Creating an ePortfolio

1. Go to www.taskstream.com
2. Click Login
3. Click on FORGOT LOGIN
Office of Institutional Accreditation

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.

- **Last name:**
- **And enter either...**
- **Student ID:**
- **- or -**
- **E-mail:**
- **- or -**
- **Username:**

[Email Username & Password Reset] [View Password Hint]

**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

![Taskstream Login](image)
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7. Click Resources link from the menu

8. Click Cybrary link under Resources

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

Resources

<table>
<thead>
<tr>
<th>Mybrary: My Work</th>
<th>Cybrary: Shared Resources</th>
<th>Online Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mybrary</td>
<td>Cybrary</td>
<td>Online Storage</td>
</tr>
</tbody>
</table>

Browse resource collections (distributed by TS Coordinators)
Browse resources shared by other Taskstream users

Search: doctoral-eportfolio (Keywords, Author, Title, etc.)
Shows: All Items

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Type</th>
<th>Published By</th>
<th>Published On</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doctoral-ePortfolio</td>
<td>Web Folio</td>
<td>Prairie View Manager, TX</td>
<td>07/15/2016 03:38:43 PM</td>
</tr>
</tbody>
</table>

(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)*

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Type</th>
<th>Published By</th>
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<tr>
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<td>Web Folio</td>
<td>Prairie View Manager, TX</td>
<td>07/15/2016 03:38:43 PM (CDT)</td>
</tr>
</tbody>
</table>

11. The following is the **Doctoral-ePortfolio**. Click **Copy**

12. Click **Proceed with Copying** button
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13. Click Go to the Folios & Web Pages under what do you want to do?

Copy Successful

The presentation folio, "Doctoral-ePortfolio", has been copied into your Folios & Web Pages. To edit this presentation folio, go to Folios & Web Pages.

What do you want to do?

Back  Go to the Folios & Web Pages

14. Click Doctoral-ePortfolio from Presentation Folios

Folios & Web Pages

All Folios & Web Pages (5 Found)

Filter By: 
All Folios & Web Pages

Sort: 
Grouped by Template Category

Presentation Folios

Doctoral-ePortfolio »

Deleted DRF Requirements »
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15. The following displays

16. All information in the ePortfolio can be modified
   a. Click **Edit Content**
   b. Click the link you want to change by highlighting it in purple, then click the **Rename** button on the right side
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c. Rename title and click **Apply Changes** button

**Rename**

<table>
<thead>
<tr>
<th>Rename title:</th>
<th>EDUL7013 - Strategic Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Max. chars = 100)</td>
<td></td>
</tr>
<tr>
<td>Rename descriptor for title:</td>
<td></td>
</tr>
<tr>
<td>(Max. chars = 100)</td>
<td></td>
</tr>
</tbody>
</table>

![Apply Changes Button]


d. Use the following button to add, delete, move, or copy **Page/Area**:

![Select Page/Area to Edit]

![Page/Area Links]

e. **Page/Area** links are selected when highlighted in purple, as follows:
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f. To add content, select/"highlight in purple" the page/Area, and click the Text & Images/Slideshow/Standards/Main Text/Attachments/Videos/links/Reports/Sample Work/Embed Media button at the bottom of the screen as shown below:

![Add: Text & Image Slideshow Standards Main Text Attachments Videos Links Reports Sample Work Embed Media](image)

g. To add a new section, click the above Section button, and make sure page/Area is selected/"highlighted in purple".

17. Click the Publish/Share tab and the following displays. Click Publish under Publish to the Web

![Doctoral-ePortfolio Publishing and Sharing Options](image)

18. Enter your Name under Create a Customized Web Address, Check No Password needed, and Click Publish
19. You should see confirmation page with your portfolio web address. You can share the link with the Faculty.