

Quick-Start Guide

Authors



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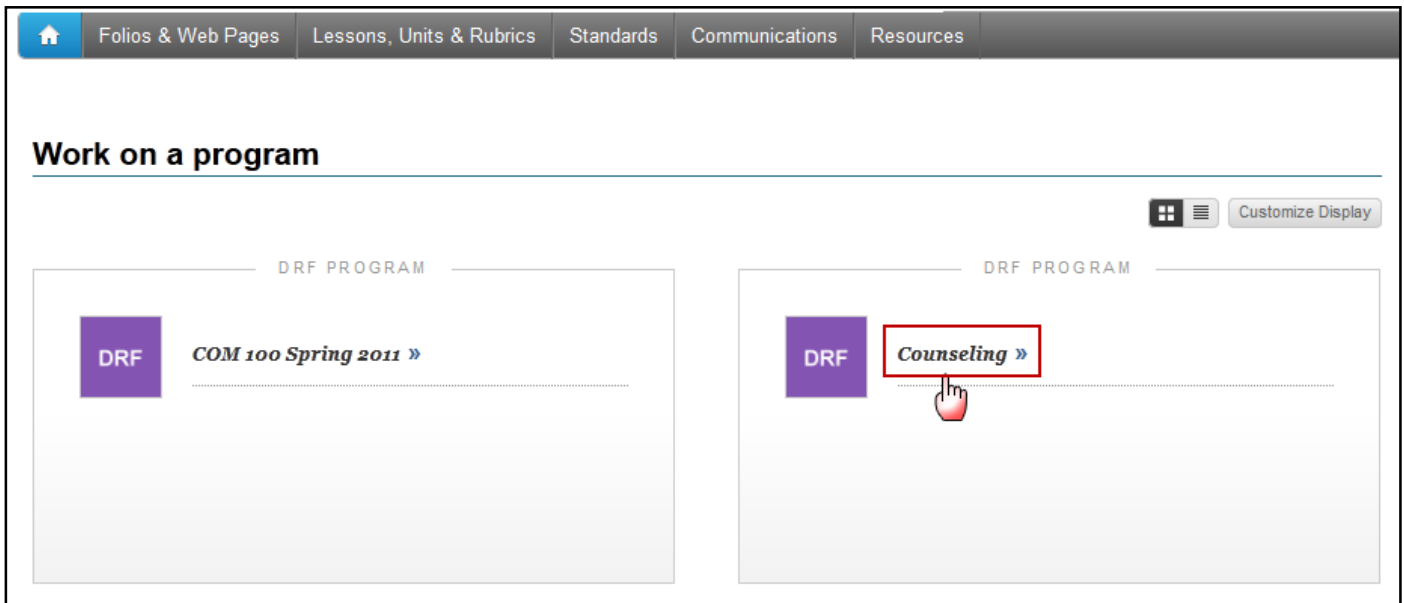
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Accessing Your DRF Program(s)

1. To begin, go to www.Taskstream.com and log into Taskstream using your assigned username and password.



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



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

- 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.

Counseling
 Template: Counseling MA

Work Comments Scores/Results Options

Preview as Folio

Status: Work Not Started Request Comments

Expand All Collapse All

General Information

- CNSL 332
 - Case Study
 - Essay
- CNSL 425
 - Case Study
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- Site Visit
 - Site Visit Evaluation
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 - Final Assessment

Essay

Directions

Please upload your 6-8 page research essay.

Evaluation Method

A rubric is used in this Evaluation.
 Name of rubric: Essay Evaluation Rubric [View rubric](#)
 Final scoring method: Score is automatically computed based on rubric criteria scores

[Help on this Page](#)

To begin, select the type of content you would like to add

Add: Text & Image Slideshow Standards Attachments Videos Links Embed Media

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



▼ **Form: Midterm Assessment Form** Complete Form

Please [complete this form](#) as part of this requirement.

