

## Step 1: Login

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- Sign into your Flashline account.
- On the left sidebar, click "**Student**," then click "**Resources**," and then click "**Academic Resources**."
- Within the main portion of your window, click on the block that says "**Taskstream**" or "**Watermark (Taskstream)**." A new tab will open and you should be automatically signed into your account. However, if you are asked to sign in, then use your Flashline username and password.



○ **Spring 2019 and Summer 2019 Classes:** KSU will be updating its single-sign-on system during these semesters. Please be aware that, at some point during the semester, you will no longer be automatically signed in when you click on the "Taskstream" block. Rather, you will...

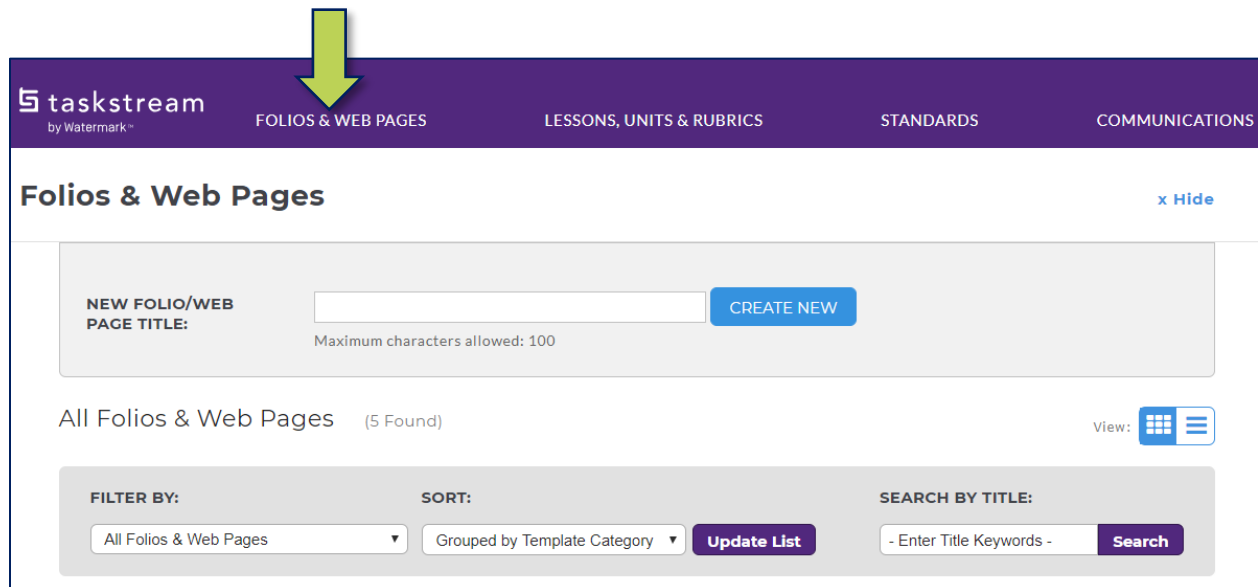
- A) Be prompted to enter your email address.
- B) Then you will be prompted to sign into your account with your Flashline username and password.

**Troubleshooting:** If the browser you are using is set to block pop-ups, then Taskstream will not open in a new tab. To fix this, change your pop-up blocker settings to allow pop-ups from Taskstream.

