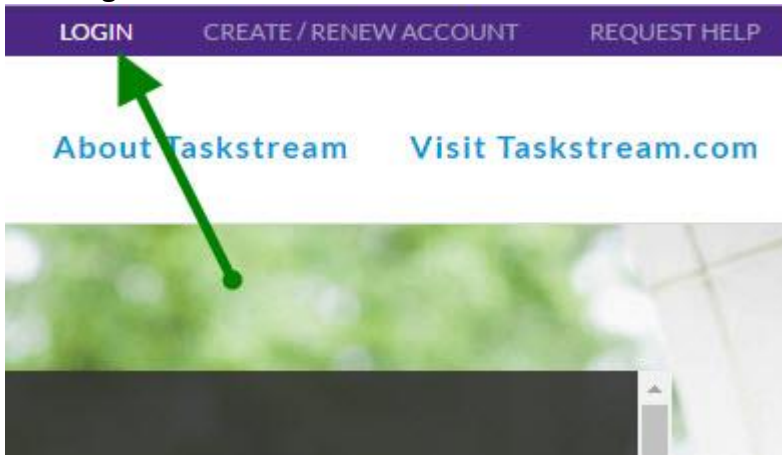




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Creating an ePortfolio

1. Go to www.taskstream.com
2. Click **Login**



3. Click on **FORGOT LOGIN**



Please sign into your account.

Username

Password

SIGN IN >

FORGOT LOGIN >

CREATE/RENEW ACCOUNT >

REQUEST HELP >



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4. Enter Your **Last name**, **E-mail**, and Click on **Email Username & Password Reset**

Login Assistance

Please enter your last name along with your Taskstream username or Student ID in the fields below to be sent a password reset link along with your username or to view your password hint.

The form is titled "Login Assistance" and contains the following fields and instructions:

- Last name:** [Text input field]
- And enter either...**
- Student ID:** [Text input field]
- or -**
- E-mail:** [Text input field]
- or -**
- Username:** [Text input field]

Below the fields are two orange buttons: **Email Username & Password Reset** and **View Password Hint**. A red arrow points from the "Email Username & Password Reset" button to a yellow box containing an important note.

Important: To make sure that you get Taskstream emails, examine your mail options and check for 'spam' blocking software.
If possible, add notification@taskstream.com to your address book.

5. Check your email and follow the steps to **Create a password** for Taskstream
6. Log into Taskstream: www.taskstream.com



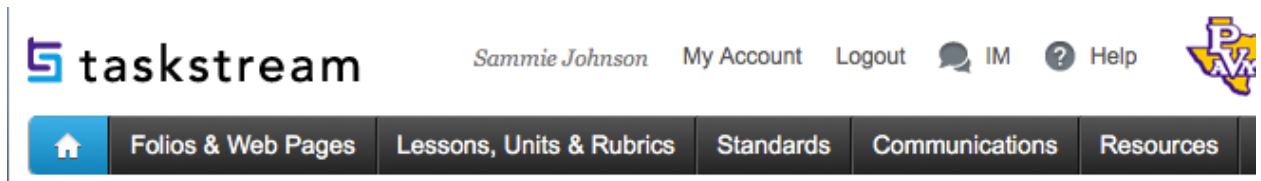
The sign-in form has a purple background and contains the following elements:

- Please sign into your account.**
- Username**
[Text input field containing: jdoe123@student.pvamu.edu]
- Password**
[Text input field with masked characters:]
- SIGN IN** button with a right arrow.

