

Creating Your Presentation Portfolio

(single or multi-page presentations of selected work, resources, and/or artifacts)



Save a copy of your (efolio) DRF program work as a presentation folio

Select the DRF program you want to save and edit as a presentation portfolio.

Work on a DRF Program

(Directed Response Folios)

- Bachelor of Science Elementary Education K-6 DEMO

From the next page, go to the **Options** tab.

Bachelor of Science Elementary Education K-6

Template: Wilmington University Template BS K-6

Work Scores/Results Options

Preview as Folio

Expand All Collapse All

General Information

- PSY 201
- EDU 390
- EDU 391
- EDU 401

Welcome to the Bachelor of Science Elementary Education K-6 program

This program is nationally recognized by the Association for Childhood Education International (ACEI) and by the National Council for Accreditation of Teacher Education (NCATE).

Getting Started with Programs

If this is your first time working within DRF programs, you may wish to view or print our [Getting Started Guide](#) or call Mentoring Services at 1.800.311.5656 for help starting your work.

Program Links

- Overview

More Help

In the DRF program, add work to your DRF (Directed Response Folio) in the Work tab. View evaluation results in the Scores/Results tab.

From the **Options** tab, select the link to **Save a copy of DRF program work as a presentation folio**.



Enter a new name for the DRF Program that will be saved as a Folio or a Web Page and click the **Create** button.

Save DRF as Presentation Folio

Directions: The copy of this DRF Program will be saved as a Folio or a Web Page and will appear under its new name in the list of Folios & Web Pages. The copy of this DRF Program will be saved as a Folio or a Web Page and will appear under its new name in the list of Folios & Web Pages. The copy is fully editable, including its structure, contents, and style.

New name:
(up to 100 characters)

To begin editing your presentation folio, select **Go to my new presentation folio**. You will now be able to make changes to your copy of the DRF program that has been saved as a presentation folio in **Folios & WebPages**.

Saved as Presentation Folio Confirmation

What would you like to do next?

Go to my new presentation folio.

Go back to program options.

When you click on **Folios & WebPages** from the top navigation bar, you will see the saved copy of your DRF Program.

All Folios & Web Pages (6 Found)

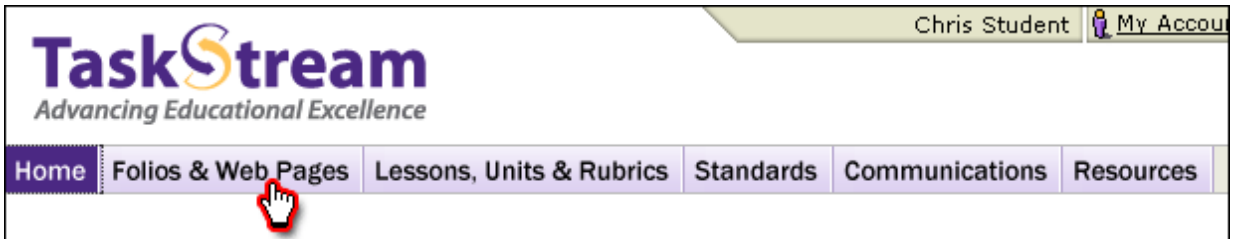
<p>Filter by Folder: <input type="text" value="All Folios and Web Pages"/></p> <p>Sort: <input type="text" value="Grouped by Template Category"/> Update List</p>	<p>Search by Title: <input type="text" value="- Enter Title Keywords -"/> Search</p>
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Presentation Folios

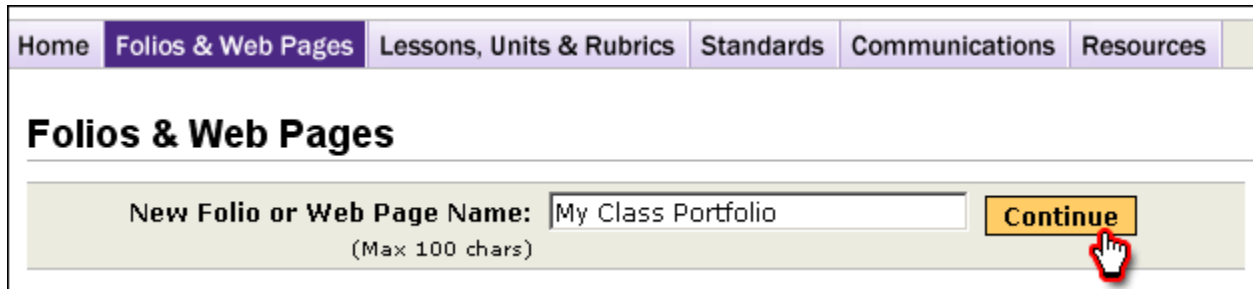
Deleted DRF Requirements	Custom	<div style="display: flex; gap: 5px;"> Edit Copy Rename Delete </div>
Bachelor of Science Elementary Education K-6	Wilmington University Template BS K-6	<div style="display: flex; gap: 5px;"> Edit Copy Rename Delete </div>

