



Getting Started with Folios & Web Pages

Access the Folios & Web Pages Area

Go to www.taskstream.com and log into TaskStream using your assigned username and password.

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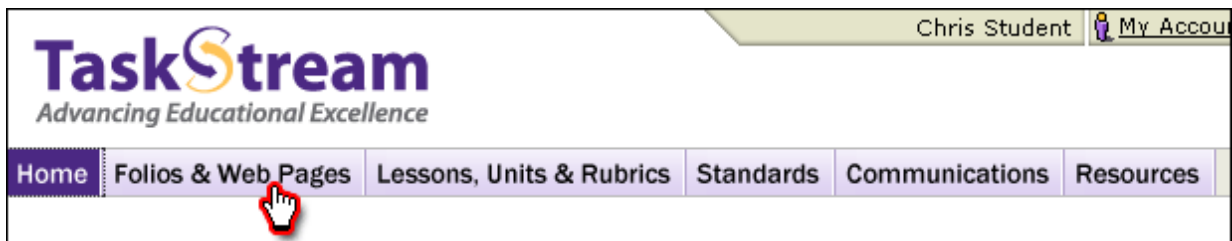
Username:
MyUsername

Password: [forgot password](#) ?
●●●●●●●●

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Click **Folio & Web Pages** from the top navigation bar.






Create a New Folio or Web Page

Enter a name in the **New Folio or Web Page Name** field and click the **Continue** button.

Home	Folios & Web Pages	Lessons, Units & Rubrics	Standards	Communications	Resources
Folios & Web Pages					
New Folio or Web Page Name: <input type="text" value="My Class Portfolio"/>					Continue
(Max 100 chars)					

Select the **Template Category**, and then select the specific template you wish to use as a starting template. Then click the **Continue** button.

Select Template	
Folios & Web Pages » Select Template	
Directions: Select a template to provide a starting point for your folio. You can always make edits to the structure from the "Edit Content" tab.	
New Folio/Web Page Name:	<input type="text" value="My Class Portfolio"/>
Select Template Category:	<input checked="" type="radio"/> General Purpose Templates (created by Taskstream) <input type="radio"/> Custom Templates (designed by your learning community)
Select General Purpose Template:	<input type="text" value="Class Portfolio"/>  <input type="button" value="Preview"/>
Add to Folder: (optional)	<input type="text" value="My 2008 Work Folder"/> 
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>	
	

From the **Style** tab, click the button to select the navigation layout under the **Choose Layout** heading. Next, select the **Theme** you prefer from the menu. Choose **All Themes** from the pull-down menu to display all color/style them options. Click the **Save Changes** button to continue.

My Class Portfolio

Template: "Class Portfolio"
All Folios & Web Pages
 Style
 Edit Content
 Publish/Share

Web View

Directions: Choose a style and color scheme by selecting a format. You can always come back to this step and change your choice later.

First... Choose Layout

- Horizontal Navigation
- Tabbed Navigation
- Left Navigation 1
- Left Navigation 2

Then... Select Theme

Show: — All themes —

- Basic - Black and White
- Basic - Blue with Orange Accent
- Basic - Blue, Green and Orange
- Basic - Citrus
- Basic - Dark Red and Orange
- Basic - Earth Tones
- Basic - Green and Yellow
- Basic - Grey and Orange

