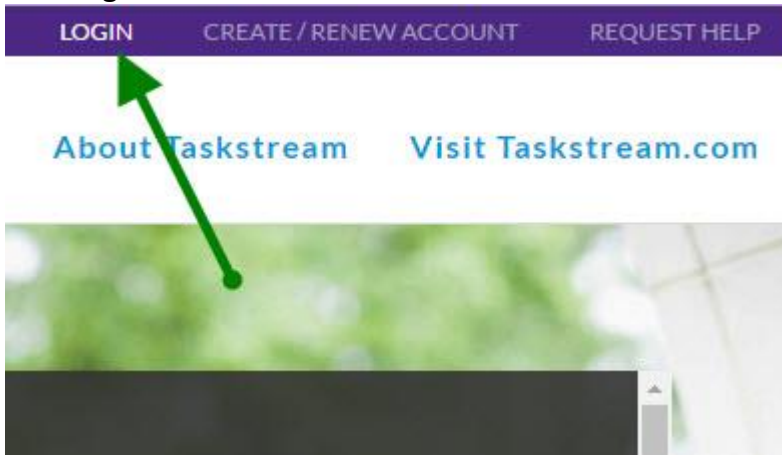




Office of Institutional Accreditation

Creating an ePortfolio

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



3. Click on **FORGOT LOGIN**



The screenshot shows the Taskstream login page. The page has a purple background. At the top, it says 'Please sign into your account.' Below this, there are two input fields: 'Username' and 'Password'. Below the input fields is a blue button with the text 'SIGN IN' and a right-pointing arrow. Below the button are three links: 'FORGOT LOGIN', 'CREATE/RENEW ACCOUNT', and 'REQUEST HELP'. A red arrow points to the 'FORGOT LOGIN' link.



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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 screenshot shows a form with the following fields and buttons:

- Last name:
- And enter either...
- Student ID:
- or -
- E-mail:
- or -
- Username:
- Buttons: **Email Username & Password Reset** and **View Password Hint**

Below the form is a yellow box with 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 screenshot shows the sign-in page with the following text and fields:

