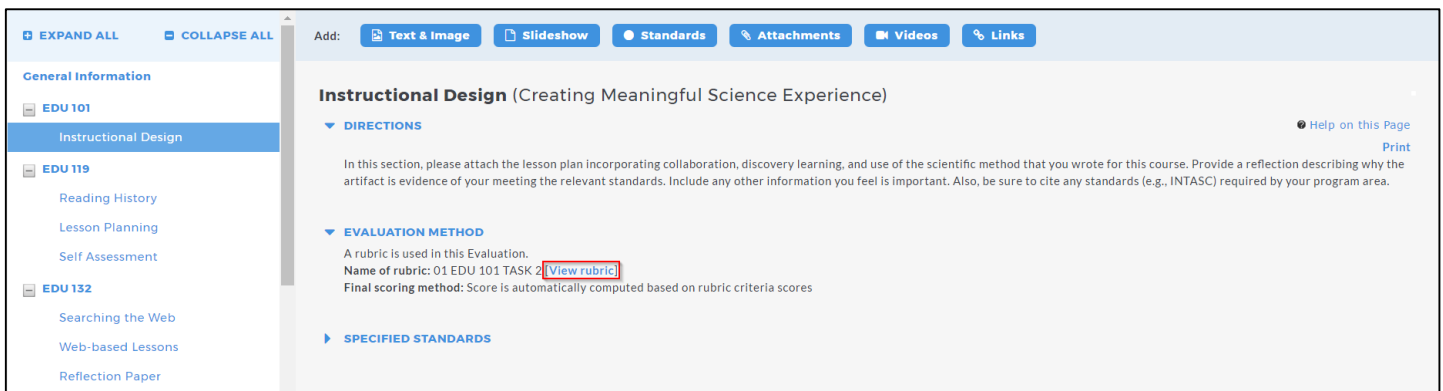
DRF Programs  
(Directed Response Folios)

- [University College Course-Based](#) »

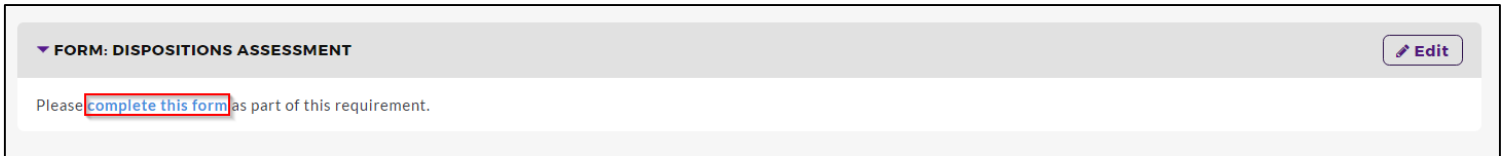
3. You will see the structure of your Directed Response Folio (DRF) in the left frame.



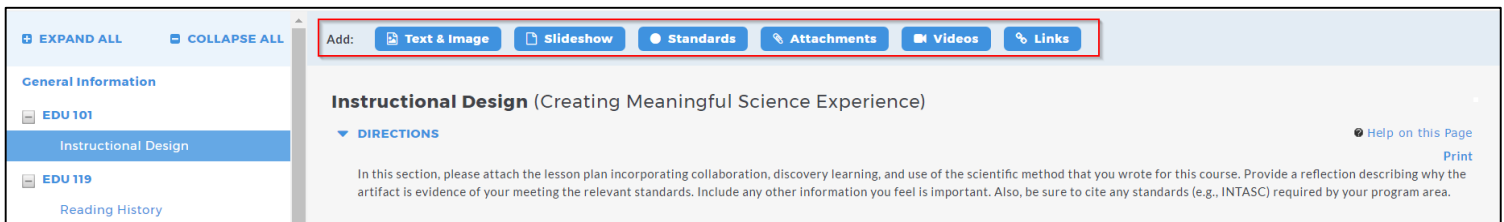
4. Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on **Directions**. If you would like to see the rubric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



- If you need to complete a form, click the **Complete This Form** link.

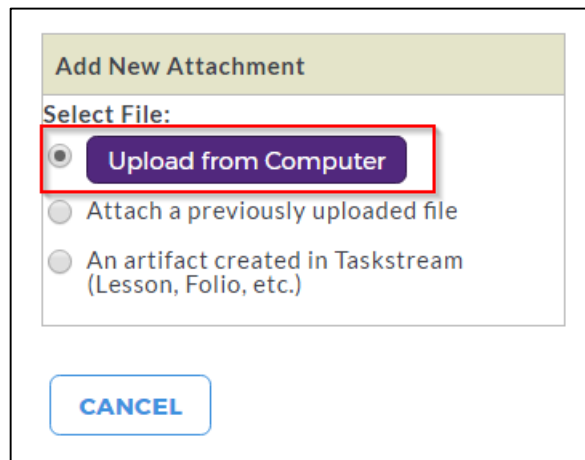


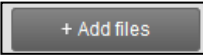
- When you are ready to add work, click the button from the *Add* toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image, Slideshow, Standards, Attachments, Videos, Links, and Embed Media**. (**Please Note** – Depending on settings from your school, not all of these options may be available in your particular assignment/program.)




