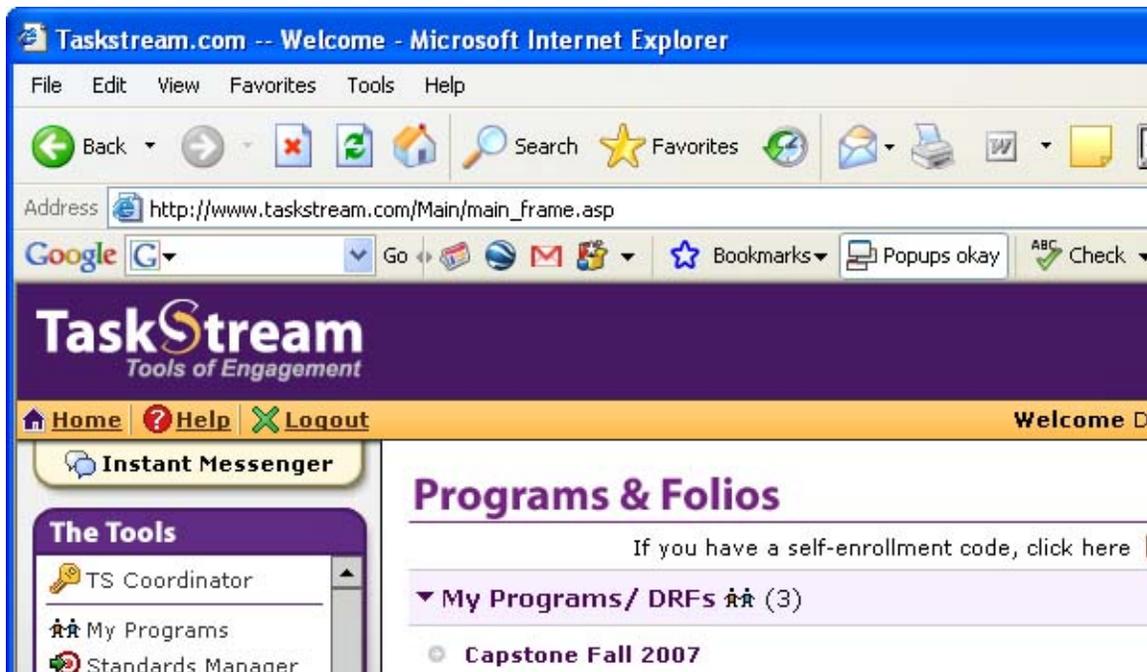


First go to [www.taskstream.com](http://www.taskstream.com) .  
Login using your username and password  
(You created both during your registration to taskstream)



Now that you have accessed Taskstream, you must click on the **My Programs** link under **The Tools** bar on the left of the screen.



Now that you have click the My Programs button you should see the **HPER Methods** DRF.

**TaskStream**  
Tools of Engagement

Home Help Logout

Instant Messenger

**The Tools**

- TS Coordinator
- My Programs
- Standards Manager
- Resource Manager
- Web Folio Builder
- Web Page Builder
- Unit Builder

**My Programs**  
Help on this Page

☆☆ My Programs Home

- Manage or create a folio assessment program
- Manage or create a collaborative program
- Self-enrollment options
- Customize this page/Hide Programs

**Evaluation Shortcuts**

- ☆☆ Requires Evaluation
- ☆☆ Evals To Be Released

If you have a self-enrollment code, click here: [Self-Enroll](#)

● **HPER Methods**

**Overview:** [View](#)

**Type:** Folio Assessment Program

**DRF:** HPER Methods form

[Work on DRF](#)

[Evaluate](#)

[Manage Evals](#)

Next click on the **Work on DRF** link located toward the right of the screen.

Now we have to setup the **HPER Methods** Program.

(You must complete the following steps for your work to be uploaded correctly)

The first step is the **Overview**. In this step, you will familiarize yourself with how the Web Folio Builder works and the specific requirements for this Directed Response Folio. Click 'Next Step' to continue.

**Web Folio Builder** Delta State Manager

Help on this Page | Web Folio Builder Home

**HPER Methods form (HPER Methods)**

- Overview
- Choose Style
- Edit Content
- Publish / Share
- Submission & Evaluation

**STEP 1** In this step, you will familiarize yourself with how the Web Folio Builder works and the specific requirements for this Directed Response Folio. Click 'Next Step' to continue.

[Preview DRF Structure/Requirements](#) [Next Step](#)

Step two, choose a style and color scheme by selecting a format and then clicking 'Next Step'. You can always come back to this step and change your choice later.

## Web Folio Builder

Delta State Manager

[Help on this Page](#) | [Web Folio Builder Home](#)

The screenshot shows the 'HPER Methods form (HPER Methods)' interface. At the top, there is a progress bar with five steps: 1 Overview, 2 Choose Style (highlighted in green), 3 Edit Content, 4 Publish / Share, and 5 Submission & Evaluation. Below the progress bar, the main content area contains the text: 'STEP 2 Choose a style and color scheme by selecting a format and then clicking 'Next Step'. You can always come back to this step and change your choice later.' At the bottom of the content area, there are four buttons: 'Web View', 'Save', 'Previous Step', and 'Next Step'.

