

How to Submit work to TaskStream

To submit assignments to TaskStream. Log into TaskStream. Then click on “Work on DRF” under the correct program section on your homepage. Then follow the direction below the picture.



1. The first time you make this selection, **Overview** is highlighted. You may read this now or go back to it later.
2. For the time being, ignore the choices **Choose Style** and **Publish/Share**.
3. Select **Edit Content**. This is where you will be transferred on subsequent choices of **Work on DRF**. In fact, almost all of your future work will take place in **Edit Content** or **Evaluation**.
4. You will see the structure of the requirements for one or more of the education or education related courses you are taking this semester on the left. Select one of the requirements under a course in which you are enrolled.
5. Choose **Directions** and read. Note: the directions may be brief or non-existent.
6. There may be other attachments (underlined and bolded) which you may open and read.
7. Select **Add/Edit Work**.
8. Read directions; select **Evaluation Method** and read explanation. These directions/explanation may also be brief or non-existent. If the requirement is graded using a rubric, select **View Rubric**.
9. You will use this section when you submit your course requirements.
 - a. Attaching a file from your computer, disk, or USB drive: Select the **Attachments** tab. In the **Name File** box, type a suitable name for the requirement. **Browse** for the file, select it, and choose **Open**. You may include a brief description of the file and/or assignment. Leave the indicator on **Do not show standards**. Select the **Add File** tab and close the window.
 - b. Attaching a file created in TaskStream (e.g. lesson plan): Select the **Attachments** tab. Choose **My TaskStream Work** and **Select category**. Choose the work. You may include a brief description of the work. Leave the indicator on **Do not show standards**. Select the **Add File** tab and close the window.
 - c. Specifying a web link: Select the **Web Links** tab. 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: Select the **Form** tab. The appropriate form will open. Complete the form. If a given item has a required response, you must give a response 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. **Save and Close Window**.
10. Select the **Evaluation** tab.

11. A rectangular **Submit** indicator appears in the **Submit Work** column opposite the assignment. Select the indicator, choose an **Evaluator** (instructor), and **Submit**. That's two submits. Note: you may also include a message to the instructor.
12. You may now log out of this session.
13. Your instructor will evaluate this assignment and return it to you.
14. Give the instructor a few days to look at your work, and then log back on.
15. Select **My Programs, Work on DRF**, and then choose the **Evaluation** tab. You should see that your assignment has been returned. You'll find the results under the **Evaluation** tab.