

Web Folio Builder

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Web Folio Builder

The Web Folio Builder facilitates the creation of web-based portfolios and resource folios to which users can add standards, files, and TaskStream work.

Getting Started

To access the Web Folio Builder, click the **Web Folio Builder** link on the left navigation area or on the Home Page.



Left Navigation

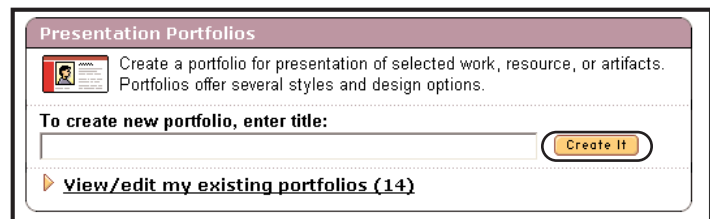


Home Page

Creating a Portfolio in the Web Folio Builder

A portfolio is a single or multi-page folio for the presentation of selected work, resources, or artifacts. Portfolios offer several stylistic possibilities to enhance or personalize the presentation.

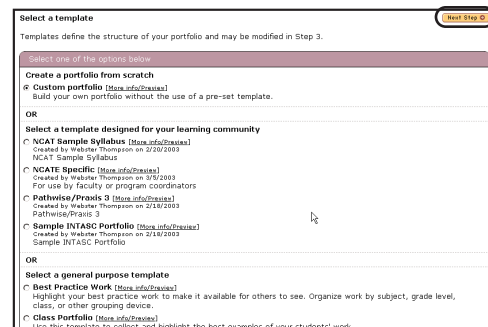
To create a new portfolio, enter a title in the title field, and click the **Create It** button.



Step 1: Select Template

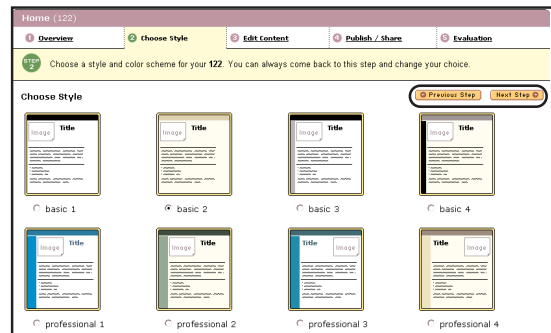
The *Select a template* area contains templates used to provide structure for your portfolio. To see a preview of any template, click the **More info/Preview** link located next to the name of the template.

To select a template, mark the appropriate radio button and then click the **Next Step** button to continue.



Step 2: Choose Style

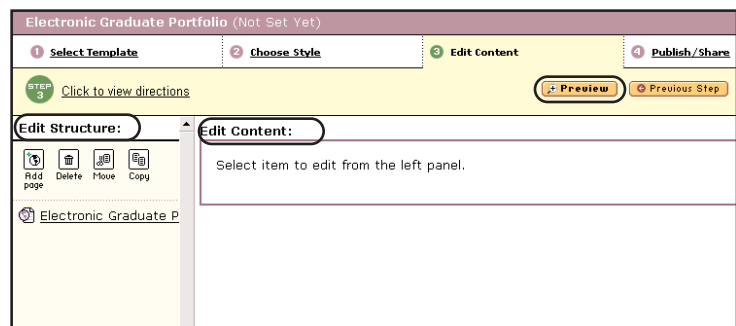
In Step 2, you can select design elements and color schemes. After choosing a design element, click the **Next Step** button to continue.



Step 3: Add/Edit Web Folio Content

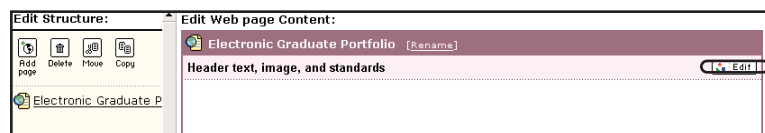
In Step 3 of the portfolio creation process, you may edit the portfolio structure and add content to your portfolio.

Your portfolio workspace is divided into two frames. The left frame is used to edit the structure of your portfolio. Use the buttons at the top to add, delete, move, and copy pages or sections. In the right frame you can add text, images, standards, and additional content sections. Use the **Preview** button at any time to display the presentation view of your portfolio.

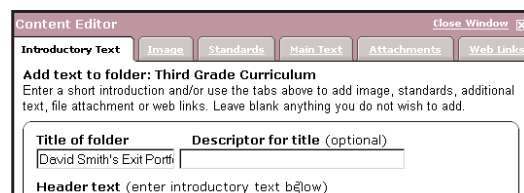


Accessing the Content Editor

Click the portfolio title in the left frame. You should now see the *Edit Web Page Content* area in the right frame. When the workspace area opens in the *Edit Web Page Content* area, click the **Edit** button.



The six section tabs in the content editor will allow you to add text, images, file attachments, standards, and web links to your web folio.

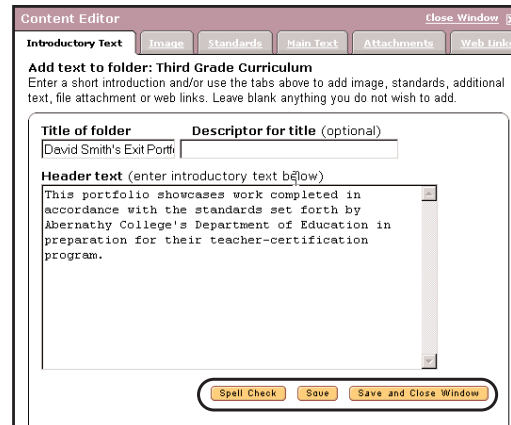


Adding Introductory Text

On the *Introductory Text* tab, you will see three text entry fields. The first field allows you to edit your portfolio title, the second allows you to add an optional title description, and the third lets you add introductory text.

A **Spell Check** button is provided to assist in checking your text for spelling errors.

After you have added the introductory text, click the **Save** button to save your text and continue to add more text. To close the window, click the **Save and Close Window** button.



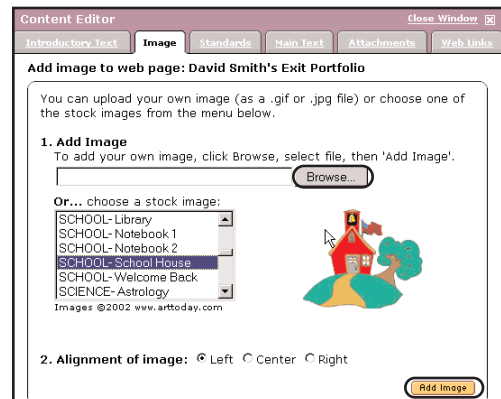
Adding an Image

In the *Image* section, you can upload your own image files in either a .gif or .jpg format, or choose from a selection of stock images.

Note: For Mac users, please make sure to add the .gif and/or .jpg extension to the file name.

To add your own image, click the **Browse** button. A dialog box will open, allowing you to select and open the image file from your computer. The path of the file will appear in the *Browse* field.

To select a stock image, click the title of the image you want to use and a preview of the image will appear in the area to the right of the image list. After the image has been selected or designated for upload, you can select the alignment of the image.

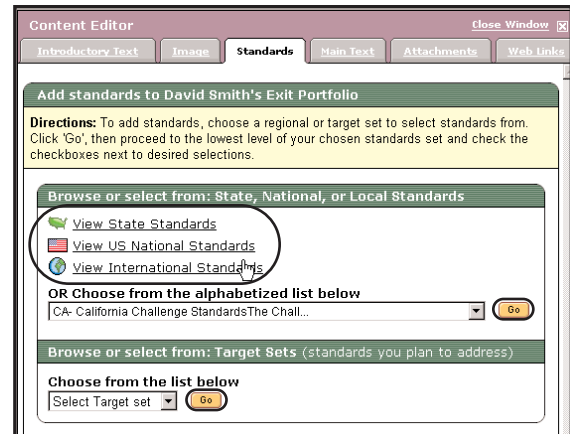


Click the **Add Image** button to complete the process.

