

Quick Guide to Taskstream: Creating Your ePortfolio

Step 1: Open Taskstream from any Moodle course (click or tap the Taskstream Access link)

Note: as long as you access Taskstream from Moodle, you will not need to login or enter a code. In the future, you might create an account to use outside of Moodle, but not likely in your first term or two.

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My Account

Evaluate a program

Ignore the various options, go straight to the Folios and Web Pages menu

DRF Programs
(Directed Response Folios)

- BA Cyber Security 20-21 >
- BA Digital Media and Design 20-21 >

Search for Items

Enter Keywords :
- Enter Title Keywor

Select Type :
- Select Item Type -

My Links

- ✉ Messages
- 📢 Announcements
- ➕ Add a Link

My Folders

- 📁 Recently Edited I
- 📁 Recently Deletec
- 📁 Not Being Used -
- ➕ Create a New

Step 2: Name your new portfolio.

Folios & Web Pages x Hide

NEW FOLIO/WEB PAGE TITLE:
Maximum characters allowed: 100

Do Not Add to a Folder -

CREATE NEW

Give your portfolio a name and click **Create New**

All Folios & web Pages (6 Found) View:

FILTER BY: SORT: SEARCH BY TITLE: **Search**

Update List

Step 3: Select the custom Faculty ePortfolio template.

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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. [Help on this Page](#)

New Folio / Web Page Name: sample fac

Select Template Category: General Purpose Templates (created by Taskstream) Custom Templates (designed by your learning community)

Select Custom Template: - Select Custom Template -

- Select Custom Template -
- Select Custom Template -
- Presentation Folio Templates
- Faculty ePortfolio**
- Master Documents
- PSY 101 Media Portfolio
- Tiffin Core ePortfolio template
- Web Page Templates
- Resource Folio Templates

Step 4: Select a theme for your portfolio from the many options.

Try to find a style that reflects your personality and individual style.

My Style

Theme Selected

No Theme Selected

All Themes

Browse the Taskstream Themes!

Architect

Candy

Jewel

Label

4 Select a theme to customize the look and feel of **YOUR** portfolio.

Step 5: Select **Page** to edit.

A page is basically a section or menu item in the ePortfolio. When you create the ePortfolio using the Tiffin Core template these items will appear automatically.

Note: menu items ("pages") automatically added to TU template

Select portfolio Page (selection)

More Help
Change the visual look of your Folio or Web Page in the Style tab, add text, attachments, standards and more in the Edit Content tab, share with reviewers in the Comments tab, and find other options (like e-mailing and publishing options) in the Publish/Share tab.

- About Folios and Web Pages
- How to add content
- How to delete content
- How to move content

Step 6: Use the web editor to revise the page information.

Alternatively, you can select the **Attachment** option to upload a word-processed document or use the other options to insert videos, images, links to web pages or other types of media.

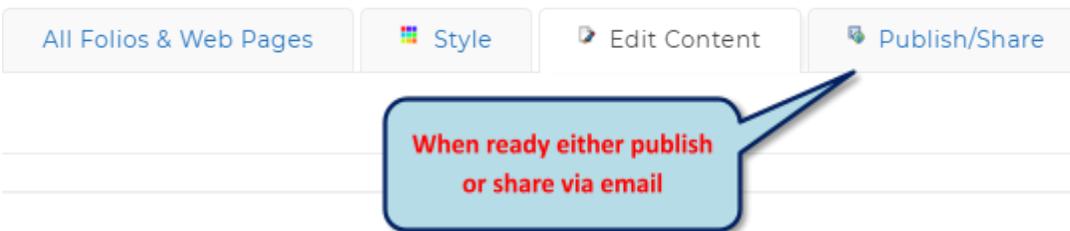
Edit page, attach document, or insert media

Steps 7-8: Publish/Share

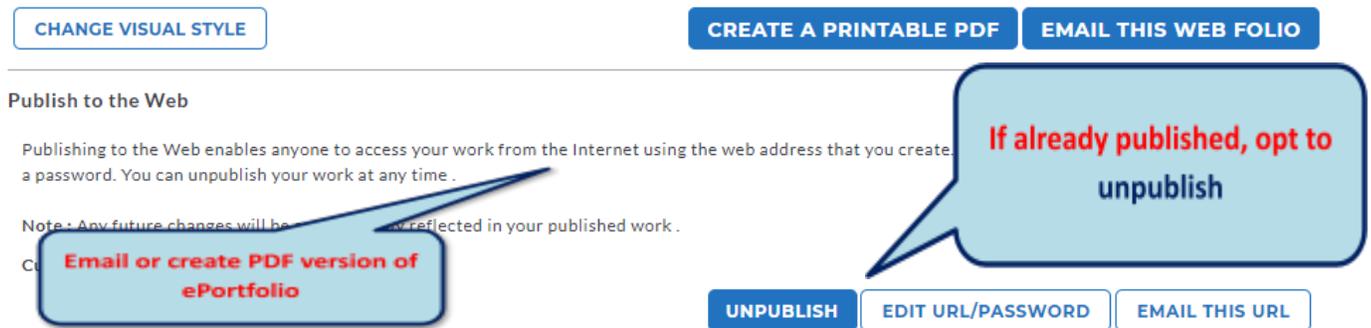
At the top of the Taskstream window click **Publish/Share** to share your work with others. The screenshot for Step 8 shows your options for either sharing a link to your portfolio via email (e.g. to your instructor or potential employer) or creating a single PDF document for download or offline use.

If you previously published your portfolio and no longer wish for it to be available online, click the button, **UNPUBLISH**.

Note carefully: you must **Publish/Share** your ePortfolio. If this step is not completed others will be unable to view your work.



Publishing and Sharing Options



Step 9: Publish Settings

To finalize your work, select **Publish/Share** then **Publish**. Optionally, you may customize the Web address. You can't change the URL, but you can personalize the name of the web page. This name, however, cannot include spaces or special characters. For example, "Maus-portfolio" satisfies the requirement, but "Michelle's Portfolio" or "Michelle's_Portfolio" do not due to the apostrophe, space, and underscore character.

You may opt for the **No password needed** option or assign a password of your choice. Please keep in mind that no one will be able to view your ePortfolio without the password, if that option is chosen.

Publish Options

<p>Create a Customized Web Address: A suggestion has been provided, you may change it if you wish</p>	<p>1 https://www.taskstream.com/ts/manager448/ <input type="text" value="Michelle e-Portfolio"/> (Only numbers, letters, and dashes '-' are allowed; no spaces or slashes.)</p>
<p>Create a password: A password limits access to this web address</p>	<p>Create a Password</p> <p><input checked="" type="radio"/> No password needed <input type="radio"/> Password needed</p> <p>Require password: <input type="text"/> (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)</p>

Specify password option

Customize name if desired then Publish