Create a New Folio or Web Page

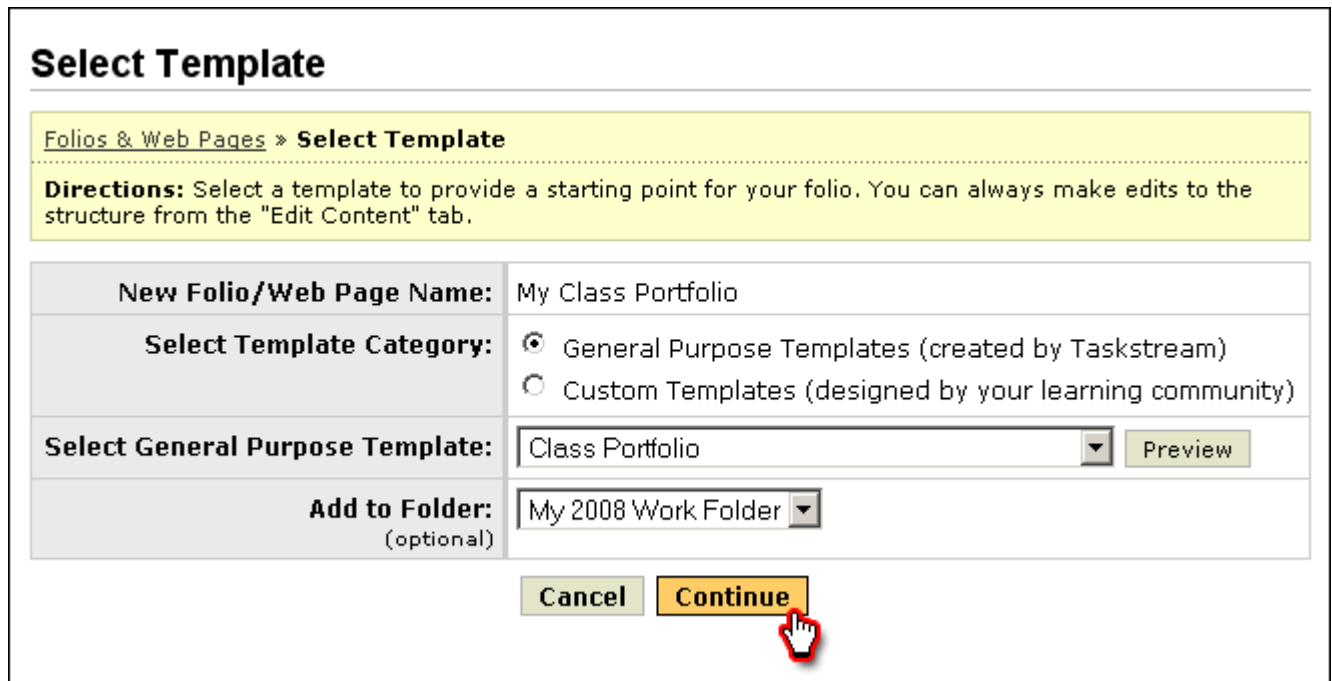
Click **Folio & Web Pages** from the top navigation bar.



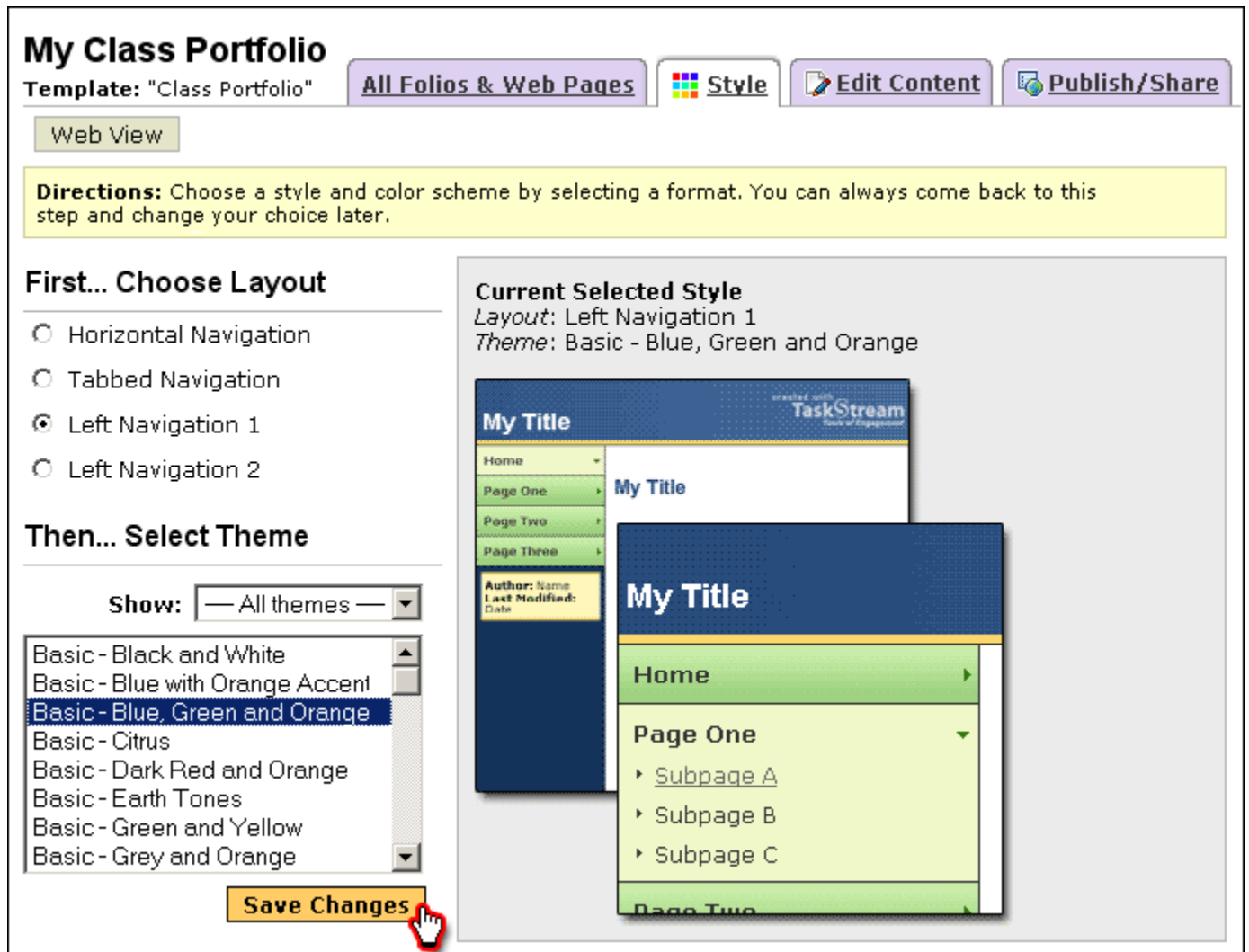
Enter a name in the **New Folio or Web Page Name** field and click the **Continue** button.