Save Changes

Current Selected Style

Layout: Left Navigation 1
Theme: Basic - Blue, Green and Orange

My Title

- Home
- Page One
- Page Two
- Page Three

Author: Name
Last Modified: Date

My Title

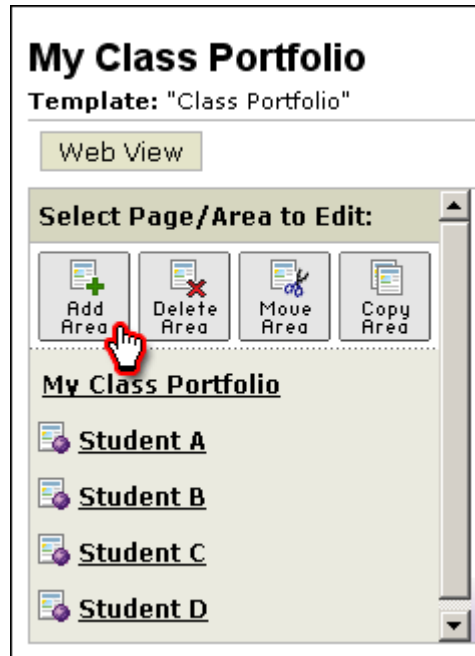
- Home
- Page One
- Page Two

- Subpage A
- Subpage B
- Subpage C

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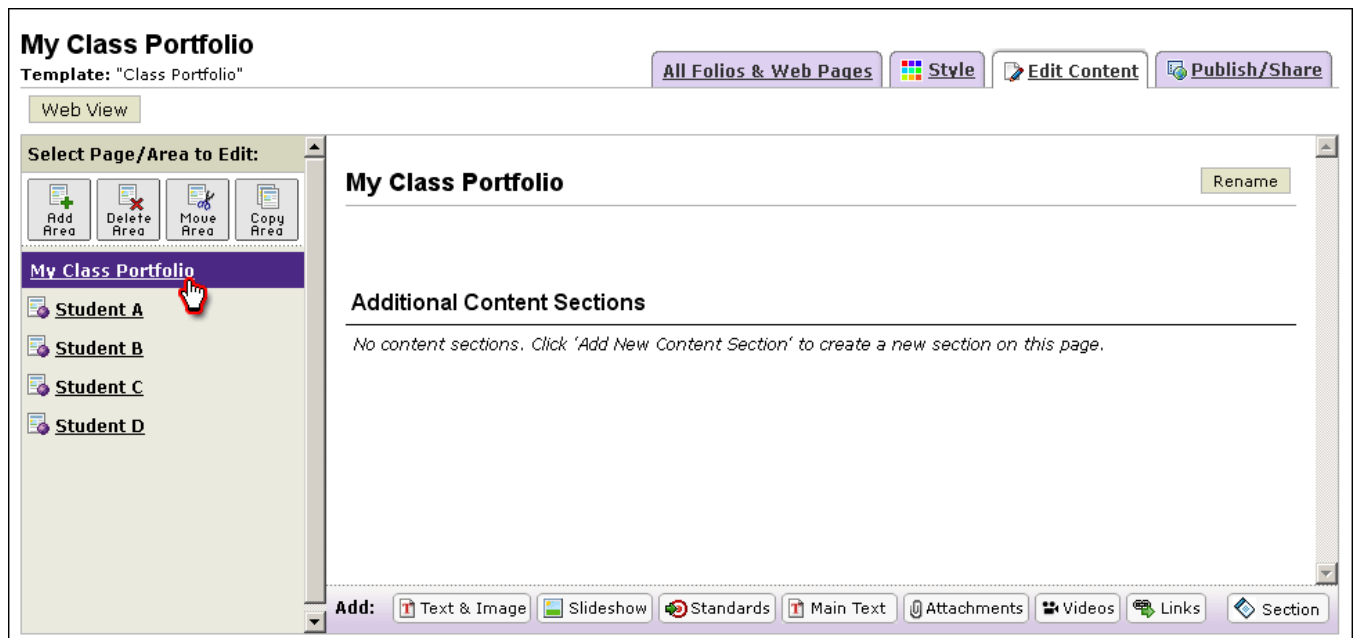
- 4 -

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.



In the right frame, you can add work to your folio or web page.

To add work, select a page or section from the left frame.



When the workspace area for that page opens, click the button corresponding to the type of content you wish to add from the bottom **Add** toolbar. You can choose to add **Text & Image**, **Slideshow**, **Main Text**, **Attachments**, **Standards**, **Videos**, and **Links**.

My Class Portfolio
Template: "Class Portfolio" All Folios & Web Pages Style Edit Content Publish/Share

Web View

Select Page/Area to Edit:

- Add Area
- Delete Area
- Move Area
- Copy Area

My Class Portfolio

- Student A
- Student B
- Student C
- Student D

My Class Portfolio Rename

Additional Content Sections

No content sections. Click 'Add New Content Section' to create a new section on this page.

Add: Text & Image Slideshow Standards Main Text Attachments Videos Links Section

Adding Attachments

Step 1: Select the type of file you wish to add.

If you choose to add a file saved on your computer, select the *A file saved on your computer* option, click the Browse button to find the file you want to attach.

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.

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.

Step 2: Name the file.

Step 3: Add a description of the file, if applicable.

Step 4: Select the checkbox if you would like to specify standards that this attachment addresses.

Click the **Add File** button when finished.

Add/Edit Attachments for My Class Portfolio

Cancel
Save and Return

Add New Attachment

Select File:

A file saved on your computer

Reattach a previously uploaded file

An artifact created in TaskStream
(Lesson, Folio, etc.)

