Quick-Start Guide
Authors
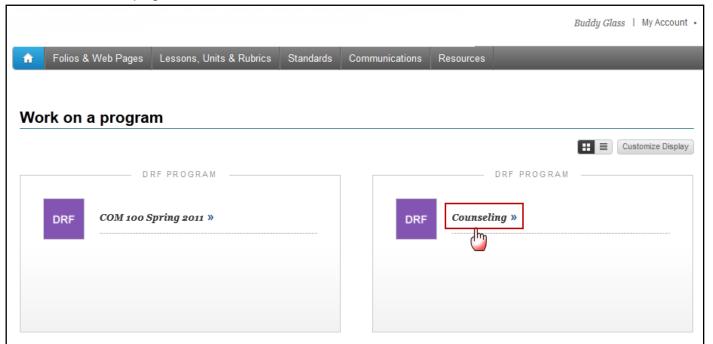
taskstream

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Accessing Your DRF Program(s)

1. To begin, go to www.Taskstream.com and log into Taskstream using your assigned username and password.
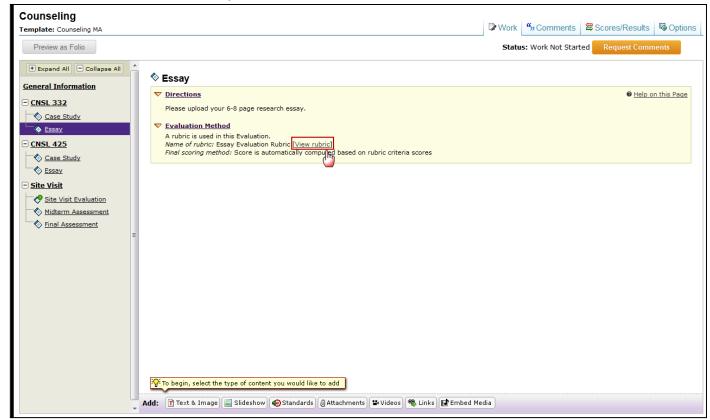
Username	Password					
MyUsername	••••••••	Log In	Forgot Login?	Request Support	Create or Renew Account	Pricing	contact us

taskstream   SOLUTIONS   SUPPORT   SUCCESS STORIES   COMMUNITY

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

Buddy Glass | My Account ▾

🏠   Folios & Web Pages   Lessons, Units & Rubrics   Standards   Communications   Resources

Work on a program

Customize Display

DRF PROGRAM

DRF   *COM 100 Spring 2011* »

DRF PROGRAM

DRF   *Counseling* »

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

Counseling
Template: Counseling MA

📝 Work   💬 Comments   📊 Scores/Results   ⚙ Options

Preview as Folio

➕ Expand All   ➖ Collapse All

General Information

➖ **CNSL 332**
  ◇ Case Study
  ◇ Essay

➖ **CNSL 425**
  ◇ Case Study
  ◇ Essay

➖ **Site Visit**
  ◇ Site Visit Evaluation
  ◇ Midterm Assessment
  ◇ Final Assessment

Welcome to the Counseling program

Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our Getting Started Guide or call Mentoring Services at 1.800.311.5656 for help starting your work.

Program Links

• Overview

❓ **More Help**

In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab, and find other options (like e-mailing and publishing options) in the Options tab.

• 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

• More about Program Options

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.
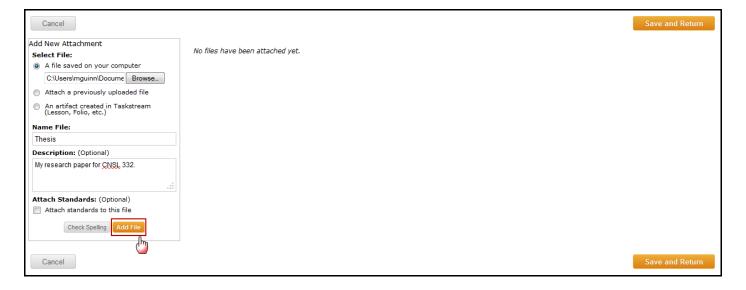

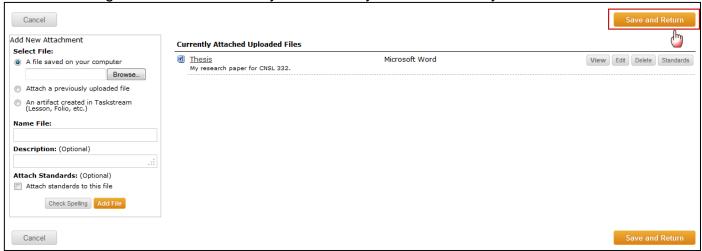5. If you need to complete a form, click the **Complete Form** button

6. 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.

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.
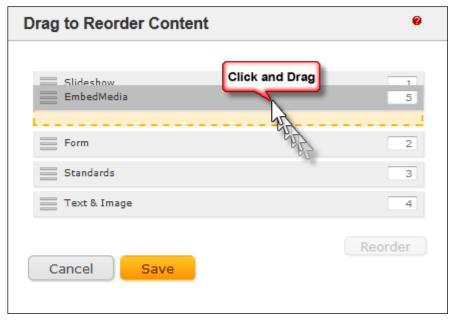

You have now successfully attached work to your Directed Response Folio (DRF)!

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.
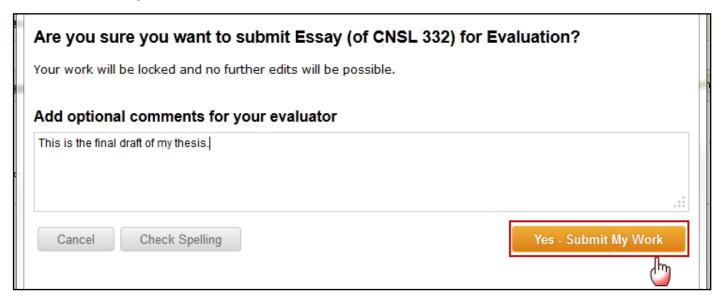
Manually re-number content type sections

- 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.
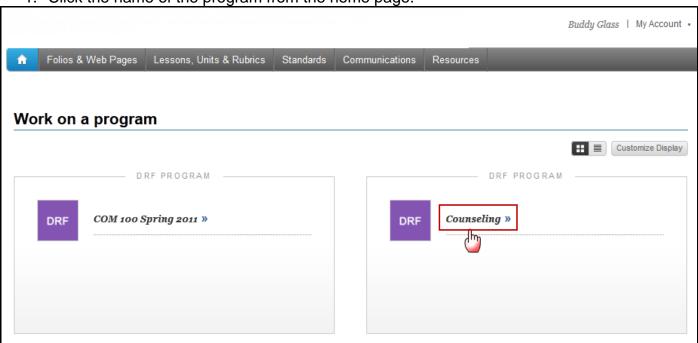

2. Follow the instructions on the screen to submit your assignment and add comments, as necessary.

Viewing Your Completed Evaluation

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

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| 🏠 | Folios & Web Pages | Lessons, Units & Rubrics | Standards | Communications | Resources |

Work on a program

⊞ ☰ | Customize Display

DRF PROGRAM

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

Counseling
Template: Counseling MA

📝 Work | ❝ Comments | ⬓ Scores/Results | 🔧 Options

Preview as Folio

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.