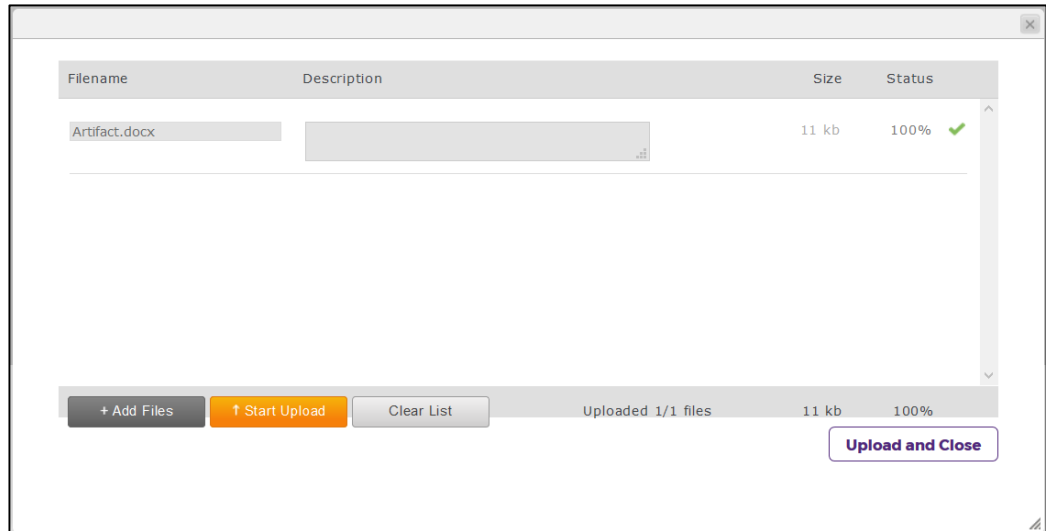
## Adding Attachments

- 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.



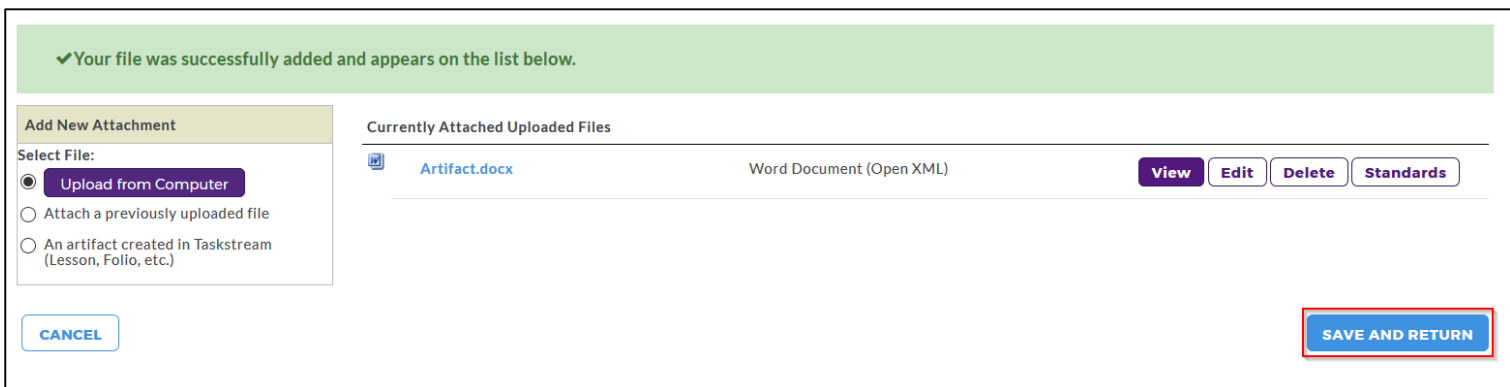
- In the attachments window, click 
- Use the dialog box to find the file(s) on your computer. (You can upload a single file or multiple files. To upload multiple files, press and hold Control (CTRL) or Shift and then click each file individually.)
- Once you have selected the file(s) you want to upload, click Open.

- In the next window you can edit your file name(s) and/ or add a description (optional) and then click 
- Once your files have uploaded, click on Upload and Close (remember that you will still have to Submit Work after this step; see the instructions further down for details).



- 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.

