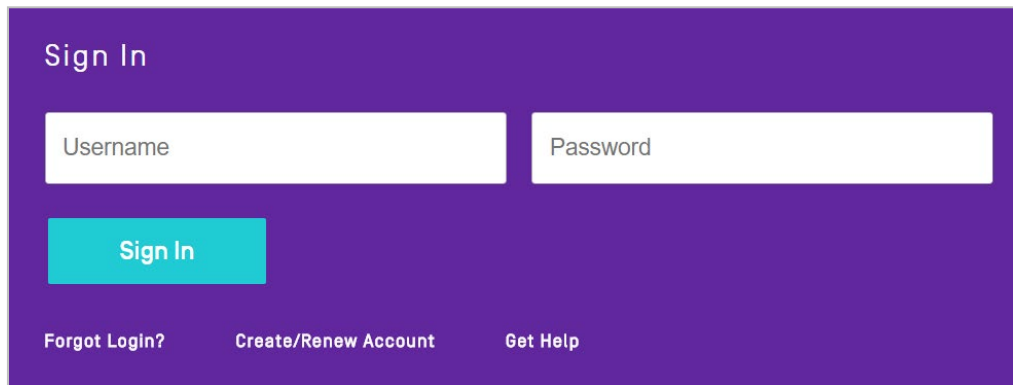


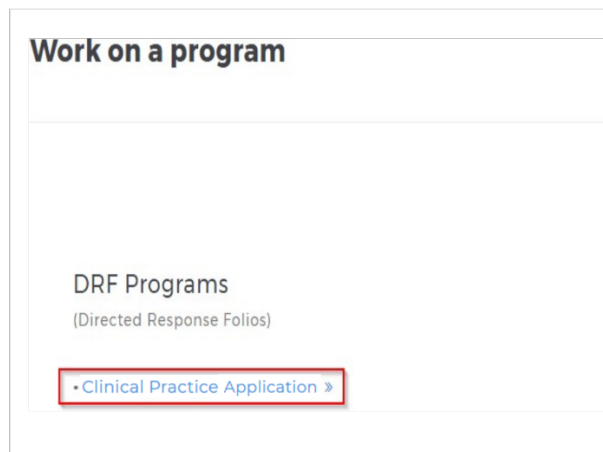
Quick-Start Guide:
Authors –
Teacher Leader
Exit Portfolio

Accessing Your DRF Program(s)

To begin, go to login.taskstream.com and log in using your assigned username and password.



To access your Directed Response Folio (DRF), click the name of the DRF program from the home page. It should be Teacher Leader Portfolio. Below is a sample.



You will see the structure of your Directed Response Folio (DRF) in the left frame. There is only one section in this DRF, the Clinical Practice Application Form.

Demo Teacher Leader Portfolio

Template: Demo Teacher Leader Portfolio

Work

Scores/Results

Options

VIEW AS FOLIO

EXPAND ALL COLLAPSE ALL

General Information

Teacher Leader Portfolio

- Table of Contents
- Letter to Reviewer
- EDTL 601
- EDTL 602
- EDTL 603
- EDTL 604
- EDTL 605
- EDTL 606
- Concentration #1
- Concentration #2

Welcome to the Demo Teacher Leader Portfolio 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