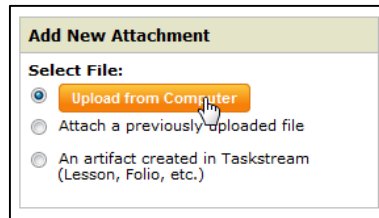
The screenshot shows a form header with a dropdown arrow and the text 'Form: Midterm Assessment Form'. To the right of the header is a button labeled 'Complete Form' with a red border and a hand cursor icon. Below the header, the main content area contains the text 'Please complete this form as part of this requirement.' with 'complete this form' as a blue hyperlink.

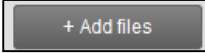

6. When you are ready to add work, click the button from the bottom *Add* toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image, Slideshow, Standards, Attachments, Videos, Links, and Embed Media.**

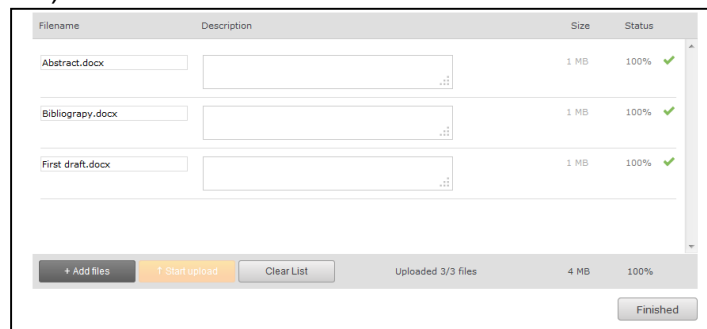
Adding Attachments (if you are working in Internet Explorer, please turn to page 6)

1. 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.

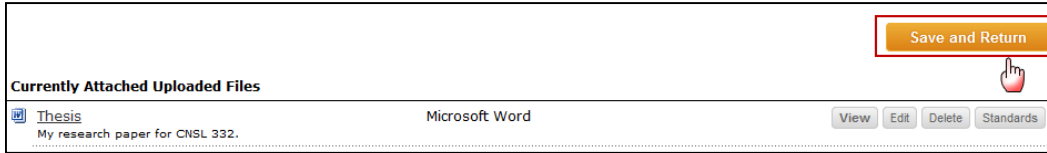


- In the attachments window, click 
- Use the dialog box to find the file(s) on your computer. (You can upload a single file or multiple files. To upload multiple files, press and hold Control (CTRL) or Shift and then click each file individually.)
- Once you have selected the file(s) you want to upload,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

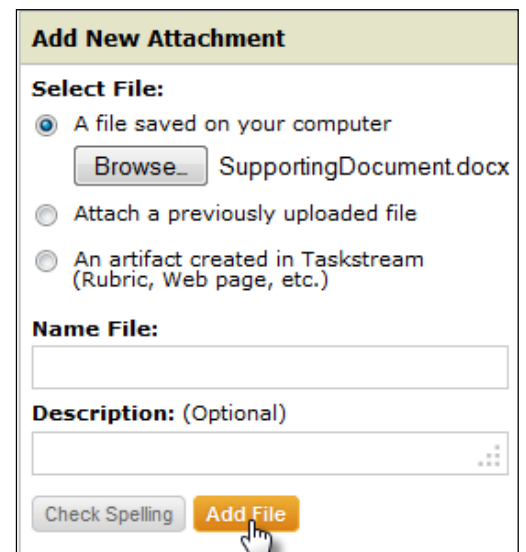
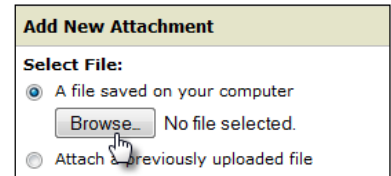
- When you are done adding attachments, click **Save and Return** to go back to the main program work area.