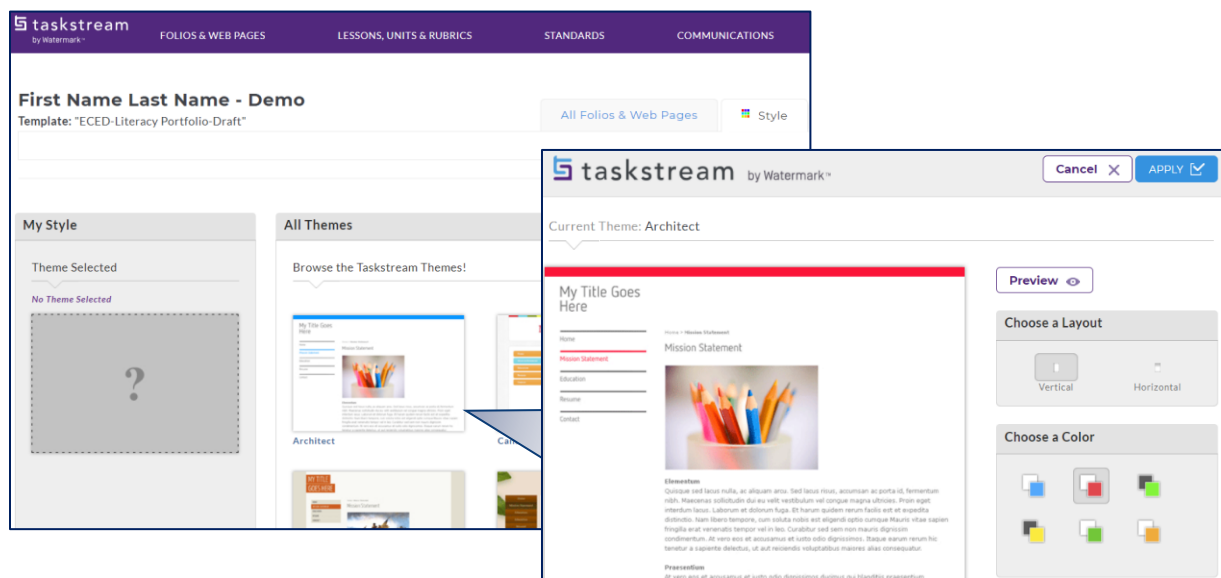
## Step 2: Create a New Folio or Web Page

Click **"Folios & Web Pages"** at the top of your screen.

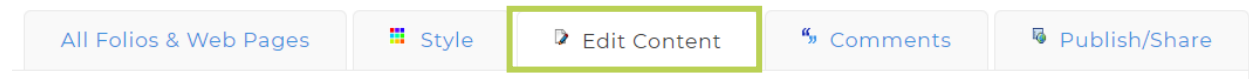
- Enter a name in the New Folio/Web Page Title field, and then click the blue **"Create New"** button.
  - The name of your portfolio can be edited later.



- Select the template you wish to use as a starting point. \*If you are creating this portfolio for a course, then please select the option *Custom Templates (designed by your learning community)*, and use the dropdown menu to choose the template you need.\* Once you have the correct one selected, click the blue **"Continue"** button to proceed.
- Select the theme you would like to use. Another window will open, and you will need to choose a layout and color. Once you are satisfied, click the **"Apply"** button (top).



## Step 3: Add/Edit Content



To begin editing content, click the “**Edit Content**” tab (top). If you are creating this project for a course and you have been instructed to use a specific template (selected in Step 2), then please only add/edit content. If you are creating this for your own purposes or have been given permission from your professor to adjust the template, then please see the [optional customize template step](#).

- To add content, select the area you want to work with from the left sidebar.
- When the workspace area for that page opens, click the button corresponding to the type of content you wish to add using the *Add* toolbar. You can add Text & Image, Slideshow, Standards, Main Text, Attachments, Videos, Links, Reports, Sample Work, Embedded Media, or a Section.
  - It is most likely that you will use Text & Image (or Main Text) and attachments most frequently. Please see below for detailed examples.

**TIP** – It is recommended that you work on your assignment offline, and then copy and paste your content or upload documents once they are ready for submission. This will help to avoid loss of work due to technical errors.

