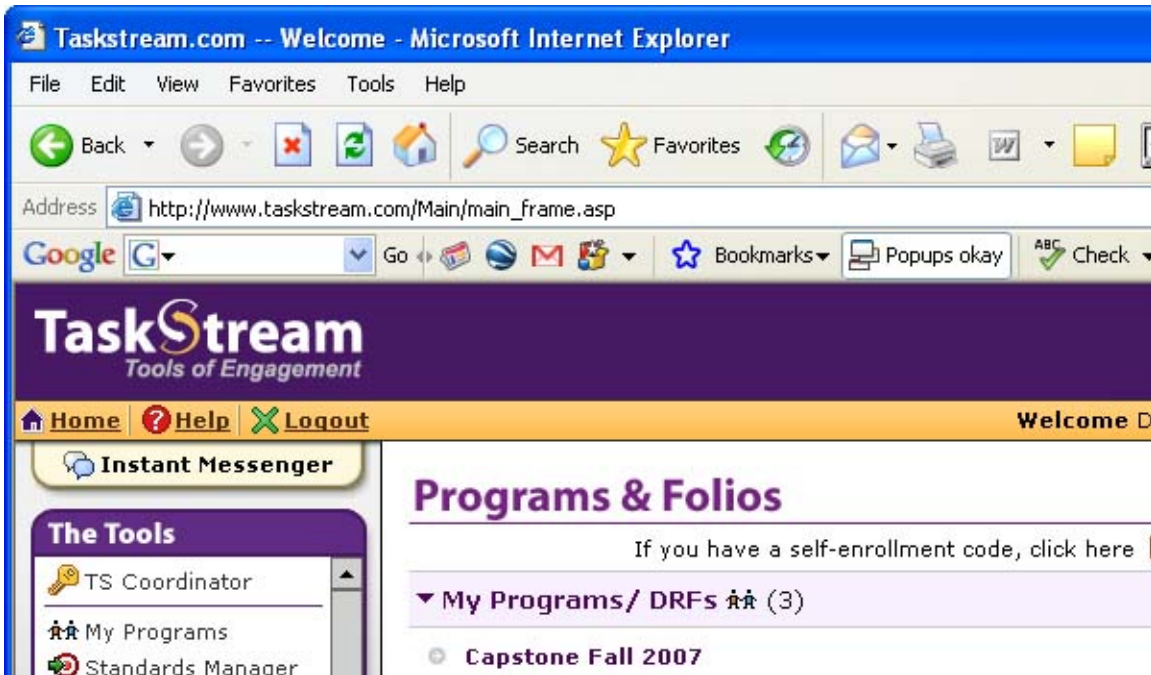


First go to www.taskstream.com .
Login using your username and password
(You created both during your registration to taskstream)



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.

The screenshot shows the 'Web Folio Builder' interface for 'MAT Fall 2007'. The navigation bar includes 'Help on this Page' and 'Web Folio Builder Home'. The main content area has a purple header with the text 'MAT Fall 2007 (MAT Fall 2007)'. Below the header is a horizontal menu with five tabs: '1 Overview', '2 Choose Style', '3 Edit Content', '4 Publish / Share', and '5 Submission & Evaluation'. The '2 Choose Style' tab is highlighted in yellow. Below the tabs, the text reads: '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".

The screenshot shows the 'Web Folio Builder' interface for 'MAT Fall 2007'. The navigation bar includes 'Help on this Page' and 'Web Folio Builder Home'. The main content area has a purple header with the text 'MAT Fall 2007 (MAT Fall 2007)'. Below the header is a horizontal menu with five tabs: '1 Overview', '2 Choose Style', '3 Edit Content', '4 Publish / Share', and '5 Submission & Evaluation'. The '3 Edit Content' tab is highlighted in yellow. Below the tabs, the text reads: 'STEP 3 View directions'. At the bottom of the content area, there are four buttons: 'Web View', 'Preferences', 'Previous Step', and 'Next Step'. Below the buttons, the text 'Structure:' is visible.

