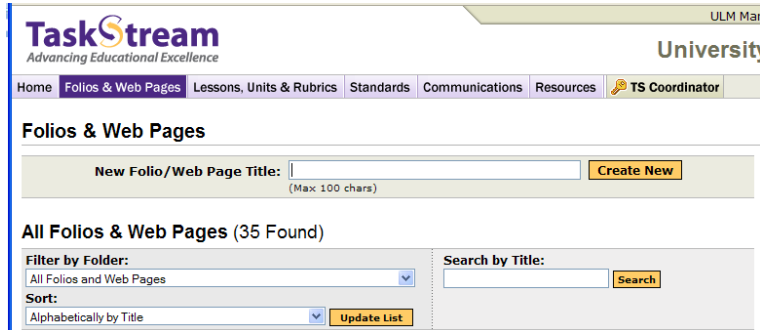
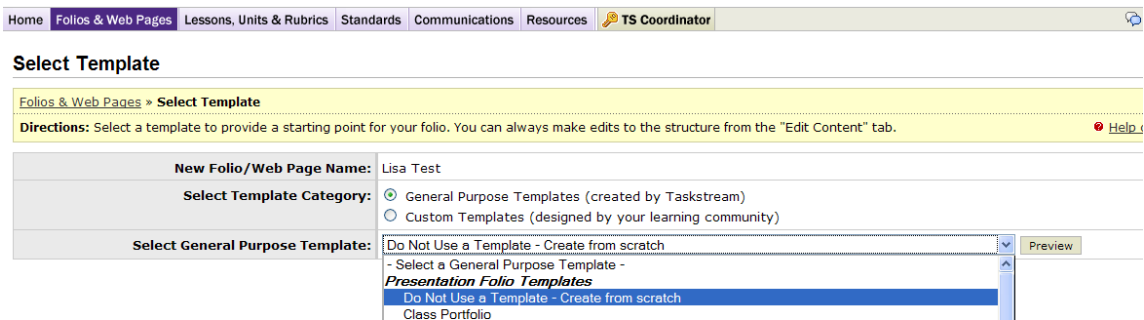


Creating a Folio

- This can be used to create a folio for your use or for classes in which the instructor is having you create a portfolio for submission.
- From the Home Page click on the Folio and Web Pages Tab.
- Type in the name of the portfolio you want to create and select **Create New**.



- Select General Purpose Templates and on the drop down menu, choose Presentation Folio Template, Do Not Use a Template, Create from Scratch.



- Here you are basically building a website. The key is to remember that it is not a web page but a site. So that means there are multiple pages, not just one. You will create a page for each tab in your portfolio. On the Style Tab, choose layout and theme, click on **Save Changes**.
 - a. Click on the title of the portfolio in the left hand column. Go up to **Add Area**.
 - b. Title the page/area.
 - c. Now you can add another page/area or you can add a subsection to the one you just created.
 - d. Adding files: Once you have created the page/areas, the next step is to add files to each page. Click on the page/area you want to add files to. Use the **Add:** bar at the bottom of the page.



- i. Click on **Text & Image** or **Main Text** to write an introduction, etc.

- ii. Click on **Attachment** to upload a file saved on your computer, a previously uploaded file, or an artifact you created in TaskStream.
- To submit to your instructor:
 - a. Go back to your program of study and click on the course you want to submit the Folio to.
 - b. Click on **Attachment**.
 - c. Under **Add New Attachment**, choose the option **An artifact created in TaskStream**.
 - d. In the **Select Category** drop down menu, choose **Web Folios**, and then in the **Select Work** drop down menu choose the portfolio you created.
 - e. Click on **Add File**, then **Save** and then **Return and the Submit Work**.
 - f. Choose your instructor and click on **Submit for Evaluation**.
 - To allow others to see your folio, click on the **Publish/Share** tab. You can create a printable PDF, email the folio, or publish. To publish, click on **Publish** and create a customized web address. You have the choice of password protection. Click on **Publish** and you will be given a web address to share. You also have the option to Unpublish if you wish.