

Quick-Start Guide

University of Findlay Students

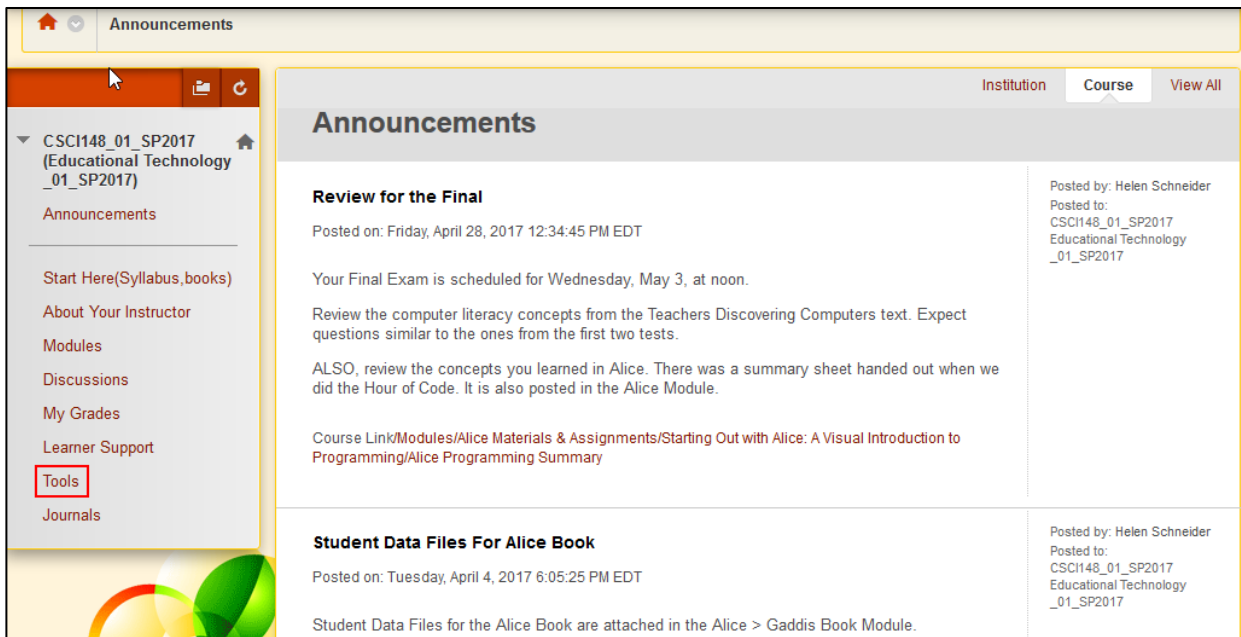


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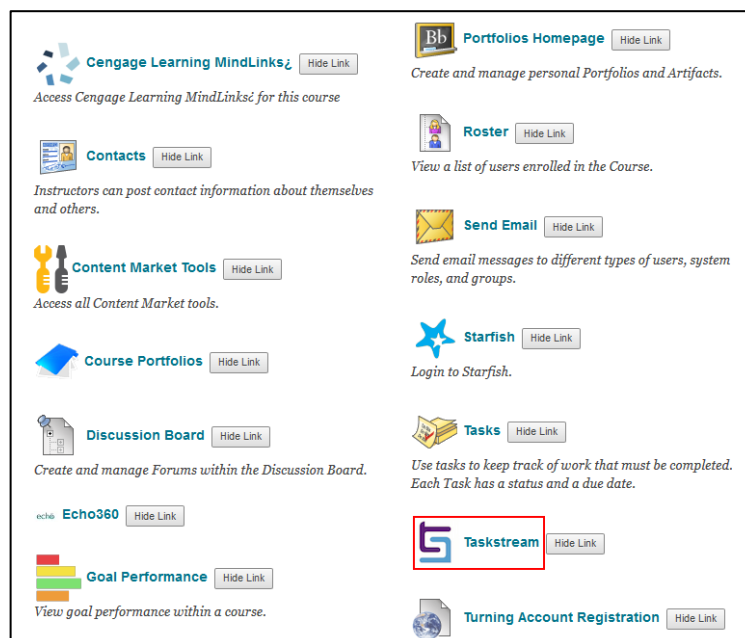
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ACCESSING YOUR DRF PROGRAM(S)

1. **Go to Blackboard:** <http://ufonline.findlay.edu> (or click the “UF Online” button on the Links page off the main Findlay page, <http://www.findlay.edu>).
2. Enter any course with the “Tools” button enabled.
3. Click **Tools**.