Name File:

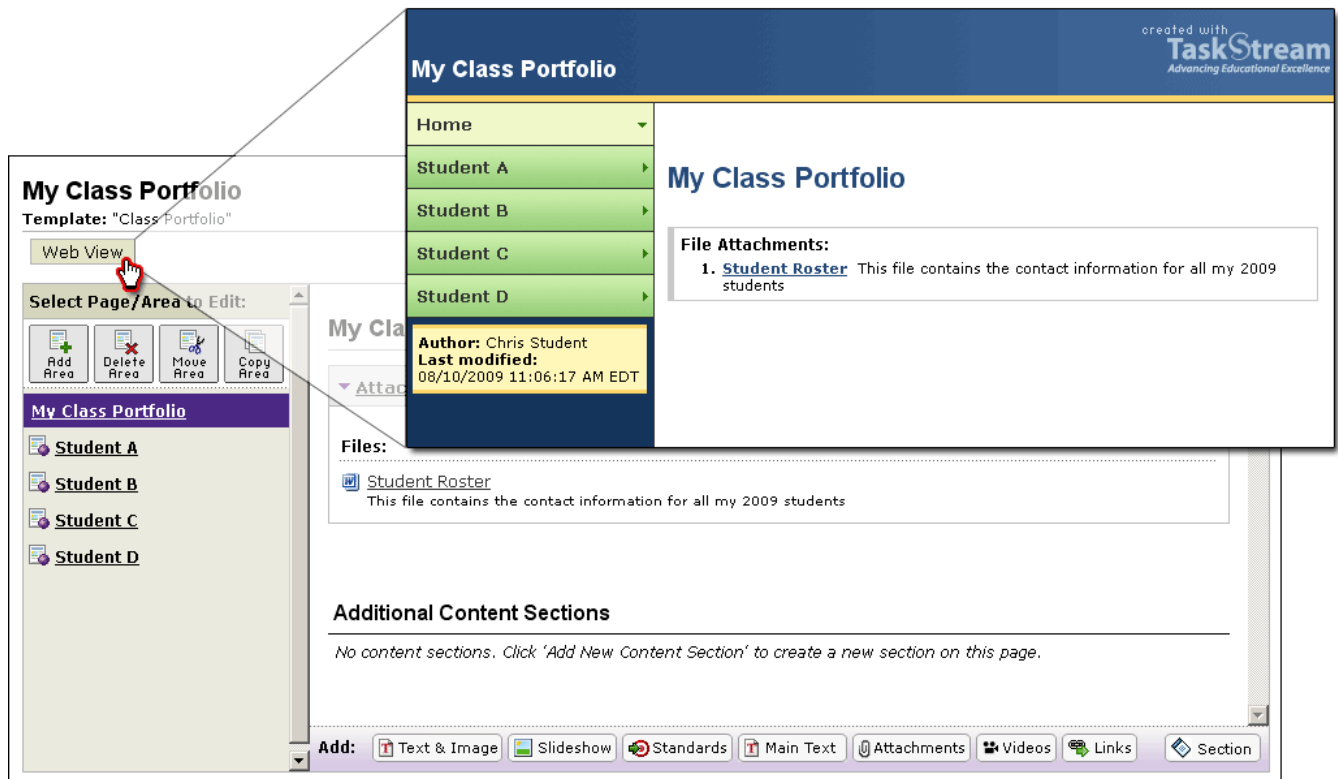
Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this file

No files have been attached yet.

Click **Save and Return** to go back to the main portfolio workspace when you are done adding attachments. You may add as many attachments as you wish.

You can preview your folio or web page throughout the creation process by clicking the **Web View** button. The web view will open in a new window, giving you an idea of how your folio or web page will appear once emailed, published to the web, or saved offline.



Altering the Structure of the Folio or Web Page

Adding a New Page

To add a new page to your folio or web page, select an existing main page or a sub-page by clicking the title from the left frame, and then click the **Add Area** button from the top of the left frame.

My Class Portfolio
Template: "Class Portfolio"

Web View

Select Page/Area to Edit

Add Area Delete Area Move Area

My Class Portfolio

- Student A
- Student B
- Student C
- Student D

Add New Web Page

Title for your Web Page: [Text Field]
Try to keep title short since the title shows up as a navigation link.
(Limit 100 characters)

Title descriptor: [Text Field]
The title descriptor adds more detail to title and shows up in parenthesis right after the title; it does not appear in navigation area.
(Optional - Limit 100 characters)

Placement:

- Add as a link from "My Class Portfolio" web page
This web page will appear at the same level as the "Student A" web page
- Add as a link from "Student A" web page
This web page will appear as a link within the "Student A" web page

Cancel Check Spelling Create

Style Edit Content

Edit Text & Image

new section on this page.