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



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

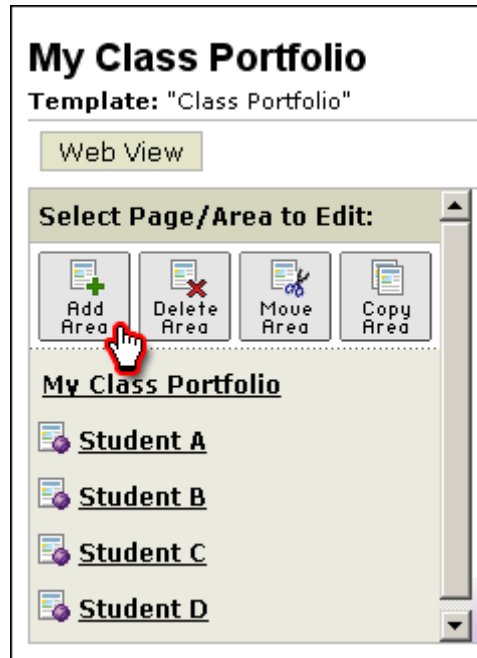
Home

Page One

- Subpage A
- Subpage B
- Subpage C

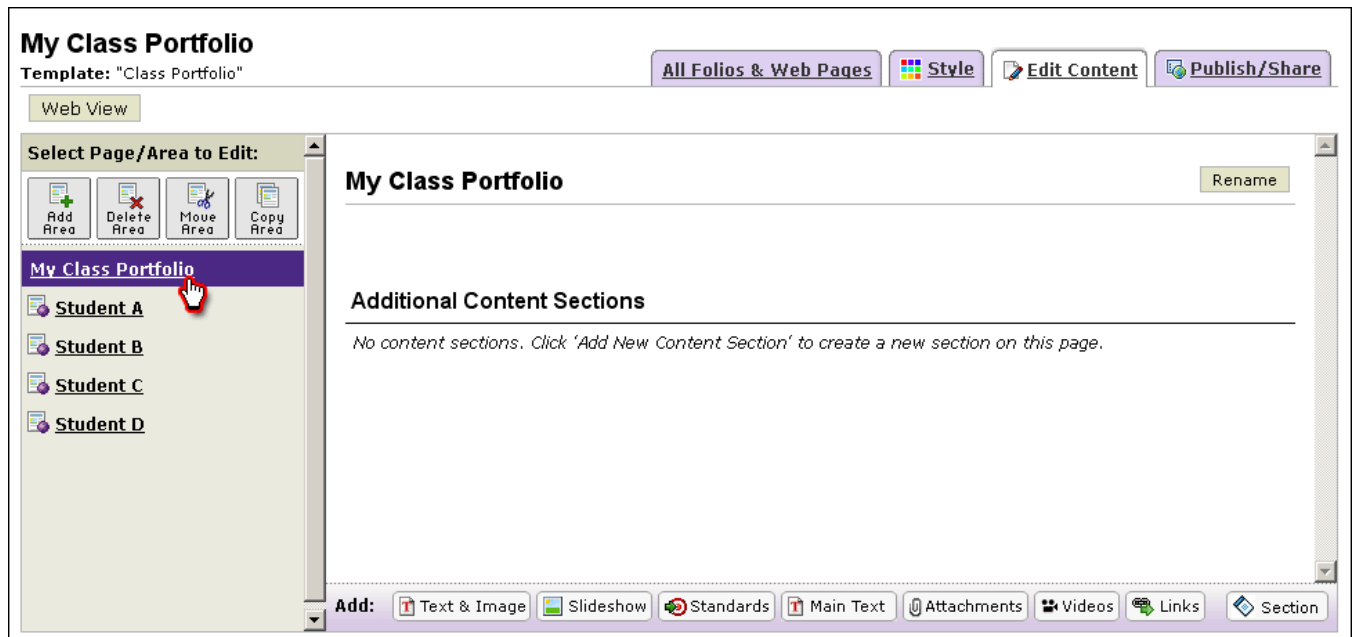
Page Two

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.