- Please sign into your account.
- Username:
- Password:
- SIGN IN** >

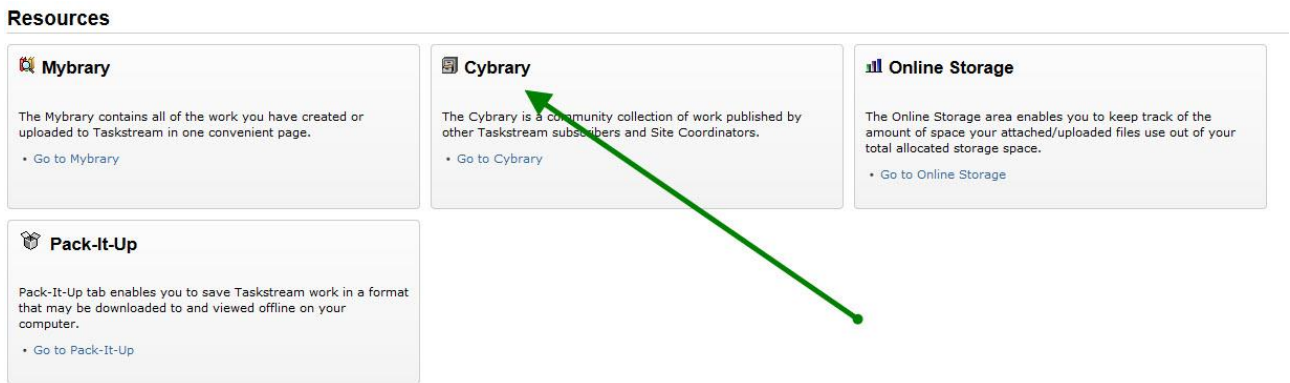


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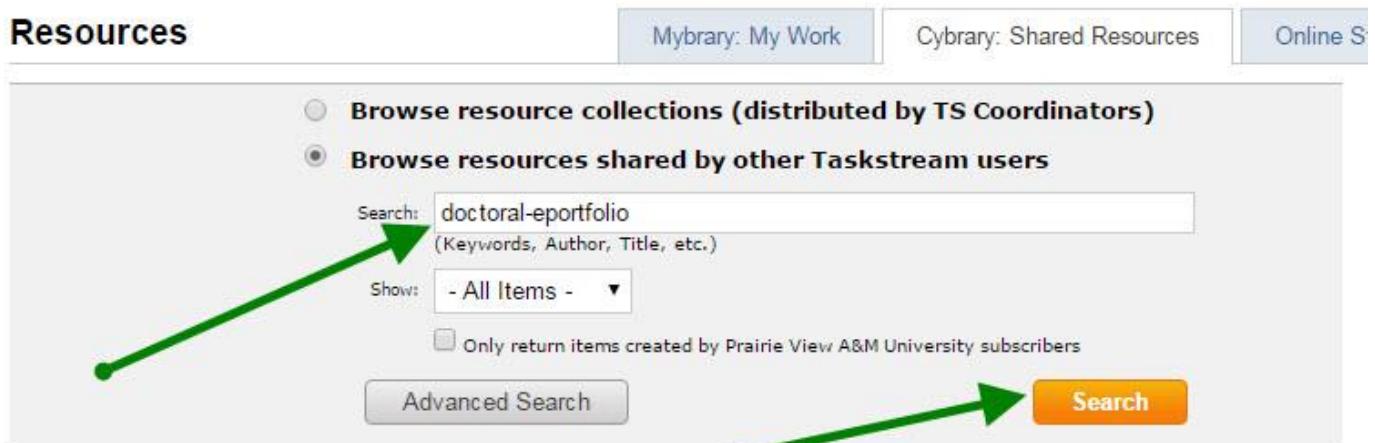
7. Click **Resources** link from the menu



8. Click **Cybrary** link under Resources



9. Select **Browse resources Shared by other Taskstream users** and type **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 () (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**. Click **Copy**

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

« 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 (CST)

12. Click **Proceed with Copying** button

Confirm Copy

Cancel - Do Not Copy

Proceed with Copying



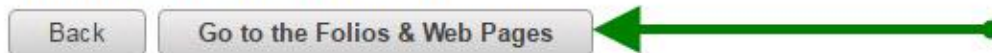
Office of Institutional Accreditation

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?



14. Click **Doctoral-ePortfolio** from Presentation Folios



Folios & Web Pages

New Folio/Web Page Title:

Create New

Maximum characters allowed: 100

All Folios & Web Pages (5 Found)

Filter By:

Sort:

Presentation Folios

Doctoral-ePortfolio »

Modified: 01/25/2017

Theme sample

Edit Style Copy Name Del Share

Web Preview

Deleted DRF Requirements »

Modified: 02/05/2015

Edit Style Copy Share

Web Preview



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15. The following displays

Doctoral-ePortfolio

Template: "Professional Development Portfolio"

All Folios & Web Pages

Style

Edit Content

Publish/Share

Preview

Select Page/Area to Edit:

Add Area Delete Area Move Area Copy Area

Doctoral-ePortfolio

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

Edit Presentation Folio

Select item to edit from the left panel.

Getting Started with Folios & Web Pages

If this is your first time working within Folios & Web Page, you may wish to view or print our Getting Started Guide or call Mentoring Services at 1.800.311.5656 for help starting your work.

