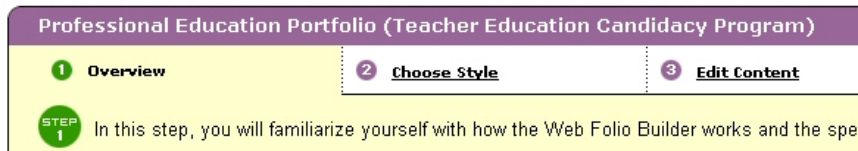


Uploading Your Teacher Education Autobiography! Student Quick-Start Guide

1. Go to www.taskstream.com and log into TaskStream using your assigned username and password.
2. To access the My Programs area, click the “**My Programs**” link.
3. You should see an area titled **Teacher Education Candidacy Program**.

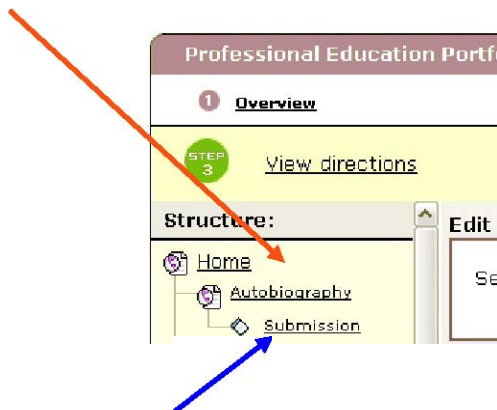


Next, click the “**Work on DRF**” link under the “**Author Options**” heading.



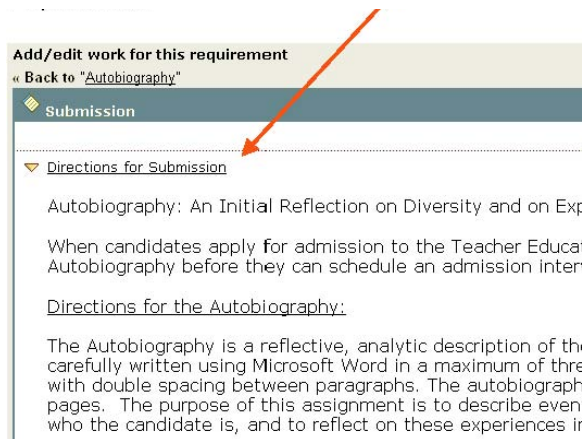
Proceed through steps 1 & 2 in the Web Folio builder process to select your portfolio style.

Next (step 3), you will see the structure tree and a section titled ‘Autobiography’.



Click on “**Submission**”.

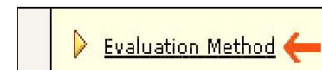
4. You can click the “**Directions for Submission**” link to view the directions that have been specified.



5. When you are ready to attach your autobiography (a MS Word document on your computer), click the “**Add/Edit Work**” button to open the Content Editor window.



6. Note: If you would like to see the rubric being used to evaluate your work, click the “**Evaluation Method**” link to access the rubric associated with the requirement (optional).



7. The tabs in the content editor allow you to add text, images, file attachments, and web links to your submission.

To attach your autobiography to your DRF, click the “**Attachments**” tab in the Content Editor.



Type a name for your autobiography, then Click “**Browse**” to find the autobiography file you want to attach.

Click the “**Add File**” button.



Close the Content Editor window.

You have now successfully attached your autobiography to your Directed Response Folio (DRF)!

Next, you will submit your autobiography for evaluation...

8. Click the **"Evaluation"** tab link (step 5) and find your autobiography you would like to submit.



9. Click the **"Submit"** button associated with the work you would like to submit.

Follow the instructions on the screen to submit your autobiography and add comments, as necessary. When ready for final submission, click the 'Submit for Evaluation' button at the lower right.

PLEASE NOTE THAT ONCE YOU CLICK SUBMIT, YOUR WORK WILL BE "LOCKED" AND NO FURTHER EDITING WILL BE POSSIBLE.