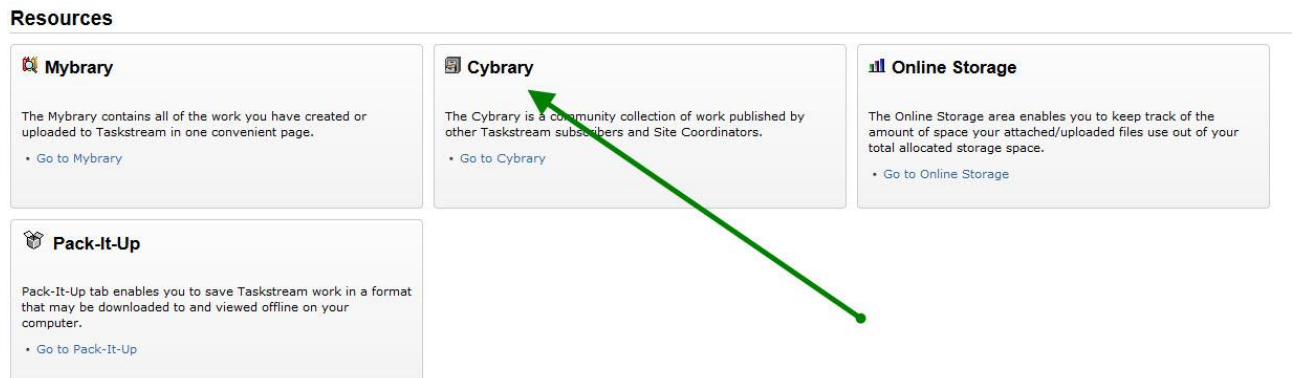


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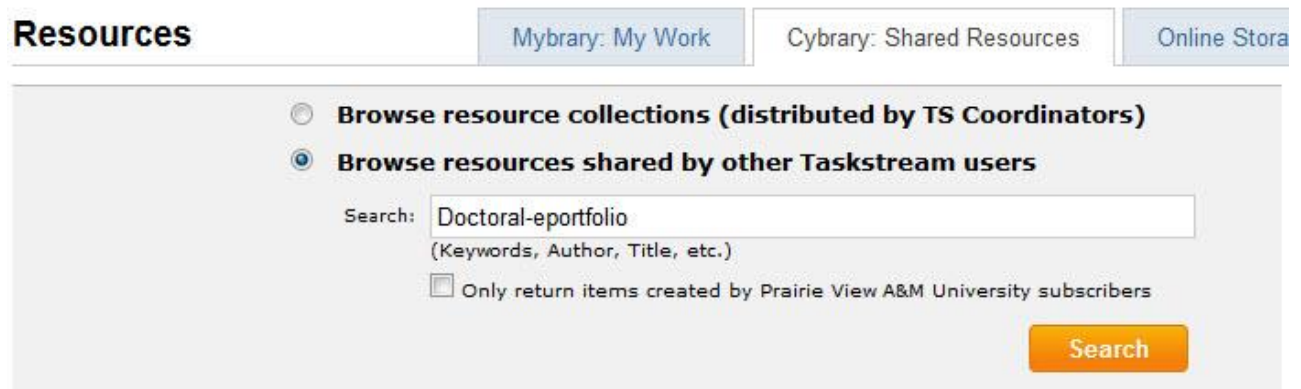
- Click **Resources** link from the menu



- Click **Cybrary** link under Resources



- Select **Browse resources Shared by other Taskstream users** and type **Docroral-eportfolio** in search and click the **Search** button. The following displays:



Resources Shared by Other Prairie View A&M University Users ***(Showing items 1 - 1 of 1)***

	Title	Work Type	Published By	Published On
1.	Doctoral-ePortfolio ePortfolio for Doctoral Students	Web Folio	Prairie View Manager, TX 	07/15/2016 03:38:43 PM (CDT) (v3)



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10. Click the **Doctoral-ePortfolio** link

Resources Shared by Other Prairie View A&M University Users (Showing items 1 - 1 of 1)

	Title	Work Type	Published By	Published On
1.	Doctoral-ePortfolio ePortfolio for Doctoral Students	Web Folio	Prairie View Manager, TX 	07/15/2016 03:38:43 PM (CDT) (v3)

11. The following is the **Doctoral-ePortfolio**:

Published 07/15/2016 04:38:43 PM (CDT)

[« Back to Search Results](#)[Print View](#)[Copy](#)

Doctoral-ePortfolio

Home

Courses

Research

Doctoral-ePortfolio

This portfolio represents my academic growth over time in the Prairie View A&M University - College of Education - Educational Leadership Doctoral program.

Curriculum Vitae (CV)

This page contains a complete curriculum vitae (CV) or resume.

Degree Plan

Research

Author: Prairie View IRA
Based on original work by: Prairie View Manager
Last modified: 07/15/2016 3:38 PM (CDT)

