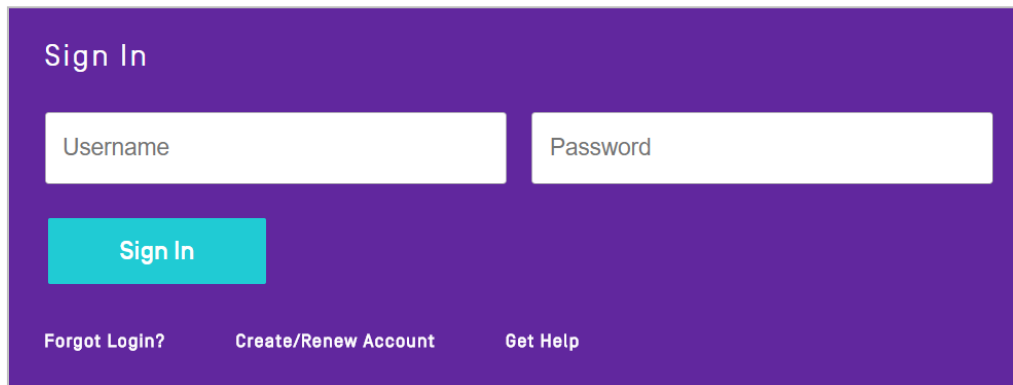


Quick-Start Guide:
Authors –
Teacher Leader
Exit Portfolio

Accessing Your DRF Program(s)

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



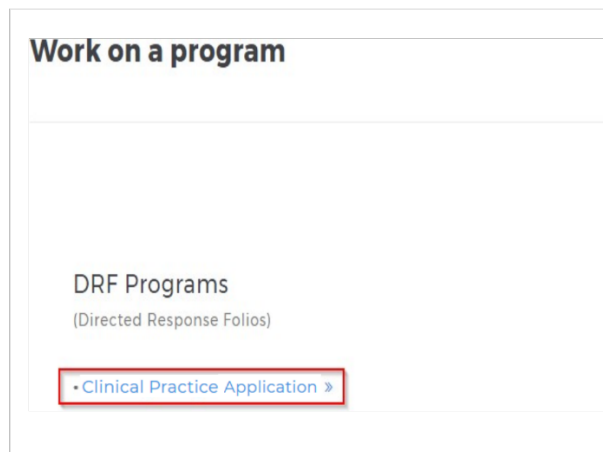
Sign In

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. It should be Teacher Leader Portfolio. Below is a sample.



Work on a program

DRF Programs
(Directed Response Folios)

[Clinical Practice Application »](#)

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.

The screenshot shows a web interface for a portfolio. On the left is a sidebar with a 'General Information' section and a 'Teacher Leader Portfolio' section. Under 'Teacher Leader Portfolio', several items are listed, with 'EDTL 601' highlighted in blue. The main content area on the right is titled 'EDTL 601' and contains two expandable sections: 'DIRECTIONS' and 'EVALUATION METHOD'. The 'DIRECTIONS' section is expanded, showing text about completing an Instructional Question Project. The 'EVALUATION METHOD' section is also expanded, showing a rubric name and a final scoring method. At the top of the main content area, there are buttons for 'Text & Image', 'Slideshow', 'Standards', 'Attachments', 'Videos', and 'Links'. A 'Print' link is visible in the top right corner of the content area.

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

This screenshot shows the 'Demo Teacher Leader Portfolio' interface. At the top right, there are tabs for 'Work', 'Scores/Results', and 'Options'. A yellow warning box says 'Don't forget to submit!' and the status is 'Work in Progress'. A 'SUBMIT WORK' button is visible. The sidebar on the left is identical to the previous screenshot, with 'EDTL 601' selected. The main content area shows the 'EDTL 601' section with 'DIRECTIONS' and 'EVALUATION METHOD' expanded. Below these is an 'ATTACHMENT SECTION' with 'Edit' and 'Delete Section' buttons. Underneath, there is a 'Files:' label and a file upload area containing a file named 'Kristie Williams.csv'. At the top of the main content area, the same file type selection buttons are present.

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