The screenshot shows the 'First Name Last Name - Demo' workspace. The top navigation bar includes tabs for 'All Folios & Web Pages', 'Style', 'Edit Content' (highlighted), 'Comments', and 'Publish/Share'. Below the navigation bar is a 'PREVIEW' button and a 'REQUEST COMMENTS' button. The left sidebar, titled 'Select Page/Area to Edit:', contains a list of sections: 'About Me & Philosophy', 'Introduction' (selected), 'Philosophy', 'Technology/New Literacies', and 'Multi-Cultural'. Each section has sub-items like 'Purpose Statement' and 'Evidence Overview'. The main workspace area has an 'Add:' toolbar with buttons for 'Text & Image', 'Slideshow', 'Standards', 'Main Text', 'Attachments', 'Videos', 'Links', 'Reports', 'Sample Work', 'Embed Media', and 'Section'. Below the toolbar, the 'Introduction' section is visible, and a message states: 'No content sections. Click 'Section' button to create a new content section on this page.'

Sidebar: Use to navigate between sections of the folio/web page.

**Your folio/web page will save as you go!**

Upload files as evidence or example work: Word, PDF, PowerPoint, Excel, etc.

- Click the **“Attachments”** button.
- A new window will appear. In this window, select **“Upload from Computer.”**
- A new window will open and you will need to click the **+Add Files** button at the bottom. Select the file(s) you wish to upload, and then click the orange **“Start Upload”** button. Once your files have been uploaded, click **“Upload and Close.”**
  - TIP: If an assignment calls for multiple documents to be uploaded, then you can do that by holding the CTRL key and clicking on each file.*
- When you are done adding attachments, click **“Save and Return.”** The documents should now appear in the body of your workspace.

+ Add Files

↑ Start Upload

Clear List

Uploaded 1/1 files62 kb100%

Upload and Close

Add a written response to a prompt or provide information directly to the webpage

- A) Click the **“Text & Image”** button or the **“Main Text”** button to add content directly on the folio/web page. This option will put the text directly on the page. (Unlike attachments, those viewing the folio/web page do not need to download anything. They can read the content directly on the page.)
- B) Add your text and click the **“Save and Return”** button. This will place the content in the body of your workspace.

**TIP** – Again, it is recommended that you copy and paste text into the system rather than write it directly in the textbox. This will help to avoid loss of work due to technical errors.

## Add/Edit Main Text for Introduction

( Max 90,000 Chars )

[CANCEL](#) [WORD & CHARACTER COUNT](#) [CHECK SPELLING](#) [SAVE DRAFT](#) [SAVE AND RETURN](#)

Source
Cut Copy Paste Undo Redo Bold Italic Underline Strikethrough Subscript Superscript Bulleted List Numbered List Decrease Indent Increase Indent Link Unlink Insert Image Insert Table Insert Horizontal Line Insert Video Insert Audio Insert Code Block Insert Quote

Format Font Size Line Spacing Paragraph Styles Link Unlink Insert Image Insert Table Insert Horizontal Line Insert Video Insert Audio Insert Code Block Insert Quote

Add your text here. Use the above tools to adjust the *formatting*.

### Example: Upload a Video

You may add a video with the “**Videos**” button. Video files that are 500 MB or less can be uploaded to Taskstream. If your video is larger than 500 MB, then you will need to compress the file size. A few tips that could help you to compress your video include:

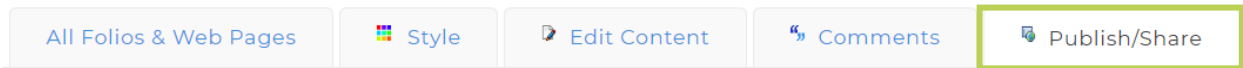
- Reduce the resolution (caution: if reduced too much, the video quality will become poor)
- Lower the frame rate (caution: if lowered too much, the video quality will become poor)

If your video file is already uploaded to sites such as YouTube, Vimeo, Flickr, SlideShare, etc., then you may use the “**Link**” or “**Embed Media**” buttons to add the content to your Taskstream folio/web page. Note: public videos should follow proper protocols (e.g., permission forms should be obtained when teacher candidates are videotaping students in the field). The upload process for videos, embedded media, and links is nearly identical to the upload attachments process. Please view the first example for more information.