Add: Text & Image Slideshow Standards Main Text Attachments Videos

Adding a New Content Section

To add a new content section to your folio or web page, click the **Section** button from the bottom **Add** toolbar.

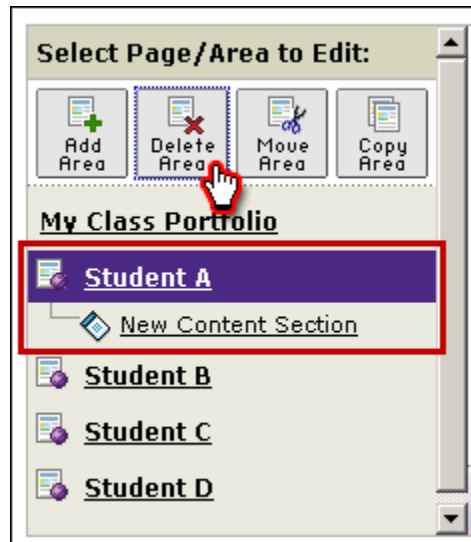
The screenshot shows the 'My Class Portfolio' editor interface. On the left, there is a 'Select Page/Area to Edit' sidebar with options for 'Add Area', 'Delete Area', 'Move Area', and 'Copy Area'. Below this, a tree view shows 'My Class Portfolio' containing 'Student A', 'Student B', 'Student C', and 'Student D'. The main content area shows an 'Attachment Section' with a file named 'Student Roster'. At the bottom, an 'Add' toolbar contains 'Text & Image' and 'Section' buttons. A red circle highlights the 'Section' button. An 'Add New Section' dialog box is open, showing the breadcrumb 'My Class Portfolio > Student A > Your new section will appear here'. The dialog has two input fields: 'Title for your Section:' (with a note: 'Try to keep title short since the title shows up as a navigation link. (Limit 100 characters)') and 'Title descriptor:' (with a note: 'The title descriptor adds more detail to title and shows up in parenthesis right after the title; it does not appear in navigation area. (Optional - Limit 100 characters)'). At the bottom of the dialog are 'Cancel', 'Check Spelling', and 'Create' buttons.

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

This screenshot shows the 'Select Page/Area to Edit' sidebar from the previous image. The tree view now includes a new entry under 'Student A' labeled 'New Content Section', which is preceded by a small diamond icon. The other elements of the sidebar, including the 'Add Area', 'Delete Area', 'Move Area', and 'Copy Area' buttons, remain the same.

Deleting a Page or Section

To delete a page or section of your web folio, click to select the item from the left frame, and then click the **Delete Area** button from the top of the left frame. This will delete the page or section, *all content it contains*, and *any linked pages or sections*.

