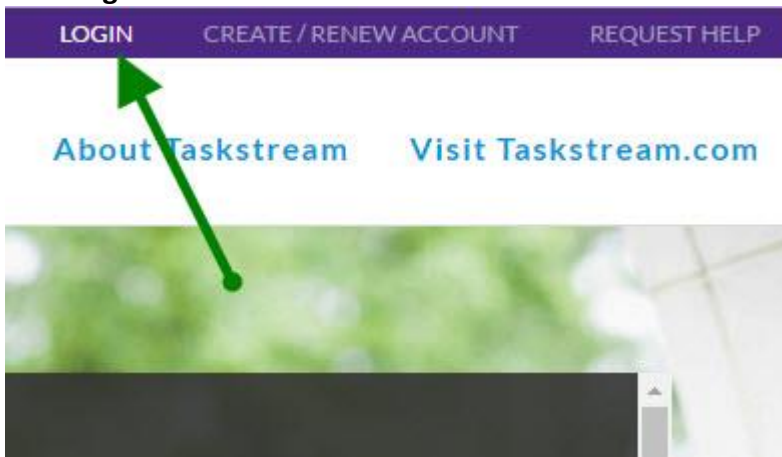




## Office of Institutional Accreditation

### Creating an ePortfolio

1. Go to [www.taskstream.com](http://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, there is a blue button with the text 'SIGN IN' and a right-pointing arrow. Below the button, there are three links: 'FORGOT LOGIN', 'CREATE/RENEW ACCOUNT', and 'REQUEST HELP'. A red arrow points to the 'FORGOT LOGIN' link.



## 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.

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](http://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** >

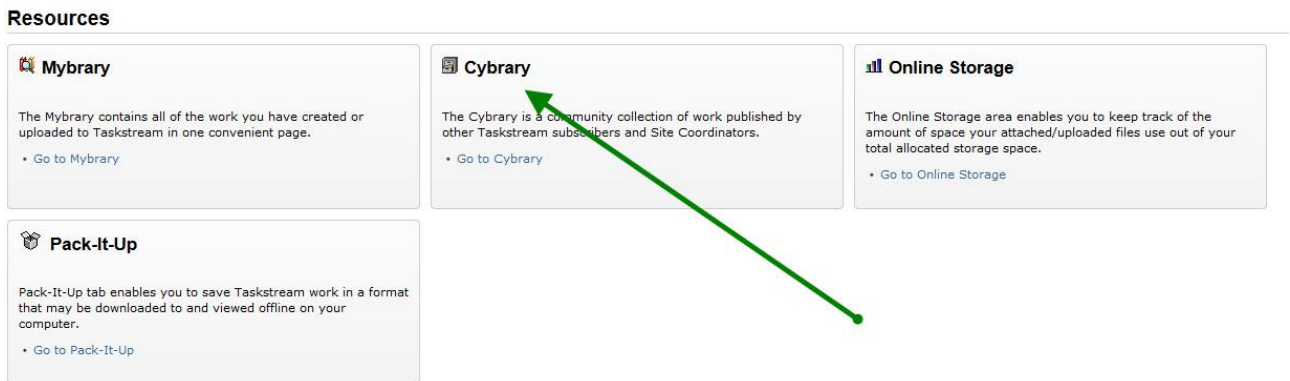


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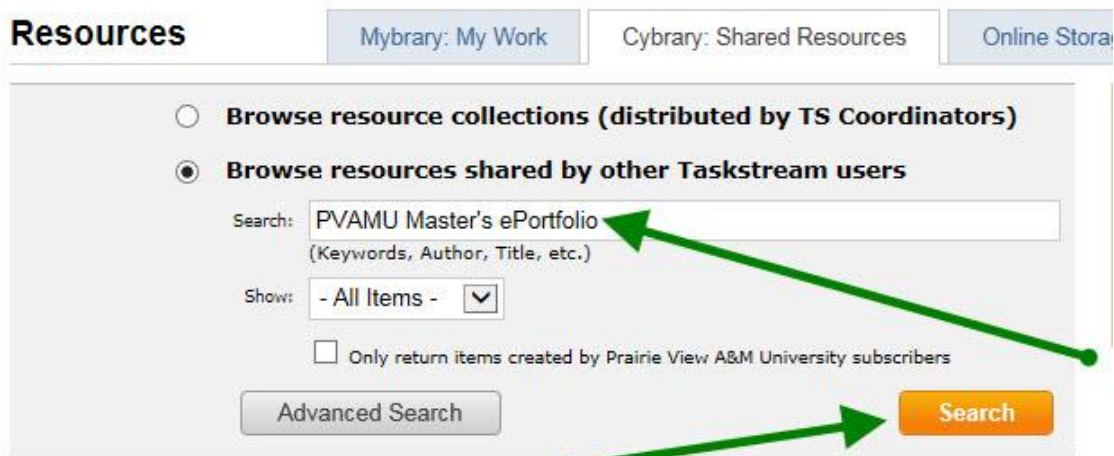
7. Click **Resources** link from the menu



8. Click **Cybrary** link under Resources



9. Select **Browse resources Shared by other Taskstream users** and type **PVAMU Master's 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.	<b>PVAMU Master's ePortfolio</b> Internship ePortfolio	Web Folio	Prairie View Manager2, TX ✉	11/18/2016 04:34:41 PM (CST) (v1)



