



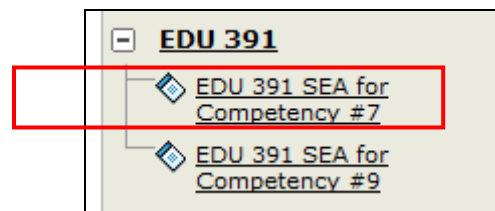
Students

Adding/Editing/Submitting Work on efolio

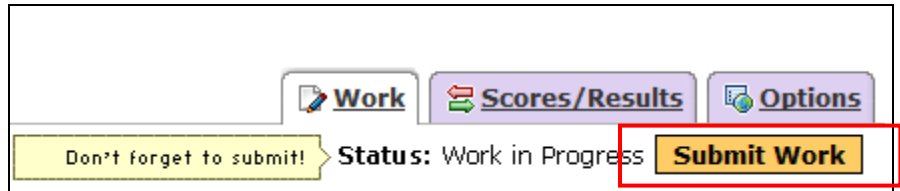
Students in designated courses will submit work for evaluation. All work must be submitted prior to grade submission each block/semester. Use this guide to navigate your way through the process. If you should need additional help, please do not hesitate to contact Mentoring Services at help@taskstream.com or 800-311-5656. **NOTE: The Bachelor of Science Elementary Education K-6 program is used in all examples below.**

Add/Edit/Submit Work Submissions

1. To add work to any of the requirement pages, click the name of the section in the left frame.
2. When the work area opens in the right frame, use the Content Section toolbar at the bottom of the page to select which type of content you would like to add. You may see different combinations of buttons depending upon the type of content you are being asked to associate with a requirement.
3. EXAMPLE: Should you decide to upload a file stored on your computer **OR** within your Blackboard course, follow the on screen directions (seen here).



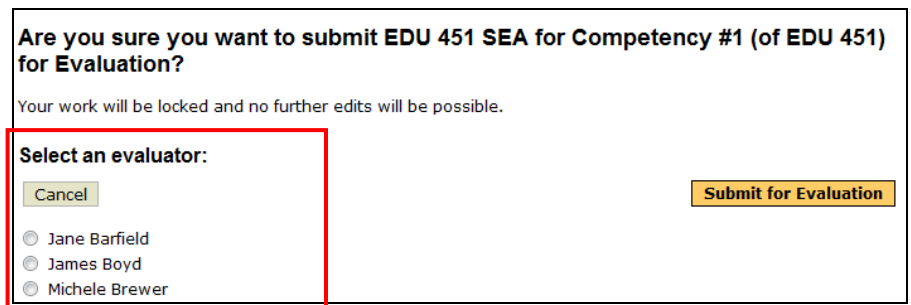
4. Whichever format you choose to upload for your requirement in a specific course, you must from the status area (upper right-hand corner), click **Submit Work**.



NOTE: When work is submitted, it becomes locked. Authors can cancel submissions before the evaluation has started. Further edits are not allowed after the Evaluator assigns a score, unless the Evaluator sends the work back for revision.

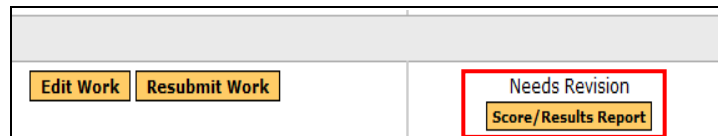
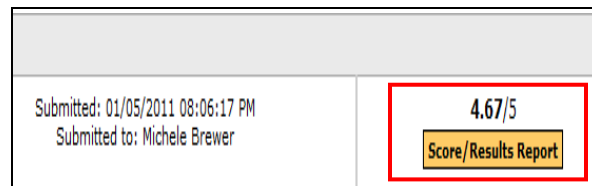
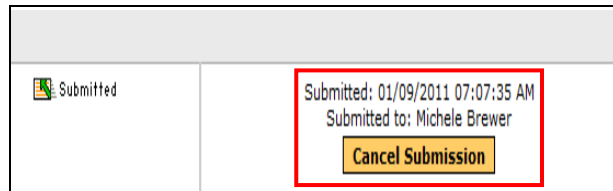
5. From the Work tab, you are required to select your Evaluator/Instructor.

The system displays a list of Evaluators with access to the selected requirement. Select the Evaluator to which you want to send your work. Click the appropriate radio button.



Score/Results

The Scores/Results tab displays a table with columns indicating the progress of each work submission (Three examples shown here).



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