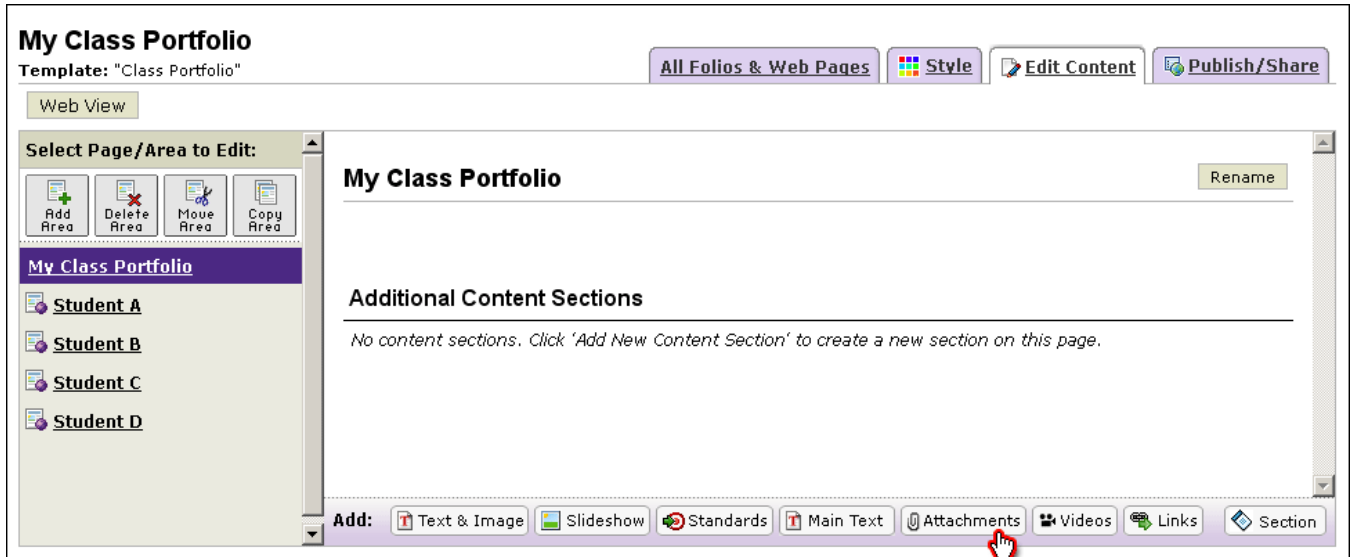


In the right frame, you can add work to your folio or web page.

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**.



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

Add New Attachment

No files have been attached yet.

Select File:

A file saved on your computer

Reattach a previously uploaded file

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

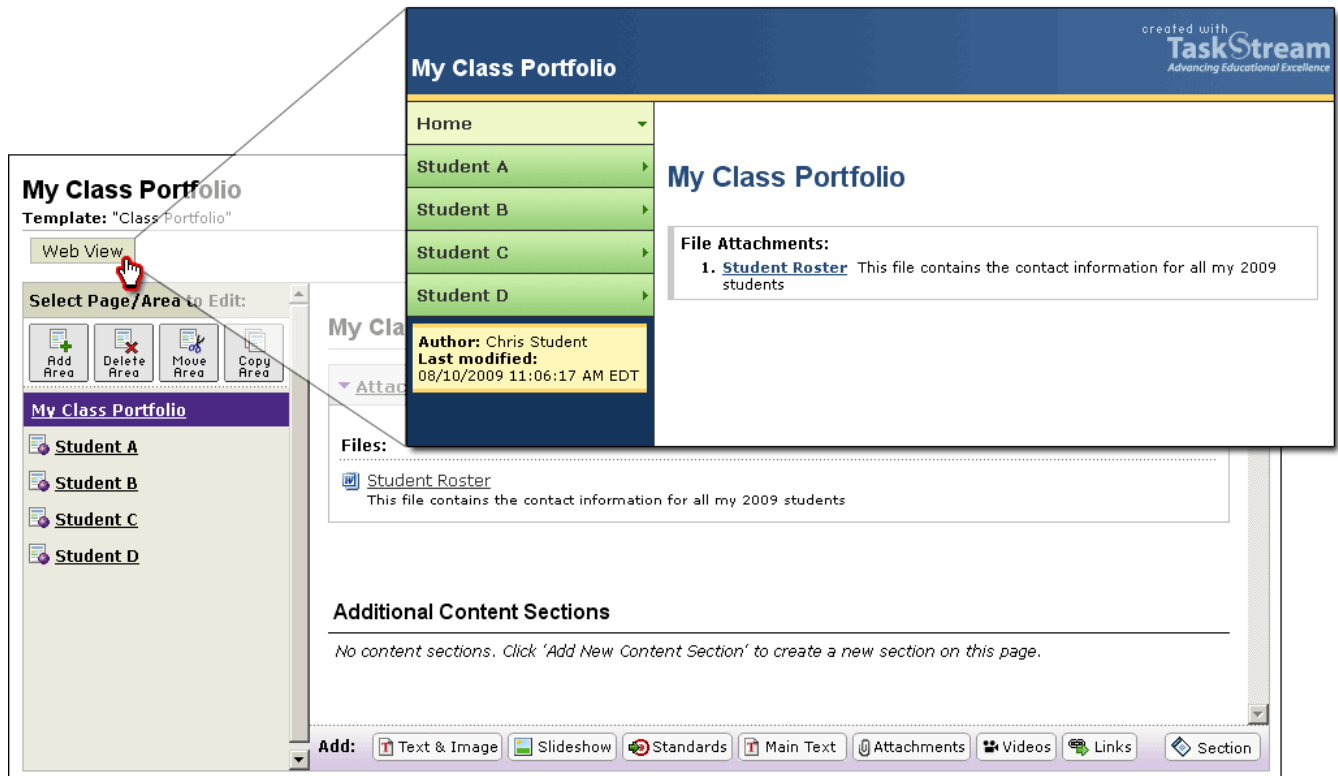
Name File:

Description: (Optional)

Attach Standards: (Optional)
 Attach standards to this file

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.