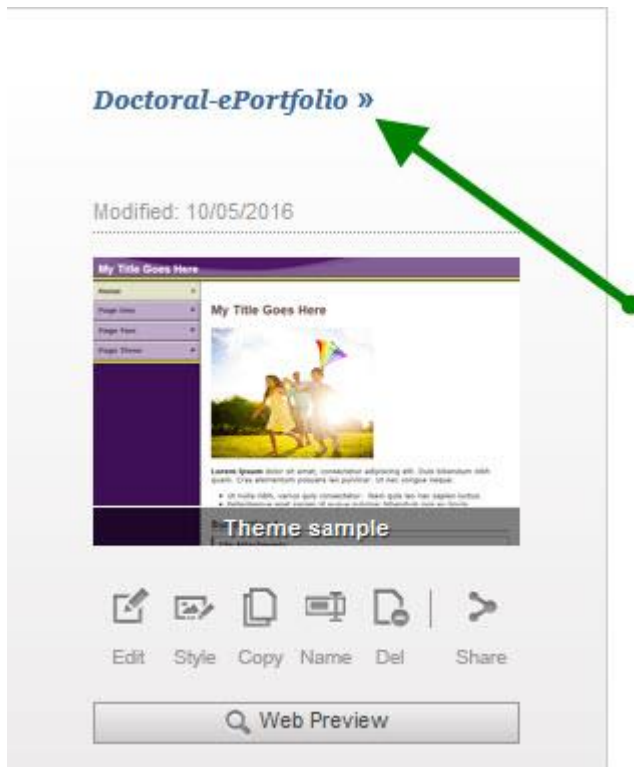
12. Click **Copy** button

13. Click **Proceed with Copying** button

14. Click **Go to the Folios & Web Pages** button

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15. Select **Doctoral-ePortfolio**



16. Click **Edit** as shown below:

17. All information in the ePortfolio can be modified

- Click the link you want to change by highlighting it in purple, then click the **Rename** button on the right side

Doctoral-ePortfolio

Template: "Professional Development Portfolio"

All Folios & Web Pages

Style

Edit Content

Publish/Share

Preview

Select Page/Area to Edit:

Doctoral-ePortfolio

- Curriculum Vitae (CV)
- Degree Plan
- Research
- Courses
 - EDUL7013 - Strategic Planning**
 - EDUL7023 - Organizational Theory
 - EDUL7033 - Educational Leadership
 - EDUL7053 - Cultural Diversity
 - EDUL7003 - Strategic Thinking

EDUL7013 - Strategic Planning

Rename

Additional Content Sections

No content sections. Click 'Section' button to create a new content section on this page.



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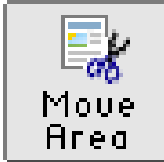
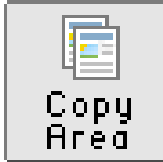
- b. Rename title and click **Apply Changes** button

Rename

Rename title: (Max. chars = 100)	<input type="text" value="EDUL7023 - Organizational Theory"/>
Rename descriptor for title: (Max. chars = 100)	<input type="text"/>

- c. Use the following button to add, delete, move, or copy content:

Select Page/Area to Edit:





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

- d. Reminded, links are selected when highlighted in purple, as follows:





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Select Page/Area to Edit:

 **Add Area**  **Delete Area**  **Move Area**  **Copy Area**

EDUL7143-ePortfolio







 **Curriculum Vitae (CV)**






 **Courses**

-  **EDUL7023 - Organizational Theory**
-  EDUL7033 - Educational Leadership
-  EDUL7053 - Cultural Diversity
-  EDUL7003 - Strategic Thinking

NOTE: To add you must click the Courses or the Research link

- e. To add assignments, highlight in purple the course name, and click the **Attachments** button at the bottom of the screen as shown below:

Add:  **Text & Image**  **Slideshow**  **Standards**  **Main Text**  **Attachments**  **Section**

 **Videos**  **Links**  **Reports**  **Sample Work**  **Embed Media**

- f. To add a new course, click the above **Section** button, make sure **Courses** or **Research** is highlighted in purple.



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18. Click the Publish/Share tab and the following displays:

Publishing and Sharing Options

Change Visual Style

Create a Printable PDF

Email this Web Folio

Publish to the Web

Publishing to the Web enables anyone to access your work from the Internet using the web address that you create. You may choose to limit access by creating a password. You can unpublish your work at any time.

Note: Any future changes will be automatically reflected in your published work.

Current Status: Unpublished

Publish

Submit to the Prairie View A&M University Cybrary

The Cybrary is a community collection of published work located in the Resource Manager. Other subscribers are able to copy Cybrary published works and edit them, but attribution to the original author is permanently affixed.

Note: If you make any changes in the future you will need to republish your work for the updates to be reflected in the Cybrary.

Current Status: Published (v1)

Republish

Edit Publication

Published to: Local Cybrary (Prairie View A&M University)

Other info: Work modified since publication of V1