

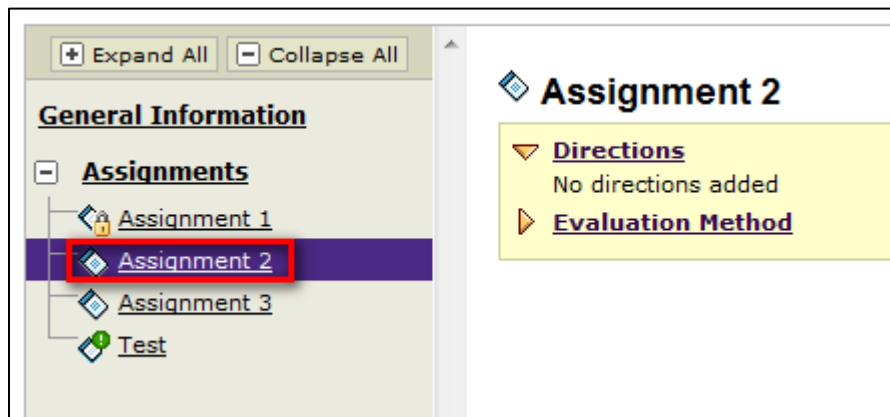
How to Attach Files from a Resource Folio to a DRF

To begin, click the name of your DRF program from the homepage.



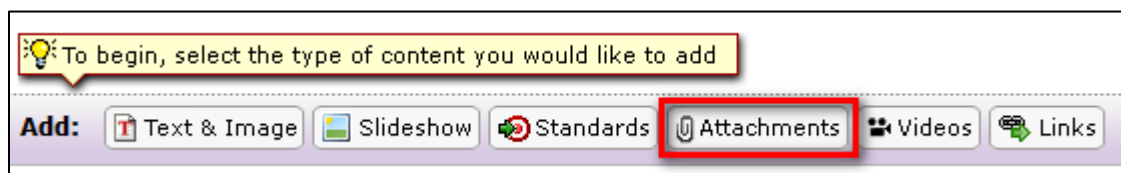
The screenshot shows the TaskStream homepage with the logo "TaskStream Advancing Educational Excellence" at the top. Below the logo is a navigation bar with tabs for "Home", "Folios & Web Pages", "Lessons, Units & Rubrics", "Standards", "Communications", and "Resources". On the left, there is a yellow box titled "Don't see your program?" with instructions for students and authors to enter a self-enrollment code, an "Enter Code" button, and a "Read More" link. On the right, there are tabs for "Author" and "Reviewer". Below these tabs is a section titled "Work on a DRF Program (Directed Response Folios)" with two expandable items: "DRF Program" (highlighted with a red box) and "Program Requirements".

From the left frame, click the name of the appropriate requirement to which you wish to attach your document.



The screenshot shows the "Assignment 2" page. On the left, there is a navigation pane with a "General Information" section and an "Assignments" section. Under "Assignments", there are three items: "Assignment 1", "Assignment 2" (highlighted with a red box), and "Assignment 3", along with a "Test" item. On the right, the main content area is titled "Assignment 2" and contains two expandable sections: "Directions" (with the text "No directions added") and "Evaluation Method".

Click the Attachments button in the Add toolbar at the bottom of the screen.



The screenshot shows the "Add" toolbar at the bottom of the screen. It features a lightbulb icon and the text "To begin, select the type of content you would like to add". Below this, there are several buttons: "Text & Image", "Slideshow", "Standards", "Attachments" (highlighted with a red box), "Videos", and "Links".

From the Attachments form, select the second option – Attach a Previously Uploaded File. From the resulting drop down menus, choose Web Folios and then select the appropriate file. Once the appropriate file has been selected, click Add File.

Add New Attachment

Select File:

A file saved on your computer

Attach a previously uploaded file

Web Folios

EDE 757.docx

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

Name File:

EDE 757.docx

Description: (Optional)

Attach Standards: (Optional)

Attach standards to this file

Check Spelling **Add File**

Repeat these same steps to attach any additional files from your Resource folio to this requirement.

When finished click Save and Return. You will see that file has now been linked to your DRF.

+ Expand All - Collapse All

General Information

- **Assignments**

- Assignment 1
- Assignment 2**
- Assignment 3
- Test

Assignment 2

Directions

Evaluation Method

Attachment Section

Files:

- EDE 757.docx