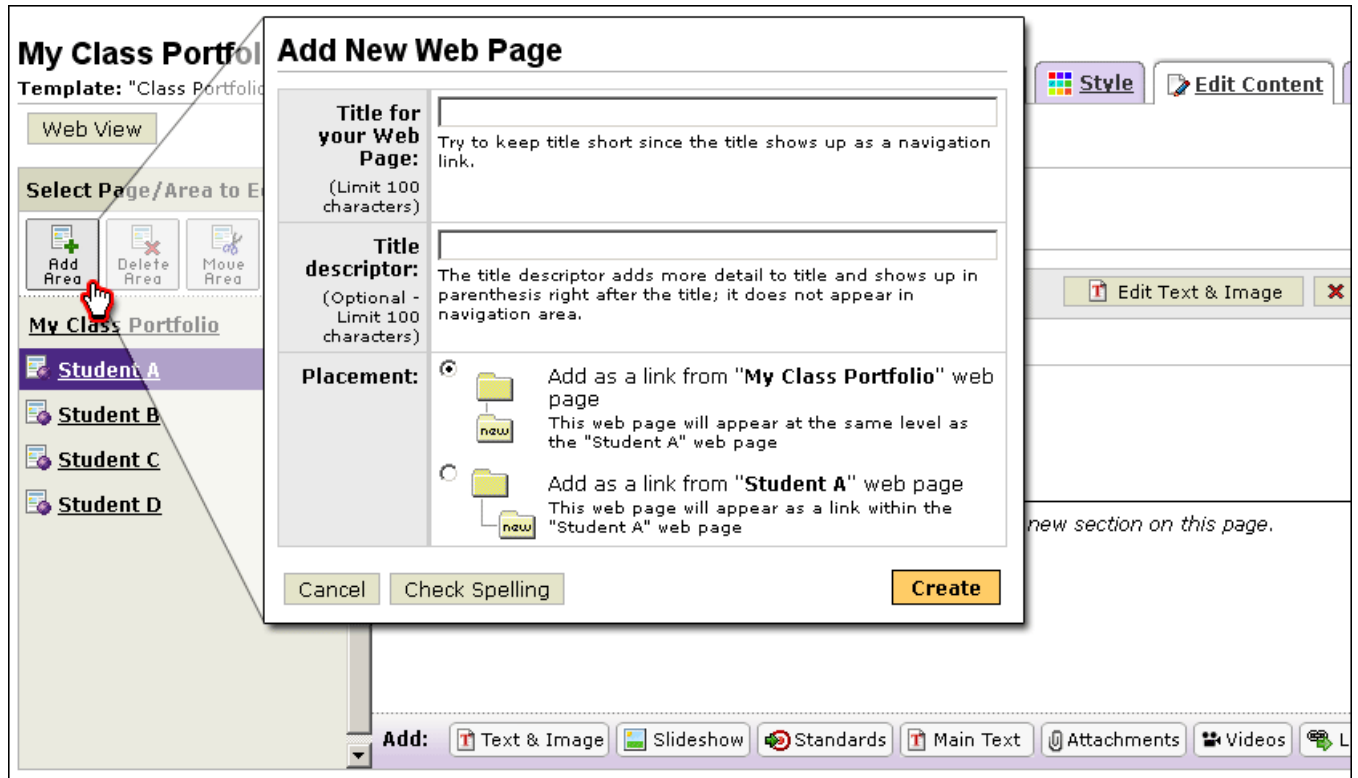


The screenshot displays the 'My Class Portfolio' interface. On the left, a sidebar contains a 'Web View' button with a red arrow pointing to it, and a 'Select Page/Area to Edit:' section with icons for 'Add Area', 'Delete Area', 'Move Area', and 'Copy Area'. Below this is a list of 'My Class Portfolio' items: Student A, Student B, Student C, and Student D. The main content area shows a preview of the portfolio page. At the top right of the preview, it says 'created with TaskStream Advancing Educational Excellence'. The preview title is 'My Class Portfolio'. Below the title is a navigation menu with 'Home', 'Student A', 'Student B', 'Student C', and 'Student D'. A yellow box highlights the 'Author: Chris Student' and 'Last modified: 08/10/2009 11:06:17 AM EDT' information. Below the menu is a 'File Attachments' section with one attachment: '1. Student Roster' with a description: 'This file contains the contact information for all my 2009 students'. Underneath is a 'Files:' section with a link to 'Student Roster' and the same description. At the bottom, there is an 'Additional Content Sections' section with the text: 'No content sections. Click 'Add New Content Section' to create a new section on this page.' At the very bottom of the interface is an 'Add:' toolbar with buttons for 'Text & Image', 'Slideshow', 'Standards', 'Main Text', 'Attachments', 'Videos', 'Links', and 'Section'.

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:
Try to keep title short since the title shows up as a navigation link.
(Limit 100 characters)