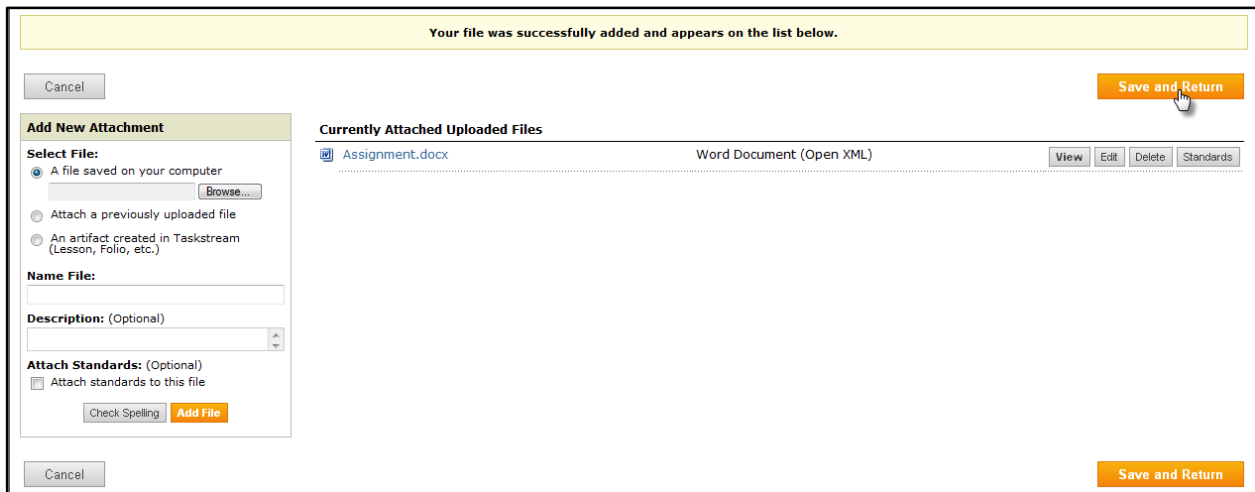
You have now successfully attached work to your Directed Response Folio (DRF)!

Attaching documents using Internet Explorer


- After clicking the Attachments button, click Browse on the left side (it might say Choose File).
- Find the file on your computer, select it, and click Open.
- You can file name(s) and/ or add a description (optional).
- Click the Add File button at the base of the Add New Attachment box.



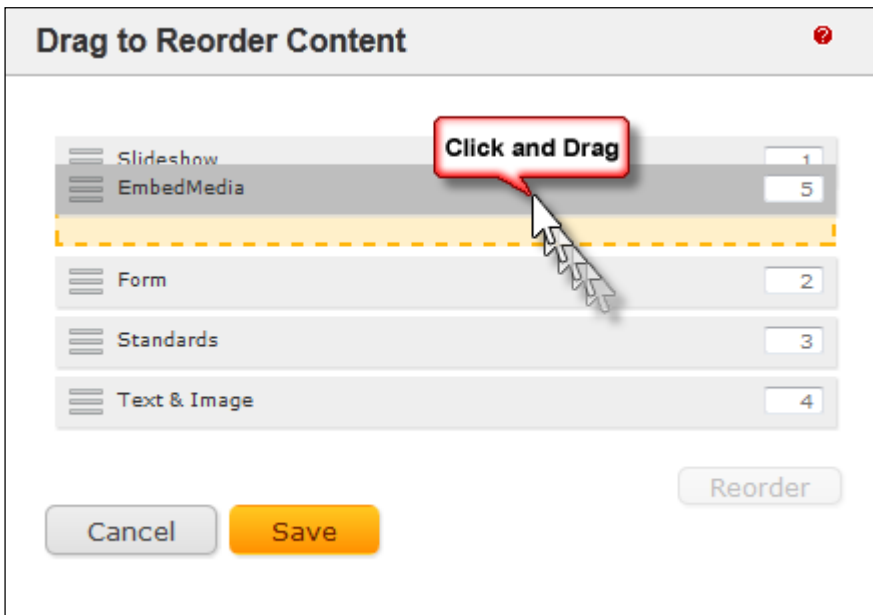
Once the file is uploaded, you may click Browse (or Choose File) again to attach another document, or Save and Return to go back to the Work Area.



