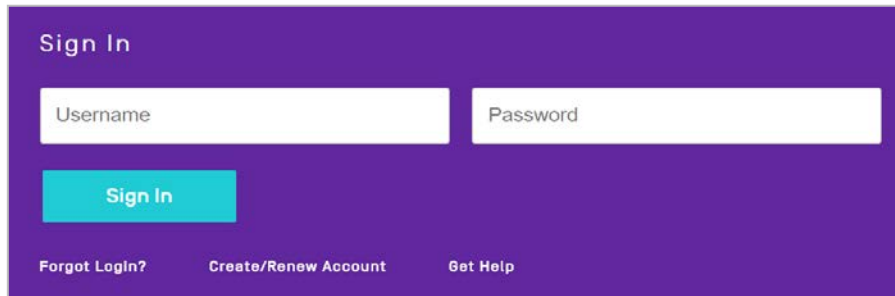


# **Quick-Start Guide:** Authors – Key Assessments

## Accessing Your DRF Program(s)

To begin, go to [login.taskstream.com](https://login.taskstream.com) and log in using your assigned username and password.  
<https://login.taskstream.com/signon/>



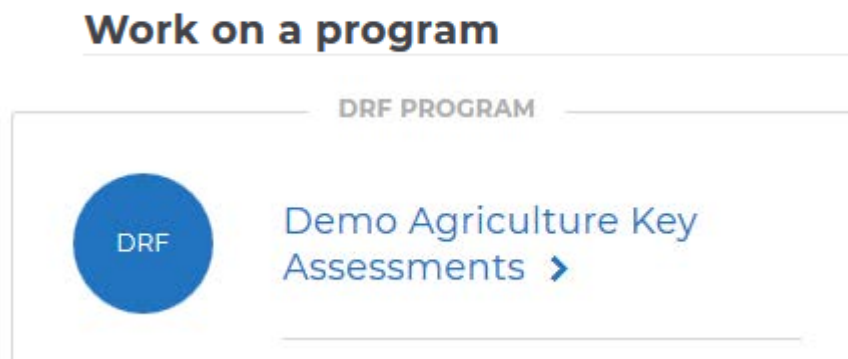
Sign In

Username Password

Sign In

Forgot Login? Create/Renew Account Get Help

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



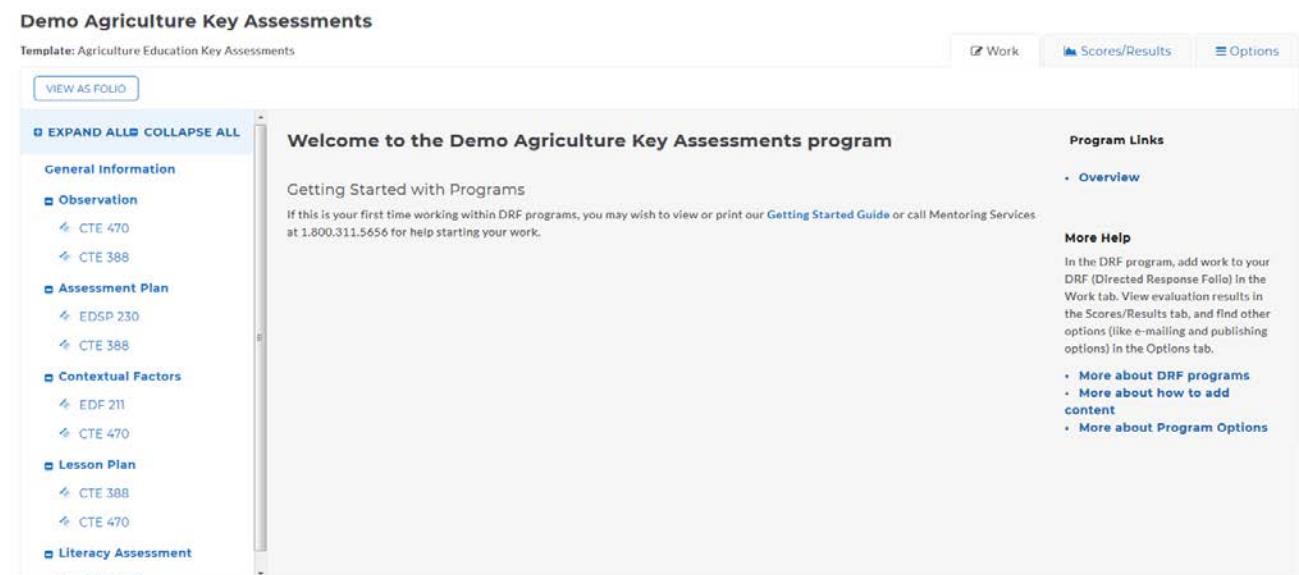
Work on a program

DRF PROGRAM

DRF

Demo Agriculture Key Assessments >

You will see the structure of your Directed Response Folio (DRF) in the left frame. All courses requiring key assessments within your program will be listed and separated by assignment. Complete only the course you are currently taking.