4. Click **Taskstream** link. [Important note: make sure the popup blocker is disabled for your web browser, or the Taskstream window will not appear.]



- If this is your first time accessing Taskstream, read the Taskstream User Agreement, and then click **I Accept Agreement**.

Taskstream User Agreement

Please read this User Agreement and click 'I Accept Agreement' to continue.

Terms and Conditions

1. The Service

1.1 Prior to registering for the services (the "Service") offered on this Website ("the Website"), the End User ("you") must agree to the following terms and conditions between you and Taskstream, LLC ("Taskstream"). The following is a binding contract between you and Taskstream, which establishes your and Taskstream's rights, obligations and liabilities regarding your use of the Service ("the Agreement").

2. Ownership of the Information, Materials and Software Comprising the Service

2.1 BY POSTING MATERIAL TO THE WEBSITE, YOU WILL NOT SURRENDER ANY INTELLECTUAL PROPERTY RIGHTS YOU MAY HOLD IN THE POSTED MATERIALS, OTHER THAN THE LIMITED LICENSE GRANTED TO TASKSTREAM AS SET FORTH IN SECTION 2.3. TASKSTREAM SHALL USE SUCH LICENSE FOR THE SOLE PURPOSE OF PROVIDING INFORMATION AND SERVICES TO END USERS HEREUNDER.

2.2 You expressly acknowledge and agree that you may compile and post to the Website materials comprised of text, data and images and other educational or evaluation materials (called "Materials") which may be made available to other users to enable them to download, reproduce and distribute such Materials (subject to any applicable restrictions authorized by the organization providing you the subscription).

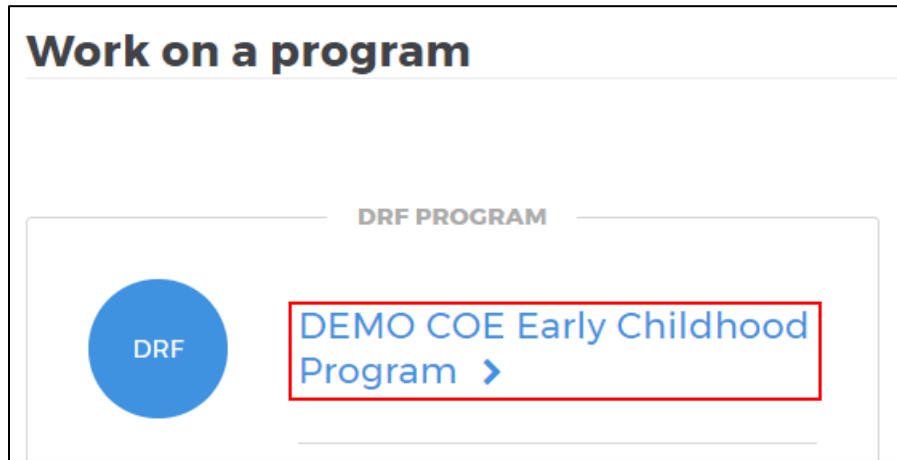
2.3 Certain areas of the Service are provided for users to post and exchange ideas and information. Taskstream does not take responsibility for any Materials posted or exchanged by users on the Service. The views and opinions expressed therein do not necessarily reflect those of Taskstream or its content providers or licensors. If you make use of this facility you hereby represent and warrant that you have all

