Creating an Electronic Portfolio
in Taskstream

1. Log into Taskstream with the username and password you created with your subscription. If you do not have a current Taskstream subscription, please find the step by step instructions in the syllabus.
2. Once logged in click on Folios & Web Pages.

3. Click New Folio and make sure to include your name in the title along with your current place in the program ex. Elementary 12 week, AA 1st Semester Accelerated TIR, AE 3rd Semester TIR, click on Create New. Folios & Web Pages

4. Next, select Custom Templates (designed by your learning community) which will then provide a drop down menu. This is where you will select your specific program then click Continue. Select Template

5. You will be prompted to choose a theme, layout (vertical or horizontal) and color for your electronic portfolio (any are acceptable) and then click on Apply in the upper right-hand corner.

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6. This will now display all of the components of your specific semester portfolio requirements along the left side of your screen. Click on Edit Content along the top of your portfolio to begin adding portfolio items.

7. Now you will begin to upload the required documents listed. There are several choices for uploading/adding all of the pieces of your portfolio. Most documents can be uploaded as an Attachment.

As you progress through the semester you will add documents that are required (all items are listed on the left-hand side of your portfolio. *Uploading all of the required documents is the student’s responsibility.*

8. Follow the steps below to create a URL to your portfolio. This will need to be done prior to the initial meeting (12 week student teacher) or prior to the 2nd webinar of the semester (TIR students). As you add to your portfolio throughout the semester your link will NOT change.

9. Click on Publish/Share in the upper right-hand corner.

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10. The current status of your portfolio is “Unpublished”, click on the Publish button. This will create a URL specifically for your portfolio. Copy and paste this into an email or click on Email this URL and type in your Program Supervisor’s email address.

11. Once all items from the semester are uploaded you will upload your portfolio to the DRF under the current student teaching course you are enrolled. You will upload your final product and your program supervisor will evaluate it with the Portfolio Rubric which is located on the DRF side of Taskstream. Following the next 3 steps to submit your final portfolio to the DRF.

12. Once you log into Taskstream click on your program link in the center of your screen (elementary, secondary, special education, dance, dramatic arts, fine arts, music).

13. Click on the student teaching course you are currently enrolled on the left hand side of your screen. If you are unsure of which course you are enrolled for student teaching go to your RioLearn website to see which course you are enrolled.

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13. Once you click on the course all of the requirements will be listed. Click on each specific assignment for more information and instructions for submitting. *Requirements are different each semester. Below is an example (see your specific course for requirements):

**EFE261 Student Teaching (12 weeks) has 4 requirements**

- **Sequential Lesson Plan Unit**
- **Portfolio Link (Submit your WebFolio here.)**
- **Evaluation Lesson Plan #1**
- **Evaluation Lesson Plan #2**

14. Once you open click the **Portfolio Link** heading, specific instructions are listed.

**Portfolio Link (Submit your WebFolio here.)**

The Student Teaching Portfolio will be completed within Taskstream under Folios & Web Pages. To submit your Student Teaching Portfolio, click on Attachments at the bottom of this screen, then select An Artifact created in Taskstream (Lesson, Folio, etc.). This will pull up Select Category, select Folio, choose Select work you will now see a list of all the Folios you have created in Taskstream. Select the one you would like to submit. Make sure to Save and Return.

*12 Week Portfolio Check Sheet attached

**Evaluation Method**

1. 12 Week Student Teacher Portfolio Check Sheet.pdf

15. Click on **Attachments**.

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16. Check **An artifact created in Taskstream (Lesson, Folio, etc.)**, then select the correct electronic portfolio you would like to submit. Make sure to click Save and Return and then Submit Work.