16. All information in the ePortfolio can be modified

- Click **Edit Content**
- 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:

Add Area Delete Area Move Area Copy Area

Doctoral-ePortfolio

- Curriculum Vitae (CV)
- Degree Plan
- Research
- Courses
 - EDUL7013 - Strategic Planning**
 - EDUL7023 - Organizational Theory
 - EDUL7033 - Educational Leadership
 - EDUL7053 - Cultural Diversity
 - EDUL7003 - Strategic Thinking
 - EDUL7043 - Organizational Development
 - EDUL7613 - Qualitative

EDUL7013 - Strategic Planning Rename

Additional Content Sections

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

Add: Text & Image Slideshow Standards Main Text Attachments Videos Section Links Reports Sample Work Embed Media



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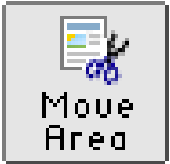
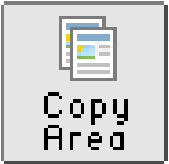
- c. Rename title and click **Apply Changes** button

Rename

Rename title: (Max. chars = 100)	<input type="text" value="EDUL7013 - Strategic Planning"/>
Rename descriptor for title: (Max. chars = 100)	<input type="text"/>





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

Select Page/Area to Edit:







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

- e. Page/Area links are selected when highlighted in purple, as follows:

Select Page/Area to Edit:

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

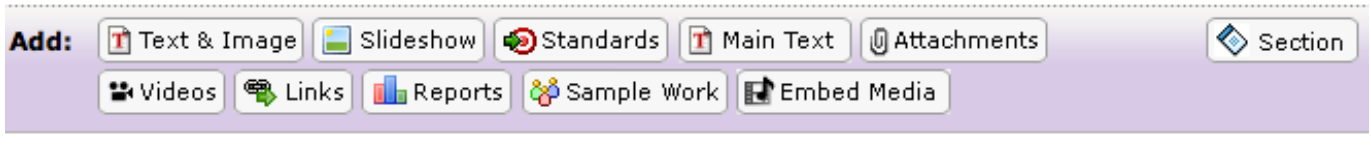
EDUL7143-ePortfolio

-  Curriculum Vitae (CV)
-  Courses
 -  EDUL7023 - Organizational Theory
 -  EDUL7033 - Educational Leadership
 -  EDUL7053 - Cultural Diversity
 -  EDUL7003 - Strategic Thinking



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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:



- 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
Template: "Professional Development Portfolio"

All Folios & Web Pages Style Edit Content **Publish/Share**

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: Unpublished

Publish

Portfolio Style
Your work may be customized with your own colors and themes by clicking "Change Visual Style."

- Change visual style

Help with Publish/Share Options

- About Publish/Share Options
- Creating a Printable PDF
- Sending a Link to your Work through Email
- Publishing to the Web or the Taskstream Cybrary
- Changing the Visual Style of your Work

18. Enter **your Name** under Create a Customized Web Address, Check **No Password** needed, and Click **Publish**



Office of Institutional Accreditation

Doctoral-ePortfolio

Template: "Professional Development Portfolio"

All Folios & Web Pages

Style

Edit Content

Publish/Share

Your Name

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.

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

Publish Options

Create a Customized Web Address: A suggestion has been provided, you may change it if you wish.	https://www.taskstream.com/ts/manager343/ Taskstream <small>(Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)</small>
Create a password: A password limits access to this web address.	<input checked="" type="radio"/> No password needed <input type="radio"/> Require password: <input type="text"/> <small>(Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)</small>
<input type="button" value="Cancel"/> <input type="button" value="Publish"/>	

19. You should see confirmation page with your portfolio web address. You can share the link with the Faculty.

Doctoral-ePortfolio

Template: "Professional Development Portfolio"

View Published URL

All Folios & Web Pages

Style

Edit Content

Publish/Share

Publication Successful

Doctoral-ePortfolio has been published successfully.

Address: <https://www.taskstream.com/ts/manager343/Taskstream2>

Password: No password specified



Link

Note: Write this web address (URL) down for future reference or e-mail this web address to yourself or friends. You can continue to edit your work by going back to the Work tab. Edits will be automatically reflected in your published work.

- Edit Web Address
- Back to Options Screen