[Decline](#)
I Accept Agreement

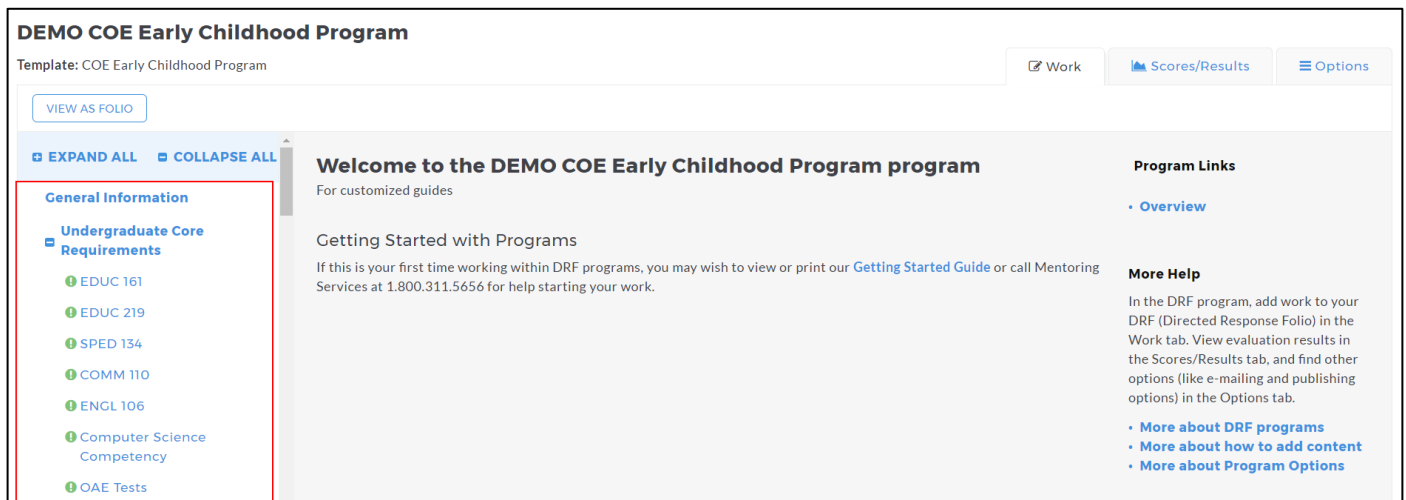
- You should then have a window pop up that welcomes you by name and provides you with access to Taskstream.

The screenshot shows the Taskstream user interface. At the top, there is a navigation bar with tabs for 'taskstream | LAT', 'FOLIOS & WEB PAGES', 'LESSONS, UNITS & RUBRICS', 'STANDARDS', 'COMMUNICATIONS', 'RESOURCES', and 'ANALYTICS'. The main content area is divided into two sections. The first section, titled 'Welcome UF Student', contains a message from the University of Findlay, a small image of a plant growing in a pot, and a 'Do not display this again' checkbox. The second section, titled 'Welcome to UF's TaskStream LAT!', contains a link to video introductions, a note about using the Lessons, Units & Rubrics tab, and a note about TPAC evaluations. On the right side, there is a 'Search for Items' section with a search bar and a 'Go' button, followed by 'My Links' and 'My Folders' sections, each with a 'Manage' link. At the bottom right, there is a 'Mentoring Services Assistance' section.

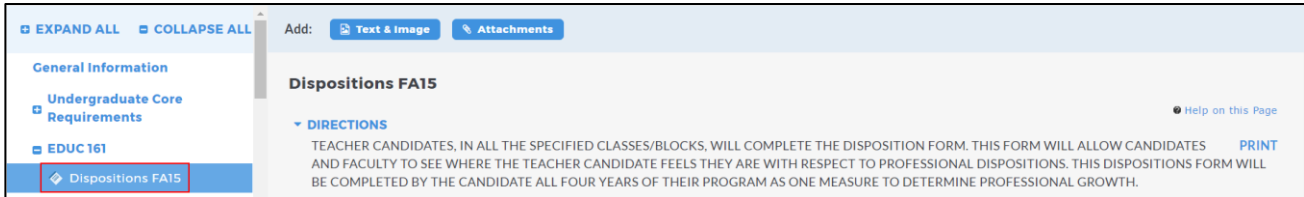
- To access your Directed Response Folio (DRF), click the name of the DRF program from the home page.



