Quick-Start Guide: Authors



Accessing Your DRF Program(s)

To begin, go to login.taskstream.com and log in using your assigned username and password.

Sign In		
Username		Password
Sign In		
Forgot Login?	Create/Renew Account	Get Help

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

ork on a program				
DRF Programs				

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

University College Course-	Based			
Template: Course Based DRF University College		Of Monk	in Score, Breaks	III Options
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E EXPAND ALL E COLLAPSE ALL	Welcome to the University College Course-Based program		Program Links	
tioneral schemation	University College Course Based Program		- Overview	
E 804/101	Getting Started with Programs			
Instructional Design	If this is your first time working mithin DHF programs, you may which to view an print our Getting Biartinal Guide or call Mentering Services at		Nane Hallp	
Esolita Resolute Mattery Lason Planning Self-Assessment	1.880111.5656 for help-starting-your work.		In the DBF program, add work 1 (Directed Response Fold) in the View evaluation results in the 3 tals, and find ather options (bla publishing options) in the Option	e Work tab. Icores/Results re-mailing and
Energia State			 More about DRP program More about Program Opt More about Program Opt 	and set in
Web based Lessens Reflection Paper				

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.

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

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Please consists this form is part of this requirement.	

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, some of these options may not 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.

6	Upload from Computer
D	Attach a previously uploaded file
0	An artifact created in Taskstream (Lesson, Folio, etc.)

• In the attachments window, click Add Files.

• 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 **Start**



• Once your files have uploaded, click on **Upload and Close** (remember that you will still have to submit your work after this step; see the instructions further down for details).

Filename	Description		Size	Status
Artifact. docx			11 kb	100% 🖌
+ Add Files	† Start Uplead Clear List	Uploaded 1/1 files	11 kb	100%
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- 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 your account, 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.

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



Submitting a Requirement to Your Evaluator

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

University College Course	-Based			
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VIEW AS FOLIO	P Dec't torpe	t to submit! Status:	Work in Progress	MIT WORK
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Ceneral Information EDU 101 Instructional Design EDU 119	Instructional Design (Creating Meaningful Science Experience) DIRECTIONS EXALUMATION METHOD SPECIFIED STANDARDS		• nelp	on this Page
Reading History Lesson Planning	* ATTACHMENT SECTION		Zedit X Delete	Section
Self Assessment EDV132 Searching the Web Web-based Lessons	Files:			

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	on?
Your work will be locked and no further edits will be possible.	
Add optional comments for your evaluator	
CANCEL CHECK SPELLING	YES - SUBMIT MY WORK

Viewing Your Completed Evaluation

Click the name of the program from the home page.

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

University College Course-Based				
Template: Course-Based DRF University College	G Work	🛋 Scores/Results	≡ Options	

Click the **Scores/ Results 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 🔒	C Evaluation Released	Submitted: 02/23/2017 12:48:43 PM	3.75/4 Score/Results Report	History/Comments