Adding Standards

Clicking the **Standards** tab accesses the Standards Wizard, which you can use to add standards and corresponding benchmarks to your web folio.

To access a set of standards, click one of the links at the top of the Standards Wizard to view State, USA/National or International Standards or select a regional set or target set from the appropriate pull-down menu and click the **Go** button.

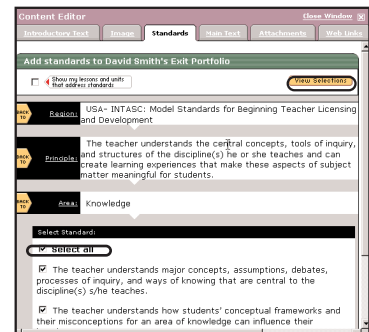


After you have selected a standards set, you can navigate through the standards hierarchy by clicking the appropriate **Go to Next Level** button. The lowest level of the standards hierarchy will display the relevant assessment indicators, which you can select by checking the appropriate check boxes.



Once you have made your selections, click the **View Selections** button to view your selections in their entirety.

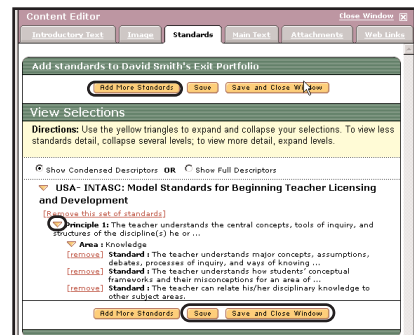
The standards you have selected will appear in condensed form, meaning that only the heading and beginning text of each standard are displayed.



In the *View Selections* area, you can control the display of the standards in your portfolio by using the yellow triangular icons located next to the standard level descriptor to expand and collapse the level.

If you want to add more standards to your selection, click the **Add More Standards** button located at the top and bottom of the window.

Click the **Save** button to save your selections, or the **Save and Close Window** button to save your selections and close the window.

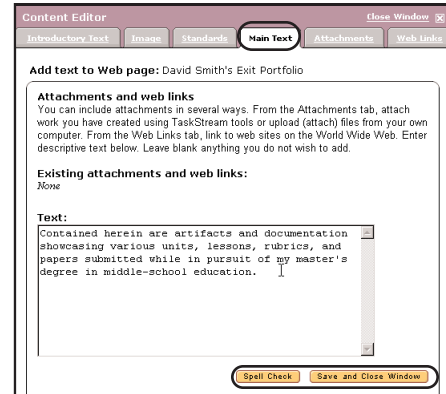


Adding Main Text

From the content editor window, click the **Main Text** tab to add additional text to your portfolio. Text entered into this area will appear below any image and/or standards you have added into your portfolio (as opposed to the introductory text, which appears above image/standards).

A **Spell Check** button is provided to assist in checking your text for spelling errors.

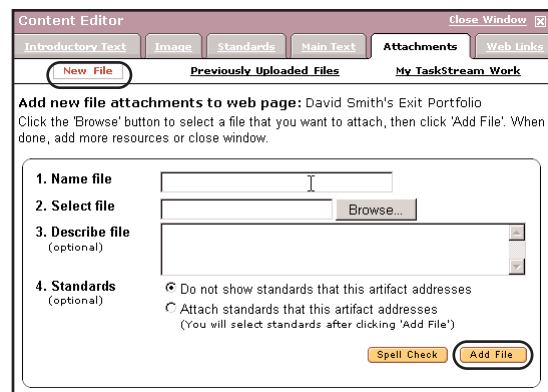
After you have added the main text, click the **Save and Close Window** button.



Attachments: New Files

When you click the **Attachments** tab, you will notice that the menu defaults to the New File attachment form. To attach a new file, name it, and then use the **Browse** button to locate the file on your computer. In Step 3, you can choose to provide an annotation. In Step 4, you have the option of attaching standards that the uploaded file addresses.

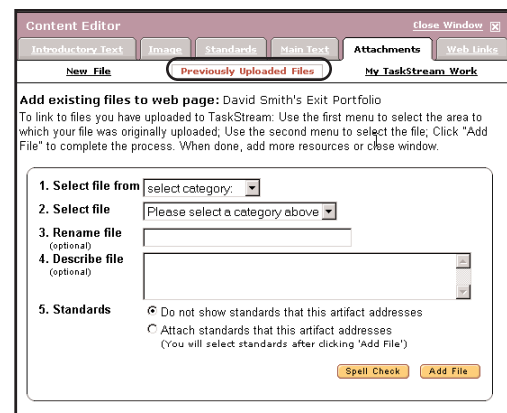
Click the **Add File** button to attach and upload your file. As files are attached, they will be listed at the bottom of the form where they can be edited or deleted.



Attachments: Previously Uploaded Files

If you have file attachments that have already been attached to any of your work in TaskStream, you can easily attach them by clicking on the **Previously Uploaded Files** link.

Note: Attaching previously uploaded files will not use additional storage space.



In Step 1, select the category area (Web Pages, Web Folios, ...) in which the file is currently attached. In Step 2, select the specific file that you want to attach in this area. You may rename and/or add a description for the file in Step 3 and 4. Finally, in Step 5, you have the option of attaching standards that the uploaded file addresses.

Click the **Add File** button when you are finished. Added files will be listed at the bottom of the form where they can be edited or deleted.

The screenshot shows the 'Content Editor' window with the 'Attachments' tab selected. The 'My TaskStream Work' link is highlighted. The form is titled 'Add existing files to web page: David Smith's Exit Portfolio'. It contains five numbered steps: 1. Select file from (a dropdown menu), 2. Select file (a dropdown menu with the text 'Please select a category above'), 3. Rename file (optional) (a text input field), 4. Describe file (optional) (a text area), and 5. Standards (optional) (radio buttons for 'Do not show standards that this artifact addresses' and 'Attach standards that this artifact addresses (You will select standards after clicking 'Add File')'). There are 'Spell Check' and 'Add File' buttons at the bottom right.

Attachments: My TaskStream Work

You can attach your TaskStream work by clicking on the **My TaskStream Work** link in the *Attachments* tab.

In the *My TaskStream Work* form, select the category of the work that you would like to attach from the first pull-down menu. After selecting a category, use the second pull-down menu to select the title of the work. You can add a description of the work in the text entry field provided (optional). You have the option of attaching standards that the uploaded file addresses.

The screenshot shows the 'Content Editor' window with the 'Attachments' tab selected. The 'My TaskStream Work' link is highlighted. The form is titled 'Add TaskStream work to web page: David Smith's Exit Portfolio'. It contains four numbered steps: 1. Select category (a dropdown menu with 'Lessons' selected), 2. Select lesson (a dropdown menu with 'Differential Equations' selected), 3. Describe lesson (optional) (a text area), and 4. Standards (optional) (radio buttons for 'Do not show standards that this artifact addresses' and 'Attach standards that this artifact addresses (You will select standards after clicking 'Add File')'). There are 'Spell Check' and 'Add File' buttons at the bottom right.

Click the **Add File** button when you are finished.

Adding Web Links

Click the **Web Links** tab of the *Content Editor* window to access a form for linking other web pages to your portfolio. You can use this form to link to external web sites and/or to existing pages within your portfolio.

To add an external web link, enter the name of the link in the first entry field and the associated URL in the second field.

The screenshot shows the 'Content Editor' window with the 'Web Links' tab selected. The form is titled 'Create a new web link'. It contains four numbered steps: 1. Name of link (a text input field), 2. Link to outside website (a text input field with 'http://' entered), 3. Describe link (optional) (a text area with a dropdown menu showing 'Select (optional)', 'David Smith's Exit Portfolio', and 'Models of Teaching'), and 4. Standards (optional) (radio buttons for 'Do not show standards that this artifact addresses' and 'Attach standards that this artifact addresses (You will select standards after clicking 'Add Link')'). There are 'Spell Check' and 'Add Link' buttons at the bottom right.