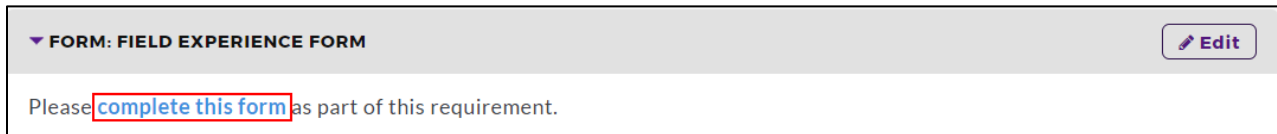
- You will see the structure of your Directed Response Folio (DRF) in the leftframe.



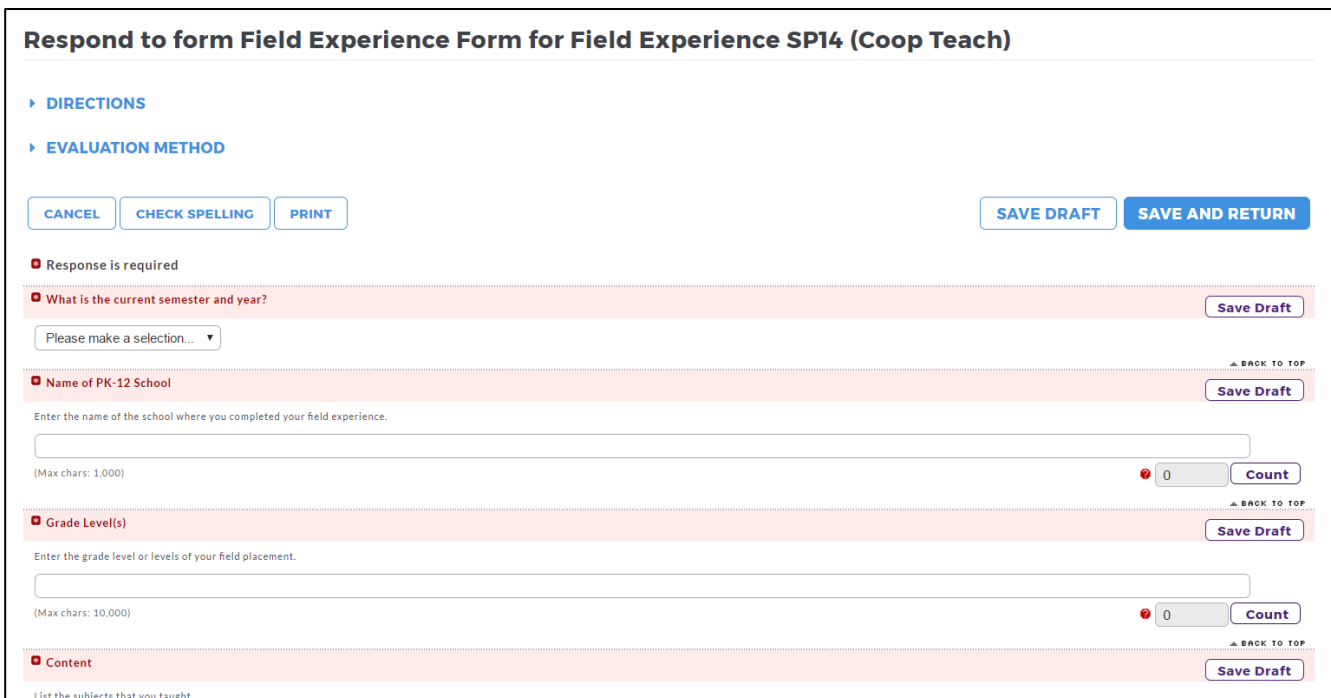
- 9. Find the appropriate standard/course in the structure section and click the desired requirement. The content of the chosen requirement section will be displayed in the right frame area. You can view the directions for the requirement by clicking on **Directions**. If you would like to see the rubric being used to evaluate your work, click the **Evaluation Method** link for that requirement.