You may edit or delete sections by using the buttons within the gray subheading. Once you have more than one item added to the workspace, you can adjust the layout of the page by using the “**Reorder Content**” button.

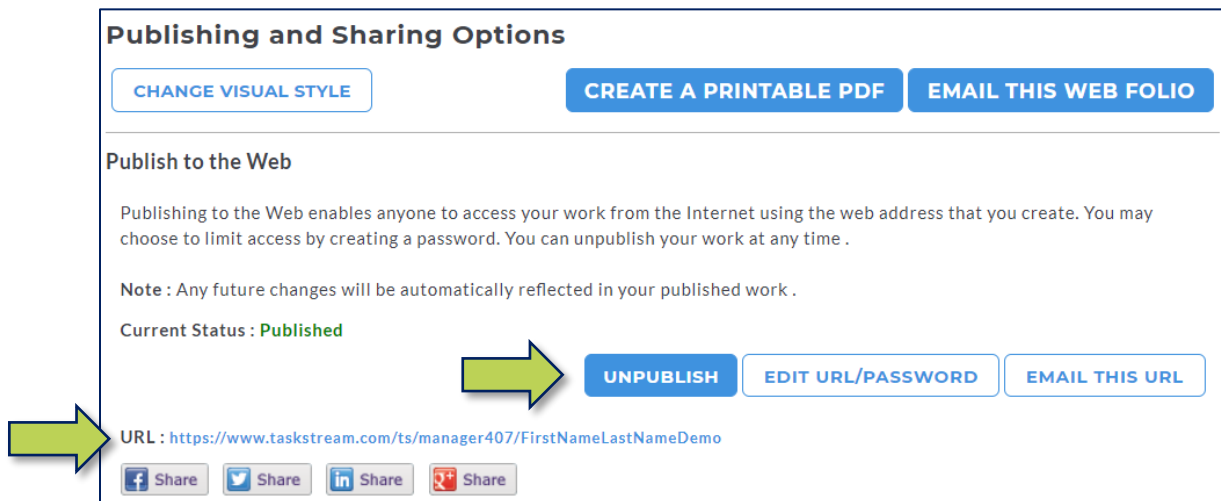
Click the “**Preview**” button to see how the final product will look!

## Step 4: Publish/Share



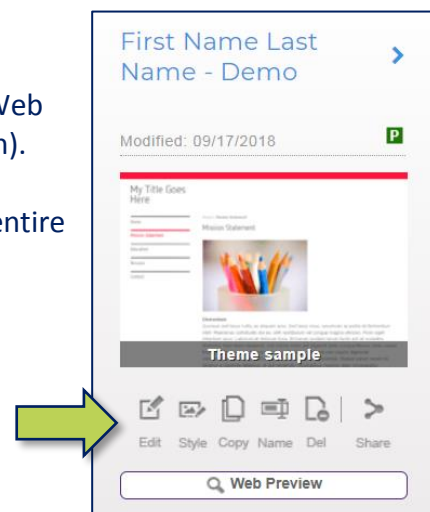
When you are finished with your folio/web page, click on the “**Publish/Share**” tab (top).

- Click the blue “**Publish**” button.
- Fill out the publishing options by customizing your link (note: this will default to the title of the folio/web page) and indicate if you want your work to be password protected or not. If you include videos or photos of minors, then you will need to follow proper protocols (e.g., permission forms should be obtained when teacher candidates are videotaping students in the field), and you may be required to use a password.
  - Your instructor may have you use a predetermined password, so reference the assignment instructions/syllabus. If they do not, then please be sure to provide your instructor with your password upon submitting the folio/web page.
- Click the blue “**Publish**” button, and the link address will be created. Copy the web address for future reference.
  - Once published, you can unpublish, edit the URL/password, or email the URL to others by going back into the Publish/Share tab.