If you have multiple pages within your portfolio, you can link any of these pages to the current page by using the **Link to Existing Page** pull down menu. A description field allows you to add annotations for the linked web pages.

Click the **Add Link** button when you are finished. Added links will be listed below the form where they can be edited or deleted.

Attaching Standards to Files

To attach standards to an artifact you are adding to your portfolio, select the radio button next to “Attach standards that this artifact addresses” located at the bottom of the Attachments and Web Links forms. Click the **Add File/Link** button. (You will attach standards after attaching file/adding link)

To attach standards to an uploaded artifact, click the **Add/Edit Standards** link located beneath each added file/link at the bottom of the Attachments and Web Links forms.

In each case, the *Standards Wizard* home page will open allowing you to start the standards selection process. You can select a set of standards by clicking the links at the top of the Standards Wizard to view State, USA/National or International Standards. You may also select a regional or target set from the appropriate pull-down menu and click the **Go** button.

After navigating through the standards and selecting the indicators, click the **View Selections** button to see a full view of your selections. You may click the **Accept and Return** button to return to the form in which you were working. The standards will be listed with the corresponding artifact at the bottom of the forms where they can be viewed and edited.

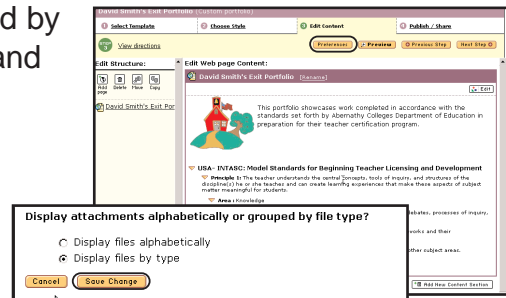
Step 3: Editing the Structure of a Portfolio

There are several ways to edit the structure of your portfolio. You can change the display preferences of attachments. You can also add pages or content sections to your portfolio to organize the content and enhance the presentation. Added pages can be moved and copied within the current portfolio or to a different portfolio.

Setting Display Preferences for Attachments

You can change the order in which files are displayed by clicking the **Preferences** button at the upper right-hand corner of the web folio *Workspace* area.

You can choose to display files alphabetically or by file type. Select one of these options, and click the **Save Change** button.

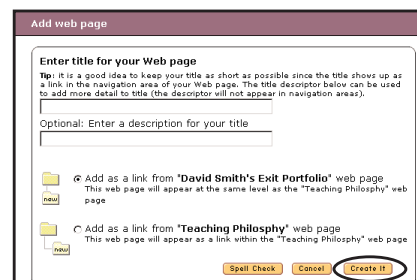


Adding a New Page to your Portfolio

To add a new page, select an existing main page or a sub-page by clicking the title in the left frame. Click the **Add Page** button at the top of the left frame.

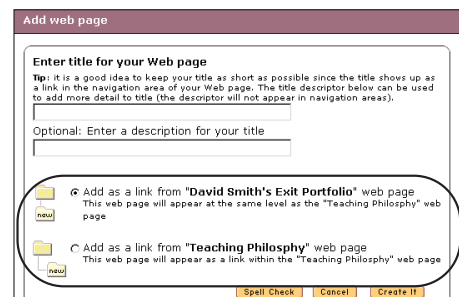


When the *Add Web Page* window opens, enter a name for the web page. You can also add an optional description if you like. Click the **Create It** button to add the new page to your portfolio.



If you add a page within an existing sub-page, the *Add Web page* window allows you to choose the placement level of the new page.

The new page will appear in the specified location under the main portfolio page.

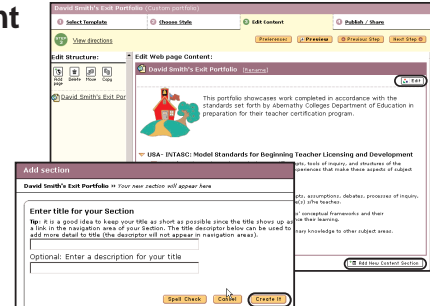


Adding a New Content Section

Adding new content sections to a page allows you to break up related content, and affords you the option of adding text, images, standards, and web links to those separate areas. For example, if the first page of your portfolio contains personal information, you might want the information to be separated into sections for academic information, professional information, and contact information. Think of your folio page as a single essay and each content section as a paragraph.

To add a new content section, click the **Add New Content Section** button.

In the *Add Section* window enter a title for the new section. You also can add an optional title description. Click the **Create It** button to add the new section.

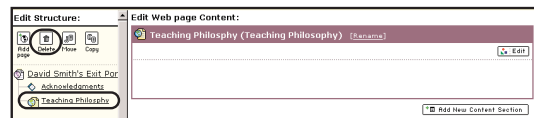


The new section will appear in the portfolio workspace designated with a diamond-like icon. Click the **Edit** button to add content to the new section.

Note: Content section information (i.e. text, images, standards, attachments, and web links) is added in the same way as it is added to the web folio by clicking on the Edit button and then clicking on the appropriate tab in the resulting pop-up.

Deleting a Page or Section

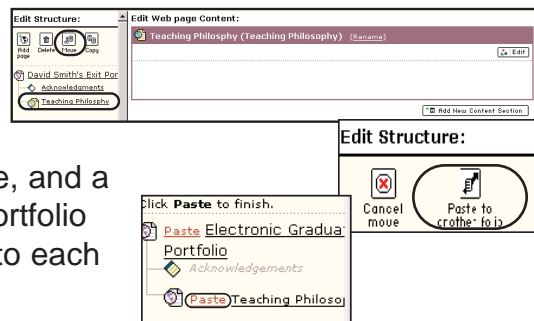
To delete a page or section, click to select the item in the Edit Structure area, and then click the **Delete** button at the top of the left frame.



An alert box will appear, asking you to confirm the deletion. Click **OK** to accept the deletion or **Cancel** to cancel the deletion.

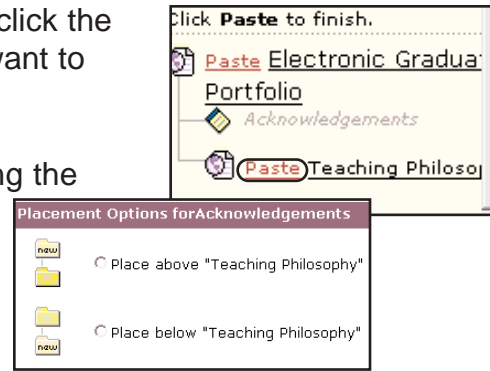
Moving a Page or Section

To move a page or section, click to select the item that you want to move, and then click the **Move** button at the top of the left frame. A **Cancel Move** button and a **Paste To Another 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** links appearing next to each one.



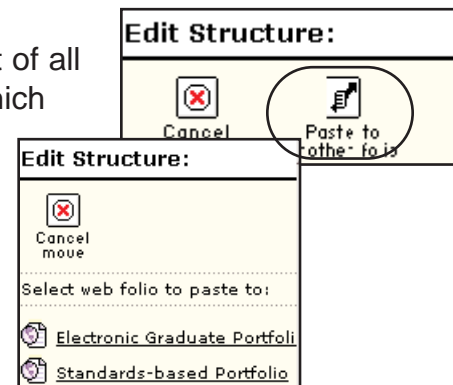
To paste the page or section within the current folio, click the **Paste** link next to the page or section to which you want to move your selection.

The Placement Options window will appear, displaying the various location options for pasting the selected item.