Step three. This is where you will find the links to the assignments that you are required to upload and be evaluated on. Now click "Next Step".

## Web Folio Builder

Delta State Manager

[Help on this Page](#) | [Web Folio Builder Home](#)

The screenshot shows the 'HPER Methods form (HPER Methods)' interface. The progress bar now highlights step 3 'Edit Content' in green. The main content area contains the text: 'STEP 3 View directions'. At the bottom of the content area, there are four buttons: 'Web View', 'Preferences', 'Previous Step', and 'Next Step'.

Now you should see this screen.

## Web Folio Builder

Delta State Manager

[Help on this Page](#) | [Web Folio Builder Home](#)

The screenshot shows the 'HPER Methods form (HPER Methods)' interface. The progress bar now highlights step 4 'Publish / Share' in green. The main content area contains the text: 'STEP 4 You may wish to share your work with others. Use the buttons below to e-mail your work, request feedback from a reviewer (reviewers are assigned by a program coordinator or instructor), or publish to the Web. In the next step, you will submit work for evaluation.' At the bottom of the content area, there are four buttons: 'Web View', 'E-mail', 'Publish Options', and 'Request Feedback (Share with Reviewer)'.

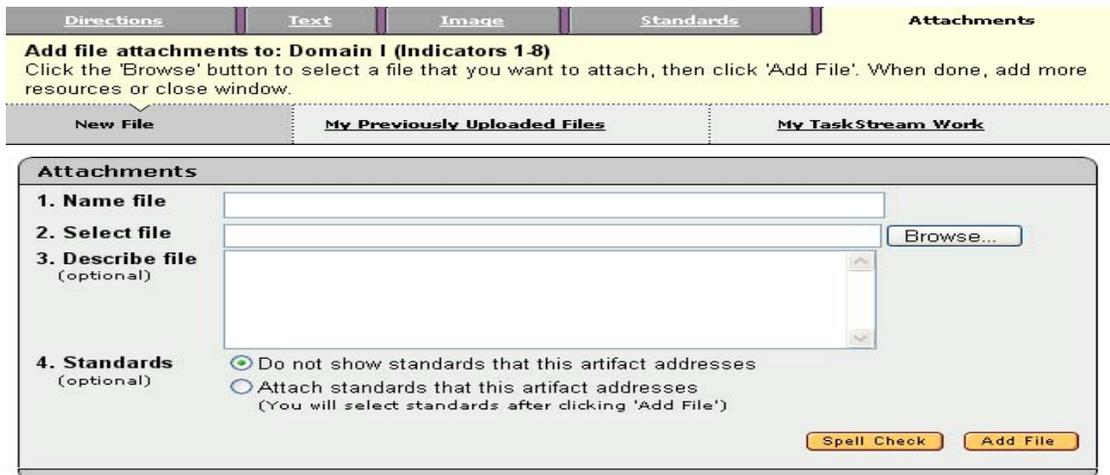
You have now successfully setup your **HPER Methods** Program.

Now you will need to click back on the **Edit Content** Tab.  
(This is were the links for your work are located)

You should see this page after you click on **Edit Content**.



Look on the left of the screen and click **Domain I** under the STAI link.  
Next, upload your lesson plan by clicking the **Add/Edit Work** button and then the **Attachment tab** (upper right).



Now just **Browse** for you file and click the **Add File** button.

When that is completed just Exit out of that window.

Now click on the last Tab named **Submissions**

HPER Methods form (HPER Methods)

1 Overview 2 Choose Style 3 Edit Content 4 Publish / Share 5 Submission & Evaluation

**STEP 5** Submit completed work for evaluation by clicking the **'Submit'** or **'Re-submit'** button (this button only appears if work has been started). All results will be posted under "Evaluation Outcome" column.

**Evaluation Summary** [\[Print View\]](#)  
0 out of 3 evaluations complete

Description	Status	Submit Work	Evaluation outcome
<b>STAI</b>			
Domain I (Indicators 1-8)	In Progress	<input type="button" value="Submit"/>	
<b>Teacher Work Sample</b>			
TWS(Student Learning)	N/A (Evaluation Only)	No submission required	
TWS-Reflection/Self-Evaluation	N/A (Evaluation Only)	No submission required	

You should see a screen very similar to this one.

Now click on the **Submit** button across from the Domain I Description.

This screen will then pop up.

**Select an Evaluator** [Close Window](#)

Submitting for evaluation will "lock" your work so that no further editing will be possible.

**Please select an evaluator:**

- Delta State Manager
- Lindon Ratliff
- Jenetta Waddell

Choose your evaluator and then hit **Submit**.

**You have completed the Lesson Plan.**