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.

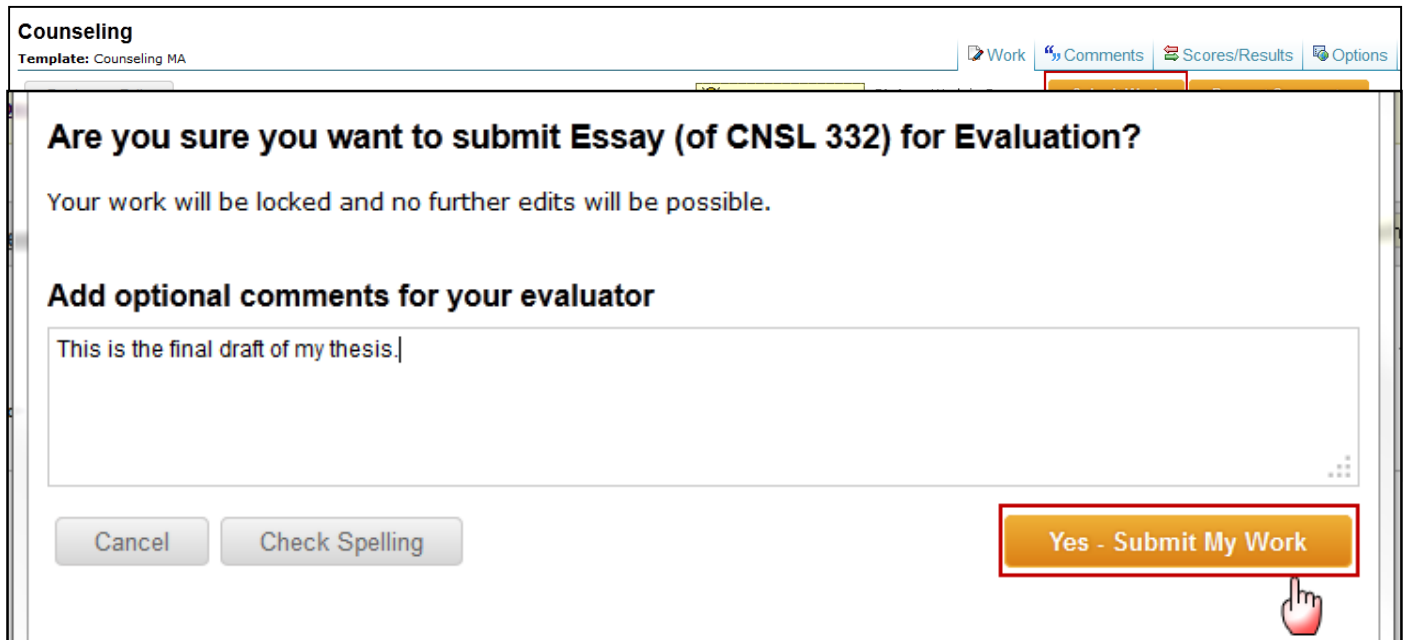
Manually re-number content type

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.