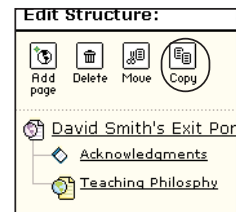
To paste the page or section to another existing portfolio, click the **Paste To Another Folio** button. A list of all your existing portfolios will appear. Select the one to which you want to move your selection, and click the **Paste** link next to the page or section where the selected item should be moved. The *Placement Options* window will appear, displaying the various location options for pasting the selected item.

Choose an option, and click the **OK** button. The item will be moved to the location that you selected.



Copying a Page or Section

To copy a page or section, select the item you want to copy, and click the **Copy** button at the top of the left frame. A **Cancel Copy** button and **Paste To Another Folio** button will appear at the top of the left frame. **Paste** links appear next to each of the pages and sections within the current portfolio.

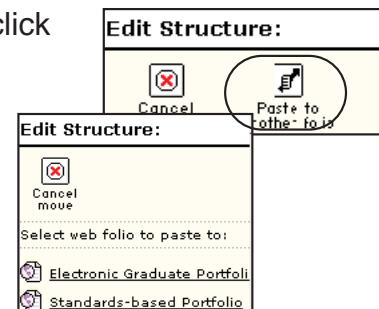


To paste the copied page or section within the current folio, click the **Paste** link next to the page or section to which you want to copy your selection.



To paste the copied page or section to an existing portfolio, click the **Paste to another folio** button. A list of all your existing portfolios will appear. Select the one to which you want to copy your selection, and then click the **Paste** link next to the page or section where the selected item should be copied.

Choose an option and click the **OK** button. A copy of the item will appear in the location that you selected.

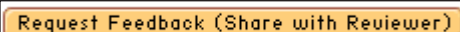


Step 4: Publish/Share

Step 4 of the Web Folio Builder allows you to publish and share your web folio. Publishing makes it accessible via the World Wide Web. Through the Message Center, web folios can be emailed to other TaskStream subscribers and/or published web addresses can be sent to any email address. The Request Feedback feature, allows you to share your web folio with your assigned TaskStream reviewer if you are working in a TaskStream program.

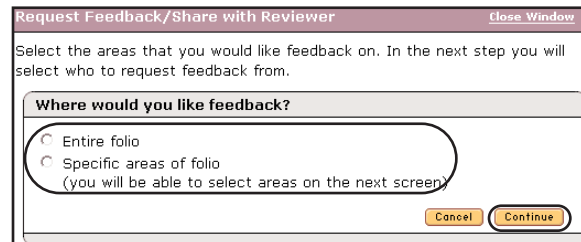
Request Feedback

To share your web folio with a Reviewer, click the **Request for Feedback** button.

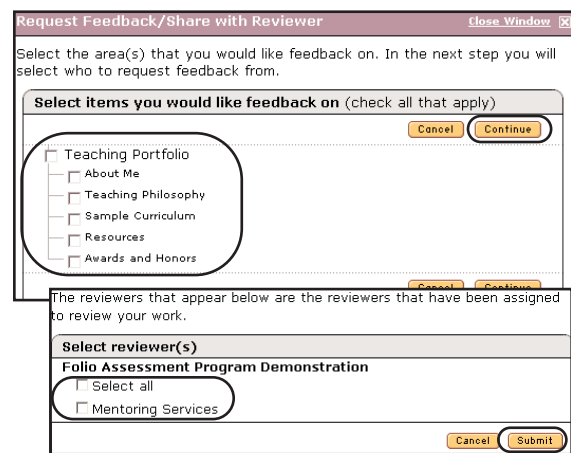


Note: If your Request Feedback button is grayed out, a Reviewer has not been assigned to you. Please contact your Program Coordinator.

When the pop-up window opens, you should select the appropriate radio button to either request feedback for the entire web folio, or for specific areas of the web folio. Click the **Continue** button to proceed.



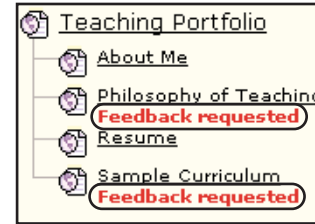
If you chose to request feedback for specific areas of your web folio, you will need to select the areas that you want your reviewer to address. Click the **Continue** button to proceed.



Choose the reviewer(s) with whom you would like to share your work by checking off the appropriate name(s). Checking the **Select All** box will share the work with all Reviewers assigned to you in the program. Click the **Submit** button.

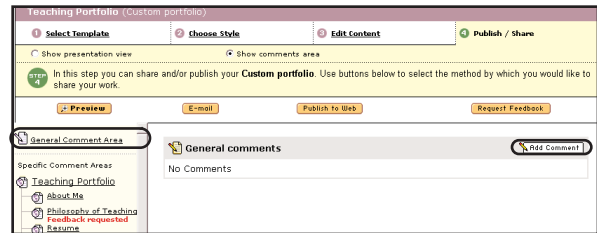
The next screen confirms that you have submitted your work to the selected reviewer(s). Read the directions on sending comments to your reviewer, however you will need to click the **Close Window** link at the top of the window to close the confirmation window and access the comment areas.

If you requested feedback on specific areas of your web folio, those selected areas will be flagged with a Feedback requested message in red text.

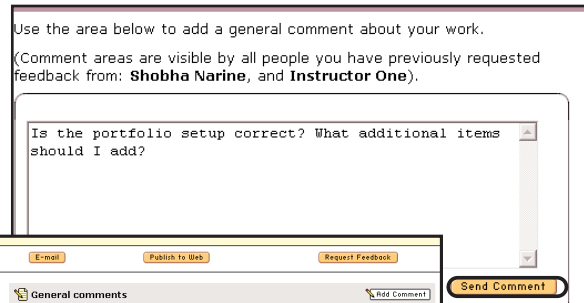


Sending Comments - General vs. Specific Area comments

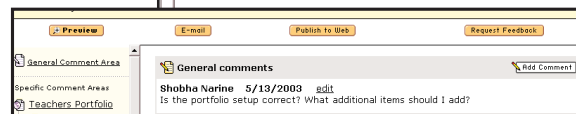
To send general comments to your reviewer(s), click the **General Comment** link at the top of the web folio layout frame (left frame). Next, click the **Add Comment** button at the top of the General Comments area in the right frame.



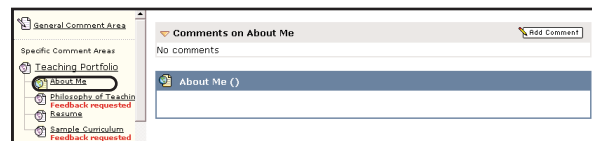
When the general comments window opens, type in a comment in the comment field and click the **Send Comment** button.



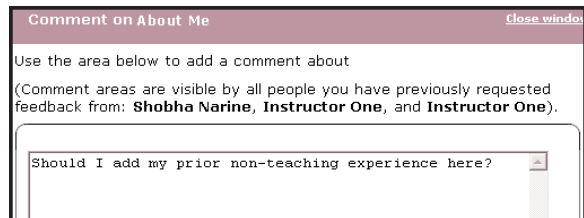
Your comments will appear in the *General Comments* area of the web folio.



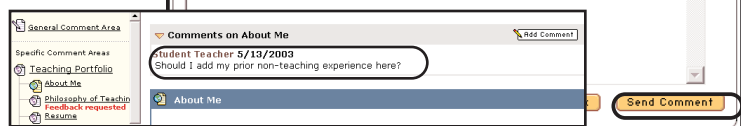
To send specific comments to your reviewer(s), click the page or section in the layout frame and the comment area for the selected page/section will open. Click the **Add Comment** button to access the comment window.



When the comments window opens, enter your comments in the text box, and then click the **Send Comment** button to send your comments to your reviewer(s).



Your comments will be displayed at the top of the selected page/section.



Publishing a Portfolio

To publish your portfolio, click the **Publish Options** button.

Publish Options

In Step 1 of the Publish to Web area, your portfolio will be assigned a URL. You can choose to keep the suggested URL, or you can personalize it, by changing the editable portion of the URL.

