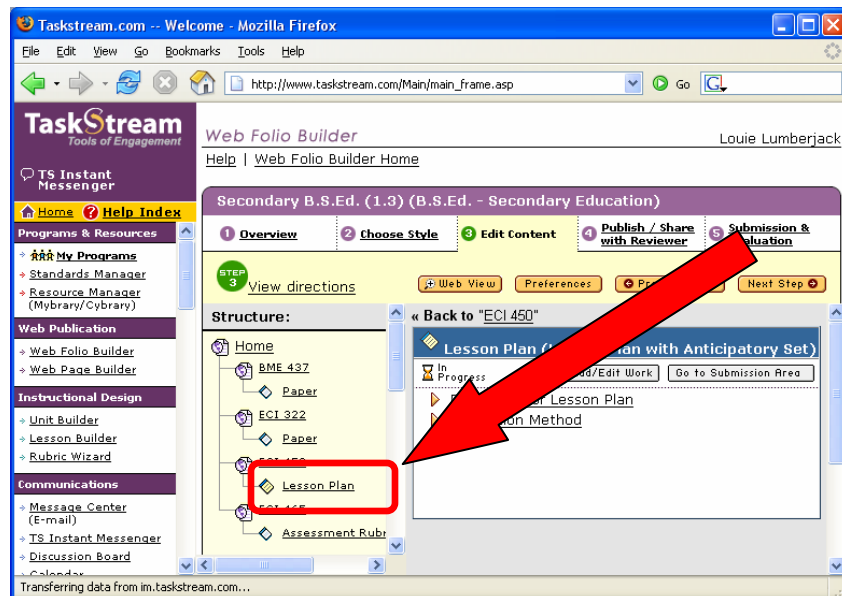


## TaskStream Quick-Guide

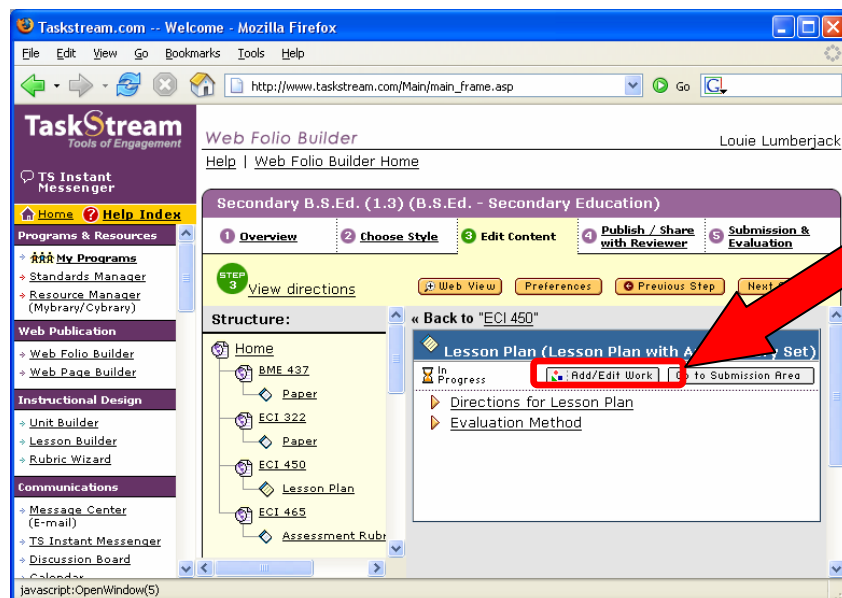
### Attaching Lessons, Units, or Rubrics to a TaskStream Portfolio

Portfolio authors have the ability to attach work they have created in TaskStream, such as lesson plans, unit plans, and rubrics, to their TaskStream portfolios. This tutorial assumes that you have already accessed Step 3 (Edit Content) of TaskStream's web folio builder.

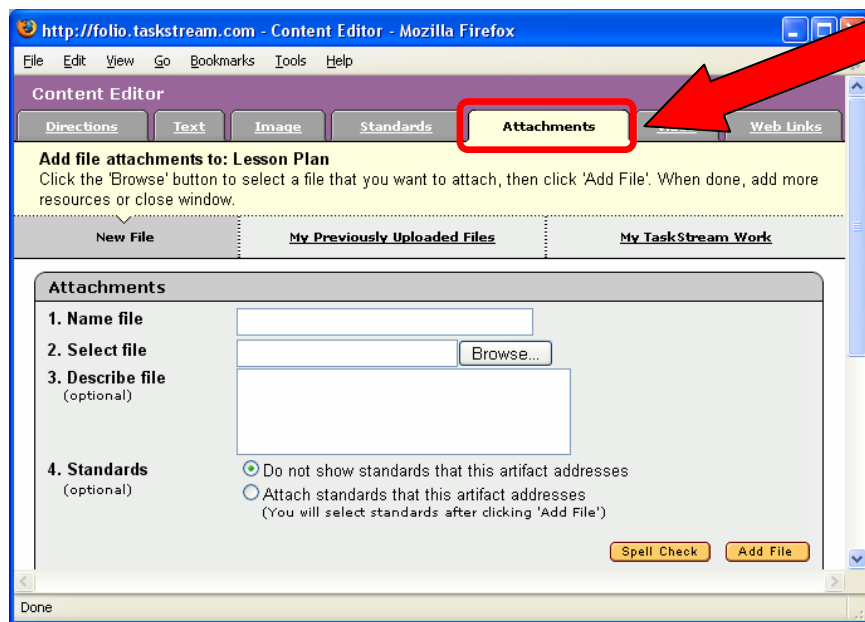
1) From the "Structure" panel in Step 3 of the web folio builder, click on the section of your portfolio to which you would like to attach a lesson plan, unit, or rubric:



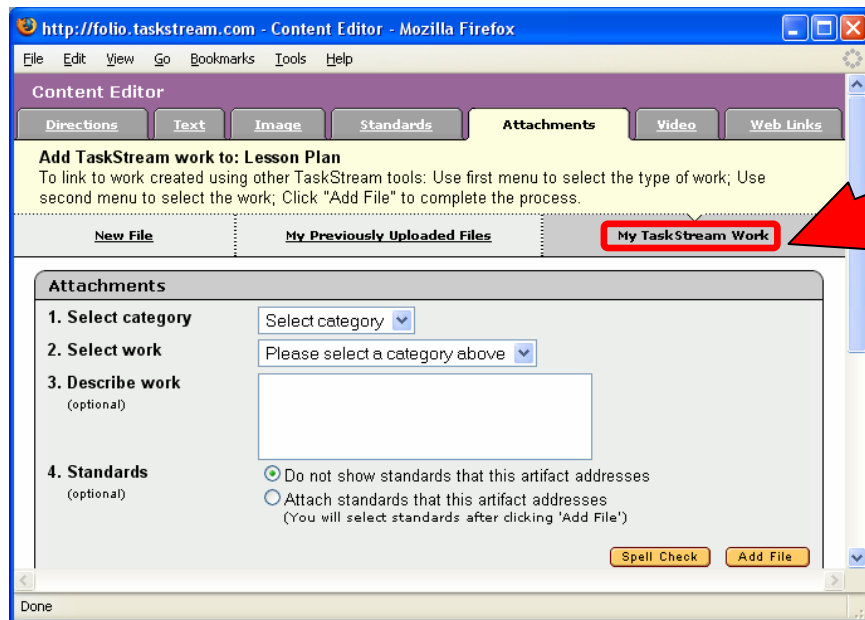
2) Click the "Add/Edit Work" button:



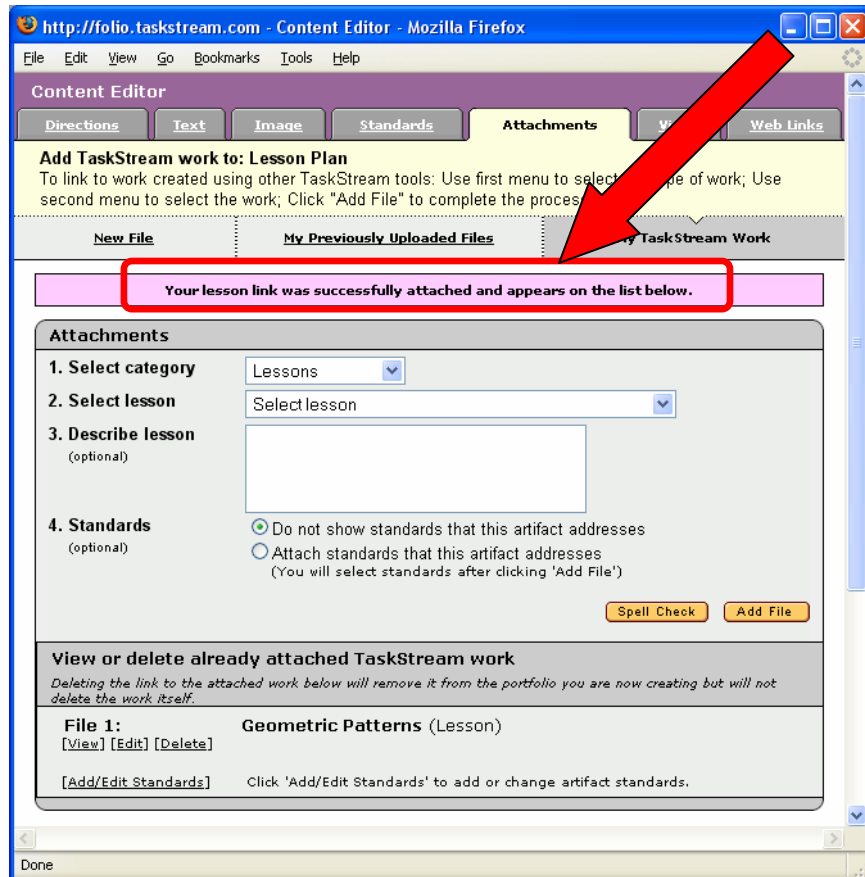
3) After clicking the "Add/Edit Work" button, the Content Editor window should appear. Click on the "Attachments" tab in the Content Editor window:



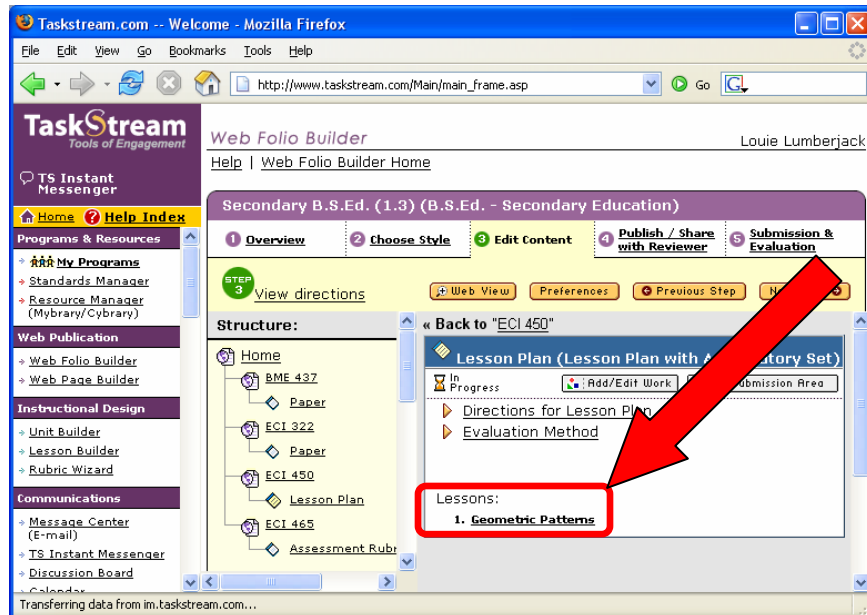
4) From the Attachments tab, click on the "My TaskStream Work" link. "My TaskStream" work contains all of the lesson plans, rubrics, unit plans, and web folios you have created in TaskStream:



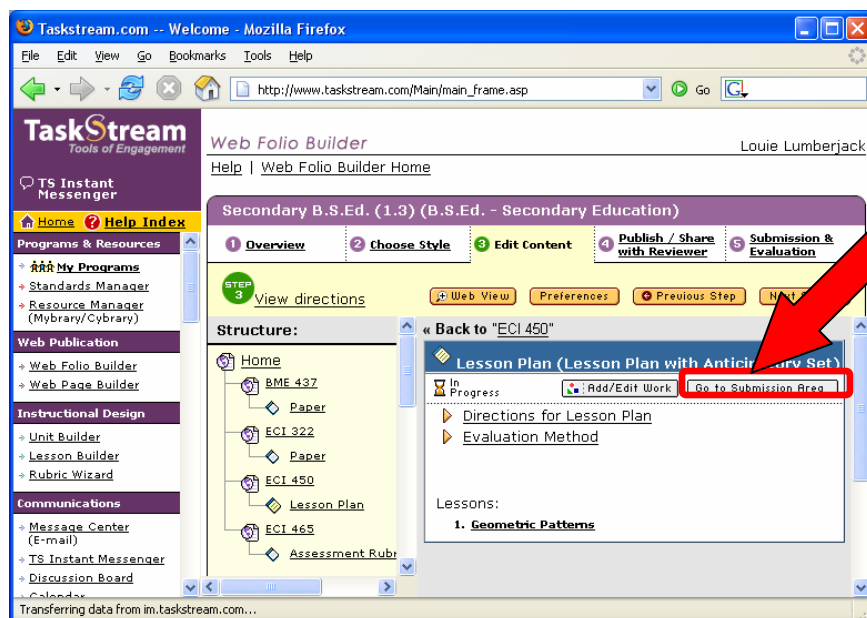
5) From the "My TaskStream Work" screen, select the category and work that you would like to attach. After selecting a category, choose the specific work you would like to attach, and then click the yellow "Add File" button. You should see a note that your work was successfully attached.



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 breadcrumb is "Help | Web Folio Builder Home".

The main content area is titled "Secondary B.S.Ed. (1.3) (B.S.Ed. - Secondary Education)" and shows 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 highlighted in yellow.

Below the progress bar, there is a green circle with "STEP 5" and a text box: "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".

Below this is an "Evaluation Summary" section with a link to "Print View" and the text "0 out of 4 evaluations complete".

The main table has the following columns: Description, Status, Submit Work, and Evaluation outcome.

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

A red arrow points to the "Submit" button in the "ECI 450" row, which is also circled in red.

At the bottom of the page, it says "Transferring data from im.taskstream.com..."