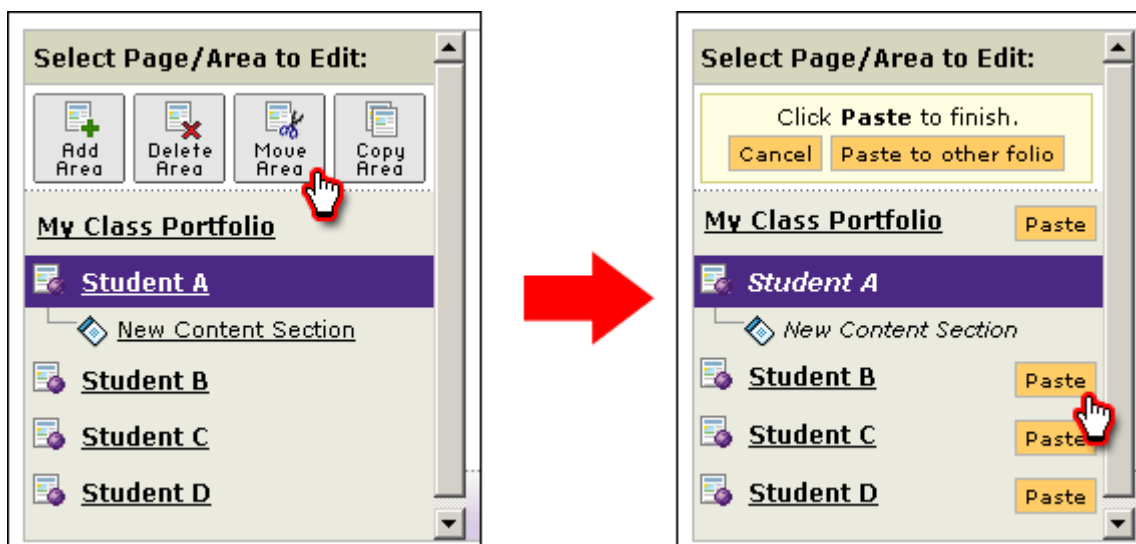


Moving a Page or Section

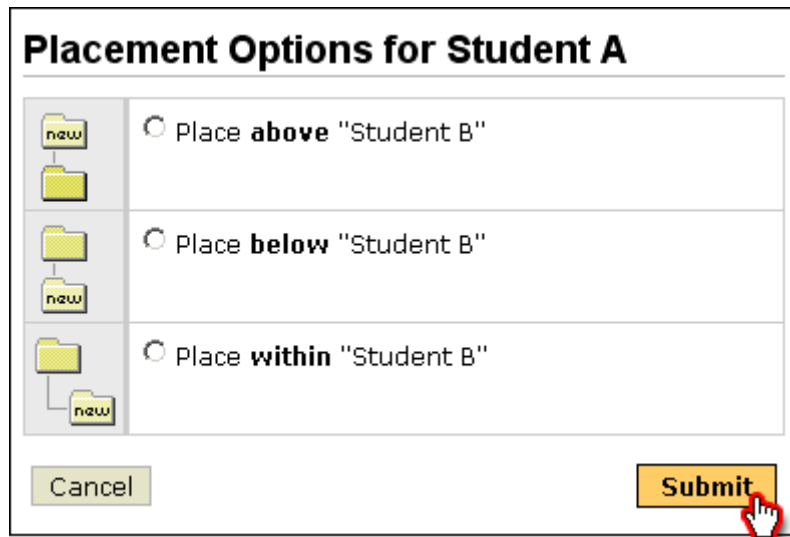
To move a page or section, click to select the item that you want to move. Then click the **Move Area** button from the top of the left frame.

A **Cancel** button and a **Paste to other folio** button will appear at the top of the left frame, and a list of the pages and sections within the current portfolio will be displayed with **Paste** buttons appearing next to each one.

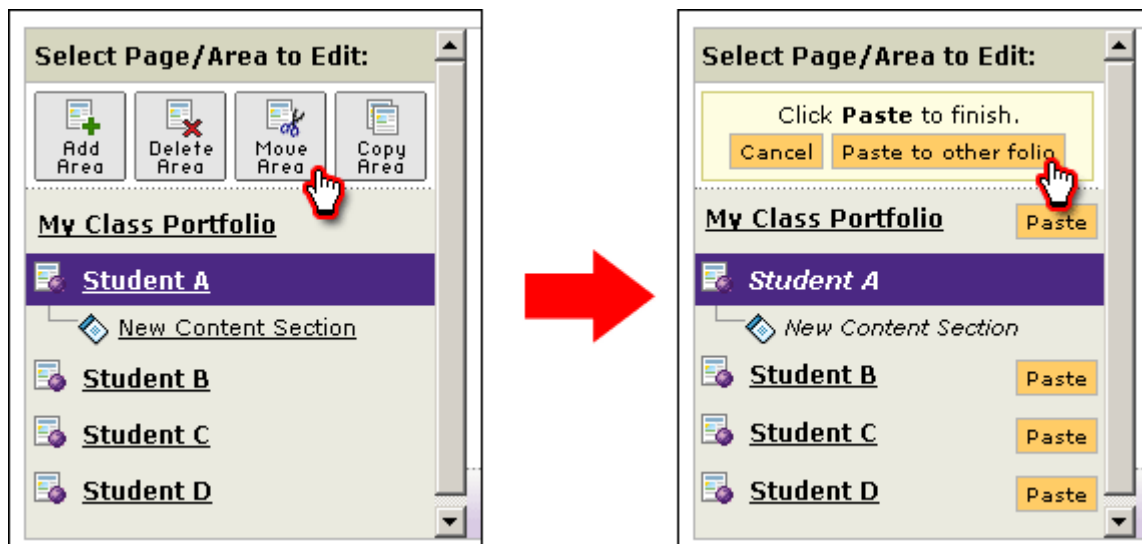
To paste the page or section within the current folio, click the **Paste** button next to the page or section to which you want to move your selection.



The Placement Options window will appear, displaying the various location options for pasting the selected item. Select the location, and click the **Submit** button. The item will be moved to the location that you selected.