In Step 2, you have the option to limit access to the URL of your published work by choosing to require people to enter a specified password to access it.

Demonstration Portfolio (Custom portfolio)

1 Select Template 2 Choose Style 3 Edit Content 4 Publish / Share

Directions: Publishing your work to the Web enables people to access your portfolio from any computer with an Internet connection. You no longer have to be a TaskStream subscriber to access the work since you will create a personalized web address (URL) that can be used to access your work directly. You may also choose to limit access to this URL by creating a password. Share your URL with anyone you wish. You can unpublish your work at any time.

Publish to Web

1. **Create a customized web address**
A suggestion has been provided, you may change it if you wish.
http://main.ham.murgle.org/ts/services/ .html
(Only numbers, letters, and forward slashes "/" are allowed; no spaces.)

2. **Create a password (optional)**
 No password needed
 Create password to limit access to your work via this web address

 (Use a minimum of 4 characters- only numbers and letters allowed, no spaces.)

Cancel Publish

Click the **Publish** button to set your preferences and publish your work. To access your publishing options to unpublish or edit your settings, click the **Publish Options** button.

E-mailing a Portfolio

To e-mail your portfolio, click the **E-mail** button to open the E-Mail form. On the E-Mail form you can choose to e-mail your portfolio to internal recipients, i.e. TaskStream subscribers, and/or to external recipients, i.e. to an email address outside of TaskStream.

E-mail

To e-mail your portfolio internally (via the TaskStream Message Center) click the **Select Recipients** button to open the Member Locator. Search for individuals to whom you wish to send your portfolio and use the Member Locator to select and save their name(s).

When e-mailing your portfolio internally, you can choose to make TaskStream work within it available for copying. Check the **Allow TaskStream recipients to copy this folio** box to enable this feature.

Email "Demonstration Portfolio"

TO

INTERNAL RECIPIENTS: (TaskStream subscribers only sent via Message Center)

If you have TaskStream lessons, units, and/or rubrics attached to Demonstration Portfolio, checking this box enables the recipients to make copies of these items for editing.

EXTERNAL RECIPIENTS: (Sent via regular e-mail)
Use comma to separate multiple recipients: (e.g. jdg@tva.com, sam@tva.com)

PERSONALIZE YOUR MESSAGE

Subject:

Message:

COMPLETE ONLY IF SENDING TO PEOPLE VIA REGULAR E-MAIL

Confirm your e-mail address:

Customize web address (URL):
(Use only numbers and letters, no spaces.)

Create password (optional):
 No password needed
 Create password to limit access to this work

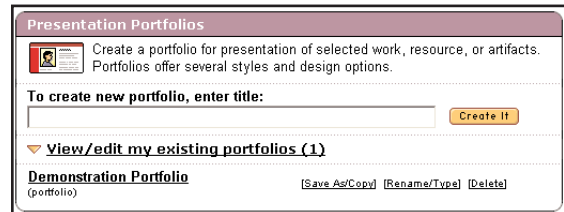
 (Use a minimum of 4 numbers and characters, no spaces.)

Cancel Send

To e-mail your portfolio to external recipients, type the recipients' e-mail addresses in the **To:** field, compose a message in the message field at the bottom of the form, and click the **Send** button. When you e-mail a portfolio externally, your portfolio will be published to the web, and you will be sending the e-mail recipient a direct link to the contents of your work and all attachments. If you would like to limit access to the link for your published work you can select to require people to enter a password you specify.

Working with Existing Portfolios

A list of existing portfolios can be accessed by clicking the triangle icon or the **View/edit my existing portfolios** link in the Presentation Portfolio section of the *Web Folio Builder* home page until your work is displayed.

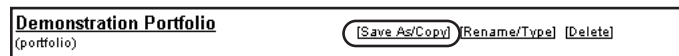


Portfolios which have been published and/or shared with an assigned reviewer are identified by an “S” icon. A “P” icon indicates that the folio has been published.

You can view the web address of a published folio by clicking the **View published web address** link.

Copying a Portfolio

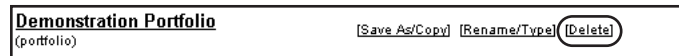
To make a copy of your portfolio, click the **Save As/Copy** link, next to the portfolio title.



Enter a name for your new portfolio on the next page and click the **Submit** button. The new copy will appear on the list of your existing portfolios.

Deleting a Portfolio

To delete a portfolio, click the **Delete** link next to the portfolio title.



Creating a Resource Folio in the Web Folio Builder

A resource folio allows you to organize resources into folders accessed on one web page. Resource folios are typically used for organizational rather than for presentational purposes. Therefore, there are no style choices in this step.

To create a new resource folio, enter a title in the title field and click the **Create It** button.

The screenshot shows a window titled 'Resource Folios' with a 'What's This' icon. Below the title is a text input field and a yellow 'Create It' button. Below the input field is a link that says 'View/edit my existing resource folios (1)'.

Step 1: Select Template

In this step you have the option of choosing from a variety of templates as guides to help you develop your resource folio.

To see a preview of any template, click on the **More info/Preview** link located next to the name of the template. To select a template, mark the appropriate radio button, and then click the **Next Step** button to continue.

The screenshot shows a 'Select a template' window. It contains two main sections: 'Create a resource folio from scratch' with a radio button for 'Custom resource folio' and a 'More info/Preview' link; and 'Select a general purpose template' with a radio button for 'Curriculum Organizer' and a 'More info/Preview' link. A 'Next Step' button is in the top right corner.

Step 2: Choose a Style (not applicable for Resource Folios)

Step 2 is not applicable in the creation of a Resource Folio. Since they are generally used for organizational purposes, there are no style options available. In order to have access to the style options, your Resource Folio must be converted into a Portfolio.

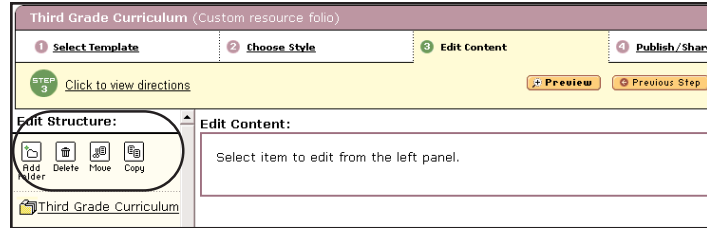
The screenshot shows a 'Choose Style' window for a 'Third Grade Curriculum (Custom resource folio)'. The 'Choose Style' step is selected, but the content area says 'Not applicable (see below)'. There are 'Previous Step' and 'Next Step' buttons.

Click the **Next Step** button to continue.

Step 3: Add/Edit Resource Folio Content

In Step 3 of the resource folio creation process, you will structure your resource folio and add content to it.

Your resource folio workspace is divided into two frames. In the left frame, you can edit the structure of your resource folio by using the buttons at the top to add, delete, move, and copy folders. In the right frame, you can add text, images, and standards.



Accessing the Content Editor

Click the resource folio title in the left frame. You should now see the *Edit Content* area in the right frame.

Click the **Edit** button located to the right of the Header area to open the *Content Editor* window.



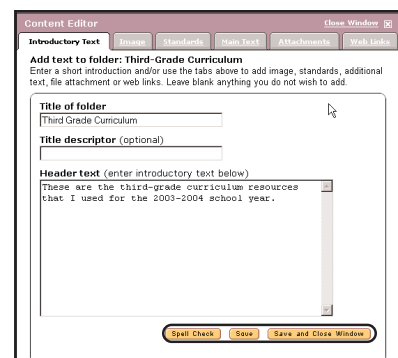
The *Content Editor* window has six tabs which will allow you to add content to your portfolio in a variety of ways. Use these tabs to navigate to the forms where you can add text, images, standards, and web links to your portfolio.

Adding Introductory Text

On the *Introductory Text* tab, you will see three text entry fields. The first field allows you to edit your portfolio title, the second allows you to add an optional title description, and the third lets you add introductory text.