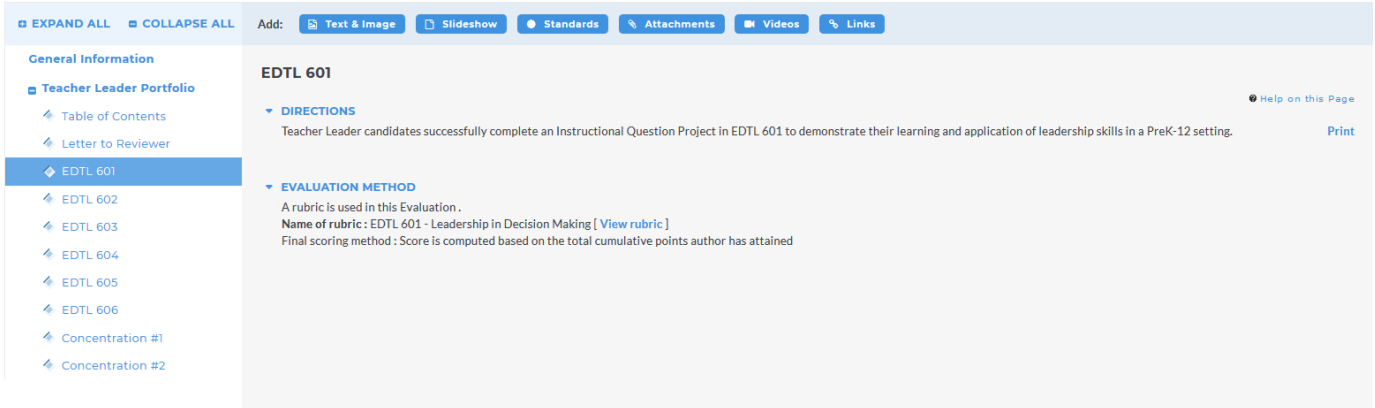
- [Overview](#)

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.

- [More about DRF programs](#)
- [More about how to add content](#)
- [More about Program Options](#)

Click the section of the portfolio you want to work on first from the list on the left. The content of this section will be displayed in the right frame area. No directions are included, as your advisor should have provided those previously. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.



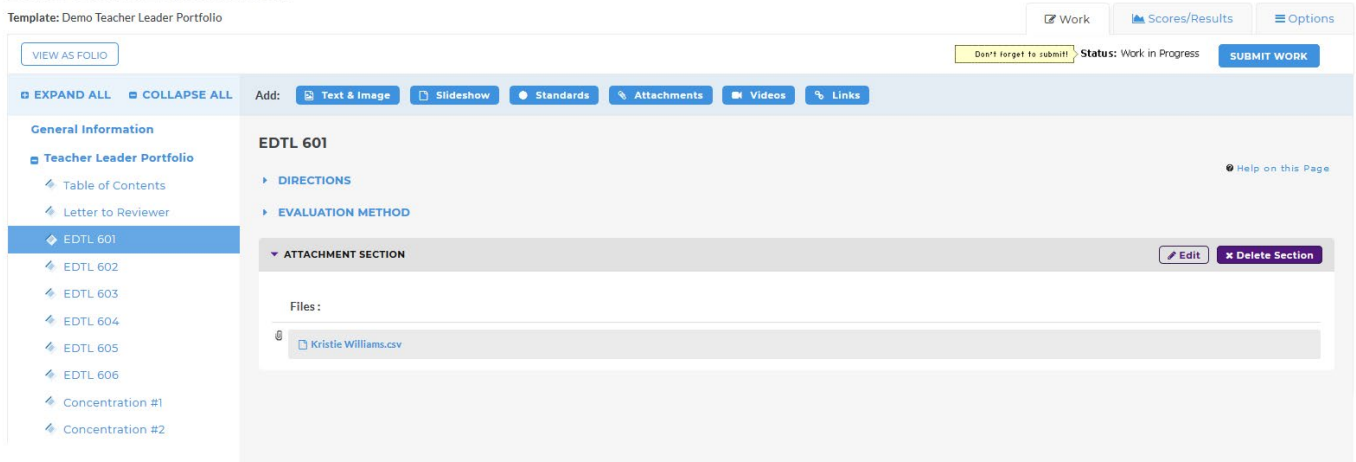
For each section, you will select the type of file you need to upload. You will attach the file and click Save and Return. Do this for each section. After all sections are complete, go to the next step.

Submitting a Requirement to Your Evaluator

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

Demo Teacher Leader Portfolio

Template: Demo Teacher Leader Portfolio



Follow the instructions on the screen to submit your assignment and add comments, as necessary. You will do this for EDTL 601, EDTL 602, EDTL 603, EDTL 604, EDTL 605, and EDTL 606, submitting each to your course instructor, as you take the courses. When you are ready to submit your entire portfolio, add the Table of Contents, Letter to Reviewer, Concentration #1, and Concentration #2 and submit to your program advisor. Contact your advisor and let them know you have submitted these items.