

Submitting Requirements to TaskStream:

1. Go to www.taskstream.com and login to your account.
2. Select *My Programs*.
3. Select *Work on DRF*.
4. Select *Edit Content*. Almost all of your future work will take place in *Edit Content* or *Evaluation*.
5. On the left, you will see a list of courses in a column. Scroll to find your course and click on the respective requirement.
6. You can read the directions, file attachments (if applicable), and rubric here or you can click on the *Add/Edit Work* tab, which open a screen titled Content Editor, to read the directions and rubric. You can print the information from the Content Editor screen.
7. To submit course requirements, click on the *Add/Edit Work* tab then click on identified tab i.e. *Attachments, Web Links, Form*. After this, follow the respective area below.
 - a) Attaching a file from your computer, disk, or USB drive: Find the “Browse” tab, select it to browse for your file. Click on your file then choose Open. (You may include a brief description of the file and/or assignment.) Then click on the *Add File* tab; you will now have a message that “Your file was successfully added and appears on the list below”. Follow the same process to attach additional files. When you are ready to send the attachments to your instructor click on the *Save and Close Window* tab.
 - b) Attaching a file created in TaskStream (e.g. lesson plan): Click on *My TaskStream Work* then go to “Select category” and select the work. (You may include a brief description of the work.) Click on the *Add File* tab and close the window.
 - c) Specify a web link: Choose a name for the link and type the complete web address of the link. You may include a brief description of the link. Leave the indicator on Do not show standards. Select the *Add Link* tab and close the window.
 - d) Completing a form: Complete the form. If a given item has a required response, a response must be indicated or the form will not save. Both open ended items and fixed response items may have required responses. These items are indicated with an arrow. When finished click on *Save and Close Window* tab.
8. You are now back to the *Edit Content* screen but have an *Evaluation* tab, click on it. A rectangular *Submit* indicator appears in the Submit Work column opposite the assignment. Click on *Submit* then click on the small circle by your instructor’s name and click on *Submit* again. **NOTE:** Once you submit, you are unable to retrieve the requirement to make changes.
9. Close the window and *Log Out*.

To View Your Graded Work:

1. Go to www.taskstream.com and login to your account.
2. Select *My Programs*.
3. Select *Work on DRF* then click on the *Submissions and Evaluation* tab.
4. You should see that your assignment has been returned. You can find the comments and results under the *Evaluation* tab.
5. Close the window and *Log Out*.