A **Spell Check** button is provided to assist in checking your text for spelling errors.

After you have added the introductory text, click the **Save** button to save your text and continue to add more text. To close the window, click the **Save and Close Window** button.



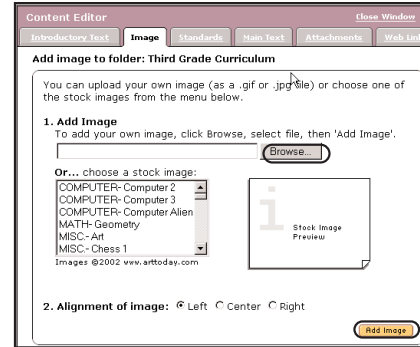
Adding an Image

In the *Image* section, you can upload your own image files in either a .gif or .jpg format, or choose from a selection of stock images.

Note: For Mac users, please make sure to add the .gif and/or .jpg extension to the file name.

To add your own image, click the **Browse** button. A dialog box will open, allowing you to select and open the image file from your computer. The path of the file will appear in the Browse field.

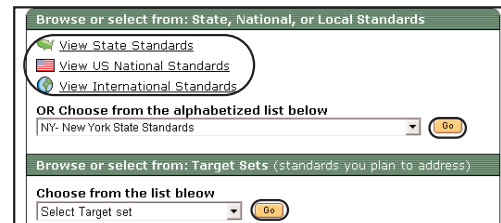
To select a stock image, click the title of the image you want to use, and a preview of the image will appear in the area to the right of the image list. After the image has been selected or designated for upload, you can add a caption and format the alignment of the image.



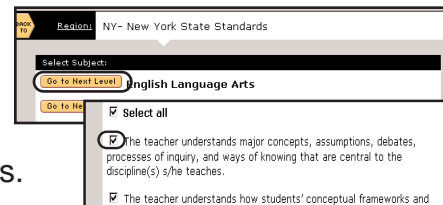
Click the **Add Image** button to complete the process.

Adding Standards

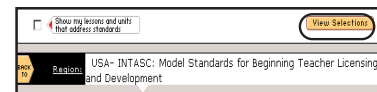
Clicking the *Standards* tab, accesses the Standards Wizard, which you can use to add standards and corresponding benchmarks to your resource folio. To access a set of standards, click one of the links at the top of the Standards Wizard to view State, USA/National or International Standards or select a regional set or target set from the appropriate pull-down menu and click the **Go** button.



After selecting a standards set, navigate through the standards hierarchy by using the **Go to Next Level** buttons. The lowest level of the standards hierarchy will display the relevant assessment indicators, which you can select by checking the appropriate check boxes.



Once you have made your selections, click the **View Selections** button to view your selections in their entirety.

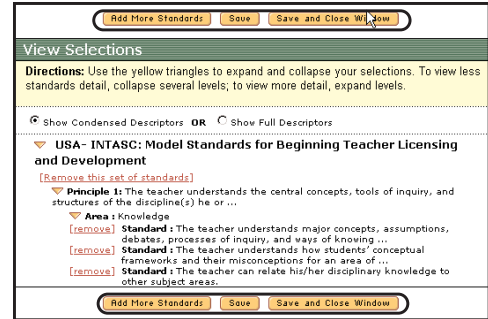


The standards you have selected will appear in condensed form, meaning that only the heading and beginning text of each standard are displayed.

In the *View Selections* area, you can control the display of the standards in your resource folio using the yellow triangular icons located next to the standard level descriptor to expand and collapse the level.

If you want to add more standards to your selection, click the **Add More Standards** button located at the top and bottom of the window.

Click the **Save** button to save your selections, or **Save and Close Window** to save your selections and close the window.

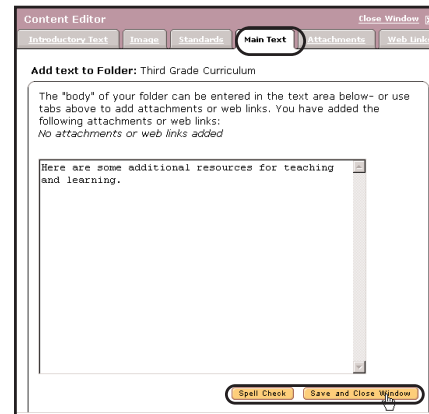


Adding Main Text

Click the **Main Text** tab to add additional text to your resource folio. Text entered into this area will appear below any image and/or standards you have added into your resource folio (as opposed to the Introductory Text, which appears above image/standards).

A **Spell Check** button is provided to assist in checking your text for spelling errors.

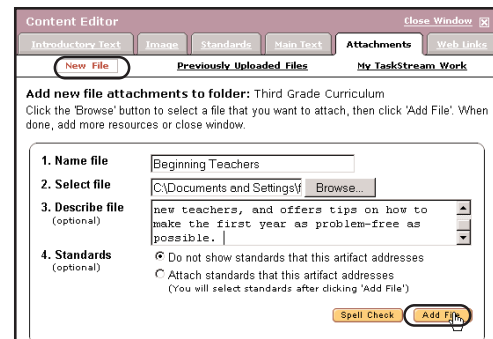
After you have added the header text, click the **Save and Close Window** button.



Attachments: New Files

When you click the **Attachments** tab, you will notice that the menu defaults to the New File attachment form. To attach a new file, first name it, and then select the file by clicking the **Browse** button and locating and opening the file on your computer. You can also add a description to your file.

Click the **Add File** button to attach and upload your file. As files are attached, they will be listed at the bottom of the form where they can be viewed, edited, or deleted.



Attachments: Previously Uploaded Files

If you have file attachments that have already been attached to lessons, units, staff development projects, web pages and/or other web folios, you can easily attach them by clicking on the **Previously Uploaded Files** link on the *Attachments* area.

Note: Attaching Previously Uploaded Files will not use additional storage space.

In the *Previously Uploaded Files* form, select the category area (Lessons, Unit Plans, Staff Development Projects, and Resource Folios) in which the file exists.

Next, select the file that you want to attach. You may rename and/or add a description for the file. Click the **Add File** button when you are finished.

Added files will be listed at the bottom of the form, where they can be viewed, edited, or deleted.

The screenshot shows the 'Content Editor' window with the 'Previously Uploaded Files' tab selected. The form is titled 'Add existing files to folder: Third Grade Curriculum'. It includes instructions: 'To link to files you have uploaded to TaskStream: Use the first menu to select the area to which your file was originally uploaded; Use the second menu to select the file; Click "Add File" to complete the process. When done, add more resources or close window.' The form has five numbered steps: 1. Select file from (Lesson plans), 2. Select file (Worksheet), 3. Rename file (optional), 4. Describe file (optional), and 5. Standards (radio buttons for 'Do not show standards...' and 'Attach standards...'). There are 'Spell Check' and 'Add File' buttons at the bottom.

Attachments: My TaskStream Work

You can attach work that you have created in TaskStream, such as units, lessons, rubrics, other web folios, and web pages to your resource folio by clicking on the **My TaskStream Work** link on the *Attachments* menu.

In the *My TaskStream Work* form, select the work category that you would like to attach from the first pulldown menu. After selecting a category, use the second pulldown menu to select the title of the work. You can add a description of the work in the text entry field provided (optional). Click the **Add File** button when you are finished

The screenshot shows the 'Content Editor' window with the 'My TaskStream Work' tab selected. The form is titled 'Add TaskStream work to web page: David Smith's Exit Portfolio'. It includes instructions: 'To link to TaskStream work: Use the first menu to select the type of work you would like to link to; Use the second menu to select the work; Click "Add File" to complete the process. When done, add more resources or close this window.' The form has four numbered steps: 1. Select category (Lessons), 2. Select lesson (Differential Equations), 3. Describe lesson (optional), and 4. Standards (radio buttons for 'Do not show standards...' and 'Attach standards...'). There are 'Spell Check' and 'Add File' buttons at the bottom.

