

Quick Guide to Taskstream: Part 1: Creating Your ePortfolio

Step 1: Open Taskstream from your Moodle course (click or tap the ePortfolio 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.

The screenshot shows the Taskstream interface. At the top, there is a purple navigation bar with the 'taskstream by Watermark' logo on the left and four menu items: 'FOLIOS & WEB PAGES', 'STANDARDS', 'COMMUNICATIONS', and 'RESOURCES'. The 'FOLIOS & WEB PAGES' menu item is circled in yellow. Below the navigation bar, the main content area is titled 'Work on a program'. On the left, there is a 'DRF PROGRAM' section with a blue circle containing 'DRF' and a link for 'General Education Submission'. On the right, there are buttons for 'Author' and 'Evaluator', and a 'CUSTOMIZE DISPLAY' button. A callout box with a red '1' in the top right corner points to the 'FOLIOS & WEB PAGES' menu and contains the text: 'Ignore the various options, go straight to the Folios and Web Pages menu'. At the bottom left, there is a yellow box with the text: 'Don't see your program? If you have a self-enrollment code, enter it here to enroll yourself as an author. If you do not have your code, please contact your instructor or the Taskstream Coordinator at your Institution.' and an 'ENTER CODE' button.

Step 2: Name your new portfolio.

The screenshot shows the 'Folios & Web Pages' page. At the top left, there is a section titled 'NEW FOLIO/WEB PAGE TITLE:' with a text input field containing 'Blaze the Dragon's ePortfolio' and a blue 'CREATE NEW' button. Below the input field, it says 'Maximum characters allowed: 100'. A red box highlights the input field. A callout box with a red '2' in the top right corner points to the 'CREATE NEW' button and contains the text: 'Give your portfolio a name and click Create New'. Below this section, there is a heading 'All Folios & Web Pages (1 Found)' and a 'View:' button with a grid icon. At the bottom, there is a 'FILTER BY:' section with a dropdown menu set to 'All Folios & Web Pages' and a 'SEARCH BY TITLE:' section with a search input field and a 'Search' button.

Step 3: Select the custom DEC template.

Select Template

Folios & Web Pages » Select Template

Directions : Select a template to provide a starting point for your folio. You can also use the 'Edit Content' tab.

New Folio / Web Page Name :	Blaze the Dragon's ePortfolio
Select Template Category :	<input type="radio"/> General Purpose Templates (created by Taskstream) <input checked="" type="radio"/> Custom Templates (designed by your learning community)
Select Custom Template :	<div style="border: 1px solid #ccc; padding: 2px;"><p>- Select Custom Template -</p><p>- Select Custom Template - Presentation Folio Templates</p><ul style="list-style-type: none">Faculty ePortfolioMaster Documents<li style="background-color: #007bff; color: white;">Tiffin Core ePortfolio templateWeb Page TemplatesResource Folio Templates</div> Preview

3 Select Custom Template then the **Tiffin Core ePortfolio** template

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.

Steps 5 and 6: Finalize your portfolio.

Further customize your portfolio by specifying the color and layout for your portfolio menu. When done, you may preview your finished portfolio before clicking or tapping the Apply button to save your work for future use.

The screenshot displays the 'taskstream by Watermark™' interface. At the top right, there are 'Cancel' and 'APPLY' buttons. A blue callout box with a red '5' in a circle contains the text: 'Preview your portfolio or finalize by clicking **Apply**.' Red arrows point from this box to the 'Preview' button and the 'APPLY' button. Below this, a 'Choose a Layout' section offers 'Vertical' and 'Horizontal' options. A second blue callout box with a red '6' in a circle contains the text: 'Optionally, change the layout or color of your menu.' Red arrows point from this box to the 'Vertical' layout option and the 'Choose a Color' section, which displays six color swatches. A 'Feedback' button is located at the bottom right of the customization panel. The background shows a portfolio preview with a navigation menu on the left containing 'HOME', 'MISSION STATEMENT', 'EDUCATION', 'RESUME', and 'CONTACT'. The 'MISSION STATEMENT' section is active, featuring a title, a photograph of a group of people in a boat, and placeholder text.