Title descriptor:
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

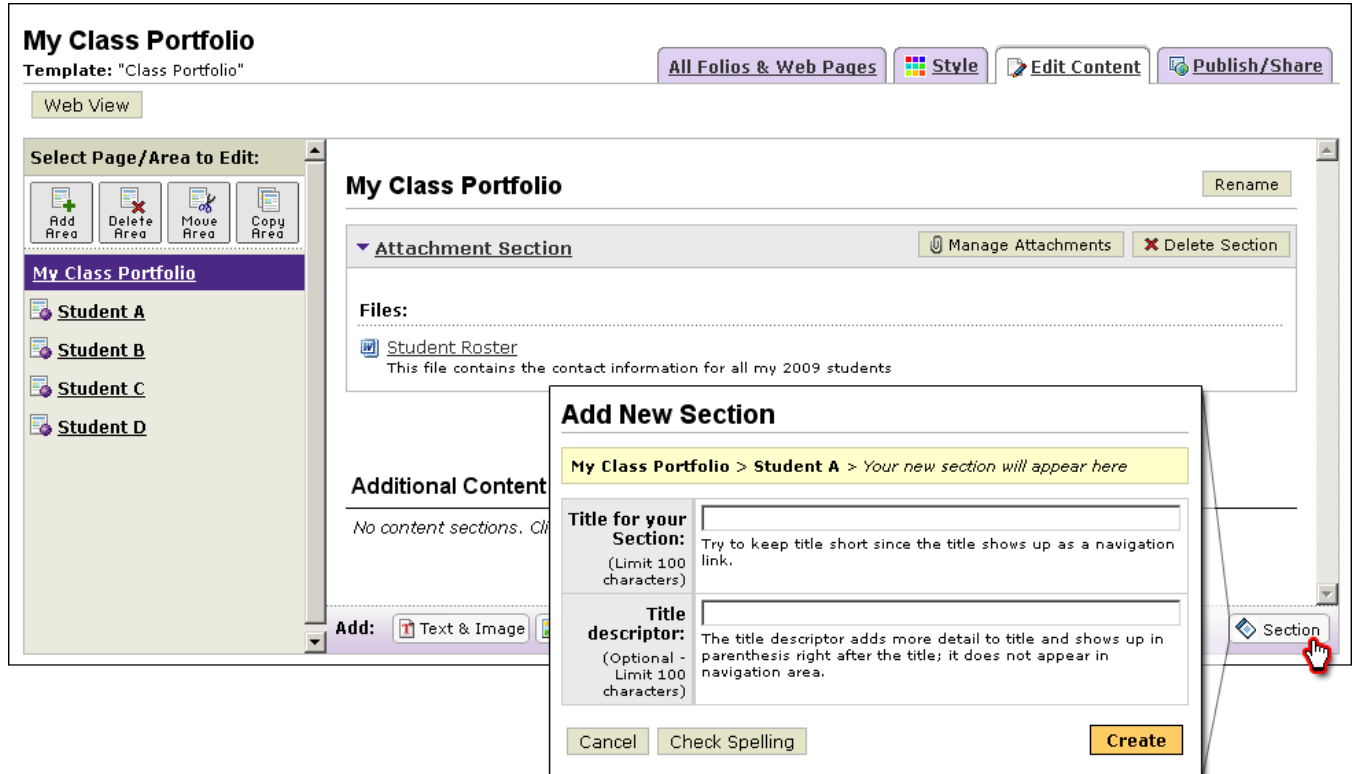
Edit Text & Image

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.



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]

Attachment Section [Manage Attachments] [Delete Section]

Files:

- Student Roster
This file contains the contact information for all my 2009 students

Additional Content
 No content sections. Click here to add content.

Add: [Text & Image] [Section]

Add New Section

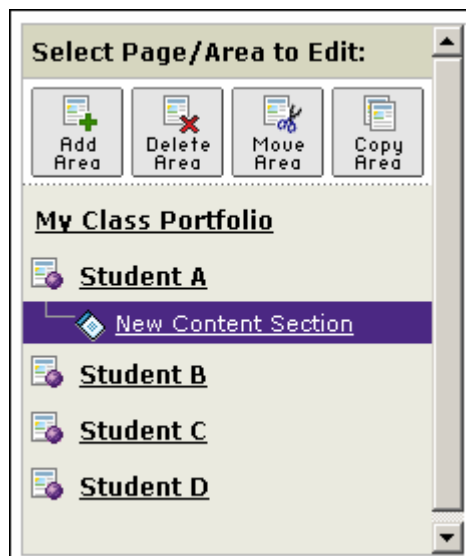
My Class Portfolio > Student A > Your new section will appear here

Title for your Section:
 (Limit 100 characters)

Title descriptor:
 (Optional - Limit 100 characters)

Cancel [Check Spelling] Create

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



Select Page/Area to Edit:

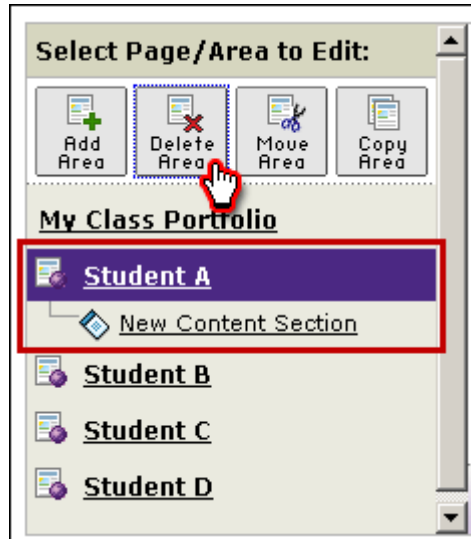
- Add Area
- Delete Area
- Move Area
- Copy Area

My Class Portfolio

- Student A
- New Content Section**
- Student B
- Student C
- Student D

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*.