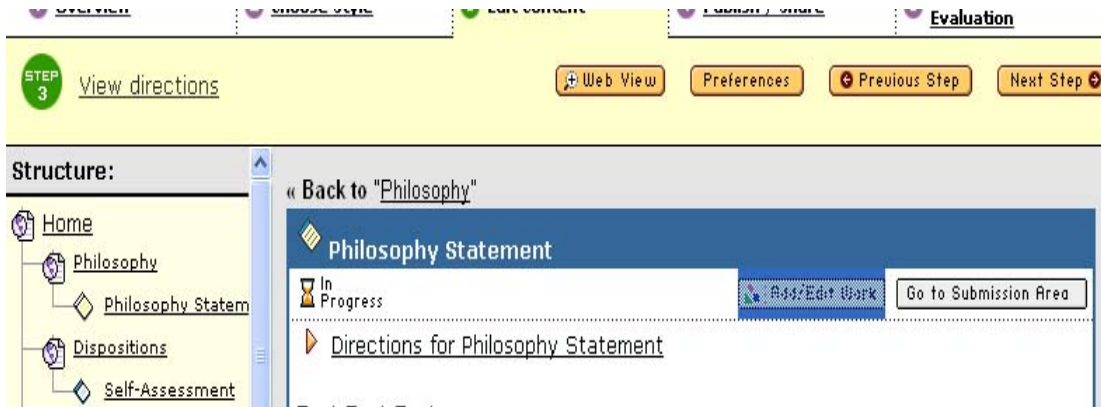
Now you should see this screen.

The screenshot shows the 'Web Folio Builder' interface for 'MAT Fall 2007'. The navigation bar includes 'Help on this Page' and 'Web Folio Builder Home'. The main content area has a purple header with the text 'MAT Fall 2007 (MAT Fall 2007)'. Below the header is a horizontal menu with five tabs: '1 Overview', '2 Choose Style', '3 Edit Content', '4 Publish / Share', and '5 Submission & Evaluation'. The '4 Publish / Share' tab is highlighted in yellow. Below the tabs, the text reads: '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)'.

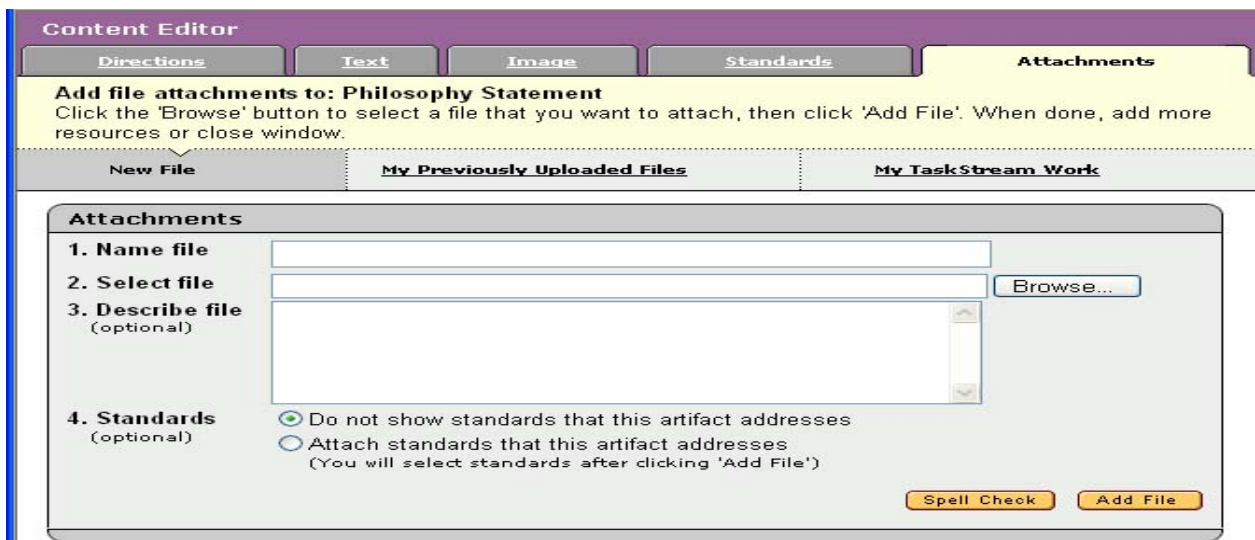
You have now successfully setup your **MAT Fall 2007** Program.

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.

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
Philosophy			
Philosophy Statement	In Progress	<input type="button" value="Submit"/>	
Dispositions			
Self-Assessment	In Progress	<input type="button" value="Submit"/>	
Field Experiences			
Focused Observation	Submitted [History/Comments]	Submitted: 8/24/2007 Submitted to: Delta State Manager [Cancel]	

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

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 Philosophy Statement.