You may also access the URL directly from your Folios & Web Pages home screen. Click “**Share**” and select URL (link icon).

You may also use this view to adjust the style, copy your entire project, rename it, or delete your project.

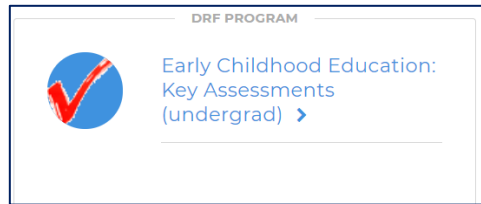


## Step 5: Submit to DRF – for course assignments only [check with instructor]

(More detailed instructions available via the Submitting Work to Taskstream LAT handout, [available online under the Student Resources tab](#))

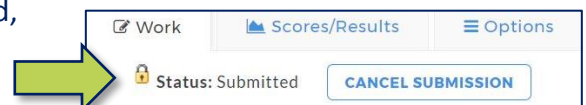
If you did not already copy the URL, you can access it by clicking on the Publish/Share tab (see above photo).

- Navigate back to your home screen. You can do this by clicking on the Taskstream logo (top left).
- Enter the DRF Program associated with your course by clicking on the name of the DRF Program.
- Once you are in the DRF Program workspace, you will see categories and assignments listed along the left sidebar. The name of the category you need to submit assignments to will *typically* be the same as your course number. Assignments are grouped below each category.
- Click on the assignment name for which you wish to submit work for.
  - Within the *Add* section of your main window, select the “**Links**” button.
  - Add a name for the link (generally your name and the assignment name).
  - Paste in the URL that was generated as part of Step 4 and click “**Test.**”
  - The description box is usually left blank UNLESS you added a password. In that case, please include the password here for your instructor.
  - Click the “**Add Link**” button, and then click the “**Save and Return**” button.
  - Once you are all done adding work, then you must click the “**Submit Work**” button, located in the top right corner, for the submission to be complete.
    - Optional: If you wish to send comments to your instructor/evaluator, (this option will appear after you hit submit work).



Don't forget  
to click this  
button!

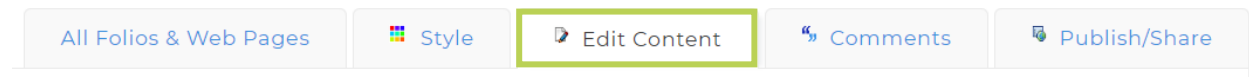
To double check that your assignment has been submitted, look back at the top right corner. The status of your assignment should now read *Submitted*.



You may cancel your submission up until the work has been evaluated. To do so, click the “**Cancel Submission**” button in the top right corner.

Once you have submitted your link, you will no longer be able to make changes to your folio/web page. You may instead make a copy of it (see the end of Step 4) and make edits to the copied version.

## Optional Step: Customize Template (Add/Delete/Move/Copy Areas)



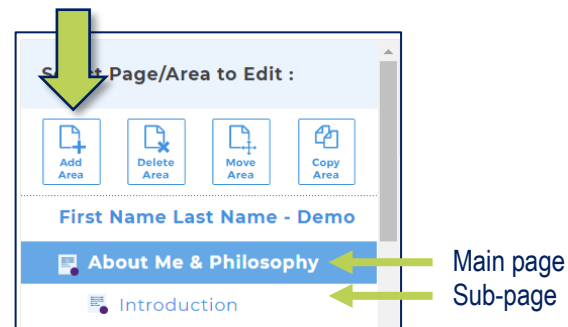
If you are creating a folio or web page for your own purposes, then you may want to add, delete, move, or copy areas. *If this is for a class project, then please check with your professor before making edits to the template you have been instructed to use.*

Your portfolio workspace is divided into two frames. In the left frame you can edit the page structure of your portfolio by using buttons at the top to add, delete, move and copy pages and sections.

