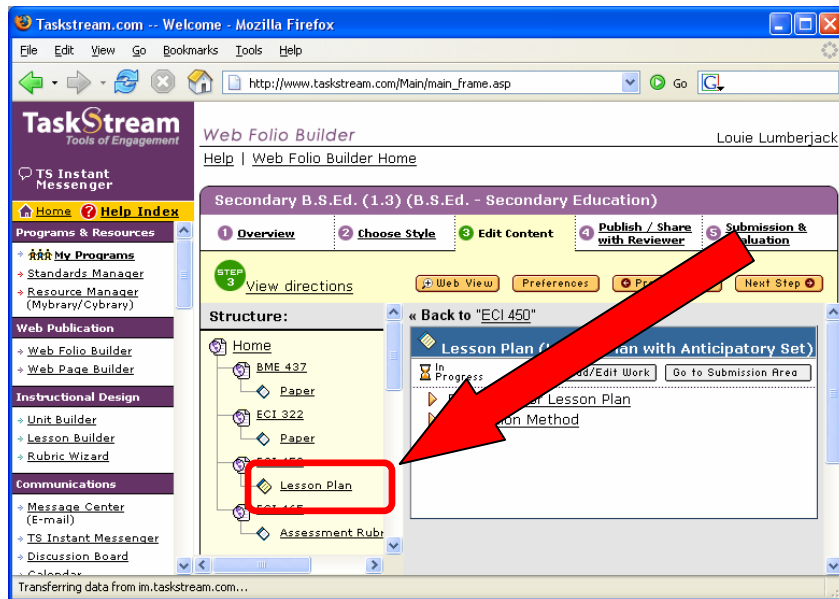


Attaching Word Documents or other files to a TaskStream Portfolio

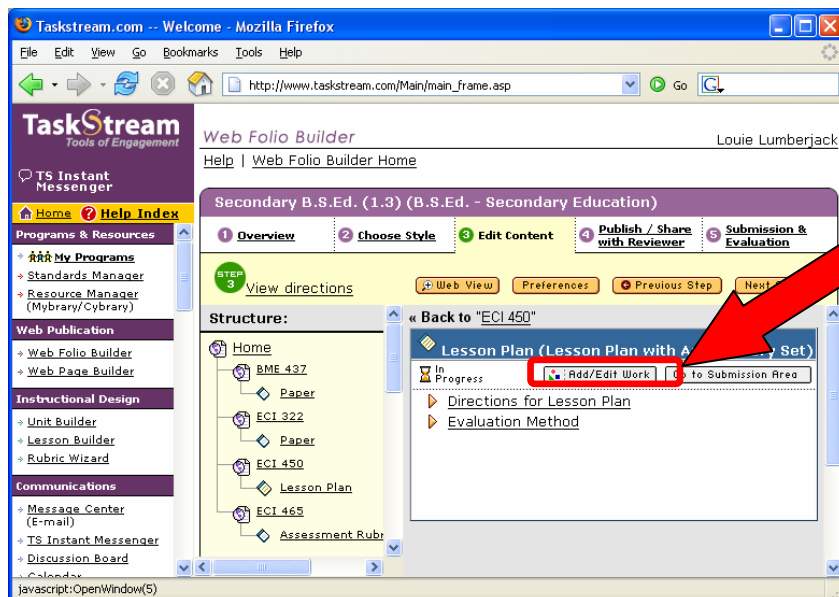
Northern Arizona University College of Education

Portfolio authors have the ability to attach files such as MS Word documents and PowerPoint presentations to their TaskStream portfolios. This tutorial assumes that you have already accessed Step 3 (Edit Content) of TaskStream's web folio builder.

