



LEARNING
ACHIEVEMENT TOOLS

Getting Started with DRF Programs

Adding work to your TaskStream Portfolio (DRF)

Note: You **MUST** self-enroll in a DRF licensure portfolio program **BEFORE** you can add your ISL Project to TaskStream. **Usually this is done in a program course before the student teaching semester, but there are exceptions.**

Use the Help Sheet: **Self-Enrolling in your licensure portfolio DRF (Directed Response Folio) in TaskStream**, available from the OFE website under “Resources” to self-enroll in your program-specific DRF.

Find Your Program(s)

*Note: you must SELF-ENROLL into a program BEFORE you can access the DRF. See note on previous page if you have not enrolled in a program.

1. To begin, **go to taskstream.uncc.edu**
2. Log into TaskStream **with your Ninernet username and password.**

A screenshot of the TaskStream login page. It features a light green message box at the top that says "Please login with your NinerNET credentials." Below this are two input fields: "Username:" and "Password:". To the right of the password field is a green "Login »" button.

3. From the home page, to access your Directed Response Folio (DRF), **click the name of your DRF Program (our example is a Secondary UG portfolio, but each title will be program specific).** The structure of your DRF displays in the left panel.



Don't see your program?

If you are a student or author and have a self-enrollment code, enter it here. If you do not have a code, please contact your instructor

[Enter Code](#)

[Read More](#)

Work on a DRF Program

(Directed Response Folios)

- [Demonstration DRF](#)
- [SECD- UG English, Math, Science, Social Studies](#)

A yellow starburst callout with a red outline containing the text "Choose your Program here".

Choose your Program here

4. In the structure section (highlighted in red square below), click on the Evidence you are submitting work for. For this example, we will use the EE 5 Impact on Student Learning Project, but the same directions would work for any evidence submission.



SECD- UG English, Math, Science, Social Studies

Template: SECD- UG English, Math, Science, Social Studies

Preview as Folio

Expand All Collapse All

- General Information
 - EE1 Transcript
 - Transcript and/ or Praxis
 - EE2 Content Knowledge
 - EE2 Artifact
 - EE3 Instructional Unit Plan
 - Instructional Unit Plan
 - EE4 Cert. of Teaching Capacity
 - Certificate
 - EE5 Impact on Student Learning Proj**
 - ISL Project**
 - EE6 Candidate Prof. Dev. Plan

Welcome to the SECD- UG English, Math, Social Studies program

SECD- UG English, Math, Science, Social Studies

Getting Started with Programs

If this is your first time working within DRF programs, you may want to print our [Getting Started Guide](#) or call Mentoring Services at help starting your work.

5. You should see a message that says, "EE5 (or whatever Evidence you are submitting) Impact on Student Learning Proj has 1 requirement." Click the Edit Work button.

EE5 Impact on Student Learning Proj has 1 requirement

ISL Project

Work Not Started

Edit Work

6. A bar will appear at the bottom of the screen with a light bulb icon and options for adding work. **Select Attachments.**

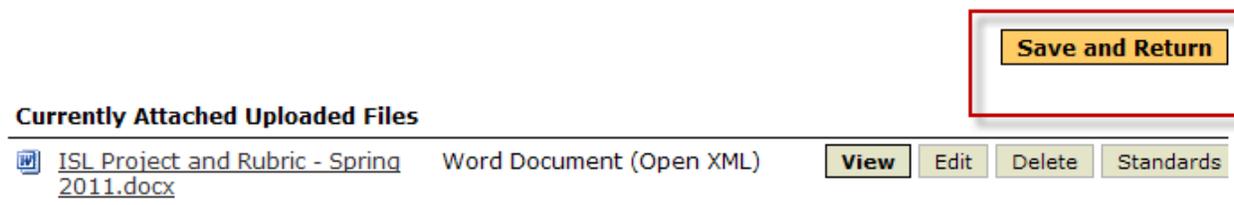


7. You will see a box that is labeled "Add New Attachment." The radio button defaults to "A file saved on your computer." **Click Browse to find your evidence work product on your computer (in this case, the ISL Project). Then click Add File.**

A form titled "Add New Attachment". It has a section "Select File:" with three radio button options: "A file saved on your computer" (selected), "Attach a previously uploaded file", and "An artifact created in TaskStream (Lesson, Folio, etc.)". The "Browse..." button next to the first option is highlighted with a red box. Below this is a "Name File:" text input field, a "Description: (Optional)" text input field, and an "Attach Standards: (Optional)" section with a checkbox "Attach standards to this file". At the bottom are "Check Spelling" and "Add File" buttons, with the "Add File" button highlighted by a red box.

No files have been attached yet.

8. Your file will appear on the screen. You may view, edit or delete it if you wish. Once you are ready to proceed, **click Save and Return.**



*Congratulations! You have successfully attached your work product to your DRF Licensure Portfolio!! **Only one more step ...***

Submit this Requirement to your Evaluator (university supervisor or appropriate faculty member)

9. In the upper right-hand corner of the Work tab, **click Submit Work.**



10. The system verifies that you want to submit your assignment for evaluation, and asks you to select an evaluator.

- For Evidences 1, 4, 5 and possibly 6/B (depends on your program), choose **your University Supervisor.**
- For Evidences 2 (Content Project) and 3 (Unit Plan), choose your instructor for those courses where this work was completed.

Then click **Submit for Evaluation.**

Select an evaluator:

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- Lyndon Abrams
 - Lynn Ahlgrim-Delzell
 - Robert Algozzine
 - Kelly Anderson
 - Anna Athanasopoulou



11. You will see a message that says, **“You have successfully submitted your work.”**

Optional: to include notes to your evaluator, enter your comments in the designated field and click “Send Comments.” If you do not wish to send comments, click, “Skip Sending Comments.”

12. You will see a second message that says, **“You have successfully submitted _____**, with the date stamp and time of submission and your evaluator’s name. **You may print the confirmation if you choose, or just close the window.**

*Your work has been sent to the evaluator for review. To check on the status of your work or to revise your work based on evaluator feedback, follow the directions in the Help Sheet: **Student Guide to Evaluation or Revision of Submitted Work**, available on the OFE website under “Resources”.*

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.