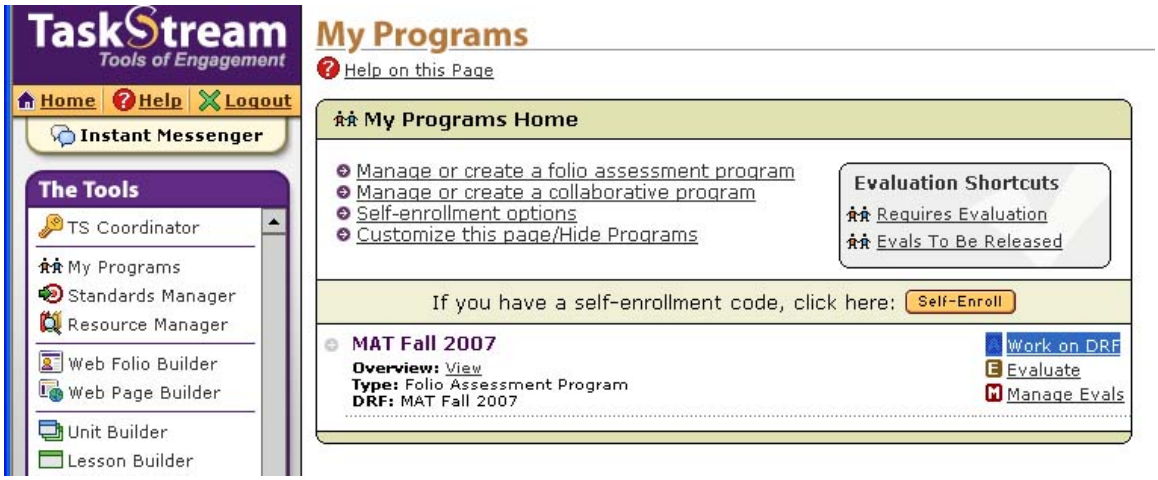
First go to www.taskstream.com .
Login using your username and password
(You created both during your registration to taskstream)

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 **Introduction to Teaching Fall 2007** DRF.



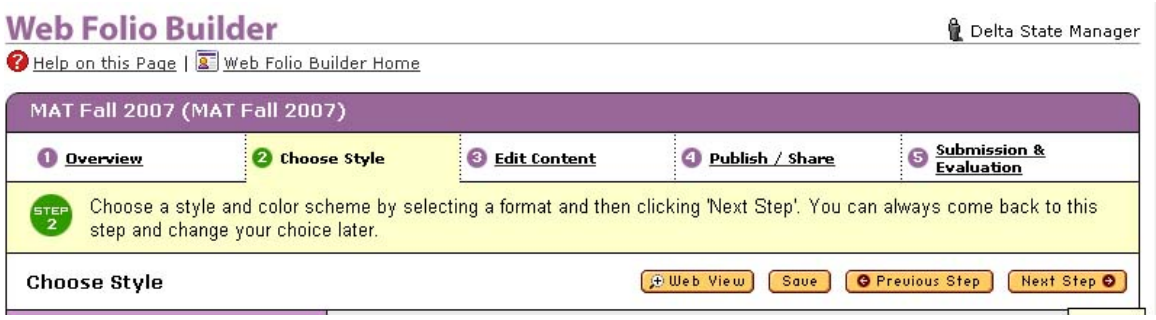
Next click on the **Work on DRF** link located toward the right of the screen.

Now we have to setup the **Introduction to Teaching Fall 2007** Program.

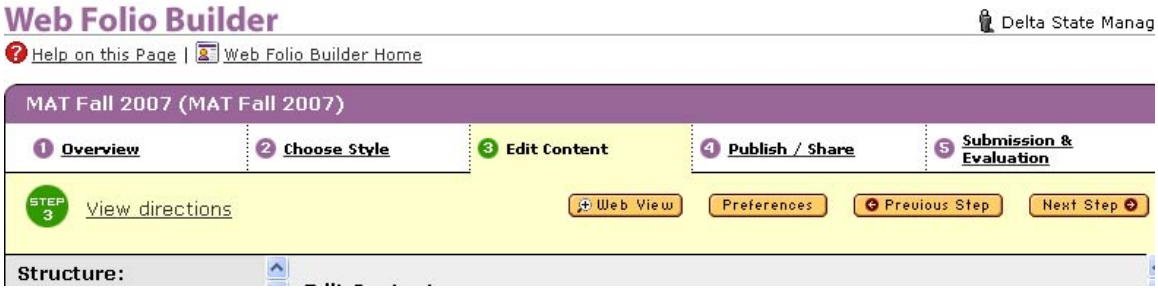
(You must complete the following steps for your work to be uploaded correctly)

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.

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.



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”.