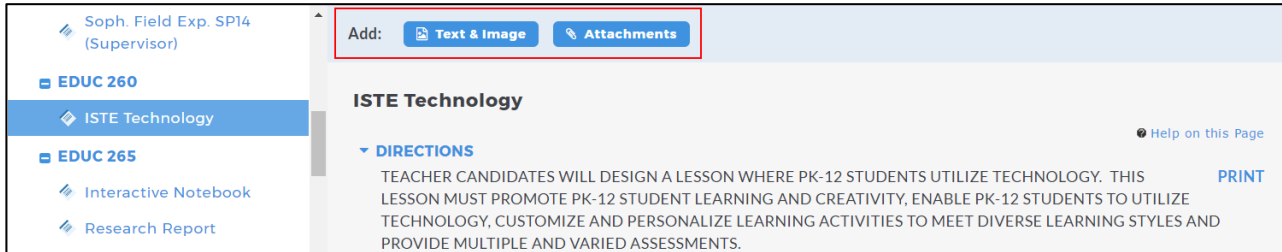
- 10. If you need to complete a form, click the **Complete This Form** link.



This will pull up a screen of the form that needs to be completed. Click Save and Return when you are finished.



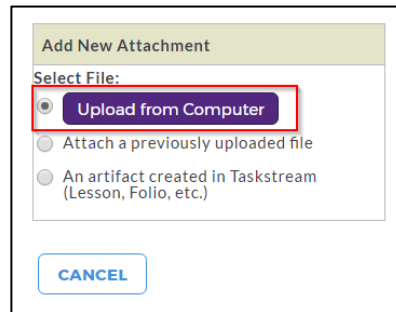
- When you are ready to add work, click the button from the Add toolbar that corresponds with the type of content you wish to add. You can choose to add **Text & Image, Slideshow, Standards, Attachments, Videos, Links, and Embed Media.** *(Please Note – Depending on settings from your school, not all of these options may be available in your particular assignment/program.)*

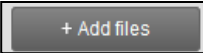



ADDING ATTACHMENTS

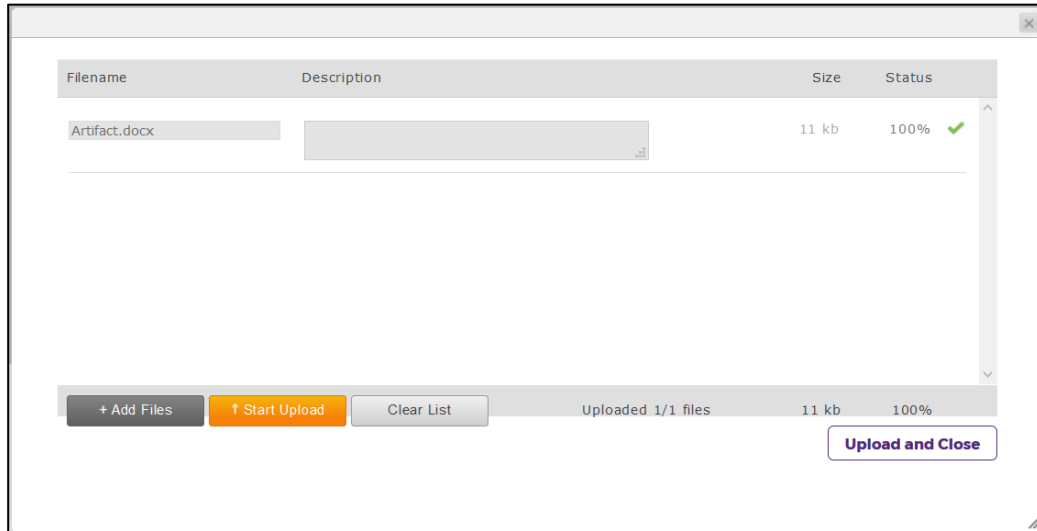
- Select the type of file you wish to add.

