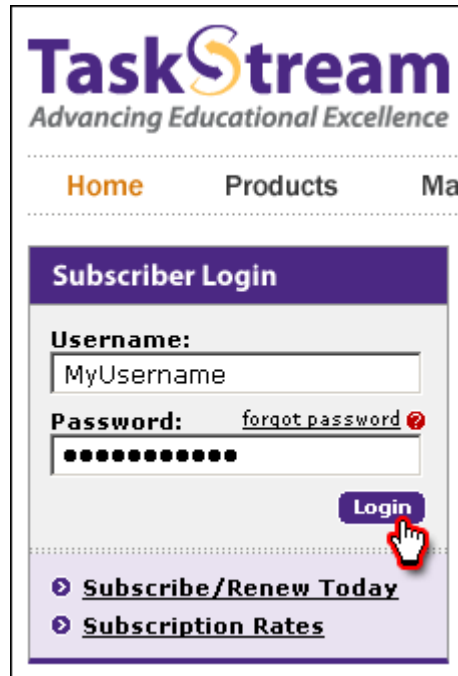




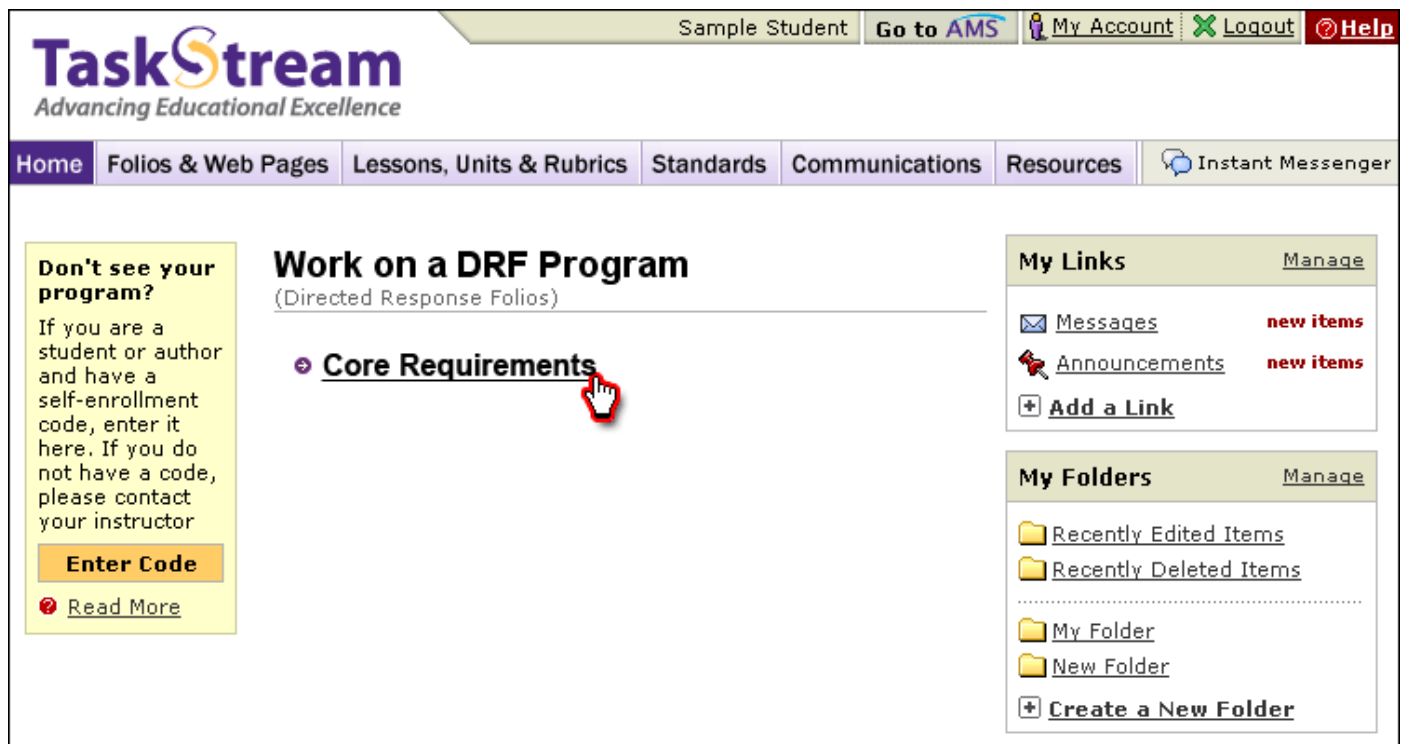
Getting Started with DRF Programs

Accessing Your DRF Program

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



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



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

Core Requirements
Template: 2009 School of Education Template

Work | Comments | Scores/Results | Resources | Options

Preview as Folio

Expand All | Collapse All

General Information

- Category 1
 - Requirement 1
 - Requirement 2
 - Requirement 3
- Category 2
 - Requirement 4
 - Requirement 5
 - Requirement 6
- Category 3
 - Requirement 7
 - Requirement 8
 - Requirement 9

Welcome to the Core Requirements Program

This program will hold all your core work.