To paste the page or section to another existing portfolio, click the **Paste to other folio** button.



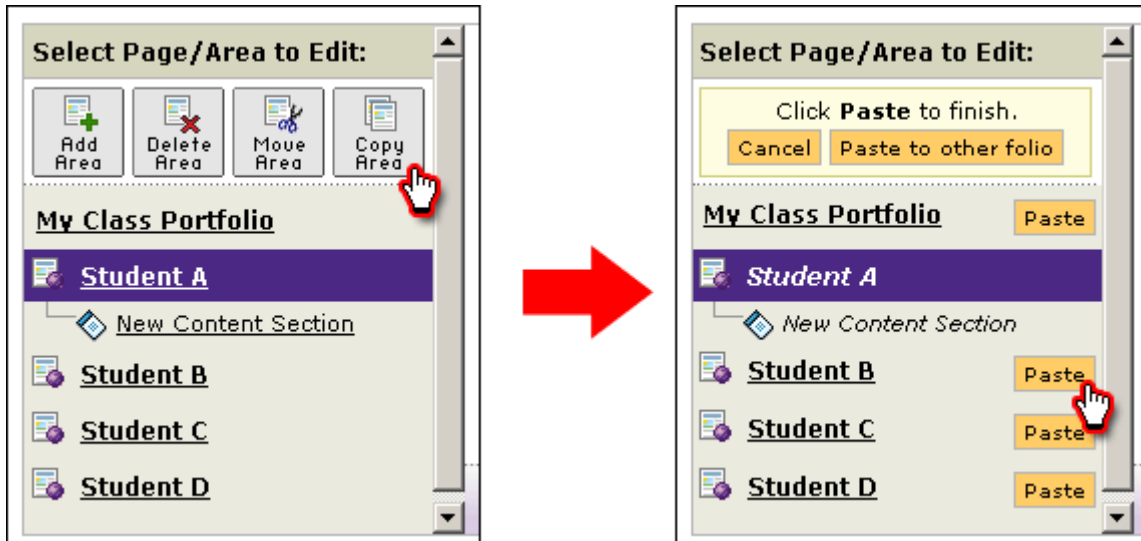
A list of all your existing portfolios will appear. Select the one to which you want to move your selection, and paste your selection as described above.



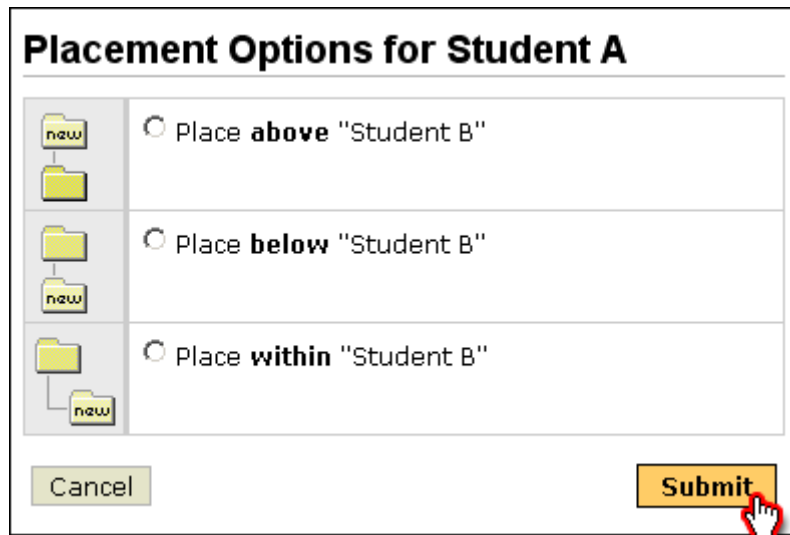
Copying a Page or Section

To copy a page or section, click to select the item that you want to copy, and then click the **Copy Area** button at the top of the left frame. Once again, a **Cancel** button and a **Paste to other folio** button will appear at the top of the left frame, and a list of the pages and sections within the current portfolio will be displayed with **Paste** buttons appearing next to each one.

To paste the page or section within the current folio, click the **Paste** button next to the page or section to which you want to move your selection.



The Placement Options window will appear, displaying the various location options for pasting the selected item. Select the location, and click the **Submit** button. The item will be moved to the location that you selected.



To paste the page or section to another existing portfolio, click the **Paste to other folio** button. A list of all your existing portfolios will appear. Select the one to which you want to move your selection, and paste your selection as described above.