Adding Web Links

Click the **Web Links** tab of the Content Editor window to access a form for linking other web pages to your resource folio.

To add an external web link, enter the name of the link in the first field and the associated URL (address) in the second field. You can also add an annotation to your link. Click **Add Link** when you are finished.

The screenshot shows the 'Content Editor' window with the 'Web Links' tab selected. The form is titled 'Create a new web link'. It includes instructions: 'Enter information about a link, then click "Add Link" to add the link to your work. When done, add more resources or close window.' The form has four numbered steps: 1. Name of link, 2. Link to outside website, 3. Describe link (optional), and 4. Standards (radio buttons for 'Do not show standards...' and 'Attach standards...'). There are 'Spell Check' and 'Add Link' buttons at the bottom.

Added links will be listed below the form, where they can be edited or deleted.

Attaching Standards to Artifacts

To attach standards to a new artifact you are adding to your resource folio, select the radio button next to “Attach standards that this artifact addresses” located at the bottom of the *Attachments and Web Links* forms, and click the **Add File/Link** button. (You will attach standards after attaching file/adding link)

To attach standards to an already added artifact, click the **Add/Edit Standards** link located beneath each added file/link at the bottom of the *Attachments and Web Links* forms.

The Standards Wizard home page will open allowing you to start the standards selection process. You can select a set of standards by either clicking the links at the top of the Standards Wizard to view State, USA/National or International Standards or selecting a regional set or a target set from the appropriate pull-down menu and clicking the **Go** button.

After navigating through the standards and selecting the indicators, click the **View Selections** button to see a full view of your selections, or the **Accept and Return** button to return to the form in which you were working. The standards will be listed with the corresponding artifact at the bottom of the forms where they can be viewed and edited.

Step 3: Editing the Structure of a Resource Folio

Setting Display Preferences for Attachments

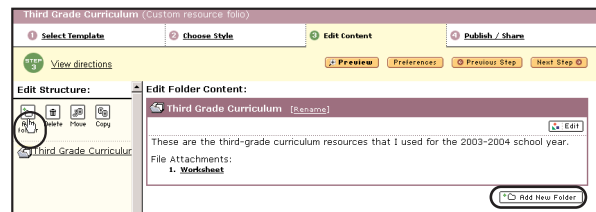
You can change the order in which files are displayed by clicking the **Preferences** button at the upper right-hand corner of resource folio *Workspace* area.



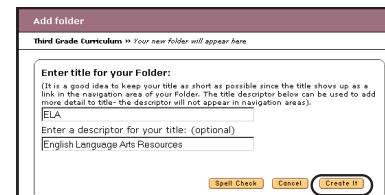
You can choose to display files alphabetically or by file type. Select one of these options, and click the **Save Change** button

Adding a New Folder

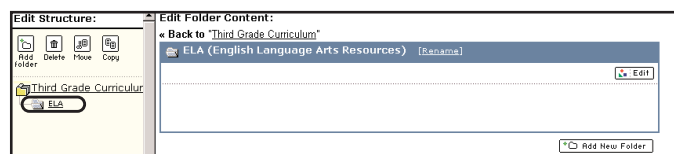
There are two buttons you can use to add a new folder to your resource folio. One is located at the top of the left frame and the other is located at the bottom of the right frame. Clicking on either button will open the Add Folder window.



In the Add Folder window, enter a name for the new folder. You can also add an optional description if you like. Click **Create It** when you are done. The new folder will appear under the main resource folio folder.



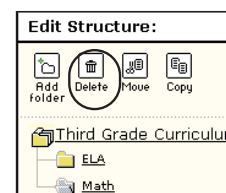
By default, the new folder created is automatically selected. If you want to add more folders within your main resource folio folder page, click on the title in order to select it.



Deleting a folder

To delete a folder, click on the folder title to select it, then click the **Delete** button at the top of the left frame.

An alert box will appear, asking you to confirm the delete selection, click **OK** to accept the deletion, or **Cancel** to cancel the deletion.

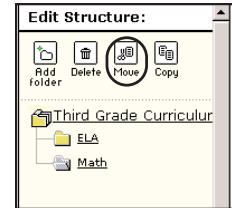


Moving a folder

You have the option of moving a folder within the current resource folio with which you are working, or to an existing resource folio.

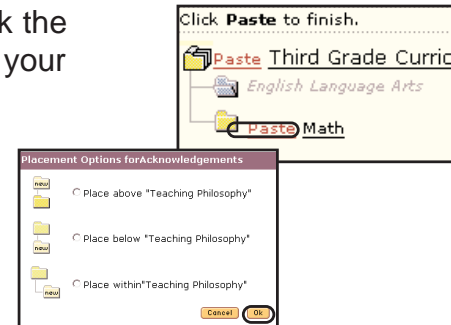
To move a folder, click to select the folder that you want to move. Then click the **Move** button at the top of the left frame.

A Cancel Move button and a Paste to Another Folio button will appear at the top of the left frame and a list of the folders within the current resource folio will be displayed with Paste links appearing next to each one.

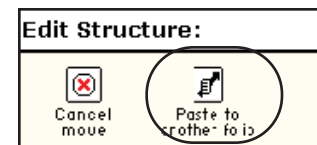


To paste the folder within the current resource folio; click the **Paste** link next to the folder to which you want to move your selection.

The Placement Options window will appear, displaying the various location options for pasting the selected item.

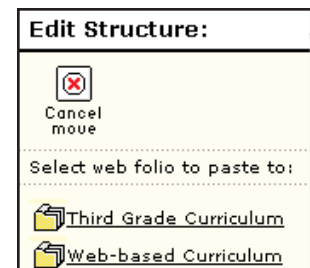


To paste the folder to another resource folio, click on the Paste to Another Folio button.



A list of all your existing resource folios will appear, select the one to which you want to move your selection, then click the **Paste** link next to the folder where your selected folder should be moved.

The Placement Options window will appear, displaying the various location options for pasting the selected item.



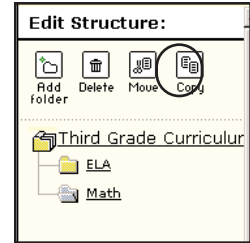
Choose an option, and click the **OK** button. The item should now be moved to the location that you selected.

Copying a folder

The copying feature works similarly to the move feature; however, instead of moving folder, you are making a copy of the folder to another location.

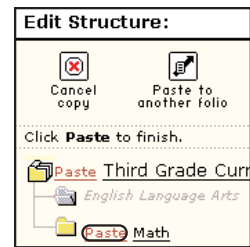
Select the folder that you want to copy by clicking on the title. Next, click the **Copy** button at the top of the left frame.

A Cancel Copy button and Paste to Another Folio button will appear at the top of the left frame and a list of the folders within the current resource folio will be displayed with Paste links appearing next to each one.

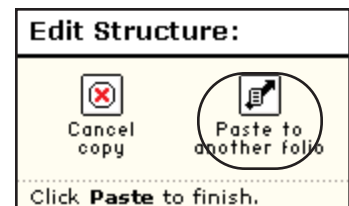


To paste the copied folder within the current folio, click the **Paste** link next to the folder to which you want to copy your selected folder.

Your folder will now appear within the folder you selected.



To paste the copied folder to an existing resource folio, click the Paste to Another Folio button. A list of all your existing resource folios will appear, select the one to which you want to copy your selection, then click the **Paste** link next to the folder where the selected folder should be copied.



A copy of the folder should now appear in the location that you selected.

Step 4: Publish/Share

In Step 4, you can publish your resource folio and share it formally with your assigned reviewer in a program, or informally by e-mailing it to colleagues.

Previewing a Resource Folio

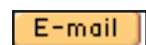
You can preview your resource folio, throughout the creation process by clicking the **Preview** button located on the top menu bar.