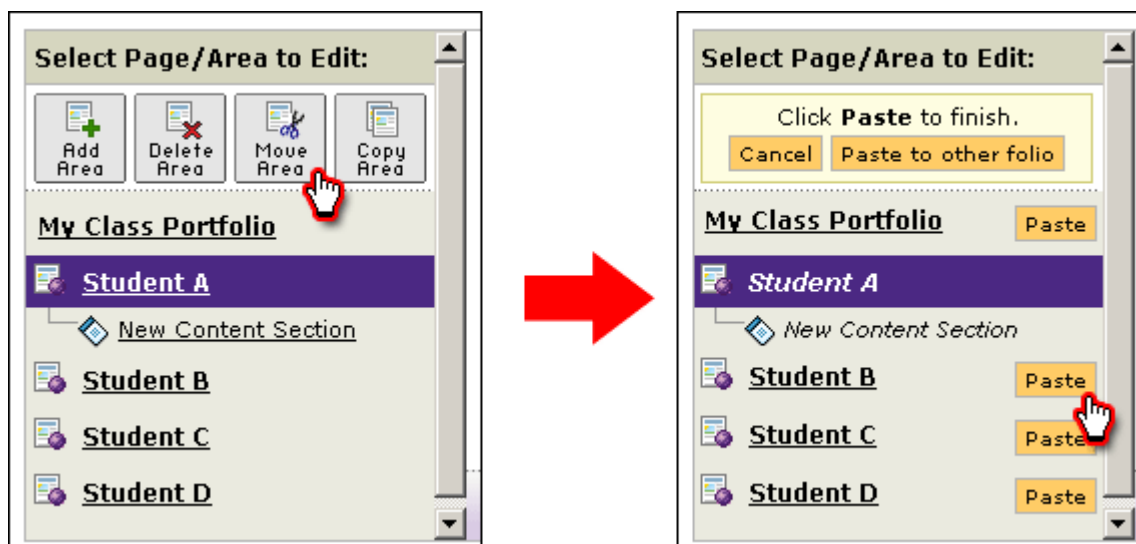


Moving a Page or Section

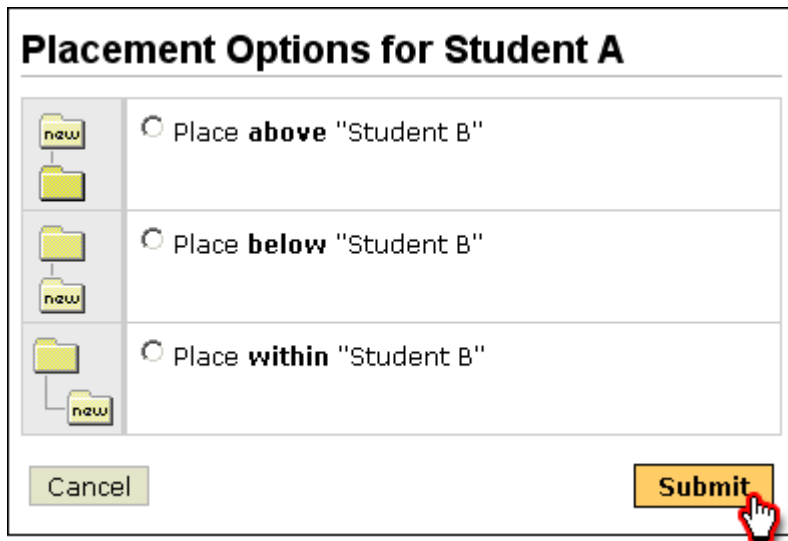
To move a page or section, click to select the item that you want to move. Then click the **Move Area** button from the top of the left frame.

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.

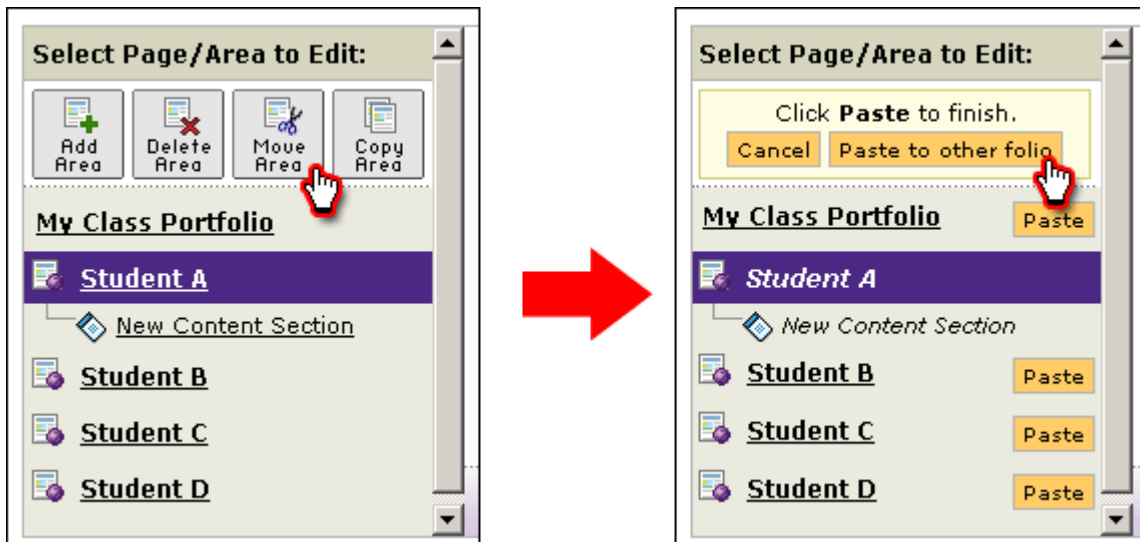
To paste the page or section within the current folio, click the **Paste** button next to the page or section to which you want to move your selection.



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.



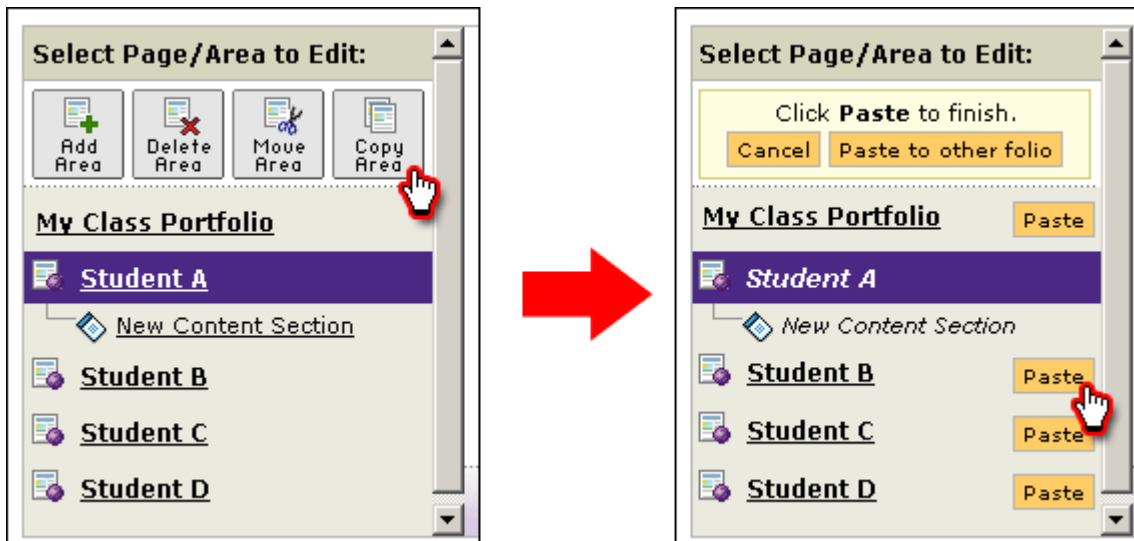
A list of all your existing portfolios will appear. Select the one to which you want to move your selection, and paste your selection as described above.