If you choose to add a file saved on your computer, click the *Upload from Computer* option.



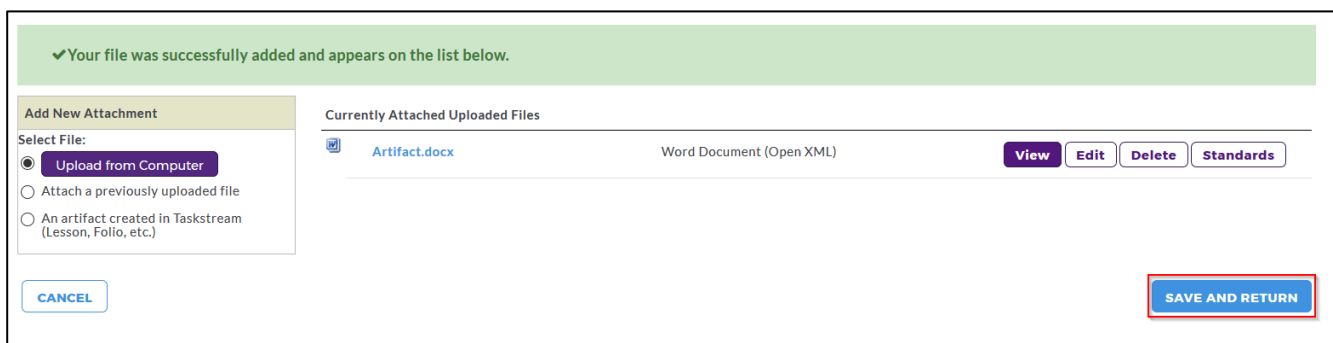
- In the attachments window, click **Add Files.** 
- Use the dialog box to find the file(s) on your computer. (You can upload a single file or multiple files. To upload multiple files, press and hold Control (CTRL) or Shift and then click each file individually.)
- Once you have selected the file(s) you want to upload, click Open.
- In the next window you can edit your file name(s) and/ or add a description (optional) and then click **Start Upload.** 

- Once your files have uploaded, click on Upload and Close (remember that you will still have to Submit Work after this step; see the instructions further down for details).



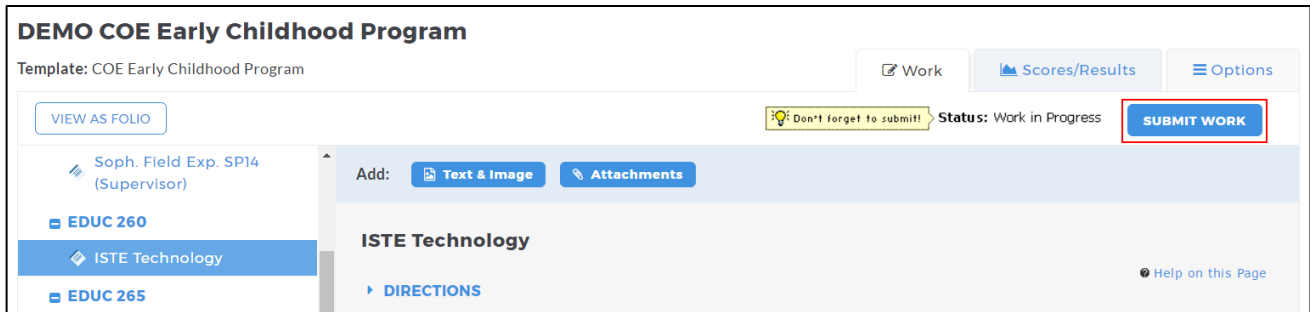
- If you choose to add a previously uploaded file, select the *Attach a previously uploaded file* option, and then select the category of work and the specific work product where the file is attached. Click the **Add File** button when finished.
- If you choose to add work that you created in Taskstream, select the *An artifact created in Taskstream* option. You will then be able to select the type of work to be added (web page, web folio, etc.), and the specific work you would like to attach. Click the **Add File** button when finished.