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10. Click the **PVAMU Master's 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.	<b>PVAMU Master's ePortfolio</b> Internship ePortfolio	Web Folio	Prairie View Manager2, TX ✉	11/18/2016 04:34:41 PM (CST) (v1)

11. The following is the **PVAMU Master's ePortfolio**. Click **Copy**

Published 11/18/2016 05:34:41 PM (CST)

« Back to Search Results

Print View Copy

### PVAMU Master's ePortfolio

- Home
- PHILOSOPHY STATEMENT AND RESUME
- PERSONAL AND PROFESSIONAL GOALS
- DEMOGRAPHIC AND CULTURAL STUDY
- ACTION ACTIVITIES
- PROJECTS/PROBLEMS

### PVAMU Master's ePortfolio

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

**Author:** Prairie View IRA  
**Based on original work by:** Prairie View Manager  
**Modified by user:** Prairie View Manager2  
**Last modified:** 11/18/2016 4:34 PM (CST)

12. Click **Proceed with Copying**

### Confirm Copy

Cancel - Do Not Copy

Proceed with Copying



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13. Click **Go to the Folios & Web Pages** under what do you want to do?

### Copy Successful

The presentation folio, "PVAMU Tenure Promotion Portfolio", has been copied into presentation folio, go to **Folios & Web Pages**.

### What do you want to do?



14. Click **PVAMU Master's 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: All Folios & Web Pages Sort: Grouped by Template Category **Update List**

### Presentation Folios

Two panels showing presentation folios. The left panel features 'PVAMU Master's ePortfolio' with a green arrow pointing to it. The right panel shows 'Deleted DRF Requirements'.





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15. The following displays

**PVAMU Master's ePortfolio**  
 Template: "Professional Development Portfolio"    All Folios & Web Pages    Style    Edit Content    Publish/Share

Preview

**Select Page/Area to Edit:**

Add Frio   
 Delete Frio   
 Move Frio   
 Copy Frio

**PVAMU Master's ePortfolio**

- PHILOSOPHY STATEMENT AND RESUME
- PERSONAL AND PROFESSIONAL GOALS
  - ◆ PORTRAIT OF A CYPRESS-FAIRBANKS I.S.D. ADMINISTRATOR
- DEMOGRAPHIC AND CULTURAL STUDY
  - ◆ TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)
  - ◆ DISTRICT MAP
  - ◆ SCHOOL MAP
  - ◆ ORGANIZATIONAL CHART
  - ◆ STATE OF THE DISTRICT 2015-2016
  - ◆ ARD AGENDA AND FORMS

**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.

**More Help:**

Change the Folio or Web tab, add text standards ar Content tab, reviewers in and find oth e-mailing an options) in tl tab.

- About Fol
- How to ac
- How to de
- How to m
- How to cc
- Publish/SI

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

**PVAMU Master's ePortfolio**  
 Template: "Professional Development Portfolio"    All Folios & Web Pages    Style    Edit Content    Publish/Share

Preview

**Select Page/Area to Edit:**

Add Frio   
 Delete Frio   
 Move Frio   
 Copy Frio

**PVAMU Master's ePortfolio**

- PHILOSOPHY STATEMENT AND RESUME
- PERSONAL AND PROFESSIONAL GOALS
  - ◆ PORTRAIT OF A CYPRESS-FAIRBANKS I.S.D. ADMINISTRATOR
- DEMOGRAPHIC AND CULTURAL STUDY
  - ◆ TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)
  - ◆ DISTRICT MAP
  - ◆ SCHOOL MAP
  - ◆ ORGANIZATIONAL CHART
  - ◆ STATE OF THE DISTRICT

◆ **TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)** 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



## Office of Institutional Accreditation


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


### Rename


<b>Rename title:</b> (Max. chars = 100)	TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)
<b>Rename descriptor for title:</b> (Max. chars = 100)	
<input type="button" value="Cancel"/> <input type="button" value="Apply Changes"/>	


- 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

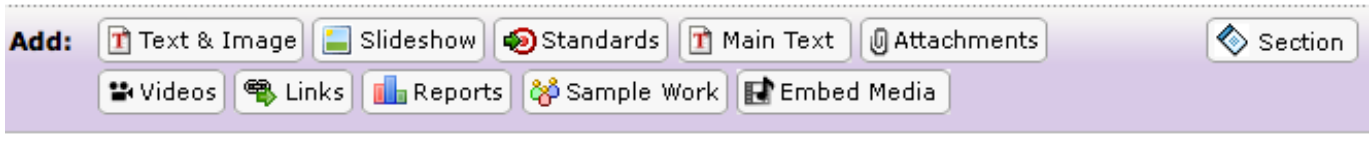
#### EDUL7143-ePortfolio

-  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

**PVAMU Master's 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

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

**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

**Publish**

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





## Office of Institutional Accreditation

### PVAMU Master's 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. (Only numbers, letters, and dashes "-" are allowed; no spaces or slashes.)

**Create a password:**  No password needed  
A password limits access to this web address. (Use a minimum of 4 characters - only numbers and letters allowed, no spaces.)

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

### PVAMU Master's ePortfolio

Template: "Professional Development Portfolio"

View Published URL

All Folios & Web Pages

Style

Edit Content

Publish/Share

### Publication Successful

PVAMU Master's ePortfolio has been published successfully.

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

**Password:** No password specified

**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](#)

# URL