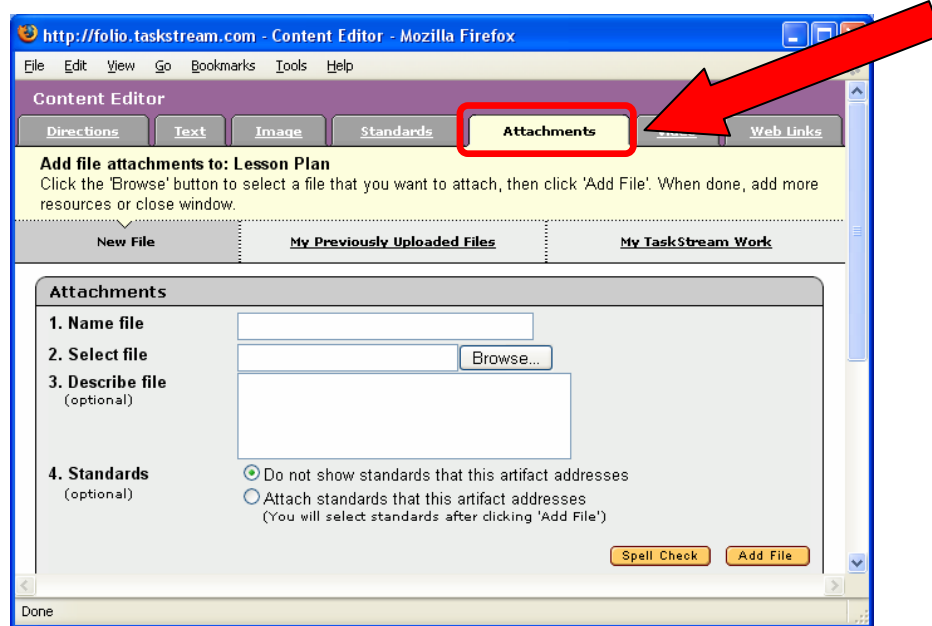
1) From the "Structure" panel in Step 3 of the web folio builder, click on the section of your portfolio to which you would like to attach a lesson plan, unit, or rubric:



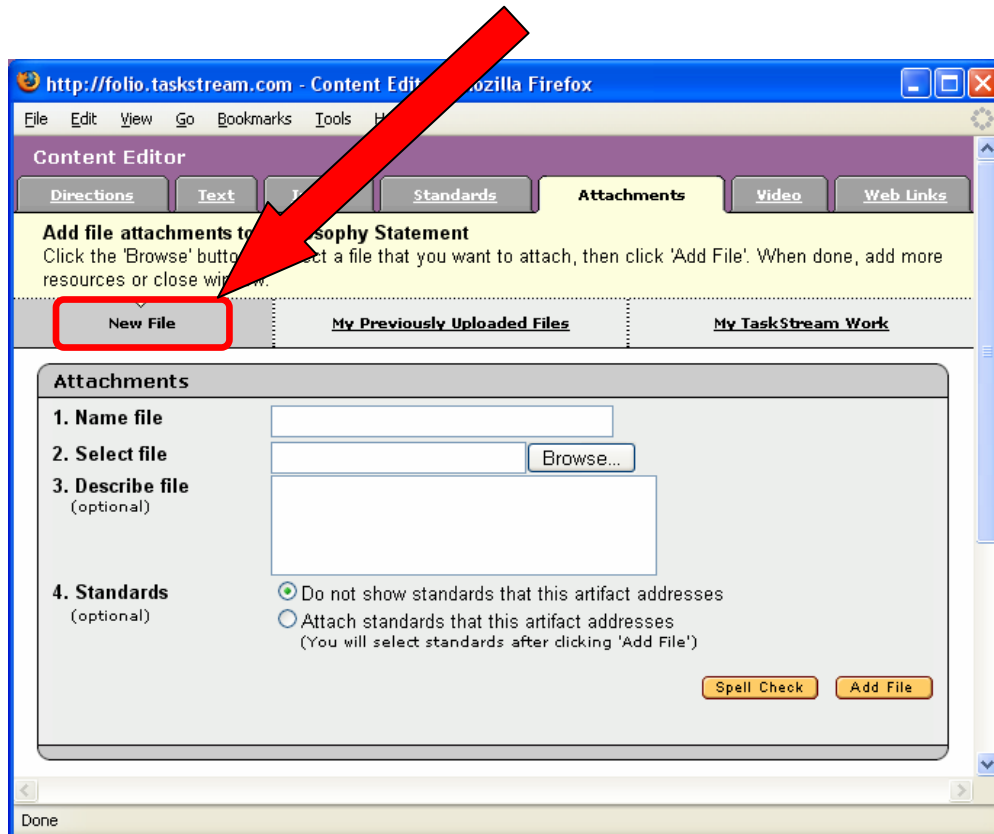
2) Click the "Add/Edit Work" button:



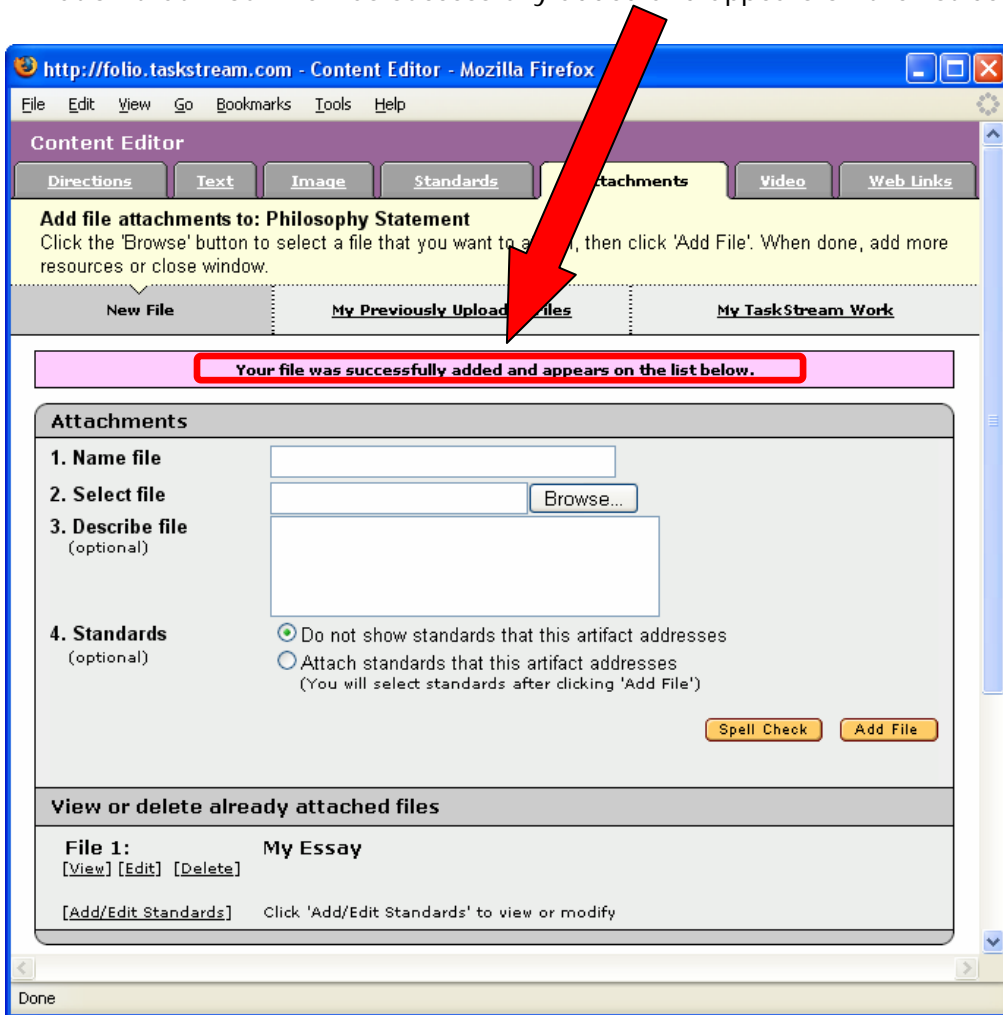
3) After clicking the "Add/Edit Work" button, the Content Editor window should appear. Click on the "Attachments" tab in the Content Editor window:



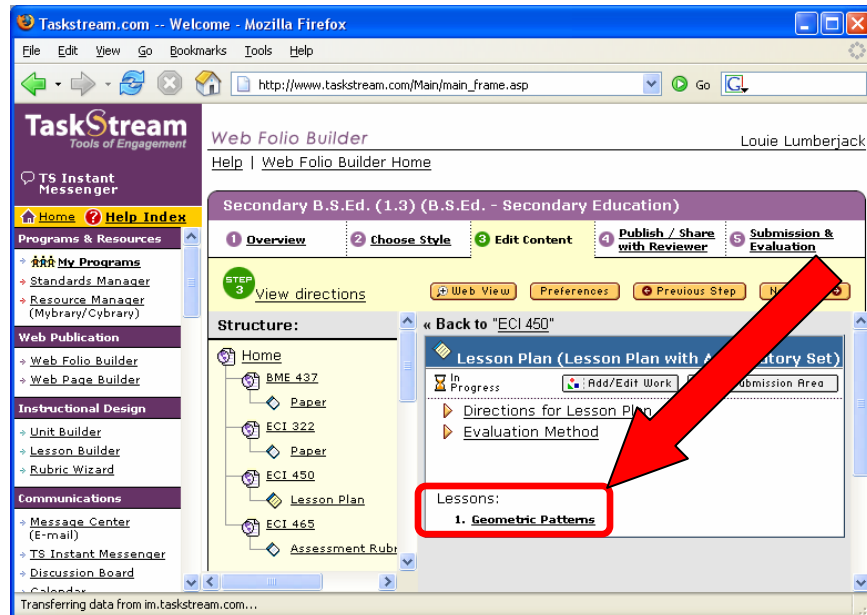
4) From the Attachments tab, make sure the "New File" tab is selected:



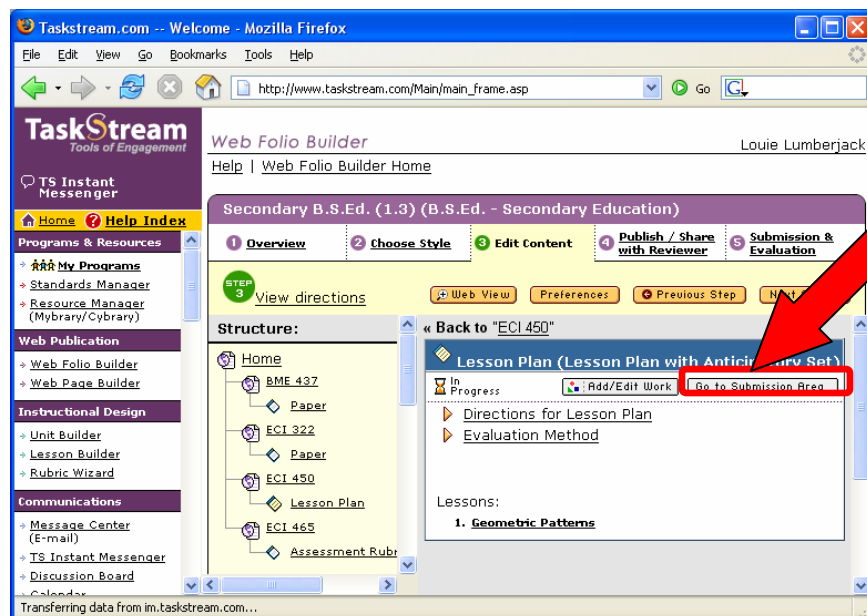
5) From the "New File" screen, provide an arbitrary name for the file and then click the "Browse..." button to locate the file on your hard drive. After locating your file, click the "Add File" button. Once the file has been added, you should see a confirmation that "Your file was successfully added and appears on the list below."



6) Once your work has been successfully attached, you can close the Content Editor window and return to Step 3 of the Web Folio Builder, where your attached work should appear:



7) If you are working on a Direct Response Folio and are required to submit your work for evaluation, click on the "Go to Submission Area" button. You should be taken to Step 5 of the Web Folio Builder where you can submit your work for evaluation.



8) From Step 5 of the Web Folio Builder (Submission and Evaluation), click on the "Submit" button corresponding to the work you would like to submit for evaluation:

The screenshot shows the Taskstream Web Folio Builder interface. The browser title is "Taskstream.com -- Welcome - Mozilla Firefox" and the URL is "http://www.taskstream.com/Main/main_frame.asp". The user is identified as "Louie Lumberjack". The page title is "Web Folio Builder" and the user is logged in as "Louie Lumberjack".

The main content area is titled "Secondary B.S.Ed. (1.3) (B.S.Ed. - Secondary Education)". It features a progress bar with five steps: 1. Overview, 2. Choose Style, 3. Edit Content, 4. Publish / Share with Reviewer, and 5. Submission & Evaluation. Step 5 is currently active.

Below the progress bar, there is a green box labeled "STEP 5" with the text: "Submit completed work for evaluation by clicking the 'Submit' or 'Re-submit' button (this button only appears if work has been started). All results will be posted under 'Evaluation Outcome' column".

The "Evaluation Summary" section shows "0 out of 4 evaluations complete". Below this is a table with the following columns: Description, Status, Submit Work, and Evaluation outcome.

Description	Status	Submit Work	Evaluation outcome
BME 437			
Paper	Needs Revision [History/Comments]	Re-submit	Needs Revision Report
ECI 322			
Paper	In Progress	Submit	
ECI 450			
Lesson Plan	In Progress	Submit	
ECI 465			
Assessment Rubric	In Progress	Submit	

A red arrow points to the "Submit" button in the "ECI 450" row, which is also highlighted with a red box.

At the bottom of the page, there is a status bar that says "Transferring data from im.taskstream.com..."