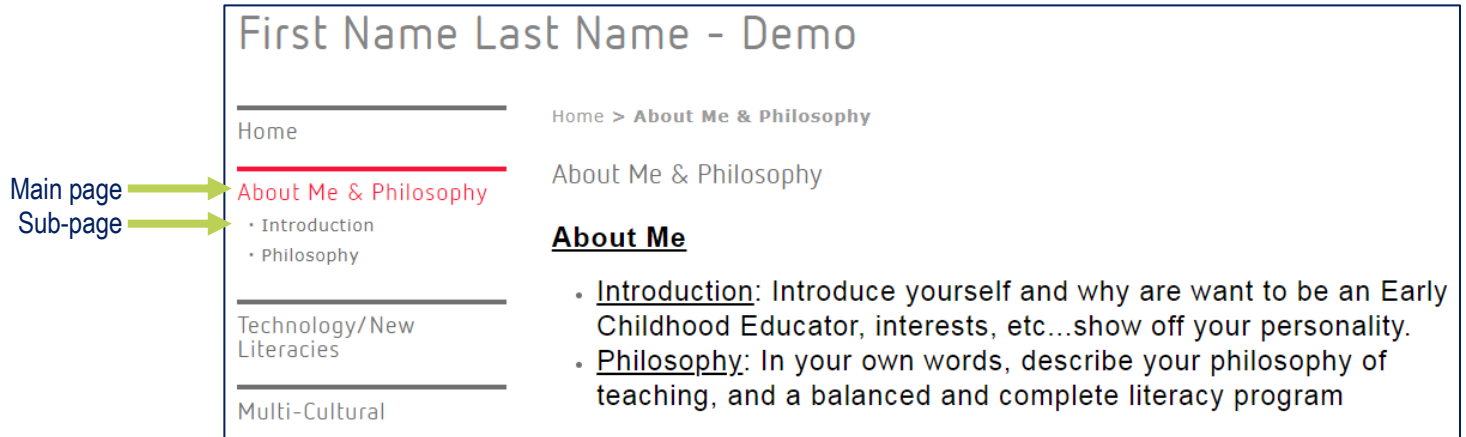
### Add

**Area:** To add a new page (also known as an area), select an existing main page or a sub-page by clicking the title from the left sidebar, and then click the “**Add Area**” button from the top of the left sidebar.

- Name the area and determine the placement by indicating if it is a main page or a sub-page.

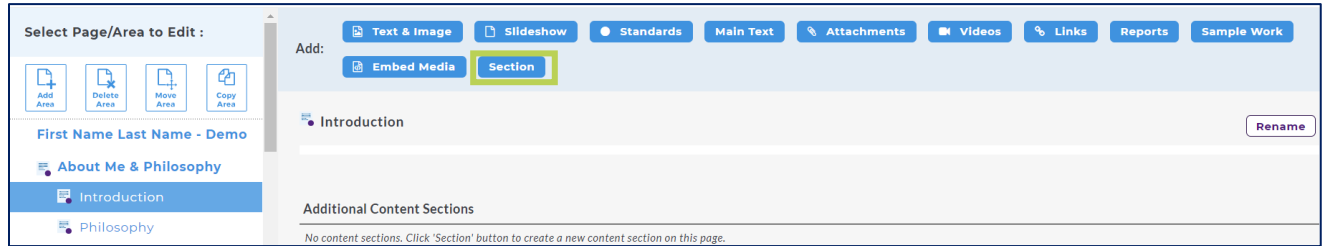


Once published, the main page and sub-page will look like this:

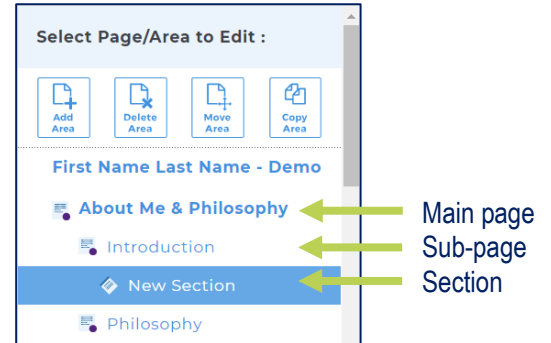




**Section:** To add a section within a main page or a sub-page, click the “**Section**” button from the **Add** toolbar. Type a title and click the blue “**Create**” button.