**Demo Agriculture Key Assessments**

Template: Agriculture Education Key Assessments

Work Scores/Results Options

VIEW AS FOLIO

EXPAND ALL COLLAPSE ALL

General Information

- Observation
  - CTE 470
  - CTE 388
- Assessment Plan
  - EDSP 230
  - CTE 388
- Contextual Factors
  - EDF 211
  - CTE 470
- Lesson Plan
  - CTE 388
  - CTE 470
- Literacy Assessment
  - EDUC 470

Welcome to the Demo Agriculture Key Assessments 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

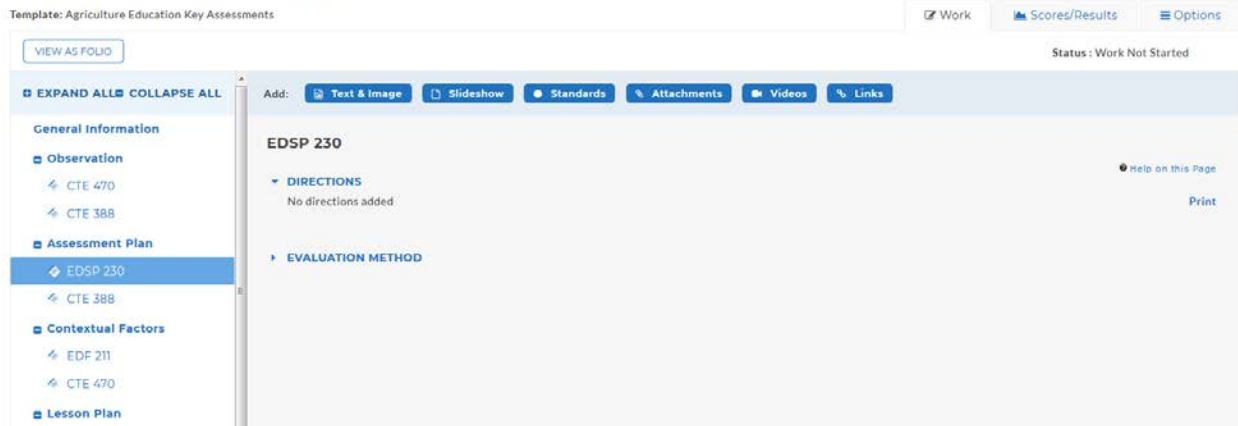
More Help

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 course to submit your key assessment. The content of this section will be displayed in the right frame area. Directions may not always be included, if so, please follow. If you would like to see the rubric being used to evaluate your work, click the Evaluation Method link for that requirement.

### Demo Agriculture Key Assessments



To begin, click the type of file you will submit for evaluation. This will usually be an attachment. You will click on how you will select the file, usually Upload from Computer. Select the file and Upload and Close.

#### Add/Edit Attachments for EDSP 230



Once the file is attached, click the Save and Return button.

#### Add/Edit Attachments for EDSP 230



A pop-up will appear asking if you are ready to submit your work. Click okay to dismiss the pop-up.

#### Are you ready to submit your work?

Please note, submitting work is a two-step process. If you are done adding content, use the "Submit Work" button to send the work to your evaluator. After sending work, your submission will be locked and no further edits will be available.

To submit work, close this window and click the "Submit Work" button on the Work tab.

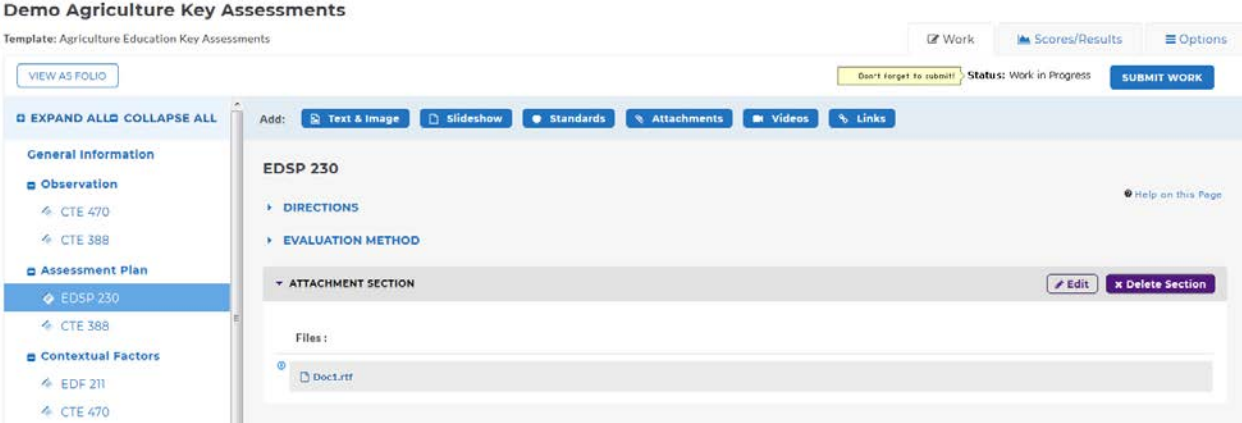


OK

Do not show this reminder again for this session  
(Permanently disable this reminder via the subscription tab on the My Account page.)

# Submitting a Requirement to Your Evaluator

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



Another pop-up will appear. You will select an evaluator for this submission, this will be your course instructor. If your instructor is not listed, please contact Kristie Williams ([k.williams@moreheadstate.edu](mailto:k.williams@moreheadstate.edu)). Click **Submit for Evaluation**.

Are you sure you want to submit EDSP 230 (of Assessment Plan) for Evaluation?

Your work will be locked and no further edits will be possible.

Select an evaluator:

CANCEL

SUBMIT FOR EVALUATION

- Instructor, MSU
- Manager, School of Education

CANCEL

SUBMIT FOR EVALUATION

You will receive a message that you have successfully submitted your work, with the option to send comments to your instructor.

**You have successfully submitted your work**

Send comments to MSU Instructor (Optional)

SKIP SENDING COMMENTS

CHECK SPELLING

SEND COMMENTS