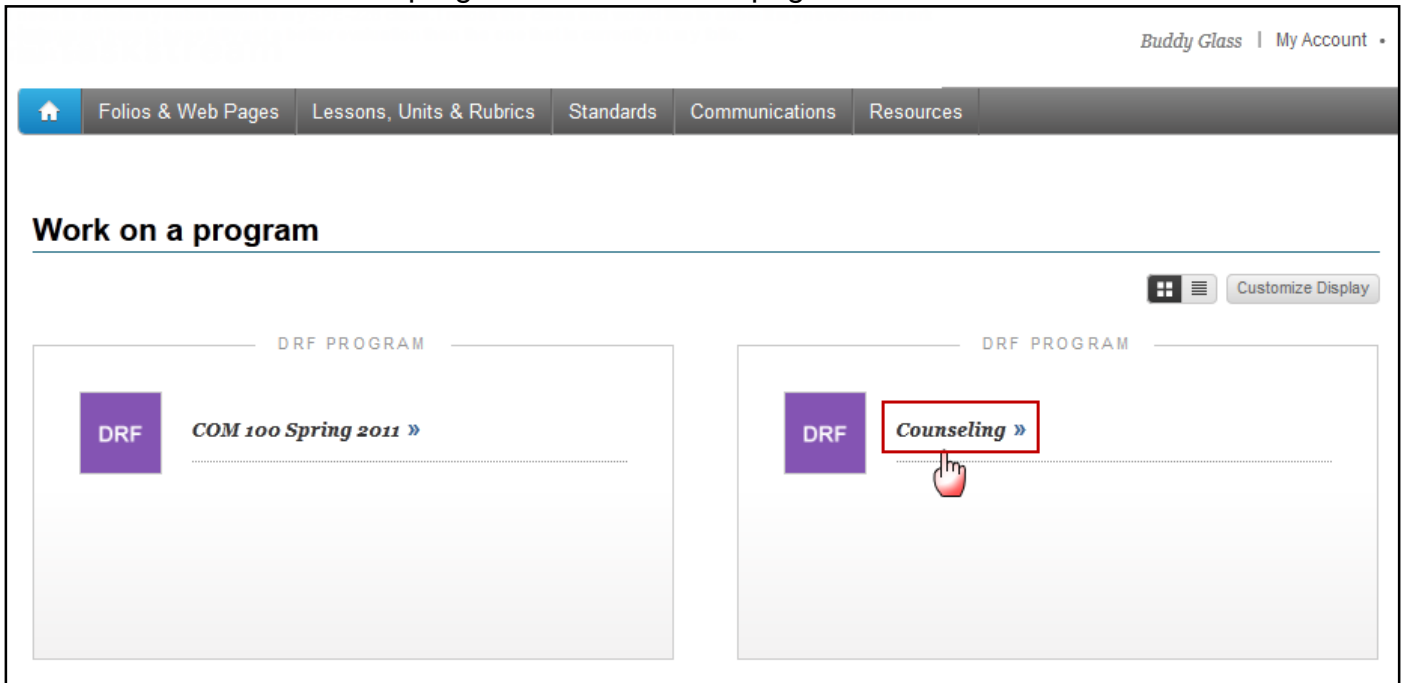


The screenshot shows a web interface for submitting a requirement. At the top, there is a navigation bar with tabs for 'Work', 'Comments', 'Scores/Results', and 'Options'. Below this, the main content area has a title 'Are you sure you want to submit Essay (of CNSL 332) for Evaluation?' followed by a warning: 'Your work will be locked and no further edits will be possible.' There is a text input field with the placeholder text 'Add optional comments for your evaluator' and the content 'This is the final draft of my thesis.' At the bottom, there are three buttons: 'Cancel', 'Check Spelling', and 'Yes - Submit My Work'. A red box highlights the 'Yes - Submit My Work' button, and a hand cursor is pointing at it.

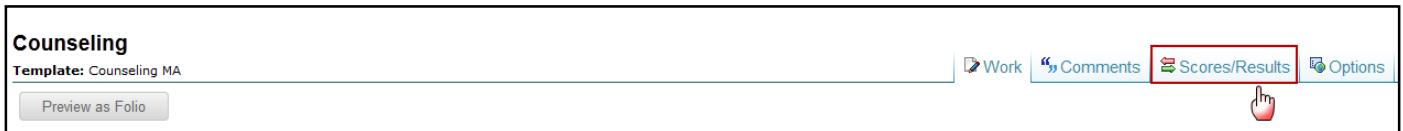
2. Follow the instructions on the screen to submit your assignment and add comments, as necessary.

Viewing Your Completed Evaluation

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



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.

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.