1. Log into Taskstream, click on the certification program that appears on your home screen under the DRF Program title. If you do not see a DRF program on your home screen you may not have enrolled yourself in a program when you subscribed, see the course syllabus or Educator Preparation Program Documents page for step by step instructions on subscribing to Taskstream and enrolling in the correct program.

2. Click on your DRF program listed (See example below)

3. Click on the course that is connected with the assignment you are submitting. If you are submitting for a student teaching course make sure you look at the specific course you are enrolled in before submitting.(See example below)
4. Click on the assignment for the directions. Click on the Evaluation method to view the rubric or check sheet that will be used to evaluate your work.

5. To submit your work follow the directions for each of the individual assignments. Some of the assignments will require you to submit via a document created on your own computer or previous work created in Taskstream (lesson plans, rubrics, portfolios, units, signature assignments). The below example will be for submitting a document from your computer.
6. Click **Save and Return**: 

7. This will submit the Assignment into the DRF. 
8. You will receive a confirmation that your assignment was submitted in Taskstream, if you do not receive this make sure to go back in and check that your assignment shows submitted.