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
- Resources

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.

- More about DRF programs
- More about adding content
- More about other 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. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.

Core Requirements
Template: 2009 School of Education Template

Work | Comments | Scores/Results | Resources | Options

Status: Work not Started | Request Comments

Preview as Folio

Expand All | Collapse All

General Information

- Category 1
 - Requirement 1**
 - Requirement 2
 - Requirement 3
- Category 2
 - Requirement 4
 - Requirement 5
 - Requirement 6
- Category 3
 - Requirement 7
 - Requirement 8
 - Requirement 9

Requirement 1

Directions

Please explain your understanding of the following program concepts: Scientific Method, Ethics in Research, Quantitative Analysis

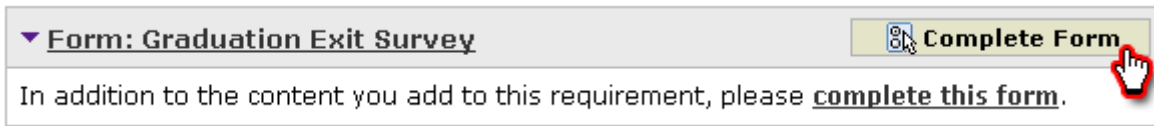
Evaluation Method

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

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

Add: Text & Image | Slideshow | Standards | Attachments | Videos | Links

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



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**, and **Links**.

Adding Attachments

Step 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.

Step 2: Name the file.

Step 3: Add a description of the file, if applicable.

Step 4: Select the checkbox if you would like to specify standards that this attachment addresses.

Click the **Add File** button when finished.

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)!

To submit this requirement to your Evaluator:

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

The screenshot shows the 'Core Requirements' interface. At the top, there are tabs for 'Work', 'Comments', 'Scores/Results', 'Resources', and 'Options'. Below these is a 'Status' indicator showing 'Work in Progress' and two buttons: 'Submit Requirement' (highlighted with a red hand cursor) and 'Request Comments'. On the left, a tree view shows 'General Information' with three categories: 'Category 1' (containing Requirement 1, 2, 3), 'Category 2' (containing Requirement 4, 5, 6), and 'Category 3' (containing Requirement 7, 8, 9). The main area displays 'Requirement 1' with a 'Directions' section and an 'Attachment Section' containing a file named '2009 Thesis' with the description 'This is a word document that outlines my research goals for this year.' At the bottom, there is an 'Add:' menu with options for Text & Image, Slideshow, Standards, Attachments, Videos, and Links.

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

The dialog box asks: **Are you sure you want to submit Requirement 1 (of Category 1) for Evaluation?** Below this, it states: 'Your work will be locked and no further edits will be possible.' There is a section titled 'Add optional comments for your evaluator' with a text input field containing the text: 'Please take a look at my thesis and let me know what you think.' At the bottom, there are three buttons: 'Cancel', 'Check Spelling', and 'Yes - Submit My Work' (highlighted with a red hand cursor).

To view a completed evaluation:

Click the name of the program from the home page.

The screenshot shows the TaskStream home page. At the top, there is a navigation bar with 'Sample Student', 'Go to AMS', 'My Account', 'Logout', and 'Help'. Below this is a secondary navigation bar with 'Home', 'Folios & Web Pages', 'Lessons, Units & Rubrics', 'Standards', 'Communications', 'Resources', and 'Instant Messenger'. The main content area features a 'Work on a DRF Program' section with a sub-section for 'Core Requirements' highlighted by a red hand cursor. To the left is a 'Don't see your program?' box with an 'Enter Code' button. To the right are 'My Links' and 'My Folders' sections.

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

The screenshot shows the 'Core Requirements' page. At the top, there is a navigation bar with 'Work', 'Comments', 'Scores/Results', 'Resources', and 'Options'. The 'Scores/Results' tab is highlighted with a red hand cursor. Below the navigation bar is a 'Preview as Folio' button and a 'Status: Evaluation Released' indicator.

Click the **View Report** button associated with the assignment for which you wish to view the evaluation.

The screenshot shows the 'Scores/Results Summary' table. The table has columns for 'Area', 'Status', and 'Actions'. The 'View Report' button is highlighted with a red hand cursor.

Area	Status	Actions
Category 1		
Requirement 1	Evaluation Released	Submitted: 06.21.2009 11:04:05 AM 4.23/5 View Report

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.