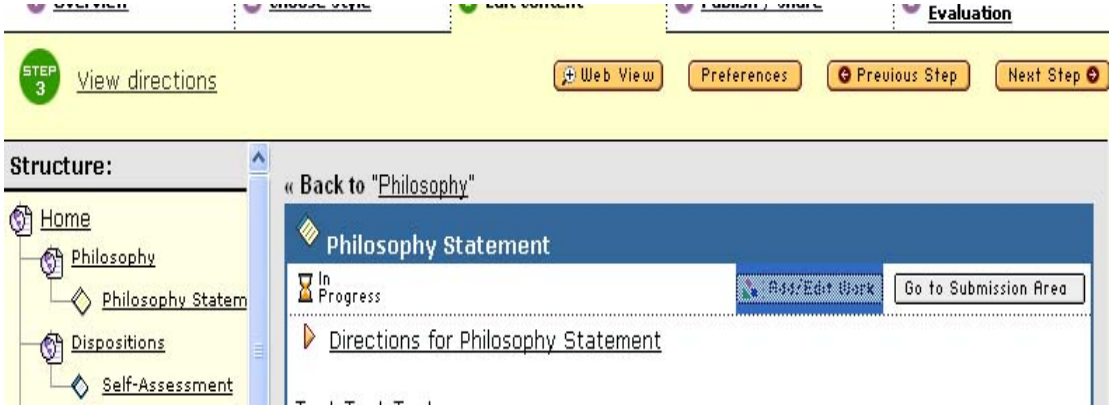


Now you should see this screen.

You have now successfully setup your **MAT Fall 2007** 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**.

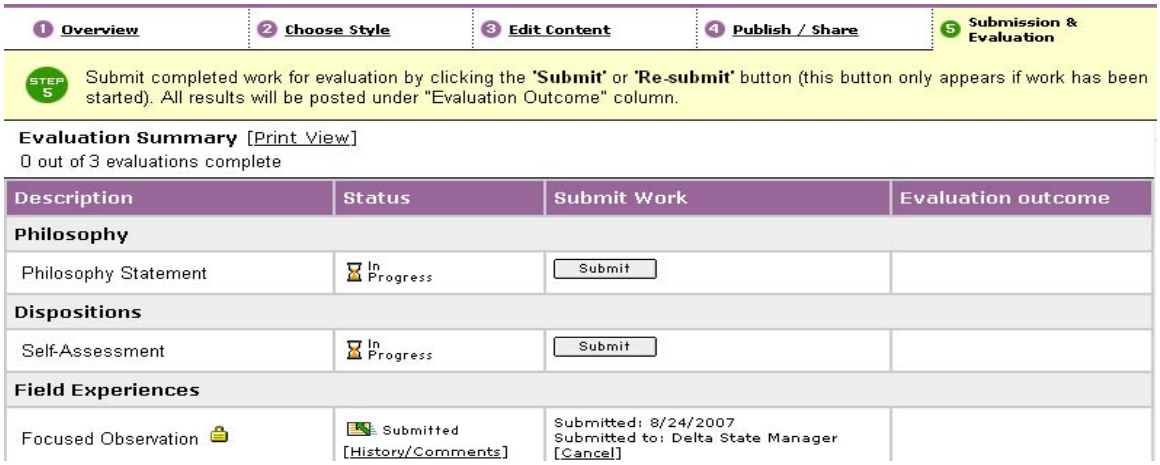


Look on the left of the screen and click **Philosophy** under the Philosophy link. Next, upload the Philosophy statement by clicking the **Add/Edit Work** button and then the **Attachment tab** (upper right).

Now upload the Philosophy File.

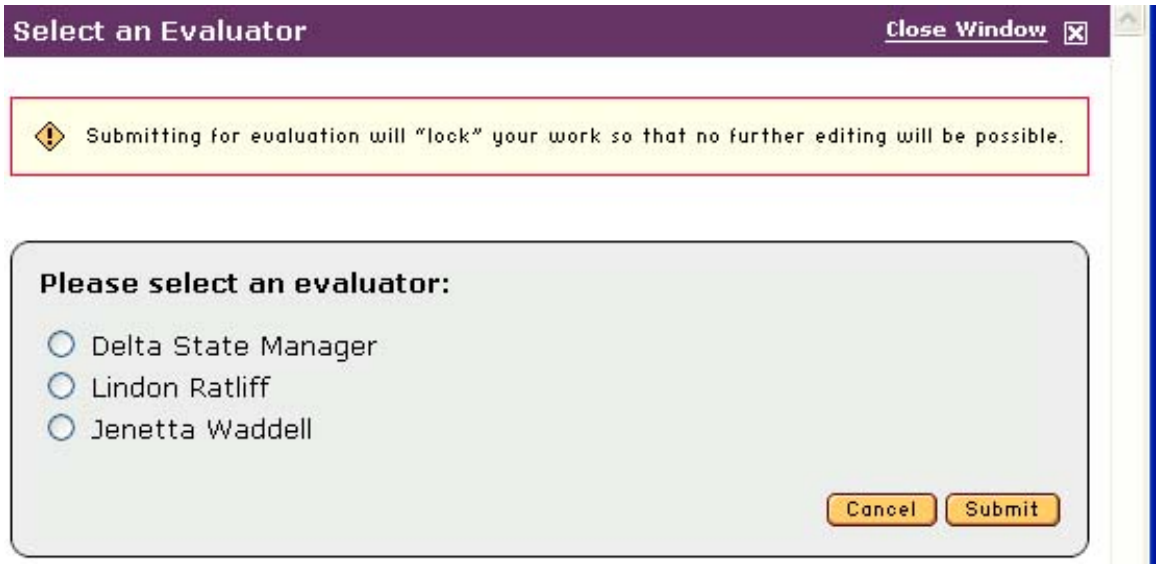
Now click on the **Go to Submission Area** button.

You should see a screen very similar to this one.



Now click on the **Submit** button across from the Philosophy Statement.

This screen will then pop up.



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

You have completed the Philosophy Statement.