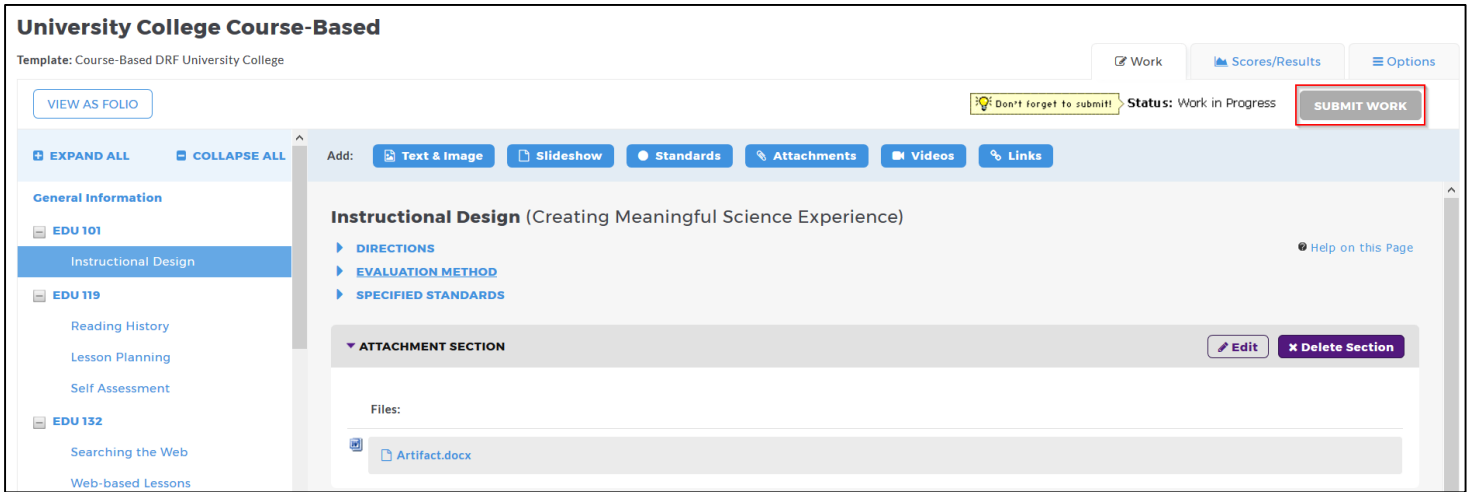
2. When you are done adding attachments, click **Save and Return** to go back to the main program work area.



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

# Submitting the Requirement to Your Evaluator

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



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

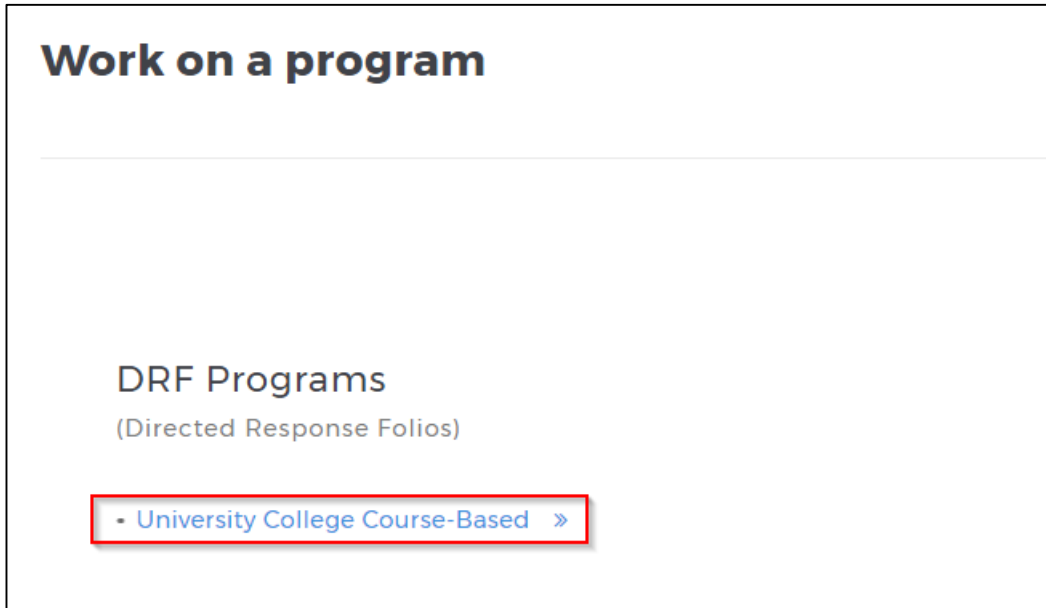
**Are you sure you want to submit Instructional Design (of EDU 101) for Evaluation?**

Your work will be locked and no further edits will be possible.

**Add optional comments for your evaluator**

# 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.

Scores/Results Summary				
Area	Status	Actions	Results	History
Overall Folio Evaluation		This area does not need to be submitted	Not scored yet	
EDU 101				
Instructional Design	Evaluation Released	Submitted: 02/23/2017 12:48:43 PM	3.75/4 <div style="border: 1px solid red; padding: 2px; display: inline-block;">Score/Results Report</div>	<div style="border: 1px solid gray; border-radius: 5px; padding: 2px; display: inline-block;">History/Comments</div>

*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 2 for support.*