2. When you are done adding attachments, click **Save and Return** to go back to the main program work area.

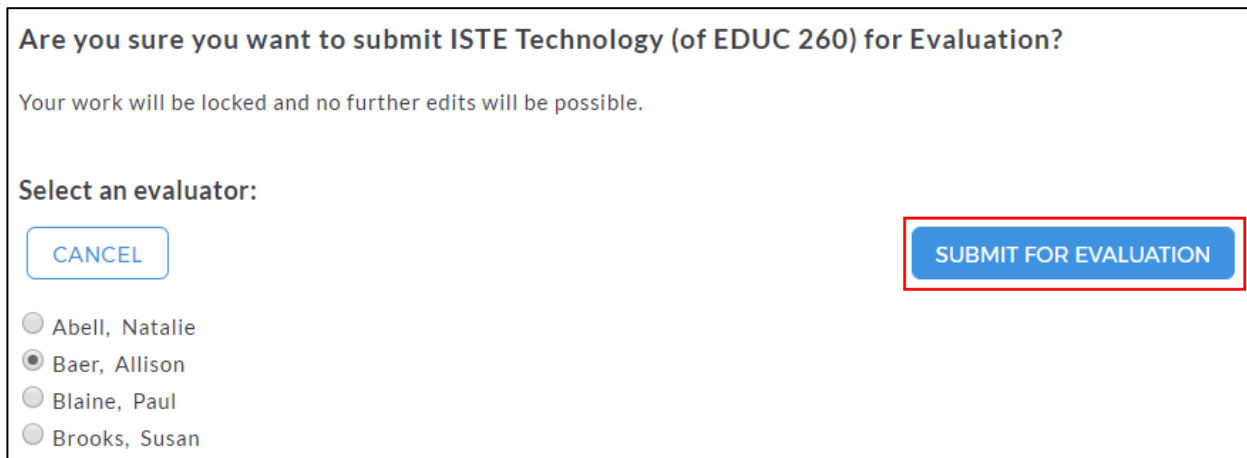


SUBMITTING A REQUIREMENT TO YOUR EVALUATOR

1. Click the **Submit Work** button from the top of the Work tab.

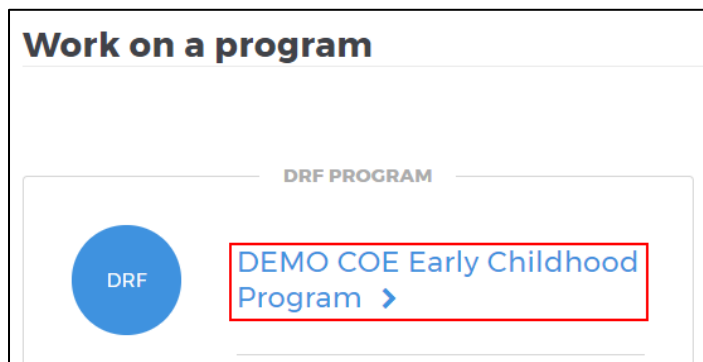


2. Choose your instructor and click **Submit for Evaluation**.



VIEWING YOUR COMPLETED EVALUATION

1. Click the name of the program from the home page.



2. Click the **Scores/Results** tab and find the work you would like to view.

The screenshot shows a header for "DEMO COE Early Childhood Program" with a sub-header "Template: COE Early Childhood Program". Below this are three tabs: "Work", "Scores/Results" (which is highlighted with a red box), and "Options".

3. Click the **View Report** button associated with the assignment for which you wish to view the evaluation.

The screenshot shows a row of information for "EDUC 260". It includes a lock icon and "ISTE Technology", a "Evaluation Released" icon, submission details ("Submitted: 07/10/2017 03:48:44 PM", "Submitted to: College Of Education Manager"), a score of "2.75/3", and a "History/Comments" button. A "Score/Results Report" button is highlighted with a red box.

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, press 2 for support.