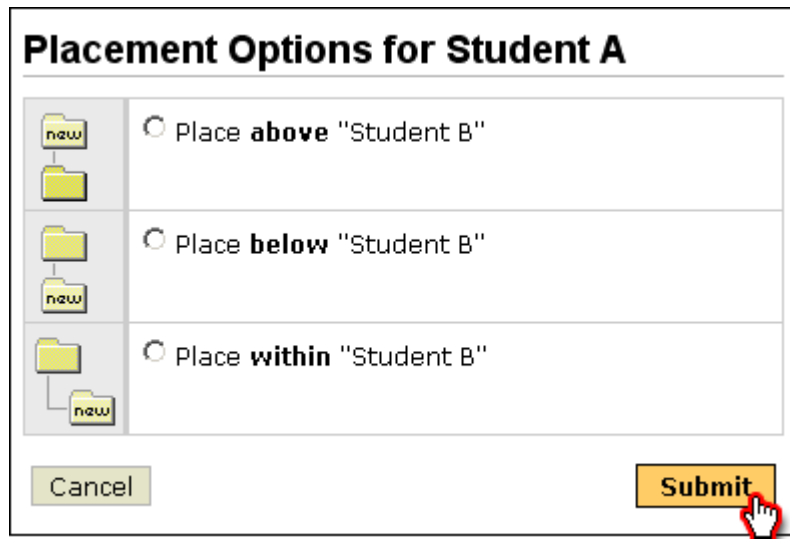
Copying a Page or Section

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.

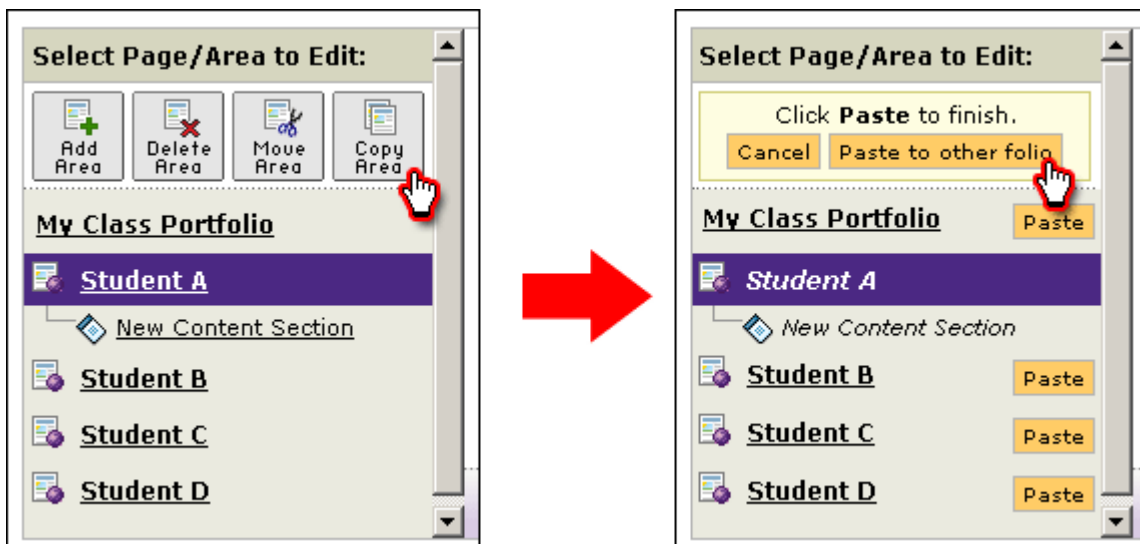
To paste the page or section within the current folio, click the **Paste** button next to the page or section to which you want to move your selection.



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.





Publish/Sharing Options/Submitting Required Work

Create a Printable PDF

A printable PDF version of your folio or web page can be created by clicking the **Create a Printable PDF** button. You can select to include a Title Page and Table of Contents within your PDF.

Email this URL

Folios and web pages can be sent to other TaskStream subscribers via the Message Center or to an external email address. The recipient will receive a message with a link to the folio or web page. When sending a folio or web page to another TaskStream subscriber, you also have the option to allow the recipient to create a copy of it. To email a folio or web page, click the **Email this URL** button located on the Publish/Share tab.

Publish to Web

To publish your folio or web page to the Web, go to the Publish/Share tab and the **Publish to the Web**

Submitting your Portfolio as a requirement

1. Click on your portfolio and publish it; locate the button at the upper left hand side of your screen "WE VIEW" and select it; your actual portfolio will appear in a new window.
2. Copy and the URL (web address) of your portfolio for submission back under your Course requirement. Submit to your course instructor. NOTE: You may choose to password protect your portfolio; however, be sure to provide your instructor with the password during submission.

For more help: Contact Mentoring Services 1-800-311-5656