The Preview will give you an idea of how your resource folio will look when it is published to the web.

E-mailing a Resource Folio

To e-mail your resource folio, click the **E-mail** button to open the E-Mail form. On the e-mail form you can choose to e-mail your resource folio to internal recipients, i.e. TaskStream subscribers, and/or to external recipients, i.e. to an e-mail address outside of TaskStream.



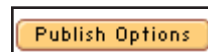
To e-mail your resource folio internally (via the TaskStream Message Center) click the **Select Recipients** button to open the Member Locator. Search for individuals to whom you wish to send your portfolio and use the Member Locator to select and save their name(s).

When e-mailing your resource folio internally, you can choose to make items within it available for copying. Check the **Allow TaskStream recipients to copy this folio** box, to enable recipients to copy lessons, units, and rubrics within the portfolio to their accounts. Uncheck the box to send read-only copies of your work.

To e-mail your resource folio to external recipients, type the recipients' e-mail addresses in the **To:** field, compose a message in the message field at the bottom of the form, and click the **Send** button. When you e-mail a portfolio externally, your portfolio will be published to the web and you will be sending the e-mail recipient a direct link to the contents of your work and all attachments. If you would like to limit access to the link for your published work, you can select to require people to enter a password you specify.

Publishing a Resource Folio

To publish your resource folio, click the **Publish Options** button.



In Step 1 of the Publish to Web area, your resource folio will be assigned a URL. You can choose to keep the suggested URL, or you can personalize it, by changing the editable portion of the URL.

In Step 2, you have the option to limit access to the URL of your published work by choosing to require people to enter a specified password to access it.

Click the **Publish** button to set your preferences and publish your work. To access your publishing options to unpublish or edit your settings, click the **Publish Options** button.

Request Feedback

To share your web folio with a Reviewer, click the **Publish/Share** link. Next, click the **Request for Feedback** button.

Request Feedback (Share with Reviewer)

Note: If you do not see the Request Feedback button, no Reviewer has been assigned to you. Please contact your Program Coordinator.

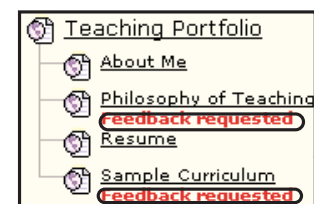
When the pop-up window opens, you should select the appropriate radio button to either request feedback for your entire web folio, or for specific areas of the web folio.

If you choose to request feedback for specific areas of your web folio, you will be able to select the areas on the following screen after you click **Continue**.

The next step is to select your Reviewer(s). Choose the Reviewer(s) with whom you would like to share your work by checking off the appropriate name(s). Checking a program name will share the work with all Reviewers assigned to you in the program. Click **Submit**.

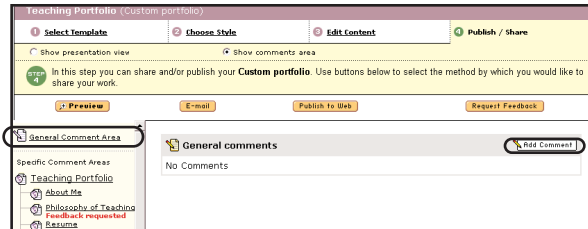
The next screen confirms that you have submitted your work to the selected reviewers. Read the directions on sending comments to your reviewer, however you will need to click the **Close Window** link at the top of the window to close the confirmation window and access the comment areas.

If you requested feedback on specific areas of your web folio, those selected areas will be flagged with a Feedback requested message in red text.

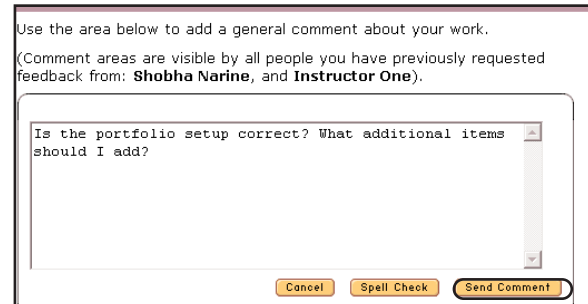


Sending Comments - General vs. Specific Area Comments

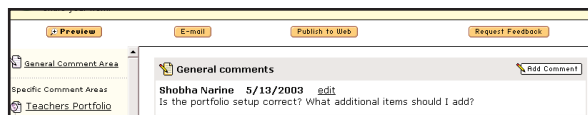
To send general comments to your reviewer(s), click the **General Comment** link at the top of the web folio layout frame (left frame). Next, click the **Add Comment** button at the top of the General Comments area in the right frame.



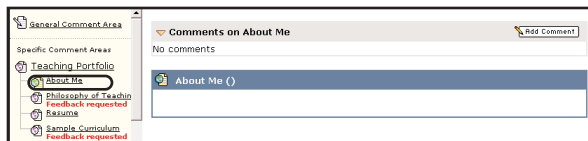
When the general comments window opens, type in a comment in the comment field and click the **Send Comment** button.



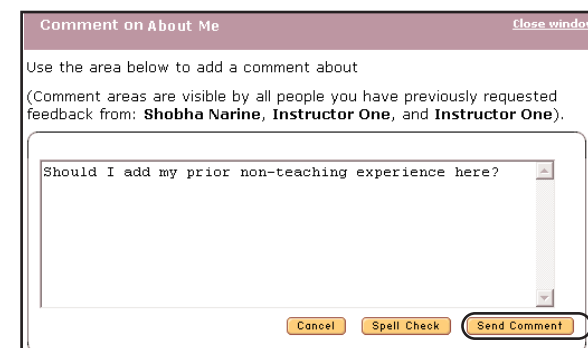
Your comments will appear in the General Comments area of the web folio.



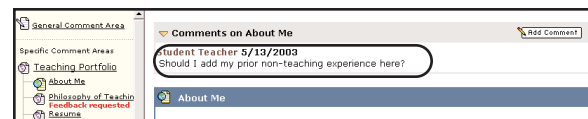
To send specific comments to your reviewer(s), click the page or section in the layout frame and the comment area for the selected page/section will open. Click the **Add Comment** button to access the comment window.



When the comments window opens, enter your comments in the text box, then click the **Send Comment** button to send your comments to your reviewer(s).



Your comments will be displayed at the top of the selected page/section.



Note: For more detailed information about My Programs see the Collaborative Programs manual.

Working with Existing Resource Folios

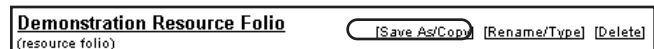
A list of existing portfolios can be accessed by clicking the triangle icon or the **View/edit my existing resource folios** link in the Resource Folios section of the *Web Folio Builder* home page.



Resource folios which have been published and/or shared with an assigned reviewer are identified by an “S” icon. A “P” icon indicates that the folio has been published. You can view the web address of a published resource folio by clicking the **View published web address** link.

Copying a Resource Folio

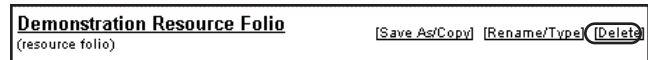
To make a copy of your resource folio, click the **Save As/Copy** link, next to the resource folio title.



Enter a new name for your resource folio on the following page and click the **Submit** button. The new copy should appear on the list of your existing resource folios.

Deleting a Resource Folio

To delete a resource folio, click the **Delete** link next to the resource folio title.



Converting a Resource Folio to a Portfolio

To convert a resource folio to a portfolio, click the **Rename/Type** link, next to the resource folio title.

On the following page select the radio button next to the Portfolio option, and click the **Save Changes** button.

Rename:

Change type of web folio from one format to another*:

Portfolio: A single or multi-page portfolio for presentation of selected work

Resource Folio: Organize your resources in folders accessible via a single web page.

*Note: A resource folio can always be converted to a portfolio, however only single page portfolios (vs. multi-page portfolios) can be converted to resource folios.