You should see the new section appear in the portfolio structure in the left sidebar, designated with a diamond-like icon.

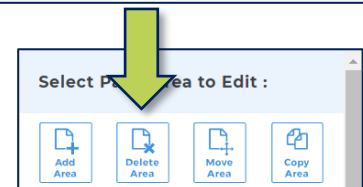


Once published, the section (which was placed within the *Introduction* sub-section) will look like this:



## Delete

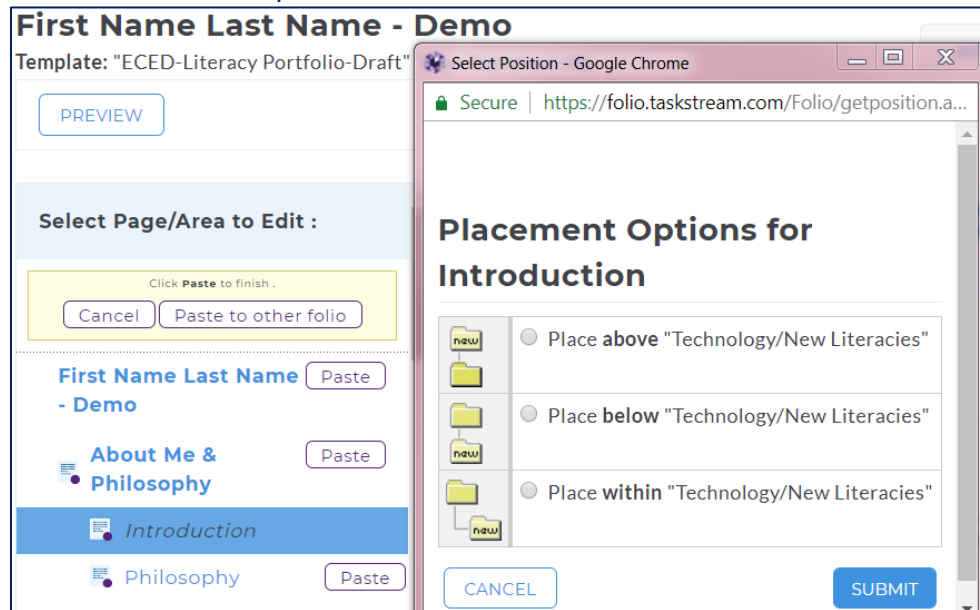
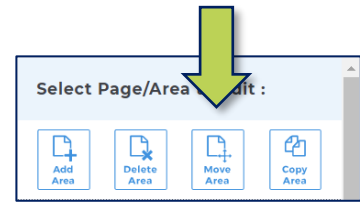
In the left sidebar, select the area or section that you want to remove and click the “**Delete Area**” icon.



## Move Area

In the left sidebar, select the area or section that you want to move, and then click the “**Move Area**” icon.

- You will be able to choose where you would like to move the selected item by clicking the “**Paste**” button.
- A new window will open, and you can select exactly where the area is pasted (above, below, or within the area you selected).
  - You may move a section to another folio by clicking the “**Paste to other folio**” button at the top of the sidebar.



## Copy Area

In the left sidebar, select the area or section that you want to copy, and then click the “**Copy Area**” icon.

- You will be able to choose where you would like the copied area/section to go by clicking the “**Paste**” button.
- A new window will open, and you can select exactly where the area is pasted (above, below, or within the area you selected). Please see the above screenshot.
  - You may copy a section to another folio by clicking the “**Copy to other folio**” button at the top of the sidebar.

